

Agenda

Ordinary Council Meeting

Monday, 22nd May 2023

Commencing at 7.00pm

Council Chamber
1230 Nepean Highway, Cheltenham

kingston.vic.gov.au

Peter Bean
Chief Executive Officer
Kingston City Council

ACKNOWLEDGEMENT OF COUNTRY

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

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

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

**City of Kingston
Ordinary Council Meeting**

Agenda

22 May 2023

Notice is given that a Meeting of Kingston City Council will be held at 7.00pm at Council Chamber, 1230 Nepean Highway, Cheltenham, on Monday, 22 May 2023.

1. Apologies

2. Confirmation of Minutes of Previous Meetings

Minutes of Ordinary Council Meeting 26 April 2023

Minutes of Special Council Meeting 17 May 2023

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

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

4. Petitions

Nil

5. Presentation of Awards

Nil

6. Reports from Delegates Appointed by Council to Various Organisations

7. Question Time

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Nil

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10.3	Award of Contract CON 23/002 - North Cheltenham Preschool	
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10.3	Award of Contract CON 23/002 - North Cheltenham Preschool	
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10.4	Hawthorn Football Club Kennedy Centre - Funding and Community Access Agreement	
	Appendix 1 Draft Funding and Community Access Agreement	

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 7.30pm 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 Meeting Procedures Local Law.

Emergency Evacuation of Chamber

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

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

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

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

Explanation of Meeting Procedure

Do You Have a Hearing Difficulty?

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

Interpreting Service



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

Wednesday, 26th April 2023



City of
KINGSTON

community inspired leadership

**City of Kingston
Ordinary Council Meeting**

Minutes

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The meeting commenced at 7.07pm in the Council Chamber, 1230 Nepean Highway, Cheltenham.

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

In Attendance: Peter Bean, Chief Executive Officer
Jonathan Guttman, General Manager Planning and Place
Dan Hogan, General Manager Customer and Corporate Support
Samantha Krull, General Manager Infrastructure and Open Space
Sally Jones, General Manager Community Strengthening
Bernard Rohan, Chief Financial Officer
Justin Welsford, Media Advisor
Kelly Shacklock, Acting Manager Governance
Patrick O’Gorman, Governance Officer
Gabrielle Pattenden, Governance Officer

1. Apologies

Apologies from Cr Cochrane and Cr Staikos were submitted to the meeting.

Moved: Cr Davies

Seconded: Cr Hill

That the apologies from Cr Cochrane and Cr Staikos be received.

CARRIED

2. Confirmation of Minutes of Previous Meetings

Moved: Cr Davey-Burns

Seconded: Cr Davies

That the Minutes of the Ordinary Council Meeting held on 27 March 2023 be confirmed.

CARRIED

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

There were no Conflicts of Interest submitted to the meeting.

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4. Petitions

Nil

5. Presentation of Awards

Nil

6. Reports from Delegates Appointed by Council to Various Organisations

There were no delegates' reports.

7. Question Time

Question time was held at 7.31pm. Refer to page 8 of the Minutes.

En Bloc Resolution

Moved: Cr Davies

Seconded: Cr Bearsley

That the following items be resolved *en bloc* and that the recommendations in each item be adopted:

- 8.1 Chelsea Yacht Club Parking Arrangements
- 8.2 South East Melbourne City Deal Update
- 9.1 Reconciliation Action Plan Progress Report 1
- 9.3 Community Awards 2023 - Nominations and Winners
- 10.1 CON-22/068 Reactive Tree Maintenance Services
- 10.2 CON-22/067 Programmed Tree Maintenance Services
- 10.3 Delegation of Authority to Chief Executive Officer CON-22/098 Provision of Sports Lights
- 10.4 Award of Contract - CON-22/113 - Traffic Signalisation - Intersection Thames Promenade & Scotch Parade, Chelsea
- 11.1 Quick Response Grants
- 11.2 Bi-Annual Report from the Audit and Risk Committee - December 2022 & March 2023
- 11.3 Audit and Risk Committee Minutes and Charter Review
- 11.4 Appointment of Member to the Arts and Cultural Strategic Advisory Committee
- 11.5 Informal Meetings of Councillors

CARRIED

8. Planning and Place Reports

8.1 Chelsea Yacht Club Parking Arrangements

RECOMMENDATION

That Council:

1. Provide use of the southern end of the car park by Chelsea Yacht Club members on Saturdays during the summer sailing season, October to April on an ongoing basis, to be reviewed in seven years in line with the lease term;
2. Provide use of six spaces immediately east of the club building by Chelsea Yacht Club members, Friday – Sunday during the summer sailing season, October to April on an ongoing basis, to be reviewed in seven years in line with the lease term; and
3. Notify respondents to the original consultation via a traffic bulletin that the permit restrictions will be implemented as envisaged in this report.

Note: Refer to page 4 of the Minutes where this item was resolved *en bloc*.

8.2 South East Melbourne City Deal Update

RECOMMENDATION:

That Council be advised:

1. That its previous resolutions on 27 July 2020 regarding a City Deal will no longer be proceeding.
2. That the Mayor/Chief Executive Officer will provide periodic updates to the Council on the work being completed by the Greater South East Melbourne Group of Councils (GSEM) where opportunities to work with the Commonwealth and State Government exist at a regional level.

Note: Refer to page 4 of the Minutes where this item was resolved *en bloc*.

8.3 Response to Notice of Motion 52/2020 - Trader and Community Working Group in Chelsea, Edithvale and Chelsea Heights

Procedural Motion

Moved: Cr Oxley

Seconded: Cr Eden

That consideration of this item be deferred until the May Ordinary Council meeting.

CARRIED

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9. Community Strengthening Reports

9.1 Reconciliation Action Plan Progress Report 1

RECOMMENDATION

That Council note the achievements of the Reconciliation Action Plan 2022-2024 implementation from April to December 2022.

Note: Refer to page 4 of the Minutes where this item was resolved *en bloc*.

9.2 Response to Resolution - Notice of Motion No. 9/2022 - Music Festivals

Moved: Cr Howe

Seconded: Cr Davies

That Council:

1. Receive the report; and
2. Allow Officers time to re-engage with industry and retest the market for this project.

CARRIED

9.3 Community Awards 2023 - Nominations and Winners

RECOMMENDATION

That Council:

1. Confirm the 2023 winners of the Community Awards for Citizen of the Year and Community Group of the Year, as presented in Confidential Appendix 1 Voting Outcomes – Winners.
2. Determine, pursuant to Section 125 of the Local Government Act 2020, that the identities of all award winners remain confidential until 18 May 2023, except for the notification of the award winners by the Mayor prior to 18 May 2023.

Note: Refer to page 4 of the Minutes where this item was resolved *en bloc*.

9.4 Municipal Public Health and Wellbeing Plan 2021-25: Draft Year 3 Health Plan Action Plan

Moved: Cr Davey-Burns

Seconded: Cr Davies

That Council endorse the draft Year 3 Health Plan Action Plan for the Municipal Public Health and Wellbeing Plan 2021-25 to be released for public comment and feedback.

CARRIED

10. Question Time

Cr Davey-Burns left the meeting at 7:31pm.

Cr Davey-Burns returned to the meeting at 7:33pm.

Trent asked,

"Why are there ticket machines on council property, eg beach car parks? If council is funded by the public paying rates; and council property is maintained by the council through the public paying rates to council. What purpose does charging people to park when it's already funded?"

The General Manager Planning and Place provided the following response,

"I would like to thank Trent for his question. The Kingston foreshore is used by a large cross section of visitors who often come from beyond than the municipal boundaries of Kingston however Council is only able to collect direct revenue through rates from Kingston property owners. Kingston takes a similar approach to many other foreshore municipalities and collects revenue through foreshore ticket machines from residents using the car parking areas. This revenue then supports the Council's budget to manage the foreshore for the many visitors from outside Kingston who continue to use it. Kingston Council provides a parking permit to Kingston property owners to park on the foreshore given the contribution they make to Council via rates."

Rosemary West of Edithvale asked,

"When Council presents its final statement to the Housing Strategy and Neighbourhood Character planning panel tomorrow morning, how much weight will Council consultants give to the views of the majority of submitters, who are advocating to protect their neighbourhoods and streetscapes with less rather than more development, especially in flood prone areas likely to be inundated when sea levels rise as a result of climate change - such as the former Carrum Carrum Swamp?"

The General Manager Planning and Place provided the following response,

"I would like to thank Ms. West for her question. The Council has been an active participant in the hearing for Planning Scheme Amendment C203 which has provided all submitters with an opportunity to address the Independent Planning Panel on matters they wished to raise regarding the Planning Scheme Amendment. Following the Panel Hearing the Independent Planning Panel is then able to consider the submissions received and make any recommendations it feels necessary in response to the Amendment. The Council then has the important role of reviewing the Independent Planning Panel report and making any changes it considers appropriate to the Planning Scheme Amendment. Ultimately the decision on the Planning Scheme Amendment is a matter for the Victorian Planning Minister informed by the view of the Independent Planning Panel and the position put by the Council."

Rosemary West of Edithvale asked,

"Will Council ask the Planning Minister to undertake a review of all metropolitan flood plain areas likely to be inundated as sea levels continue to rise as a result of climate change - including the former Carrum Carrum Swamp - with a view to:

- Identifying those areas and their boundaries;*
- Providing new, more timely planning rules to assist Councils to manage the risks involved, and*
- Indicating what other measures can be taken to protect residents from having their houses flooded and to discourage extra development that might encourage more people to move into these areas?"*

The General Manager Planning and Place provided the following response,
"The Council works closely with Melbourne Water who are the Authority primarily charged with catchment-based mapping of areas that are subject to inundation. The Council then has the role of working with Melbourne Water to update its planning scheme to take account of new mapping completed by Melbourne Water and Council Engineers. This involves the application of the Special Building Overlay and Land Subject to Inundation Overlay. The area to which Ms. West refers to as the Carrum Carrum Swamp is intended to have the conservative residential zone (the Neighbourhood Residential Zone) applied to the vast majority, of residentially zoned land through Planning Scheme Amendment C203. The Council will review the Independent Planning Panel Report and should issues of the nature raised by Ms. West be raised as concern by the Independent Planning Panel this items will be further explored in responding to the Planning Minister on Amendment C203."

Damien Williams of Bonbeach asked,

"My question relates to item 8.3 on this evening's agenda. At paragraph 4 of the executive summary, the report mentions financial support provided by LXRP to Council to engage a consulting firm called Creative Communities. When was that financial agreement between LXRP and Council made, how much money was paid by LXRP and how much did Council spend to engage Creative Communities for their services?"

The General Manager Planning and Place provided the following response,

"I would like to thank Damien for his question. The engagement of Creative Communities was fully funded by the Level Crossing Removal Program and the cost of the engagement and associated material which was produced, was approximately \$100K. The engagement occurred between March 2021 and October 2022."

Lisa asked,

"A \$64 million contribution that was given to the Council is apparently allocated to the capital works program. You have stated that these projects are included in the budget. Again, I have looked through the 176 pages and cannot see what I am looking for. Can you please explain to me which pages have this breakdown so I can have a clear demonstration. I will await your answer at the meeting Wednesday 26th April 2023."

The Chief Financial Officer provided the following response:

"I sincerely thank you for your question and interest in Council's draft budget. I am unable to verify the reference to the \$64 million contribution. The proposed 2023/24 capital program is \$52.9 million and is summarised on page 343 of the Council meeting agenda or page 51 of the Budget document. The full break-down of the proposed capital works program is provided from page 363 to 371 of the meeting agenda, or page 71 to page 79 of the Budget document."

Leanne asked,

"Regarding the 20 minute neighbourhood, the focus at present is on the digitalisation and personal data collection through surveillance cameras that have been installed everywhere without people's consent, for monitoring all residents movement for their safety. You are promoting that everything residents need is going to be within a 20 minute walk. However, where is the infrastructure and facilities plan for every 20 minute zone in Kingston?"

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The General Manager Planning and Place provided the following response,
"I would like to thank Leanne for her question. The State Government's Metropolitan Planning Strategy under Direction 5.1 promotes the 20 minute neighbourhood and this is also reflected in the Kingston Council Plan. The Council has a range of strategic plans that inform its approach to infrastructure and facility planning and these are not segmented into 20 minute zones but relevant geographical areas, that have relevance to the particular strategy. Some practical examples include the Open Space Strategy looks at where passive and active open space areas are or the Housing Strategy looks at the location of services to support residential communities."

Nicholas asked,

"On the local Council meeting on 27 March 2023 Council did not read out 8 questions on the grounds they were repetitive. In line with Kingston Council's Public Transparency Policy and in order to "improve community trust" and "achieve accountability with our community by being transparent, responsive and open" ... will you commit to publishing the questions in the meeting minutes, even if they are not read out, to "uphold the public's right to know" that the decision to not read it is fair and transparent?"

The Chief Executive Officer provided the following response,

"No, we will not publish the questions not read out in the meeting minutes, we only publish the questions that we read out in the public arena."

John asked,

"Under the Public Health and Wellbeing Act 2018 section 24, the Council has justified their immunisation plan with research that they have referred to ensure safety of vaccination. Where then is the safety research for the rollout of LED lighting which has been shown to have deleterious health effects?"

The Chief Executive Officer provided the following response,

"Regarding the safety research on LED lighting, as this is a technical question, we recommend you write to the Australian Radiation Protection and Nuclear Safety Agency who regulate this area seeking a formal response"

The following questions were grouped together as the subjects were considered similar.

Henry asked,

"Latest studies are showing that 5G is not sustainable and is consuming 3 times more energy than 4G and will require more 5G base stations to be installed and will increase heat in cities, and impact human health and wildlife especially bees whose pollenisation is essential to our sustainability. What actions are you going to take to ensure that article 10 of the Charter of Human Rights and Responsibilities Act 2006 is effective by protecting your community from this major risk of unprecedented Electro Magnetic Radiation, which is in your primary role, function and business as a Council?"

Martin asked,

"In Kingston Council, many 5G towers and small cells are switched on or approved to 26 000 MHZ which is the highest level of Electro Magnetic Field Radiation in the world never tested on humans, never proven safe. What urgent actions are you as a Council going to undertake to protect your community from the Commonwealth legislation and Telecommunications Act 1997, unlawfully power grabbing our inalienable rights to live in a safe environment? Whilst a non-proven essential and wireless 5G technology experiment is performed on us all collectively without the clear and informed consent of the subjects of this city."

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The Chief Executive Officer provided the following response,
“These questions are of a technical nature and we recommend you write to the Australian Communications and Media Authority (ACMA) and the Australian Radiation Protection and Nuclear Safety Agency who regulate this area seeking a formal response.”

Note: Questions submitted by Leanne, Irina, Nicholas, Ann and Lisa were not read out as they were assessed as being repetitive of questions already answered at an earlier meeting in accordance with sub-rule 39.9.3 of Council's Governance Rules.

11. Infrastructure and Open Space Reports

10.1 CON-22/068 Reactive Tree Maintenance Services

RECOMMENDATION

That Council:

1. Award Contract No. 22/068 – Reactive Tree Maintenance Service as a Schedule of Rates and Lump Sum Contract to TreeServe, at their tendered rates based upon Council's anticipated work quantities for the initial contract period from 1 July 2023 to 30 June 2027, up to a maximum value of \$8,800,000 exc GST for the initial four-year term, and up to a maximum value of \$17,600,000 ex GST for the full 8-year term, should the two, two-year optional contract extensions be executed; and
2. Authorise the Chief Executive Officer, or delegated authority, to execute the two, two-year optional contract extensions subject to satisfactory performance.

Note: Refer to page 4 of the Minutes where this item was resolved *en bloc*.

10.2 CON-22/067 Programmed Tree Maintenance Services

RECOMMENDATION

That Council:

1. Award Contract No. 22/067 – Programmed Tree Maintenance Service as a Lump Sum Contract supplemented by Schedule of Rates to Active Tree Services at their Lump Sum Price and tendered rates based upon Council's anticipated work quantities for the initial contract period from 1 July 2023 to 30 June 2027, up to a maximum value of \$9,950,000 exc GST for the initial four-year term, and up to a maximum value of \$19,900,000 ex GST for the full 8-year term, should the two, two-year optional contract extensions be executed; and
2. Authorise the Chief Executive Officer, or delegated authority, to execute the two, two-year optional contract extensions subject to satisfactory performance.

Note: Refer to page 4 of the Minutes where this item was resolved *en bloc*.

10.3 Delegation of Authority to Chief Executive Officer CON-22/098 Provision of Sports Lights

RECOMMENDATION

That Council:

1. Approve an additional contract contingency to the maximum of \$100,000 incl GST; and
2. Authorise delegation to the Chief Executive Officer, or delegate, to expend this provision if required to meet unforeseen costs in the delivery of CON-22/098 Provision of Sports Lights.

Note: Refer to page 4 of the Minutes where this item was resolved *en bloc*.

10.4 Award of Contract - CON-22/113 - Traffic Signalisation - Intersection Thames Promenade & Scotch Parade, Chelsea

RECOMMENDATION

That Council:

1. Note the outcome of the tender assessment process for Contract 22/113 – Traffic Signalisation – Intersection Thames Promenade & Scotch Parade, Chelsea as set out in confidential Appendix 1 attached to this report;
2. Award Contract 22/113 – Traffic Signalisation – Intersection Thames Promenade & Scotch Parade, Chelsea for the fixed lump sum price of \$888,614.38 (exclusive of GST) to Prestige Paving Pty Ltd; and
3. Approve the allocation of a separate contingency of up to 10% of the contract sum and delegate authority to the CEO or delegate to expend this allowance to ensure the successful completion of the project.

Note: Refer to page 4 of the Minutes where this item was resolved *en bloc*.

10.5 New Aquatic and Leisure Centre Project Business Case

Moved: Cr Hill

Seconded: Cr Davies

That Council:

1. Endorse the Business Case and recommendations for Kingston's new aquatic and leisure centre in Mordialloc (confidential Appendix 1);
2. Endorse to include funding of \$79.2m (total project cost) within the draft 2023/24 budget and Long Term Financial Plan, that is comprised of:
 - a) \$55.95 million of Council borrowings (subject to finalisation depending on the level of grant funding achieved),
 - b) \$20 million from the Australian Government, and
 - c) \$3.25 million of Council rates; and
3. Authorise officers to continue advocacy for funding from the Victorian Government, and to seek funding through available and future funding streams.

CARRIED

Amendment

Moved: Cr Howe

Seconded: Cr Oxley

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

That Council:

4. Note that this in addition to the \$14.6m cost to acquire the site, being a total of \$93.8m.

The Amendment was put and LOST

A Division was Called:

DIVISION:

FOR: Crs Eden, Howe, Hua and Oxley (4)

AGAINST: Cr Davies (1)

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

LOST

The Substantive Motion was put and CARRIED

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The Resolution reads as follows:

Moved: Cr Hill

Seconded: Cr Davies

That Council:

1. Endorse the Business Case and recommendations for Kingston's new aquatic and leisure centre in Mordialloc (confidential Appendix 1);
2. Endorse to include funding of \$79.2m (total project cost) within the draft 2023/24 budget and Long Term Financial Plan, that is comprised of:
 - a) \$55.95 million of Council borrowings (subject to finalisation depending on the level of grant funding achieved),
 - b) \$20 million from the Australian Government, and
 - c) \$3.25 million of Council rates; and
3. Authorise officers to continue advocacy for funding from the Victorian Government, and to seek funding through available and future funding streams.

CARRIED

12. Customer and Corporate Support Reports

11.1 Quick Response Grants

RECOMMENDATION

That Council approve the following Quick Response Grant applications:

- Bonbeach YCW Junior Football Club - \$1500.00
- Hellenic Community of the City of Moorabbin - \$1500.00
- Edithvale Aspendale Football Netball Club - \$1500.00
- Our Lady of the Assumption Parish School - \$1500.00
- Chelsea Heights Community Centre - \$1500.00
- Chelsea Concert Band - \$1500.00
- Mordialloc Lapidary Club Inc - \$1500.00

That Council not approve the following Quick Response Grant applications:

- Henan Province Hometown Association of Australia Inc
- Kerry Evitts
- Bronwen Coleman

Note: Refer to page 4 of the Minutes where this item was resolved *en bloc*.

11.2 Bi-Annual Report from the Audit and Risk Committee - December 2022 & March 2023

RECOMMENDATION

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

Note: Refer to page 4 of the Minutes where this item was resolved *en bloc*.

11.3 Audit and Risk Committee Minutes and Charter Review

RECOMMENDATION

That Council:

1. Receive the minutes of the Audit and Risk Committee meeting held on 15 March 2022; and
2. Adopt the revised Audit and Risk Committee Charter.

Note: Refer to page 4 of the Minutes where this item was resolved *en bloc*.

11.4 Appointment of Member to the Arts and Cultural Strategic Advisory Committee

RECOMMENDATION

That Council appoint Victoria Jones to the Arts and Cultural Strategic Advisory Committee.

Note: Refer to page 4 of the Minutes where this item was resolved *en bloc*.

11.5 Informal Meetings of Councillors

RECOMMENDATION

That Council receive the report.

Note: Refer to page 4 of the Minutes where this item was resolved *en bloc*.

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13. Chief Finance Office Reports

12.1 Draft 2023/24 Budget, Draft 2023-2033 Long Term Financial Plan, and the Draft 2023-2027 Revenue & Rating Plan

Moved: Cr Hill

Seconded: Cr Davey-Burns

That Council:

1. Adopt in principle the Draft Budget, Long Term Financial Plan, and Revenue & Rating Plan all annexed to this report, and prepared in accordance with sections 91, 93, 94, and 96 of the Local Government Act 2020, and the Local Government (Planning & Reporting) Regulations 2020; and
2. Determine that a Special Council Meeting be held on Monday 26 June at 6.30pm at 1230 Nepean Highway, Cheltenham for the purpose of adopting these documents in final form.

Cr Hua left the meeting at 8.10pm.

Amendment

Moved: Cr Howe

Seconded: Cr Oxley

That the Motion be adopted with the inclusion of the following point 3:

3. Delivers alternative options to the Bonbeach Reserve east pavilion in a preliminary report, including to renovate and/or extend the existing YCW pavilion to accompany the FY23/24 budget report, where there will be an option to commit funding to plan or not for the officer recommended alternative.

Cr Hua returned to the meeting at 8.18pm.

The Amendment was put and LOST

A Division was Called:

DIVISION:

FOR: Crs Eden, Howe and Oxley (3)

AGAINST: Crs Davey-Burns, Bearsley and Davies (3)

ABSTAINED: Crs Hill and Saab (2)

LOST

Proposed Alteration

Moved Cr Oxley

That the Motion be adopted with the inclusion of the following point 3:

3. Schedule a formal meeting prior to the adoption of the budget to hear in person formal budget submissions from the community should a member of the community or a community group wish to submit to a Council meeting.

The Proposed Alteration was accepted by the Mover and Seconder

Cr Hill left the meeting at 8:36pm.

Cr Hill returned to the meeting at 8:38pm.

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

Cr Hua left the meeting at 8:50pm.

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Cr Hua returned to the meeting at 8:50pm.

The Substantive Motion was Put and CARRIED

The Resolution reads as follows:

Moved: Cr Hill

Seconded: Cr Davey-Burns

That Council:

1. Adopt in principle the Draft Budget, Long Term Financial Plan, and Revenue & Rating Plan all annexed to this report, and prepared in accordance with sections 91, 93, 94, and 96 of the Local Government Act 2020, and the Local Government (Planning & Reporting) Regulations 2020;
1. Determine that a Special Council Meeting be held on Monday 26 June at 6.30pm at 1230 Nepean Highway, Cheltenham for the purpose of adopting these documents in final form; and
2. Schedule a formal meeting prior to the adoption of the budget to hear in person formal budget submissions from the community should a member of the community or a community group wish to submit to a Council meeting.

CARRIED

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14. Notices of Motion

13.1 Notice of Motion No. 14/2023 - Cr Oxley - Chelsea Heights Lights and Pedestrian Crossing

Moved: Cr Oxley

Seconded: Cr Davies

That Council note:

- In 2018, Council confirmed that it would be building a pedestrian crossing at the Chelsea Heights Shopping Strip.
- Timelines had changed due to VicRoads/DOT Approval requirements
- In-principle approval has now been given for a concept design
- Detailed design has yet to be undertaken

To provide certainty to the community as to timelines of this project, Council resolve to:

1. As soon as practically possible, Council commence detailed design and community consultation.
2. Council confirm allocation of the project amount in the forward Capital Works program for 24/25.
3. On passing of this motion, Council provide a community update on this project given the significant interest in this project from the local community.

Cr Eden left the meeting at 8:53pm.

Cr Eden returned to the meeting at 8:55pm.

CARRIED

13.2 Notice of Motion No. 15/2023 - Cr Oxley - Fenced Off-Leash Dog Parks

Moved: Cr Oxley

Seconded: Cr Hill

That Officers provide a feasibility report for introduction of extra off leash dog parks across the municipality. The report is to consider but not limited to:

- Fenced off leash dog parks
- Options for fenced areas for smaller and larger dogs (like Tattersson Park, Keysborough)
- Areas in proximity to the foreshore to provide options to Dog owners (particularly in Summer when dog off-leash complaints are high)
- Consideration of a dedicated area for Greyhounds (currently under consideration by a number of Councils including the City of Moonee Valley).
- Minimising impact on surrounding activities in local parks/areas
- Introduction of dog poo bag dispensers near sporting fields that are often used as off leash areas

Cr Hua left the meeting at 8:58pm.

CARRIED

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13.3 Notice of Motion No. 16/2023 - Cr Eden - Cost of Living Pressures for Residents and Ratepayers

Moved: Cr Eden

Seconded: Cr Oxley

That:

1. Officers provide Council with further options for Council to consider prior to adoption of the budget that will assist in reducing the cost of living pressures on residents and ratepayers.
2. This is to include but not limited to reducing Council's rate revenue collection, reduction in fees / charges, targeted support and or additional time to make payments on rates (beyond what is already allowed for under Council's hardship policy).

Cr Howe left the meeting at 9:15pm.

Cr Hua returned to the meeting at 9:17pm.

Cr Howe returned to the meeting at 9:19pm.

CARRIED

A Division was Called:

DIVISION:

FOR: Crs Davey-Burns, Bearsley, Eden, Hill, Howe, Hua, Oxley and Saab
(8)

ABSTAINED: Cr Davies (1)

CARRIED

**City of Kingston
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15. Urgent Business

There were no items of urgent business.

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16. Confidential Items

Moved: Cr Davies

Seconded: Cr Howe

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

15.1 Planning Matter

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

- because it is land use planning information, being information that if prematurely released is likely to encourage speculation in land values (section 3(1)(c)), and
- the explanation as to why the specified ground/s applies is due to the proposed application of the Heritage Overlay and request for interim controls to be applied.

CARRIED

The meeting was closed to members of the public at 9.30pm.

Moved: Cr Bearsley

Seconded: Cr Hua

That the meeting be opened to members of the public.

CARRIED

The meeting was opened to members of the public at 10.26pm.

The meeting closed at 10.26pm.

Confirmed.....

The Mayor 22 May 2023

8. Planning and Place Reports

Ordinary Council Meeting

22 May 2023

Agenda Item No: 8.1

TOWN PLANNING APPLICATION DECISIONS - APRIL 2023

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 April, 2023.

A summary of the decisions is as follows:

Type of Decision	Number of Decisions Made	Percentage (%)
Planning Permits	45	68
Notice of Decision	13	20
Refusal to Grant a Permit	0	0
Other - Withdrawn (7) - Prohibited (0) - Permit not required (1) - Lapsed (0) - Failure to Determine (0)	8	12
Total	66	100

(NB: Percentage figures have been rounded)

OFFICER RECOMMENDATION

That the report be noted.

Appendices

Appendix 1 - Town Planning Application Decisions April 2023 (Ref 23/114766) 

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

Reviewed and Approved By: Naomi Crowe, Team Leader City Development Administration

8.1

TOWN PLANNING APPLICATION DECISIONS - APRIL 2023

1	Town Planning Application Decisions April 2023.....	9
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Planning Decisions April, 2023							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2022/486	217-221 Governor Road	BRAESIDE	15/07/2022	3/04/2023	The development of alterations and additions to an existing building, associated works and a reduction of the car parking requirement on land affected by a Land Subject to Inundation Overlay in accordance with the endorsed plans	Permit	No
KP-2020/620/A	88 Patty Street	MENTONE	1/09/2022	3/04/2023	Subdivide the land into two (2) lots and extend the existing dwelling	Permit	No
KP-2006/722/A	1 9 Fletcher Street	MOORABBIN	21/10/2022	3/04/2023	The development of this site for two (2) dwellings, in accordance with plans to be submitted pursuant to Condition 1 hereof:	Permit	No
KP-2022/470	536 South Road	MOORABBIN	13/07/2022	3/04/2023	Use and develop the land for a medical centre, construct and put up for display business identification signage, alter access to a road in a Transport Zone 2 and associated works in accordance with the endorsed plans	Notice of Decision	No
KP-2018/722/A	447 Main Street	MORDIALLOC	9/09/2022	4/04/2023	Development of a three (3) storey apartment building containing twenty-six (26) dwellings and roof top deck within the Design and Development Overlay Schedule 10, create access to a road in a Transport Zone 2 and associated works in accordance with the endorsed plans	Notice of Decision	No
KP-2022/583	19 Moonda Grove	CHELTENHAM	31/08/2022	4/04/2023	The construction of a double storey dwelling to the rear of an existing	Notice of Decision	No

					dwelling, with associated buildings and works to the existing dwelling		
KP-2022/433	27 Edmond Street	PARKDALE	28/06/2022	4/04/2023	The construction of two (2) double storey dwellings	Notice of Decision	No
KP-2016/975/A	28 Turner Road	HIGHETT	3/11/2022	4/04/2023	To amend the original planning permit preamble and endorsed plans to include one (1) additional double storey dwelling (three (3) dwellings in total)	Notice of Decision	No
KP-2023/111	146-150 Woodlands Drive	BRAESIDE	22/03/2023	4/04/2023	The construction of buildings and works including two (2) additional meeting rooms in the existing warehouse building	Permit	No
KP-2023/151	33 Jean Street	CHELTENHAM	29/03/2023	4/04/2023	Subdivide the land into two (2) lots	Permit	No
KP-2023/92	19 Clay Street	MOORABBIN	21/02/2023	4/04/2023	Subdivide the Land into Two (2) Lots	Permit	No
KP-2022/714	8 Crampton Square	BONBEACH	4/11/2022	4/04/2023	PROPOSED VERANDAH	Withdrawn	No
KP-2023/80	7 Daniel Court	MENTONE	28/03/2023	5/04/2023	The construction of an extension of the existing dwelling within a Special Building Overlay	Permit	No
KP-2023/152	61 Tootal Road	DINGLEY VILLAGE	29/03/2023	5/04/2023	Subdivide the land into two (2) lots	Permit	No
KP-2023/131	468-492 Boundary Road	DINGLEY VILLAGE	17/03/2023	5/04/2023	proposed agriculture, function centre, freezer and cooling storage and relocation of existing storage containers	Withdrawn	No
KP-2022/331	37-53 Whiteside Road	CLAYTON SOUTH	16/05/2022	5/04/2023	The use and development of the land for a warehouse including an extension to an existing building and a reduction in the car parking requirements	Permit	No
KP-2021/314	1 Southseas Place	PATTERSON LAKES	13/07/2021	5/04/2023	The Development of a dwelling within the Land Subject to Inundation Overlay	Permit	No

KP-2023/23	20 Swanpool Avenue	CHELSEA	20/01/2023	6/04/2023	The construction of two (2) single storey dwellings	Permit	No
KP-2021/14/C	42-46 Cochranes Road	MOORABBIN	24/02/2023	6/04/2023	Use of the land for office and building and works to an existing building	Permit	No
KP-1995/188/A	524-528 Main Street	MORDIALLOC	26/07/2022	6/04/2023	Alterations and additions to convert the existing hotel into a social club with ancillary gaming rooms	Permit	No
KP-2022/199/A	95 Valetta Street	CARRUM	12/02/2023	12/04/2023	The construction of three (3) double storey dwellings	Permit	No
KP-2023/173	4 Lagoon Place	PATTERSON LAKES	5/04/2023	12/04/2023	Proposed Front Fence to existing Dwelling	Permit Not Required	No
KP-2023/146	20 Elliott Street	CHELTENHAM	29/03/2023	13/04/2023	The construction of a ground floor extension to the existing dwelling in a Special Building Overlay	Permit	No
KP-2023/150	23 Morris Street	PARKDALE	31/03/2023	13/04/2023	The construction of a garage to the existing dwelling in the Special Building Overlay	Permit	No
KP-2021/325/K	Warehouse 1 82 Levanswell Road	MOORABBIN	6/02/2023	13/04/2023	The construction of a development containing forty-one (41) units, the display of business identification signage, and a reduction in the car parking requirements associated with both an industry in unit 22 and warehouses	Permit	No
KP-2021/325/L	Warehouse 17 82 Levanswell Road	MOORABBIN	31/03/2023	13/04/2023	The construction of a development containing forty-one (41) units, the display of business identification signage, and a reduction in the car parking requirements associated with both an industry in unit 22 and warehouses	Permit	No
KP-2023/97	48 Roberna Street	MOORABBIN	26/02/2023	13/04/2023	We'll be catering food for events such as corporate and weddings, mainly	Withdrawn	No

KP-2023/4	42-48 Redwood Drive	DINGLEY VILLAGE	6/01/2023	13/04/2023	Removal of Restrictive Covenant J749483	Permit	No
KP-2022/228	52 Balcombe Road	MENTONE	7/04/2022	13/04/2023	The construction of three (3) double storey dwellings and alterations to the access to a road in a Transport Zone 2	Permit	No
KP-2021/859	15 Morris Street	PARKDALE	8/12/2021	13/04/2023	The development of two (2) dwellings within a Special Building Overlay	Withdrawn	No
KP-2023/90	264-266 Station Street	EDITHVALE	21/02/2023	14/04/2023	Subdivide the Land into Three (3) Lots	Permit	No
KP-2022/710	11 Hadkinson Street	CLAYTON SOUTH	1/11/2022	14/04/2023	A new front fence to replace the current front fence. The current fence (the fence in place when i bought the property) is old and falling apart and lacks a front gate across the drive. I would like to have a new fence built including a gate across the drive way to make the property secure for myself	Rejected	No
KP-2020/656	101 Lochiel Avenue	EDITHVALE	10/11/2020	14/04/2023	The development of two (2) double storey dwellings on land affected by a Special Building Overlay	Permit	No
KP-2022/795	39 Henry Street	HIGHETT	12/12/2022	17/04/2023	Subdivide the land into six (6) lots	Permit	No
KP-2022/835	94 Lower Dandenong Road	PARKDALE	28/12/2022	17/04/2023	Subdivide the land into two (2) lots adjacent to a road in a Transport Zone 2	Permit	No
KP-2023/149	5 Regent Parade	CHELLENHAM	28/03/2023	17/04/2023	Subdivide the Land into Two (2) Lots and Remove Drainage & Sewerage Easement E-1	Permit	No
KP-2023/27	100 Broadway	BONBEACH	26/01/2023	17/04/2023	Construction of a Shade Sail in a Land Subject to Inundation Overlay	Permit	No
KP-2022/644	26 Mena Avenue	CHELLENHAM	26/09/2022	18/04/2023	The construction of two (2) double storey dwellings	Permit	No

KP-2023/3	45 Marina Road	MENTONE	4/01/2023	18/04/2023	The construction of a ground and first floor extension to the existing dwelling with an internal storey height of more than 3.5 metres in the Design and Development Overlay (Schedule 1)	Permit	No
KP-2016/582/B	Shop 13 27 Nepean Highway	MENTONE	28/03/2023	18/04/2023	The display of floodlit business identification signage and major promotional signage	Permit	No
KP-2023/154	79 Marriott Street	PARKDALE	29/03/2023	18/04/2023	The development of a double storey dwelling within a Special Building Overlay	Permit	No
KP-2022/166/A	34 Camp Street	CHELSEA	21/12/2022	18/04/2023	Develop the land for two (2) dwellings	Permit	No
KP-2022/815	8 Afton Way	ASPENDALE	19/12/2022	19/04/2023	Construction of two (2) dwellings	Notice of Decision	No
KP-2021/787	42-44 Bourke Street	MENTONE	13/11/2021	19/04/2023	To lop the Eucalyptus viminalis (Manna gum) in the Environmental Significance Overlay (Schedule 3)	Permit	No
KP-2023/184	57 Madden Road	HEATHERTON	12/04/2023	20/04/2023	The construction of an extension to the existing building	Permit	No
KP-2023/101	48 McMillan Street	CLAYTON SOUTH	28/02/2023	20/04/2023	Subdivide the Land into Three (3) Lots	Permit	No
KP-2016/159/B	590 Main Street	MORDIALLOC	9/11/2022	21/04/2023	Partial demolition of an existing building, develop the land for the construction of buildings and works, use the land for the sale and consumption of liquor, display of advertising signage, waiver of car parking and loading bay requirements and reduction of the bicycle facility requirements.	Notice of Decision	No
KP-2023/177	Factory 5 3A Levanswell Road	MOORABBIN	12/04/2023	21/04/2023	Building and works to replace and widen the roller door to an existing warehouse	Permit	No
KP-2023/132	15 Elsie Grove	EDITHVALE	17/03/2023	21/04/2023	Alterations and additions to existing dwelling	Withdrawn	No

KP-2022/290	28-38 Canterbury Road	BRAESIDE	4/05/2022	21/04/2023	The construction of thirty-two (32) warehouses with ancillary office and a reduction in car parking requirements	Permit	No
KP-2023/157	1 74 Marriott Street	PARKDALE	31/03/2023	21/04/2023	We intend to replace and extend an existing internal fence on our property along the shared driveway we share with one other neighbour, owner of unit 2 behind our dwelling unit 1. The fence will be 14.6m in length, it will also have a gate and will be constructed from wood and steel frames. Pleas	Withdrawn	No
KP-2023/194	662-666 South Road	MOORABBIN	20/04/2023	21/04/2023	Please disregard this application it was part processed in error please use KP-2023/195 Construct a link bridge between the two properties	Withdrawn	No
KP-2022/668	29 Jacaranda Avenue	CHELTENHAM	11/10/2022	21/04/2023	The development of two (2) dwellings	Notice of Decision	No
KP-2022/650/A	1 1 Swan Walk	CHELSEA	22/03/2023	21/04/2023	Subdivide the land into five (5) lots	Permit	No
KP-2023/17	87 Old Dandenong Road	OAKLEIGH SOUTH	19/01/2023	24/04/2023	The construction of two (2) double storey dwellings and to create access to a road in a Transport Zone 2	Permit	No
KP-2022/418	16 Barbara Street	MOORABBIN	22/06/2022	24/04/2023	The construction of two (2) double storey dwellings and removal of an easement	Permit	No
KP-1999/636/A	42D Melrose Street	PARKDALE	27/01/2023	24/04/2023	To develop this site for four (4) dwellings, in accordance with plans to be submitted pursuant to Clause 1 hereof	Permit	No

KP-2022/477	17 Davanzo Avenue	CLARINDA	18/07/2022	26/04/2023	The construction of two (2) double storey dwellings	Notice of Decision	No
KP-2019/449/B	19 Avondale Avenue	CHELSEA	19/12/2022	26/04/2023	Development of two (2) dwellings and associated works in accordance with the endorsed plans	Notice of Decision	No
KP-2023/135	40 Golden Avenue	BONBEACH	21/03/2023	26/04/2023	Subdivide the land into six (6) lots	Permit	No
KP-2022/685	104 Devon Street	CHELTENHAM	18/10/2022	27/04/2023	The construction of three (3) double storey dwellings	Notice of Decision	No
KP-2022/726	7 1-3 James Street	MORDIALLOC	2/11/2022	27/04/2023	The construction of a first floor addition and a roof top terrace to the existing dwelling	Notice of Decision	No
KP-2023/142	Warehouse 8 34 Graham Daff Boulevard	BRAESIDE	30/03/2023	27/04/2023	The construction of an extension to the mezzanine level of the existing warehouse	Permit	No
KP-2013/719/A	62 Mills Road	BRAESIDE	13/04/2023	27/04/2023	Use and Develop the Land for the Purpose of a Depot	Permit	No
KP-2023/193	5 Fowler Street	CHELSEA	20/04/2023	27/04/2023	Subdivide the land into two (2) lots.	Permit	No
KP-2022/679	16 Ruvina Street	ASPENDALE	14/10/2022	27/04/2023	Construction of two (2) dwellings	Permit	No
KP-2022/387	550-570 Heatherton Road	CLAYTON SOUTH	9/06/2022	28/04/2023	The construction of buildings and works including an additional hot house, an extension to the existing hothouse and a dispatch and storage building associated with the use of the land for agriculture (crop raising) and alterations to the access to a road in the Transport Zone 2 (Heatherton Road)	Notice of Decision	No

Agenda Item No: 8.2

ROSSDALE GOLF COURSE - UPDATE

Contact Officer: Paul Marsden, Manager City Strategy

Purpose of Report

This report provides Council with an update in relation work being progressed by the Rosssdale Golf Club as part of the Club's plans to sell the site to fund the Club's relocation.

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 content of this report as a preliminary response to commencement of engagement by the Rosssdale Golf Club regarding the Golf Course;
2. Write to the Minister for Planning to outline Council's concerns in relation the structure and practical application of the 'Planning Guidelines for Conversion of Golf Course Land to Other Purposes'; and
3. Inform the proponent of Council's view that the progression of this matter under the 'Planning Guidelines for Conversion of Golf Course Land to Other Purposes' is premature and that other potentially relevant legislation, Planning Practice Note 46 and Steps 1 to 4 of the Guidelines require further consideration.

1. Executive Summary

In November 2022 Council received a letter from the Rosssdale Golf Club (the Club) advising that the Club had resolved, in December 2018, to exit the Aspendale site and sell the land due to a lack of financial viability in its current location. The letter noted that a project team had been engaged to begin the process of determining the future use and redevelopment of the site, in accordance with the State Government's Planning Guidelines for Conversion of Golf Course Land to Other Purposes (the Guidelines).

The Club has now commenced the first stage of its community engagement program (Step 5 in the Guidelines). The 'Phase 1 Fact Sheet: Project Overview' developed by the Club, outlines the purposes of engagement to:

- *Assist the community and stakeholders to understand the need for the golf course land conversion.*
- *Enable the community and stakeholders to provide input to the identification of site values and constraints.*
- *Enable the community and stakeholders to contribute to opportunities and ideas for the new neighbourhood.*

- *Foster open channels of communication between the proponents and the community during all stages of the project.*

Officers have undertaken a review of the material released by the club. Concerns have been identified in relation to the approach taken with regard to consideration of other potentially relevant State and Commonwealth Legislation, Planning Practice Note 46 and the appropriate application of steps 1 – 4 of the Guidelines. It is felt that community engagement (Step 5 of the Guidelines) and more broadly, the presumption that the site is appropriate for conversion (e.g a change in land zoning) is premature.

2. Background

2.1 Rossdale Golf Course

In 2017 a combined Planning Scheme Amendment (Amendment C147) and Planning Permit were approved by the Minister for Planning, which excised approx. 2,500 square metres of land from the golf course and rezoned it from Special Use Zone to the General Residential Zone. The Rossdale Golf Club (the Club) noted at the time that the rezoning and subdivision were necessary to secure the short to medium term financial viability of the Club.

In November 2022 Council received a letter from the Club advising that the Club had resolved, in December 2018, to exit the Aspendale site and sell the land due to a lack of financial viability in its current location. The letter noted that a project team had been engaged to begin the process of determining the future use and redevelopment of the site, in accordance with the State Government's Planning Guidelines for Conversion of Golf Course Land to Other Purposes (the Guidelines).

The Club indicated that it was their intention to commence stakeholder and community engagement in November 2022. The Club sought a meeting with Council officers to provide a briefing prior to commencing community engagement. A brief chronology of Council's engagement with the Club since receipt of this letter is provided below:

- 17 November 2022 – Officer meeting with Club representatives
- 30 January 2023 – Officer meeting with Club representatives
- 28 March 2023 – Representatives of Rossdale Golf Club attended Councillor Information Session to provide an update to Council

The decisions taken by the Rossdale Golf Club to commence community engagement have been made independent of any direction from the Council or its Officers.

2.2 Golf Course Guidelines

In June 2020, the State Government released the Planning Guidelines for the Conversion of Golf Course Land to Other Purposes (**the Guidelines**) and Ministerial Direction No. 21 - Golf Course Redevelopment. Ministerial Direction No. 21 contains the following:

The purpose of this Direction is to ensure that the redevelopment of a golf course delivers a net community benefit.

The Direction requires that in preparing an amendment to the planning scheme to enable the redevelopment of a golf course the planning authority must:

- a) *Have regard to the guidelines; and*

- b) *Include in the explanatory report for the amendment an explanation of how the amendment addresses the guidelines.*

The Minister may grant an exemption from the need to comply with the Direction.

The Guidelines apply to the preparation of an amendment to enable redevelopment of a golf course and to the preparation of planning permit applications relating to the redevelopment of a golf course. It is not intended that the Guidelines supersede State and local policy objectives, and proposals seeking to rezone golf course land should demonstrate consistency with relevant policy. The Guidelines outline seven steps that should be followed in the preparation of an amendment:

1. Consider whether the land should be developed.
2. Identify the strategic direction for the site.
3. Determine what assessments and approvals are required.
4. Document site values, constraints, and opportunities.
5. Engage the community.
6. Develop a land use concept that delivers net community benefit.
7. Deliver a quality outcome.

A previous Minister for Planning also established the Golf Course Redevelopment Standing Advisory Committee (the Committee), which has the purpose of providing advice to the Minister on proposals for the redevelopment of golf courses. In November 2020, the then Minister for Planning received a request from Australian Super Residential Property No. 1 Pty Ltd to refer Planning Scheme Amendment C199 to the Committee. Amendment C199 proposes to rezone land at the former Kingswood Golf Course in Dingley Village and includes a planning permit application to develop the land for residential purposes. The Committee hearing was completed in November 2021, and a report and decision of the Minister are still pending for this matter. The Kingswood Golf Course proposal is the first and Officers understand only proposed golf course conversion to have used the Committee process to date.

3. Discussion

On 24 November 2022 Council sent a letter to the then Minister for Planning Lizzie Blandthorn, to update the Minister on the representations made to it by the Rosssdale Golf Club. The correspondence noted that there were a number of preliminary threshold questions that had not been adequately addressed.

On 27 February of this year the current Minister for Planning responded to Council referencing the Guidelines and noting that they set a clear expectation in relation the need to establish whether the first step of the Guidelines is met, before assuming that the land can or should be redeveloped.

The Club has now commenced the first stage of its community engagement program (Step 5 in the Guidelines). The 'Phase 1 Fact Sheet: Project Overview' developed by the Club, outlines the purposes of engagement to:

- *Assist the community and stakeholders to understand the need for the golf course land conversion.*
- *Enable the community and stakeholders to provide input to the identification of site values and constraints.*
- *Enable the community and stakeholders to contribute to opportunities and ideas for the new neighbourhood.*

- *Foster open channels of communication between the proponents and the community during all stages of the project.*

A consultation website including several resources, survey, link to a webinar presentation held on 4 May and registration details for two site tours has been established by the Club. The Club proposes three stages of consultation, with this preliminary stage to inform the preparation of a master plan, then consultation on a master plan, followed by formal exhibition of a Planning Scheme Amendment (subject to Council resolution).

Officers have undertaken a review of the material released by the club. Concerns have been identified in relation the extent to which steps 1 – 4 of the Guidelines appear not to have been adequately addressed prior to community engagement (Step 5 of the Guidelines) and more broadly, the presumption that the site is appropriate for conversion (e.g a change in land zoning). A detailed summary of the issues identified is provided below:

3.1 Environmental and Cultural Heritage Considerations

Council and State Government has invested significantly in recent years in strengthening the policy levers in direct response to climate change. Land use planning represents perhaps one of the greatest instruments available to Government(s) to ensure decisive action is taken. Council has established a significant strategic framework to now guide land use decisions through its:

- 'Biodiversity Strategy' 2018-2023 which outlines the critical role open spaces play in contributing to sustaining our Biodiversity.
- 'Creating a Cool Kingston' (April 2020) our Urban Cooling Strategy that reinforces the criticality of the role our Golf Courses and open spaces play in mitigating urban heat.
- 'Climate and Ecological Emergency Response Plan' (June 2021) which creates a clear momentum for positive and prompt action on Climate Change.
- 'Integrated Water Strategy' (November 2022) outlining the critical relationship between our drainage and open space network and Port Phillip Bay.
- 'Draft Urban Forest Strategy' (November 2022) that highlights the role Golf Courses Play in sustaining our tree canopy.

The threshold question in Step 1 of the State Government's Guidelines is whether the land should be redeveloped. It is Council's view that this places an obligation on the Club to demonstrate not only that the use of the site for the purposes of golf is no longer viable, but also that redevelopment is possible within the context of a site potentially containing aboriginal cultural heritage values, acid sulphate soils; and importantly an immediate abuttal to the RAMSAR listed Edithvale / Seaford Wetlands.

The Rossdale Golf Course's direct abuttal with a RAMSAR listed wetland is arguably unique in a metropolitan context. The two sites are intrinsically linked in terms of the extent to which flood waters on the Rossdale site flow into the RAMSAR wetlands and the probability that significant fauna inhabiting the wetlands may frequent the expansive vegetation cover on the Rossdale site. This unique overlap of influence between the two sites triggers legislative mechanisms that would ultimately determine the suitability of the site for redevelopment and any associated environmental impacts including:

- The Commonwealth *Environmental Protection and Biodiversity Conservation Act 1999*; and
- The Victorian *Environmental Effects Act 1978*.

It is Council's view that consideration of environmental impact and the role of relevant legislative mechanisms represents a critical and necessary part of 'Stage 1'. In the absence of such an assessment it is impossible to determine whether the site is suitable for redevelopment.

It is recognised that the Victorian Government have followed a robust EES process for the Level Crossing Removals at Edithvale, Chelsea and Bonbeach. In this instance the distance of the crossing removal works from the wetlands and the nature of the heavily disturbed railway corridors presented a very different context than that in which the subject land is found.

The Commonwealth Government have also been reviewing the application of the Environmental Protection and Biodiversity Conservation Act 1999 and if the legislation is to have practical relevance in established locations, such sites warrant very careful consideration.

3.2 Approach to the State Government's 'Guidelines for the Conversion of Golf Course Land to Other Purposes' (the Guidelines)

The Guidelines provide a stepped pathway for a prospective proponent to follow through 7 asynchronous stages to determine the suitability of a golf course site for conversion to a different purpose.

Council is concerned that the approach being undertaken by the Club in progressing a proposal for the site's redevelopment is inconsistent with the stepped process presented in the Guidelines.

Stage 1 of the Guidelines requires a proponent to '*consider whether the land should be redeveloped*' and address questions including:

- *Does the land tenure allow for conversion?*
- *Is the golf course surplus to golfing?*
- *Are there economic alternatives to conversion?*
- *Should the land remain as open space?*

Rossdale continues to operate as a Golf Course and no indication has been provided that indicates the use is about to cease. Council is not aware of any advice to the broader membership or the immediately adjacent community of a pending course closure date or plans illustrating a settled alternative future for the Club.

A fundamental 'Step 1' question from the Guidelines is; does a genuine 'golf supply' issue exist or is the motivation in part a desire to 'upgrade' through a financial benefit obtained through a zoning change.

The 'Phase 1 Fact Sheet – Rossdale golf Course and Club' released by the Club estimates that '*...the Club would need to spend \$8,895,000 in order to be contemporary and competitive*' ultimately drawing the conclusion that the Club cannot continue to run at the present location. Whilst Council appreciates that the Club in its current form may not have access to the requisite funding, the Guidelines appropriately require consideration of economic alternatives to conversion as part of Stage 1.

A genuine exploration of '*economic alternatives to conversion*' as part of Stage 1 would necessarily include a broad and commercial EOI process seeking interest from purchasers who may wish to continue to run the site as a golf course into the future under the current Special Use Zone – Golf Courses. This would assist both in

determining whether market demand exists for golf to continue on the site (ie *whether the golf course is surplus to golfing*) and whether there are '*economic alternatives to conversion*'. Initial enquiries with Golf Australia not only reinforce a positive outlook for the sport, but also reinforce the global attractiveness of Melbourne's Sandbelt Courses.

Timing is seen as critical for any such process given a credible attempt to explore options to sell or add value to the land for purposes that align with its current zoning prior to any broader consideration of redevelopment options, so as not to artificially inflate land values or encourage speculative interest in the site. Beyond the outright sale of the land as a golf course, it does not appear that active consideration has been given to what is permitted within the existing Schedule 1 to the Special Use Zone that may facilitate land use activities aligned with the purpose of the zone.

It is of some concern that the process articulated in the Club's consultation material would appear to suggest that the future sale of the land would occur post a rezoning. In further considering this matter, the Council needs to ensure that the orderly and proper strategic land use planning process is established, to 'test' the validity of the retention of the existing zoning.

Community engagement is addressed in Step 5 of the Guidelines. The material circulated by the Club:

- Describes the '*future plan*' for the site to include:
 - *Residential facilities*
 - *Educational facilities*
 - *Community centres*
 - *Recreation facilities*
- States that a Masterplan for the development will be prepared and consulted on.
- Describes the purpose of the Phase 1: Community Engagement as '*...to launch the Rosedale Golf Course development proposal...*' and '*to collect information about the community's visions, values and interests for the Rosedale Golf Course area, which can be incorporated into the Masterplan for the development*'.
- Suggests that the number of houses to be built on the site '*...will be informed through comprehensive site analysis and master planning...*'
- Assumes that a Planning Scheme Amendment process to rezone the land will be progressed to implement the Masterplan.

Noting that Steps 1 – 4 of the Guidelines are either underway or incomplete it is of concern that the material released by the club speaks to an ultimate redevelopment outcome with specific reference to residential, educational, community and recreation facilities. Such a conclusion is premature prior to threshold planning, environmental and cultural heritage considerations.

3.3 Ministerial Direction 11 and the Strategic Assessment Guidelines

It is important to note that the Guidelines do not in any way supersede or replace broader legislative, statutory or procedural obligations imposed on a proponent through the Planning and Environment Act, relevant Ministerial Directions and Practice Notes and the Kingston Planning Scheme.

Of relevance to any future redevelopment of the subject site, Ministerial Direction No. 11 'Strategic Assessment of Amendments' exists to ensure that a comprehensive strategic evaluation of all planning scheme amendments and the outcomes they produce is undertaken.

Ministerial Direction No. 11 outlines, at Section 3, a range of requirements to be met in preparing an amendment including:

- *Why is an amendment required?*
- *How does the amendment implement the objectives of planning in Victoria?*
- *How does the amendment address any environmental, social and economic effects?*
- *How does the amendment address any relevant bushfire risk?*
- *Does the amendment comply with the requirements of any other Minister's Direction applicable to the amendment?*
- *How does the amendment support or implement the Planning Policy Framework and any adopted State policy?*
- *If the planning scheme includes a Local Planning Policy Framework, how does the amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?*
- *If the planning scheme includes a Municipal Planning Strategy, how does the amendment support or implement the Municipal Planning Strategy?*
- *Does the amendment make proper use of the Victoria Planning Provisions?*
- *How does the amendment address the views of any relevant agency?*
- *Does the amendment address the requirements of the Transport Integration Act 2010?*

Further direction informing application of Ministerial Direction No. 11 is provided in Planning Practice Note 46 'Strategic Assessment Guidelines'. Planning Practice Note 46 (p2) confirms that a full assessment against the strategic considerations is required for amendments that '*...introduce a zone or overlay that would produce a different or new land use or development outcome*'.

The consultation material circulated by the Club speaks to a future planning scheme amendment process to facilitate, amongst other things, residential use of the site. In the absence of a detailed assessment against Ministerial Direction 11 and the Strategic Assessment Guidelines this raises a further reason, why it is considered premature and presumptive to simply assume that such an outcome is strategically justified. It is Council's view that a significant body of further work would be required to satisfy the threshold test imposed through Planning Practice Note 46.

Based on the Councils practical experience with the 'Guidelines for the Conversion of Golf Course Land to Other Purposes' (the Guidelines) it is also felt that the relationship between the role of the Guidelines and the Strategic Assessment Guidelines warrants significant review.

4. Compliance Checklist

4.1 Council Plan Alignment

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

Strategy: Preserve and enhance Kingston's character and heritage

Careful consideration of the role performed by the Rossdale Golf Course site is required to ensure that the character of the surrounding area and cultural heritage significance of the site is robustly considered.

4.2 Governance Principles Alignment

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

Council's detailed consideration of any future proposal for the Rossdale Golf Course site is critical in ensuring that any future change that may occur on the site delivers a net community benefit and responds appropriately to the site's environmental and cultural heritage significance.

Author/s: Paul Marsden, Manager City Strategy

Reviewed and Approved By: Jonathan Guttman, General Manager Planning and Place

Agenda Item No: 8.3

RESPONSE TO RESOLUTION - NOTICE OF MOTION 52/2020 - TRADER AND COMMUNITY WORKING GROUP IN CHELSEA, EDITHVALE AND CHELSEA HEIGHTS

Contact Officer: Matt Nelson, Team Leader Kingston Business

Purpose of Report

This report responds to Notice of Motion 52/2020 from 14 December 2020 which requested that Council "...establish a trader and community working group for the revitalisation and economic development of Chelsea, Edithvale and Chelsea Heights Shopping Strips. That the group focus on (but not limited to) events for economic development as well as streetscape improvements, accessibility improvements, traffic and parking and trader assistance and support."

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Receive this report; and
2. Note that the traders and broader community remain interested in participating in direct engagement as part of the capital works projects identified under Section 3.3 of this report, but do not wish to commence formalised working groups at this time.

1. Executive Summary

An action arising from a resolution at the Ordinary Council Meeting dated 14 December 2020 seeks to establish a trader and community working group for the three shopping centres of Chelsea, Edithvale and Thames Promenade, Chelsea Heights.

The three centres have differing levels of trader engagement. Chelsea has a long-established incorporated association in Longbeach Traders Association; Edithvale has the Edithvale Collective which comprised some traders; and Thames Promenade, Chelsea Heights does not have a trader group.

The Kingston Business team actively engaged with traders for the duration of level crossing removal works in 2020/21. This included regular visits to Edithvale, Chelsea and Chelsea Heights shopping centres. Consultation with the traders during this period confirmed no interest in forming a "regional" trader group incorporating all centres.

Through the financial support of LXP, Council engaged Creative Community consultants to undertake marketing and promotion activities encouraging the community to shop local and support the local traders. Marketing campaigns targeted Chelsea and Edithvale traders due to the significant disruptions from February 2021 to October 2022. The trader assistance

and support provided through the marketing and promotional services was a significant investment and had a positive impact for the traders.

Kingston Business returned to Chelsea, Edithvale and Chelsea Heights in March 2023 and engaged with traders to determine whether there was any renewed interest in establishing a trader and community working group. The feedback was that the established groups in Chelsea and Edithvale served the purpose and for Chelsea Heights, there was no interest in establishing a trader group.

Having regard to the above, it is recommended that the action be closed. It is however recognised that each centre is fortunate that there will be upcoming capital works projects in coming years, which will require continued engagement with traders in the three centres which will be part of the Kingston Business team's "business as usual" activities in such circumstances that capital works are undertaken.

The report does however recommend ensuring a social media presence is established to support strategic planning work and placed based capital works in order to promote upcoming projects within the communities identified in the Council resolution. In a similar vein to some other recent Council initiatives, it is also recommended that a mailing list of interested community members is formed to provide updates on planned capital works.

2. Background

At the 14 December 2020 Ordinary Council Meeting, the following resolution was adopted:

"That Council establish a trader & community working group for the revitalisation and economic development of Chelsea, Edithvale, and Chelsea Heights Shopping Strips. That the group focus on (but not limited to) events for economic development as well as streetscape improvements, accessibility improvements, traffic and parking and trader assistance and support."

Construction of the LXP works at Chelsea and Edithvale commenced in mid-2020, with the new stations opening in late 2021.

Through financial support from LXP, Council appointed consultants Creative Communities, to initiate marketing and promotional support in Chelsea and Edithvale during the works. From early 2021 to late 2022 numerous campaigns were initiated, aimed at encouraging the wider community to support local businesses.

At the time, Chelsea (Longbeach Traders Association) and Edithvale (Edithvale Collective), had well established trader and community groups and there was no interest recorded from businesses to create a trader working group across all centres. Whilst the Chelsea Heights Shopping Centre (located on Thames Promenade) did not have a trader group, there was no interest from businesses that one be established.

In March 2023, the Kingston Business Team conducted further visits to each of the three centres. There is a keen interest from traders to be kept abreast of future capital works projects (refer item 3.3) however there was no interest expressed from businesses to form a trader and community working group across all centres.

3. Discussion

3.1 Chelsea and Edithvale traders have existing trader and community groups established

The Longbeach Traders Association in Chelsea and the Edithvale Collective are two established groups that are well known to local businesses and represent businesses in their respective areas. The Longbeach Traders Association in particular was active during the LXP works, liaising with Council and Creative Communities.

The Edithvale Collective is a community group consisting predominantly of residents including association with a small number of businesses.

From visits conducted by the Kingston Business Team in March 2023, Longbeach Traders Association and Edithvale Collective were mentioned by many businesses, reinforcing the profile of the groups in their respective business communities. The feedback was that these groups serve the purpose for traders.

3.2 Chelsea Heights Shopping Centre (Thames Promenade) traders are not interested in establishing a trader group

Thames Promenade, Chelsea Heights is a small shopping centre totalling approximately nine businesses.

Kingston Business engaged with businesses at the centre in 2020/21 and in March 2023. From these discussions, there was no interest from businesses in establishing a trader group.

There is however interest from traders to be kept informed of future improvements planned for the area, which Kingston Business will do through “business as usual” activities.

3.3 Kingston Business will actively engage with traders in each centre for future projects

Edithvale, Chelsea and Chelsea Heights have upcoming capital works projects that will involve continuing trader engagement:

- The Edithvale Shopping Strip Revitalisation Project will commence trader engagement activities in late 2023
- A summer precinct activation in The Strand, Chelsea is in development for 2023/24 following the recent Council resolution.
- Thames Promenade Shopping Centre improvement works and signalisation works at Fourth Avenue is expected to involve consultation with the community in 2024/25.

Whilst that a combined trader and community working group is not something that traders support for the three centres, Kingston Business will engage with traders and existing trader groups for the above projects at the appropriate time. It is often the case that the Council investment can stimulate greater collaboration between traders.

The report recommends ensuring a social media presence is established to support strategic planning work and placed based capital works in order to promote upcoming projects within the communities identified in the Council resolution. In a similar vein to some other recent Council initiatives, it is also recommended that a mailing list of interested community members is formed to provide updates on planned capital works.

4. Consultation

4.1 Internal Consultation:

Ward Councillors have been provided periodic updates regarding the planned capital works identified in the centres. These briefings will continue as the projects advance into tendering and construction processes.

Consultation will also involve a range of Council Departments involved in the delivery of the capital works projects.

4.2 Community Consultation:

Following Councils involvement with traders through during the LXRP works, Kingston Business revisited the three centres between 1 and 6 March 2023 to determine if there had been any shift with regards to establishing a trader's group for these centres. The following was captured from these visits:

- Chelsea:
 - 94 businesses were visited with 29 businesses closed on the day attended. A trader notification was left for those businesses.
 - Most businesses are aware of the Longbeach Traders Association although there was not a lot of interest for traders to become actively involved with the Association.
- Edithvale:
 - 41 businesses visited with 15 businesses closed on the day where a notification was left for the business.
 - No interest in establishing a trader group, with many aware of the Edithvale Collective.
- Chelsea Heights:
 - Nine businesses visited.
 - No businesses indicated a strong interest in establishing a trader group.
 - There was interest from traders to be kept informed regarding future improvements planned for the area which was something they welcomed.

The report recommends ensuring a social media presence is established to support strategic planning work and placed based capital works in order to promote upcoming projects within the communities identified in the Council resolution. In a similar vein to some other recent Council initiatives, it is also recommended that a mailing list of interested community members is formed to provide updates on planned capital works.

4.3 Results/Findings:

From the visits conducted in each of the three centres, there was no interest expressed from traders in the establishment of a new trader and community working group.

Continued engagement with traders in the three centres will be part of the Kingston Business team's "business as usual" activities.

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Prosperous - We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally.

Strategy: Support Kingston's economy, local industry and businesses to thrive in a changing environment

The establishment of trader groups or the undertaking of localised capital works can support existing businesses to thrive in a changing environment. It is fortunate that in the centres identified capital works are planned or in the case particularly of Chelsea have been the subject of some recent Council investment (eg. Chelsea Railway Bridge). The traders have reflected an interest in engaging with Council as part of the delivery of these projects.

5.2 Governance Principles Alignment

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

Kingston Business consulted with businesses in each precinct to inform the recommendation.

**5.3 Financial Considerations
Budget**

There are no financial implications identified in this report noting the planned works will align with Councils Capital Works Program.

Staff Resources

The resources required to complete this report and engage with traders have been managed through existing operational budgets.

5.4 Risk considerations

There are no risk considerations presented for this report.

Author/s:	Matt Nelson, Team Leader Kingston Business
Reviewed and Approved By:	Mercia Schultz, Business Project Officer Jonathan Guttmann, General Manager Planning and Place

Ordinary Council Meeting

22 May 2023

Agenda Item No: 8.4

RESPONSE TO RESOLUTION - NOTICE OF MOTION NO. 25/2022 - USE OF CAR STACKERS

Contact Officer: Mathieu Maugueret, Strategic Planner

Purpose of Report

The purpose of this report is to provide a response to Notice of Motion 25/2022 - Use of Car Stackers.

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 findings of this report and the feedback received from other Councils;
2. Commence work to formulate a motion to the Municipal Association of Victoria regarding the regulations associated with the use of Car Stackers; and
3. Write to the Victorian Minister for Planning to request that State Government provide clear direction as to the preferred use and design of car stackers to address the issues identified in the feedback received from other Councils.

1. Executive Summary

At its Ordinary Council Meeting on 24 October 2022, Council resolved by Notice of Motion 25/2022 that:

“Council write to all Victorian Metropolitan Local Government Councils seeking information and their experiences within their municipality on the use of Car Stackers as a form of car-parking in multi-unit developments.”

On 27 February 2023, Council wrote to 20 metropolitan councils in response to the NOM. Councils were encouraged to share their experiences in relation to car stackers and an online survey was set up to assist in providing feedback. A copy of the letter is provided at Appendix 1.

Responses were received from 10 Councils. A copy is provided at Appendix 2.

Overall, the responses identify that car stackers:

- Are not commonly used.
- Have high associated costs of implementation.
- Have operational issues relating to reliability and maintenance which can cause inconvenience for some users.
- Have poor customer demand.

- Are generally not DDA compliant or accessible.
- Do not support all types of vehicles.
- Do not support visitor parking.
- Are unable to provide EV charging.
- Allows for car parking provisions to be met.
- Can provide car parking on smaller and constrained lots.
- Are a more efficient use of land.

The feedback received from other metropolitan Council's would suggest that this is a complex issue playing out across the metropolitan area with the State Government likely best placed to provide consistent direction. It also clear that there is alignment across local government in terms many of the challenges associated with the use of car stackers. Pending the view formed by the Council in its consideration of the feedback received, it may be appropriate to formulate a motion to the MAV or like to further advocate around their use and operation.

2. Background

Notice of Motion 25/2022 Use of Car Stackers,

At its Ordinary Council Meeting on 24 October 2022 Council resolved that:

"Council write to all Victorian Metropolitan Local Government Councils seeking information and their experiences within their municipality on the use of Car Stackers as a form of car-parking in multi-unit developments."

3. Discussion

On 27 February 2023, Council wrote to 20 metropolitan councils in response to the NOM. Responses were received from 10 Councils. The responses are summarised below:

Knox City Council	<p>Knox City Council has issued a number of permits for developments that have included car stackers. However, none of these have been built to date.</p> <p>Knox Council has developed a policy on car stackers to address concerns regarding adverse amenity impact.</p> <p>Overall, Knox believes that car stackers could be a viable parking solution, however, notes that the market in the municipality might not be developed enough to justify the costs.</p>
Manningham City Council	<p>Manningham City Council indicated that the majority of developments within their municipality do not provide car stackers.</p> <p>With regard to what has worked well, it was identified that car stackers were a mechanism to bring developments into compliance with the parking provisions contained within the scheme (where a developer cannot provide sufficient parking at grade).</p> <p>In terms of issues, Manningham identified that the parking requirements within the State provisions of the planning scheme have some shortfalls with respect to allowing a certain percentage of reduced height stackers within developments limiting the types of vehicles that can use them.</p>

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Stonnington City Council	<p>Stonnington City Council does not have any data on car stackers within their municipality. In regard to what has worked well with car stackers, the Council suggested that it is a tool that seems to work well for developers to minimise their requirement for parking. However, as to whether there is much use/take up by residents, a very constrained on-street parking supply would be required.</p> <p>In terms of issues, the anecdotal evidence suggests that people don't like to park in them. Stonnington has had reports of people purchasing a unit with a stacker, and then not being able to fit their car in because the model or specifications have changed. The Council noted that there was not much positive about car stackers.</p>
Banyule City Council	<p>Banyule City Council receives very few applications that propose. car stackers due to the limited nature of high-density applications received. Implementation rates are even lower due to cost/developer preference. In terms of positives and what has worked well, the Council identified that in theory, it could result in a better utilisation of land space.</p> <p>In terms of issues, the Council identified that the feedback it received suggests that costs and reliability were the key issues for the low implementation rate of car stackers.</p>
Maribyrnong City Council	<p>Maribyrnong stated that no data was collected regarding the use of car stackers.</p> <p>In terms of what has worked, the Council noted that car stackers would provide more car parking in a limited area, which decreases the amount of space required in basements or podium levels for car parking.</p> <p>Regarding issues with car stackers, the Council identified the allocation of spaces and maintenance and suggest that the car stacker could benefit from being placed in common property.</p> <p>Furthermore, car stackers seem to not be used for short-term parking where the resident has returned home for a short amount of time.</p> <p>Maribyrnong has suggested that ideally, Clause 52.06 should be amended to include further guidance on when car stackers are appropriate. This should include refinements to the Standards to consider the average height of vehicles in Australia and how EV charging will be considered.</p>
Yarra City Council	<p>Yarra City Council suggested that stackers appear to be well utilised, given that the opportunity to park on-street (long-stay parking) is very limited.</p> <p>In terms of positives, the Council identified that car stackers offer convenient storage for vehicles, particularly for long-stay users such as employees and residents. Car stackers work well where a property has a small or limited footprint and can be accessed via a rear laneway or back street.</p> <p>Concerning issues, the Council notes that car stackers haven't worked well where overhead ducting or protrusions impact on the design envelope of the stacker (for example, the presence of a duct impacting</p>

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	<p>on the available space/headroom clearance for a car contained in a stacker platform, particularly the upper level). They did note that this problem is very rare.</p> <p>The Council further notes that when assessing car stacker devices, the stacker model type should be identified and that it is important that the floor-to-ceiling height and pit depth be dimensioned on the drawings prior to further assessment and approval. For shuffle type stackers, a queuing analysis should be undertaken to ensure that any external queuing at the stacker does not overspill onto a road.</p>
Port Phillip City Council	<p>Concerning the positives of car stackers and what has worked well with them, the Council noted that people may forgo a car or at least a second car due to them.</p> <p>In terms of issues, the Council noted that there are anecdotes of car stackers breaking down and suggests that their use can allow for more development on a site. The Council questions the market demand for car stackers from a consumer perspective. In addition, it is also suggested that large cars are unable to use them.</p>
Monash City Council	<p>Monash City Council has indicated that no data is currently being collected regarding the use of car stackers in the municipality. The Council indicated that although car stackers have a role to play in certain situations, they do not support them for visitor parking. Car stackers are encouraged in situations where they can be regularly used by residents to ensure that they are not seen as a barrier to parking.</p> <p>In terms of issues, Monash stated that they were not informed of any community complaints about the efficiency of car stackers in the municipality. The Council did note that they were aware of other inner-city councils where body corporates with car stackers had expressed operational issues relating to reliability, maintenance and inconvenience for some users.</p>
Merri-bek City Council	<p>Merri-bek City Council has indicated that no data is currently being collected regarding the use of car stackers in the municipality but noted that it is a common form of car parking. In terms of what has worked the Council identified that it allowed for developments to meet the required parking on narrow lots. Regarding problems arising from the use of car stackers, Merri-bek identified that there were on occasion issues raised with planning enforcement in relation to the maintenance of the stacker.</p> <p>The Council noted that in <i>Steg v Moreland CC [2015] VCAT 1247</i>, the Tribunal refused a planning permit application for a development with an undercroft car stacker on the grounds of unacceptable impacts on the amenity of the adjoining properties due to noise.</p>
Hobsons Bay City Council	<p>Hobsons Bay City Council indicated that they have very few car stackers in the municipality. There isn't yet a lot of high-density MUD development across Hobsons Bay, and much of the municipality is low lying so basement car parks are relatively uncommon.</p>

4. Consultation

4.1 Internal Consultation:

No internal consultation was undertaken.

4.2 Community Consultation:

Group	Method
Key Stakeholder Inner metro councils	Emails were sent to the following 20 metropolitan councils: <ul style="list-style-type: none">• City of Banyule• City of Bayside• City of Boroondara• City of Greater Dandenong• City of Darebin• City of Frankston• City of Glen Eira• City of Hobsons Bay• City of Knox• City of Manningham• City of Maribyrnong• City of Melbourne• City of Merri-bek• City of Monash• City of Moonee Valley• City of Port Phillip• City of Stonnington• City of Whitehorse• City of Wyndham• City of Yarra
General community	N/A
Advisory Committees	N/A
Targeted groups	N/A

4.3 Results/Findings:

The responses received are discussed in section 3 of this report.

5. Compliance Checklist

5.1 Council Plan Alignment

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

Strategy: Manage movement around the city, including traffic and parking, to make community activities accessible

This report aligns with the Council Plan by providing feedback on the experience of other councils in relation to the use of car stackers in developments.

5.2 Governance Principles Alignment

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

This report will assist Council in future decision-making regarding the use of car stackers and ensure the best outcome for our community.

5.3 Financial Considerations

Projected costings

There are no financial implications.

Budget

There are no financial implications.


Staff Resources


The resources required to complete this report and engage with other councils have been managed through existing operational budgets

5.4 Risk considerations

There are no risk implications.

Appendices

Appendix 1 - Letters sent to Mayors of Metro Councils - Use of Car Stackers (Ref 23/113371)  [↓](#)

Appendix 2 - Responses to Survey Questions - Use of Car Stackers (Ref 23/113335)  [↓](#)

Author/s:

Mathieu Maugueret, Strategic Planner

Reviewed and Approved By:

Rita Astill, Team Leader Strategic Planning

Paul Marsden, Manager City Strategy

Jonathan Guttmann, General Manager Planning and Place

8.4

RESPONSE TO RESOLUTION - NOTICE OF MOTION NO. 25/2022 - USE OF CAR STACKERS

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27 February 2023



Dear

Re: Inviting feedback on the use of Car Stackers in your municipality

We are writing to seek feedback regarding your experiences with Car Stackers in your municipality.

Background

Kingston Council recently passed a motion to write to inner and middle Victorian Metropolitan councils seeking information and their experiences within their municipality on the use of Car Stackers as a form of car-parking in multi-unit/mixed-use developments.

Information we're seeking

We're really interested to know about your experiences, including what has worked well in your municipality and any learnings from what hasn't. We're also interested to hear about statistics you may have on the utilisation rates of Car Stackers by occupiers of buildings.

Online survey

We really appreciate your insight and have set up an online survey to make it as easy as possible to submit feedback. You can access the survey at: kingston.vic.gov.au/carstackers

You can also submit feedback or comments on your experiences with Car Stackers by:

Email: strategicplanning@kingston.vic.gov.au

Phone: 9581 4713

Mail: Strategic Planning, City of Kingston PO Box 1000, Mentone, VIC 3194

What will we do with your feedback

All data will be compiled in a report that will go back to Council outlining the feedback received. We are happy to share our findings with other councils requesting the information. If you don't want your feedback shared with other councils please let us know.

Thanks in advance for your feedback. If you have questions about this request, please contact Council's Strategic Planning team on 9581 4713, or email strategicplanning@kingston.vic.gov.au

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Hadi Saab'.

Cr Hadi Saab
MAYOR

community inspired leadership

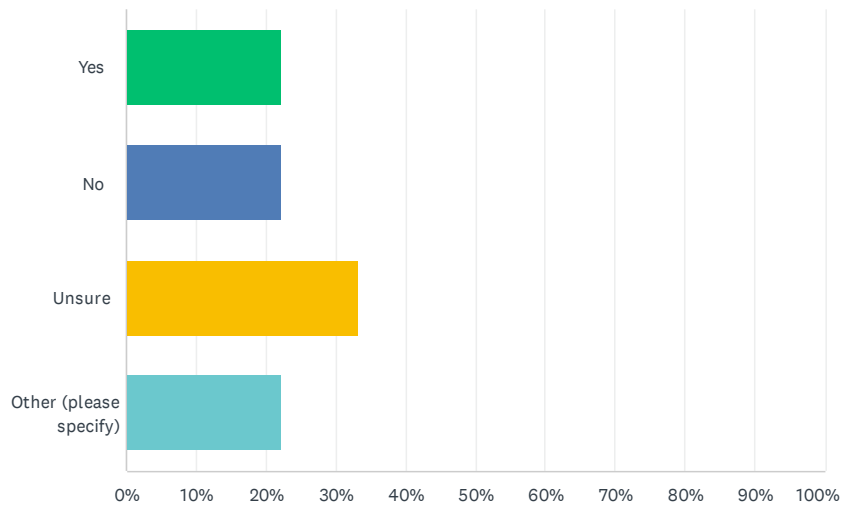
kingston.vic.gov.au

Cheltenham 1230 Nepean Highway Chelsea 1 Chelsea Road

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

Q1 In locations where Car Stackers are used in buildings, does this contribute to a greater number of resident cars being left on the street?

Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	22.22% 2
No	22.22% 2
Unsure	33.33% 3
Other (please specify)	22.22% 2
TOTAL	9

#	OTHER (PLEASE SPECIFY)	DATE
1	Yes, but generally only short-term. Overnight parking does not appear to be affected.	3/2/2023 10:35 AM
2	Stacker devices appear to be well utilised in Yarra. Whether resident cars are being left in the street would be difficult to gauge or identify.	2/28/2023 12:44 PM

Q2 Can you share any information or comments on approximate utilisation rates within your municipality?

Answered: 9 Skipped: 0

#	RESPONSES	DATE
1	We don't collect data on utilisation rates for car stackers.	4/13/2023 4:33 PM
2	We don't collect this data	4/12/2023 1:19 PM
3	Knox has issued a number of permits for developments that have included car stackers, however I am not aware of any of those developments being built.	3/10/2023 3:55 PM
4	Overall, the majority of our developments do not provide stackers and it is not common for stackers to be used in developments throughout Manningham.	3/10/2023 1:50 PM
5	We don't have any rates or studies, this is anecdotal evidence supplied by residents of the buildings with stackers, and residents in streets nearby.	3/8/2023 8:36 AM
6	We receive very few applications which propose mechanical parking i.e. car stackers due to the limited nature of high density applications received. Implementation rates are even lower due to cost/developer preference.	3/2/2023 11:17 AM
7	Unfortunately we do not collect this data for private developments.	3/2/2023 10:35 AM
8	Anecdotally, stackers appear to be well utilised, given that the opportunity to park on-street (long-stay parking) is very limited.	2/28/2023 12:44 PM
9	People with cars too large don't and can't use them.	2/27/2023 9:17 AM

Q3 What has worked well with Car Stackers in your municipality? (E.g. encourages sustainable transport options, increases housing affordability)

Answered: 9 Skipped: 0

#	RESPONSES	DATE
1	Car stackers have a role to play in certain situations. We wouldn't encourage them for visitor parking, but we would encourage them for people that are using them regularly so that they don't see them as a barrier to parking.	4/13/2023 4:33 PM
2	On narrow lots, it allows development to meet the demand rate.	4/12/2023 1:19 PM
3	N/A	3/10/2023 3:55 PM
4	A mechanism to bring developments into compliance with the parking provisions contained within the scheme (where a developer cannot provide sufficient parking at grade).	3/10/2023 1:50 PM
5	Hard to say - they seem to work well for developers to minimise their requirement for parking, but as to whether there is much use/take up by residents, you would need a very constrained on-street parking supply.	3/8/2023 8:36 AM
6	Unsure - theoretical better utilisation of land space	3/2/2023 11:17 AM
7	Ability to provide more car parking in a limited area, which decreases the amount of space required in basements or podium levels required for car parking.	3/2/2023 10:35 AM
8	Car stackers offer a convenient storage for vehicles, particularly for long-stay users such as employees and residents. Car stackers work well where a property has a small or limited footprint and can be accessed via a rear laneway or back street.	2/28/2023 12:44 PM
9	People may forgo a car or at least a second car.	2/27/2023 9:17 AM

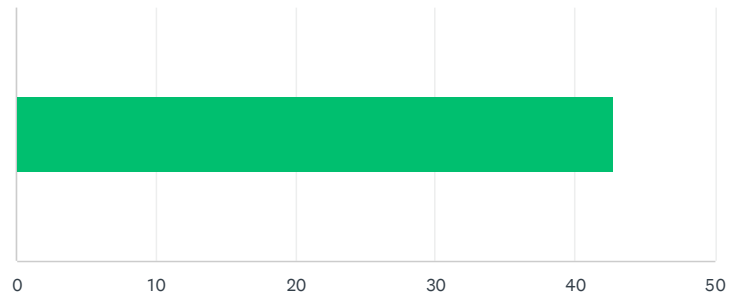
Q4 What hasn't worked well with Car Stackers in your municipality? (E.g. reliability, use)

Answered: 9 Skipped: 0

#	RESPONSES	DATE
1	We don't have any anecdotal data or feedback from operators on this. We haven't received or heard of any community complaints about their efficiencies. However, we would suggest reaching out to some inner city council's where they are more prevalent as we have heard feedback at an inner city council where body corporates with car stackers have expressed operational issues – reliability, maintenance and inconvenience for some users. We haven't had this experience at Monash.	4/13/2023 4:33 PM
2	It is common form of car parking. Occasionally there are issues raised with planning enforcement regarding maintenance	4/12/2023 1:19 PM
3	N/A	3/10/2023 3:55 PM
4	The parking requirements (State provisions) contained within the planning scheme have some shortfalls in respect to allowing a certain percentage of reduced height stackers within developments. This can cause issues limiting the types of vehicles that can use them (generally a smaller low rise vehicle type).	3/10/2023 1:50 PM
5	The anecdotal evidence suggests that people don't like to park in them. Also, we have had reports of people purchasing a unit with a stacker, and then not being able to fit their car in because the model or specifications have changed. Really to answer this question, I haven't heard much that is positive about them.	3/8/2023 8:36 AM
6	Cost and reliability are feedback we have received regarding low implementation of stackers.	3/2/2023 11:17 AM
7	Allocation of spaces (would prefer to keep them in common property), maintenance (better if the stackers stay in common property), not being used for short-term parking where the resident has returned home for a short amount of time.	3/2/2023 10:35 AM
8	Car stackers haven't worked well where overhead ducting or protrusions impact on the design envelope of the stacker (for example, the presence of a duct impacting on the available space/headroom clearance for a car contained in a stacker platform, particularly the upper level. Fortunately, this problem is very rare.	2/28/2023 12:44 PM
9	I have been told of them breaking down. The use is often to the benefit of the developer to be able to get more units on the site. I have yet to meet someone seeking out a development with a car stacker as a key sought after feature. I would expect they are a drawback to a purchaser.	2/27/2023 9:17 AM

Q5 Overall, how supportive of Car Stackers are you?

Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	43	385	9
Total Respondents: 9			

#		DATE
1	50	4/13/2023 4:33 PM
2	3	4/12/2023 1:19 PM
3	26	3/10/2023 3:55 PM
4	62	3/10/2023 1:50 PM
5	50	3/8/2023 8:36 AM
6	47	3/2/2023 11:17 AM
7	70	3/2/2023 10:35 AM
8	15	2/28/2023 12:44 PM
9	62	2/27/2023 9:17 AM

Q6 If you have any other feedback to provide, please let us know:

Answered: 8 Skipped: 1

#	RESPONSES	DATE
1	N/A	4/13/2023 4:33 PM
2	Car stackers are an approximate form of car accommodation, as there are standards in the planning scheme and acceptance at VCAT. In <i>Steg v Moreland CC</i> [2015] VCAT 1247, the Tribunal considered a refusal related to car stackers. Including noise impact from a car stacker when not contained within a basement. This decision was made by Councillors. http://www8.austlii.edu.au/cgi-bin/viewdoc/au/cases/vic/VCAT/2015/1247.html?context=1;query=cummings%20street%20brunswick%20west;mask_path=au/cases/vic/VCAT	4/12/2023 1:19 PM
3	Knox Council has development a policy regarding stackers to try address concerns regarding noise and the like. Overall, I think that stackers could be a viable parking solution. I just think that the market in Knox might not be developed enough yet.	3/10/2023 3:55 PM
4	At Manningham, officers try to discourage the use of stackers within developments however if they are provided we will access an application on its merits	3/10/2023 1:50 PM
5	Hard to answer the above question, because it doesn't feel like we have much discretion. I would prefer to not see them used, but if a developer elects to use one, we can't argue they aren't supplying parking, so our hands are tied. A lot of the larger applications end up at VCAT anyway.	3/8/2023 8:36 AM
6	Ideally, Clause 52.06 should be amended to include further guidance on when car stackers are appropriate. This should include refinements to the Standards to consider the average height of vehicles in Australia and how EV charging will be considered.	3/2/2023 10:35 AM
7	When assessing car stacker devices, the stacker model type should be identified. It is important that the floor to ceiling height and pit depth be dimensioned on the drawings prior to further assessment and approval. For shuffle type stackers, a queuing analysis should be undertaken to ensure that any external queuing at the stacker does not overspill onto a road. Happy to provide further information.	2/28/2023 12:44 PM
8	I think this survey would be best filled out by residents as their experiences do not always result in a formal complaint so council isn't really informed on how they are working or not working for the real users. I would be happy to share a similar survey on my social media.	2/27/2023 9:17 AM

Q7 Contact details

Answered: 9 Skipped: 0

ANSWER CHOICES	RESPONSES	
Name	100.00%	9
Your role	100.00%	9
Council	100.00%	9
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	100.00%	9
Phone Number	100.00%	9

#	NAME	DATE

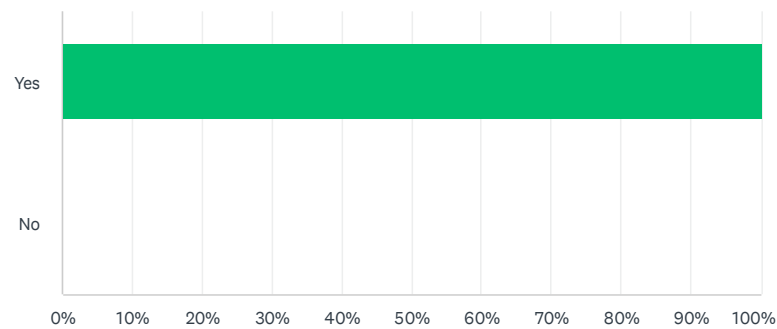
#	YOUR ROLE	DATE

#	COUNCIL	DATE
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—

Q8 Are you happy for your answers to be shared with other councils requesting this information?

Answered: 8 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	100.00%	8
No	0.00%	0
Total Respondents: 8		

Mathieu Maugueret

From:
Sent: Thursday, 2 March 2023 4:37 PM
To: StrategicPlanning; Debbie Wilson
Cc:
Subject: RE: Inviting feedback on the use of Car Stackers in your municipality

Dear Mayor Wilson and Kingston strategic planning colleagues

Thanks for your email to Mayor about car stackers. We'll be interested to hear what you find.

While Hobsons Bay is one of the inner ring councils, we have very few car stackers in the municipality. There isn't yet a lot of high density MUD development across Hobsons Bay, and much of the municipality is also quite low lying so basement car parks are relatively uncommon.

So we probably won't be very helpful with the survey, but hope you have some others who are much more active in this space help you get some insight into this space.

All the best,

Hobsons Bay City Council
T: 9932 1096
W: www.hobsonsbay.vic.gov.au
NRS users phone 133 677 and quote 1300 179 944

Begin forwarded message:

From: Debbie Wilson <Debbie.Wilson@kingston.vic.gov.au>
Subject: Inviting feedback on the use of Car Stackers in your municipality
Date: 27 February 2023 at 09:09:01 AEDT
To: "

27 February 2023

Dear

Re: Inviting feedback on the use of Car Stackers in your municipality

We are writing to seek feedback regarding your experiences with Car Stackers in your municipality.

Background

Kingston Council recently passed a motion to write to inner and middle Victorian Metropolitan

councils seeking information and their experiences within their municipality on the use of Car Stackers as a form of car-parking in multi-unit/mixed-use developments.

Information we're seeking

We're really interested to know about your experiences, including what has worked well in your municipality and any learnings from what hasn't. We're also interested to hear about statistics you may have on the utilisation rates of Car Stackers by occupiers of buildings.

Online survey

We really appreciate your insight and have set up an online survey to make it as easy as possible to submit feedback. You can access the survey at: kingston.vic.gov.au/carstackers

You can also submit feedback or comments on your experiences with Car Stackers by:

Email: strategicplanning@kingston.vic.gov.au

Phone: 9581 4713

Mail: Strategic Planning, City of Kingston PO Box 1000, Mentone, VIC 3194

What will we do with your feedback

All data will be compiled in a report that will go back to Council outlining the feedback received. We are happy to share our findings with other councils requesting the information. If you don't want your feedback shared with other councils please let us know.

Thanks in advance for your feedback. If you have questions about this request, please contact Council's Strategic Planning team on 9581 4713, or email strategicplanning@kingston.vic.gov.au

Yours sincerely,



Cr Hadi Saab

MAYOR

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<https://www.mailguard.com.au/mg>

Ordinary Council Meeting

22 May 2023

Agenda Item No: 8.5

RESPONSE TO RESOLUTION - NOTICE OF MOTION NO. 3/2023 - REVIEW OF APPROVED LANDSCAPE PLANS FOR MENTONE LIFE SAVING CLUB

Contact Officer: Guillermo Henning, Team Leader Planning Appeals and Compliance

Purpose of Report

In accordance with the resolution of Council at its Ordinary Meeting of 30 January 2023, this report provides Council with the assessment undertaken by a qualified consultant and Officers recommendation as to any changes that should be made to the landscaping plan and/or permit conditions as it relates to Planning Permit KP-2020/420 for the Mentone Life Saving Club.

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 instruct Officers to lodge a section 72 amendment to Planning Permit KP-2020/420 (through its representatives) as it relates to the landscape plan required by condition 1(a), seeking the following changes:

- a) Reduction in the amount of vegetation coverage to not more than 70% of the total plant coverage across the landscaped area; and
- b) Retain condition 1(a)(iv) providing for the planting of 20 *Allocasuarina verticillata* (Drooping She-oak) in the two groups as shown on approved landscape plans, however removing all unsuitable understorey vegetation proposed within the canopy dripline of the trees to reduce the potential for these plants to be impacted by allelopathy caused by the trees and to ensure that the understorey vegetation planted is compatible with the Drooping She-oaks.

1. Executive Summary

At Council's Meeting on 14 December 2020 Council resolved in relation to the planning application for Mentone Live Saving Club to support the proposal subject to conditions.

Planning permit KP-2020/420 was subsequently issued on 19 January 2021 for the Use of the land for an innominate use (Life Saving Club) and place of assembly, to reduce car parking requirements of Clause 52.06 and to remove native vegetation pursuant to Clause 52.17. Development and landscape plans were later endorsed on 27 May 2021. The removal of vegetation approved under this permit has been carried out as the development has commenced.

Council then resolved at its Ordinary Meeting of 30 January 2023 the following:

That Council engage a qualified consultant to review the landscaping plan in particular the selected tree species and number to be introduced in response to Planning Permit KP-2020/420 for the Mentone Life Saving Club, to determine whether it provides an appropriate ecological response when considering:

- *The selection of species when considering Council's Biodiversity Strategy and Department of Energy, Environment and Climate Action guidance information (formerly DELWP); and*
- *The extent of tree planting, as currently illustrated on the plans, to ensure that it does not impact on the objectives to establish appropriate ground cover and shrubs.*

Further that upon completion of the review, a report be brought back to Councillors to determine whether any changes should be made to the landscaping plan and/or permit.

Following the resolution of Council, Officers engaged Ecology & Heritage Partners as expert consultants to review the endorsed landscape plan approved under planning permit KP-2020/420 for Mentone Life Saving Club. This review is to provide advice as to whether the endorsed plan provides an appropriate ecological response. The review included consideration of the approved planting schedule, Council's Biodiversity Strategy and Ecological Vegetation Class benchmarks.

In its conclusion, the consultant considers the approved landscape plan and associated planting schedule to provide suitable ecological outcomes based on the modelled Ecological Vegetation Class within and close to the subject site being Coastland Headland Scrub EVC161 subject to two recommendations outlined later in this report.

This report is provided in response to the above resolution.

2. Planning Permit History

The subject site is located on Crown land within the Mentone foreshore, on the south-western side of Beach Road, Mentone.

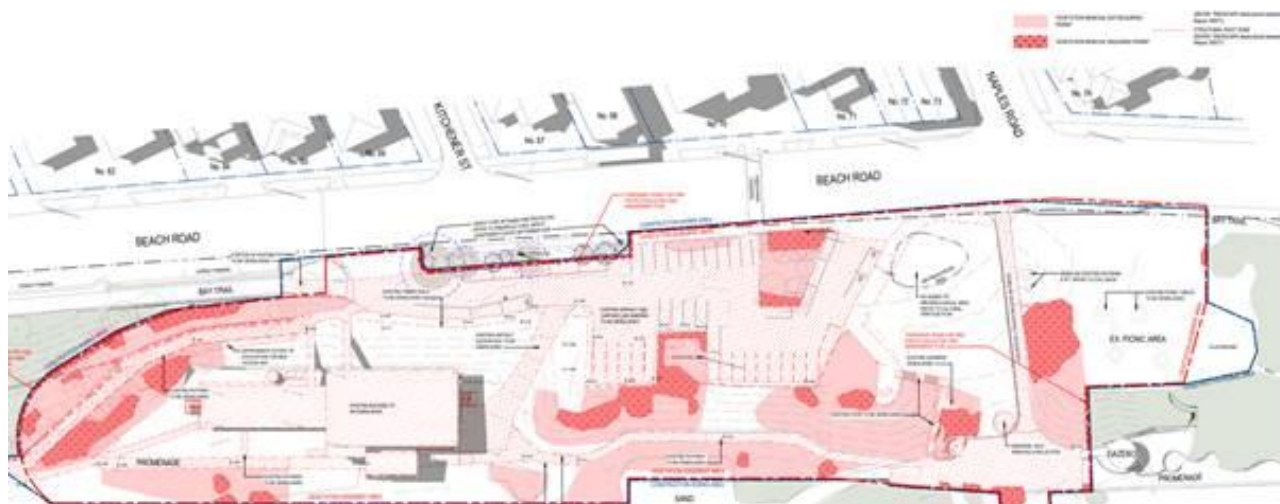
The proposal sought to remove 0.074ha of vegetation on the Mentone foreshore to accommodate the development of the new Lifesaving Club.

Table 1. Summary of native vegetation (requiring permit)

EVC	Area (ha)
Coastal Headland Scrub	0.055
Coastal Headland Scrub (exotic canopy)	0.011
Berm Grassy Shrubland	0.007
Coastal Dune Grassland	0.001
Total	0.074

The map below, endorsed under the planning permit, illustrates the extent of native vegetation approved for removal, including Coast Banksia. There were other trees and vegetation removed that did not require a planning permit under Clause 52.17 as they were either exotic species or planted by the public land manager. Amongst these were Drooping She-Oaks that were sought to be replaced through conditions of permit at a general ratio of 3:1.

This plan shows in the dark red native vegetation that required a permit for removal and in a lighter red, vegetation proposed to be removed that whilst planted, required consent for removal from Council (approximately 460sqm).



The planning permit subsequently incorporates the following conditions (bold for emphasis)

1. *Before any permitted clearing of native vegetation 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 form part of this permit. All works constructed or carried out must be in accordance with the endorsed plan. The plans must be drawn to scale with dimensions and georeferenced that clearly show:*
 - a. *the provision of a landscape plan in accordance with the submitted development plan, with such plans to be prepared by a suitably qualified landscape professional to the satisfaction of the Responsible Authority and incorporating:*
 - i. *A planting schedule of all proposed trees and shrubs, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;*
 - ii. *A survey, including, botanical names of all existing trees to be retained on the site including Tree Protection Zones calculated in accordance with AS4970-2009;*
 - iii. **460 square metres of plants from EVC 161 Coastal Headland Scrub with the percentage of each plant consistent with the Department of Sustainability and Environment EVC/Bioregion Benchmark for Vegetation Quality Assessment, Gippsland Plain Bioregion;**
 - iv. **A minimum of 20 Allocasuarina verticillata (Drooping She-oak), planted at a minimum 2 metres in height**
 - v. *Notes regarding site preparation, including the removal of all weeds, proposed mulch, soil types and thickness, subsoil preparation and any specific maintenance requirements; and*
 - vi. *Tree protection measures accurately drawn to scale and labelled as per the endorsed Tree Management Plan.*

2. ***The use and native vegetation removal as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.***
3. ***The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.***

Since the issuing of the planning permit the development has commenced and vegetation removed. See aerial images below prior to works commencing (March 2021) and a recent aerial identifying the progress of the development (April 2023).



(March 2021, nearmap)



April 2023 (nearmap)

3. Discussion of advice

The review of the consultants conclude that the landscape plans and planting outcome provide a suitable ecological response based on the modelled EVC within and close to the subject site being Coastal Headland Scrub. The consultants confirm that all selected plants are found to be naturally occurring along the foreshore area within a few kilometres of the site.

In reaching this conclusion, the consultants were provided with reports prepared by other expert consultants for other planning permit matters.

However, the consultants provide two recommendations as follows:

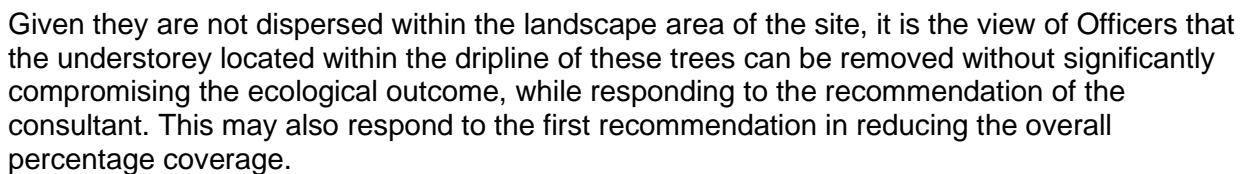
- *The planting schedule appears to provide 100% plant coverage across the landscaped area, whereas the Coastal Headland Scrub EVC benchmark information specifies that 70% of the ground would typically be covered by plants, with the other 30% being bare ground (or more likely exposed rock in the natural setting). This situation is not a natural setting, as there is capacity to fill every space due to soil being provided across the planting area. A discussion should be undertaken with respect to the overall intended outcome of the planting schedule and whether it should stay true to the EVC benchmark description or fill in the available spaces as per a normal landscaping project.*
- *It is likely that the Drooping Sheoaks will make the space underneath them too hostile to support understorey plant growth, which may only occur later once the trees have established and matured. A decision should therefore be made as to whether the planting schedule be retained with shrubs, herbs and/or grasses planted under these trees and possibly be damaged/killed through natural attrition over time, or the planting design be modified now to reduce their numbers or remove them completely.*

The implications for the planning permit and endorsed plans as it relates to the first of the above recommendations is likely to result in less than 460 square metres of EVC161 Coastal Headland Scrub. However, the consultant's opinion is that EVC161 benchmark is that 70% understorey coverage is preferred, with some areas left for bare ground.

While a reduction in the understorey planting is required to achieve the two recommendations, the proportion of understorey vegetation (approximately 16,513 plants) compared with trees (32 trees, 20 Drooping She-oak and 12 Coast Banksia) will continue to ensure that the landscape response for the site continues to provide an appropriate ecological response.

The approved landscape plans show two groups or clusters of proposed Drooping She-Oaks (see below and attached).



22 May 2023



Based on the recommendations made by the consultants, as they relate to the density of planting within the landscape areas of the site, and the provision and proximity of understorey vegetation to the Drooping She-Oaks, it is Officers recommendation that the planning permit conditions, and associated landscape plans be amended to address these recommendations.

Appendices

Appendix 1 - Ecological Review Ecology Heritage Partners 2023 (Ref 23/125042)  

Appendix 2 - Mentone Life Saving Club - Full Sized Plans (Ref 23/125046)  

Author/s: Guillermo Henning, Team Leader Planning Appeals and Compliance

Reviewed and Approved By: Jaclyn Murdoch, Manager City Development
 Jonathan Guttman, General Manager Planning and Place

8.5

RESPONSE TO RESOLUTION - NOTICE OF MOTION NO. 3/2023 - REVIEW OF APPROVED LANDSCAPE PLANS FOR MENTONE LIFE SAVING CLUB

1	Ecological Review Ecology Heritage Partners 2023.....	63
2	Mentone Life Saving Club - Full Sized Plans	79



Review of Ecological Implications for the Redevelopment of the Mentone Life Saving Club

Date: 9 May 2023

Author: Cat Stephenson (Senior Bushfire Consultant/Botanist)

Reviewer: Andrew Hill (Director/Principal Ecologist)

Ref: 17028

1 Introduction

The Mentone Life Saving Club (LSC) is currently undergoing redevelopment, with a planning permit for the development works and removal of native vegetation pursuant to Clause 52.17 Native Vegetation being issued on 19 January 2021 (KP-2020-420). The Landscape Town Planning Drawings were subsequently endorsed on 27 May 2021. Ecology and Heritage Partners Pty Ltd was commissioned by the City of Kingston to conduct a review of the endorsed Landscape Town Planning Drawings and provide advice regarding whether it provides an appropriate ecological response. The Landscape Town Planning Drawings were used as the reference for the planting schedule and other landscaping/planting information.

2 Scope

Specifically, this review assessed the appropriateness of the endorsed planting schedule to provide a suitable ecological outcome when considering:

- The selection of species with respect to the Department of Energy, Environment and Climate Action's (DEECA) guidance information regarding EVC locations, extent and benchmark information and Council's Biodiversity Strategy 2018-2023 (City of Kingston 2018); and,
- The extent of tree planting, as currently illustrated on the endorsed development plans, to ensure that it does not impact on the establishment of shrubs and groundcovers.

In addition, this review considered previous application and submission material for the removal of native vegetation along the Bay Trail, which occurred within the vicinity of the subject site, and whether this information altered the reviewer's opinion on the planting selected for the subject site.

No site assessment was included as part of the scope of this review, and as such, no on-ground assessment of the type, quality and extent of existing native vegetation was undertaken.

3 Applicable Ecological Vegetation Classes

Ecological Vegetation Classes (EVCs) are the standard unit for classifying native vegetation in Victoria and uses a combination of floristic, lifeform and ecological characteristics to determine the applicable EVC. Native vegetation along the foreshore within the area of the Mentone LSC and for at least two kilometres to the west is classed as Coastal Headland Scrub/Coast Banksia Woodland Mosaic (EVC 919), with this EVC also

ADELAIDE	22 Greenhill Rd Wayville SA 5034	BRISBANE	Lvl 22 127 Creek St Brisbane Qld 4000	CANBERRA	PO Box 6067 O'Connor ACT 2602	GEELONG	230 Latrobe Tce Geelong West Vic 3218	MELBOURNE	292 Mt Alexander Rd Ascot Vale Vic 3032	SYDNEY	Lvl 5 616 Harris St Ultimo NSW 2007
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www.ehpartners.com.au

ABN : 65 685 233 760

present for approximately 1.8 kilometres to the south-east. Heathy Woodland/Sand Heathland Mosaic (EVC 892) is also present within 500 meters of the Mentone LSC to the south-east for a strip approximately 20 metres wide directly adjoining and parallel to Beach Road (DEECA 2023a) (Plate 1). These mosaics are designed for mapping purposes only, with each component of the mosaic having its own EVC number and benchmark information. When assessing the existing native vegetation (or in this case the proposed planted vegetation) against the applicable EVC benchmark, the site should be assessed using the individual EVC that is dominant on-site. The EVC mosaics are separated out as follows:

- Coastal Headland Scrub/Coast Banksia Woodland Mosaic (EVC 919) separates out to:
 - Coastal Headland Scrub (EVC 161); and
 - Coast Banksia Woodland (EVC 2).
- Heathy Woodland/Sand Heathland Mosaic (EVC 892) separates out to:
 - Heathy Woodland (EVC 48); and
 - Sand Heathland (EVC 6).



Plate 1. Extent of modelled EVCs as per the 2005 mapping (DEECA 2023a). The yellow star shows the location of the Mentone LSC. The blue area along the foreshore represents Coastal Headland Scrub/Coast Banksia Woodland Mosaic (EVC 919). The red area represents Heathy Woodland/Sand Heathland Mosaic (EVC 892).

The benchmark information for the four above-listed EVCs are provided in Appendix 1 (DEECA 2023b). Site assessments were undertaken as part of previous planning applications within and in close proximity to the subject site, which also discuss the applicable EVC. This information is presented in Section 7.

The list of species presented in the benchmark information for each EVC includes common species and are by no means an exhaustive list. A wide range of native species could be observed within different areas designated as the same EVC, with several factors influencing the site-specific conditions that result in the species at a particular site, including climatic, topographic and geological influences.

4 Plant Selection with Respect to the EVC Benchmark Information

Condition 1. a) iii. of the Planning Permit states that 460 square metres of plants from the Coastal Headland Scrub EVC are to be planted as part of the Landscape Plan. Appendix 1 provides the benchmark information for the Coastal Headland Scrub EVC, including an example of common species that typically exist in this EVC. This list is not exhaustive, as many more species are found in this EVC across its range. However, as a guide, of the 14 species are listed in this EVC benchmark, the planting schedule incorporates 10 of them. Another 18 species not included on the benchmark information for Coastal Headland Scrub EVC are in the planting schedule, with one of these species being Coast Banksia *Banksia integrifolia*, which is included in the EVC benchmark typical species list of the Coast Banksia Woodland EVC.

Other sources of reliable information can be used to determine whether a species is indigenous to an area, namely the Royal Botanic Gardens Victoria website VicFlora (vicflora.rbg.vic.gov.au). A search in this revealed that all of the 18 species not listed in the Coastal Headland Scrub EVC benchmark information have been recorded as naturally occurring along the foreshore on the eastern side of Port Phillip Bay, with most of the records being within approximately five kilometres of the Mentone LSC. The furthest record was of the Ruby Saltbush *Enchylaena tomentosa* in Frankston. This highlights that the plants selected for the development are local and will add to the biodiversity values of the site by providing food sources and habitat opportunities (e.g. shelter/protection, roosting) that are comparable to the surrounding native foreshore vegetation for native fauna.

The benchmark description for Coastal Headland Scrub EVC states it comprises scrub or low shrubland to two metres tall and the plants have a total projective foliage cover of 70% (DEECA 2023b). That is, there are gaps in the vegetation that equal around 30% of an area. This is because this EVC is typically associated with shallow sands along rocky sections of the coast and thus there will generally be sections of the coast that contain bare rocks and thus cannot support plant growth, leading to natural gaps. While it is not easy to determine from the planting schedule and number of plants being planted the final intended coverage of the plants when mature, the volume of tubestock being planted indicates that more than 70% of the ground, if not 100%, will be covered in shrubs, groundcovers and grasses. This is not unexpected, as the development's planting decisions are not only based on the EVC benchmark information, but also on the aesthetic appeal of the development (which typically contains a full coverage of plants) and how the plants and structure complement each other.

5 Plant Selection with Respect to the Biodiversity Strategy 2018-2023

The Biodiversity Strategy focuses on Council's actions to protect and enhance biodiversity values within the Council's natural resource areas. The plant selection and general planting within this area aligns with aspects of the Biodiversity Strategy as follows:

- Section 1.6 Strategy Outcomes: Two of the strategy outcomes are to 'Protect and improve areas of remnant indigenous vegetation, sites of significant habitat and other significant vegetation' and 'Undertake and encourage revegetation using indigenous species in modified areas that lack natural vegetation' (p10). While some native vegetation is being removed as part of the development, other areas within the development footprint (including the area designated for planting) contain only lawn or degraded landscapes. Planting with indigenous species will improve this area and build upon the patches of indigenous vegetation being retained as part of the development.
- Section 2.3.5 Kingston Foreshore Reserve: Mentone LSC is located within the northern portion of this Kingston Foreshore Reserve (as shown on the map on page 13), which has been highly modified from a former sandstone cliff to embankments and forms a buffer between the beach and Beach Road. Common species listed to occur in the northern portion of the reserve include Coast Tea-tree *Leptospermum laevigatum*, Coast Wattle *Acacia longifolia* var. *sophorae*, Seaberry Saltbush *Rhagodia candolleana*, Karkalla *Carpobrotus rossii*, Coast Spear-grass *Austrostipa flavescens* and Soft Spear-grass *Austrostipa mollis*.

The planting schedule incorporates all but one of these species, with Soft Spear-grass not being included. This demonstrates that the proposed plants are retaining the character of the foreshore reserve by planting native species that already exist.

- Section 6 Opportunities: This section identifies opportunities within the municipality to address key biodiversity issues identified in the Biodiversity Strategy. Two of these opportunities are relevant to the development, being (p35):

'There are areas within Council reserves and other public land where there is scope for natural regeneration, revegetation with indigenous species and site management to enhance native flora and fauna habitat'

'There are potential opportunities to plant indigenous trees, shrubs and/or ground layer plants in streetscapes, carparks, school grounds, gardens of residential and commercial properties, Council properties and the foreshore as appropriate. Council undertakes many of these already through existing programs'

Planting several thousand indigenous plants as part of this development will enhance the native flora value by virtue of being planted and as a result provide habitat for a range of fauna including native insects, reptiles, birds and rodents. The fauna values will continue to increase as the plants become established and grow, particularly the shrubs and trees. Plants will be located along Beach Road and the Bay Trail, and adjoining the carpark, which will provide biodiversity values.

6 Extent and Composition of the Planting Schedule

A total of 16,513 plants form the planting schedule. Of this total, 32 plants will be trees, being 20 Drooping She-oak *Allocasuarina verticillata* and 12 Coast Banksia. These trees will be located as single-species groupings in five discrete patches around the development with small shrubs, groundcovers and grasses planted underneath. The potential for these trees to impact upon the ability for shrubs and groundcovers to properly establish is considered moderate for the Drooping She-oak and low for the Coast Banksia.

Drooping She-oak is commonly a wide-spreading tree to approximately eight meters tall. Its canopy can vary from a dense 'ball' to an open structure. Its fine drooping branchlets (i.e. cladodes) are like long pine needles that allow lots of light to filter through to the ground when its form is more open. While understorey plants could grow under these trees from a light perspective, this she-oaks possess allelopathic properties. Allelopathy is a biological phenomenon in which this genus (and many other genus') produces biochemicals that influence/stifle the germination, growth and survival of other plants in its vicinity. This can occur by plants storing allelopathic chemicals in the leaves (or in this case branchlets) and as the leaves drop to the ground and decompose, these chemicals (which contain toxins) can affect nearby plants once absorbed. Another mechanism she-oaks use is to secrete these allelopathic chemicals into the soil through their roots, making the soil conditions difficult for other plants to survive.

Coast Banksia is a common tree along coastlines and can grow to approximately 10 metres tall in ideal conditions. However, Coast Banksia may not grow to its maximum height directly adjoining the beach area due to its high exposure to wind and salt spray that could potentially stunt its growth. They are generally an upright tree with a thick trunk and relatively narrow rectangular-shaped canopy, i.e. they don't tend to spread out wide. Although old trees can develop into wide canopies if they have the room to spread. Given the relatively narrow shape of its canopy that doesn't block out a large amount of light, this species is not expected to adversely impact the light reaching the understorey species, particularly when the groupings are relatively small and spaced out.

These two tree selections are considered the best and logical choices due to their presence within a couple of kilometres north and south of the Mentone LSC along the foreshore based on ecological assessments in these adjoining areas (refer to Section 7 for further information). Furthermore, Coast Banksia Woodland EVC is modelled to occur within the Mentone foreshore area as part of the Coastal Headland Scrub/Coast Banksia Woodland Mosaic, which means that the presence of Coast Banksia is somewhat expected in this area.

The plant selection for the redevelopment has generally aligned with the plant species associated with Coastal Headland Scrub EVC, which was a Planning Permit requirement. This EVC doesn't contain a tree/overstorey layer in its EVC benchmark description (Appendix 1), however discrete groups of Coast Banksia and Drooping Sheoak are part of the planting design. The inclusion of these two species will not change the EVC of the planted area to another EVC, as the assignment of an EVC is not just about one aspect of a vegetated area (in this case the trees), but the overall contribution of its components. The description for Coastal Headland Scrub EVC is that it contains scrub or low shrubland to two metres tall. Overall the planting design will still achieve this, as the area will not be dominated by Coast Banksia or Drooping Sheoak, but rather provide small patches of trees in isolated areas.

7 Previous Application and Submission Material

Several documents that were part of planning permit applications KP317/2014 (native vegetation removal associated with the Mentone Bay Trail between Sea Parade, Mentone and Mentone LSC) and KP832/2017 (native vegetation removal associated with the Mentone Bay Trail between Mentone SLC and Rennison Street, Parkdale) were reviewed as part of the current assessment to determine whether plants listed in the planting schedule were still considered to be suitable. While there was a large amount of information to assess as part of the review, the most important aspect of the documentation was the native species' observed as part of the ecological site assessments.

Native vegetation within the development footprint of the Mentone Bay Trail as part of KP307/2014 was classified as Coastal Headland Scrub EVC by ecological consultant reports that formed part of the reviewed package, which is consistent with the EVC classification for the subject site. These ecological consultant reports identified several plants that are proposed to be incorporated into the planting schedule for the subject site, including Coast Tea-tree, Coast Wattle, Drooping She-oak, Common Boobialla *Myoporum insulare*, Seaberry Slatbush, Bower Spinach *Tetragonia implexicoma* and Coastal Beard-heath *Leucopogon parviflorus*.

Native vegetation within the development footprint of the Mentone Bay Trail as part of KP832/2017 was also classified as Coastal Headland Scrub EVC by ecological consultant reports that formed part of the reviewed package. Again, several plants that are included in the subject site's planting schedule were observed by the ecological consultants under KP832/2017, including Coast Banksia, Coast Tea-tree, Coast Wattle, Drooping She-oak, White Correa *Correa alba*, Small flower Flax-lily *Dianella brevicaulis* and Coastal Daisy *Olearia axillaris*.

Reviewing previous application and submission material for the development of the Bay Trail has provided greater confidence that the planting schedule for the subject site does complement existing native vegetation within close proximity along the foreshore reserve and will add to the biodiversity values of the foreshore area.

8 Recommendations

Two recommendations/discussion points are provided based on the analysis provided in this report:

- The planting schedule appears to provide 100% plant coverage across the landscaped area, whereas the Coastal Headland Scrub EVC benchmark information specifies that 70% of the ground would typically be covered by plants, with the other 30% being bare ground (or more likely exposed rock in the natural setting). This situation is not a natural setting, as there is capacity to fill every space due to soil being provided across the planting area. A discussion should be undertaken with respect to the overall intended outcome of the planting schedule and whether it should stay true to the EVC benchmark description or fill in the available spaces as per a normal landscaping project.
- It is likely that the Drooping Sheoaks will make the space underneath them too hostile to support understorey plant growth, which may only occur later once the trees have established and matured. A decision should therefore be made as to whether the planting schedule be retained with shrubs,



herbs and/or grasses planted under these trees and possibly be damaged/killed through natural attrition over time, or the planting design be modified now to reduce their numbers or remove them completely.

9 Conclusion

On review of the relevant documentation, the approved planting schedule is considered to provide suitable ecological outcomes based on the modelled EVC within and close to the subject site being Coastal Headland Scrub, which has been confirmed by several ecological consultants in their reports. The suite of plants typically associated with this EVC, both as part of the EVC benchmark information (DEECA 2023b) and as part of the ecologists site assessments demonstrate that the planting schedule aligns with the plants observed in this EVC. Furthermore, the plants selected all naturally occur along the foreshore area within a few kilometres of the subject site as per the information on VicFlora. The planting schedule also aligns with several aspects of the Council's Biodiversity Strategy.

Two potential issues were noted. The first was the planting of Drooping She-oak in garden beds/planted areas that also contain other plants underneath and close to these trees, as the allelopathic biochemicals within these Drooping She-oaks may compromise the survivability of the other plants. Secondly, the density of the understorey planting schedule is assumed to be 100% of the space (or close to it), which is greater than the plant coverage within the Coastal Headland Scrub EVC benchmark description of 70%.

I trust the foregoing is of assistance. Please do not hesitate to contact me if you have any questions or would like to discuss in further detail.

Kind regards,

A handwritten signature in black ink, appearing to read 'Cat Stephenson', is written over a light blue rectangular background.

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Appendix 1 – EVC Benchmark Information



Department of
Sustainability and
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EVC/Bioregion Benchmark for Vegetation Quality Assessment Gippsland Plain bioregion

EVC 2: Coast Banksia Woodland

Description:

Restricted to near coastal localities on secondary or tertiary dunes behind Coastal Dune Scrub. Usually dominated by a woodland overstorey of Coast Banksia *Banksia integrifolia* to 15 m tall over a medium shrub layer. The understorey consists of a number of herbs and sedges, including scramblers.

Large trees:

Species	DBH(cm)	#/ha
<i>Banksia</i> spp.	50 cm	10 / ha
<i>Eucalyptus</i> spp.	70 cm	

Tree Canopy Cover:

%cover	Character Species	Common Name
15%	<i>Banksia integrifolia</i>	Coast Banksia
	<i>Eucalyptus viminalis</i> ssp. <i>pryoriana</i>	Rough-barked Manna Gum

Life Forms:

Life form	#Spp	%Cover	LF code
Immature Canopy Tree		5%	IT
Medium Shrub	3	40%	MS
Small Shrub	1	1%	SS
Large Herb	2	1%	LH
Medium Herb	3	15%	MH
Small or Prostrate Herb	2	10%	SH
Large Tufted Graminoid	1	1%	LTG
Medium to Small Tufted Graminoid	1	5%	MTG
Medium to Tiny Non-tufted Graminoid	1	10%	MNG
Ground Fern	1	10%	GF
Scrambler or Climber	2	10%	SC
Bryophytes/Lichens	na	20%	BL

LF Code

Species typical of at least part of EVC range

LF Code	Species typical of at least part of EVC range	Common Name
MS	<i>Leucopogon parviflorus</i>	Coast Beard-heath
MS	<i>Rhagodia candolleana</i> ssp. <i>candolleana</i>	Seaberry Saltbush
MS	<i>Leptospermum laevigatum</i>	Coast Tea-tree
LH	<i>Senecio minimus</i>	Shrubby Fireweed
LH	<i>Haloragis brownii</i>	Swamp Raspwort
MH	<i>Sambucus gaudichaudiana</i>	White Elderberry
MH	<i>Viola hederacea</i> sensu Willis (1972)	Ivy-leaf Violet
MH	<i>Lobelia anceps</i>	Angled Lobelia
MH	<i>Sarcocornia quinqueflora</i>	Beaded Glasswort
SH	<i>Hydrocotyle sibthorpioides</i>	Shining Pennywort
SH	<i>Dichondra repens</i>	Kidney-weed
GF	<i>Pteridium esculentum</i>	Austral Bracken
SC	<i>Galium australe</i>	Tangled Bedstraw
SC	<i>Clematis microphylla</i>	Small-leaved Clematis

Ecological Vegetation Class bioregion benchmark

EVC 2: Coast Banksia Woodland - Gippsland Plain bioregion

Recruitment:
Episodic/Fire. Desirable period between disturbances is 30 years.

Organic Litter:
40 % cover

Logs:
10 m/0.1 ha.

Weediness:				
LF Code	Typical Weed Species	Common Name	Invasive	Impact
LH	<i>Cirsium vulgare</i>	Spear Thistle	high	high
MH	<i>Hypochoeris radicata</i>	Cat's Ear	high	low

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EVC/Bioregion Benchmark for Vegetation Quality Assessment Gippsland Plain bioregion

EVC 6: Sand Heathland

Description:

Treeless heathland (or with occasional emergent mallee-form eucalypts and/or Banksias) occurring on deep infertile sands. Consists of a low, dense healthy shrub layer and a number of sedges and sedge-like species. Grasses and herbs are notably absent or infrequent.

Life Forms:

Life form	#Spp	%Cover	LF code
Medium Shrub	7	55%	MS
Small Shrub	4	10%	SS
Medium Herb	3	5%	MH
Small or Prostrate Herb	2	5%	SH
Large Tufted Graminoid	1	5%	LTG
Large Non-tufted Graminoid	1	1%	LNG
Medium to Small Tufted Graminoid	2	5%	MTG
Medium to Tiny Non-tufted Graminoid	2	15%	MNG
Ground Fern	1	1%	GF
Bryophytes/Lichens	na	10%	BL
Soil Crust	na	10%	S/C

LF Code

Species typical of at least part of EVC range

Common Name

MS	<i>Epacris impressa</i>	Common Heath
MS	<i>Banksia marginata</i>	Silver Banksia
MS	<i>Leptospermum continentale</i>	Prickly Tea-tree
MS	<i>Leptospermum myrsinoides</i>	Heath Tea-tree
SS	<i>Dillwynia glaberrima</i>	Smooth Parrot-pea
SS	<i>Platylobium obtusangulum</i>	Common Flat-pea
SS	<i>Hibbertia fasciculata</i> var. <i>prostrata</i>	Bundled Guinea-flower
SS	<i>Leucopogon virgatus</i>	Common Beard-heath
MH	<i>Gonocarpus humilis</i>	Shade Raspwort
MH	<i>Drosera peltata</i> ssp. <i>auriculata</i>	Tall Sundew
LNG	<i>Gahnia radula</i>	Thatch Saw-sedge
LTG	<i>Xanthorrhoea minor</i> ssp. <i>lutea</i>	Small Grass-tree
MTG	<i>Lepidosperma concavum</i>	Sandhill Sword-sedge
MNG	<i>Hypolaena fastigiata</i>	Tassel Rope-rush
MNG	<i>Schoenus brevifolius</i>	Zig-zag Bog-sedge
GF	<i>Pteridium esculentum</i>	Austral Bracken

Recruitment:

Episodic/Fire. Desirable period between disturbances is 30 years.

Organic Litter:

20% cover

Weediness:

There are no consistent weeds in this EVC.

Ecological Vegetation Class bioregion benchmark



Department of
Sustainability and
Environment

EVC/Bioregion Benchmark for Vegetation Quality Assessment

Gippsland Plain bioregion

EVC 48: Heathy Woodland

Description:

Spans a variety of geologies but is generally associated with nutrient-poor soils including deep uniform sands (aeolian or outwash) and Tertiary sand/clay which has been altered to form quartzite gravel. Eucalypt-dominated low woodland to 10 m tall lacking a secondary tree layer and generally supporting a diverse array of narrow or ericoid-leaved shrubs except where frequent fire has reduced this to a dense cover of bracken. Geophytes and annuals can be quite common but the ground cover is normally fairly sparse.

Large trees:

Species	DBH(cm)	#/ha
<i>Eucalyptus</i> spp.	50 cm	15 / ha
<i>Banksia serrata</i>	40 cm	

Tree Canopy Cover:

%cover	Character Species	Common Name
10%	<i>Eucalyptus willisii</i>	Jimmy's Shining Peppermint
	<i>Eucalyptus obliqua</i>	Messmate Stringybark
	<i>Eucalyptus radiata</i> s.l.	Narrow-leaf Peppermint
	<i>Eucalyptus viminalis</i> ssp. <i>pryoriana</i>	Rough-barked Manna Gum
	<i>Banksia serrata</i>	Saw Banksia

Understorey:

Life form	#Spp	%Cover	LF code
Immature Canopy Tree		5%	IT
Medium Shrub	5	30%	MS
Small Shrub	5	20%	SS
Medium Herb	2	5%	MH
Small or Prostrate Herb	2	5%	SH
Large Tufted Graminoid	1	5%	LTG
Large Non-tufted Graminoid	1	1%	LNG
Medium to Small Tufted Graminoid	1	5%	MTG
Medium to Tiny Non-tufted Graminoid	2	5%	MNG
Ground Fern	1	5%	GF
Bryophytes/Lichens	na	10%	BL
Soil Crust	na	10%	S/C

LF Code	Species typical of at least part of EVC range	Common Name
MS	<i>Epacris impressa</i>	Common Heath
MS	<i>Leptospermum myrsinoides</i>	Heath Tea-tree
MS	<i>Leptospermum continentale</i>	Prickly Tea-tree
MS	<i>Monotoca scoparia</i>	Prickly Broom-heath
SS	<i>Amperea xiphoclada</i> var. <i>xiphoclada</i>	Broom Spurge
SS	<i>Leucopogon virgatus</i>	Common Beard-heath
SS	<i>Dillwynia glaberrima</i>	Smooth Parrot-pea
LTG	<i>Gahnia sieberiana</i>	Red-fruit Saw-sedge
MTG	<i>Xanthorrhoea minor</i> ssp. <i>lutea</i>	Small Grass-tree
MNG	<i>Hypolaena fastigiata</i>	Tassel Rope-rush
SC	<i>Cassytha glabella</i>	Slender Dodder-laurel

Ecological Vegetation Class bioregion benchmark

EVC 48: Heathy Woodland - Gippsland Plain bioregion

Recruitment:

Episodic/Fire. Desirable period between disturbances is 20 years.

Organic Litter:

40 % cover

Logs:

15 m/0.1 ha.

Weediness:

There are no consistent weeds in this EVC.

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EVC/Bioregion Benchmark for Vegetation Quality Assessment

Gippsland Plain bioregion

EVC 161: Coastal Headland Scrub

Description:

Scrub or low shrubland to 2 m tall on steep, rocky coastal headlands often associated with cliffs exposed to the stresses of extreme salt-laden winds and salt spray from the south west. Occurs on shallow sands along rocky sections of the coast.

Life forms:

Life form	#Spp	%Cover	LF code
Medium Shrub	7	50%	MS
Small Shrub	2	5%	SS
Large Herb	2	1%	LH
Medium Herb	4	5%	MH
Small or Prostrate Herb	2	5%	SH
Large Tufted Graminoid	1	1%	LTG
Medium to Small Tufted Graminoid	4	10%	MTG
Medium to Tiny Non-tufted Graminoid	2	5%	MNG
Scrambler or Climber	2	5%	SC
Bryophytes/Lichens	na	10%	BL
Total understorey projective foliage cover		70%	

LF Code	Species typical of at least part of EVC range	Common Name
MS	<i>Leptospermum laevigatum</i>	Coast Tea-tree
MS	<i>Acacia longifolia</i> ssp. <i>sophorae</i>	Coast Wattle
MS	<i>Rhagodia candolleana</i> ssp. <i>candolleana</i>	Seaberry Saltbush
MS	<i>Leucopogon parviflorus</i>	Coast Beard-heath
SS	<i>Leucophyta brownii</i>	Cushion Bush
SH	<i>Dichondra repens</i>	Kidney-weed
SH	<i>Disphyma crassifolium</i> ssp. <i>clavellatum</i>	Rounded Noon-flower
MTG	<i>Dianella brevicaulis</i>	Small-flower Flax-lily
MTG	<i>Lachnagrostis billardierei</i> s.l.	Coast Blown-grass
MTG	<i>Poa poliformis</i>	Coast Tussock-grass
MTG	<i>Austrodanthonia caespitosa</i>	Common Wallaby-grass
MNG	<i>Ficinia nodosa</i>	Knobby Club-sedge
SC	<i>Clematis microphylla</i>	Small-leaved Clematis
SC	<i>Tetragonia implexicoma</i>	Bower Spinach

Recruitment:

Continuous

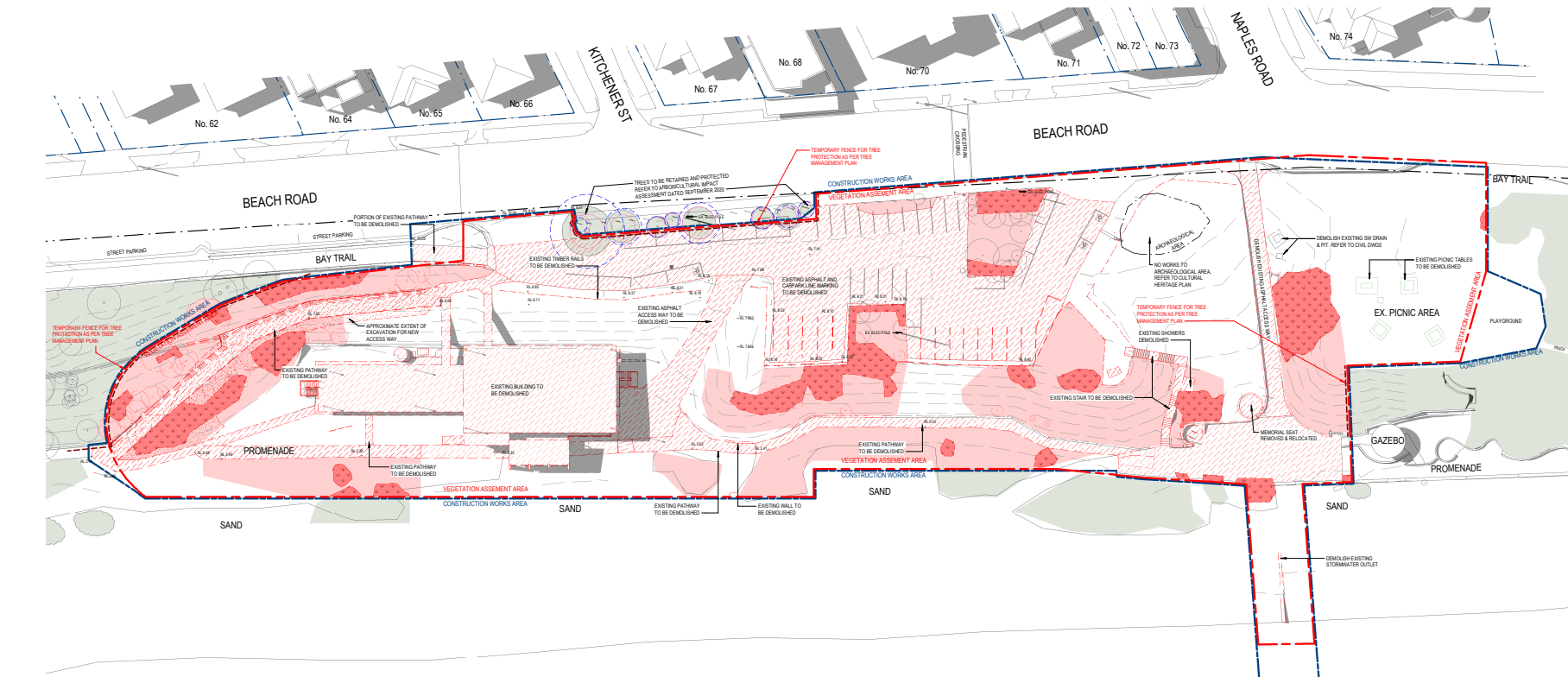
Organic Litter:

40 % cover

Weediness:

LF Code	Typical Weed Species	Common Name	Invasive	Impact
MS	<i>Chrysanthemoides monilifera</i>	Boneseed	high	high
MS	<i>Polygala myrtifolia</i> var. <i>myrtifolia</i>	Myrtle-leaf Milkwort	high	high
LH	<i>Sonchus oleraceus</i>	Common Sow-thistle	high	low
MH	<i>Hypochoeris radicata</i>	Cat's Ear	high	low
MTG	<i>Ehrharta erecta</i> var. <i>erecta</i>	Panic Veldt-grass	high	high

LEGEND - EXISTING SITE PLAN



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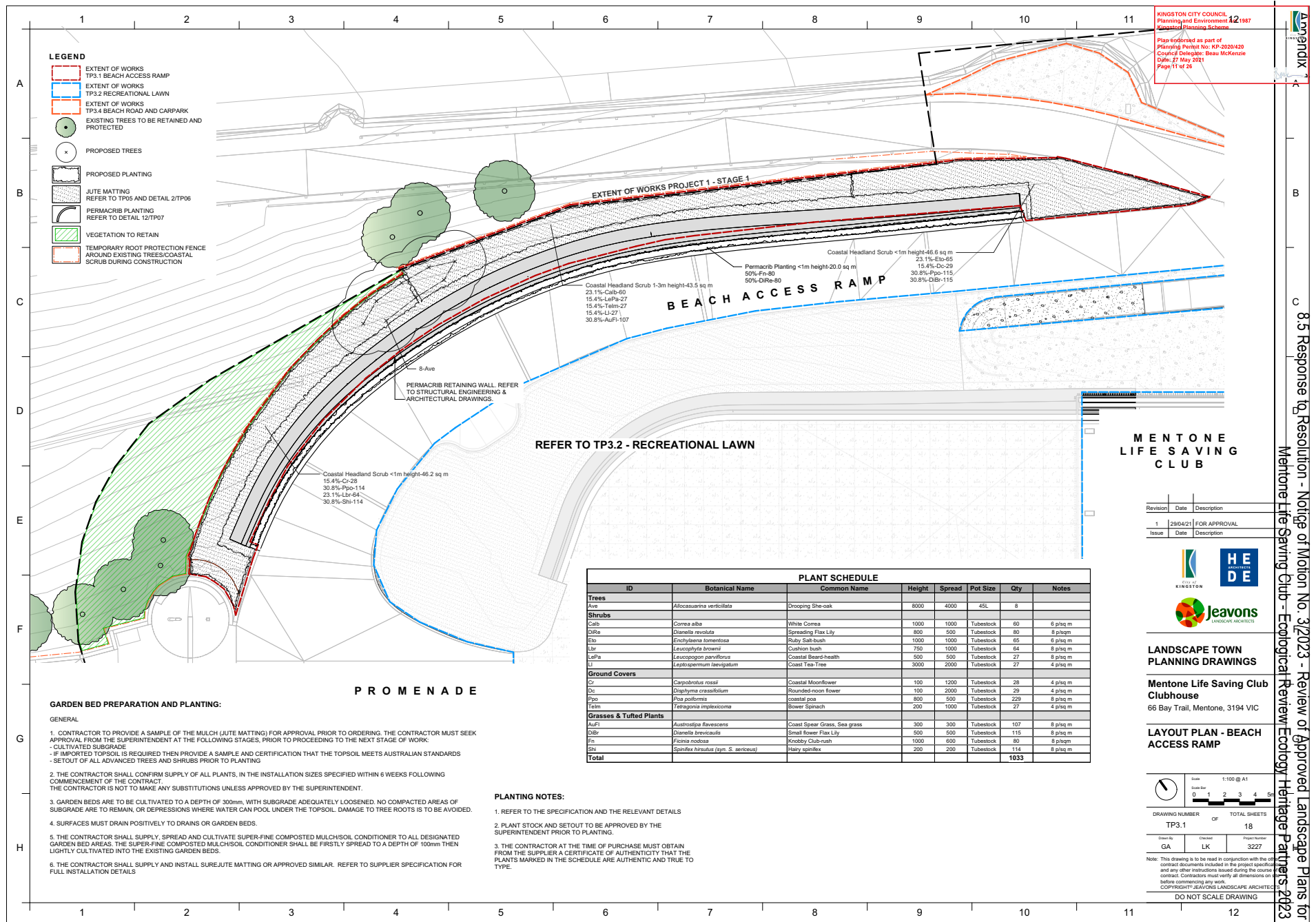
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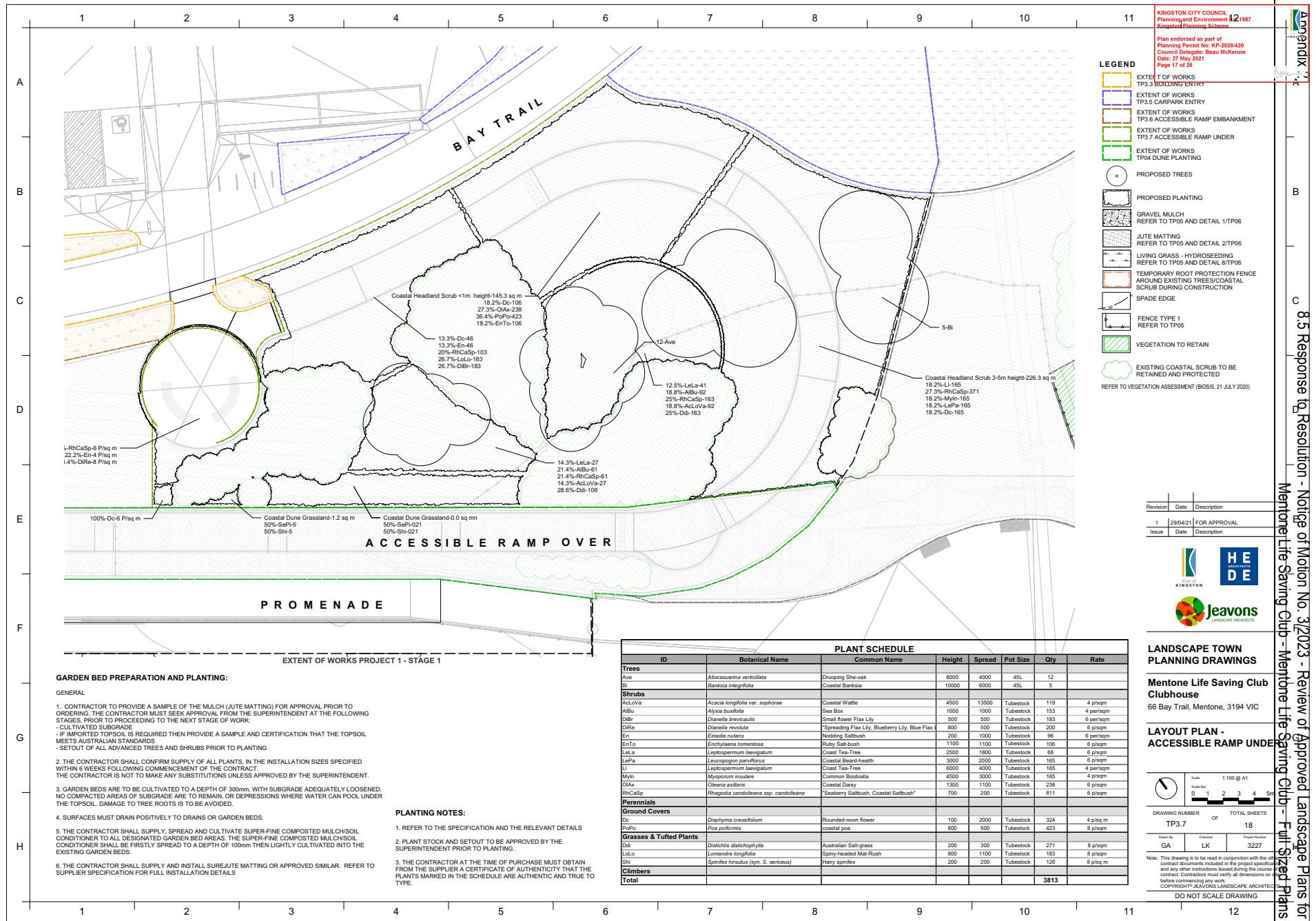
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10. Infrastructure and Open Space Reports

Ordinary Council Meeting

22 May 2023

Agenda Item No: 10.1

AWARD OF CONTRACT CON-22/090 - CHURCH ROAD, CARRUM (NO. 45 TO EEL RACE ROAD) RECONSTRUCTION

Contact Officer: Brian Trower, Team Leader Roads and Drains

Purpose of Report

To seek Council approval to award Contract No. 22/090 Church Road, Carrum (No. 45 to Eel Race Road) Reconstruction on a Lump Sum basis to Delfino Paving Co Pty Ltd at their submitted tender price of \$1,562,306.00 (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 22/090 – Church Road, Carrum (No. 45 to Eel Race Road) Reconstruction as set out in confidential Appendix 1 attached to this report;
2. Award Contract 22/090 - Church Road, Carrum (No. 45 to Eel Race Road) Reconstruction for the fixed lump sum price of \$1,562,306.00 (exclusive of GST) to Delfino Paving Co Pty Ltd; and
3. Approve the allocation of a separate contingency of up to 10% of the contract sum and delegate authority to the CEO or delegate to expend this allowance to ensure to successful completion of the project

1. Executive Summary

Following the evaluation of the tender submissions received for Contract No. 22/090, Delfino Paving Co Pty Ltd was assessed as the highest scoring tenderer. This ranking has been determined after scoring financial factors and company capabilities.

The pre-tender estimate for this contract was \$1.4M. The recommended tender price, despite being higher than the estimate, is consistent with the expected range of tender prices given the current volatility in the construction tendering market. The recommended tender has previously passed financial viability checks and has an extensive history in the construction industry, and they are deemed to be capable of successfully delivering the specified works for the submitted tender price.

2. Background

Church Road, Carrum has been highlighted through road condition surveys and drainage investigation as requiring both an upgrade to the existing drainage system and replacement of the existing road infrastructure. Reconstruction of Church Road will support the current and future needs of the community.

Works under this contract include the following:

- Full reconstruction of the asphalt road pavement
- Installation of a stormwater drainage system. Including stormwater pit with sump pump
- The replacement of all vehicle crossings, footpaths, kerb and channel
- Construction of new pram crossings

3. Discussion

3.1 Tender Evaluation

Prices were sought by advertised Public Tender with tenders closing on Thursday, 23 March 2023 at 2:00pm.

Four 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, environmental sustainability, community benefit 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 – 20%

Capacity – 15%

Environmental and Community Benefit Assessment:

Environmental Sustainability – 10%

Community Benefit – 10%

Quantitative Assessment:

Price – 45%

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 and community benefit and the price criterion, was achieved by Delfino Paving Co Pty Ltd with a tender price of \$1,562,306.00. Delfino Paving Co Pty Ltd confirmed during a post tender interview their ability to meet all the goals for this tender, with the exception of program timelines. All tenderers and prospective pipe suppliers for this project have confirmed that current stormwater pipe delivery timelines will not allow for the specified completion date of December 2023. A revised practical completion date of June 2024 has been agreed.

A subsequent review of all material relating to Delfino Paving Co Pty Ltd raised no issues which prevented them from achieving preferred contractor status.

4. Consultation

4.1 Internal Consultation:

Multiple internal teams have been consulted during the design phase of the project. These include Traffic Department and Council Communications Department.

4.2 Community Consultation:

Group	Method
Key Stakeholders Residents in surrounding Church Road and Eel Race Road	Information bulletins have been sent out to residents on October 2022.
General community	Your Kingston Your Say, Website Updates

4.3 Results/Findings:

The project concept covered by Contract No. 22/090 was informed by community input and feedback and followed up by the engineering design team. This resulted in project progression to the detailed design and tendering stages.

5. Compliance Checklist

5.1 Council Plan Alignment

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

Strategy: Manage movement around the city, including traffic and parking, to make community activities accessible

Works covered by Contract No. 22/090 have been identified by Council officers as necessary to sustain Council's road infrastructure in the vicinity of Church Road, Carrum.

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

Yr1 (23/24)	Yr2	Yr3	Total 3 Yr Cost
\$1.56M			\$1.56M

Budget

The submitted price from the preferred tenderer is within the engineering estimated range and also within Council's Civil Infrastructure rolling program and road renewal budget for 2023/2024.

Staff Resources


All physical 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 for money and level of risk.

Appendices

Appendix 1 - CON-22/090 Tender Evaluation Matrix - Church Road Carrum No.45
Church Rd to Eel Race Rd Reconstruction (Ref 23/106728) - Confidential

Appendix 2 - Church Road, Carrum No. 45 Church Rd to Eel Race Rd Reconstruction -
Face Sheet of Drawing K6373 (Ref 23/106732) 

Author/s: Brian Trower, Team Leader Roads and Drains

Reviewed and Approved By: Kathy Van Heer, Acting Manager Infrastructure
Samantha Krull, General Manager Infrastructure and Open Space

10.1

AWARD OF CONTRACT CON-22/090 - CHURCH ROAD, CARRUM (NO. 45 TO EEL RACE ROAD) RECONSTRUCTION

1	Church Road, Carrum No. 45 Church Rd to Eel Race Rd Reconstruction - Face Sheet of Drawing K6373	91
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DRAWING LIST

SHEET 1	FACE SHEET
SHEET 2	NOTES
SHEET 3	BACKFILL DETAIL
SHEET 4	FOOTPATH DETAIL
SHEET 5	DRAINAGE DETAIL
SHEET 6	PAVEMENT PLAN
SHEET 7	PAVEMENT PLAN
SHEET 8	ALIGNMENT PLAN
SHEET 9	PLAN LONG 5
SHEET 10	PLAN LONG 5
SHEET 11	PLAN LONG 5
SHEET 12	CROSS SECTION
SHEET 13	CROSS SECTION
SHEET 14	CROSS SECTION
SHEET 15	CROSS SECTION
SHEET 16	CROSS SECTION
SHEET 17	CROSS SECTION

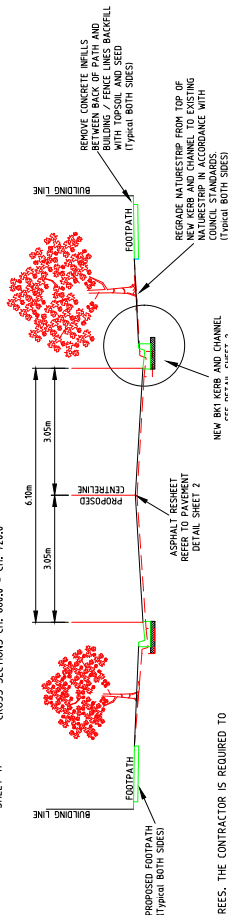


LOCALITY PLAN
NOT TO SCALE

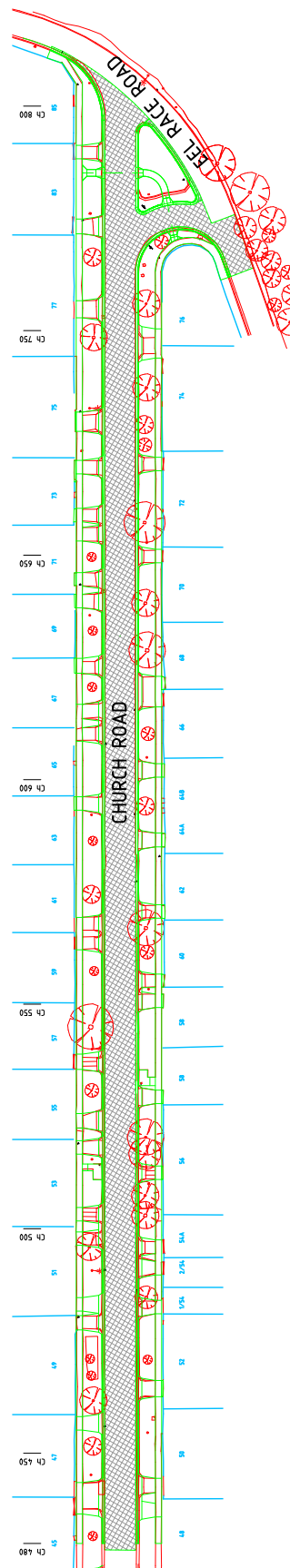
MELWAYS REFERENCE MAP 97:E9, 97:F9, 97:F10, 97:F9

WORKS NEAR TREES

THE CONTRACTOR SHALL MAKE ALLOWANCE IN THEIR TENDER PRICE FOR WORKING NEAR TREES. THE CONTRACTOR IS REQUIRED TO TAKE CARE WHEN REMOVING THE KERB & CHANNEL OR EXCAVATING NEAR TREES, ANY WORKS THAT EXPOSE TREE ROOTS GREATER THAN 30mm IN DIAMETER SHALL BE REFERRED TO THE SUPERINTENDENTS REPRESENTATIVE FOR DIRECTION.



TYPICAL SECTION
NOT TO SCALE

[illegible]

Agenda Item No: 10.2

AWARD OF CONTRACT CON 23/003 - HARD WASTE SERVICES

Contact Officer: Tim Scott, Team Leader Waste Management

Purpose of Report

This report seeks to award Contract 23/003 Hard Waste Services to Total Waste Solutions Pty Ltd as a Schedule of Rates contract for the period of 5 years from 1 July 2023 to 30 June 2028 with one, two-year contract extension option. The total contract sum for the full 7-year term is up to a maximum value of \$14,500,000 excluding GST subject to rise and fall. The first year cost is estimated to be \$1,750,000 excluding 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. Award Contract No. 23/003 – Hard Waste Services as a Schedule of Rates Contract to Total Waste Solutions, at their tendered rates based upon Council's anticipated work quantities for the initial contract period from 1 July 2023 to 30 June 2028, up to a maximum value of \$14,500,000 excluding GST for the full seven year contract; and
2. Authorise the Chief Executive Officer, or delegate, to execute the single two-year optional contract extension subject to satisfactory performance.

1. Executive Summary

The Hard Waste Services Contract provides for the delivery of Booked Hard Waste Collections, Tree Pruning, and Christmas tree collections along with the removal of dumped rubbish throughout the municipality. These works are undertaken as part of changes to the Hard Rubbish services whereby all residential properties with a Council waste charge will receive two complimentary booked hard waste collections and unlimited tree pruning collections in a financial year. The workloads have been based on historical data from existing services and neighbouring Councils.

The existing contract for Hard Waste Services CON-16/11 commenced in July 2016 and is due to expire on 30 June 2023. A tender process has been undertaken to ensure continuity of service from 1 July 2023. Council Officers advertised a tender, Contract 23/003 on the 13 March 2023 for the provision of Hard Waste Services.

Council officers evaluated the four submissions received for Contract 23/003 with the tender evaluation panel ranking Total Waste Solutions as the highest scoring tender submission. This scoring was determined after considering and assessing financial factors, resourcing, methodology, recycling outcomes, environmental sustainability and community benefit, along with receiving clarifications and undertaking a respondent interview.

Total Waste Solutions is a Kingston based waste business and currently provides Litter Bin Services for roads and activity centres. They are also providing Hard Rubbish services for the City of Bayside, City of Glen Eira and City of Monash. Total Waste Solutions is a medium sized waste company with 30 garbage vehicles of various configurations to support their Council clients. One of the main benefits of Total Waste Solutions is their flexibility and responsiveness for urgent waste issues and ability to provide a 24/7 service.

They provide advanced monitoring and reporting with FleetMax vehicle tracking and route planning software which Council officers will be able to access through a web based portal. The company has a proven ability to provide a responsive service in times of peak workloads including outside businesses and has previously assisted Council in this way. They are also familiar with Council's Customer Relationship Management software through their contracts with other municipalities.

The tendered price provided by Total Waste Solutions for the provision of Hard Waste Services is based on the tendered schedule of rates calculated against estimated and historical workload indicator for an initial first year cost \$1,750,000 excluding GST.

2. Background

Council has historically provided hard waste services to the broader community as a means to assist with the disposal and recycling of larger items that are not appropriate for the kerbside waste collection system. This is especially important for Kingston residents as Council does not operate a Recycling Transfer Station, although there are two private operators within the municipality.

The collection of hard rubbish and tree pruning's is well utilised by Kingston residents with over 4000 tonnes collected in any calendar year, while approximately 5000 tree pruning's and 3000 Christmas trees are also collected. The materials collected are all delivered to transfer stations, metal recyclers or organics processing facilities to maximise recycling outcomes and it is important that this continues.

Dumped rubbish is an ongoing issue for all municipalities and it is increasing across metropolitan Melbourne due to the increase in Landfill Levies, strengthening of EPA regulations and waste export bans. This means that many household items are becoming extremely expensive to dispose and consequently these items are being dumped more frequently.

Council undertook a review of the Hard Waste Service in a report tabled at the 22 November 2021 Ordinary Council Meeting:

Item 10.2 Hard Waste Collection Services review, where Council resolved:

- 1. That Council conduct community consultation on Your Kingston Your Say on whether Council should introduce on-call hard waste services or remain on an annual hard waste service.*
- 2. That at the conclusion of the consultation Council receive a report and recommendation on the service provision.*

The consultation process for Hard Waste services was undertaken in February 2022 with a comprehensive engagement exercise and a large community response. This was presented to Council for a decision at the Ordinary Council Meeting on 26 September 2022.

Council resolved:

Item 10.1 Hard Waste Collection Services Review

That Council:

1. *Receive the results of the community consultation regarding hard waste service options;*
2. *Endorse the introduction of a new booked hard waste service in the 2023/24 financial year for residential properties with a Council kerbside waste collection service, to provide two complimentary booked hard waste collections for each property at any time in a financial year; and*
3. *Endorse that the revised service commences on 1 July 2023 under a new service contract.*

3. Discussion

To achieve the deliverable components of Councils Hard Waste Services, the City Works department has included Booked Hard Waste Collections, Tree Prunings Collections and Dumped Rubbish collection into one overarching contract. The Waste Management team is responsible for the ongoing management of these contracts.

The provision of Hard Waste Services is a large contract for Council and has had limited operational or strategic issues in the past as the service, for the most part, has been well conducted. This is not always the case at other metropolitan Councils where resourcing has been a major issue for service providers.

Prior to tender, an operational service review was undertaken to ensure that a contemporary specification was included which covered customer request management, vehicle tracking, National Heavy Vehicle Regulation, along with improving recycling outcomes at every opportunity. This consisted of benchmarking service delivery with five neighbouring Councils and obtaining feedback from the three main service providers in Melbourne.

3.1 Operational and Strategic Issues

To achieve the deliverable components of Council's Hard Waste Services, the City Works department has included Booked Hard Waste Collections, Tree Pruning's Collections and Dumped Rubbish collection into one overarching contract. The Waste Management team is responsible for the ongoing management of these contracts.

The provision of Hard Waste Services is a large contract for Council and has had limited operational or strategic issues in the past as the service, for the most part, has been well conducted.

Prior to tender, an operational service review was undertaken to ensure that a contemporary specification was included. This consisted of benchmarking service delivery with five neighbouring Councils and obtaining feedback from the three main service providers in Melbourne.

3.2 Procurement Policy

In accordance with Council's Procurement Policy a probity plan is required where the value of a procurement is greater than \$5,000,000 (exc GST). To mitigate risk, a Probity Plan was developed prior to tendering and an external Probity Auditor, Pitcher Partners, was appointed to review and report on tender evaluation in accordance with the plan. A Probity Advisor, Council Procurement Coordinator, was also engaged throughout the

tender process. The evaluation panel was provided with a probity briefing and the Probity Plan was followed to ensure compliance.

To further mitigate risk, all tenders have been evaluated by four Council Officers through a three-stage tender evaluation process consistent with the Probity Plan. Appendix 1 includes a breakdown of the scoring for the tender evaluations.

i. Tender Evaluation Process

The first stage provided a list of preferred tenders that conformed to Council's minimum requirements, the second stage evaluated tenders against the qualitative criterion, with the third stage evaluating the qualitative price criterion, unit rate comparison and any value add services.

Tenders were assessed in accordance with the following criteria:

- Methodology
- Resourcing
- Recycling Outcomes
- Environmental Sustainability
- Community Benefit
- Price

Short listed / preferred tenderers were assessed on the following critical compliance criteria:

- Compliance with OH&S, Environment and Insurance
- Financial Capacity of the Organisation / Business;

On conclusion of the evaluation, the tenderers were then shortlisted, and officers proceeded with reference checks, assessment of contract departures and interviews.

ii. Outcome of Tender Evaluation Process

Total Waste Solutions obtained the highest overall score at the end of the detailed tender evaluation process. The tender evaluation resulted in very good proposals across all of the tender criteria. Total Waste Solutions currently maintain similar contracts for Hard Waste Services and Public Litter Bin services with City of Bayside, City of Glen Eira. They also provide other waste services to City of Monash and Cardinia Shire. Reference checks were very positive and did not raise any issues with Total Waste Solutions.

3.3 Service Delivery Outcomes

The proposal submitted by Total Waste Solutions will include daily booked hard rubbish collections with each area collected on their kerbside bin collection day. This has been demonstrated to eliminate issues with residents placing rubbish out on the wrong day at other Councils. It also spreads the collections into manageable groupings for the waste contractor and allows trucks to remain within a smaller area.

Council will continue taking Hard Waste bookings using a new web form on the Council website and is linked from various other online locations. The form will check for the number of bookings available for the property to determine if a third paid booking is required. The bookings will populate into a list within Council's Customer Relationship Management system which forwards relevant information to the contractor daily. For residents who do not wish to use a web form, phone calls to customer service are still available during business hours.

A major improvement in the booking process is a 5pm cut-off time for bookings made for collections the next day. This means bookings can be arranged for the following morning which is at least 24 hours quicker than the existing system. Total Waste

Solutions have offered the cut off time to be extended to 11:59pm on the day before collections once the contractor has settled into the service.

Tree Prunings and Christmas tree collections will remain using the same booking system and will also be collected on kerbside bin collection day.

Dumped rubbish collections are still prioritised and will be collected on every day of the week with priority location serviced immediately. The contract also includes provisional rates to hire a compactor truck and staff for a minimum 3 hour block to assist in urgent cleanup jobs.

4. Consultation

4.1 Internal Consultation:

Extensive discussions have been held regarding the contract renewal for the provision of Hard Waste Services and the performance of the existing contract, along with changes required to make this more contemporary. A Hard Waste Services review was undertaken and presented to Council in September 2022 following extensive benchmarking. The level of service requirements of Contract No. 23/003 meets community expectations and complies with the Council Plan.

4.2 Community Consultation:

A broad Community Engagement exercise was undertaken in February 2022 to determine the community expectations around the future of Hard Waste Services at the City of Kingston. The engagement plan included targeted communications via a large range of media channels including print and digital which reached over 65,000 properties, resulting in 1400 direct responses.

4.3 Results/Findings:

Through the community engagement, 77.5% of Kingston residents supported changes to the Hard Waste services to remove the annual hard waste collection and introduce two complimentary booked hard waste collections at any time throughout the year.

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Sustainable - We prioritise our environment and reduce our impact on the earth.

Strategy: Consider environmental sustainability in all Council decisions

The provision of waste services is a fundamental Council service and there is a community expectation that this is undertaken in a contemporary manner that maximises environmental outcomes. The collection of large bulky items from residential properties is necessary to cater for an increase in cheaper furniture and white goods being disposed and the consequential rubbish dumping issues this can create if there is no service to collect these.

5.2 Governance Principles Alignment

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

The municipal community will receive a contemporary hard rubbish service that is consistent with nearby Councils and provides improved flexibility to the community.

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

Prior to the tender process being advertised a thorough communications and engagement plan was developed and included feedback from over 1400 community members. This is a substantial response and has guided the service deliverables in this contract.

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

The application of a Probity Plan that follows Council's adopted Procurement Policy ensures that the contract is procured in a transparent manner.

5.3 Financial Considerations

Data from 2021/22 was used to provide an average annual workload quantity for the specified services. For the new Booked Hard Waste Collection services, nearby Councils with similar services were contacted for advice.

These calculations have resulted in an estimated average yearly spend of \$1,750,000. It is anticipated the service will likely result in increased booked hard waste collections in year 2 as residents book collections based on waste generation and not because it is the annual hard rubbish time.

Budget

The proposed annual budget allocation for Hard Waste Services in FY2023/24 is \$1,700,000. This is funded from the Waste Charge applied to residential properties with a Council waste service. The tendered rates for Booked Hard Waste collections and the workload indicators estimate an annual Year 1 cost of \$1,742,000. This difference in cost will be absorbed by the broader waste management budget allocation if it is required.

The overall maximum contract approval amount of \$14.5M includes a contingency to the annual spend to increase in value over the seven year life of the contract although this is primarily to ensure flexibility if the budget allocations are required to increase. Payments to the contractor are based on number of collections.

5.4 Risk considerations

The Waste Charge applied to residential properties with a Council waste service assumes that a Hard Waste Service will be delivered. Council is not obligated to provide this service however there is a community expectation that Hard Waste Services are provided to the standard described in previous community engagement.

If a Booked Hard Waste service was not provided to residential properties a significant increase in hard rubbish dumping would be very likely. This service responds to the community by providing a service that can be used at any time of the year to respond to residents with a more flexibility service while providing a solution to minimise rubbish dumping.

Total Waste Solutions provide similar services to neighbouring Councils and reference checks confirmed they perform the service very well. They also provide Litter Bin services to Council and are extremely responsive for all issues. Total Waste Solutions are fully resourced with staff and vehicles along with transfer station agreements to provide the service and can commence the contract 1 July 2023.

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Legal and risk implications have been minimised as the procurement and tender selection process has been conducted in accordance with the Probity Plan and Kingston's procurement procedure. Total Waste Solutions have achieved a successful financial assessment and are already OHS Compliant with Council's systems.

Appendices

Appendix 1 - Hard Waste Services Tender Evaluation report pdf (Ref 23/113611) - Confidential

Appendix 2 - Hard Waste Services Tender Evaluation Matrix FINAL (Ref 23/113715) - Confidential

Author/s: Tim Scott, Team Leader Waste Management

Reviewed and Approved By: Mick Barrett, Manager City Works
Samantha Krull, General Manager Infrastructure and Open Space

Agenda Item No: 10.3

AWARD OF CONTRACT CON 23/002 - NORTH CHELTENHAM PRESCHOOL

Contact Officer: Melania Musat, Project Manager

Purpose of Report

To seek Council approval at the May 2023 Ordinary Council Meeting to award Contract CON 23/002 – North Cheltenham Preschool project to the preferred contractor, FIMMA Constructions.

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 CON-23/002 - North Cheltenham Preschool project, as set out in confidential Appendices 1 and 2 attached to this report;
2. Award Contract CON-23/002 – North Cheltenham Preschool project for the final adjusted fixed lump sum price of \$3,963,879 (exclusive of GST) to FIMMA Constructions Pty Ltd, which includes all base works plus the inclusion of nine Tender Options TO02, TO03, TO04, TO05, TO06, TO07, TO08, TO09 & TO10 for extended soft fall, extent of veranda, storage joinery, removed skylights, bin enclosure, replacement of wall finishes in wet areas with vinyl and additional acoustic treatments; and
3. Approve the allocation of a separate contingency, as set out in the attached confidential Appendix 1, and delegate authority to the CEO, or delegate, to expend this allowance to ensure the successful completion of the project.

1. Executive Summary

Tenders have been sought for the redevelopment of the North Cheltenham Preschool project via a selective tender process from the subscribed State Government Construction Supplier Registered (CSR) panel. Following the tender evaluation and cost management process, the preferred tenderer is FIMMA Constructions Pty Ltd for an adjusted lump sum price \$3,930,716 (exclusive of GST) to redevelop this facility, which is required to support and provide the Cheltenham community with local childcare facilities.

The project pre-tender estimate (PTE) in February 2023 of the base construction is \$3,856,949 (exclusive of GST).

Ten tender options were included as part of the tender process, which, with the exception of TO01, TO02 and TO10, were cost reductions. The additional cost for these options is \$33,163 which is to be added to FIMMA Constructions lump sum price for the base construction.

It should also be noted that during tender process, further responses were received from electrical engineering and security consultant which increased the base construction cost to \$3,931,949 (exclusive of GST). In addition, provisional sum allowances (such as door hardware, master keying, carpark works and asbestos removal) were excluded from the pre-tender estimate. These are now included in the proposed contract award price.

With the construction cost from FIMMA, the total project cost (including consultants fees, other costs and contingency) will be \$4,832,161 which exceeds the endorsed project budget of \$4,735,546, resulting in a total project budget shortfall of \$96,615 (exclusive of GST)

This report recommends that Council awards the CON-23/002 – North Cheltenham Preschool project to FIMMA Constructions Pty Ltd for the final adjusted fixed lump sum price of \$3,963,879 (exclusive of GST) and endorses the adjustment of the project budget to support the inclusion of the 9 tender options.

A detailed pricing summary and comparison with pre-tender estimates is included in the confidential attachments.

2. Background

In accordance with the resolution of Council on 3 September 2021, officers completed detailed design and consultation for the redevelopment of the North Cheltenham Preschool, seeking tenders via a selective tender process for the construction of the new facility.

Tenders have been received and evaluated by the Tender Evaluation Panel. Contractors who submitted tenders have undergone a series of assessments in relation to insurances, experience, organisational capacity, financial status, OHS systems and compliance.

Approval is now sought from Council to award contract CON-23/002 to FIMMA Constructions Pty Ltd who were assessed by the Tender Evaluation Panel to offer the best value to Council.

3. Discussion

3.1 Operation and Strategic Issues

3.1.1 Tender evaluation

Tenders closed at 2.00pm on 14 April 2023, at which point five (5) tender submissions were received from the following contractors, listed in alphabetical order:

<i>Tenders Submission Received at Close of Tender Period (in alphabetical order)</i>
2Construct Pty Ltd
Allmore Pty Ltd
FIMMA Pty Ltd
Neo Construct Pty Ltd
Simbuilt Pty Ltd
<i>Tender Offers Received at Close of Tender Period (excl. GST) (in lowest to highest order)</i>
\$3,930,716
\$4,032,225
\$4,521,473

\$4,865,068
\$5,057,969
Tender Offers Received at Post-Tender Clarifications (excl. GST) (in lowest to highest order) (inclusive of agreed tender options)
\$3,963,879
\$4,312,992

The Tender Evaluation Panel (TEP) comprised the following officers:

- Manager, PMO (Kingston)
- Senior Project Manager, PMO (Kingston)
- Project Manager, PMO (Kingston)
- Team Leader, Children`s Services Partnership (Kingston)
- Projects Coordinator, Children`s Services Partnership (Kingston)

Each submission was assessed in accordance with the evaluation criteria set out in the RFT Specification documents:

- i. Critical Compliance Criteria (PASS/FAIL)
 - Compliance with OHS, Environmental and Insurance requirements
 - Financial Capacity
- ii. Weighted Criteria
 - 40% Price
 - 20% Methodology
 - 10% Program
 - 10% Experience
 - 10% Environmental Sustainability
 - 10% Community Benefit

Following this assessment, two tenderers were shortlisted. The TEP required further information from both tenderers with clarifications sought in order to complete their assessment. In addition, the TEP also worked with the tenderers to consider a range of both cost savings and tender options, and to agree on a final adjusted lump sum tender price, based on the agreed final scope of works.

Cost savings include:

- Alternative selection of tiling in lieu of wall vinyl to wet areas (where practicable).
- Replacement of external brickwork with lightweight cladding
- Rationalising of windows in terms of number and dimensions.
- Rationalisation of fixed joinery items.

Tender options include:

- TO01 Rubber soft fall surface as per landscape to potential area to play equipment (not adopted)
- TO02 600mm wide rubber soft fall surface along the pathway/deck+ soft fall (bark) surface as per landscape for the remainder of the play area(adopted)

- TO03 Lower veranda extent over outdoor area 2+3 to be removed (adopted)
- TO04 Storage 2 joinery-JR04 to be excluded (adopted)
- TO05 Activity room 1&2 joineries to be excluded (adopted)
- TO06 Skylights to be deleted (adopted)
- TO07 Outdoor storage joinery-JR08 to be excluded (adopted)
- TO08 Vinyl wall finish to kids WC, AMB, WC& ACC WC in lieu of wall tiles (adopted)
- TO09 Bin enclosure to be deleted (adopted)
- TO10 Addition of stick-on Acoustic panels in childcare rooms (adopted)

As a result of the above assessment process, details of which are included in the attached confidential appendices, the following final adjusted lump price is outlined below:

Final Adjusted Tender Lump Sum – exclusive of all nominated tender options to be accepted and the correction of any stated errors/omissions by tenderers (excl. GST)

\$3,930,716

Final Adjusted Tender Lump Sum – inclusive of nominated tender options to be accepted (TO03, TO04, TO06 & TO07) and the correction of any stated errors/omissions by tenderers (excl. GST)

\$3,963,879

Based on the revised fixed lump sum offer detailed in this report and the attached confidential evaluation matrix, it is recommended that Council award Contract CON-23/002 North Cheltenham Preschool project to FIMMA Construction Pty Ltd on the basis that their submission provides Council with the best overall value.

For the project to include the nine Tender Options (TO02, TO03, TO04, TO05, TO06, TO07, TO08, TO09 & TO10) for the internal and external works, the recommended contract award amount is \$3,963,879 (excl GST, after price clarification post interview) to FIMMA Construction Pty. Ltd.

A confidential tender evaluation matrix is attached to this report for Councillor information (Appendix 2).

Approval by Council is sought for the allocation of a separate project contract contingency allowance, as identified in the confidential attachment, and to delegate authority to the CEO or delegate to expend this contingency as required to ensure the successful implementation of the project.

2. Program of Works

Subject to Council award of contract, the redevelopment of the North Cheltenham Preschool is planned to commence on site in July 2023 and is anticipated to be completed by June 2024.

Arrangements have been made to support the Preschool operating from the Scouts Hall throughout the construction works..

4. Consultation

4.1 Internal Consultation:

Consultation has been undertaken with a wide range of internal and external stakeholders, who have all contributed towards the design of the proposed new facility.

4.2 Community Consultation:

Group	Method
General community	Community consultation was managed through the Your Kingston Your Say online portal in 2022, as well as a mail out to local residents in the surrounding area, in October 2021, March 2022 and March 2023.
Tenant service provider	Council officers have worked closely with the tenant childcare provider and the Scouts Hall tenant (Scouts Group) during the design phase of this project.

5. Compliance Checklist

5.1 Council Plan Alignment

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

Strategy: Invest in high-quality community assets

The proposed project addresses a gap in the Preschool services that are required in the Cheltenham area, as currently the existing Preschools are at capacity, with a high demand for more Preschool places in the North Cheltenham Community.

5.2 Governance Principles Alignment

Principle (a) - Council actions are to be made and actions taken in accordance with the relevant law. All project-related decisions are made considering relevant laws and standards.

Principle (b) - Priority is to be given to achieving the best outcomes for the municipal community, including future generations. The proposed Preschool is looking at addressing current and future community issues, with expected growth in the area as well as increased demand for preschool services.

Principle (e) - Innovation and continuous improvement is to be pursued. As part of the Planning Process, innovation and continuous improvement are at the forefront of project delivery considerations. All stakeholders involved in the project have the opportunity to propose innovation and practices that allow for continuous improvement (like implementing the Sustainability Management Practice above the minimum requirement and future-proof it.)

Principle (f) - Collaboration with other Councils, Governments and statutory bodies is to be sought. Throughout the life of the project, all relevant stakeholders and authorities are engaged with in various capacities, as needed (Electrical, Melbourne Water, CHMP etc.)

Principle (h) - Regional, state, and national plans and policies are to be taken into account in strategic planning and decision making. The project is proposed keeping in mind not only current needs of the community but also future strategic development and growth for the area.

Principle (i) - The transparency of Council decisions, actions and information is to be ensured. Decisions taken in relation to the Project go through Public Consultation. Reports and meetings that discuss this matter are publicly available. Information and communication is maintained at all times with both internal stakeholders (between various departments) and externally (with the larger public or other relevant authorities, as needed.)

5.3 Environmental implications

The North Cheltenham Preschool redevelopment has a larger footprint to the existing facility and as such will have some additional environmental impacts such as tree removals. The Project Management Office has consulted with Planning and Local Laws (inclusive of obtaining an internal Arborist's assessment on trees proposed to be removed, to minimise the impact on the environment). Additionally, Arborists reports have been provided by external consultants, to support the proposed development. The building design has been undertaken in line with Kingston's Environmentally Sustainable Design Policy, minimising carbon emissions and energy consumption across the life cycle of the building.

5.4 Financial Considerations

The endorsed budget for the redevelopment of the North Cheltenham Preschool is outlined below.

North Cheltenham Preschool	FY21/22	FY 22/23	FY23/24	TOTAL
Council Contribution	\$300,000	\$2,113,401	\$1,340,353	\$3,753,754
State Government Grants	\$98,179	\$392,762	\$490,851	\$981,792
TOTAL	\$398,179	\$2,506,163	\$1,831,204	\$4,735,546

Budget

A breakdown of the final total project expenditure for the North Cheltenham Preschool, based on the award of Contract CON-23/002 as recommended, is included as a confidential appendix to this report for Councillor information (Appendix 1).

There is a shortfall in total project funding of \$96,615 (exclusive of GST). This budget shortfall is inclusive of the separate contract contingency allowance and all professional fees and will be funded from savings in the capital works program.

Staff Resources

The project will be managed by a Project Manager from Council's Project Management Office.

5.5 Risk considerations

Failure to provide appropriate community infrastructure is likely to have reputational risks for Council and will impact on future residents needs in this part of the municipality.

Agenda Item No: 10.4

HAWTHORN FOOTBALL CLUB KENNEDY CENTRE - FUNDING AND COMMUNITY ACCESS AGREEMENT

Contact Officer: Mark Stockton, Team Leader Active Kingston

Purpose of Report

This report presents a Funding and Community Access Agreement (the Agreement) with the Hawthorn Football Club (HFC) for the Kennedy Centre Community Oval and Pavilion.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Authorise the Chief Executive Officer or delegate to execute the Funding and Community Access Agreement as set out as confidential Appendix 1, including the application of any minor administrative amendments; and
2. Release payments totalling \$5M (excluding GST) to the Hawthorn Football Club, following the satisfactory achievement of the agreed Milestones stated in the Funding and Community Access Agreement and comprising:
 - a. Milestone 1: Payment of \$2M - Evidence to the satisfaction of Council that funding has been secured from the Victorian State Government towards the Works and of the fully executed contract(s) for the construction of the Works.
 - b. Milestone 2: Payment of \$1.5M - Provision of independent certification to the reasonable satisfaction of Council that the construction of the oval is complete and suitable for use.
 - c. Milestone 3: Payment of \$1.5M - Provision of certificate of occupancy under the *Building Act 1993* (Vic) and to the reasonable satisfaction of Council that the construction of the pavilion is complete and suitable for use.

1. Executive Summary

Following the development and agreement of a Memorandum of Understanding (MOU) between Council and the Hawthorn Football Club (HFC), a Funding and Community Access Agreement (the Agreement) has been prepared. The Agreement governs the development and use of a new community oval and pavilion (the Facilities) at the HFC's Kennedy Community Centre at Tootal Road, Dingley. The Agreement is for a partnership between HFC and Council for a 30 year period with shared AFLW and community use.

It confirms Council's contribution of \$5M (excluding GST) towards this development, following the satisfactory achievement of project milestones, including the confirmation of funding from the Victorian State Government.

Both the Commonwealth and Victorian State Governments have confirmed funding commitments of \$15M each toward the delivery of the project.

The key focus of the Facilities is as a premier regional venue to showcase female participation in sport, particularly AFL, including both AFLW and community use. In addition, the Facilities would also be available for other football activities including finals, pre-season and a home for umpires training and development including female umpires and other community use.

The Facilities will be used to support AFLW activities and a minimum of 20 hours per week of community use. HFC and Council will aim to achieve on an annual basis that 51% or more of regular fixtured AFL games at the Facility be allocated to women's/girls teams. In addition, the Facilities will also be available to Council for special events. The Agreement requires that a management committee with representation from HFC and Council, be established to actively govern the allocation of the Facilities for community use and respond to associated usage matters.

This development and partnership ensures cost effective and quality service outcomes for Council and the broader community. The cost for Council to develop the facilities would exceed \$10M (not including land acquisition costs). Responsibility for maintenance and upkeep of the new facility (estimated at \$100,000 per annum) will be the full responsibility of HFC. Council's funding contribution of \$5M (excluding GST) will only be paid following the satisfactory completion of agreed milestones, relating to the execution of construction contracts, completion of the oval and pavilion facilities and confirmation of funding from the Victorian State Government, which has recently been received.

The Agreement provides protections for Council if HFC is unable to meet its obligations under the Agreement, particularly related to ongoing community use. Potentially Council may terminate the agreement with HFC required to pay Council back its investment on a pro-rata basis. This Adjusted Funding Amount is based upon a sliding scale with Council's full investment of \$5M not discounted until after 5 years of community use.

2. Background

On the 26 July 2022, Council resolved:

10.4 Kennedy Community Centre Proposal - Hawthorn Football Club

Moved: Cr Hua

Seconded: Cr Davies

That Council:

1. Endorse the Memorandum of Understanding (MOU) (Appendix 1) and authorise the CEO to execute the MOU to progress Council's capital commitment to the planned community oval and pavilion at the Kennedy Community Centre in Dingley Village; and
2. Endorse in principle the financial contribution of \$5M to the project subject to Council receiving a further report detailing:
 - a) A legally binding agreement to confirm funding and community access and use of the community oval and pavilion at the Kennedy Community Centre; and
 - b) A capital contribution allocation of \$5M towards the community oval and pavilion at the Kennedy Community Centre in Dingley Village in the Long-Term Financial Strategy spread over the 22/23 and 23/24 financial years, subject to State Government funding being received by Hawthorn Football Club for the project.

Cr Howe left the meeting at 10.01pm

Cr Cochrane left the meeting 10.03pm

Cr Howe returned to the meeting at 10.05pm

Cr Cochrane returned to the meeting at 10.05pm

CARRIED

This report presents a legally binding agreement between Council and Hawthorn Football Club (HFC) for community access to the Kennedy Centre Community oval and pavilion and seeks to confirm Council's \$5M (excluding GST) funding contribution.

Council's funding contribution relates to the development of facilities, incorporating an oval, (including sports lighting, associated carparking and vehicle and pedestrian access) and the Pavilion. Council is advised that the HFC has progressed the development of the Facilities, with early works for the Facilities commencing late 2022.

The Agreement was originally drafted through Council's internal legal team and provided to external lawyers Maddocks for review and refinement, particularly in relation to a mechanism to protect community access to the Facility e.g. compensation for termination of the Agreement such as reduction of community access, or sale of the land on which the Facility is located. The attached confidential Agreement is set out as Appendix 1.

The current Section 72 original amended plan for the Kennedy Community Centre is shown below, including the AFLW community oval (noting HFC has lodged an amendment application that is currently undergoing assessment):



3. Discussion

3.1 Key Features of the Funding and Community Access Agreement

Key features include:

- A 30 year term from the date of completion and handover;
- Premier venue to showcase women's sport including Hawthorn AFLW;
- Provision of a minimum 20 hours of community use for local training and competition per week by community sporting groups;
- Council to administer the allocation schedules;
- HFC agrees to fully maintain and manage the Facility at its own cost and to maintain the oval to ensure the community use hours can occur;
- The Facilities will be available to Council for special events (4 per annum), as agreed by both Council and HFC ;
- HFC agrees it will ensure the Facilities are in alignment with AFL policies and guidelines and Council policies including the Gambling Policy 2020-2024 and its reference to Electronic Gaming Machines; and
- Oval will be open to general public access when not in use.

3.2 Scheduled use

The Agreement identifies that the use of the Facilities for AFLW training will be capped at 12 hours per week and game day allocations capped at 8 hours.

The Facilities will be allocated by Council for community sporting groups and other community groups on the basis that:

- Where possible preference should be given to women's/girls usage; and
- Both HFC and Council aim to achieve on an annual basis 51% of regular fixtured AFL games at the Facility will be allocated to women's/girls teams; and

The Parties will work together to create and implement Allocation Guidelines for the use of the Facilities for Community Use.

In addition the oval will be open for passive activities by the general public when it is not in use.

3.3 Management Committee

The Agreement requires HFC and Council to establish a Management Committee and associated term of reference. This Management Committee will meet regularly to determine, amongst other things:

- Allocation Guidelines for the use of the sports ground and pavilion;
- Management of community use hours;
- The implications of programmed maintenance on allocated use; and
- Fees and charges for allocated Community Use that may be charged. HFC agrees to charge fees and charges consistent with Council's allocation fees.

3.4 Milestones

The Agreement includes three milestones that relate to:

Milestone 1: Payment of \$2M - Evidence to the satisfaction of Council that funding has been secured from the Victorian State Government towards the Works and of the fully executed contract(s) for the construction of the Works.

Milestone 2: Payment of \$1.5M - Provision of independent certification to the reasonable satisfaction of Council that the construction of the oval is complete and suitable for use.

Milestone 3: Payment of \$1.5M - Provision of certificate of occupancy under the *Building Act 1993* (Vic) and to the reasonable satisfaction of Council that the construction of the pavilion is complete and suitable for use.

3.5 Government Funding

The development of the Facilities has confirmed funding from the Australian Government (\$15M) and the Victorian State Government (confirmed grant funding of \$15M was recently made to the Hawthorn Football Club from the Honourable Steve Dimopoulos, Minister for Tourism, Sport and Major Events on 20 March 2023.

4. Consultation

4.1 Internal Consultation:

Input to the Community Use agreement has been sourced from the following Council departments:

- Active Kingston
- Legal
- Open Space

4.2 Community Consultation

Group	Method
Key Stakeholders Hawthorn Football Club	Working group discussion and negotiations.
Local sporting associations and clubs	Input to inform principles of use

5. Compliance Checklist

5.1 Council Plan Alignment

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

Strategy: Support our community's physical wellbeing

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 (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.

5.3 Financial Considerations

Budget

Council's funding contribution is planned to be allocated across the 2022/23 and 2023/24 financial years at \$2M and \$3M, respectively (subject to HFC meeting the milestones nominated in the Agreement).

As the cost for Council to construct a new oval and pavilion at its own site is anticipated to exceed \$10M, a \$5M Council funding contribution is viewed as providing Council and the community a strong value proposition. Furthermore, the HFC will fully meet the annual maintenance costs, anticipated at over \$100,000 per annum.

Staff Resources

The Facilities will be developed by the HFC and do not require resourcing support from Council. Officers are members on the Project Control Group for the delivery of the Facility and will support the establishment of an ongoing Management Committee that will be met through existing recurrent resources.

5.4 Risk considerations

Following a review of the Agreement by external legal advisors, it has been drafted to:

- Ensure that Council has an adequate remedy (right of termination and repayment of Council's financial contribution) in the event that HFC is unable to meet its obligations under the agreement, particularly relating to ongoing community access. The recommended approach seeks for Council to terminate the agreement with HFC required to pay Council a proportion of the Adjusted Funding Amount, calculated as per the following:

Year in which termination occurs	Proportion of Adjusted Funding Amount to be paid
Years 1 to 5	100%
Years 6 to 10	50%
Years 11 to 15	20%
Years 16 to 25	5%
Years 26 to 30	Nil

Other potential risks have been incorporated through legal advice into the Agreement to mitigate exposure and risk to Council.

Appendices

Appendix 1 - Draft Funding and Community Access Agreement (Ref 23/133007) -
Confidential

Author/s: Mark Stockton, Team Leader Active Kingston
Reviewed and Approved By: Bridget Draper, Manager Active Kingston
Samantha Krull, General Manager Infrastructure and Open Space

11. Customer and Corporate Support Reports

Agenda Item No: 11.1

MUNICIPAL CHRISTMAS DECORATIONS

Contact Officer: Tracey Cheeseman, Manager Advocacy, Engagement and Communications

Freya Carlson, Program Leader - Digital, Design & Events

Purpose of Report

This report presents a draft strategy to guide Kingston's approach to municipal Christmas decorations for the next four years.

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 options presented in the draft Festive Decorations Strategy 2023-2027;
2. Proceed with expansion of Kingston's festive decorations in time for Christmas 2023;
3. Endorse Option A – selecting four key sites in Year 1 with additional sites to be added Years 2-4; and
4. Include \$150,000 in Draft 2023/24 Budget, with further \$150,000 per annum until 2026/2027.

1. Executive Summary

Council engaged specialist consultant Christmas Display Solutions to prepare a four-year Festive Decorations Strategy to guide Kingston's approach to providing public Christmas decorations across the city.

The draft strategy examined a number of options for Council including:

- 4 key areas for maximum impact in Year 1, add 3-4 sites per year in years 2-4.
- Select one site per ward for Year 1, add volume at each site in years 2-4
- Select one site per ward for Year 1, add additional sites in years 2-4
- Lighting of single large-scale Norfolk Island Pine tree (eg Carrum Promenade)
- A range of other minor options

This report, and attached Draft Festive Decorations Strategy, outlines the benefits and constraints of each option and seeks Council direction on the preferred approach.

Funding of \$150,000 ex GST annually for the next four years has been provisionally included in the 2023/24 Draft Budget and five-year capital plan.

2. Background

In January 2022 a Notice of Motion resolution of Council stated:

Council receive a discussion paper at a Councillor Information Session in the first quarter that presents options for a municipal wide response to public festive decorations for the Christmas period, including high-level detail of a multi-year funding plan that builds upon Kingston's arts and culture programming.

In response, a discussion paper was tabled at the 21 March 2022 Councillor Information Session (attached at Appendix 1).

Discussions around Kingston's approach to Christmas decorations have occurred at regular intervals in recent years at officer level and at CIS. Issues and challenges previously raised include:

- **Geographical spread:** Kingston's many and dispersed retail centres make it difficult to provide equitable decorations to every centre, compared with other municipalities that focus on a small number of key centres
- **Limited evidence of economic stimulus** provided by decorations for retailers to warrant significant investment
- **Significant ongoing budget investment** required to provide enough decorations for impact, in addition to the investment in Council's annual Carols by Kingston event
- **Resources required** to carefully scope and deliver the annual program.

Following this discussion, Councillors requested a Draft Festive Strategy be produced for their consideration, outlining options for decorating the city from Christmas 2023 onwards.

The **project aims and objectives** were extracted from Councillor guidance as follows:

- ✓ Activate and beautify Kingston's shopping areas
- ✓ Support economic stimulation for Kingston businesses
- ✓ Improve pride and encourage residents to shop local
- ✓ Provide a visible signal to the community that Council is celebrating the festive season
- ✓ Aim for a spend of around \$150k annually

Following a RFQ process, expert consultants Christmas Display Solutions were engaged to help prepare a Draft Festive Decorations Strategy to guide Council's approach.

2.1 About the consultants

Christmas Display Solutions (CDS) are one of Australia's leading suppliers of creative and customised commercial Christmas displays, delivering more than 200 displays for other councils, shopping centres and property management firms across the country. They have worked with 15 Greater Melbourne Councils including Hume, Bayside, Melton and Monash.

CDS understand the logistical complexities unique to this type of work and have broad experience in the execution of projects of a similar scale within a narrow timeframe, supported by their highly experienced installation team and expert designers.

2.2 Methodology

Officers assisted CDS in establishing a project criteria to help identify possible outdoor Christmas decoration options available as well as key considerations for each to be measured against (eg coverage, visual impact, day/night appeal).

The merits of each were comprehensively presented for each site, following detailed site visits by the CDS team.

2.3 Style

Mood boards were developed to direct the strategy and inform project costings. The project team reviewed the styles and selected **Contemporary** based on the following attributes:

- Modern decorations to match our modern city
- High impact pieces that stand alone and can work in various settings
- Decorations that work in both day and night settings
- Traditional palette suits high concentration of heritage buildings and a winter setting
- Coastal theme only appropriate to some areas of Kingston

Contemporary style has been supported by the Mayor.

2.4 Sites

With 9 major centres and 37 smaller local shopping precincts, it is extremely difficult and costly to provide decorations to all retail areas. Spreading investment across all significantly reduces the impact that focusing on key areas can achieve.

To ensure equitable spread, 11 sites were identified after considering project objectives plus site-specific characteristics: visibility, gateway location, retail setting, foot/vehicular traffic and connections to the local area.

Mordialloc Main Street was not included due to existing activities by the Mordialloc Traders Association *A Very Mordi Christmas* which features a large tree, tree lighting event, activities and musical performances (provided by Youth Services). The Association receives significant support from the City Economy & Innovation Department and peripheral support from the Festivals & Events Team. Retail centres under private ownership were also not considered.

	Scale	Ward	Visibility	Gateway	Retail	Foot traffic	Vehicle traffic	Local area connections
Aspendale - Station Street	Small	Yammerbook	✓		✓	✓		
Carrum foreshore park	Large	Banksia	✓	✓	✓	✓		✓
Chelsea - The Strand	Medium	Longbeach			✓	✓	✓	✓
Dingley Village	Medium	Carurana			✓	✓		✓
Edithvale – Nepean Hwy + Beeson Res.	Medium	Sandpiper	✓		✓	✓	✓	✓
Highett shops	Medium	Wattle		✓	✓	✓		✓

	Scale	Ward	Visibility	Gateway	Retail	Foot traffic	Vehicle traffic	Local area connections
Kingston Heath - Centre Dandenong Rd	Large	Chiquita	✓	✓	✓	✓	✓	✓
Mentone station gardens + piazza	Large	Como	✓		✓	✓		✓
Moorabbin station + arts centre	Large	Karkarook	✓	✓	✓	✓	✓	✓
Parkdale shops	Small	Melealeuca			✓	✓		✓
Clarinda Community Centre + Library	Small	Bunjil	✓			✓	✓	✓

Detailed site assessments are included in the attached City of Kingston Draft Festive Decorations Strategy 2023 – 2026 (Attachment 2).

3. Discussion

A range of options (each using the annual \$150k budget in different ways) were examined by the consultants, including:

1. Focusing on four key areas for maximum impact in Year 1, adding 3-4 sites per year in years 2-4.
2. Selecting one site in each of the 11 wards for Year 1, adding volume at each of these sites in years 2-4
3. Selecting one site in each of the 11 wards for Year 1, adding additional sites in years 2-4
4. Lighting of single large-scale Norfolk Island Pine tree (eg Carrum Promenade)

3.1 Option A

Year 1: Four key sites. Years 2-4: add 3-4 additional sites per year

Year 1 sites: Carrum Foreshore, Mentone Station + Piazza, Dingley Village, Moorabbin Station + Arts precinct

- Delivers a concentrated 'wow-factor' at 4 key sites
- Pieces selected in this option would be larger-scale, quality items
- Mostly ground-based decorations with some scale, this option is more efficient in terms of install and dismantlement costs and the need for high access equipment.
- Greater percentage of budget used on actual product spend, ongoing annual costs will be lower
- Net visual impact is considered to be higher than the more equitable spread of smaller lower-value decorations in Option B, thereby is thought to largely negate this perceived negative.
- Ongoing storage costs likely to be higher due to the size and limited pack down options.

3.2 Option B

Year 1: 11 sites (1 per ward). Years 2-4: add more volume per site

- Delivers a more dispersed approach across multiple sites
- Pieces selected in this option would be smaller-scale, quality items
- Mix of ground and pole-topper decorations, requiring consideration for specialist access equipment and increased install and dismantle costs
- Ongoing annual installation/dismantling costs higher due to larger number of small items installed, plus equipment needed to access to light poles etc.
- Net visual impact will be lower than Option A
- Ongoing storage costs likely to be lower due to the size and pack down options (offsetting some of the installation/dismantling costs)
- May result in poor community support due to reduced visual impact of smaller decorations compared with larger-scale items in Option A.

3.3 Option C

Year 1: 11 sites (1 per ward). Years 2-4: add more sites

- Same as option B
- By the end of Year 3 at least 30 sites or precincts included
- Higher installation/dismantling costs due to increased quantities and installation equipment, likely in excess of \$120,000 per year
- Risk of dissatisfaction due to reduced visual impact of smaller decorations and greater cost for installation/dismantling than actual product

3.4 Option D

Permanent lighting installed on single large-scale Norfolk Island Pine

Site: Carrum Foreshore Reserve

- A stand-alone consideration, to be considered on its own merits
- High visibility site from Nepean Hwy, train and summer foot traffic to the area
- Lights proposed to remain in the tree due to the high cost of installation
- Considerations:
 - High wind area, attachment of lights problematic with shorter lifespan
 - Tree structure poor, lack of lower branches/missing branches making it difficult to light and have appeal.
 - Potential need for catenary wires to support lights due to high winds.
 - Dedicated power box required (approx. \$5,000 cost), otherwise cable trays over 15 metres to nearest GPO needed, which poses safety risks.
- Commercial solar options available (extra cost \$20K-\$30k)
- Significantly impacts the overall budget and would severely limit the viability of the for Options A, B, C, unless additional budget is provided.

A range of further options are also presented for consideration by officers:

3.5 Option E

Bring forward capital expenditure for purchase of product for Options A, B or C

Instead of spreading the investment over four years, consider outlaying four years of product cost upfront in FY 2022/23 from capital program underspend.

This option would be subject to an approved Tender Exemption (see 5.3 Financial Considerations) to progress with purchase prior to June 30. Please note: this would incur greater storage, installation and dismantling costs earlier in four year program. If this option is preferred, we would still require significant ongoing annual funding of approx. \$121,000 to cover the storage, installation and dismantling costs.

3.6 Option F

Do not proceed with commercial level decorations in retail precincts, but instead install window decals on Council's public buildings such as Council offices, Libraries, community hubs etc

This option would provide celebratory festive atmosphere on key Council buildings to respond to community requests for greater focus in this area. This could easily be accommodated within the allocated annual budget. This option would provide less impact on retail areas, although some Council buildings are located in key precincts.

3.7 Option G

Do not proceed with commercial level decorations in retail precincts, but instead install window decals on Council's public buildings such as Council offices, Libraries, community hubs. In addition, offer free of charge to local retail businesses a range of templated window decals for their use.

This option would provide celebratory festive atmosphere on key Council buildings to respond to community requests for greater focus in this area. A range of window decals would also be offered to traders free of charge. The decals would support local traders while also providing a consistent look and feel across the municipality, to present a cohesive brand and promote Council's contribution. The current annual budget allocation would be used to deliver this option annually.

3.8 Option H

Do not proceed with any of the options outlined above

Do not proceed due to significant investment, instead continue current bin surrounds.

4. Consultation

4.1 Internal Consultation:

- **Councillors** directed the aims and objectives of the project at the 21 March 2022 Information Session, allowing officers to confidently proceed to RFQ.
- **Kingston's Business** team has assisted with the identification of suitable centres, gathering of sector benchmarking data, and discussions around ongoing resourcing (see section 5.3 – Resourcing)
- **Kingston's Arts & Events** teams has been consulted to ensure the overall strategy aligns with and complements our season of festivals, in particular Carols by Kingston – which is Kingston's main Christmas offering.
- **Kingston's Open Space** team has been consulted on the possible impact on sites within the open space network.

Detailed consultation with our **City Works** team regarding installation/dismantling of decorations in public areas will take place once preferred option identified. Utilising specialist contractors will reduce impact on internal resources. See section 5.3.

4.2 Community Consultation:

As this item was the result of a NOM resolution of Council, and covers an operational matter, further community consultation is not required.

This item directly responds to the consistent community feedback received regarding the lack of investment in Christmas decorations. This was reflected in a submission received via the Talking Kingston budget consultation process (Attachment 3). Council receives numerous complaints each year, here are some examples:

For a number of years... Kingston has been frugal or even grinch like in their approach to the celebration of the festive season... We believe that

the rate payers that you represent deserve and demand better from their Council.

~

...Extremely disappointed in the so-called Xmas decorations in our shopping area. I think covering our bins with cardboard 'Seasons Greetings' signs is very poor. Could we have some coloured lights, a Xmas tree or some proper decorations hanging across the road in Charman and Station Roads?

~

Where is the spirit of Christmas just seems to be a bunch of people not spreading any cheer or uplift the environment. We should be celebrating everything to bring people together and bring much needed cheer for children and adults. It does not matter whether you believe in the Christian religion, it only matters that you respect, acknowledge and help celebrate the festive season. Without these celebrations whether Christmas, Halloween etc, you miss out on a community that shares, respects and assists each other. There is no community spirit within the Council. Other areas have decorations that make a community share and celebrate no matter what religious or non religious beliefs are.

5. Compliance Checklist

5.1 Council Plan Alignment

A project of this scale has strong alignment with all Council's strategic directions, in particular:

Strategic Direction	Liveable Our city will be a vibrant, enjoyable and easy place to live	Sustainable We prioritise our environment and reduce our impact on earth	Prosperous - We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally.
Strategy	Invest in high-quality community assets	Consider environmental sustainability in all Council decisions	Support Kingston's economy, local industry and businesses to thrive in a changing environment
Project link	Providing increased festive decorations will create a vibrant atmosphere in key retail precincts. All items proposed are of commercial standard addressing the durability, scale, impact and appeal suitable for broad application.	Proposed items are all designed to be used for many years and have been selected based on longevity and durability.	Project aim is to activate and beatify our shopping areas and support local traders, and sites have been selected within close proximity of retail centres.

5.2 Governance Principles Alignment

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

- The scope and approach has prioritised sourcing recommendations for long-lasting, high-quality decorations to improve civic pride

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

- The aim of the project has prioritised a focus on our retail centres, supporting the activation and beautification while encouraging residents to shop local.

5.3 Financial Considerations

Budget

When previously consulted during CIS discussion, Councillors indicated an annual project expenditure budget of \$150,000 ex GST should guide the strategy, which has been provisionally included in the 2023/24 Draft Budget and five-year capital plan. There is an additional \$80,000 in unspent funds from the FY22/23 Christmas capital budget that can be directed towards costs for Year 1 (Christmas 23).

FY22/23 \$80,000	FY23/24 \$150,000	FY24/25 \$150,000	FY25/26 \$150,000	FY26/27 \$150,000	\$680,000
Year 1 Christmas 23	Year 2 Christmas 24	Year 3 Christmas 25	Year 4 Christmas 26	Total budget 4 Years	

Projected costings (ex GST)

Option A

Year 1: Four key sites. Years 2-4: add 3-4 additional sites per year

Year 1: Carrum Foreshore, Mentone Station + Piazza, Dingley Village, Moorabbin Station + Arts precinct

	Year 1 Christmas 23	Year 2 Christmas 24	Year 3 Christmas 25	Year 4 Christmas 26	Total 4 Yrs
Total Option A	\$155,455	\$204,545	\$198,181	\$120,909	\$679,090
<i>Product</i>	\$126,364	\$136,364	\$90,909	-	\$353,637
<i>I&D</i>	\$25,455	\$45,455	\$63,636	\$63,636	\$198,182
<i>Service + repair</i>	-	\$10,000	\$20,000	\$28,182	\$58,182
<i>Storage</i>	\$3,636	\$12,727	\$23,636	\$29,091	\$69,091

Option B

Year 1: 11 sites (1 per ward). Years 2-4: add more volume per site

	Year 1 Christmas 23	Year 2 Christmas 24	Year 3 Christmas 25	Year 4 Christmas 26	Total 4 Yrs
Total Option B	\$155,227	\$ 187,955	\$ 224,636	\$ 127,273	\$ 695,091
<i>Product</i>	\$100,000	\$100,000	\$109,091	-	\$309,091
<i>I&D</i>	\$51,818	\$68,182	\$81,818	\$81,818	\$283,636
<i>Service + repair</i>	-	\$9,091	\$16,000	\$24,545	\$49,636
<i>Storage</i>	\$3,409	\$10,682	\$17,727	\$20,909	\$52,727

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Option C

Year 1: 11 sites (1 per ward). Years 2-4: add more sites

	Year 1 Christmas 23	Year 2 Christmas 24	Year 3 Christmas 25	Year 4 Christmas 26	Total 4 Yrs
Total Option C	\$155,227	\$173,409	\$213,364	\$149,636	\$691,636
<i>Product</i>	\$100,000	\$ 72,727	\$ 72,727	-	\$245,455
<i>I&D</i>	\$51,818	\$81,818	\$109,091	\$109,091	\$351,818
<i>Service + repair</i>	-	\$8,182	\$13,818	\$19,636	\$41,636
<i>Storage</i>	\$ 3,409	\$10,682	\$17,727	\$20,909	\$52,727

Option D

Permanent lighting installed on single large-scale Norfolk Island Pine

Site: Carrum Foreshore Reserve

	Year 1 Christmas 23	Year 2 Christmas 24	Year 3 Christmas 25	Year 4 Christmas 26	Total 4 Yrs
Total Option D	\$67,045	\$4,545	\$5,455	\$6,364	\$83,409
<i>Product</i>	\$36,364	-	-	-	\$36,364
<i>I&D</i>	\$22,727	-	-	-	\$22,727
<i>Power outlet</i>	\$4,545	-	-	-	\$4,545
<i>Service + repair</i>	\$3,409	\$4,545	\$5,455	\$6,364	\$19,773

Option E

Bring forward capital expenditure for product purchase in Options A, B or C

This option could make use of capital program underspend in the 2022/23 Budget. This would provide a greater community impact in Years 1-3, however it would incur greater storage, installation/dismantling costs earlier in the four-year program.

If this option is preferred, we would still require significant annual funding of approx. \$121,000 to cover the storage, installation and dismantling costs.

The pricing below is based on the pricing from Option A.

	Year 1 Christmas 23	Year 2 Christmas 24	Year 3 Christmas 25	Year 4 Christmas 26	Total 4 Yrs
Total Option E	\$432,273	\$120,909	\$120,909	\$120,909	\$795,000
<i>Product</i>	\$353,637	-	-	-	\$353,637
<i>I&D</i>	\$63,636	\$63,636	\$63,636	\$63,636	\$254,544
<i>Service + repair</i>	-	\$28,182	\$28,182	\$28,182	\$84,546
<i>Storage</i>	\$15,000	\$29,091	\$29,091	\$29,091	\$102,273

Option F

Install window decals on Council's public buildings

Detailed costings are not yet known, however this option would comfortably be delivered within the proposed annual budget allocation.

Option G

Install window decals on Council's public buildings, in addition, offer free of charge to local retail businesses a range of templated window decals for their use.

Detailed costings are not yet known, however this option would be delivered within the proposed annual budget allocation.

Option H

Do not proceed with any of options outlined above.

Continue with bin surrounds for future years.

	Year 1 Christmas 23	Year 2 Christmas 24	Year 3 Christmas 25	Year 4 Christmas 26	Total 4 Yrs
Total Option F	\$50,000	\$25,000	\$28,000	\$28,000	\$131,000
<i>Bin wraps</i>	<i>\$30,000</i>	<i>\$5,000</i>	<i>\$8,000</i>	<i>\$8,000</i>	<i>\$51,000</i>
<i>I&D</i>	<i>\$20,000</i>	<i>\$20,000</i>	<i>\$20,000</i>	<i>\$20,000</i>	<i>\$80,000</i>

Tender exemption

A tender exemption may be required to meet production deadlines for Christmas 2023. The market was previously tested thoroughly through the RFQ process, with few contractors able to provide the breadth of services we require for this project (manufacture, installation, storage, repair etc).

Staff Resources

The Advocacy Communications & Engagement Department took ownership of developing the Daft Festive Decoration Strategy. Once direction is received from Council on the preferred approach, an internal project working group will be established to implement the strategy.

With a strong alignment to strategic objectives that drive economic benefit and focus in our retail precincts, it is recommended that once the project reaches installation stage, the facilitation of the project is handed over from the Advocacy, Communications & Engagement Department to the City Economy & Innovation Department.

As the Christmas period is a peak time for our depot teams, the strategy options all include external resources to provide storage, installation and dismantling so as not to burden existing resourcing.

5.4 Risk considerations

Installing large-scale Christmas decorations in the public realm does create a level of risk including damage to property and ensuring safe public access at all times.

By engaging specialist consultants with a long history of providing large-scale municipal-wide decorations we are seeking to mitigate these risks by:

- Specialist contractors used for installations and dismantling of decorations, to ensure safe installations of fittings and fixtures and all standards followed
- Decorations will be specifically purchased to meet site-specific requirements, including Kingston's coastal locations
- Maintenance of decorations is included in costings to ensure safety and function of decorations each year
- Use of hardy materials to minimise damage and extend life cycle of products

- Specialised storage of products included in costings to reduce risk of damage during storage periods


In addition to physical risks, the Festive Decorations Strategy does encompass some reputational risk. All options include some risk that very small-scale retail centres will be dissatisfied that they do not receive decorations as part of the program. If Council chooses not to proceed there is a risk of continued community dissatisfaction with Council's investment in decorations from some sections of the community. On the other hand, some community members may not support the program due to the costs involved or focusing investment on one specific holiday that may not resonate with all community members. This risk has been mitigated by the selection of a contemporary rather than traditional palette – with a focus on supporting traders.


6. Conclusion


Following their review of the options listed above, Christmas Display Solutions has made the following recommendation, which is supported by officers:

Christmas Display Solutions recommends that City of Kingston adopt Option A as its approach to the roll-out of its festive strategy. We believe this represents greater value for money, avoids wastage and higher future embedded costs and will deliver substantially greater community support than the alternatives.

Appendices

Appendix 1 - Municipal Decorations Report - CIS 21 March 2022 (Ref 23/116432)  [Download](#)

Appendix 2 - City of Kingston Draft Festive Decorations Strategy 2023 - 2026 (Ref 23/95307)  [Download](#)

Appendix 3 - Feedback to Talking Kingston - Municipal Decorations (Ref 23/116457)  [Download](#)

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Freya Carlson, Program Leader - Digital, Design & Events

Reviewed and Approved By: Dan Hogan, General Manager Customer and Corporate Support

11.1

MUNICIPAL CHRISTMAS DECORATIONS

1	Municipal Decorations Report - CIS 21 March 2022	133
2	City of Kingston Draft Festive Decorations Strategy 2023 - 2026	139
3	Feedback to Talking Kingston - Municipal Decorations	209

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21 March 2022

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MUNICIPAL CHRISTMAS DECORATIONS

Contact Officer: Freya Carlson, Program Leader - Digital, Design & Events

Purpose

To seek Council direction on the purpose of Christmas decorations to inform further options and scoping as part a municipal-wide Festive Strategy.

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

PROPOSED ACTION

That Councillors provide direction on the purpose of decorations and select a preferred option to help guide a further detailed report and proposal.

Background

This report provides an initial response to the Notice of Motion resolution of Council from the January Council Meeting which stated:

Council receive a discussion paper at a Councillor Information Session in the first quarter that presents options for a municipal wide response to public festive decorations for the Christmas period, including high-level detail of a multi-year funding plan that builds upon Kingston's arts and culture programming.

Discussions around Kingston's approach to Christmas decorations have occurred at regular intervals in recent years at officer level and at CIS. Issues and challenges previously raised with the delivery of Christmas decorations include:

- Kingston's numerous and dispersed retail trading centres make providing equitable decorations program difficult, compared to other municipalities that focus on a small number of key centres
- Limited options to decorate infrastructure in retail areas (due to accessibility, outdoor trading areas etc) resulted in introduction of festive bin wrappers in 2008.
- Limited evidence of economic stimulus provided by decorations for retailers to warrant significant investment and differing viewpoints of local traders about preferences for Christmas decorations/activities
- Significant ongoing budget investment required to provide enough decorations for impact, which would be in addition to the investment Council makes in the annual Carols by Kingston event
- Resources required to carefully scope and deliver the annual program.

This paper provides an overview of these issues and presents options for Council to consider in determining how to approach municipal-wide Christmas decorations in the future.

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Further detailed scoping work, including accurate multi-year budgeting impacts, would be required on Council's preferred option/s via a further report. Additional resourcing would be required to enable detailed scoping work as the Events Team does not have capacity.

History snapshot:

- 2008 - Bin wrappers first piloted as solution for Christmas Decorations
- 2009 - Bin wrappers approved to be extended to all Activity Centres
- 2017 – Benchmarking undertaken by Kingston Business Team (17/165419)
- 2018 – Report to CIS (IC18/1593)
 - Hybrid approach to support local traders adopted as a trial:
 - Bin wrappers to continue
 - Council-run activations in 3 x Activity Centres
- 2019 – Report to CLG (IC19/125)
 - Reviewed 2018 trial activations
 - Confirmed approach for future years:
 - Bin wrappers to continue
 - Council-run activations in 3 x Activity Centres (shared across wards)
- 2020 – Carols by Kingston Cancelled (due to Covid-19)
 - CIS 7 September 2020 – agreed to redirect some of the operating budget towards supporting local trader groups - packaged as 'Tinsel Trail', which was expanded to 9 sites.
- 2021 – Carols by Kingston cancelled again (due to Covid-19)
 - CIS 4 September 2021 – raised by Tony L as part of Exec briefing
 - Tinsel Trail delivered across 7 centres including neon light installations in 5 locations

Issues for Discussion**1. Clarity of Purpose**

Is the purpose of the Christmas decorations to:

- a. support local retail traders: focus on retail precincts; or
- b. more generally seek to boost community pride: focus on areas of high traffic/prominence.

A high-level multi-year funding program cannot be established without clarity of purpose, which would then inform options (see #7 below)

2. Challenge of geographical spread

With 9 major/neighbourhood centres and 37 other smaller local shopping precincts, it is extremely difficult and costly to provide decorations to all retail areas. Should our approach be diluted across all centres for equality, or focus on impact in several key areas (which could rotate). The current approach covers activity centres but does not capture all of the very small-scale shopping strips such as Follett Road, Bernard Street etc.

3. Inclusion of other cultures/faiths

Is Council comfortable with provision of Christmas decorations as a key celebration (both for Australian culture secularly and the Christian faith), without acknowledging other cultures/faiths. Consultation with Kingston's Interfaith Committee is recommended as part of any broader community consultation.

4. Strategic Design Approach

Development of a Decorations Strategy and Design Style Guide would provide direction for a staged multi-year approach, if Council sought to increase investment in Kingston's

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municipal decorations. The Style Guide would ensure that decorations purchased over a number of years would blend together and build on Council's collection over time.

The issue of cultural inclusion could also be addressed via the Design Style Guide.

This approach has been adopted by a number of other Councils such as Greater Dandenong who has developed a Design Style Guide for decorations which celebrate Christmas, but using design elements that also acknowledge the area's multicultural community and reflects the area's character. In Monash, they are currently undergoing a review of their decorations program to acknowledge and reflect the different cultural neighbourhoods in their municipality.

5. Financial analysis

Benchmarking with other Councils (as set out in the Engagement section of this report) demonstrates that provision of Christmas decorations on a municipal scale requires significant investment.

Focusing on a small number of key areas alone costs other Councils anywhere from a \$50,000 annual investment all the way up to \$260,000.

In order to produce a detailed multi-year financial plan, which will require significant research and analysis, further direction is sought from Council about the preferred approach and potential budget for the project.

6. Options

Detailed scoping of options is proposed, but could include:

Option	Details	Indicative cost p/a	Resource implications
1 Decorations in one location per ward (11 locations) In consultation with Ward Councillors	Mid-size decorations suited to retail activity centres Eg trees, wreaths, lights, baubles	Based on benchmarking, significant investment would be required to provide decorations (hire + install) for 11 locations	External consultant to fully scope project
2 Traditional style in retail centres approx. 3 centres per year	Mid-size decorations suited to retail activity centres Eg trees, wreaths, lights, baubles	\$250k - \$300k (hire + install) for 3 centres	External consultant to fully scope project
3 Gateway entrances	Large installations / lights at gateway sites eg Carrum, Braeside, Moorabbin	\$300k (hire + install)	External consultant to fully scope project
4 Light projections	On major buildings eg 1230 Nepean Highway, City Hall/Arts Centre, Westall Community Hub, Skyrail, Life Saving Clubs etc	TBC – awaiting report from Community Buildings	External consultant to fully scope project
5 Public Art	Shop-front window art Pavement art Large-scale public art		In conjunction with Kingston Arts - additional resource required (0.4FTE)
6 Centre Activations Tinsel Trail style	Roving performances / Santa / face painting / giveaways / colouring comps	\$15k per centre	Additional resource for events team (0.4FTE)
7 Bin wraps – new design	Create a new design installed across 9 major centres + some smaller centres	Year 1 - \$40k Years 2+ \$20k (print + install)	

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Option	Details	Indicative cost p/a	Resource implications
8	Bin wraps – existing design	installed across 9 major centres	\$11k (installation)
9	No decorations		\$0

a. **Considerations:**

In addition to cost, each option comes with an extensive list of considerations, including:

- Community sentiment / cultural implications
- Ownership versus rental
- Installation / security / theft
- Maintenance / storage
- Power / infrastructure requirements
- Rollout / phasing
- Environmental impacts / material selection
- Activity Centres on private land:
 - Patterson Lakes
 - Dingley
 - Moorabbin
 - Aspendale Gardens
 - Clarinda

Policy and Resource Implications

With the exception of Carols by Kingston (under the Festival & Events Policy), there is no policy in place to inform or direct future decisions or spend on Christmas Decorations or activations.

The Public Art Policy does cover *all artistic works located in open public spaces or facilities, and accessible to the public* including temporary works, however does not make specific reference to festive decorations. A municipal-wide decorations strategy would provide a clear direction for Council's approach and could be developed to complement and expand on the Public Art Policy.

An adequately scoped municipal-wide decorations strategy and implementation plan that includes research, community consultation and evaluation cannot currently be delivered within the resources of the Events or Business Teams due to existing programming and workload.

It is recommended Council engage a specialist external consultant to fully scope project options, which could look like:

- Year 1 – Options and style guide
- Year 2+ - Implementation

An estimated \$25,000 fees can be resourced within existing Digital, Design & Events consultant budget.

The detailed strategy would include:

- Clearly defined purpose
- Community consultation
- Trader consultation
- Agreed strategic principles
- Festive Brand
- Opportunities for programming
- Costing

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- Implementation plan

Currently there is no ongoing budget allocated for Christmas decorations in Kingston. A temporary three-year allocation of \$40,000 per year was provided during the 2019/2020, 2020/2021 and 2021/2022 financial years. This funding was used to manufacture Christmas bin wrappers, install the bin wrappers (\$12k) and purchase Christmas neon decorations used as part of the Tinsel Trail event across a number of activity centres. We also experience theft and vandalism of Christmas decorations which increases costs. It is clear that significant further investment would be required in order to increase decorations.

Historically the coordination of bin wrappers and activations has been managed collaboratively by both the Kingston Business and Events Teams, and in recent years activations have increased through Kingston's Tinsel Trail as a temporary substitute for Carols by Kingston (cancelled due to Covid-19).

Engagement

Sector benchmarking

In consultation with our Business Team, the following benchmarking data was sourced from Monash Council (who recently conducted their own review). The data provides an indicative snapshot of the costs and scale of decorations installed by other councils.

	Moreland	Monash	Bayside	Unnamed	Whitehorse	Frankston
Total Annual	\$261,470	\$140,000	\$130,000	\$70,000	\$70,000	\$50,000
Activity Centres	3	7	5	4	15	3 to 4
Bin decals	Yes	Yes	No	Yes	Yes	No
Decorations	<ul style="list-style-type: none"> 7.6M tree Garlands Wreaths tramline decorations lightshow projection Illuminated Stars Pole toppers 	<ul style="list-style-type: none"> 7M foliage tree 6x1.3M + 7x1M gold baubles 5x2.8M med trees 4x2.6M gift box displays 1 large multi-tree display Tree surrounds Seat decals vinyl road barriers 	<ul style="list-style-type: none"> Black Rock clock tower lights Solar Powered bud lighting on 10 trees wreaths on poles signage on seats 	<ul style="list-style-type: none"> Large tree Wreath and some gift boxes tinsel hanging stars in under cover mall banner poles in malls Gateway entrance messaging 	<ul style="list-style-type: none"> municipal entry gateways 1 x tree in Box Hill median presents outside civic centre and town hall Civic centre wreath chalk art Xmas window decorations in smaller retail precincts 	<ul style="list-style-type: none"> Large wreaths Lighting installation of reindeer in central Frankston and near Frankston Pier Smaller decorations in smaller precincts such as wreaths.
Performers	Arranged by trader groups	Yes 12 days arranged by Events team	No	No	Roving music x 4 retail precincts	No
I&D annual	\$236,470	\$60,000	\$90,000	\$70,000	\$70,000	\$50,000
Annual maintenance	(included)	\$10,000	\$15,000	included	Unknown	Unknown
Storage	\$23,232	N/A	N/A	Unknown	Unknown	N/A
Annual Capital	\$25,000	\$70,000	\$30,000	Nil this year	None	Minimal
Note			Complex contract involving 5 contractors	This year special shop front chalk art decorating - separate unknown budget	Going forward will be looking at non-denominational decorations that are sustainable/ environmentally friendly.	Christmas tree lighting event is an annual Major Event run by the events team with its own budget - not included in the above

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If Council proceeded with a Decoration Strategy, it is recommended that community engagement form a key part of developing the strategy. Community input could be sought on any future approach including which geographic areas to focus decorations on, amount of annual budget to invest, preferred design styles etc. Significant trader engagement would also be undertaken to determine our approach.

Critical Dates

Creating a strategic approach to increased decorations in Kingston will require significant analysis prior to Council resolving on an agreed approach and required investment. Once approved, design and manufacture of decorations would also require significant lead time. It may therefore not be possible to introduce significant change in time for the 2022 Christmas season. If Council were to proceed, the Strategy (including consultation) and Style Guide could be developed in 2022/early 2023 to allow adequate to prepare for the 2023 Christmas season.

Next Steps

Councillors provide direction on the purpose of decorations and select a preferred option to help guide further detailed report and proposal.

Conclusion

Council direction on the purpose of decorations as well as indication on the preferred option is required.

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Reviewed and Approved By:	Tracey Cheeseman, Manager Communications and Community Relations
	Tony Ljaskevic, General Manager Corporate Services

City of Kingston

FESTIVE STRATEGY 2023 - 2025



March 2023



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EXECUTIVE SUMMARY

The following summarises the report and its recommendations

- City of Kingston provided a well considered project brief against which this report has been prepared.
- Christmas Display Solutions (CDS) has extensive festive season experience with over 100 councils nationally and has used the knowledge gained over the past 12 Christmas seasons to inform this report.
- CDS developed a rigorous assessment framework with input from City of Kingston about the desired project outcomes, product attributes and style.
- Competitively neutral (widely available in the marketplace) decoration types were identified and assessed against City of Kingston criteria and then detailed site assessments used to shortlist the best decoration options for each site. This approach was repeated for each of the three main festive strategy Options contained in the project brief.
- The weighted scoring, based upon City of Kingston's desired product attributes, leaned towards more significant, quality decorations with high impact, such as large feature Christmas trees or display pieces with 'wow' factor, as opposed to small scale repeatable decorations with lower impact.
- The proposed City of Kingston festive budget placed severe limitations on ability to roll-out decorations which were consistent with the above criteria, or which delivered the desirable quantity of decorations to cover the spaces or address equity considerations. Compromises will be necessary.
- Option A of the four strategic approaches, enables the roll-out of festive decorations with the highest scores against Council requirements and also delivers the most visually impactful displays. The pieces selected would be generally larger scale, quality items.
- Option B, which delivers a wider smattering of festive cheer in the first year, has some equity appeal. However it may be a poor test of ongoing community and stakeholder support given the reduced visual impacts of using smaller and less appealing decorations.
- Option C is the least preferred option and should be avoided.
- Subject to stakeholder support, Council could consider amending budgets and/or bringing forward expenditure to enable the roll-out of Option A in a two year timeframe to avoid and/or respond to any negative feedback about the three year timetable.

This report is strategic in nature. It does not provide an operational blueprint or formalised design and product proposal. The report has been prepared to help guide the best way forward to achieve the Council's strategic festive objectives.

PROJECT SCOPE and OBJECTIVES

Christmas Display Solutions (CDS) was commissioned by City of Kingston to develop a festive strategy and implementation plan for the next 3 years.

The project scope includes the development of a design style guide and creation of an implementation plan to be delivered from the beginning of the 2023 festive season to activate key shopping precincts.

The Festive Strategy must include:

- **Options** to deliver the festive decorations, including
 - **Option A** Year 1: 3-4 sites for concentrated impact and in Years 2 and 3, add 3-4 additional sites per year
 - **Option B** Year 1: 11 sites for basic coverage and in Years 2 and 3 add volume
 - **Option C** Year 1: 11 sites and in Years 2 and 3 add more sites
 - **Option D** Year 1: decorations and lighting of the Norfolk Island Pine Tree in Carrum Promenade
- Indicative costing per option including a list of items proposed for each site
- Indicative 3-year project costing including design, production, purchasing, storage, installation and repair of decorations over the 3 year period.
- An overall recommendation
- Mood board of possible decoration themes and styles

- **Activate and beautify** Kingston's shopping areas
- Support **economic stimulation** for Kingston businesses
- **Improve pride** and encourage residents to shop local
- Provide a **visible signal to the community** that Council is celebrating the festive season

PROJECT METHODOLOGY

The following methodology has been applied to the project

- **STAGE 1**
 - CDS developed a festive decoration selection criteria of 10 attributes and City of Kingston prioritised these attributes based on their project objectives and stakeholder considerations. (see page 6).
 - CDS developed a comprehensive table of external decoration types available in the Australian marketplace and then ranked each decoration against the City of Kingston's priorities (see pages 7-11).
- **STAGE 2**
 - CDS developed a design mood board to gain a better understanding from City of Kingston stakeholders as to the desired Christmas look and feel (see page 13).
- **STAGE 3**
 - CDS also developed a site assessment framework to evaluate each of the 11 proposed sites (see page 14).
 - CDS undertook site visits to all 11 sites and used this framework to assess each site taking account of the decorative, visual and engineering opportunities and constraints of each site.
- **STAGE 4**
 - The findings from the site assessments, combined with the consideration of suitable decorations which would meet the Council's selection criteria, informed the recommendations for each site (see page 27).
- **STAGE 5**
 - Recommendations following further analysis and custom design work has been undertaken to assist in refining recommendations, preliminary pricing and rollout strategies

A draft report has been prepared taking account of the above and will be submitted for initial Council feedback.

A final report will be issued incorporating City of Kingston feedback.

- Criteria development
- Mood boards
- Site assessments
- Prelim Analysis
- Initial Design
- Pricing
- Detailed Analysis
- Recommendations
- Draft report
- Final Festive Strategy

STAGE 1

ASSESSMENT OF DECORATION TYPES - against selection criteria

The City of Kingston prioritised the following selection criteria (see definitions in Appendix 1)








1. Equitable spread / coverage
2. Both daytime & night-time appeal
3. Ease of visibility
4. Vandal-proof
5. Community safety (e.g., risk to public if decoration is engaged with inappropriately)
6. Scale of the piece to suite the space
7. Value for money
8. Ease of installation & dismantlement
9. Cost-efficiency of repairs
10. Durability

The above criteria have been applied against typical festive decoration categories to help guide the final product recommendations. However just because a decoration type meets the criteria does not mean it will be suitable in any or all sites, this will depend on the individual site assessments following site visits.















DECORATION TYPES - outdoor

Feature Christmas Tree		Medium Christmas Tree		Wreath and/or Bow	
Large Display Piece		Medium Display Piece			
Large Display Piece		Wall or Column Garland			

DECORATION TYPES - outdoor

Street Pole Decor		Cross Street Decor		Street Pole Bollard	
Pole Topper		Street Pole Banner		Bin and Tree Surrounds	
Pavement Decals					

DECORATION TYPES - outdoor

Tree or Garden Lighting		Planter Decor	 	Natural Tree Decor	 
Shopfront Display		Rooftop Decor		Facade Decor	 
Building Projection		Rooftop Decor		Lighting (Fairy Lights)	
Lighting (Festoon)		Lighting (RGB LED Wash Light)			

DECORATION ASSESSMENT- against selection criteria

DECORATION TYPES AGAINST CRITERIA	Equitable Spread	Both Day & Night-time Appeal	Ease of Visibility	Vandal proof	Community Safety	Scale of the piece to fit the space	Value for Money	Ease of I&D	Cost-efficiency of repairs	Durability	Overall Rating (Weighted)	Comments
Wreath and/or Bow	10	7	8	9	10	N/A - site specific	8	7	9	7	110	
Street Pole Decor	7	7	7	10	10	N/A - site specific	7	6	9	9	104	Slot into brackets on light on power poles
Large Feature Christmas Tree	5	9	10	7	9	N/A - site specific	8	7	8	8	103	Scores would vary depending on tree type
Street Pole Topper	9	7	8	8	8	N/A site specific	7	7	8	8	102	Suitable for parking sign poles
Wall or Column Garlands	8	6	7	9	9	N/A - site specific	7	7	8	7	99	
Medium Display Piece	8	7	8	5	8	N/A - site specific	8	8	7	8	97	Careful selection of pieces with both day and night-time appeal
Street Pole Bollard Wrap	7	6	8	7	9	N/A - site specific	7	8	7	8	96	Wraps around base of light or power pole
Large Display Piece	5	8	8	7	8	N/A - site specific	6	7	7	8	93	Careful selection of pieces with both day and night-time appeal
Medium Christmas Tree	8	6	8	6	7	N/A - site specific	8	8	7	6	93	On weighted bases
Awning Garlands	7	5	7	9	8	N/A site specific	7	7	7	7	93	

DECORATION ASSESSMENT- against selection criteria

DECORATION TYPES AGAINST CRITERIA	Equitable Spread	Both Day & Night-time Appeal	Ease of Visibility	Vandal-proof	Community Safety	Scale of the Piece to fit the Space	Value for Money	Ease of I&D	Cost-efficiency of Repairs	Durability	Overall Rating (Weighted)	Comments
Street Pole Banner	7	7	7	9	9	N/A - site specific	6	7	4	5	91	Banner pole arms are attached to poles
Planter Decor	8	5	8	4	8	N/A - site specific	9	8	6	6	90	
Rooftop Decor	5	7	6	9	8	N/A - site specific	6	6	6	7	87	
Cross Street Decor	6	3	9	9	8	N/A - site specific	5	4	6	7	83	Can also be across lane or walkway
Lighting (festoon, wash, fairy)	6	1	9	8	8	N/A - site specific	7	6	6	7	83	
Facade Decor	3	5	7	8	8	N/A - site specific	7	7	6	7	83	Normally attached to building
Bin and Tree Surrounds	9	4	8	5	8	N/A - site specific	6	8	4	2	82	
Natural Tree Decor	7	5	4	7	5	N/A - site specific	8	5	6	6	77	
Building Projection	2	1	6	9	10	N/A - site specific	5	6	6	9	75	
Pavement Decals	9	3	6	3	8	N/A - site specific	7	8	1	1	70	
Vacant Shop Front Display	3	4	5	5	8	N/A - site specific	7	7	5	5	69	

STAGE 2

DECORATION MOOD BOARDS

A series of festive mood boards was presented to the City of Kingston representing different styles of Christmas decorating. The following *Contemporary Style* was selected by the Council.

Contemporary Style



STAGE 3

SITE ASSESSMENTS

All 11 sites were visited and a full assessment made. The following factors were noted at each site.

- Scope, size, length of the precinct - whether it is feasible to extend decorations or if not, find one or more central feature positions
- The commercial value/brand image of the precinct
- Identify Council owned infrastructure, eg light poles, banner poles, sitting benches, bins, sign post, rotundas etc
- Ideally note type and maker of any poles as this will impact what can or cannot be hung on the poles
- Width of footpaths, lengths of footpaths, median strips etc
- Height and consistency of awnings and degree of overhang - i.e when thinking lights, garlands, trees placed underneath etc
- Foot traffic and all ability access - enough space around decorations etc
- How level is ground - what is the fall
- Identify flat locations for major feature pieces
- Likely wind exposure or wind tunnel effects
- Camber of roads and gutters - this impacts pole toppers, wreaths on poles etc
- Overhead power lines and distance to power lines - for both decorations and installers/scissor lift safety
- Access to power - both public and private
- Ease of and safety of install, including ease of parking and unload, and ability to secure or fix-down decorations
- Public visibility of decorations from ground level and different vantage points
- Consider positions that do not impede driver vision or pedestrian safety
- Likely level of exposure to vandalism - i.e in poorly lit locations, lack of CTV etc
- Competing lighting or signage which takes away from impact and can impact solar lights etc
- Heritage issues for buildings and any infrastructure that may limit attachments/fixings

The following pages detail main observations and issues identified at all 11 sites

Carrum Foreshore Park



Site Considerations

- Oceanside
- High winds
- Large lawn & paved areas
- Prominent, open corner location presents opportunity for a decorative feature
- Estimated 2 degree slope
- Cobblestone around park
- Daytime area
- Busy road with good visibility (including from intersection and overpass)
- 1 power source located approx 15-20m from tree base
- Potential power source from the Information Centre
- Large pine tree approximately 20m high with poor lower branch structure
- Street pole coverage around the park
- Rubbish bins available
- Potential access to Information Centre roof
- Timber slatted shade structures

Mentone Station Gardens + Piazza



Site Considerations

- Garden beds and lawn area throughout
- Lots of light poles with good visibility in the garden
- Power available in one of the garden beds, and near old station building
- Red steel frame structure ideal for decorating
- Large palm trees have a lot of potential for lighting
- Empty station building has potential for lighting/window decorations
- Potential heritage factors to consider
- High foot traffic, but plenty of space and good visibility
- High visibility area on lawn near intersection ideal for display
- Large planter boxes
- Consider visibility from the street and shops

Dingley Village Shopping Centre



Site Considerations

- Numerous small business facades, signage, and furniture to consider
- Footpath suited to medium display items
- Seating area along path beside Woolworths
- Many power lines obscured by trees
- Good street sign pole coverage
- Trees repeating along shopping strip
- Many overhead power and service lines to consider
- Grass median strip between main road and service lane available
- Potential for medium, repeatable decorations
- Limited space for large feature decorations
- High foot traffic area
- Garden beds and trees located throughout the precinct

Moorabbin Station & Arts Precinct



Site Considerations

- Great location for feature decoration on main intersection corner
- Kingston Arts Centre historic building portico and columns ideal for decorations
- Potential heritage factors to consider
- Power available in 2 garden beds at Arts Centre
- Potential use of decorations in garden beds
- Pre-existing festoons on City Hall noted
- Good vehicle access for I&D
- High perceived vandalism risk around station
- Potential roof access on station buildings
- Various poles throughout the precinct
- Seating and rubbish bins available
- Good visibility - high traffic area

The Strand



Site Considerations

- The Strand area is relatively central to the precinct
- 3 unique street poles throughout walkway
- Additional street poles along Nepean Highway (within precinct)
- Reasonably wide footpaths
- High perceived vandalism risk
- Shop awnings either side of the precinct
- Available space for feature decorations
- Bench seating and bins located throughout precinct
- Good access for I&D (noting traffic bollards at rear of The Strand)
- Limited road-side visibility
- Garden beds and trees throughout piazza area
- Existing mural artwork to consider
- Potential power access at rear of precinct

Edithvale Shops + Beeson Reserve



Site Considerations

- Medium feature decoration opportunity on paved area between short palm trees
- Identified as a daytime-use area
- Power identified in the reserve, outside of assessment zone
- Footpaths suitable for medium decorations along shopping strip
- A few well placed street lights have potential
- Seating and rubbish bins located throughout precinct
- Lots of stone planter boxes
- Lots of street poles prominently positioned
- Good access for I&D
- Wide foot paths
- Small business signage and leaseline considerations
- Existing mural artwork
- Low visibility of Beeson Reserve due to road-side trees
- Length of assessment zone

Aspendale Shops



Site Considerations

- Power available near pedestrian crossing
- Steel "rib" pergola poles at crossing
- Typical footpaths with some limited corner opportunities which do not impede on corner setbacks.
- Consistent awning height and setback provide under awning opportunities
- Parking signs provide opportunity
- Rubbish bins and trees located throughout precinct
- Small business signage and leaseline considerations
- Repetitive awnings present opportunity
- Garden beds and concrete seating along precinct
- Existing overhead and foot path services to consider

Parkdale Shops



Site Considerations

- Shopping strip with many eateries offering on-street dining which impacts foot path space
- Small business facades, signage, and furniture to consider
- Lack of light poles and power poles
- Well positioned, repetitive street poles available for decorating
- Pedestrian crossing area has good visibility
- Roundabout has great potential for decorating
- Stone wall garden beds provide opportunity for garden bed decorations
- Daytime area
- Busy area with station foot traffic and main roads
- No council power identified
- Rubbish bins along shopping strip

Cheltenham Shops



Site Considerations

- Generally good footpath width with ideal corner positions and wider sections
- Sections with trees suitable for decorating and/or lighting
- Small business facades, signage, and furniture to consider
- Power poles more prominent than light poles
- Good spread of street poles with decorating potential
- Busy street
- Good street visibility
- Consider decorating train station gardens
- Even spread of quality rubbish bins
- One currently unoccupied shopfront
- No council power source identified

Highett Shops & Library



Site Considerations

- Mostly narrow footpaths but with some wider areas, corner positions and public spaces suitable for decorations
- Library area is a great central activation area and decoration opportunity
- Power source identified on library outer wall
- Small business facades, signage, and furniture to consider
- Trees and seating at library suitable for decorating or lighting
- Current seating at library has rigging posts suitable for festoons
- Good opportunity for interactive/selfie point
- Consistent rubbish bin locations
- Overhead power lines restrict height access

Clarinda Community Centre



Site Considerations

- Good access via car park for I&D
- Low visibility from main road
- Entrance/foyer has decoration potential
- Awning presents opportunity for decoration
- Power access near main entrance
- Daytime site
- Seating and rubbish bins located within precinct
- Building facia provides further decorative opportunity
- Viney Street frontage presents additional decoration potential

STAGE 4

SITE DECORATION ASSESSMENT

Site observations were combined with the results of decoration assessments against the selection criteria to determine the most suitable decoration types for each site.

The following table summarises the findings. (It excludes decorations that were not considered possible for any site)

It should be noted that for many of the sites, it is an 'either or' with some of the decoration options i.e. a feature Christmas tree or a Large display piece

SITE DECORATION ASSESSMENT

Decorations (suitable for selected sites only)	Carrum Foreshore Park	Mentone Station Gardens + Piazza	Dingley Village Shopping Centre	Moorabbin Station + Arts Precinct	The Strand	Edithvale Shops + Beeson Reserve	Aspendale Shops	Parkdale Shops	Cheltenham Shops	Highett Shops + Library	Clarinda Community Centre
Wreath and/or Bow				✓							✓
Street Pole Decor	✓	✓									
Large Feature Christmas Trees	✓	✓		✓	✓	✓					
Pole Topper			✓		✓	✓	✓	✓	✓	✓	
Wall or Column Garlands				✓							✓
Street Pole Bollard Wrap						✓			✓	✓	
Medium Display Piece			✓			✓	✓	✓	✓	✓	✓
Large Display Piece	✓	✓		✓	✓	✓					
Medium Christmas Tree			✓		✓	✓	✓	✓	✓	✓	✓
Awning Garlands				✓			✓				
Planter Decor		✓				✓		✓			
Cross Street Decor		✓									
Lighting (Festoon, Wash, Fairy)	✓	✓	✓							✓	✓
Bin and Tree Surrounds							✓		✓	✓	

Typical Pricing for Strategic Analysis (not a quote)

Decorations (suitable for sites only)	Typical mid range price per finished unit (excludes I&D etc)
Wreath and/or Bow	\$800
Street Pole Decor	\$2,000
Large Feature Christmas Trees (4m + base and star)	\$35,000
Street Pole Topper	\$600
Wall or Column Garlands	\$1000
Street Pole Bollard Wrap	\$2500
Medium Display Piece	\$10,000
Large Display Piece	\$25,000
Medium Christmas Tree	\$5,000
Awning Garlands	\$1200
Planter Decor	\$2,500
Cross Street Decor	\$8,000
Tree RGB LED Wash lighting (med to large tree)	\$20,000
Bin and Tree Surrounds	\$200

Please note: prices above are estimates and indicative only for strategic analysis



City of Kingston Festive Strategy

Option A

Year 1: 3-4 sites for concentrated impact and in Years 2 and 3, add 3-4 additional sites per year

SITE DECORATION ASSESSMENT (Option A - Over 3 yrs)

Decorations (suitable for selected sites only)	Carrum Foreshore Park	Mentone Station Gardens + Piazza	Dingley Village Shopping Centre	Moorabbin Station + Arts Precinct	The Strand	Edithvale Shops + Beeson Reserve	Aspendale Shops	Parkdale Shops	Cheltenham Shops	Highett Shops + Library	Clarinda Community Centre
Wreath and/or Bow				✓							✓
Street Pole Decor	✓	✓									
Large Feature Christmas Trees	✓	✓		✓	✓	✓					
Pole Topper			✓		✓	✓	✓	✓	✓	✓	
Wall or Column Garlands				✓							✓
Street Pole Bollard Wrap						✓			✓	✓	
Medium Display Piece			✓			✓	✓	✓	✓	✓	✓
Large Display Piece	✓	✓		✓	✓	✓					
Medium Christmas Tree			✓		✓	✓	✓	✓	✓	✓	✓
Awning Garlands				✓			✓				
Planter Decor		✓				✓		✓			
Cross Street Decor		✓									
Lighting (tree)	✓	✓	✓							✓	✓
Bin and Tree Surrounds							✓		✓	✓	

SITE DECORATIONS - Option A - Year 1

Decorations	Carrum Foreshore Park	Qty	Mentone Station Gardens + Piazza	Qty	Dingley Village Shopping Centre	Qty	Moorabbin Station + Arts Precinct	Qty
Large Feature Christmas Trees	\$35,000 x	1					\$35,000 x	1
Large Display Piece			\$25,000 x	1				
Medium Christmas Tree					\$5,000	4		
Cross Street Decor			\$8,000 x	3				
Est Product \$	\$35,000		\$49,000		\$20,000		\$35,000	
Est Install and Dismantle \$	\$8,000		\$8,000		\$4,000		\$8,000	
Total Allocation \$	\$43,000		\$57,000		\$24,000		\$43,000	
Option A - Total Year 1 Allocation							\$167,000 (incl GST)	

Please note: prices above are estimates and indicative only for strategic analysis

SITE DECORATIONS - Option A - Year 2

Decorations	The Strand	Qty	Edithvale Shops + Beeson Reserve	Qty	Aspendale Shops	Qty	Parkdale Shops	Qty
Large Feature Christmas Trees								
Medium Display Piece			\$10,000 x	1	\$10,000 x	1	\$10,000 x	1
Large Display Piece	\$30,000 x	1						
Medium Christmas Tree	\$5,000 x	4	\$5,000 x	4	\$5,000 x	4	\$5,000 x	4
Planter Decor							\$2,500	4
Est Product \$	\$50,000		\$30,000		\$30,000		\$40,000	
Est Install and Dismantle \$	\$8,000		\$6,000		\$6,000		\$10,000	
Total Allocation \$	\$58,000		\$36,000		\$36,000		\$50,000	
Option A - Total Year 2 Allocation							\$180,00 (incl GST)	

Please note: prices above are estimates and indicative only for strategic analysis

SITE DECORATIONS - Option A - Year 3

Decorations	Cheltenham Shops	Qty	Highett Shops + Library	Qty	Clarinda Community Centre	Qty
Large Feature Christmas Trees						
Medium Display Piece	\$10,000 x	1	\$10,000 x	1	\$10,000 x	1
Medium Christmas Tree	\$5,000 x	4	\$5,000 x	6	\$5,000 x	4
Est Product \$	\$30,000		\$40,000		\$30,000	
Est Install and Dismantle \$	\$6,000		\$8,000		\$6,000	
Total Allocation \$	\$36,000		\$48,000		\$36,000	
Option A - Total Year 3 Allocation					\$120,000 (incl GST)	

Please note: prices above are estimates and indicative only for strategic analysis

SITE DECORATIONS - Option A - Summary

Estimated Allocations	Year 1 FY 23/24	Year 2 FY 24/25	Year 3 FY 25/26	Year 4 FY 26/27 ongoing costs
Product	\$139,000	\$150,000	\$100,000	Nil
I&D (Assumes increasing economies of scale)	\$28,000	\$28,000 Yr 1 \$30,000 Yr 2 SAY \$50,000 (combined)	\$29,000 Yr 1 \$30,000 Yr 2 \$20,000 Yr 3 SAY \$70,000 (combined)	\$70,000
Service and Repair 8% Annual Cost	Nil	\$11,000	\$22,000	\$31,000
Storage (based upon \$250 per cubic metre per year)	\$4,000 (to June 2024)	\$8,000 Yr 1 decs full year plus \$6,000 Yr 2 to June 2025 \$14,000 (combined)	\$8,000 Yr 1 decs full year plus \$12,000 Yr 2 decs full year plus \$6,000 to June 2026 \$26,000	\$32,000
Total Allocation \$	\$171,000	\$225,000	\$218,000	\$133,000
3 Year Total			\$614,000 (GST included)	

City of Kingston Budget Allocations and Assumptions

Year 1 \$247,500 (additional budget plus incl GST)
 Year 2 \$172,500 (incl GST and CPI on year 1)
 Year 3 \$181,912 (incl GST and CPI on year 2)

Total assumed budget over 3 years approx \$601,912

Total estimated spend over 3 years approx \$614,000 - a variation of approx 2.2%.

Please note: prices above are estimates and indicative only for strategic analysis



City of Kingston Festive Strategy Option B

Year 1: 11 sites for basic coverage and in Years 2 and 3 add volume

SITE DECORATION ASSESSMENT (Option B - Year 1)

Decorations (suitable for selected sites only)	Carrum Foreshore Park	Mentone Station Gardens + Piazza	Dingley Village Shopping Centre	Moorabbin Station + Arts Precinct	The Strand	Edithvale Shops + Beeson Reserve	Aspendale Shops	Parkdale Shops	Cheltenham Shops	Highett Shops + Library	Clarinda Community Centre
Wreath and/or Bow				✓							✓
Street Pole Decor	✓	✓									
Large Feature Christmas Trees	✓	✓		✓	✓	✓					
Pole Topper			✓		✓	✓	✓	✓	✓	✓	
Wall or Column Garlands				✓							✓
Street Pole Bollard Wrap						✓			✓	✓	
Medium Display Piece			✓			✓	✓	✓	✓	✓	✓
Large Display Piece	✓	✓		✓	✓	✓					
Medium Christmas Tree			✓		✓	✓	✓	✓	✓	✓	✓
Awning Garlands				✓			✓				
Planter Decor		✓				✓					
Cross Street Decor		✓									
Lighting (tree)	✓	✓	✓							✓	✓
Bin and Tree Surrounds							✓		✓	✓	

SITE DECORATIONS - (Option B - Year 1)

Decorations	Carrum Foreshore Park	Qty	Mentone Station Gardens + Piazza	Qty	Dingley Village Shopping Centre	Qty	Moorabbin Station + Arts Precinct	Qty	The Strand	Qty	Edithvale Shops + Beeson Reserve	Qty
Street Pole Decor	\$2000	8	\$2000	6								
Pole Topper					\$600	10			\$600	5	\$600	10
Wall or Column Garlands							\$1000	4				
Awning Garlands												
Planter Decor											\$2500	4
Bin and Tree Surrounds												
Est Product \$	\$16,000		\$12,000		\$6,000		\$4,000		\$3,000		\$16,000	
Est Install and Dismantle \$	\$8,000		\$6,000		\$4,000		\$3,000		\$2,000		\$4,000	
Total Allocation \$	\$24,000		\$18,000		\$10,000		\$7,000		\$5,000		\$20,000	
Option B - Sub- Total Year 1 Allocation							\$84,000 (incl GST)					

Please note: prices above are estimates and indicative only for strategic analysis

SITE DECORATIONS - (Option B - Year 1)

Decorations	Aspendale Shops	Qty	Parkdale Shops	Qty	Cheltenham Shops	Qty	Highett Shops + Library	Qty	Clarinda Community Centre	Qty
Pole Topper	\$600	5	\$600	14	\$600	12	\$600	20		
Wall or Column Garlands									\$600	9
Awning Garlands										
Planter Decor			\$2500	4						
Bin and Tree Surrounds	\$200	6			\$200	16	\$200	10		
Est Product \$	\$4,200		\$18,400		\$10,400		\$14,000		\$5,400	
Est Install and Dismantle \$	\$3,000		\$8,000		\$6,000		\$10,000		\$3,600	
Total Allocation \$	\$7,200		\$26,400		\$16,400		\$24,000		\$9,000	
Option B - Sub-Total Year 1 Allocation							\$83,000 (incl GST)			

Please note: prices above are estimates and indicative only for strategic analysis

SITE DECORATION ASSESSMENT (Option B - Year 2)

Decorations (suitable for selected sites only)	Carrum Foreshore Park	Mentone Station Gardens + Piazza	Dingley Village Shopping Centre	Moorabbin Station + Arts Precinct	The Strand	Edithvale Shops + Beeson Reserve	Aspendale Shops	Parkdale Shops	Cheltenham Shops	Highett Shops + Library	Clarinda Community Centre
Wreath and/or Bow				✓							✓
Street Pole Decor	✓	✓									
Large Feature Christmas Trees	✓	✓		✓	✓	✓					
Pole Topper			✓		✓	✓	✓	✓	✓	✓	
Wall or Column Garlands				✓							✓
Street Pole Bollard Wrap						✓			✓	✓	
Medium Display Piece			✓			✓	✓	✓	✓	✓	✓
Large Display Piece	✓	✓		✓	✓	✓					
Med Christmas Tree			✓		✓	✓	✓	✓	✓	✓	✓
Awning Garlands				✓			✓				
Planter Decor		✓				✓		✓			
Cross Street Decor		✓									
Lighting (tree)	✓	✓	✓							✓	✓
Bin and Tree Surrounds							✓		✓	✓	

SITE DECORATIONS - (Option B - Year 2)

Decorations	Carrum Foreshore Park	Qty	Mentone Station Gardens + Piazza	Qty	Dingley Village Shopping Centre	Qty	Moorabbin Station + Arts Precinct	Qty	The Strand	Qty	Edithvale Shops + Beeson Reserve	Qty
Large Feature Christmas Trees	\$35,000 x	1					\$35,000	1				
Planter Decor			\$2,500 x	4								
Medium Christmas Trees					\$5,000	2			\$5,000	2	\$5,000	2
Est Product \$	\$35,000		\$10,000		\$10,000		\$35,000		\$10,000		\$10,000	
Est Install and Dismantle \$	\$8,000		\$3,000		\$2,000		\$8,000		\$2,000		\$2,000	
Total Allocation \$	\$43,000		\$13,000		\$12,000		\$43,000		\$12,000		\$12,000	
Option B - Sub- Total Year 2 Allocation							\$135,000 (incl GST)					

Please note: prices above are estimates and indicative only for strategic analysis

SITE DECORATION ASSESSMENT (Option B - Year 3)

Decorations (suitable for selected sites only)	Carrum Foreshore Park	Mentone Station Gardens + Piazza	Dingley Village Shopping Centre	Moorabbin Station + Arts Precinct	The Strand	Edithvale Shops + Beeson Reserve	Aspendale Shops	Parkdale Shops	Cheltenham Shops	Highett Shops + Library	Clarinda Community Centre
Wreath and/or Bow				✓							✓
Street Pole Decor	✓	✓									
Large Feature Christmas Trees	✓	✓		✓	✓	✓					
Pole Topper			✓		✓	✓	✓	✓	✓	✓	
Wall or Column Garlands				✓							✓
Street Pole Bollard Wrap						✓			✓	✓	
Medium Display Piece			✓			✓	✓	✓	✓	✓	✓
Large Display Piece	✓	✓		✓	✓	✓					
Med Christmas Trees			✓		✓	✓	✓	✓	✓	✓	✓
Awning Garlands				✓			✓				
Planter Decor		✓				✓		✓			
Cross Street Decor		✓									
Lighting (tree)	✓	✓	✓							✓	✓
Bin and Tree Surrounds							✓		✓	✓	

SITE DECORATIONS - (Option B - Year 3)

Decorations	Aspendale Shops	Qty	Parkdale Shops	Qty	Cheltenham Shops	Qty	Highett Shops + Library	Qty	Clarinda Community Centre	Qty
Large Display Piece										
Medium Christmas Trees	\$5,000	5	\$5,000	4	\$5,000	5	\$5,000	5	\$5,000	5
Est Product \$	\$25,000		\$20,000		\$25,000		\$25,000		\$25,000	
Est Install and Dismantle \$	\$4,000		\$4,000		\$4,000		\$4,000		\$4,000	
Total Allocation \$	\$29,000		\$24,000		\$29,000		\$29,000		\$29,000	
Option B - Sub-Total Year 3 Allocation							\$140,000 (incl GST)			

Please note: prices above are estimates and indicative only for strategic analysis

SITE DECORATIONS - Option B - Summary

Estimated Allocations	Year 1 FY 23/24	Year 2 FY 24/25	Year 3 FY 25/26	Year 4 FY 26/27 ongoing costs
Product	\$110,000	\$110,000	\$120,000	Nil
I&D (Assumes increasing economies of scale)	\$57,000	\$57,000 Yr 1 \$25,000 Yr 2 SAY \$75,000 (combined)	\$57,000 Yr 1 \$25,000 Yr 2 \$20,000 Yr 3 SAY \$90,000 (combined)	\$90,000
Service and Repair 8% Annual Cost	Nil	\$10,000	\$17,600	\$27,000
Storage (based upon \$250 per cubic metre per year)	\$3,750 (to June 2024)	\$7,500 Yr 1 decs full year plus \$4,250 Yr 2 to June 2025 \$11,750 (combined)	\$7,500 Yr 1 decs full year plus \$8,500 Yr 2 decs full year plus \$3,500 Year 3 to June 2026 \$19,500	\$23,000
Total Allocation \$	\$170,750	\$206,750	\$247,100	\$140,000
3 Year Total			\$624,600 (GST included)	

City of Kingston Budget Allocations and Assumptions

Year 1 \$247,500 (additional budget plus incl GST)
 Year 2 \$172,500 (incl GST and CPI on year 1)
 Year 3 \$181,912 (incl GST and CPI on year 2)

Total assumed budget over 3 years approx \$601,912

Total estimated spend for Option B over 3 years approx \$624,600 - a variation of 3.7%.

Please note: prices above are estimates and indicative only for strategic analysis



City of Kingston Festive Strategy

Option C - Year 1: 11 sites and in Years 2 and 3 add more sites

SITE DECORATION ASSESSMENT (Option C - Year 1)

DECORATIONS (suitable for selected sites only)	Carrum Foreshore Park	Mentone Station Gardens + Piazza	Dingley Village Shopping Centre	Moorabbin Station + Arts Precinct	The Strand	Edithvale Shops + Beeson Reserve	Aspendale Shops	Parkdale Shops	Cheltenham Shops	Highett Shops + Library	Clarinda Community Centre
Wreath and/or Bow				✓							✓
Street Pole Decor	✓	✓									
Large Feature Christmas Trees	✓	✓		✓	✓	✓					
Pole Topper			✓		✓	✓	✓	✓	✓	✓	
Wall or Column Garlands				✓							✓
Street Pole Bollard Wrap						✓			✓	✓	
Medium Display Piece			✓			✓	✓	✓	✓	✓	✓
Large Display Piece	✓	✓		✓	✓	✓					
Medium Christmas Tree			✓		✓	✓	✓	✓	✓	✓	✓
Awning Garlands				✓			✓				
Planter Decor		✓				✓		✓			
Cross Street Decor		✓									
Lighting (tree)	✓	✓	✓							✓	✓
Bin and Tree Surrounds							✓		✓	✓	

SITE DECORATIONS - (Option C - Year 1)

Decorations	Carrum Foreshore Park	Qty	Mentone Station Gardens + Piazza	Qty	Dingley Village Shopping Centre	Qty	Moorabbin Station + Arts Precinct	Qty	The Strand	Qty	Edithvale Shops + Beeson Reserve	Qty
Street Pole Decor	\$2000	8	\$2000	6								
Pole Topper					\$600	10			\$600	5	\$600	10
Wall or Column Garlands							\$1000	4				
Awning Garlands												
Planter Decor											\$2500	4
Bin and Tree Surrounds												
Est Product \$	\$16,000		\$12,000		\$6,000		\$4,000		\$3,000		\$16,000	
Est Install and Dismantle \$	\$8,000		\$6,000		\$4,000		\$3,000		\$2,000		\$4,000	
Total Allocation \$	\$24,000		\$18,000		\$10,000		\$7,000		\$5,000		\$20,000	
Option C - Sub- Total Year 1 Allocation							\$84,000 (incl GST)					

Please note: prices above are estimates and indicative only for strategic analysis

SITE DECORATIONS - (Option C - Year 1)

Decorations	Aspendale Shops	Qty	Parkdale Shops	Qty	Cheltenham Shops	Qty	Highett Shops + Library	Qty	Clarinda Community Centre	Qty
Pole Topper	\$600	5	\$600	14	\$600	12	\$600	20		
Wall or Column Garlands									\$600	9
Awning Garlands										
Planter Decor			\$2500	4						
Bin and Tree Surrounds	\$200	6			\$200	16	\$200	10		
Est Product \$	\$4,200		\$18,400		\$10,400		\$14,000		\$5,400	
Est Install and Dismantle \$	\$3,000		\$8,000		\$6,000		\$10,000		\$3,600	
Total Allocation \$	\$7,200		\$26,400		\$16,400		\$24,000		\$9,000	
Option B - Sub-Total Year 1 Allocation							\$83,000 (incl GST)			

Please note: prices above are estimates and indicative only for strategic analysis

SITE DECORATIONS - Option C - Summary

Estimated Allocations	Year 1 FY 23/24	Year 2 FY 24/25	Year 3 FY 25/26	Year 4 FY 26/27 ongoing costs
Product	\$109,400	\$80,000	\$80,000	Nil
I&D (Assumes increasing economies of scale)	\$57,600	\$57,000 Yr 1 \$40,000 Yr 2 SAY \$90,000 (combined)	\$57,000 Yr 1 \$40,000 Yr 2 \$40,000 Yr 3 SAY \$120,000 (combined)	\$120,000
Service and Repair 8% Annual Cost	Nil	\$9,000	\$15,200	\$21,600
Storage (based upon \$250 per cubic metre per year)	\$3,750 (to June 2024)	\$7,500 Yr 1 decs full year plus \$4,250 Yr 2 to June 2025 \$11,750 (combined)	\$7,500 Yr 1 decs full year plus \$8,500 Yr 2 decs full year plus \$3,500 Year 3 to June 2026 \$19,500	\$23,000
Total Allocation \$	\$170,750	\$190,750	\$234,700	\$164,600
3 Year Total			\$596,200 (GST included)	

Note: \$100K would be allocated for product purchase in Year 2 and Year 3 for new sites, yet to be determined

City of Kingston Budget Allocations and Assumptions

Year 1 \$247,500 (additional budget plus incl GST)
Year 2 \$172,500 (incl GST and CPI on year 1)
Year 3 \$181,912 (incl GST and CPI on year 2)

Total assumed budget over 3 years approx \$601,912

Total estimated spend for Option C over 3 years approx \$596,200 slightly less than assumed budget.

Please note: prices above are estimates and indicative only for strategic analysis



City of Kingston Festive Strategy

Option D

Year 1: decorations and lighting of the Norfolk Island Pine Tree in Carrum Promenade

SITE DECORATIONS - Option D - Summary

Year 1 FY 23/24	Carrum Foreshore Park	Qty
Colour Change RGB Pebble Light Strings with Controller and Catenary Wires - Permanent Installation	\$40,000 x	1
Est Product \$	\$40,000	
Est Installation Including Traffic Management \$	\$25,000	
Initial Site Prep to place power supply on tree	\$5,000	
Total Allocation \$	\$70,000	
Option D - Total \$70,000 (GST Included)		

Please note: prices above are estimates and indicative only for strategic analysis

- This proposed lighting design is for parallel horizontal rows of lights to reflect the layered tree structure.
- RGB colour changing LED lights are recommended to give maximum flexibility to be used for different events and times of year. For example on Australia Day the tree could be yellow and green, or Red of Anzac Day etc.
- The highest quality LED lights are recommended due to the proposed permanency and exterior location. IP67 (fully submersible in water) are recommended.
- The Pebble light bulb recommended is the most robust and is double sided which means that it will not matter which way the bulb is facing - and will therefore give even pattern light.
- The light strings will be attached to steel wires to accommodate the movement of branches during storms and wind.
- The proposed lighting solution is fully programmable for different lighting effects and these skills reside locally to support the installation.



STAGE 5 - Conclusions

Summary

- City of Kingston was able to identify and rank the desirable attributes it was seeking from its Christmas decorations and this has informed the strategy to a large degree. When analysed against the different decoration types, the weighted scoring leaned towards more significant, quality decorations with high impact, such as large feature Christmas trees or display pieces with 'wow' factor, as opposed to small scale repeatable decorations with lower impact. (see pages 10 and 11 and page 59)
- Site assessments across the 11 sites nominated by City of Kingston showed ample scope in all sites for viable and interesting festive decorating options (see page 27). Lower scoring decorations, i.e. those that did not fully meet the Council selection criteria, but which were still deemed appropriate to a particular site(s), have been included on this table in order to provide a wider range of product options.
- The proposed City of Kingston festive budget placed severe limitations on ability to roll-out decorations which were consistent with the Council's selection criteria, or which deliver the desirable quantity of decorations to cover the spaces or address equity considerations. This will become clear in the options analysis.
- The table on the following page compares the outcomes of each Option by various key metrics. Pages 53-55 summarise the analysis about each main Option.
- **Based upon this analysis, Option A is the most efficient and effective strategy to deliver the Council's festive objective.**

STAGE 5 - Conclusions

Comparison of the 3 main options

Options and key metrics	Option A	Option B	Option C
Actual Product Spend over 3 years	\$394,000	\$340,000	\$270,000
Total spend over 3 years	\$619,000	\$624,000	\$596,200
Ongoing costs	Option A	Option B	Option C
On-going I&D costs post year 3	\$70,000	\$90,000	\$120,000
Ongoing Service and Repair costs post year 3	\$31,000	\$27,000	\$21,600
Ongoing Storage Costs	\$32,000	\$23,000	\$23,000
Total ongoing costs - (excludes any new product post year 3)	\$133,000	\$140,000	\$164,600

STAGE 5 - Conclusions

Option A

- Option A delivers a limited number of high quality items for each site, over the three year roll-out.
- If additional budget can be approved in Year 1 and then again in Year 2, this option has potential to be delivered over a 2 year timeframe as opposed to 3 years.
- **Option A enables the roll-out of festive decorations with the highest scores against Council requirements and also delivers the most visually impactful displays. The pieces selected would be larger scale, quality items.**
- Mostly ground based decorations with some scale, this option is more efficient in terms of install and dismantlement costs and the need for high access equipment.
- As a result this option allows a greater percentage of the budget to be used on actual product spend, see previous comparison table on page 52.
- Ongoing annual costs will be lower, largely due to likely reduced installation and dismantlement costs.
- While this option limits spread of decorations and concentrates to one or two main areas, the net visual impact is considered to be higher than more equitable spread of smaller lower value decorations as in Option B, thereby is thought to largely negate this perceived negative.
- Ongoing storage costs for this option are likely to be higher due to the size of the decorations and limited pack down options.

STAGE 5 - Conclusions

Option B

- Option B delivers a festive display to every site in Year 1 and then with volume added in the next two years. In order to spread the budget in year 1 to all eleven sites lower priced decorations, often with less visual impact, have been chosen for Year 1. In subsequent years, the strategy adopted is to then infill with more significant pieces in the following two years where possible.
- The above approach has a number of issues which include
 - More decorations to more sites in Year 1 and often requiring access equipment, has increased the install and dismantle (I&D) costs in Year 1, effectively doubling these costs in Year 1 by comparison to Option A and embedding these costs for future years.
 - The higher annual I&D costs erode the available spend for product by about 14% across the three years, compared to Option A
 - Under Option B, Years 2 and Year 3 product options become much more limited than in Option A and it is no longer possible to deliver the same number of larger quality pieces. This is due to the fact that the first year allocation on smaller lower impact items has reduced the remaining product pool for larger quality pieces. For example, Option A delivers 7 large trees or large display pieces vs Option B which delivers only 3 over the same three year period.
- Ongoing annual I&D costs are higher due to the number of smaller items to be installed as well as the equipment needed to gain access to light poles etc.
- Ongoing storage costs for this option are lower due to there being less bulky product and provides some offset against the higher I&D costs.
- **Option B, while delivering a wider smattering of festive cheer in the first year has some equity appeal. However it may be a poor test of ongoing community and stakeholder support given the reduced visual impacts of using smaller and less appealing decorations.**

STAGE 5 - Conclusions

Option C

- Option C delivers a festive display to every site in Year 1 and then proposes that in additional years additional sites are added rather than increasing volume to the the Year 1 sites. For this exercise we have adopted the Year 1 of Option B for Year 1. We have then assumed that the rollout in Year 2 and Year 3 would reflect the same approach - i.e to spread decorations as far as is possible similar to the Year 1 approach. By the end of Year 3 we envisage that at least 30 sites or precincts are now included within the festive strategy.
- **Option C is unmistakably the least desirable of all options. This option has a number of issues which include**
 - Similar to Option B, Year 1 embeds higher I&D cost due to increased quantities and use of access equipment etc.
 - Even worse than Option B, this same issue will occur again in Year 2 and Year 3, even accounting for economies of scale.
 - The ongoing costs of I&D under this scenario are likely to be 70% higher than Option A and likely to be in excess of \$120,000 per year, assuming some 30 or more sites or precincts by end of Year 3.
 - The higher annual I&D costs substantially erode the available spend for product by about 30% across the three years, compared to Option A
- Ongoing storage costs for this option are lowest due to there being no bulky product and less cubic metres of product.
- Option C, while delivering a wider smattering of festive cheer to the widest catchment has some equity appeal, it is unlikely to have the ongoing community and stakeholder support due to the reduced visual impacts of using smaller and less appealing decorations.
- The high costs of on-going installation and dismantlement in Option C will likely erode stakeholder support over time
- **We conclude that Option C is the least preferred option and should be avoided.**

STAGE 5 - Conclusions

Option D

- Option D is not comparable to the other options and in some respects is a stand alone consideration, able to be considered on its own merits.
- As per page 50, we would recommend a budget allowance of at least \$70K should it be deemed desirable to light this tree. The budget assumes the lights remain in the tree due to the high cost of installation.
- In Option A, we have proposed a budget of \$35,000 for a large ground based contemporary Christmas tree as an alternative to lighting the Norfolk Pine Tree.
- The major issues we have identified about this Option D are:-
 - The site is in a high wind area and attachment of lights to tree branches is problematic and likely to result in a shorter product lifespan.
 - The tree structure itself is poor, due to lack of lower branches and missing branches making it difficult to light and have appeal.
 - Potential need for catenary wires to support the lights due to the branch structure and high winds.
 - The need to install power near the base of the tree will add additional costs, otherwise cable trays over the 15 metres to the nearest GPO would be used.
 - Commercial solar options have not been considered and are not covered within the proposed \$70K budget - if this was needed, and additional allocation of some \$20K to \$30K would be needed for mounted panels, inverter, batteries etc.
- **Option D would have significant impact on the overall festive strategy budget if it proceeded and would severely limit the viability of the other options, unless additional budget is provided.**

STAGE 5 - Recommendations and way forward

Key Recommendations

- **Subject to stakeholder support, Christmas Display Solutions recommends that City of Kingston adopt Option A as its approach to the roll-out of its festive strategy.** We believe this represents greater value for money, avoids wastage and higher future embedded costs and will deliver substantially greater community support than the alternatives.
- **Subject to stakeholder support, Council consider amending budgets and/or bringing forward expenditure to enable the roll-out of Option A in a two year timeframe** to avoid and/or respond to any negative feedback about the three year timetable.

Way Forward

- This report is strategic in nature and does not contain operational recommendations for specific decorations in specific locations, other than in a general sense. Neither does it contain a recommended style guide or specific product design recommendations.
- Subject to City of Kingston determining the best strategic approach to the rollout of their festive strategy, Christmas Display Solutions would be pleased to submit a fully costed proposal, containing an integrated set of design options and products to match the agreed strategy and budget as well as full costing for I&D and storage etc.
- Christmas Display Solutions anticipates that the above process will be conducted on a competitive tender basis and a contract awarded to the successful tenderer for the three year implementation roll-out.
- Being the end of March at the time of writing, Christmas Display Solutions is conscious of the product and production lead times and would recommend that all final decisions are made prior to the end of May in order to enable rollout of the strategy for the 2023 year.

APPENDIX

1. **Criteria Definitions**
2. **Site Assessment Zones**

APPENDIX 1: CRITERIA DEFINITIONS

DECORATION SELECTION CRITERIA in priority order	DESCRIPTION
Equitable Spread	The ability of the decoration to be spread out across a precinct and satisfy the maximum number of stakeholders, often considered to be smaller lower cost items dotted around, but could also be one dominant display piece if its impact is thought to cover enough stakeholders.
Both Day & Night-time Appeal	Decorations which appear vibrant in daylight or nighttime and can be a decoration with lights as long as it also has daytime appeal. A holographic vinyl is considered to have both day and night time appeal.
Ease of Visibility	The degree to which the decoration will be seen and noticed by passing foot or motor traffic.
Vandal-proof	The degree or scale of damage that can be inflicted upon a decoration by a vandal - i.e. a piece that is easy repairable vs complete destruction
Community Safety	While all decorations proposed would be safe, some are out of reach or are not climbable etc and therefore have relative lower risk
Scale of the Piece to fit the Space	Large and open spaces demand pieces of suitable scale to have impact but equally confined spaces require pieces which do not overly intrude on walkways etc
Value for Money	Value for money can be interpreted in different ways, including the degree of 'wow' factor achieved for the spend or the value when considered against the average product lifespan. Some decorations could achieve low cost 'wow' factor but also be relatively disposable, thereby negating value. Value for money is therefore a subjective concept and scores are based upon the consultants experience.
Ease of I&D	Ease of Install and Dismantle (I&D) lowers on-going recurring costs and can help deliver greater quality and consistency
Cost-efficiency of Repairs	All festive decorations require some degree of service and repair with some requiring more regular attention than others
Durability	Product quality varies significantly based by origin of supply, type of materials, construction methods etc. External decorations need a base level of durability, though a trade-off can exist between durability and value for money.

APPENDIX 2: Site Assessment Zone - Carrum Foreshore Park



APPENDIX 2: Site Assessment Zone - Mentone Station Gardens + Piazza



Appendix 2: Site Assessment Zone - Dingley Village Shopping Centre



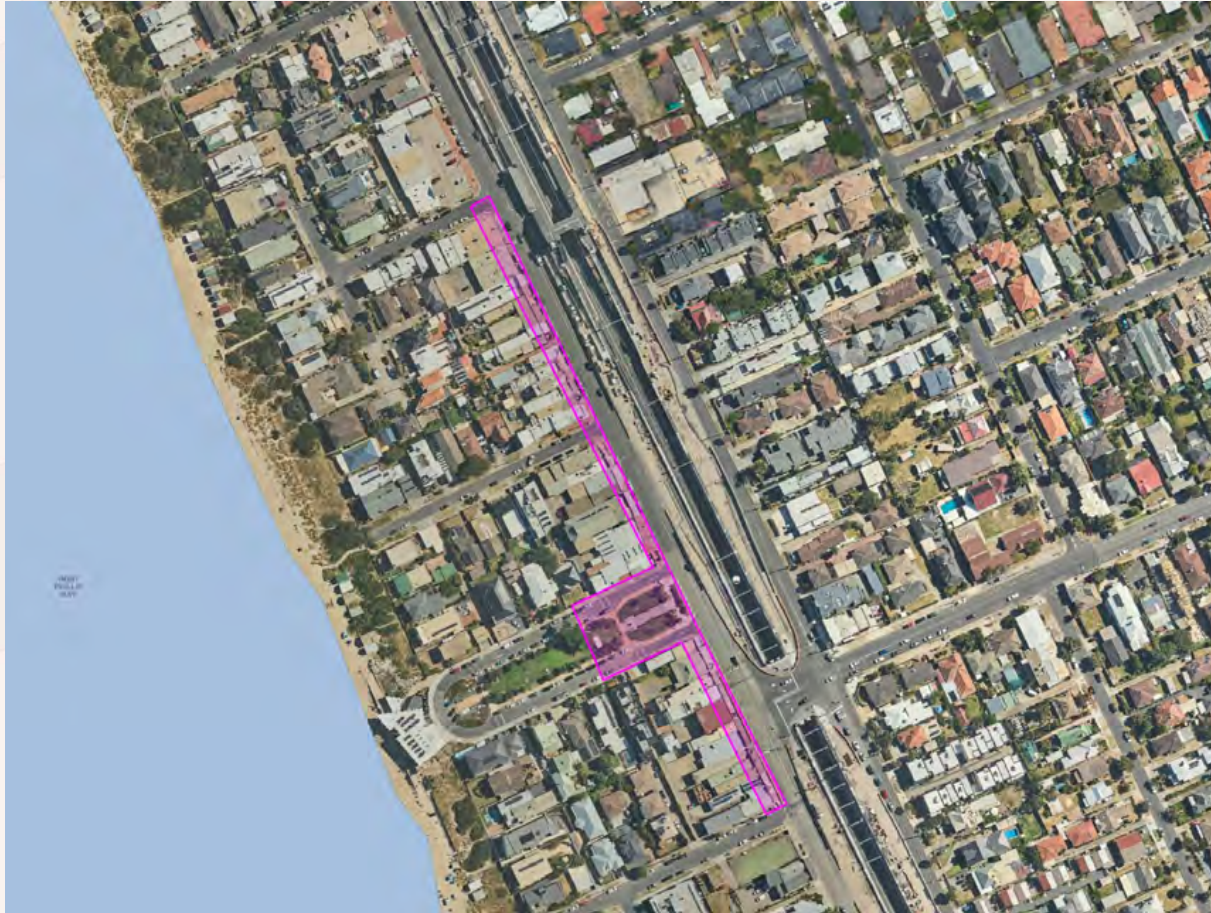
Appendix 2: Site Assessment Zone - Moorabbin Station + Arts Precinct



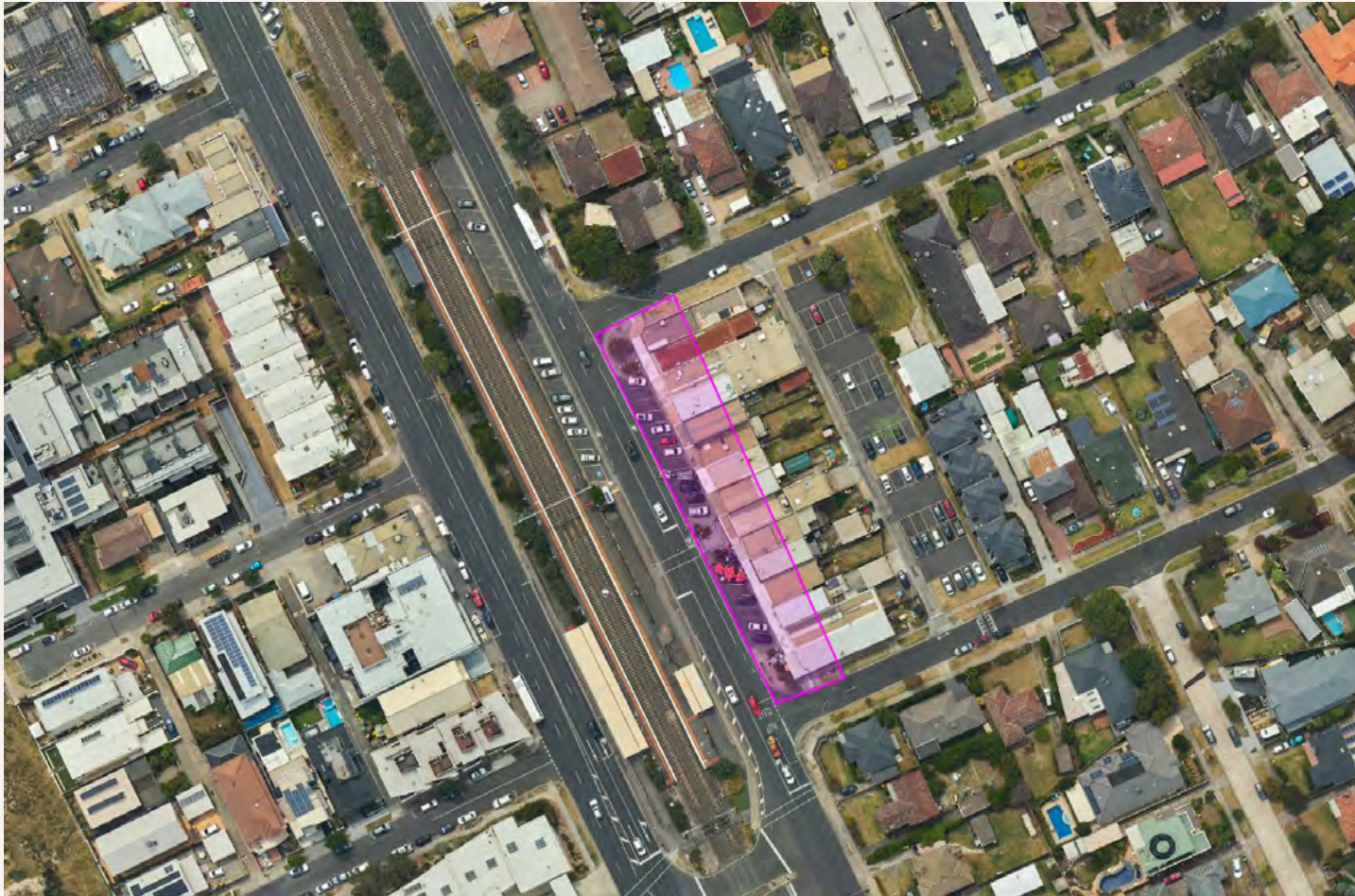
Appendix 2: Site Assessment Zone - The Strand



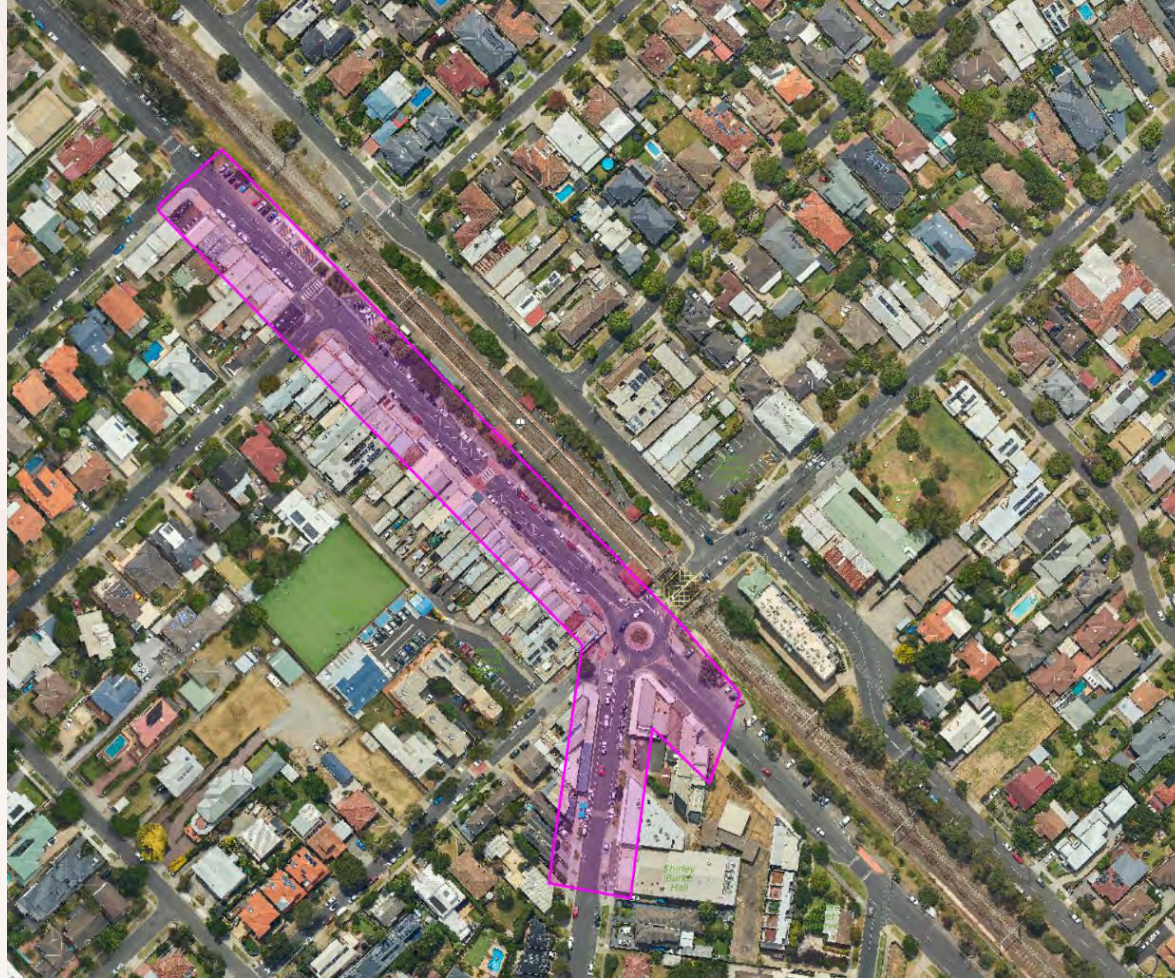
Appendix 2: Site Assessment Zone - Edithvale Shops + Beeson Reserve



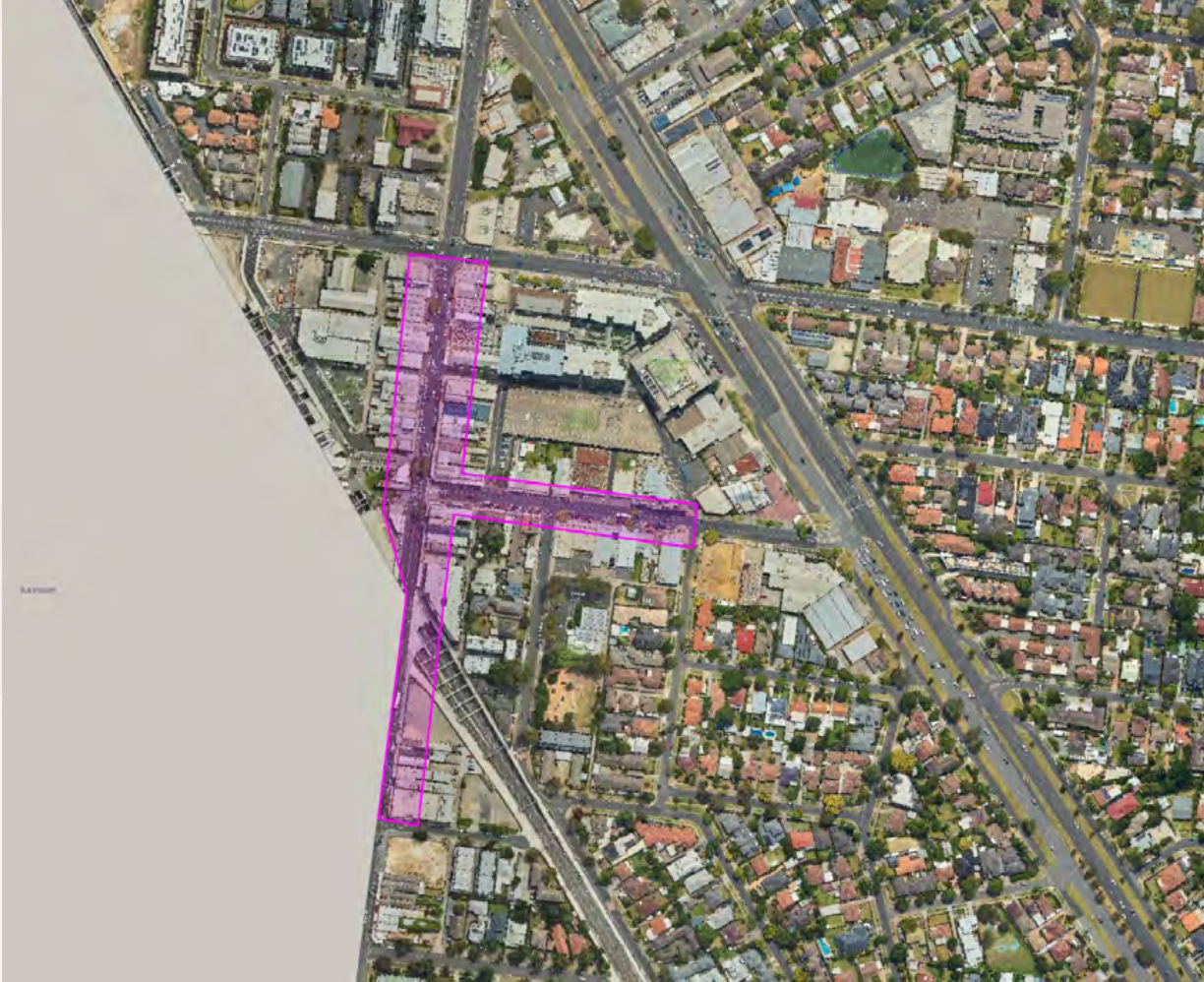
Appendix 2: Site Assessment Zone - Aspendale Shops



Appendix 2: Site Assessment Zone - Parkdale Shops



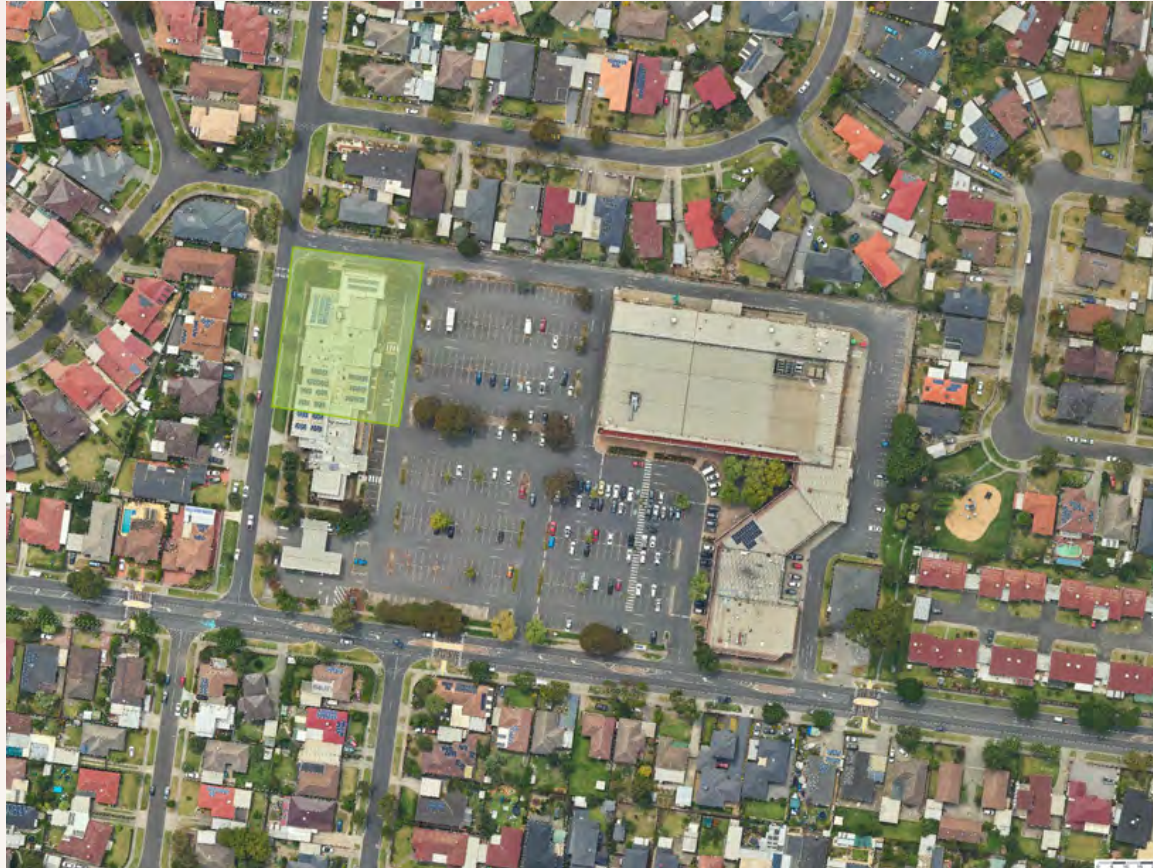
Appendix 2: Site Assessment Zone - Cheltenham Shops



Appendix 2: Site Assessment Zone - Highett Shops + Library



Appendix 2: Site Assessment Zone - Clarinda Community Centre



From: [Your Kingston Your Say](#)
To: comms@kingston.vic.gov.au; info@kingston.vic.gov.au
Subject: Ron submitted feedback to Talking Kingston
Date: Tuesday, 17 January 2023 3:48:49 PM

Ron just submitted the survey Share your ideas and feedback with the responses below.

Please let us know what category your submission fits under (please select all that apply)

Active communities
Arts and culture
Community services
Customer experience
Events
Health
Local business and economy
Vibrant shopping strips and places

Please let us know about your idea or feedback below:

Christmas Decorations We speak for Christmas Decorations across Mentone and Parkdale. Corflute Christmas messages attached to Rubbish Bins have well and truly reached their use by date - get rid of them and replace with a more uplifting imaginative Christmas decoration. And dont repeat adhesive Christmas mesages on the footpath - little value and it appears they'll be left to wear away - how horrible - Christmas decorations are put up and taken down to signify a Christmas period.

Please let us know your name:

xxxxxxx

Please let us know your email address:

xxxxxxx

Please let us know your phone number:

xxxxxxx

Please let us know your address:

xxxxxxx

Agenda Item No: 11.2

KINGSTON PERFORMANCE REPORT, QUARTER THREE, JANUARY TO MARCH 2023

**Contact Officer: Jane Mangion, Corporate Planning Support Officer
Mozma Tate, Team Leader Corporate Performance**

Purpose of Report

To provide an update of the performance of Council against Our Roadmap: Kingston Council Plan (2021-25) noting the status of Annual Action Plan actions Year Two, Quarter Three (January to March 2023).

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council note the status of the actions and strategic indicators (Performance Indicators) for Quarter Three (January to March 2023).

1. Executive Summary

Throughout the reporting period, January to March 2023, Council has made significant progress on the delivery of the Council Plan 2021-25.

The following Kingston Performance Report demonstrates Council's progress in delivering on the Council Plan 2021-25 Year Two Annual Action Plan 2022-23 for Quarter Three (January to March 2023).

2. Background

Each year, the Council Plan 2021-25 Annual Action Plan is developed, which outlines how the City of Kingston will work towards the achievement of its Vision and Council Plan (2021-25) through specific yearly key actions, which comprise of Major Initiatives, Initiatives, Council Strategies or Plans and/or Executive Leadership Priorities.

The Annual Action Plan (including the adopted Council Plan Strategic Indicators) forms the basis of the legislated Quarterly Performance Reports (Kingston Performance Report), noting that the Council Plan Strategic Indicators are only required to be legislatively reported on for the first six months of the financial year and at year end.

3. Discussion

3.1 Progress of Actions

Reporting for Quarter Three (January to March 2023), has indicated of the 145 Council Plan annual plan actions:

●	33 actions (23%) are 100% complete
●	100 actions (69%) are on track and represent high confidence levels for completion at the end of the financial year
●	7 actions (5%) are being monitored; however a high confidence level still remains as the actions move towards target and completion at the end of the financial year
●	5 actions (3%) are off track and require increased monitoring as they are deemed at risk of incompleteness as we move towards the end of the financial year.

3.2 Key Achievements

Strategic Direction Liveable

- MordiFest was successfully delivered on the weekend of 4th and 5th March 2023, with almost 40,000 attendees across the two days.
- CO.OP Studio has been appointed as the Principle Design Consultant for the new District Level Aquatic Facility.

Strategic Direction Sustainable

- State Government has acquired all Public Acquisition Overlay parcels of land to deliver the long-awaited Chain of Parks.
- The draft Walking and Cycling Plan is currently out for community consultation.

Strategic Direction Prosperous

- Council and Holmesglen TAFE have developed a new partnership to provide job and start-up support to young entrepreneurs.
- The draft Wayfinding Strategy is currently out for community consultation.
- Applications for Kingston's Arts Grants Program opened on the 30th January 2023, for the 2023-24 year.

Strategic Direction Healthy and Inclusive

- Traditional Owners provided a Welcome to Country and smoking ceremony at the Derrimut Weelam Gathering Place Blak Market event on 20th January 2023.
- Council celebrated Cultural Diversity Week in March with a concert featuring six local multicultural groups.
- Council endorsed the upgrade of the six netball courts at Chelsea Bicentennial Park.

Strategic Direction Safe

- Three Healthy and Respectful Relationships workshops were held at Cheltenham and Mordialloc Community Centres and Mordialloc Neighbourhood House.
- Safe Driver Programs were successfully delivered at five community centres.
- The Naples Road Stormwater Upgrade works has commenced.

Strategic Direction Well-governed

- Council received media coverage on a range of advocacy campaigns including The Voice Uluru Statement from the Heart, the new Aquatic and Leisure Centre and Berkeley Living site.
- Expressions of Interest were opened to Kingston residents and business operators aged 18 years and over for the Community Representative Panel.

3.3 End of Financial Year Confidence Level

Due to the impacts of the COVID-19 pandemic and other unforeseen circumstances, 17 actions were carried over from the 2021-22 financial year and beyond.

Of these 17 actions, 13 show high confidence levels as they are either completed or due for completion at the end of this financial year. The remaining 4 actions detailed below are deemed as at risk as being incomplete at the end of the 2022-23 financial year.

Action	Department	Rationale
Prepare a Structure Plan for the Chelsea Activity Centre	City Strategy	The brief to this project is currently being updated to account for the progression of significant projects within the area, notably level crossing work.
Acquire the land 2-8 Balcombe Rd Mentone from VicRoads to develop open space	Property Services	The transaction has been subject to delays due to VicRoads and the Victorian Government Solicitors Office (VGSO) being unable to provide a current vendor statement.
Implement the Kingston Green Wedge Management Plan in line with the updated policy guidance from the Department of Environment, Land, Water and Planning	City Strategy	Deferred pending the release of strategic work currently being undertaken by the Department of Environment, Land, Water and Planning (DELWP) for all Green Wedge areas.
Pilot a free cat desexing program	Compliance and Amenity	The pilot will be resumed when vets become available, however this action will close at the end of this financial year and managed as part of business as usual.

**City of Kingston
Ordinary Council Meeting**

Agenda

22 May 2023

Within the current Annual Action Plan (2022-23) five additional actions have been identified as potentially being incomplete for this financial year. The action and rationale for risk are detailed as follows:

Action	Department	Rationale
27. Install solar panels and batteries at Council's first carbon neutral building in Bonbeach	City Strategy	Project unlikely to be fully completed by June 2023 due to international supply issues.
35. Complete construction of the Elder Street South Master Plan	Open Space	This project is now expected to be completed by September 2023 due to delays in the procurement process.
53. Design and commence construction of the shared path and traffic treatments to link Karkarook Park to Settlement Creek/Clayton Road	Infrastructure	Land acquisition associated with the project has delayed construction until the 2023-24 financial year.
59. Review venue hire and operations pricing, procedures and policies [venues managed by the Arts team]	Arts, Events & Libraries	Due to realignment of the Arts and Culture Service, the review will now be completed in the 2023-24 financial year.
109. Finalise the review of the mandatory desexing age for cats and dogs and present to Council for consideration	Compliance & Amenity	Currently waiting on clarification from the State Government, this has caused a delay.

4. Consultation

4.1 Internal Consultation

Comments and results were provided by Council departments and reviewed by the Executive Leadership Team.

4.2 Community Consultation

The Annual Action Plan 2022-23 was developed in collaboration with departments and informed by community engagement findings from *Your Kingston Your Future* and the *Liveability Study*.

5. Compliance Checklist

5.1 Council Plan Alignment

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

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

5.2 Governance Principles Alignment

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


5.3 Financial Considerations

There are no financial considerations.

5.4 Risk Considerations

There are no risk considerations.

Appendices

Appendix 1 - Kingston Performance Report 2022-23 Quarter Three (January - March)
(Ref 23/92029) 

Author/s:	Jane Mangion, Corporate Planning Support Officer Mozma Tate, Team Leader Corporate Performance
Reviewed and Approved By:	Mozma Tate, Team Leader Corporate Performance Amanda Rigby, Manager Customer Experience Dan Hogan, General Manager Customer and Corporate Support

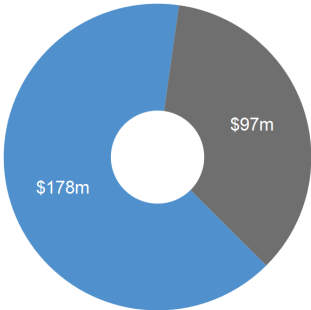
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KINGSTON PERFORMANCE REPORT, QUARTER THREE, JANUARY TO MARCH 2023

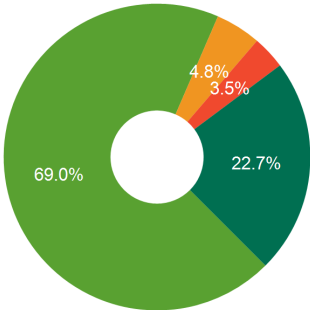
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KINGSTON PERFORMANCE REPORT

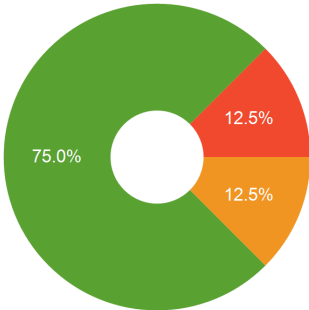
JANUARY - MARCH 2023



Expenditure



Actions



Performance Indicators

BUDGET SPENT

BUDGET REMAINING

COMPLETE

ON TRACK

MONITOR

OFF TRACK

Annual Service Highlights *previous financial year*

13,645

Questions answered by
Kingston's Chatbot

618 km

of local roads

159,567

Municipal population

\$222 million

Million annual Council operating
expenditure

6,311,786


Bin lifts

1,706


Babies born in Kingston annually

Legend


Actions

- 


100% of the target for the year has been achieved.

complete
- 

80% -100% of the target for the quarter has been achieved.

on track
- 


70% - 79% of the target for the quarter has been achieved.
Mostly on track but requires monitoring and improvements need to be made, as indicated in the action comments.

monitor
- 


Less than 70% of the target for the quarter has been achieved.
Off-track actions are either outside Council's control or require priority intervention, as indicated in the action comments.

off track


Indicators

- 

The result is at, or better than, the target for the period.


on track
- 

The result is under target for the period but within the variance set for the indicator.

monitor
- 


The result is below both the target and the variance for the period.


off track
- N/A


Can't be reported yet.
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Trend indicator - so does not have a target.

Desired Trend

- 

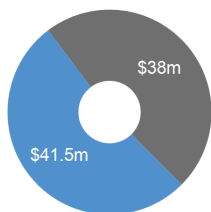
Higher is better.
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Lower is better.
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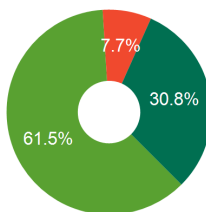
Within a range is better.



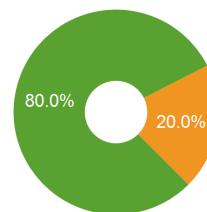
STRATEGIC DIRECTION LIVEABLE



Expenditure



Actions



Performance Indicators

BUDGET SPENT

BUDGET REMAINING

COMPLETE

ON TRACK

MONITOR

OFF TRACK

Annual Service Highlights *previous financial year*

1,168

Total planning applications
received

13,000 km

Streets swept

843 km

Storm water drains maintained

115

Number of playgrounds

72 Ha

Hectares of playing fields
maintained

\$3

Billion in community assets
managed by Council

Our services:








- Arts and cultural services
- Building consents and compliance
- Capital works planning
- City assets and infrastructure maintenance
- Land use policy and planning
- Maintaining open space
- Maintenance of Council's buildings
- Planning and improving open space
- Planning, design and development of Council's buildings
- Strategic asset management
- Urban area transformation



Liveable

1.1. Our city will be a vibrant, enjoyable, and easy place to live


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



INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 1. Additional open space created in the municipality	Open Space	This is an annual indicator. The results for 2022-23 will be available after June 2023.	0.00	0.00	↑	0	N/A





ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
REMAINING ACTION from 2019-20: 1.2.2.13 Prepare a Structure Plan for the Chelsea Activity Centre	City Strategy	The brief to this project is currently being updated to account for the progression of significant projects within the area, notably level crossing work.	100%	60%	 off track
1. Partner with the Hawthorn Football Club to develop a community use agreement for the AFLW and Community Oval and Pavilion at the Kennedy Community Centre in Dingley (Remaining action from 2021-22)	Active Kingston	A draft agreement has been developed and is under review by the Hawthorn Football Club. Principles underpinning the draft agreement have been presented to Councillors for input.	100%	90%	 on track
2. Deliver GR Bricker Reserve Master Plan improvements (Remaining action from 2021-22)	Active Kingston	Works are progressing to complete the new pathways and landscape works. The pavilion redevelopment will commence in April 2023.	100%	90%	 on track
3. Construct the new regional accessible playground at Peter Scullin Reserve, Mordialloc	Active Kingston	Following Mordy Fest 2023 works have commenced to construct a new regional accessible playground at Peter Scullin Reserve. During the Months of April and May, site establishment, demolition and early works are planned.	75%	65%	 on track
4. Advocate for external funding to implement the Bonbeach Master Plan	Active Kingston	Council's advocacy activities leading to the 2022 State election have been completed. A future advocacy position with this matter has not yet been determined by Council.	75%	100%	 complete
5. Advocate for external funding to implement the Le Page Park Master Plan	Active Kingston	Council's advocacy activities leading to the 2022 State election have been completed. A future advocacy position with this matter has not yet been determined by Council.	75%	100%	 complete
6. Advocate for external funding to implement the Namatjira Master Plan	Active Kingston	Council's advocacy activities leading to the 2022 State election have been completed. A future advocacy position with this matter has not yet been determined by Council.	75%	100%	 complete

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
7. Open the Tarella Road Reserve	Open Space	The reserve was opened to the public in August 2022. Bunnurong Land Council has been contacted to begin the process of naming the reserve. An official opening will be held once the name has been decided.	75%	100%	 complete
8. Finalise the draft Open Space Strategy	Open Space	The Open Space Strategy is currently a work in progress, the consultant is finalising the mapping analysis with the Public Space team developing the strategy. Internal workshops are scheduled for the coming weeks. A draft is due for Council approval late June 2023.	75%	70%	 on track


1.1.2 Invest in high-quality community assets


INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 2. Council's renewal gap ratio measured against the Victorian Auditor-General's Office indicator	Infrastructure	This is an annual indicator. The results for 2022-23 will be available after June 2023.	1.00	1.00		0	N/A

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
REMAINING ACTION from 2017-21: 1.3.3.10 Acquire the land 2-8 Balcombe Rd Mentone from VicRoads to develop open space	Property Services	In 2019 Council made an offer to acquire the land from VicRoads, but the transaction has been subject to delays due to VicRoads and the Victorian Government Solicitors Office (VGSO) being unable to provide a current vendor statement. In October 2022, Council's solicitor wrote to Victorian Government Solicitors Office regarding Council's position. Victorian Government Solicitors Office responded that the valuation is no longer current, and that Council & VicRoads should seek joint valuation with VicRoads. Council has discussed this with its solicitor, who has confirmed VicRoads and VGSO position. Council should consider acquiring its own valuation before responding.	100%	20%	 off track
9. Develop a business case and concept designs for community consultation for the new District Level Aquatic Facility	Active Kingston	Following on from the Strategic Planning and Business Modelling Report, Council commenced the development of the final Business Case for the aquatic centre development. The draft report has been received and is scheduled for endorsement at the April Council Meeting 2023. CO.OP Studio has been appointed as the Principal Design Consultant for the project and has commenced stakeholder engagement to guide the concept design development. The concept plan is due for endorsement for community consultation in June 2023.	75%	70%	 on track


ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
10. Work to reach agreement on the Kindergarten Infrastructure Service Plan and Buildings Blocks Partnership Agreement, to secure funding contributions to expand kindergarten infrastructure	Family, Youth and Children's Services	<p>The Kindergarten Infrastructure plan has been finalised and is available on Council's website. This work is likely to be reviewed and updated for the State Governments roll out of pre-prep.</p> <p>Conversations continue between the Victorian School Building Authority (VSBA) and officers regarding the Building Blocks Partnership Agreement for Kingston's early years infrastructure priorities. The priority project is the Highett early facility and VSBA have requested data regarding demand and pattern of travel information. A follow up meeting will be scheduled shortly.</p>	75%	75%	 on track
11. Commence construction of the Dingley Souter Reserve Pavilion	Project Management Office	Construction of the Pavilion began in September 2022.	75%	100%	 complete
12. Commence construction of the Regents Park Reserve Pavilion	Project Management Office	Contract was awarded at special Council meeting on 17 October 2022, site work has commenced.	75%	100%	 complete
13. Commence construction of the GR Bricker Pavilion	Project Management Office	<p>The Contractor has taken possession of the site, after an agreed delay (as requested by Active Kingston and the resident clubs) to defer the start of the works until the end of the cricket season. Temporary facilities are currently under construction due for completion prior to Easter.</p> <p>Hazmat and demolition are due to commence around mid-April, in-line with the current programme. Preliminary works including electrical and plumbing works have been completed in readiness for the demolition.</p>	75%	75%	 on track


1.1.3 Manage movement around the city, including traffic and parking, to make community activities accessible

INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 3. Number of community activities where sustainable transport is promoted	City Strategy	<p>Kingston's website has been updated so that 'alternate transport' text, that meets best practice accessibility standards, is automatically applied for all in-person events advertised.</p> <p>This figure includes all events advertised at libraries, as well as larger events such as Clean Up Australia Day and the Cultural Diversity Week Concert.</p>	20.00	15.00	↑	79	 on track



ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
14. Identify signage requirements through the Wayfinding Strategy to inform future installations	Open Space	The draft Wayfinding Strategy is currently out for community consultation. The preparation of an implementation plan has commenced.	75%	60%	 on track


1.1.4 Plan for changes in the population and the community's housing needs



INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 4. The level of alignment between Councils population forecast for 2021 and the results of the 2021 ABS Census	City Development	This is an annual indicator. The results for 2022-23 will be available after June 2023.	0.00%	0.00%		0%	N/A

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
15. Complete a Planning Scheme Amendment to implement the Housing Strategy and Neighbourhood Character Guidelines	City Strategy	A planning panel has commenced to consider Planning Scheme C203 on 27 March and is anticipated to run for 10 days. A further report will be presented to Council at the conclusion of the Panel once the Planning panel report is released.	75%	80%	 on track

1.1.5 Preserve and enhance Kingston's character and heritage


INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 5. Percentage of Planning Applications for multi-dwelling development that receive five or less objections	City Development	Out of the 156 planning decisions that involved multi-dwelling developments, 146 received 5 or less objections for the 1 July 2022 to the 31 March 2023.	95.00%	95.00%		94%	 monitor

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
REMAINING ACTION from 2021-22 26. Review and update the Kingston Heritage Study – Complete review of heritage community nominations	City Strategy	A public tender process was run in 2021 resulting in the appointment of a consultant to undertake Stage 1 of the Heritage Study, which includes a review of heritage community nominations. The review has progressed significantly and includes consideration of sites nominated by the community as being of potential heritage significance. Findings on the review will be presented to Council in the upcoming months.	100%	90%	 on track




ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
16. Shortlist sites for the purposes of preparing a Planning Scheme Amendment as part of the Kingston Heritage Study	City Strategy	The heritage review has progressed significantly. Findings on the review will be presented to Council in the upcoming months.	75%	80%	 on track
17. Consider any changes required to the Kingston Planning Scheme to implement the Moorabbin West Urban Design Framework	City Strategy	An expression of interest process is being developed to implement the Moorabbin West Urban Design Framework. Market feedback will inform whether the current discretionary planning controls require modification to provide further certainty.	75%	75%	 on track




1.1.6 Support the development of affordable housing options, including social and community housing



INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 6. Number of new social and community housing dwellings approved	City Development	No social and community housing dwellings approved during the third quarter of the 2022-23 financial year	-	-	Trend indicator - no target	0	—

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
18. Implement the Social and Affordable Housing Strategy – Continue to explore opportunities with Private Developers, on Key Government Sites and provide support to the Homes for Homes initiative	City Strategy	<p>Council has written to Homes Victoria to explore the delivery of social and affordable housing at identified Victorian Government sites and Department of Families, Fairness and Housing land suitable for redevelopment.</p> <p>Council has supported and promoted the Homes for Home program through:</p> <ul style="list-style-type: none"> - including a note on all planning permits issued for multi-dwelling developments advising of the program - discussions and information for permit applicants at the pre-application stage - placing information on Kingston's website. 	75%	75%	 on track

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

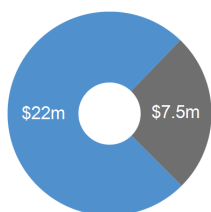
INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 7. Attendance at Council-run festivals and civic events	Arts, Events and Libraries	Record crowds attended Mordi Fest held on the first weekend in March. Other events held during this period included two citizenship ceremonies and the launch of the Aspendale Life Saving Club. Attendance at these events also exceeded expectations. Participation in the citizenship ceremonies was also expanded during the period with the addition of a Live Streaming function accessible by invitation.	51,000.00	46,000.00	↑	50,505	 on track
Si 8. Community satisfaction rating for Council-run large scale events	Arts, Events and Libraries	The total satisfaction rating for the year to date continues to exceed targets. An overwhelming majority of attendees at the major event held in this period - Mordi Fest, were either satisfied or very satisfied with the experience.	80.00%	80.00%	↑	89.79%	 on track
Si 9. Number of participants at programs provided by Council at Council-managed community centres	Inclusive Communities	Number of participants attending Council managed Community Centre programs is increasing as new programs are introduced. The Community Hubs team are also concentrating on marketing and promotional activities.	28,600.00	21,050.00	↑	23,291	 on track
Si 10. Participant satisfaction with City of Kingston arts and cultural programs and events	Arts, Events and Libraries	This is an annual indicator. The results for 2022-23 will be available after June 2023.	80.00%	80.00%	↑	0%	N/A

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
REMAINING ACTION from 2021-22 30. Install Indigenous artwork at Mentone Life Saving Club	Arts, Events and Libraries	The artist has been commissioned and development of the work is underway. Timing of the installation is being coordinated with the construction of the new facility and civil works and landscaping. The artwork is scheduled to be installed by end of June 2023.	100%	91%	 on track
19. Plan and deliver a returned MordiFest event following two years of cancellations due to COVID-19 restrictions	Arts, Events and Libraries	Mordi Fest was successfully delivered on Saturday 4 and Sunday 5 March 2023. Across the 2 days, almost 40,000 attendees enjoyed food and drinks from 30 food and beverage vendors while relishing 65 hours of music from 50 performers across the four stages.	75%	100%	 complete
20. Review and update the Public Art Policy (Remaining action from 2021-22)	Arts, Events and Libraries	Following an October 2022 Notice of Motion, a revised Public Art Policy and Public Art Strategic Placement Plan is due to Council for endorsement in July 2023.	75%	75%	 on track

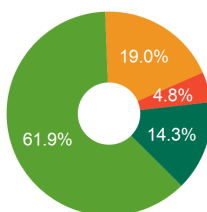
ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
21. Project manage and install a range of public artworks in line with the Public Art Strategy and Public Art Policy	Arts, Events and Libraries	Following an October 2022 Notice of Motion, a revised Public Art Policy and Public Art Strategic Placement Plan is due to Council for endorsement in July 2023. Public Art Projects are ongoing at Mentone Life Saving Club, Beauty Spot, Jean Street Cheltenham and Kingston Heath Reserve.	75%	75%	 on track
22. Develop Live at City Hall live music programming showcasing outstanding live entertainment, a mix of local original music, touring bands and high-profile tribute acts year-round	Arts, Events and Libraries	The Live at City Hall music program concept has been developed, branded, and established. It is now an ongoing program as part of our broader performing arts programming for Kingston Arts.	75%	100%	 complete



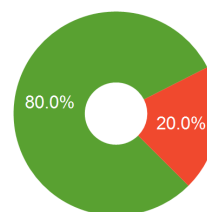
STRATEGIC DIRECTION: SUSTAINABLE



Expenditure



Actions



Performance Indicators



Annual Service Highlights *previous financial year*

81,000

Street and park trees maintained

259

Playgrounds, parks and reserves maintained

5 km

Kilometres of footpath renewed

34,429 T

Kerbside collection waste diverted from landfill annually

13 km

Foreshore maintained

244 T

Beach litter collected


Our services:



- Environment management and education
- Foreshore management and maintenance
- Transport planning and traffic engineering
- Waste services


Sustainable

2.1. We prioritise our environment and reduce our impact on the earth


2.1.1 Recognise climate change and actively address our climate and ecological emergency




INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 11. Percentage of non-potable water used across all sports grounds and reserves	Open Space	This is an annual indicator. The results for 2022-23 will be available after June 2023.	-	-	Trend indicator - no target	0%	N/A
Si 12. Number of plants distributed as part of Council's Free Tree and Plant Vouchers scheme	City Strategy	This is an annual indicator. The results for 2022-23 will be available after June 2023.	4,200.00	4,200.00	↑	0	N/A
Si 13. Percentage reduction in corporate greenhouse emissions	City Strategy	This is an annual indicator. The results for 2022-23 will be available after June 2023.	25.00%	25.00%	↑	0%	N/A
Si 14. Number of Gardens for Wildlife assessments of residential gardens	City Strategy	<p>The new Gardens for Wildlife Officer commenced in January; visits did not commence until late February.</p> <p>Gardens for Wildlife has focused on developing new resources to reach a wide audience such as an interactive habitat display for events, and indigenous plan and animal database with photos, habitat diagram and checklist.</p>	120.00	90.00	↑	37	 off track


ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
23. Finalise the draft Integrated Water Cycle Strategy and present to Council for adoption	City Strategy	Integrated Water Cycle was adopted at the November 2022 Council Meeting.	75%	100%	 complete
24. Finalise the draft Urban Forest Strategy and present to Council for adoption	City Strategy	Consultation on the draft Urban Forest Strategy has now closed and is being collated and analysed. Next steps will be for the draft Strategy to be updated to accommodate feedback where possible.	75%	75%	 on track
25. Undertake street and park tree planting in line with Council's resolution to increase tree canopy cover by at least 1%	Open Space	Council aimed to plant 4,000 trees in the 2022 calendar year in response to the Council resolution. We planted in excess of 4,200 trees in 2022.	75%	100%	 complete

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
26. Update submission to Melbourne Water to refine 1 in 100 year flood modelling to include climate change guidance and incorporate the changes from the industry guideline ARR2019	Infrastructure	<p>The flood mapping portion of this project is currently underway for all areas included in the project. The works scheduled to be completed in the current financial year are slightly delayed due to challenges collecting information from surrounding municipalities.</p> <p>Final deliverables are still expected in the first half of 2024 in line with the overall project schedule.</p>	75%	70%	 on track

2.1.2 Consider environmental sustainability in all Council decisions




INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 15. Number of planning applications that have had an Environmentally Sustainable Design Assessment	City Development	An additional 22 applications required an Environmental Sustainable Development Assessment in Q3.	40.00	30.00	↑	60	 on track

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
27. Install solar panels and batteries at Council's first carbon neutral building in Bonbeach	City Strategy	<p>The required upgrade of the meter board has been delayed due to billing and meter issues with United Energy. One issue is still outstanding, when it is resolved the meter install can proceed - now estimated late April or Early May.</p> <p>The Tender for the solar and batteries is being prepared and will be released once designs for housing the batteries are completed.</p> <p>This project will not be fully completed by June 2023.</p>	50%	35%	 monitor
28. Identify and implement opportunities to create a more sustainable Council vehicle fleet	Procurement and Contracts	<p>Two fully electric passenger vehicles and one plug-in hybrid passenger vehicle have already been introduced into Council's fleet. Four more fully electric vehicles are currently on order, with delivery currently anticipated in the second half of 2023, due to availability and supply chain issues.</p> <p>The electricity used for the operation of these vehicles is 100% renewable. It is sourced through Council's Power Purchase Agreement with Alinta Energy from the Bald Hills Wind Farm in Gippsland.</p>	75%	75%	 on track
29. Investigate environmental performance of current high-volume suppliers and research availability of more sustainable alternatives	Family, Youth and Children's Services	Assessment of current suppliers has been completed. Research into availability of more sustainable alternatives to be undertaken by the end of the current financial year.	75%	77%	 on track

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
30. Undertake a review of the Procurement Policy to ensure that environmental sustainability, Kingston businesses and local employment are adequately considered in all Council procurement decisions	Procurement and Contracts	<p>Section 10.4.1 of Council's new Procurement Policy came into effect in December 2021. It details minimum criteria weighting for mandated consideration of Environmental Sustainability (including circular economy) and community benefit (including local economy, economic sustainability, and social procurement) for all procurement of goods, services or works of value equal to or greater than \$100,000 (ex GST).</p> <p>A 'first year' review of the Procurement Policy will include consideration of the success of these mandated criteria and the tools offered, to ensure that these factors continue to be adequately considered.</p>	75%	100%	 complete




2.1.3 Protect and enhance our foreshore, marine environment, waterways and wetlands

INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 16. Percentage of actions implemented in the Coastal and Marine Management Plan	Open Space	This is an annual indicator. The results for 2022-23 will be available after June 2023.	-	-	Trend indicator - no target	0%	N/A


ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
31. Ensure foreshore infrastructure is effectively maintained and upgraded as required	Open Space	All works are on target. Maintenance and reactive works have been carried out by Kingston's Bushland and Foreshore team and the Reserve Response team.	75%	75%	 on track
32. Investigate opportunities to improve public access and connectivity along the coastline, while recognising and protecting culturally and environmentally sensitive areas	Open Space	Parkdale Yacht Club beach access improvements to be retendered as two separate pieces of work – DDA access ramp and carpark. A design consultant has been appointed for the Carrum boardwalk extension. Design and planning for the Antibes St beach access upgrade is in progress.	75%	55%	 monitor
33. Further improve the management of stormwater both in relation to sediment control and litter entering Port Phillip Bay	City Strategy	A key priority is to install large sophisticated Gross Pollutant Traps (GPTs) to collect litter from Mordialloc shopping centre, prior to flowing into the creek. The design documentation is nearly complete and is scheduled to be tendered in July 2023 for installation by February 2024. The delays are due to: (i) Dept of Transport & Planning approval for test excavations near Nepean Hwy, (ii) Design changes recommended by external specialist consultants undertaking the reviews, and (iii) Avoiding construction within the shopping centre during the busy Christmas trading period.	75%	60%	 on track



2.1.4 Protect and enhance the Green Wedge and progress the delivery of the Chain of Parks

INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 17. Amount of land purchased and developed for the Chain of Parks by Council and the State Government	Open Space	This is an annual indicator. The results for 2022-23 will be available after June 2023.	-	-	Trend indicator - no target	0 Ha	N/A

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
34. Continue to work in partnership with the State Government to design and deliver the Chain of Parks Project	Active Kingston	State Government have acquired all Public Acquisition Overlay (PAO) parcels of land to deliver the long-awaited Chain of Parks. State Government are finalising possession requirements and will continue to liaise with Council and other Government Departments on future land management requirement and responsibilities.	75%	75%	 on track
35. Complete construction of the Elder Street South Master Plan	Open Space	Following delays during the procurement process, the contract has been awarded with construction to commence late April. Project completion is now expected September 2023.	75%	15%	 off track
36. Implement the Kingston Green Wedge Management Plan in line with the updated policy guidance from the Department of Environment, Land, Water and Planning (Remaining action from 2021-22)	City Strategy	<p>A final draft of Council's Green Wedge Management Plan was presented to Council in November 2021. Consideration of the report was deferred pending the release of strategic work currently being undertaken by the Department of Environment, Land, Water and Planning (DELWP) for all Green Wedge areas.</p> <p>DELWP (now Department of Transport and Planning) has not yet released their strategic work and planning reforms for all Green Wedge areas. Advice is being sought from the now Department of Transport and Planning, on the release of the State Government Work. Officers are now proposing to complete the update to the Kingston Green Wedge Management Plan.</p>	100%	80%	 on track


2.1.5 Build sustainable transport options to reduce congestion and pollution


INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 18. The number of electric vehicle charging sessions in Kingston	City Strategy	The charger was not operating for the first 10 days of the year, otherwise numbers were tracking about 10% higher. The charger operator were alerted and fixed the problem as quickly as possible. By using Greenpower, and removing internal combustion engines from the road, approximately 9,000kg of CO ₂ e have been saved.	1,450.00	1,150.00	↑	1,250	 on track
Si 19. Number of Electric Vehicle charging stations introduced into Kingston	City Strategy	This is an annual indicator. The results for 2022-23 will be available after June 2023.	0.00	0.00	□	0	N/A

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
37. Finalise site feasibility and consultation to implement new Electric Vehicle charging locations in line with the regional roadmap completed by the South East Council's Climate Change Alliance (SECCCA)	City Strategy	Planning has commenced to implement new Electric Vehicle charging locations in line with the regional roadmap. However, Council's focus has been on the State Government grant funding imperatives for a charger in Mordialloc at Peter Scullin Reserve.	65%	50%	 monitor
38. Advocate to the State Government on opportunities to expand the existing bus network and provide for better integrated public transport outcomes where Level Crossing Removal Projects occur	City Strategy	The required bus interchange locations for the Suburban Rail Loop (SRL) are to be considered during the design of the Urban Design and Landscape Plans. Network planning falls will be considered concurrently with precinct planning, with a date yet to be confirmed by the SRLA on commencement.	75%	75%	 on track



2.1.6 Enable choice of movement across our city




INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 20. Number of walking and cycling improvement projects completed to enhance the local network	Infrastructure	This is an annual indicator. The results for 2022-23 will be available after June 2023.	7.00	7.00	↑	0	N/A

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
39. Finalise the Walking and Cycling Plan to set the program of works for future years	Infrastructure	The draft plan is complete and currently out for public consultation. A report is due to council in July.	75%	70%	 on track

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
40. Promote opportunities to encourage greater community take up of e-bikes as an alternative mode of transport	City Strategy	Council continues to promote cycling (including other sustainable transport modes) at Council events.	70%	70%	 on track

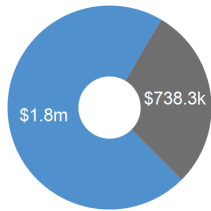
2.1.7 Actively promote the use of emerging technologies to influence a more sustainable built environment

INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 21. Kerbside collection waste diverted from landfill	City Works	The waste diverted from landfill is slightly above target due to the large volumes of recycling collected in early January.	55.00%	55.00%	↑	55.58%	 on track
Si 22. Number of participants engaged in environmental education opportunities	City Strategy	Two energy efficiency related events in February. One heat island effect event in February. Two sustainability events hosted by libraries - including a very popular EV information event (66 attendees).	450.00	275.00	↑	463	 on track

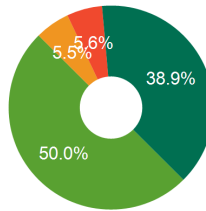
ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
41. Continue to provide information and support to older residents to change to more efficient energy providers and products	AccessCare	Council developed material for older residents to help them understand the more efficient energy options available to them. As well as provided training to case managers on what was available, so they could support their clients to make informed choices.	75%	72%	 on track
42. Continue to explore technology advances to support Council's transition to fully electric plant and equipment	Open Space	Council continues to explore new technology options and stay abreast of sector advancements in this space.	75%	60%	 on track
43. Update Statutory Planning processes to incorporate standardised Environmentally Sustainable Development (ESD) requirements	City Development	Officers have updated report templates to reflect new policy and revised conditions. Applications that meet certain criteria are referred to a consultant who assists the team in providing feedback to applicants. Furthermore, the recruitment of a new Environmentally Sustainable Development (ESD) Officer role is almost complete and the external recruiter has been engaged to find a ESD Specialist to fill the vacant role. Once in place, and with the additional resource for 2 years, this will assist in progressing this action more quickly.	75%	55%	 monitor



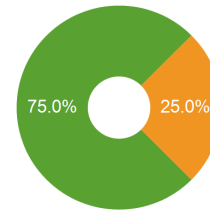
STRATEGIC DIRECTION: PROSPEROUS



Expenditure



Actions



Performance Indicators



Annual Service Highlights *previous financial year*

245

Number of people employed in creative industries in Kingston

17,189

Businesses in Kingston

3,888

Attendances at Kingston-run arts events

6,328

Attendance for all events across Kingston arts venues

27

Applications received for Kingston Arts Grants

9,392

Annual hours of use of City of Kingston arts and cultural venues




Our services:




- Local jobs retention, growth, and diversification

Prosperous

3.1. We will embrace the concept of a 20-minute city, support the ongoing process of decentralisation and support people to live and work locally


3.1.1 Support Kingston's economy, local industry and businesses to thrive in a changing environment

INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 23. Number of business support workshops and events held by Council	City Economy and Innovation	The following workshops and events were held Q3: February 2023: - Starting a Small Business workshop - Sustainable Business Breakfast March 2023: - Business Leaders Network event - Little Mordi Industrial Precinct Event - Local employment network attended by local businesses	20.00	15.00	↑	15	 on track
Si 24. Number of VicSmart Applications decided within 10 days	City Development	We are continuing to process applications efficiently.	60.00	45.00	↑	93	 on track
Si 25. Satisfaction with the Better Approvals co-ordination service	City Economy and Innovation	The Better Approvals Service continues to maintain high satisfaction.	95.00%	95.00%	↑	100%	 on track

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
REMAINING ACTION from 2019-22: 4.3.2.6 LF Payne Masterplan	Property Services	A draft Masterplan for LF Payne Hall consisting of community feedback and preliminary concepts has been developed. Recommendations outlining options and costs to update the venue will be presented to Councillors in a future report.	100%	80%	 on track
44. Complete the Parkdale (Chandler Street) and Clarinda (Centre Road) Shopping Centre Enhancement Projects	City Economy and Innovation	Both projects have been completed and the acquittal report submitted to the Victorian Government.	75%	100%	 complete
45. Implement Phase 1 of the Business2Business CRM platform that integrates with primary Council systems to provide a single view of every business in Kingston	City Economy and Innovation	The CRM platform, Connect 2 Business went live with phase 1 development in May 2022. Phase 2 development and final testing has been completed. Penetration testing is underway and migration to production is planned for May 2023.	75%	100%	 complete

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
46. Develop an Economic Development Strategy	City Economy and Innovation	<p>This action is progressing on time and to budget. A workshop was held in late March 2023 with the Councillors which included a presentation by Economy id on the City of Kingston's economic profile.</p> <p>This workshop further included an opportunity for the Councillors to share their key priorities for economic development for both the immediate and longer-term vision for a prosperous Kingston.</p> <p>A Consultant brief is in the process of being developed and will be released in the coming weeks.</p>	75%	75%	 on track
47. Work with the retail centres impacted by Level Crossing Removal works to proactively engage with businesses during the major construction disruption	City Economy and Innovation	Council has been meeting with businesses in Parkdale, supporting the establishment of the Parkdale Traders Association, and building relationships with businesses in the impacted area. From January to March 2023 council responded to 16 trader related enquiries in the centre.	75%	75%	 on track

3.1.2 Embrace innovation to further promote Kingston businesses

INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 26. Percentage of Footpath Trading applications processed within 15 days	City Economy and Innovation	84 Application have been received for the year to date, with 75 processed within 15 days.	90.00%	90.00%	↑	89%	 monitor

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
48. Implement new outdoor activations at Owen Street, Mordialloc and around the Highett library	City Economy and Innovation	The project was completed in late November 2022.	75%	100%	 complete
49. Implement the Digital Commerce Marketing Plan	City Economy and Innovation	The 2023-24 budget has been drafted to provide for an 18 Month Digital Marketing Officer, as well as an operational allocation for implementation of the marketing plan.	75%	100%	 complete
50. Implement the Parklet Program in accordance with the Parklet Policy	City Economy and Innovation	The Parklet program was implemented in November 2022. Ten businesses have accessed the program for 2022-23.	75%	100%	 complete



3.1.3 Promote local jobs and employment pathways



INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 27. Number of local Jobs Portal registrations by employers	City Economy and Innovation	This is an annual indicator. The results for 2022-23 will be available after June 2023.	25.00	25.00	↑	0	N/A

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
51. Evaluate the small food business pilot program utilising Council's commercial kitchen facilities	City Economy and Innovation	The remaining participant continues to make good use of the facilities. She has developed her brand, product labels and website. She has secured a contract with two cafes to provide them with some of her products and is also selling at various markets. Council has agreed to extend the usage of the commercial kitchen to enable her to further grow her small business and will re-evaluate on a quarterly basis.	75%	85%	 on track
52. Establish a partnership with a start-up support provider to support local young entrepreneurs	City Economy and Innovation	Council and Holmesglen TAFE have developed a new partnership to provide job and start-up support. The program is launching in April 2023.	75%	75%	 on track


3.1.4 Improve connections between activity zones, public transport hubs and where people live through an integrated network

INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 28. Number of new and improved high-quality walking and cycling paths	Infrastructure	This is an annual indicator. The results for 2022-23 will be available after June 2023.	3.00	3.00	↑	0	N/A

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
REMAINING ACTION from 2021-22 56. Draft Wayfinding Strategy released for public consultation	Open Space	The draft Wayfinding Strategy is currently out for community consultation.	100%	100%	 complete
53. Design and commence construction of the shared path and traffic treatments to link Karkarook Park to Settlement Creek/Clayton Road	Infrastructure	Land acquisition associated with this project has delayed construction until the 2023-24 financial year. Detail design has been put on hold pending the necessary land acquisition at the corner of Old Dandenong Road and Elder Street South (north side).	75%	50%	 off track

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
54. Continue to work with Suburban Rail Loop, Level Crossing Removal Project and Department of Environment, Land, Water and Planning through the Chain of Parks project to continue to expand the shared user path networks through the municipality	City Strategy	<p>Council wrote to the Deputy Premier in December 2022 advocating for the extension of the shared user path from Mentone to Edithvale and from Jean Lane, Cheltenham towards Moorabbin as part of the current and recently announced Level Crossing Removal and Suburban Rail Loop projects.</p> <p>Officer-level workshops concluded in December 2022 with the Suburban Rail Loop Authority precincts team to further inform them of Council's key objectives prior to the formal commencement of precinct planning in 2023.</p>	75%	75%	 on track
55. Work across our community, school, environmental and business networks to further promote the use of public transport	City Strategy	Action plan and research has been scoped and mapping of potential stakeholders commenced. Promotion of public transport is part of regular event promotion.	70%	70%	 on track




3.1.5 Pursue and enhance regional collaborative opportunities and partnerships

INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 29. Participation in regional collaborations or partnerships entered to enhance local economic outcomes	City Economy and Innovation	This is an annual indicator. The results for 2022-23 will be available after June 2023.	2.00	2.00		0	N/A

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
56. Establish a Kingston employment services providers local network	City Economy and Innovation	The Kingston Business team has identified local contacts and has met with individual stakeholders. Formalising of an inception meeting to establish the network is scheduled for April/May 2023.	75%	75%	 on track

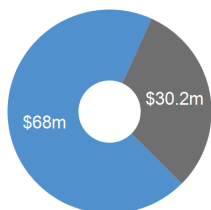
3.1.6 Support our local visual and performing arts community

INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 30. Number of local artists supported through Council Grants	Arts, Events and Libraries	This is an annual indicator. The results for 2022-23 will be available after June 2023.	5.00	5.00	↑	0	N/A

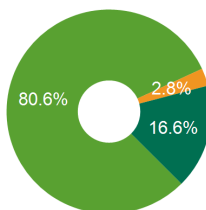
ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
57. Deliver five Arts and Cultural programs under the Arts and Cultural Strategy	Arts, Events and Libraries	A broad range of well-received arts and cultural programming is delivered throughout the year. Highlights include Morning Melodies, Dialogues, School Holiday programs, Gallery Exhibitions and the OptiKA photography competition.	75%	100%	 complete
58. Manage Kingston's Community Art Grants to support our local visual and performing arts community	Arts, Events and Libraries	Kingston's Arts Grants for 2023-24 opened 30 January 2023 and will be awarded in July 2023.	75%	62%	 on track
59. Review venue hire and operations pricing, procedures and policies [venues managed by the Arts team]	Arts, Events and Libraries	A review of venue hire and operations pricing, procedures and policies (venues managed by the Arts team) will be undertaken in the 2023-24 financial year. This item has been delayed through the realignment of the Arts and Culture Service.	75%	57%	 monitor



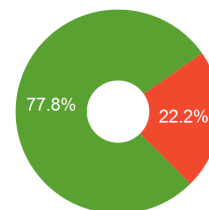
STRATEGIC DIRECTION: HEALTHY AND INCLUSIVE



Expenditure



Actions



Performance Indicators

BUDGET SPENT

BUDGET REMAINING

COMPLETE

ON TRACK

MONITOR

OFF TRACK

Annual Service Highlights *previous financial year*

7,714

Total volunteer hours in Council programs

824,757

Library loans

11

Kingston Charitable Fund grant applications received annually

165,442

Hours of usage of sportsgrounds for community sport

184,311

Community care hours delivered to people who are older and/or have a disability

644

Children attending family and children's centres each week on average


Our services:





- Children's services partnerships
- Community centres
- Community grants
- Community transport
- Family and children's centres
- Family day care
- Homelessness support
- In-home support
- Leisure and aquatic centres
- Libraries and community centres
- Maternal and child health and immunisation
- Outside school hours programs
- School crossing supervisors
- Social development and planning
- Social support
- Sports and recreation
- Youth and family services

Healthy and inclusive

4.1. We are progressive, inclusive and prioritise the wellbeing of all members of our community

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




INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 31. Number of Kingston's plans and strategies which the Registered Aboriginal Party, the Bunurong Land Council, is consulted on	Inclusive Communities	The Bunurong Land Council have been approached regarding January 26 celebrations.	-	-	Trend indicator - no target	6	—
Si 32. Number of Council buildings displaying Aboriginal cultural acknowledgment	Inclusive Communities	Investigation underway for alternative display solutions for 37 buildings in which the decals cannot be installed. Local schools have been offered the opportunity to display the decals, many have expressed interest. Decals will be distributed to those schools in the coming months.	110.00	80.00	↑	109	 on track


ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
60. Implement the Reconciliation Action Plan - Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year	Inclusive Communities	Traditional Owners provided a Welcome to Country and smoking ceremony at the Derrimut Weelam Gathering Place Blak Market held 20 January 2023.	75%	75%	 on track
61. Implement the Reconciliation Action Plan - Investigate further opportunities to engage Aboriginal and/or Torres Strait Islander residents in Council-run program	Inclusive Communities	The community continued to be engaged via activities at the Derrimut Weelam Gathering Place, including a monthly community lunch to be hosted at the Westall Hub. The Reconciliation Action Plan Advisory Group comprised of local Aboriginal and Torres Strait Island community members met in October to provide advice to Council.	75%	75%	 on track
62. Implement the Reconciliation Action Plan - Promote Aboriginal and Torres Strait Islander authors and reading lists at local libraries	Inclusive Communities	Aboriginal and Torres Strait Islander authors and literature were promoted at Kingston libraries.	75%	75%	 on track
63. Implement the Reconciliation Action Plan - Develop and promote a calendar of significant Aboriginal and Torres Strait Islander dates to be promoted on Council's website	Inclusive Communities	Information about the Aboriginal and Torres Strait Islander community on Council's website has been reviewed and updated. Event calendars for Reconciliation Week and NAIDOC Week 2023 are currently being developed.	75%	75%	 on track

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
64. Implement the Reconciliation Action Plan - Continue to support the Derrimut Weelam Gathering Place	Inclusive Communities	Kingston Council continues to provide important strategic and practical support to the Derrimut Weelam Gathering Place, including: - Support to Gathering Place staff and the Steering Committee. - Support to deliver a range of programs and events including a monthly community lunch and playgroup at the Westall Hub and a fortnightly Elders group.	75%	75%	 on track

4.1.2 Champion social equality



INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 33. Number of female sporting teams registered at Kingston's sporting clubs	Active Kingston	This is an annual indicator. The results for 2022-23 will be available after June 2023.	-	-	Trend indicator - no target	0	N/A
Si 34. Percentage of Kingston's sporting facilities that are female friendly	Active Kingston	This is an annual indicator. The results for 2022-23 will be available after June 2023.	42.90%	42.90%	↑	0%	N/A

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
65. Improve our recruitment procedures and processes to minimise bias and create more equal opportunities	People Support	A draft external recruitment review has been received, highlighting an action plan for improved inclusive recruitment. Council is working closely with the external partner to finalise the recommendations for implementation. The recruitment recommendations will be implemented in the update of the system that is required to integrate and minimise workload. This will commence in April 2023. This action is now completed and will be incorporated in operational day to day service delivery.	75%	100%	 complete
66. Increase equitable access to flexible working arrangements to create more equal opportunities for people of all genders to balance paid work with other responsibilities	People Support	Council is currently consulting with leaders and staff to develop a flexible work policy, application process and workflow to support staff access, education and understanding. We have implemented a policy for flexible work and procedure with clear parameters for an application that improves equitable access and which took effect in February 2023. A new audit in June will determine any future work required	75%	75%	 on track
67. Improve organisational business intelligence of gender equality by refining the collection of our workforce data and utilising this data to drive organisational decision making	People Support	Council is working with internal departments to ensure clarity of data and is waiting for advice from the Commission for Gender Equality in the Public Sector to ensure data aligns to the Workplace Gender Audit requirements under the Gender Equality Act 2020. We are continuing to work towards improving data over the coming months.	75%	60%	 on track


ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
68. Support women's participation in sport through support for female teams, showcasing female competitions and providing the appropriate facilities	Active Kingston	<p>Council continues to support women's sport by providing appropriate facilities through ongoing upgrades such as the new Dingley Pavilion, Bricker Pavilion and Regents Park Pavilion. Opportunities to secure further funding for facility upgrades are sought through various applications for Victorian Government grants.</p> <p>We also allocate sportsgrounds and facilities to female teams for sports such as cricket, baseball, soccer and football, as well as actively promoting the St Kilda AFLW team games at RSEA Park.</p>	75%	75%	 on track




4.1.3 Celebrate and learn from our diversity




INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 35. Number of new Citizenship requests met at Council-run ceremonies	Arts, Events and Libraries	All requests for ceremonies from the Department of Home Affairs were met with events held in January and March.	-	-	Trend indicator - no target	1,189	—

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
69. Support, deliver or promote events focused on awareness and celebration of multiculturalism, such as Cultural Diversity Week, to increase awareness and knowledge about all cultures, faiths, human rights and discrimination	Inclusive Communities	<p>Cultural Diversity Week is celebrated each year in March and is Victoria's largest multicultural celebration featuring a week long program of festivals and events across the State. This year's theme is Our Past. Our Future: Celebrating and reflecting on the contributions of Victoria's multicultural communities.</p> <p>Council celebrated this important week with a concert featuring six local multicultural groups, performing cultural dances, demonstrations and songs. Mayor, Cr Hadi Saab welcomed guests to the Kingston City Hall.</p> <p>Multicultural groups performing at the concert include:</p> <ul style="list-style-type: none"> - Kingston Chinese Senior Citizens - Unified Filipino Elderly Association - Red Chamber Chinese Art Group - Circolo Pensionati Italiani Di Oakleigh and Clayton - Henan Province Hometown Association, - Chinese international Cheongsam 	75%	75%	 on track
70. Implement the Reconciliation Action Plan - Implement Aboriginal and Torres Strait Islander cultural awareness training for all Council employees to increase understanding, value and recognition of cultures, histories, knowledge and rights	Inclusive Communities	<p>Council's Family and Children's Services provided training for early childhood staff, including a walk on country with the Bunurong Land Council.</p> <p>Cultural Competency training for Council's Inclusive Communities department has been scheduled for August 2023.</p> <p>The development of an audit tool continues, which will be used to assess staff cultural learning needs.</p>	75%	75%	 on track


4.1.4 Support community education, life-long learning and creativity


INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 36. Active library borrowers in municipality	Arts, Events and Libraries	This is an annual indicator. The results for 2022-23 will be available after June 2023.	18.08%	18.08%	↑	0%	N/A
Si 37. Number of carers and children attending story times	Arts, Events and Libraries	6,152 people attended storytimes over the last quarter. This exceeds target, but indicates the need to review amount of programs ran to ensure correct participation levels.	20,400.00	15,300.00	↑	15,720	 on track
Si 38. Recently purchased library collection (% of collection purchased within last 5 years)	Arts, Events and Libraries	This is an annual indicator. The results for 2022-23 will be available after June 2023.	66.67%	66.67%	↑	0%	N/A




ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
REMAINING ACTION from 2021-22: 64. Complete site identification and concept design of the new Highett Children's Services Hub	Family, Youth and Children's Services	An update report has been presented to Councilors confirming the former Gasworks site as the preferred location. The site assessment also confirms that the Gasworks site can accommodate a VSBA modular facility (66 licensed places) and provide adequate space for the licensed outdoor area and the required number of carparks. Executive officers are continuing to engage with Development Victoria to secure access to the site.	100%	80%	 on track
71. Review mix of long day care, sessional and full-day kindergarten programs provided by the Family & Children's Centres to ensure services continue to meet community needs	Family, Youth and Children's Services	The current kindergarten program service model offered at the three Family and Children's Centres has been reviewed to assess if it meets the needs of the community and complies with recent government reforms. Consultation with community and employees, and benchmarking against other services within the boundaries of Kingston Council was undertaken. A new service model has been developed and will be implemented in 2023. Prior to this model being introduced, the projected kindergarten utilisation for 2023 was 75%. Utilisation now sits at 100% with waiting lists at all three Family and Children's Centres.	75%	100%	 complete
72. Award the contract and commence construction of the redevelopment of North Cheltenham Early Years Centre	Project Management Office	Documentation is completed, with the tender process underway. Construction is expected to commencement in 2023. Works on the temporary location are completed, with relocation of the childcare service expected to take place during the April school holidays.	75%	75%	 on track

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
73. Identify a preferred location and complete the design process for new kindergarten facilities in Highett	Family, Youth and Children's Services	An updated report has been presented to a Planning Council Information Session in March confirming the former Gasworks site as the preferred location. The site assessment also confirms that the Gasworks site can accommodate the Victorian School Building Authority (VSBA) modular facility (66 licensed places) and provide adequate space for the licensed outdoor area and the required number of carparks. Executive officers are continuing to engage with Development Victoria to secure access to the site.	75%	75%	 on track
74. Expand Eloneria Preschool (Remaining action from 2021-22)	Project Management Office	The building is anticipated to be complete in mid-April 2023, it is currently at 80% completion. External paving and drainage works have been completed.	100%	80%	 on track
75. Review and refresh the mix of library services and programs across the municipality to ensure they continue to meet community needs	Arts, Events and Libraries	<p>Quarter three saw a revised schedule of programs, including afternoon sessions for storytime and tinytots. Dungeons and Dragons, bespoke programming such as electric vehicles and the rollout of an induction into the recording studio have all been delivered.</p> <p>The mix of library services and programs is reviewed regularly, with suggestions from attendees, customers and library members.</p>	75%	75%	 on track





4.1.5 Support the inclusion of everyone in community life



INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 39. Number of hours provided by the Home Maintenance and Modifications service	AccessCare	We continue to experience staff shortages in the home maintenance team, this is impacting quarterly targets.	11,000.00	8,250.00	↑	5,490	 off track
Si 40. Percentage of Council buildings compliant with Disability (Access to Premises - Buildings) Standards 2010	Infrastructure	This is an annual indicator. The results for 2022-23 will be available after June 2023.	0.00%	0.00%	↑	0%	N/A



ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
76. Implement an online volunteering recruitment system	People Support	The review has taken place and Council has determined that Council's Human Resource Information System (HRIS) is sufficiently accommodating the management of our volunteers. We will no longer be implementing Better Impact. This has been approved by the People Support Manager, Information Services and Strategy Manager and the General Manager for Customer and Corporate Support.	75%	100%	 complete

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
77. Introduce changes to the Kindergarten Central Registration Scheme to streamline the process and improve the customer experience and strengthen inclusive practices	Family, Youth and Children's Services	<p>Consultation with kindergartens regarding the revised Central Registration Scheme Procedure have been completed.</p> <p>The Procedure will be finalised and implemented by 1 May when registrations for 2024 open.</p>	75%	77%	 on track
78. Continue to strengthen and promote opportunities for people with a disability to engage in arts, culture, recreation and leisure programs	Inclusive Communities	<p>Planning for development of the All Abilities Plan commenced in January. A consultant has been appointed to assist Kingston recruit and work with a co-design team.</p> <p>The co-design team will be made up of people with disability, carers and disability support workers to undertake comprehensive community consultation and identify priority areas and actions for Kingston's All Abilities Plan (previously known as the Disability Action Plan).</p> <p>A key focus of the plan will be strengthening opportunities for people with disability to engage in arts, culture, recreation and leisure programs.</p>	75%	75%	 on track
79. Develop and distribute information on social connection programs, including recreation, social groups and clubs that are available for older people in the local community	Inclusive Communities	<p>Development and distribution of Your Voice Kingston Senior's Newsletter providing information about activities, services, transport, support options and other relevant articles related to seniors.</p> <p>5,300 copies were posted to seniors, 25 nursing homes and supported residential care services, 7 retirement villages and 65 senior and Probus clubs.</p> <p>Electronic copies were distributed to community centres, activity hubs, some medical centres, various religious and faith groups through Kingston Interfaith Network and to individual community members upon request.</p>	75%	75%	 on track



4.1.6 Support our community's physical wellbeing


INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 41. Hours of domestic, personal and social support care delivered	AccessCare	Council is not meeting targets due to a shortage of support workers.	142,800.00	107,100.00	↑	81,169	 off track
Si 42. Number of immunisations administered by Council	Family, Youth and Children's Services	This is an annual indicator. The results for 2022-23 will be available after June 2023.	-	-	Trend indicator - no target	0	N/A
Si 43. Participation in Learn to Swim program	Active Kingston	This is an annual indicator. The results for 2022-23 will be available after June 2023.	-	-	Trend indicator - no target	0	N/A
Si 44. Participation in the MCH service	Family, Youth and Children's Services	The MCH team have worked hard to ensure the children who missed out on service during the pandemic, have been assessed and referred to other services as appropriate.	82.00%	65.00%	↑	76.26%	 on track
Si 45. Participation in the MCH service by Aboriginal children	Family, Youth and Children's Services	The MCH team have worked hard to ensure the children who missed out on service during the pandemic, have been assessed and referred to other services as appropriate	81.69%	65.00%	↑	82%	 on track
Si 46. Utilisation of aquatic facilities	Active Kingston	Positive result above target with solid learn to swim attendance and an increase in member numbers resulting in strong aquatic, and health & fitness attendances.	3.23	2.46	↑	2.84	 on track







ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
80. Complete construction of two new netball courts, renewal of the six tennis courts, and construction of a new tennis pavilion at Roy Dore Reserve	Active Kingston	In March 2023, Council endorsed the upgrade of the six netball courts at Chelsea Bicentennial Park. During the months of April to June, design development and a tender process will be undertaken.	75%	80%	 on track
81. Develop the draft Active Recreation and Playspace Strategy for community consultation	Active Kingston	Following workshops with Councillors, draft Statements and Intent and Principles have been developed. Consultation activities are planned to occur in May/June with the local community, including the recruitment of 'Playground Inspectors' to provide input to playground upgrades.	75%	75%	 on track

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
82. Determine needs and demand analysis for both local and regional sport and recreation to advocate for major State Government infrastructure projects	Active Kingston	Local and Regional sporting needs analysis was completed for the purposes of advocating to the State Government for replacement of the Delta site initially identified for Regional Sports, now to be part of the Suburban Rail Project Stabling Yards. Prior to the 2022 State Election, a funding commitment of \$1M was made to further advance site planning and investigations for the Kingston Fields regional sport and recreation facility. Council will work with the State Government in 2023 to determine the scope and scale of its support.	75%	100%	 complete
83. Support sporting clubs and other community organisations to become more inclusive and provide programs for people with a disability	Inclusive Communities	Planning continues to hold Activate Inclusion Sports Day in Kingston.	75%	75%	 on track

4.1.7 Prioritise our community's mental wellbeing





INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 47. Satisfaction with Kingston's family support programs	Family, Youth and Children's Services	All client feedback for family support services has been positive, with clients stating their overall satisfaction with the program. Client engagement has been consistent YTD.	80.00%	80.00%	↑	100%	 on track
Si 48. Satisfaction with Kingston's youth services support & counselling	Family, Youth and Children's Services	Young people reported accessing counselling and youth work support as a valuable service. Feedback received included: "Free mental health support and strategies are vital", "It's good because it's very private and anonymous so we can feel safe attending" and "I encourage anyone who needs help to consider Kingston youth services".	80.00%	80.00%	↑	100%	 on track

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
REMAINING ACTION from 2021-22 71. Transition the My Community Life website to Council's new website	Inclusive Communities	The new modules for My Community Life on Council's website were activated this quarter by Open Cities. Inclusive Communities will test the modules and then work with groups on moving their content across in Q3 2022-23. This action can be completed.	100%	100%	 complete

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
84. Implement mental health workshop projects to community groups	Inclusive Communities	<p>A series of mental health and wellbeing workshops have been completed this quarter. One Mental Health First Aid program to sporting clubs in the Southern Region of Kingston followed by a mixed sporting club Safe Talk presentation by the Danny Frawley Centre. A further Safe Talk was presented to the Southern Junior Football League.</p> <p>Planning has commenced for the joint council General Health and Wellbeing online series with a Happy Sad Man Film which will also be the showcase for the activation of the Westall Community Hub in partnership with Westall Primary School, Our Place, Kingston Libraries and Hope Assistance Local Tradies (HALT).</p>	75%	77%	 on track
85. Continue the Enough is Enough advocacy campaign to reduce gambling harm in Kingston	Inclusive Communities	<p>The decision to review the regional cap on Electronic Gaming Machines (EGMs) has been delayed into 2023 as we await additional data to be released. Further advocacy will continue throughout 2023.</p> <p>Council continues to support the Alliance for Gambling Harm's campaigns which include:</p> <ol style="list-style-type: none"> 1. End Gambling Harm After Dark - immediately implementing a harmonised closing time of all poker machines from 2am to 6am, with a commitment to see a closure from midnight to 10am 2. Calling for an end to sports gambling advertising 	75%	75%	 on track
86. Support local organisations and groups to undertake initiatives aimed at gambling prevention and raising awareness about gambling-related harms	Inclusive Communities	Council continues to work closely with Gambler's Help Southern (Connect Health) to support local initiatives.	75%	76%	 on track
87. Develop partnerships with and provide support to organisations, services and the community to address the impacts of gambling harm in Kingston and improve pathways for referrals to gambling support services	Inclusive Communities	Kingston continues to maintain strong relationships with the Alliance for Gambling Reform, Gambler's Help Southern, the Victorian Responsible Gambling Foundation, the Victorian Local Governance Association, and the Municipal Association of Victoria.	75%	71%	 on track
88. Provide customised education and awareness raising for identified vulnerable groups (multicultural people, young people, isolated older people) and within socio-economically vulnerable areas of Kingston	Inclusive Communities	Kingston continues to support Gambler's Help Southern (Connect Health) to undertake education sessions throughout Kingston to various community clubs, health organisations and schools.	75%	70%	 on track
89. Develop and implement a Mental Health Training Program for Council staff	People Support	Eight face-to-face training sessions have been completed for managers and leaders across the organisation. A mental health awareness program is being planned for Council staff in 2023. Development and implementation of the mental health training program is on track for launch by 30 June.	75%	75%	 on track

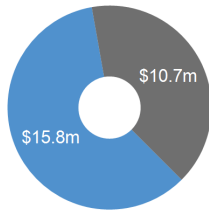
4.1.8 Tailor our communication to our diverse community to make communication accessible to all

INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 49. Percentage of Kingston website pages that are Web Content Accessibility Guidelines (WCAG) 2.1 - AA standard accessible	Advocacy, Communications & Engagement	This is an annual indicator. The results for 2022-23 will be available after June 2023.	80.00%	80.00%	↑	0%	N/A

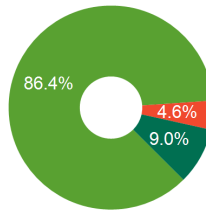
ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
REMAINING ACTION from 2021-22 74. Develop the Library website to make it easier for customers to access news and information	Advocacy, Communications & Engagement	Kingston Libraries Website was launched on 2 November 2023.	100%	100%	 complete
90. Redevelop Kingston Youth Services website to ensure it is accessible, secure, and customer-focused	Advocacy, Communications & Engagement	This project has been rescheduled to commence in the 2023-24 financial year.	75%	closed	 on track
91. Support community groups through training and information to develop accessible website content for the new integrated community directory	Inclusive Communities	Support continues to be provided to community groups in building their capacity to list events and promote volunteer opportunities through the current My Community Life website. The new Community Group Directory, Events listing and Volunteer Opportunities listing modules on Council's website are being tested by staff and processes are being reviewed before promotion to groups. Transition plans for moving groups from My Community Life to the Kingston website will be finalised when staff are trained and confident with the new modules. The transition is not as advanced as previously hoped due to staffing changes and other projects taking priority.	75%	59%	 monitor
92. Identify printed materials for conversion into easy English and/or translated materials to ensure non-digital community members have access to key information	Advocacy, Communications & Engagement	A range of easy to understand printed materials have been developed and distributed for key whole-of-city campaigns, including hard waste, planning scheme amendment and a simplified rates brochure. These materials also included simplified translations in Kingston's top languages. Local/targeted campaigns continue to incorporate both printed and digital communications, with translations being introduced.	75%	90%	 on track



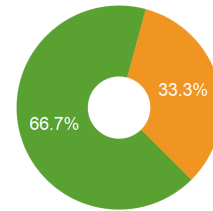
STRATEGIC DIRECTION: SAFE



Expenditure



Actions



Performance Indicators



Annual Service Highlights *previous financial year*

84

School crossings

18,611

Parking infringements issued annually by parking services team

15,849

Number of registered dogs

5,390

Number of registered cats

1,403

Health Services - Inspections of registered premises

413

Food samples taken annually

Our services:






- Animal management and local laws
- Food safety regulation and health
- Local law education and enforcement
- Municipal emergency management
- Parking enforcement
- Road safety
- Street lighting maintenance



Safe

5.1. Our community will feel safe, and be safe, in all aspects of their lives

5.1.1 Design an environment and infrastructure that promotes better safety and accessibility



INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 50. Time taken to action food complaints	City Economy and Innovation	This is an annual indicator. The results for 2022-23 will be available after June 2023.	2.00 Days	2.00 Days	↓	0 Days	N/A



ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
REMAINING ACTION from 2021-22 76. Deliver the installation of sportsground lighting across 10 of our sports reserves	Active Kingston	The sports lighting projects are progressing well, with eight projects fully completed at Kingston Heath hockey pitch, Bonbeach Sports Reserve ovals, Clarinda Tennis Club, Parkdale Bowls Club, Heatherton Reserve oval, Highett Reserve ovals, GR Bricker Reserve oval, Edithvale Reserve baseball pitch and Keeley Park oval. The final project, Doug Denyer Reserve oval and soccer pitch, has re-commenced following delays due to contamination. This project is due for completion in April 2023.	100%	90%	 on track
REMAINING ACTION from 2021-22 80. Complete detailed design and award tender for extension and improvement works at the Carrum Life Saving Club	Project Management Office	Contract was awarded at special Council meeting on 17 October 2022.	100%	100%	 complete
93. Prepare advice to Council on any changes to the Building Act or Regulations	City Development	Regular updates are provided to Councillors on expected changes to the relevant building legislation. There are no updates regarding timing of the building legislation and when this becomes available, further updates will be provided to Councillors.	75%	75%	 on track
94. Commence construction on key strategic projects in the Drainage Flood Mitigation Program including Mulkarra Drive, Bonbeach pump station and drainage, and Sherwood Avenue	Infrastructure	Thames Promenade pumping station construction is now complete. Sherwood Avenue drainage works will commence shortly with contracts already awarded. Mulkarra Drive is still in detailed design. Bonbeach pumping station construction works have commenced.	75%	75%	 on track
95. Complete construction of the Aspendale Life Saving Club	Project Management Office	The new Aspendale Life Saving Club building works have been completed. Practical Completion was issued to the Builder on the 9 December 2022 and the Aspendale Life Saving Club have commenced patrol operations out of their new facilities.	75%	100%	 complete

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
96. Complete construction of the Mentone Life Saving Club and foreshore precinct	Project Management Office	<p>Construction of the new Mentone Life Saving Club building (Stage 1 Works) is progressing well with the building works approaching completion and handover. The current plan is for the Mentone Life Saving Club to commence moving their equipment into the building in late April 2023. The associated carpark and bay-trail works are also progressing well.</p> <p>The Naples Road Stormwater Upgrade works (Stage 2) has commenced with the works starting from the beach end and working their way up to the Beach Road interface of the site. The target completion date for the complete project is in late May 2023.</p>	75%	85%	 on track
97. Commence construction of the extension and improvement works at the Carrum Life Saving Club	Project Management Office	<p>The project was awarded by Council in November 2022 with the builder taking possession of the site early in early November. There was an initial delay with the final design of the new building structural screw piles but this has now been resolved with the works progressing and the ground slab works now completed.</p> <p>The next stage of works will be the installation of the feature precast panels and structural steel to the ground floor. Internal refurbishment works are also progressing with the strip out of the existing change rooms completed, now ready for new finishes and fixtures. Procurement of the external claddings, windows and joinery are well advanced in readiness for installation over the coming months.</p>	75%	75%	 on track


5.1.2 Support safe travel through various modes of transport




INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 51. Satisfaction with the condition of local streets and footpaths	Infrastructure	This is an annual indicator. The results for 2022-23 will be available after June 2023.	66.00%	66.00%	↑	0%	N/A

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
98. Provide bike education facilitator training to Kingston school staff to support bike education programs throughout Kingston	Infrastructure	Final two bike education programs underway, will be completed by end of Term.	75%	88%	 on track
99. Promote the Park and Stride Program and Parking Around Our School Maps to address concerns of congestion and safety around schools	Infrastructure	Park and Stride, and Parking Around Our School programs continue to be implemented and promoted around Kingston schools.	75%	85%	 on track

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
100. Implement the interactive one-hour Safe Driver Program to seniors to provide an update on any road rule changes and provide participants with ways to improve safety skills	Infrastructure	Safe Driver Programs have been successfully delivered at five community centres. Two further centres to receive the program in Term 2.	75%	89%	 on track
101. Implement the Active Youth Program for secondary school students targeting distractions such as mobile phones whilst walking and riding to school	Infrastructure	The Active Youth Program, focusing on pedestrian safety around schools and bike education, is in the final stages of delivery to students. Current evaluations and reporting on results taking place.	75%	88%	 on track


5.1.3 Improve feelings of safety across Kingston's diverse community

INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 52. Number of graffiti removal requests	City Works	The total number of graffiti reports to Council in Q3 was 130 with 97% completed on time. There has been a recent proactive approach to removing graffiti in some of the rail precinct hotspot areas and the Moorabbin Activity Centre blitz has also removed all existing graffiti where possible.	1,040.00	780.00	↓	514	 on track
Si 53. Percentage of graffiti removal requests allocated to Council's contractor within 48 hours	City Works	This is an annual indicator. The results for 2022-23 will be available after June 2023.	98.00%	98.00%	↑	0%	N/A


ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
102. Implement Primary School Road Safety Programs covering a number of safety subjects such as safety around driveways, crossing the road safely and wearing a seat belt	Infrastructure	Program continues, evaluations and feedback community sessions underway.	75%	89%	 on track
103. Implement education programs to reduce workplace sexual harassment and discrimination, and increase safety for all employees to speak up and report sexual harassment	People Support	Councils Speak Up! platform continues to be utilised by staff. Currently working to refresh promotions and support the development of Speak Up! Ambassadors across the organisation. Work continues to promote educational opportunities, and a plan for further training in this space will be presented to the Executive Leadership Team.	75%	60%	 on track
104. Develop a consistent approach to assess the suitability and design of designated off leash and prohibited areas for dogs on Council managed land	Compliance and Amenity	Local Law Officers have begun drafting the Dog Off Leash Policy, with a collaboration meeting with Open Space is scheduled for April to identify any additional requirements. The draft policy will then be presented to the Executive Leadership Team.	75%	75%	 on track






5.1.4 Strive to provide an environment free from all forms of family violence

INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 54. Family violence incidents reported to Victorian Police [number per 100,000 population]	Inclusive Communities	This is an annual indicator. The results for 2022-23 will be available after June 2023.	-	-	Trend indicator - no target	0	N/A
Si 55. Satisfaction with family violence programs run by Kingston	Inclusive Communities	This is an annual indicator. The results for 2022-23 will be available after June 2023.	80.00%	80.00%	↑	0%	N/A


ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
105. Implement year one actions from the updated Family Violence Action Plan 2022-26	Inclusive Communities	<p>The Kingston Family Violence Working Group met in February for a planning session on Year 2 actions. Internal Family Violence Staff Support Officers met in March, with work underway to revise Council's Family Violence Staff Support Policy in line with national legislation.</p> <p>Key actions delivered include three Healthy and Respectful Relationships workshops at Cheltenham and Mordialloc Community Centres and Mordialloc Neighbourhood House, expressions of Interest sought for 'Hair 3Rs' (recognise, respond and refer) family violence training with local businesses and consultation with Proud 2 Play to present at Council's sportsclub forum in June.</p> <p>Network meetings included the Municipal Association of Victoria's 'Prevention of Family Violence and Violence Against Women' network, and the 'Good Health Down South' network and Menopause Working Group of Women's Health in the South East.</p>	75%	70%	 on track



5.1.5 Foster caring attitudes and a safe environment for native wildlife and domestic animals

INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 56. Percentage of animals reclaimed	Compliance and Amenity	52 animals were reclaimed by their owners for the quarter, which includes 5 'on road reunions' where the animal was returned directly to its owner without impoundment. With the re-commencement of cat trapping recently, we have had some cats not reclaimed (unowned cats).	60.10%	60.10%	↑	58.73%	 monitor

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
REMAINING ACTION from 2021-22 93. Pilot a free cat desexing program	Compliance and Amenity	Preparation for the pilot program is completed. Implementation was delayed due to factors outside of Council's control, as the vendor offering this service is experiencing a shortage of vets. The pilot will be resumed when vets become available, however it is unlikely to recommence this finance year.	100%	80%	 on track
106. Continue to protect and enhance indigenous vegetation across Kingston's Bushland Reserves to provide important habitat	Open Space	Vegetation improvement and maintenance works have been carried out by Kingston's Bushland and Foreshore team and contractors. Habitat Hectare assessments are in progress with results anticipated mid-April.	75%	75%	 on track
107. Continue to implement the Responsible Pet Ownership campaign as part of the Domestic Animal Management Plan 2021-25	Compliance and Amenity	The guidelines for assessing dog off leash areas is currently in a draft format and is being consolidated by the relevant council teams prior to being presented to Councillors. However, Council continues to engage in providing responsible pet ownership, including weekend foreshore and reserve patrols to educate dog owners, responding to animal related complaints and education sessions at the recent City of Kingston Pet Expo.	75%	75%	 on track
108. Review Community Local Law section 50 relating to the keeping of cats in Waterways estate	Compliance and Amenity	The report to Council on Section 50 of the Local Law in relation to keeping of cats is completed and discussions are currently underway with Councillors. Once confirmed, this report will go out for community consultation and engagement.	75%	75%	 on track
109. Finalise the review of the mandatory desexing age for cats and dogs and present to Council for consideration	Compliance and Amenity	Officers are currently seeking clarification on some legal questions around extending the age of compulsory desexing and the State Government requirement to have all animals registered at 3 months. This has caused a delay. Once advice is received the review will progress, however it is unlikely to be finalised this finance year.	75%	50%	 off track

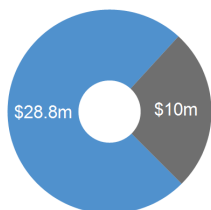
5.1.6 Provide a well maintained and clean environment for residents

INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 57. Percentage of overflowing litter bins reported by the community that are emptied within 12 hours	Infrastructure	Hot weather in January created issues with access to bins on the sand. However the QR code system provide early warning to impending issues which were able to be addressed.	0.00%	0.00%	↑	25.61%	N/A
Si 58. Participation in Friends of Kingston groups	Open Space	This quarter saw good volunteer numbers in the nursery and Mordialloc Catchment, whilst foreshore group participation remains low. Council's new Conservation Project Officer will review the Friends Of program to look at increasing participation across these groups.	118.00	78.00	↑	174	 on track

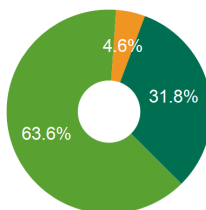
ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
110. Develop a Kingston Waste App to provide residents with accessible, tailored information on their waste services at the touch of a button	Advocacy, Communications & Engagement	Councillors have been updated and we are in the final stages of preparing the app for go-live in May.	75%	86%	 on track
111. Review the kerbside bin collection service	City Works	A report to Council will be provided in May/June 2023 to provide further information around the existing kerbside bin service and comparative information and recommendations on collection frequencies. It will include summaries of nearby Council services that have changed collection frequencies along with risks and benefits.	75%	75%	 on track



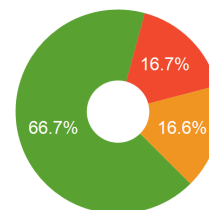
STRATEGIC DIRECTION: WELL-GOVERNED



Expenditure



Actions



Performance Indicators

BUDGET SPENT

BUDGET REMAINING

COMPLETE

ON TRACK

MONITOR

OFF TRACK

Annual Service Highlights *previous financial year*

77,924

Total property assessments

13,645

Questions answered by
Kingston's Chatbot

163,958

Incoming correspondence items
registered

1,451

Employees

104,627

Calls to Customer Care

4,541

Annual hits on Council Meeting
web streaming


Our services:





- Communications and engagement
- Council governance and administration
- Customer service
- Digital design and events
- Executive services
- Financial management
- Health, safety and wellbeing
- Human resources management
- Manage Council's property portfolio
- Procurement, fleet, insurance and contracts
- Property rating and collection services
- Provision of information technology services


Well-governed

6.1. Council will be collaborative, accountable, transparent, responsive, well-informed and efficient


6.1.1 Hold ourselves to the highest standard of governance and integrity


INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 59. Percentage of Freedom of Information requests completed on time	Governance	To date Council has received 42 Freedom of Information Requests (34 this FY and 8 carried over). 31 are been completed with 8 being resolved outside the Act.	100.00%	100.00%	↑	85.71%	 off track

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
112. Implement Kingston's good governance Action Plan to improve accountability and strengthen council governance	Governance	<p>Implementation of the Good Governance Framework is ongoing. The cornerstones of accountability, transparency, integrity and leadership and direction are the strategic drivers for this work.</p> <p>Outcomes achieved this quarter include: ongoing improvements to the Compliance Framework; updates to the Policy Framework and testing of the revised draft Policy template with key stakeholders; continued work on the policy project work with an aim to have all overdue policies updated by September 2023; and commenced development of the Enterprise Risk Management Framework (ERMF).</p> <p>Updates have been presented to the Executive Leadership Team and the March Audit and Risk Committee meeting.</p>	75%	75%	 on track
113. Implement Fraud and Corruption Internal Audit Recommendations	Governance	All actions from the fraud and corruption internal audit, are now implemented. This was reported to the Audit and Risk Committee.	75%	100%	 complete
114. Implement Privacy Internal Audit Recommendations	Governance	All Governance action items have been completed by January 2023. Corporate Information action item for 'Retention and Disposal' has a planned completion date of July 2023.	75%	100%	 complete
115. Develop and adopt an organisation wide Child Safe Standard Strategy	Family, Youth and Children's Services	The Child Safe Standards Strategy and Action Plan to address the new standards has been adopted by Council. Actions will be implemented over the next three years.	75%	100%	 complete

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
116. Implement the actions from the internal review of strategic and operational risk management at Council to provide more informed planning and decision making	Governance	The realignment of the risk management function at Council from the People Support department to the Governance department has been completed. Resourcing for the risk management function has been completed, with the risk management budget transferred from People Support to Governance, and the recruitment of a dedicated Risk Management Coordinator.	75%	100%	 complete

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


INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 60. Percentage of Council decisions made at meetings closed to the public	Governance	Some matters involving legal privilege, property, or personal information were discussed at meetings closed to the public, consistent with the confidential provisions of the Local Government Act 2020. Council endeavours to make confidential resolutions or parts of resolutions public later where possible.	5.50%	5.50%	↓	6.15%	 monitor
Si 61. Satisfaction with Council decisions (in the interest of the community)	Governance	This is an annual indicator. The results for 2022-23 will be available after June 2023.	60.00	60.00	↑	0	N/A




ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
117. Develop and implement Advocacy Plans to support Council's priority projects	Advocacy, Communications & Engagement	<p>Various advocacy activities have taken place during Q3 to implement council's advocacy campaign plans to support its priority projects. A key focus has been recruitment for the Advocacy Lead role, which has now been filled. Work has begun on preparing a draft Advocacy Strategy, which will be presented to Council for consideration during Q4.</p> <p>Council achieved media coverage on a wide range of advocacy campaigns during the quarter including The Voice Uluru Statement from the Heart, the new Aquatic & Leisure Centre and Berkeley Living site. As well as a wide range of in-person meetings to support our advocacy efforts, with over 20 meetings on key advocacy issues.</p> <p>A full list of activities is provided in the Advocacy Update presented to Council at the March Council meeting.</p>	75%	90%	 on track


6.1.3 Look after the community's financial resources responsibly and efficiently

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
118. Codesign and develop the Capital Project Management Framework and Portfolio Project Management (PPM) Platform	Project Management Office	Co-design development of the Capital Project Management Framework is underway and expect to be completed by June 2023. Following this, the PPM platform development will commence and be delivered in 2023-24.	75%	65%	 on track
119. Review and negotiate pricing for library stock purchasing to achieve the best outcomes for the community in supplying current, high demand items in both physical and electronic format	Arts, Events and Libraries	Council is a member of Procurement Australia, which tenders on our behalf for a panel of library stock suppliers. We compare the pricing of the supplier panel when choosing which specific suppliers to use during the year. The current contract sees discounts up to 36% off Australian Retail Recommended Price being obtained. The last tender was held in June 2021 and will be retendered in 2024.	75%	100%	 complete


6.1.4 Openly report our progress and performance




INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 63. Percentage of Council Plan Annual Action Plan actions on track	Customer Experience & Corporate Performance	Delivery of the Council Plan Annual Action Plan is on track. 91% of actions are either closed or on track.	90.00%	90.00%	↑	91%	 on track

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
120. Publish Council's Local Government Performance Reporting Framework (LGPRF) results on the Know Your Council website to improve the transparency and accountability of council's performance	Customer Experience & Corporate Performance	Kingston's Local Government Performance Reporting Framework indicators were published on the Know Your Council website in November 2022, where they can be viewed along with indicators from other Victorian councils.	75%	100%	 complete
121. Develop a Geographic Information System (GIS) Strategy to improve staff and community access to information that will lead to more informed decision making	Information Services and Strategy	The consultant has finished with Strategy Survey and 12 user workshops, and is currently preparing the draft report and strategic actions.	75%	75%	 on track
122. Implement Risk & Incident management software to improve clinical risk & incident recording & reporting, align with Aged Care Quality Safety Standards, provide greater transparency & oversight of risks & track service improvements	AccessCare	Implementation of the Risk and Incident management software is in its final stages and is expected to be operational by June 2023.	75%	85%	 on track



ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
123. Develop an action plan from the staff culture survey to develop a more engaging and positive workplace culture	People Support	Results from the organisation-wide Culture Survey were communicated progressively from the Senior Leadership Team to all employees from August to October 2022. Multiple workshops to create team and department level action plans were held throughout late October to early December 2022. Organisation level actions are currently being developed.	75%	85%	 on track





6.1.5 Actively seek broad community participation




INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Si 64. Number of consultation projects offered for community input	Advocacy, Communications & Engagement	This is traditionally a busier time for consultations and we recorded a high result which included consultation opportunities on Your Kingston Your Say in addition to local-level traffic consultations, and construction projects.	80.00	60.00	↑	83	 on track
Si 65. Satisfaction with community consultation and engagement	Advocacy, Communications & Engagement	This is an annual indicator. The results for 2022-23 will be available after June 2023.	59.00	59.00	↑	0	N/A

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
124. Actively engage with the Advisory Committees to ensure Council reflects the communities' voices in our decision-making	Governance	The Advisory Committees have been utilised as a valuable community consultation outlet for ongoing matters including the new Leisure and Aquatic Facility, Economic Development Strategy, local laws, current issues and challenges for local traders and community safety providers, access and equity issues, and the Municipal Public Health and Wellbeing Plan 2021-25.	75%	75%	 on track
125. Actively engage with the Community Representative Panel	Advocacy, Communications & Engagement	Council has been working with an independent consultant to manage the recruitment and stratification of the 220-member Community Representative Panel and the 45-member Collaborate Engagement Group who we'll work with over the next two years to deliberate over complex issues and key strategic documents. Expressions of Interest were open to residents and business operators aged 18 years and over, across Kingston and advertised widely. During this quarter we commenced a tender process to hire a facilitator to manage sessions with the Collaborative Engagement Group, who will meet six times a year, in 2023 and 2024. Following an assessment process, council has appointed a facilitator and begun work to strategise our approach to these sessions, which will get underway in the next quarter.	75%	75%	 on track
126. Work with stakeholders on the site layout plan for an additional hockey pitch at Kingston Heath Reserve, undertake community consultation and continue to advocate for external funding	Active Kingston	Council's draft budget 2022-23 identifies funding for design development for the new hockey pitch to be undertaken in 2024 -25.	75%	85%	 on track

6.1.6 Deliver exceptional customer experiences

INDICATOR	DEPARTMENT	COMMENT	FULL YEAR TARGET	TARGET	DESIRED TREND	RESULT	STATUS
Customer Care telephone calls answered within 180 seconds (YTD)	Customer Experience & Corporate Performance	Replacing previous KPI of "Customer Care telephone calls answered within 30 seconds (YTD) No data as KPI commenced in Qtr 4	0.00%	0.00%	↑	0%	 on track
Si 66. Percentage of Customer Care telephone calls resolved at the first point of contact	Customer Experience & Corporate Performance	The Customer Care team are consistently completing over 90% of calls based on existing definitions of First Point of Call Resolution. Over the coming weeks a review of the definition of 'First Point of Resolution' will take place to ensure it continues to align with the wider customer experience strategy.	80.00%	80.00%	↑	93.37%	 on track

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
127. Redevelop Kingston's Intranet and KING Knowledge Bank to ensure the organisation has easy access to consistent, reliable information, and all staff continue to provide accurate advice to our community	Advocacy, Communications & Engagement	This project has reached a major milestone, with approved designs applied to the prototype. Testing and content checking required more time than first anticipated, which caused some delays.	75%	55%	 monitor
128. Deliver the CSBA Customer Experience Program to continually improve on the experience our customers receive when interacting with the Customer Care team	Customer Experience & Corporate Performance	As a part of its continual service improvement activity Council has commenced a review of the call coaching model, which has now been expanded to a wider customer research program to: - measure council performance in customer service - benchmark performance with other local government councils - identify specific areas where change and investment is needed From April - June 2023, 70 remaining CSBA call evaluations will conclude the CSBA evaluation of call interactions as the organisations moves to an human center customer coaching model.	75%	75%	 on track
129. Deliver on the service planning review strategy that will aim to ensure Kingston is an adaptable, capable, and sustainable council into the future	Customer Experience & Corporate Performance	The preliminary planning for a Service Planning and Review Strategy has commenced with a draft framework in development. Work continues to finalise the draft framework and commence the development of a service catalogue.	75%	75%	 on track
130. Implement Payable as a new payment service for Kingston's ratepayers	Finance	Payable is now fully implemented. Work has commenced to report on its success by tracking the take ups by residents and the effect on debt management, which will be managed as part of business as usual activities.	75%	100%	 complete

ACTION	DEPARTMENT	COMMENT	TARGET	PERCENT COMPLETE	STATUS
131. Deploy the fleet of new laptops to relevant staff to improve productivity, enhance network access and improve data security	Information Services and Strategy	Request For Tender is complete and the contract has been awarded. The 700 laptops have been delivered to Council. The deployment of the laptops to staff commenced in mid-March and as at early April 2023, 300 units have been successfully deployed to staff. The balance of the laptops will be deployed over the next 4-5 weeks.	75%	75%	 on track
132. Select and implement a Master Data Management System to improve the quality and accuracy of customer data to establish a single source of truth across multiple systems	Customer Experience & Corporate Performance	Following an extensive tender process, and evaluation of the cost benefit to Council, the decision was made to not proceed with this project.	75%	closed	 on track
133. Implement a suite of Customer First improvement projects to address system, process & cultural changes for the benefit of the customer	Customer Experience & Corporate Performance	The Complaints Policy and associated processes have been implemented to address system, process and cultural changes for the benefit of the customer. Whilst also aligning with the Local Government Act 2020.	75%	75%	 on track

Agenda Item No: 11.3

AWARD OF CONTRACT CON-23/019 - SUPPLY OF MICROSOFT LICENCES

Contact Officer: Tony Ljaskevic, Manager Information Services and Strategy

Purpose of Report

This report seeks Council approval to award CON-23/019 – Microsoft Enterprise Agreement to Crayon for a period of three (3) years, at an estimated contract value of \$2,191,582 (Ex 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. Approve the appointment of Crayon as supplier for CON-23/019 – Microsoft Enterprise Agreement for a three-year period, at an estimated contract value of \$2,191,582 (Ex GST); and
2. Authorise the Chief Executive Officer or delegate to execute the Contract.

1. Executive Summary

The provision of the Microsoft Enterprise Agreement ensures that the City of Kingston has the appropriate software licensing in place to cover our current use of the various Microsoft software products. E.g., Outlook Email, Word, Excel, and PowerBi.

The Council previously awarded this contract to WINC in July 2020 through the Municipal Association of Victoria (MAV) IT supplier panel to provide the Microsoft licensing Enterprise agreement for a period of 3 years. This agreement will expire on 30th June 2023.

MAV has issued a new tender for the provision of Microsoft licensing and have advised the selection of several companies as their recommended panel suppliers.

2. Background

In March 2023, Council sought quotes for Council's required Microsoft licences from three suppliers appointed to the MAV panel. These suppliers included:

- Data#3
- Crayon
- Insight

The MAV Microsoft Agreement has established the following:

- An agreement that will deliver value for money through a combined spend arrangement for councils throughout Victoria;

- Discounted pricing based on the total combined requirements of the participant Councils;
- A Contractor or panel of Contractors to meet or exceed councils' varying needs and requirements for the goods and services;
- A continued streamlined, and end-to-end approach to the access and management of the provision of Microsoft software licensing and associated services;

3. Discussion

3.1 Consultation and Review

In February 2023, the Information Services and Strategy team reviewed our current and future licencing requirements to ensure Council would have the most suitable licensing model for the ensuing period. Important considerations were made around value, business requirements and the various product bundles.

The three quotes obtained from the MAV Panel for a three-year agreement are detailed below (in alphabetical order).

Tenderer

- Crayon
- DATA#3
- Insight

The evaluation criteria included (in order of importance):

- Price
- Methodology and Delivery of Service
- Environmental Sustainability
- Community Benefit

The prices submitted for the same quantities of software (in value order) are detailed below:

- **Price (ex GST)**
- \$2,191,582
- \$2,226,382
- \$2,421,586

3.2 Operation and Strategic Issues

Having up to date and appropriately licenced Microsoft Software is critical to the effective operations of Council.

As Microsoft products underpin all systems that the Council uses to engage with customers and run the organisation securely and efficiently, there are no other viable options at this time.

4. Compliance Checklist

4.1 Council Plan Alignment

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

Strategy: Look after the community's financial resources responsibly and efficiently

4.2 Governance Principles Alignment

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

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

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

4.3 Financial Considerations

Budget

The previous agreement was valued at \$1.6m over three years. The increase in \$554k over three years between the last agreement and the new agreements is because of:

- General increase in the price of software from Microsoft
- New software tools being included such as PowerBI, Project, Teams meeting rooms and Dynamics
- Increase in staff numbers

This increase has been anticipated and included in the 23/24 Budget.

Projected costings

Yr1	Yr2	Yr3	Total Cost
\$728k	\$731.7k	\$731.7k	\$2.19m

4.4 Resource Implications

Council is required to monitor its' Microsoft Software licensing levels to ensure the organisation has appropriate coverage. As such, staff in Information Services and Strategy will conduct an annual audit of Microsoft Licensing. This may result in adjustments (up or down) to meet Council's business requirements. As a result, costs may increase over the contract term. The tendered prices are consistent with the budget estimates.

Author/s: Tony Ljaskevic, Manager Information Services and Strategy

Reviewed and Approved By: Dan Hogan, General Manager Customer and Corporate Support

Ordinary Council Meeting

22 May 2023

Agenda Item No: 11.4

QUICK RESPONSE GRANTS

Contact Officer: Gabrielle Pattenden, Governance Officer

Purpose of Report

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

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council approve the following Quick Response Grant applications:

- St Louis De Montfort - \$1500.00
- Bonbeach Sports Club- \$1500.00
- Southern Football Netball League - \$1500.00
- Southern Saints Netball Club - \$1200.00

That Council not approve the following Quick Response Grant applications:

- Mentone Public Library

1. Executive Summary

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

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

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

2. Background

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

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

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

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

3. Discussion

3.1 Assessment and Application Criteria

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

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

4. Consultation

4.1 Internal Consultation:

N/A

4.2 Community Consultation:

N/A

4.3 Results/Findings:

N/A

5. Compliance Checklist

5.1 Council Plan Alignment

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

Strategy: Support the inclusion of everyone in community life

5.2 Governance Principles Alignment

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

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

5.3 Financial Considerations

Projected costings

Not applicable

**City of Kingston
Ordinary Council Meeting**

Agenda

22 May 2023

Budget

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

Staff Resources

Not applicable

5.4 Risk considerations

Not applicable

6. Applications

Name:	St Louis De Montfort	
Amount requested:	\$1500.00	
Description of Project/Event:	Students will take part in painting a banner to walk with through Aspendale promoting The Long Walk. This will be facilitated by a representative from The Long Foundation. A timeline will also be painted by the students across all year levels. It will be made from calico and purchased from Bunnings. If there is funding remaining a tree will be purchased for planting by our F.I.R.E Carrier students in acknowledgement of our First Nations people for reconciliation week.	
How the funds will be used:	Materials such as calico, paint, art facilitator from The Long Foundation and a donation for their time. An aboriginal elder for the Welcome to Country is \$800-\$1000.	
Assessment Criteria:	<ul style="list-style-type: none">• The applicant meets the eligibility criteria• Funds are needed at short notice• The activity/event/project benefits the City of Kingston residents• The applicant has demonstrated a clear need for funds• The applicant has not received any other funding from Council for this project• The applicant is an individual or not for profit organisation• The project cannot be funded under any other Council Grant program	<ul style="list-style-type: none">✓✓✓✓✓✓✓
Grants received in current or last financial year Schools Grant – 2021 - \$212.52 Schools Grant – 2022 - \$212.52		
Officer Comment: This application meets the assessment criteria and is recommended for approval for an amount of \$1500.00.		

**City of Kingston
Ordinary Council Meeting**

Agenda

22 May 2023

Name:	Bonbeach Sports Club	
Amount requested:	\$1500.00	
Description of Project/Event:	At present we do not have many high stools. On game days when viewing from the upstairs there are not many high stools available to watch. We have a large number of elderly residents who come to watch their children or grandchildren play sport. Whether it is in winter or summer we find we are unable to supply high viewing chairs and the smaller chairs cut off at the edge of the window. The stools have been sourced by a local supplier in Braeside and although we could get generic cheaper stools, they are not sturdy enough and unsafe. These are not gas lifting chairs and not wooden so no fingers will get in any levers or will they break. The frames are steel, and we would like to support a local business. We would also like to purchase more at a later date.	
How the funds will be used:	Purchase of high stools	
Assessment Criteria:		
• The applicant meets the eligibility criteria		✓
• Funds are needed at short notice		✓
• The activity/event/project benefits the City of Kingston residents		✓
• The applicant has demonstrated a clear need for funds		✓
• The applicant has not received any other funding from Council for this project		✓
• The applicant is an individual or not for profit organisation		✓
• The project cannot be funded under any other Council Grant program		✓
Grants received in current or last financial year		
Quick Response Grant – February 2022 - \$1000.00		
Officer Comment:		
This application meets the assessment criteria and is recommended for approval for an amount of \$1500.00.		

**City of Kingston
Ordinary Council Meeting**

Agenda

22 May 2023

Name:	Southern Football Netball League	
Amount requested:	\$1500.00	
Description of Project/Event:	We are seeking the help of this grant to purchase portable marquees, which provide shelter to our participants, coaches, and spectators from weather elements during our matches and training. Our players, coaches, and spectators do not have any form of shelter and have to sit under the sun during games and training. They are often exposed to the sun for hours on end, which heightens the risk of skin cancer from overexposure to UV, while having no respite from incidents of rain. By having the portable shelters, we will be able to decrease the health and safety hazards from unnecessary and prolonged exposure to the sun's damaging rays. We want to take precautionary action to safeguard our participants, whilst creating a far safer and more appealing environment for all involved.	
How the funds will be used:	The funds will be used for the purchase of 5 portable marquees to be erected at SDNA court. We will cover the costs that will exceed the grant funding.	
Assessment Criteria: <ul style="list-style-type: none">• The applicant meets the eligibility criteria• Funds are needed at short notice• The activity/event/project benefits the City of Kingston residents• The applicant has demonstrated a clear need for funds• The applicant has not received any other funding from Council for this project• The applicant is an individual or not for profit organisation• The project cannot be funded under any other Council Grant program		<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>
Grants received in current or last financial year Nil		
Officer Comment: This application meets the assessment criteria and is recommended for approval for an amount of \$1500.00.		

Name:	Southern Saints Netball Club	
Amount requested:	\$1200.00	
Description of Project/Event:	First Nations Cultural Awareness training and development for 90 players, coaches and officials involved with the Southern Saints Netball Club. The session will be provided at the Danny Frawley Centre and conducted by Auntie Katrina Amon the Cultural Advisor to the St Kilda Football Club.	
How the funds will be used:	<ul style="list-style-type: none">• Facility hire for 90 people at the Danny Frawley Centre• Fees for Auntie Katrina Amon to prepare and conduct the cultural awareness training	
Assessment Criteria:	<ul style="list-style-type: none">• The applicant meets the eligibility criteria• Funds are needed at short notice• The activity/event/project benefits the City of Kingston residents• The applicant has demonstrated a clear need for funds• The applicant has not received any other funding from Council for this project• The applicant is an individual or not for profit organisation• The project cannot be funded under any other Council Grant program	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>
Grants received in current or last financial year Nil		
Officer Comment: This application meets the assessment criteria and is recommended for approval for an amount of \$1200.00.		

**City of Kingston
Ordinary Council Meeting**

Agenda

22 May 2023

Name:	Mentone Public Library	
Amount requested:	\$400.00	
Description of Project/Event:	To research and write a book, 'The History of The Mentone Public Library'. In two years' time, on May 6, 2025, the Mentone Public Library will celebrate its Centenary. Providing a service to the Kingston community for 100 years is a significant municipal event, and our committee, in liaison with city councillors and council executives, is planning a series of suitable celebratory events. A key project will be the production of a book, outlining its foundation, development and service across the decades.	
How the funds will be used:	Long before printing and production costs, it is truly written that in writing any story, the result is only as good as the research. There is a great narrative to be told, but in the beginning it has to be dug out from a myriad of sources and resources. While two library members, skilled at researching and writing, are generously embarking on the project for no fee, they will of course have to cover their expenses including travel, purchase of documents, printing, stationery, scanning, and so on, as they pursue all relevant information for the writing, design and publishing of the final product.	
Assessment Criteria:	<ul style="list-style-type: none"> • The applicant meets the eligibility criteria • Funds are needed at short notice • The activity/event/project benefits the City of Kingston residents • The applicant has demonstrated a clear need for funds • The applicant has not received any other funding from Council for this project • The applicant is an individual or not for profit organisation • The project cannot be funded under any other Council Grant program 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓
Grants received in current or last financial year Annual Grant – August 2021 - \$1988.14 Quick Response Grant – September 2022 - \$1500.00		
Officer Comment: This application is not recommended for approval as the applicant has reached the limit of \$1500.00 for the current financial year allowable under the Quick Response Grant guidelines.		

Author/s: Gabrielle Pattenden, Governance Officer

Reviewed and Approved By: Kelly Shacklock, Acting Manager Governance
Dan Hogan, General Manager Customer and Corporate Support

Ordinary Council Meeting

22 May 2023

Agenda Item No: 11.5

INFORMAL MEETINGS OF COUNCILLORS

Contact Officer: Gabrielle Pattenden, Governance Officer

Purpose of Report

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

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council receive the report.

1. Executive Summary

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

2. Background

The Governance Rules 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.

3. Discussion

3.1 Governance Rules Requirements

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

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

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

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

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

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

4. Consultation

4.1 Internal Consultation:

Not applicable

4.2 Community Consultation:

Not applicable

4.3 Results/Findings:

Not applicable

5. Compliance Checklist

5.1 Council Plan Alignment

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

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

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

5.2 Governance Principles Alignment

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

5.3 Financial Considerations

Projected costings

Not applicable

Budget

Not applicable




Staff Resources

Not applicable

5.4 Risk considerations

Not applicable

Appendices

- Appendix 1 - Informal Meetings of Councillors Record - Planning Councillor Information Session - 1 May 2023 (Ref 23/131292)  [↓](#)
- Appendix 2 - Informal Meetings of Councillors Record - Strategic Councillor Information Session - 8 May 2023 (Ref 23/131405)  [↓](#)
- Appendix 3 - Informal Meetings of Councillors Record 15 May 2023 (Ref 23/132225)  [↓](#)

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

11.5

INFORMAL MEETINGS OF COUNCILLORS

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2	Informal Meetings of Councillors Record - Strategic Councillor Information Session - 8 May 2023	289
3	Informal Meetings of Councillors Record 15 May 2023.....	291

Informal Meetings of Councillors Record

Governance Rules Chapter 6

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



Meeting Details

Date: 1 May 2023

Time: 6.00pm

Meeting Location: Online via Microsoft Teams

Meeting Reason: Planning Councillor Information Session

Attendees:

Councillor/s:

Cr Hadi Saab (Mayor)
Cr Chris Hill (Deputy Mayor) (arrived at 6.11pm)
Cr Tim Cochrane (arrived at 6.38pm)
Cr Jenna Davey-Burns (arrived at 6.17pm)
Cr Tracey Davies
Cr David Eden
Cr Cameron Howe
Cr George Hua
Cr Georgina Oxley
Cr Steve Staikos

Officer/s:

Peter Bean, Chief Executive Officer
Jonathan Guttman, General Manager Planning and Place
Dan Hogan, General Manager Customer and Corporate Support
Margie Hanrahan, Acting General Manager Community Strengthening
Samantha Krull, General Manager Infrastructure and Open Space
Bernard Rohan, Chief Financial Officer
Stephanie O'Gorman, Team Leader Council Governance
Gabrielle Pattenden, Governance Officer
Anna Carli, Communications Advisor
Marleen Mathias, Manager Compliance and Amenity
Kate Waters, Manager Inclusive Communities
Selina Drondryp, DWGP Development Officer
Susan Quach, Team Leader Community Diversity and Inclusion
Bridget Draper, Manager Active Kingston
Hannah Croughan, Principal Recreation Planner

Apologies:

Cr Tamsin Bearsley

Summary of Matters Discussed:

1. Acknowledgement of Country
2. Apologies
3. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest
4. Notes of the Planning CIS Meeting of 3 April 2023
5. Ward Group Briefings
6. Councillor Weekly Update, Executive Updates and Meeting Planner
7. Meet Marleen Mathias, Manager Compliance and Amenity
8. Response to Resolution - Tree Removals Over 8m in Height - Planning and Local Law
9. Planning Delegation Policy Emails - April 2023
10. RAP Advisory Group Meeting Notes
11. 'Play Your Way' - Proposed Methodology for Community and Stakeholder Engagement to Inform the 2023 Play and Active Recreation Strategy
12. Invitations

continued over page

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Informal Meetings of Councillors Record

Governance Rules Chapter 6

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



Conflict of Interest Disclosures:

Councillor Disclosures: Nil

Officer Disclosures: Nil

Completed by: Gabrielle Pattenden, Governance Officer

Date: 1 May 2023

Brief Explanation – Governance Rules Chapter 6:

1.1 If there is a meeting of Councillors that: 1.1.1 is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors; and

1.1.2 is attended by at least 6 Councillors; and

1.1.3 is attended by at least one member of Council staff; and

1.1.4 is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting;

or

If there is a meeting of a Councillor or Councillors that is subject to the Planning Interactions Policy;

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

(a) tabled at the next convenient Council meeting; and

(b) recorded in the minutes of that Council meeting.

Some examples of an Informal Meeting of Councillors will include:

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

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

Informal Meetings of Councillors Record

Governance Rules Chapter 6

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



Meeting Details

Date: 8 May 2023

Time: 6.00pm

Meeting Location: Oakleigh Room, 1230 Nepean Highway Cheltenham
and via Microsoft Teams

Meeting Reason: Strategic Councillor Information Session

Attendees:

Councillor/s:

Cr Hadi Saab (Mayor)
Cr Chris Hill (Deputy Mayor)
Cr Tamsin Bearsley (attended remotely) (left at 7.10pm)
Cr Tim Cochrane (attended in person / remotely) (left at 8.40pm)
Cr Tracey Davies
Cr Jenna Davey-Burns
Cr Cameron Howe (attended remotely)
Cr George Hua (attended remotely)
Cr Georgina Oxley (attended remotely)
Cr Steve Staikos

Officer/s:

Peter Bean, Chief Executive Officer
Jonathan Guttman, General Manager Planning and Place
Dan Hogan, General Manager Customer and Corporate Support
Sally Jones, General Manager Community Strengthening
Samantha Krull, General Manager Infrastructure and Open Space
Bernard Rohan, Chief Financial Officer
Tracey Cheeseman, Manager Advocacy, Engagement and Communications
Kelly Shacklock, Acting Manager Governance
Gabrielle Pattenden, Governance Officer
Paul Marsden, Manager City Strategy
Emily Boucher, Manager Open Space
Brad Lewis, Team Leader Bushland and Foreshore
Mercia Schulz, Business Project Officer
Brian Trower, Team Leader Road Infrastructure
Tim Scott, Team Leader Waste Management
Yenni Lim, Manager Finance
Astrid DiCarlo, Executive Manager Legal

Guests

Adrian Finanzio SC, Legal Counsel
Rory Kennedy, Partner
Luke Denham, Lawyer

Apologies:

Nil

continued over page

1 of 2

Informal Meetings of Councillors Record

Governance Rules Chapter 6

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



Summary of Matters Discussed:

1. Acknowledgement of Country
2. Apologies
3. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest
4. Notes of the Planning CIS Meeting of 1 May 2023
5. Endeavour Cove Amendment (C206king) Update
6. Councillor Weekly Update and Executive Updates
7. Wayfinding Signage Implementation Discussion
8. Foreshore Bins Discussion Paper
9. Draft Agenda - Ordinary Council Meeting - See Separate Agenda
10. Cultural & Recreational Land Agreements: Proposed Update and Engagement with Clubs
11. Report on Legal Expenditure
12. Invitations

Conflict of Interest Disclosures:

Councillor Disclosures:

Name of Councillor: Cr Georgina Oxley

Explanation of the nature of the conflict: General

Councillor left the meeting prior to discussion: Yes

Time left: 6.10pm Time returned: 6.46pm

Officer Disclosures: Nil

Completed by: Gabrielle Pattenden, Governance Officer

Date: 8 May 2023

Brief Explanation – Governance Rules Chapter 6:

- 1.1 If there is a meeting of Councillors that: 1.1.1 is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors; and
 - 1.1.2 is attended by at least 6 Councillors; and
 - 1.1.3 is attended by at least one member of Council staff; and
 - 1.1.4 is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting;
 or

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

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

Some examples of an Informal Meeting of Councillors will include:

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

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

Informal Meetings of Councillors Record

Governance Rules Chapter 6

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



Meeting Details

Date: 15 May 2023

Time: 6.00pm

Meeting Location: via Microsoft Teams

Meeting Reason: Strategic Councillor Information Session

Attendees:

Councillors

Cr Hadi Saab (Mayor)
 Cr Chris Hill (Deputy Mayor) (arrived at 6.06pm)
 Cr Tamsin Bearsley
 Cr Tracey Davies – (arrived at 6.07pm)
 Cr Jenna Davey-Burns
 Cr Cameron Howe – (arrived at 6.11pm) (camera off)
 Cr George Hua (left at 7.00pm) (camera off)
 Cr Georgina Oxley – (arrived at 6.06pm) (camera off)
 Cr Steve Staikos

Officers

Peter Bean, Chief Executive Officer
 Jonathan Guttmann, General Manager Planning and Place
 Dan Hogan, General Manager Customer and Corporate Support
 Sally Jones, General Manager Community Strengthening
 Samantha Krull, General Manager Infrastructure and Open Space
 Bernard Rohan, Chief Financial Officer
 Kelly Shacklock, Acting Manager Governance
 Patrick O’Gorman, Governance Officer
 Donna Carton, Media and Communications Advisor
 Emma Harry, Manager People Support
 Chao Ren, Manager Project Management Office
 Paul Marsden, Manager City Strategy
 Jaclyn Murdoch, Manager City Development
 Bridget Draper, Manager Active Kingston
 Mark Stockton, Team Leader Support and Major Projects
 Brad Lewis, Acting Manager Open Space
 Luke Armstrong, Team Leader Sportsgrounds & Reserves
 Yenni Lim, Manager Finance
 Kate Waters, Manager Inclusive Communities
 Claire Tietze, Team Leader Organisational Culture and Inclusion
 Tony Ljaskevic, Manager Information Services & Strategy

Apologies:

Nil

Summary of Matters Discussed:

1. Acknowledgement of Country
2. Apologies
3. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest
4. Notes of the Strategic CIS Meeting 8 May 2023
5. Councillor Weekly Update and Executive Updates
6. Introduction – Emma Harry, People and Culture Manager

[continued over page](#)

1 of 2

Informal Meetings of Councillors Record

Governance Rules Chapter 6

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



7. CON 23/002-North Cheltenham Preschool Award of Contract
8. Rosedale Golf Course - Update
9. Response to Resolution - Review of Approved Landscape Plans for Mentone Life Saving Club
10. Response to Resolution - Tree Removals Over 8m in Height - Planning and Local Law
11. Response to Resolution - Notice of Motion No. 25/2022 - Use of Car Stackers
12. Hawthorn Football Club Kennedy Centre - Funding and Community Access Agreement
13. Open Space Strategy Update
14. Response to Resolution - Notice of Motion No. 16/2023 Response - Cost of Living Pressures for Residents and Ratepayers
15. Rainbow Local Government Update
16. Supply of Microsoft Licences CON-23/019
17. Notices of Motion
18. Invitations
19. Councillor/CEO Only Discussion

Conflict of Interest Disclosures:

Councillor Disclosures: Nil

Officer Disclosures: Nil

Completed by: Patrick O'Gorman
Date: 17/05/2023

Brief Explanation – Governance Rules Chapter 6:

If there is a meeting of Councillors that:

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

or

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

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

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

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

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

12. Chief Finance Office Reports

Agenda Item No: 12.1

RESPONSE TO RESOLUTION - NOTICE OF MOTION NO. 16/2023 - COST OF LIVING PRESSURES FOR RESIDENTS AND RATEPAYERS

Contact Officer: Yenni Lim, Manager Finance

Purpose of Report

To provide options for Council's consideration in response to cost of living pressures for residents and ratepayers ahead of the draft 2023/24 budget adoption.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council provide tailored and targeted support to residents and ratepayers that is appropriate and proportionate to the support needed, including but not limited to:

- Rates payment deferral, flexible payment options, and availability of payment arrangement. Rates interest or penalty waiver upon application
- Provision of aged and disability services to all regardless of ability to pay through tailored package, fees reduction/ waiver and payment arrangement to suit clients' needs
- Waves sponsorship for families experiencing financial hardship to cover twelve months' Learn to Swim.

1. Executive Summary

Council's Draft 2023/24 Budget is established during challenging economic and financial settings. Council recognises the impact that this environment is having on ratepayers and residents and is considering options to best support the community whilst balancing the sustainability of council's financial position.

Council's ability to continue providing services and delivering capital works is also challenged in this environment. Officers recommend that Council's response to the increasing cost of living crisis needs to be proportionate and appropriate within its ability, capacity, and role as a local government. Council has policies and standing practices to provide tailored and targeted support to our community. This involves officers working directly with the community experiencing financial hardship to ensure service continuation with fees reduction or payment arrangement that suits the circumstances. An extension of this model with wider promotion and effective communication will deliver real and actual individualised impacts, that can be accommodated by Council's budget.

2. Background

The current economic environment is challenging with record levels of inflation and rapidly rising interest rates being experienced by the Australian community, and Kingston residents. The Australian Bureau of Statistics has released its March 2023 inflation figures, which highlights that consumer prices to the year ending 31 March 2023 have increased by 7 per cent, with housing, energy and unavoidable cost pressures significantly contributing to this outcome. There is a significant issue of cost of living challenges being experienced in the community.

Arguably, the causes of inflation have a strong linkages to factors well beyond Council's ability to control or influence, such as global supply constraints, geopolitical issues and prices for scarce resources such as oil. The Reserve Bank of Australia has been seeking to moderate levels of inflation through interest rates rises, with the cash rate now at 3.85 per cent which is the highest level since 2012 and is based on 11 rates rises from May 2022 to May 2023. The rapid nature of these increases has added compound pressure on the Australian community.

Notice of Motion 26 April 2023

Cr. Eden has submitted the following Notice of Motion to the 26 April 2023 Council Meeting:

Preamble:

Considering that:

- Many Australians are under significant Mortgage stress and cost of living pressures, and;
- The rate cap for Councils has risen to 3.5% - the highest seen since the introduction of the rate cap in 2016/17.

Motion:

I move that:

1. Officers provide Council with further options for Council to consider prior to adoption of the budget that will assist in reducing the cost of living pressures on residents and ratepayers.
2. This is to include but not limited to reducing councils rate revenue collection, reduction in fees / charges, targeted support and or additional time to make payments on rates (beyond what is already allowed for under Council's hardship policy)

3. Discussion

3.1 Council Budget Position

Pursuant to section 94 of the *Local Government Act 2020* (the Act), Council must prepare and adopt a Budget for each financial year and the subsequent 3 financial years by 30 June each year. Under the provisions of section 91 of the Act, Council must also adopt a 10 year financial plan.

In April 2023, Council has considered a draft Budget 2023/24 and Long Term Financial Plan 2023-32. These documents are undertaking a further phase of community engagement. The City of Kingston's draft 2023/24 budget has the following key features:

- The adoption of the 3.5 per cent rate cap, applying for the general increase in rates and the municipal charge, which is the principal funding source for council services and the capital works program
- A modest surplus of \$1.2 million, which is an accounting recognition that the operating budget is broadly balanced and is reflective of council needing to absorb

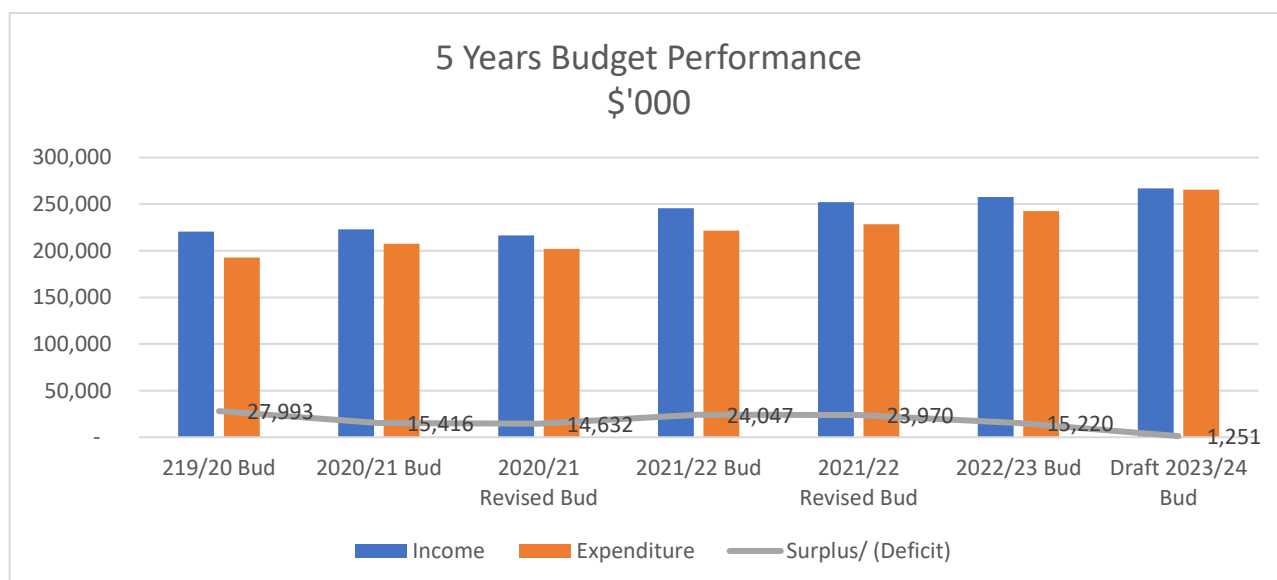
record levels of inflation in the utilisation of contractors and services on behalf of the community

- The proposed capital works program of \$52.9 million is primarily funded from Council cash (\$47.1 million, 89 per cent), including the necessary preparation for the Aquatic and Leisure Centre, where Council is expecting to borrow \$55.95 million to finance the majority of this significant project from 2024/25. This debt will need to be repaid beyond the life of the Long Term Financial Plan.

Importantly, Council's financial position is subject to exposure to the economic conditions and circumstances in how revenue is raised and receipts collected (particularly with respect to rates collection), and how contractual prices are subject to adverse conditions.

Council's budget settings continue to support delivery of services and commits to capital investments despite the challenging settings. A summary of Council's changed net result over the last five financial years is shown below, highlighting that Council had more budget flexibility prior to COVID-19 than is currently available. Historically, Council was able to absorb the COVID relief package in 2020/21.

1. Figure 1: Kingston net result over recent history



Any additional support measures adopted by Council will need to balance the:

- Need to support vulnerable members of the community
- Clear requirement for council to continue to provide services such as aged care, children's services, and infrastructure for our community
- Financial position of council.

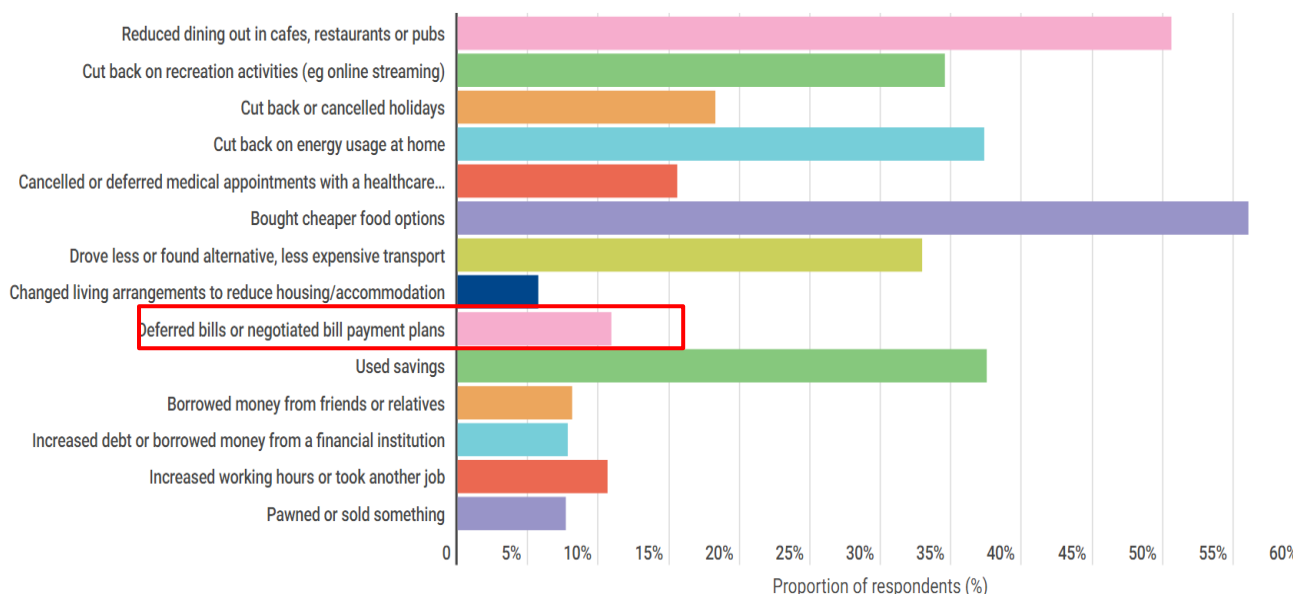
3.2 Community Response to Cost of Living Crisis

The University of Melbourne Institute for Applied Economic and Social Research conducted a survey in 2022 to determine the prevalence of various strategies used by Australians to manage rising living costs: Botha, Fredi. 2022. *Taking the Pulse of the Nation: Informing Australian economic & social policy*. A Melbourne Institute & Roy Morgan partnership. 21 September. (unimelb.edu.au)

In response to cost of living pressures, Botha (2022) findings indicate that about 56 per cent of Australians state they bought cheaper food options, and just over half have reduced the frequency at which they dine out. Almost 38 per cent of respondents are dipping into savings, and 37 per cent are cutting back on home energy use. Less than 10 per cent have borrowed money, either from friends, relatives or financial institutions.

This is highlighted in the graph below.

2. Figure 2: Strategies Australians are Using or Have Used to Deal with Higher Cost of Living



3.3 Options for Council to consider

Of the areas where the research indicates that the community has looked for strategies to manage the cost of living crisis, there are options for Council to consider how best to support deferred bills or negotiated payment plans. The options include:

- reducing raised Council rate revenue,
- reducing fees and charges, or
- targeted support or extended time to make payments.

3.3.1 Option 1 – Reducing Rates increase below the set 3.5% rate cap (Not recommended)

Rates – together with the municipal charge – form the most significant source of revenue to Council, accounting for 55 per cent of total revenue in the draft 2023/24 budget. A reduction of:

- 0.25 per cent on the base rates revenue than what is currently budgeted represents a cumulative loss of \$4.0 million in a decade
- 0.5 per cent on the base rates revenue than what is currently budgeted represents a cumulative loss of \$7.9 million in a decade
- 0.75 per cent on the base rates revenue than what is currently budgeted represents a cumulative loss of \$11.8 million in a decade

The Local Government Finance Professionals (FinPro) conducted a survey on draft 2023/24 budget with 49 council participations. 43 or 88 per cent of councils responded and indicated that they propose raising rates at the set 3.5 per cent rate cap – the remaining six councils proposed rate rises below the cap. Five councils were considering some additional rebate or

hardship package however they were tied to additional rebates subject to some form of eligibility (concession card holders or similar).

3.3.2 **Option 2 – Reducing Fees and Charges (not recommended)**

The draft 2023/24 budget provides for the management of fees and charges to increase by 3 per cent or higher if supported by benchmarking against other councils and comparable industry. This level of increase is significantly below the current levels of inflation.

Officers have reviewed all council fees and charges to identify a broad range of options, including those assessed by Council in March 2020 as part of that earlier COVID-19 relief package. This option is not recommended as it has:

- significant negative financial impact to Council
- limited or minimal benefit to individual residents
- harder to target to those individuals who require support or assistance.

The below table summarises the targeted fees reduction or freeze:

Fees	Target	Impact (estimate)	Cost to Council (Budget)	Average Impact (estimate)
Rates interest through Hardship Policy implementation	Ratepayers	6,000 ratepayers	\$400k	\$66 per rate payer
Waste charge	Ratepayers	67,320 ratepayers	\$944k	Max \$17-28; Mix \$3-5 per household per year
Free first animal registration	Residents	3,500 pet owners	\$120k	\$59/dog owner; \$44/cat owner; \$179 full fee
6 months fee increase suspension to Family Care Centres	Families	650 families	\$335k	Hard to quantify, depends on income level. If averaged \$515 per family per year.
6 months fee increase School Holiday Program, Before/After School Care, Family Day Care	Families	815 families	\$30k	\$37 per family
6 months fee increase suspension to Access Care fees	Vulnerable individuals	2,500 clients	\$41k	Subject to service provided

Further detail on each component of this option is provided below.

Rate interest waiver

By way of hardship application, interest and penalty (if applicable) can be waived which may affect an estimate of 6,000 ratepayers – cost to Council budget \$400k

Waste Charge

There are two options to be considered

Options	Cost to Council	Impact	Average Impact per household per year	Max saving per household per year	Min saving per household per year
Revise increase down from 8.5% to 3.5%	\$0.9 million	67,320	\$14.02	\$17.0	\$3.0
Not to increase the waste charge	\$1.6 million	67,320	\$23.85	\$28.0	\$5.0

Free First Animal Registration Fee

Council to implement the free first animal registration fee that may affect an estimate of 3,500 pet owners at an estimate cost of \$119k.

Family Care Centres

Council officers are currently assisting vulnerable families to apply for Additional Childcare Services Subsidy (ACCS). Fees alteration may affect the child care subsidy calculation that the least impact outcome is recommended to suspend fee increase for a period of time.

Freeze fee increase for 6 months across all Council's family care centres which may cost \$334k.

Freeze fee increase for 6 months to Before/After School Care and School Holiday Program – cost to Council \$20k

Freeze fee increase for 6 months for Family Day Care Educator Fee Levy – cost to Council \$10k

Access Care

Similarly, Access Care has operationalised practice of offering service based on capacity to pay which may include fee waiver in extreme situations, or reduced fee or payment plan to suit the clients' needs and capacity to pay.

AccessCare is able to freeze select fees increase for 6 months.

Leisure Centre and Sports Club

The Waves Leisure Centre operates on user pays system however concession fees may apply subject to eligibility. Waves has been working with Kingston Youth and Family Services providing sponsorship for vulnerable families with Learn to Swim for up to 12 months.

Sport clubs at present have paid their fees and memberships as seasons are well underway.

Considering the above, there is not much adjustments that can be done.

3.3.3 Option 3 – Tailored and Targeted Support (Recommended)

Officers recommend that Council provides tailored and targeted support that is appropriate and proportionate to the support needed. Instead of a blanket or specific fees reduction, waiver or adjustment, officers recommend offering individualised support including but not limited to standing practices such as:

- Rates payment deferral, flexible payment options, and availability of payment arrangement. Rates interest or penalty waiver upon application

- Provision of aged and disability services to all regardless of ability to pay through tailored package, fees reduction/ waiver and payment arrangement to suit clients' needs
- Waves sponsorship for families experiencing financial hardship to cover 12 months Learn to Swim.

This option allows Council to retain flexibility and ability to respond to the changing economic conditions including offering subsidy to individuals or families who are genuinely experiencing financial hardship.

This is estimated to cost Council \$400k through not imposing penalty interest.

3.4 Summary of financial impact of presented options

Estimated maximum cost impact for each option is presented in the table as below:

Financial Impact to Council if implemented:	Option 1	Option 2	Option 3
Reducing Rates Increase			
0.25%	(351)		
0.50%	(702)		
0.75%	(1,054)		
Rates interest through Hardship Policy implementation		(400)	
Waste charge		(1,600)	
Free first animal registration		(120)	
6 months fee increase suspension to Family Care Centres		(335)	
6 months fee increase School Holiday Program, Before/After School Care, Family Day Care		(30)	
6 months fee increase suspension to Access Care fees		(41)	
Subtotal		(2,526)	
Tailored and Targeted Support			(400)
Subtotal			(400)

4. Consultation

4.1 Internal Consultation:

Finance department consulted select departments subsequent to financial data analysis. These departments are Access Care, Family Youth and Children Services, City Economy and Innovation, Compliance and Amenity, City Development, Active Kingston, and City Works. These departments are responsible for some of the discretionary fees and charges considered to potentially have flexibility to offer some forms of financial relief based on the previously implemented Council's Covid Relief package. Collectively, these departments make up the widest possible catchment of residents, ratepayers and business owners across essential services to discretionary spends.

4.2 Community Consultation:

Not applicable at this stage. The draft budget 2023/24 and draft long term financial plan 2023-32 are currently undergoing second phase of community consultation.

5. Compliance Checklist

5.1 Council Plan Alignment

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

Strategy: Look after the community's financial resources responsibly and efficiently

The recommended option provides the right balance of support to ratepayers and residents who may be genuinely experiencing financial hardship through tailored assistance offered by business areas within Council that ensure financial sustainability.

5.2 Governance Principles Alignment

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

5.3 Financial Considerations

As outlined in options presented.

Staff Resources

No impact

5.4 Risk considerations

Continuation or amendment to systems and practices only.

Author/s: Yenni Lim, Manager Finance

Reviewed and Approved By: Bernard Rohan, Chief Financial Officer

Ordinary Council Meeting

22 May 2023

Agenda Item No: 12.2

QUARTERLY FINANCE REPORT MARCH 2023

Contact Officer: Yenni Lim, Manager Finance

Purpose of Report

To present the quarterly financial results for the City of Kingston during 2022/23.

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 year to date Operating Surplus of \$61.1 million which is \$7.2 million (13.4%) favourable to budget primarily due to the \$2.5 million grants received in Open Space maintenance that is likely to carry forward to future years, \$1.0 million in Capital Grants from unspent grant from previous year, Investment returns exceeding budget and collective underspend in Materials and Services in a few departments that offset overspend in large contracts such as Waste Management.
2. Note that the quarterly financial reports show closing cash balance of \$164.0 million primarily due to full year Rates payment processed in February and March resulting in lower than budgeted Receivables of \$51.6 million.
3. Approve the proposed Capital Works revised budget for year 2022/23 that is adjusted with carry over and aquatic land purchase from 2021/22 resulting in revised budget of \$80.05 million from the adopted budget \$80.4 million.

1. Executive Summary

The quarterly financial report highlights current Council's financial position and performance pertaining to financial year 2022/23. The report comprises the Income Statement, the Cash Flow Statement, the Balance Sheet and the Capital Works Statement for the final quarter of the financial year.

The key financial issue being managed in 2022/23 is the impact of inflation and economic challenges on council's financial position requiring regular monitoring of spending supported by accurate accruals. Cash flow management forms other critical work as Rates collection continues in the remaining months whilst finance department concurrently prepares for year end with focus on some of more complex accounting transactions such as:

- Assets classification and resulting depreciation that is linked to Capital Works spending against Adopted Budget and Proposed Capital Works Revised Budget. The revised budget recognises the additional spend from carry over projects which is reduced by aquatic land purchase accounted for in 2021/22

- Reserves transaction and balance transfer for example the finalization of unspent funds of Access Care grants that preliminarily indicate additional income to be recognised in this financial year
- Additional unforecast interest income (potentially \$1.9 million) in light of the higher interest rate environment and funds under investment.
- Which may offset the additional and unbudgeted landfill remediation cost shortfall estimates of \$0.6 million (\$1.0 million against Council's existing provision of \$0.4 million)
- Lease accounting costs transfer and amortisation
- Unearned revenue in which received but unspent payment or grants will be moved to Balance Sheet
- Purchase Orders and Receipts purging exercise at year end which may adjust the reported expenditure and Council's overall commitment

2. Background

Under section 97 of the *Local Government Act 2020*, a quarterly budget report must be presented to Council, at a Council meeting open to the public. This reports the third quarter performance for the 2022/23 financial year.

3. Discussion

3.1 Financial Summary

The City of Kingston's net operating result for the third quarter of 2022/23 was a **surplus of \$61.1 million** which is \$7.2 million (13.4%) favourable to the phased budget.

This favourable outcome (to the phased budget) reflects a combination of factors inclusive of:

1. Higher operating grants (\$2.6 million) which is primarily a timing issue with \$2.5 million of grants revenue budgeted and received in 2021/22 for Open Space (and associated with maintenance and safety works from the Level Crossing Removal project). This revenue has now been recognised as revenue in 2022/23 in line with the timing of the works and will ultimately be offset by expenditure (or carry forward).
2. Capital Grants total revenue is \$16.9 million and is \$1.1 million favourable to budget which relates to received and budgeted in year 2021/22 and carried over to year 2022/23 as unspent various capital grants.

Once adjusted, Council's net operating result would be \$4.6 million favourable to budget consistent to expectation of 2022/23 Forecast.

3. Lower Materials and Services with a total cost of \$68.1 million which is \$2.1 million (3.0%) favourable to budget. Underspends in Consultants predominantly in City Strategy (\$0.5 million) and Advocacy, Engagement and Communication (\$0.2 million) and overall Training budget (\$0.4 million) are offsetting the overspend in City Works (0.65 million) which is due to Waste Management, and Access Care in Brokerage Funds.
4. Employee Costs is in line with budget with a reported total costs of \$79.1 million.

The **Cash Flow Statement** as at 31st March 2023 ended with Cash and Cash Equivalent of \$164.0 million due to:

1. Net Operating Activities tracking on budget contributed by a significant boost in Rates collection as Council processed rates in arrears and full year payment due annually in February. Despite that, every effort is made to manage remaining rates collection as Council anticipates higher Receivables based on payment trend this year. Payment was made to Trust Funds and Deposits which is an unbudgeted item that include retentions held as security for capital works in progress and refundable deposits. Unfavourable to budget for Payments to Suppliers by \$18.1 million however this reflects a reduction in Trade Payables in the Balance Sheet.
2. Net positive Cash Flows from Investing Activities as capital works progressing and this variance will be moving during the year.

The **Balance Sheet** as at 31 March 2023 records:

1. \$3.2 billion of **assets** for the City of Kingston which is attributable to the higher Cash holding and revaluation of assets undertaken during financial year end, and a higher Trade Receivables which reflects the continued collection of issued Rates and Charges
2. \$74.3 million total liabilities which is in line with budget expectations with distribution across various lines and notably in larger items like Trade Payables and Provisions. Unearned Revenue is shown favourable to budget but likely to be corrected by year end.
3. A net asset or Equity totalling to \$3.1 billion, following the revaluation of assets in 2021/22 and the accumulated surplus recorded in current and prior years

3.2 Issues Arising and Future Budget Processes

It is expected that Council's financial position to close closer to the 2022/23 Forecast which is \$2.0 million unfavorable to Adopted Budget due to underspends in a few departments that is likely due to supply interruption. However, they are offset by large contracts such as Waste Management, Street Lighting and Maintenance costs. Finance is turning its mind to prepare for year end which may results in necessary adjustments in accordance to Accounting Standard that will require consultation and assistance from all departments.

3.3 Capital Budget Variations

Capital Budget variations including carryover from 2021/22 reduced by the aquatic land purchase is provided in the detailed list to Council for approval as a revised 2022/23 Capital Budget. Please refer to Appendix 3 – Revised Capital Budget 2022/23. This information is included for completeness, and was intended to be provided to Council earlier in the year but was inadvertently omitted. In future cycles, carry forward will be presented to Council for more timely decision making.

4. Consultation

4.1 Internal Consultation:

There is ongoing contact between Finance and Departments on significant transactions and budget variances.

4.2 Community Consultation:

N/A

5. Compliance Checklist

5.1 Council Plan Alignment

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

Strategy: Look after the community's financial resources responsibly and efficiently


5.2 Governance Principles Alignment

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

5.3 Risk considerations

The financial sustainability of council will be challenged by inflation and budget pressures and this requires active management from council and officers.

Appendices

Appendix 1 - Monthly Finance Report - March 2023 (Ref 23/108132)  

Appendix 2 - Quarterly Financial Statements - March 2023 (Ref 23/108127)  

Appendix 3 - Revised Capital Budget 2022/23 (Ref 23/108168)  

Author/s: Yenni Lim, Manager Finance

Reviewed and Approved By: Bernard Rohan, Chief Financial Officer

12.2

QUARTERLY FINANCE REPORT MARCH 2023

1	Monthly Finance Report - March 2023	309
2	Quarterly Financial Statements - March 2023	347
3	Revised Capital Budget 2022/23.....	351

Monthly Financial Report - Detailed

March 2023

community inspired leadership



Operating Financial Performance - Organisation - as at 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	Variance Forecast v Budget	Status	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Income									
Rates	\$159,733,099	\$159,742,650	\$9,551	✓	\$159,197,265	\$159,186,537	(\$10,728)	(0.0%)	⚠
Grants and Subsidies	\$43,518,179	\$44,084,402	\$566,223	✓	\$32,689,686	\$34,984,803	\$2,295,117	7.0%	✓
Capital Grants	\$15,833,945	\$15,883,245	\$49,300	✓	\$15,833,945	\$16,920,088	\$1,086,143	6.9%	✓
Contributions	\$6,801,286	\$6,825,700	\$24,414	✓	\$582,218	\$608,529	\$26,310	4.5%	✓
Statutory fees and fines	\$9,869,946	\$9,723,694	(\$146,252)	✗	\$7,335,392	\$7,098,705	(\$236,687)	(3.2%)	✗
User Fees	\$20,439,110	\$20,639,451	\$200,341	✓	\$15,630,827	\$15,479,595	(\$151,231)	(1.0%)	✗
Interest Income	\$400,000	\$1,100,000	\$700,000	✓	\$300,000	\$2,354,927	\$2,054,927	685.0%	✓
Other Income	\$912,807	\$832,625	(\$80,182)	⚠	\$690,385	\$629,226	(\$61,159)	(8.9%)	⚠
Total Income	\$257,508,373	\$258,831,767	\$1,323,394	✓	\$232,259,719	\$237,262,410	\$5,002,691	2.2%	✓
* Current Interest income forecast is \$2.7m, which will improve the approved revenue and forecast bottomline by \$1.6m									
Expenditure									
Employee Costs	\$105,283,495	\$106,615,498	(\$1,332,003)	✗	\$79,129,983	\$79,103,314	\$26,669	0.034%	✓
Materials & Services	\$98,310,786	\$100,324,127	(\$2,013,342)	✗	\$70,170,049	\$68,101,112	\$2,068,937	2.9%	✓
Bad and Doubtful Debts	\$50,000	\$50,000	\$0	✓	\$37,500	\$0	\$37,500	100.0%	✓
Depreciation & Amortisation	\$38,244,509	\$38,244,509	\$0	✓	\$28,683,382	\$28,620,250	\$63,132	0.2%	✓
Interest/Borrowing Costs	\$500,000	\$500,000	\$0	✓	\$375,000	\$335,980	\$39,020	10.4%	✓
Total Expenditure	\$242,388,790	\$245,734,134	(\$3,345,344)	✗	\$178,395,914	\$176,160,656	\$2,235,258	1.3%	✓
Net proceeds from Disposal of Assets	\$100,000	\$100,000	\$0	✓	\$75,000	\$43,754	(\$31,246)	(41.7%)	⚠
Net Proceeds from Disposal of Assets	\$100,000	\$100,000	\$0	✓	\$75,000	\$43,754	(\$31,246)	(41.7%)	⚠
Net Operating Surplus / (Deficit)	\$15,219,583	\$13,197,633	(\$2,021,950)	✗	\$53,938,805	\$61,145,509	\$7,206,704	13.4%	✓
* Increased forecast for the interest income will improve the approved forecast bottomline by to \$14.8m									

✓ Favourable variances

⚠ Unfavourable variances, less than \$100K

✗ Unfavourable variances, \$100K or greater

Organisation Level Report

Financial Executive Summary

This report is to inform the Executive Leadership Team (ELT) of the financial performance as at 31st March 2023 compared to Council's 2022/23 Adopted Budget. This report comprises an Operating Income Statement and a summary of major variances.

March 2023 Results

The full year Operating Surplus is \$61.1 million compared to the year-to-date Budgeted Surplus of \$53.9 million, which is \$7.2 million and 13.4% favourable. Of that, income is favourable by \$5.0 million, and expenditure is favourable by \$2.2 million. The key variances from budget are detailed below:

(a) Rates Income

Rates Income is \$159.2 million and is on budget.

(b) Grants and Subsidies

Grants and Subsidies total revenue is \$35.0 million and is \$2.3 million favourable to budget. This is primarily due to Open Space department grant of \$2.45 million grant for maintenance of the new open space created through the Dandenong Line Crossing Removals. Kingston Business team COVID Safety Outdoor funding of \$0.5 million both received and budgeted in year 2021/22 and carried over to year 2022/23 as unspent, which results in a favourable timing variance. Open space maintenance grant is a 10-year grant and spend of it will be further assessed at the year-end 2022/23 and if not spent, it will be further carried over as unspent to year 2023/24. Access Care is \$0.7 million favourable due to higher than budgeted Commonwealth Home Care Packages. This is offset by unfavourable timing variances of budgeted but not yet received grants from Grants Commission \$0.5 million and Family & Children's Centre grants \$1.3 million.

(c) Capital Grants

Capital Grants total revenue is \$16.9 million and is \$1.1 million favourable to budget. \$9.3 million of this income relates to received and budgeted in year 2021/22 and carried over to year 2022/23 as unspent various capital grants, primarily the Female change facilities in Regents Park (\$2.5 million), GR Bricker Pavilion Redevelopment \$2.3 million and Dingley Souter Reserve Pavilion (\$1.4 million). Grants received in 2022/23 from the budgeted \$14.7 million are Roads to Recovery (\$1.7 million), Dingley Recreation Reserve Sports Pavilion (\$1.1 million), Aspendale Life Saving (\$0.5 million), Aspendale Gardens Sports Ground (\$0.4 million), Kerr Crescent Pavilion (\$0.3 million) and Dingley Valley Community Hub \$0.2 million. Spend of the capital grants received will be further assessed at the year-end 2022/23 and if not spent, it may be further carried over as unspent to year 2023/24.

(d) Contributions

Contributions total revenue is \$0.6 million and is \$0.1 million favourable to budget, which is due to timing only.

(e) Statutory Fees and Fines

Statutory Fees and Fines total revenue is \$7.1 million and is \$0.2 million unfavourable to budget. This is mainly due to Parking in the Compliance & Amenity department and Commercial Waste from City Development department are unfavourable by \$0.4 million and \$0.2 million respectively.

(f) User Fees

User Fees total revenue is \$15.5 million and is \$0.150 million favourable to budget primarily due favourable Waves revenue of \$0.4 million, offset partly by unfavourable rental income in Property Services due to timing.

(g) Interest Income

Interest Income received is \$2.4 million and is \$2.1 million favourable to budget. This is due to higher rates compared to previous year and increasing trend expected to continue resulting in higher income from investments in term deposits. Current Interest income forecast is \$2.7 million, which will improve the approved revenue and forecast bottomline by \$1.6 million.

(h) Other Income

Other Income is \$0.6 million and is on budget.

(i) Employee Costs

Employee Costs total expenditure is \$79.1 million and is on budget. Of that employee salaries are favourable by \$3.2 million offset by unfavourable casual salaries by \$2.2 million, workcover premium is unfavourable by \$0.3 million, agency staff costs are unfavourable by \$0.4 million - which is further explained by Divisions as below:

Planning and Place division is \$0.3 million favourable to budget with favourable \$1.1 million in employee salaries offset by unfavourable \$0.8 million in casual salaries. City Strategy is \$0.2 million favourable primarily in Urban Design & Place team. City Development on the budget with a minor \$24k unfavourable. City Economy and Innovation is \$0.2 million favourable to budget due to vacancy. Compliance and Amenity is \$55k unfavourable to budget primarily in casual salaries in Local Laws. Refer to the individual Departments on pages 10-14 for further detail.

Community Strengthening division is \$0.4 million favourable to budget with favourable \$1.9 million in employee salaries offset by unfavourable \$1.1 million in casual salaries and \$0.1 million unfavourable in agency staff. Access Care is \$1.0 million favourable to budget, mainly in the Home and Community Support team (favourable by \$0.6 million) due to still catching up from the COVID downturn and Packaged Care team due to only recently filled vacancy. Family, Youth & Children's Services is \$0.7 million unfavourable with higher agency staff, casual staff and overtime costs in the Family & Children's Centres team. Inclusive Communities is \$0.2 million favourable to budget in employee salaries due to vacancies. Arts, Events & Libraries is \$0.1 million unfavourable to budget due to overspend in casual salaries mainly in the Library Service team in casual and employee salaries. Refer to the individual Departments on pages 15-20 for further detail.

Customer and Corporate Support division is \$0.5 million favourable to budget. Information Services & Strategy is \$0.2 million favourable to budget due to vacancies. Customer Experience is \$0.2 million favourable to the budget due to vacancy. People Support is \$0.1 million favourable to budget. Governance is \$50k

unfavourable to budget. Advocacy, Engagement, Communication is \$33k favourable to budget due to vacancies. Refer to the individual Departments on pages 21-26 for further detail.

Infrastructure and Open Space division is \$0.3 million unfavourable to budget with \$0.6 million favourable in employee salaries, offset by unfavourable casual salaries and agency cost. Open Space department is \$0.1 million unfavourable in employee salaries and casuals. Infrastructure department is on the budget with a minor unfavourable \$42k. City Works is \$0.1 million unfavourable to budget due to higher spent in agency cost. Active Kingston is \$0.2 million unfavourable with higher salaries in Sports and Recreation team. Project Management Office is \$0.150 million favourable to budget due to lower salary cost in Capital project team. Refer to the individual Departments on pages 27-32 for more detail.

CFO Office is \$56k unfavourable to budget mainly due to unfavourable variance in Property Services (\$33k) and unfavourable in Procurement (\$20k). Refer to pages 33-36 for more detail. Finance is on the budget.

(j) Materials & Services

Materials and Services total expenditure is \$68.1 million and is \$2.1 million favourable to budget primarily in contractors and consultants - which is further explained by Division below:

Planning and Place division is \$0.7 million favourable to budget. City Strategy is \$0.5 million favourable with lower than budgeted Consultants' expenditure in Strategic Planning and Environment Planning teams. City Development is \$0.1 million favourable to budget with many small variances across all teams. City Economy and Innovation is unfavourable by \$0.1 million in materials, mainly due Kingston Business in Outdoor Precinct activation for Melaleuca Drive shopping centre and Chandler Street shopping precinct, which is funded by the grant carried over from 2021/22. Compliance and Amenity favourable to budget by \$0.2 million with savings across all teams, primarily in Local Laws, Prosecutions and Parking teams. Refer to pages 10-14 for more detail.

Community Strengthening division is \$0.2 million favourable to budget. Access Care has \$0.6 million unfavourable to budget in brokerage funds. Family, Youth & Children's Services is \$0.3 million favourable to budget with Family Day Care Contract (Educator) payments as the main driver. Inclusive Communities is \$0.2 million favourable to budget. Arts, Events & Libraries is \$0.2 million favourable to budget primarily in Events and Libraries. Refer to pages 15-20 for more detail.

Customer and Corporate Support division is \$0.2 million favourable to budget. Information Services & Strategy is \$0.1 million favourable. Customer Experience & Corporate Performance is on budget with \$18k unfavourable to budget. People Support is \$0.1 million unfavourable due to higher than budgeted consultants' costs. The Governance department is in line with the budget with \$16k favourable variance. Advocacy, Engagement, Communication is \$0.2 million favourable driven by no expenditure in the Communications team. Refer to pages 21-26 for more detail.

Infrastructure and Open Space division is \$0.4 million unfavourable to budget. Open Space is \$0.2 million favourable to budget primarily in contract payments favourable due to timing issue. City Works is \$0.650 million unfavourable to budget primarily in Waste Management in Hard Waste (for supplier WM Waste Management) and Green Waste Collections (for supplier JJ Richards). Active Kingston is \$0.1 million unfavourable primarily pool chemicals. Project Management Office is \$0.1 million favourable. Refer to the individual Departments on pages 27-32 for more detail.

CFO Office division is \$0.5 million favourable to budget. This is mainly due to favourable variances in Procurement in insurance, Property in contract payments and in Finance in legal expenses. Refer to pages 33-36 for more detail.

Central area is \$0.9 million favourable to budget from leasing treatment. As per AASB16 leases are recognised in full value in balance sheet as a right-of-use (ROU) asset and lease liability, as well as lease interest in Profit & Loss and amortisation in Profit & Loss. Additionally, the leases are coded as credits in Profit &

Loss to reflect lease payments, which contributes to favourable variance. The leases will be finally reconciled and adjusted at year end, but at YTD March they contribute to the favourable variance.

(k) Bad and Doubtful Debts

There are no Bad and Doubtful Debts in the year to date which is in line with budget, with a small favourable variance of \$30k.

(l) Depreciation & Amortisation

Depreciation and amortisation expenses are \$28.6 million and are \$63k favourable to budget.

(m) Interest / Borrowing Costs

Interest / Borrowing Costs total expenditure is \$0.4 million and are \$39k favourable to budget.

(n) Net Proceeds from Disposal of Assets

Net Proceeds from Disposal of Assets is in line with budget.

Proposed Action

That ELT note the operating financial results to the 31st of March 2023.

DEPARTMENT WITHIN DIVISION SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Planning and Place	(\$9,481,613)	(\$9,481,613)	(\$7,003,663)	(\$5,858,968)	\$1,144,695	16.3%	✓
City Strategy	(\$3,215,583)	(\$3,215,583)	(\$2,382,772)	(\$1,800,355)	\$582,417	24.4%	✓
City Development	(\$3,934,861)	(\$3,934,861)	(\$2,975,129)	(\$3,094,780)	(\$119,652)	(4.0%)	✗
City Economy and Innovation	(\$2,054,716)	(\$2,054,716)	(\$1,317,678)	(\$645,912)	\$671,766	51.0%	✓
Compliance and Amenity	(\$276,452)	(\$276,452)	(\$328,084)	(\$317,920)	\$10,164	3.1%	✓
Community Strengthening	(\$21,284,026)	(\$21,284,026)	(\$16,261,512)	(\$16,297,392)	(\$35,881)	(0.2%)	!
Access Care	(\$2,815,048)	(\$2,815,048)	(\$2,114,648)	(\$792,041)	\$1,322,607	62.5%	✓
Family, Youth & Childrens' Services	(\$4,257,354)	(\$4,257,354)	(\$3,302,786)	(\$5,116,184)	(\$1,813,398)	(54.9%)	✗
Inclusive Communities	(\$6,046,500)	(\$6,046,500)	(\$4,726,800)	(\$4,343,839)	\$382,961	8.1%	✓
Arts, Events & Libraries	(\$8,165,124)	(\$8,165,124)	(\$6,117,278)	(\$6,045,328)	\$71,950	1.2%	✓
Customer & Corporate Support	(\$21,726,883)	(\$21,726,883)	(\$16,824,904)	(\$16,089,418)	\$735,486	4.4%	✓
Information Services & Strategy	(\$8,819,014)	(\$8,819,014)	(\$7,144,677)	(\$6,829,307)	\$315,369	4.4%	✓
Customer Experience and Corporate Perfi	(\$5,285,670)	(\$5,285,670)	(\$3,994,921)	(\$3,794,766)	\$200,155	5.0%	✓
People Support	(\$3,145,207)	(\$3,145,207)	(\$2,395,469)	(\$2,374,670)	\$20,799	0.9%	✓
Governance	(\$1,871,966)	(\$1,871,966)	(\$1,312,618)	(\$1,376,181)	(\$63,564)	(4.8%)	!
Advocacy, Communications & Engagemer	(\$2,605,026)	(\$2,605,026)	(\$1,977,220)	(\$1,714,493)	\$262,727	13.3%	✓
Infrastructure and Open Space	(\$62,023,812)	(\$62,023,812)	(\$46,220,529)	(\$43,236,623)	\$2,983,905	6.5%	✓
Open Space	(\$18,958,636)	(\$18,958,636)	(\$14,158,948)	(\$11,351,566)	\$2,807,381	19.8%	✓
Infrastructure	(\$5,221,855)	(\$5,221,855)	(\$3,925,405)	(\$3,891,526)	\$33,879	0.9%	✓
City Works	(\$32,588,805)	(\$32,588,805)	(\$24,451,255)	(\$24,967,944)	(\$516,689)	(2.1%)	✗
Active Kingston	(\$3,156,370)	(\$3,156,370)	(\$2,111,528)	(\$1,974,760)	\$136,768	6.5%	✓
Project Management Office	(\$2,098,145)	(\$2,098,145)	(\$1,573,393)	(\$1,050,827)	\$522,566	33.2%	✓
CFO Office	(\$3,674,346)	(\$3,674,346)	(\$3,196,906)	(\$3,524,763)	(\$327,858)	(10.3%)	✗
Property Services	\$2,363,494	\$2,363,494	\$1,802,014	\$1,375,617	(\$426,398)	(23.7%)	✗
Finance	(\$2,959,664)	(\$2,959,664)	(\$2,246,413)	(\$2,307,206)	(\$60,792)	(2.7%)	!
Procurement & Contracts	(\$3,078,175)	(\$3,078,175)	(\$2,752,507)	(\$2,593,174)	\$159,332	5.8%	✓

✓ Favourable variances ! Unfavourable variances, less than \$100K ✗ Unfavourable variances, \$100K or greater

Financial Performance Analysis

Key variances by Department within the Division for 31st March 2023:

Planning and Place Division - \$1.1 million and 16.3% Favourable to Budget

City Strategy is \$0.6 million favourable to budget (see page 11 for further details). User Fees income is in line with budget but grants income is \$0.1 million unfavourable in Urban Design and Place. Staff cost are \$0.2 million favourable primarily in Urban Design and Place team due to vacancies. Consultants' expenditure is \$0.5 million favourable in Strategic Planning, Environment Planning and Urban Design & Place teams.

City Development is \$0.1 million unfavourable to budget (see page 12 for further details). Statutory Fees income is \$0.160 million unfavourable to budget. Staff costs are \$40k unfavourable mainly in agency cost and Materials & Services are \$0.1 million favourable with many small variances across all teams.

City Economy & Innovation is \$0.7 million favourable to budget (see page 13 for further details). This is primarily due to COVID19 Safety Outdoor Activation grant and Business Concierge grant received and budgeted in year 2021/22 and carried over to year 2022/23 as unspent. Staff costs are \$0.2 million favourable to budget due to vacancy. Materials and Services are \$0.1 million unfavourable, mainly due to Kingston Business in Outdoor Precinct activation in Melaleuca Drive shopping centre and Chandler Street shopping precinct.

Compliance & Amenity is on the budget with minor favourable \$10k (see page 14 for further details). Income is unfavourable \$0.160 million primarily in statutory fees. Employee Costs are \$55k unfavourable and Materials and Services are \$0.2 million favourable with savings across all teams.

Community Strengthening Division - \$0.03 million and 0.2% Unfavourable to Budget

Access Care is \$1.3 million favourable to budget (see page 16 for further details). Income is \$0.8 million favourable primarily in user fees in Home and Community Support and grants and subsidies. Employee costs are \$1.0 million favourable primarily in the Home and Community Support team due to vacancies. Materials & Services has \$0.6 million minor unfavourable to budget in brokerage funds.

Family, Youth & Children's Services is \$1.8 million unfavourable to budget (see page 17 for further details). Grants Income is \$1.3 million unfavourable and User Fees are \$0.1 million unfavourable to budget. Casual salaries are unfavourable to budget by \$1.0 million and agency cost are unfavourable by \$0.3 million in Family and Children's team in Carrum and Parkdale Hubs which is due to seasonality of the expenses with budget allocated evenly over the months. Materials and Services are \$0.3 million favourable to budget with a \$0.3 million favourable variance in Family Day Care Contract (Educator) payments as the main driver.

Inclusive Communities is \$0.4 million favourable to budget (see page 18 for further details). Variance is mainly driven by employee cost is favourable by 0.2 million and Materials and Services favourable \$0.2 million.

Arts, Events & Libraries is in \$0.1 million favourable to budget (see page 19 for further details). Variance is mainly driven by favourable Materials and Services \$0.2 million favourable to budget primarily in Libraries and Events. Staff cost is \$0.1 million unfavourable to budget due to overspend in casual salaries mainly in the Library Service team in casual and employee salaries.

Customer & Corporate Support - \$0.7 million and 4.4% Favourable to Budget

Information Services & Strategy is \$0.3 million favourable to budget (see page 21 for further details). Employee Cost are \$0.2 million favourable to budget due to vacancies. Materials & Services are \$0.1 million favourable due to timing for consultants services.

Customer Experience is \$0.2 million favourable to budget (see page 22 for further details). Employee cost is \$0.2 million favourable and Material and Services are in line with the budget.

People Support is \$21k favourable to budget (see page 23 for further details). Employee Costs are \$0.1 million favourable and Materials & Services are \$0.1 million unfavourable due to higher than budgeted consultants' costs.

Governance is \$64k unfavourable to budget (see page 24 for further details). Variance mainly due to unfavourable user fees revenue for non voter fee \$28k and employee costs \$50k unfavourable to budget.

Advocacy, Engagement, Communication is \$0.3 million favourable to budget (see page 25 for further details). Employee costs are \$33k favourable to budget due to vacancies. Materials & Services are \$0.2 million favourable driven by no consultants and contractors spend in the Communications team.

Infrastructure & Open Space – \$3.0 million and 6.5% Favourable to Budget

Open Space is \$2.8 million favourable to budget (see page 27 for further details). Income is \$2.7 million favourable due to the grant of \$2.45 million for maintenance of the new open space created through the Dandenong Line Crossing Removals, which was received and budgeted in year 2021/22 and carried over to year 2022/23 as unspent. Employee costs are \$0.1 million unfavourable to budget in employee salaries and casuals. Materials & Services are \$0.2 million favourable to budget primarily in contract payments favourable due to timing issue.

Infrastructure is \$34k favourable to budget (see page 28 for further details). Grants income in Traffic and Transport is \$0.1 million unfavourable to budget offset by favourable user fees \$0.1 million. Employee costs are \$42k favourable to budget offset by Materials & Services \$33k unfavourable.

City Works is \$0.5 million unfavourable to budget (see page 29 for further details). Income is \$0.3 million favourable in statutory fees, primarily from the Building and Contracts Maintenance teams. Employee costs are \$0.1 million unfavourable to budget and Materials & Services are \$0.650 million unfavourable to budget primarily in Waste Management in Hard Waste. The spending for the year has been completed with \$1.8 million spend, and the remaining budget of \$0.3 million should be brought forward to YTD March.

Active Kingston is \$0.1 million favourable to budget (see page 30 for further details). Income is \$0.5 million favourable primarily in user fees in Waves. Employee costs are \$0.2 million unfavourable with higher casual salaries in the Waves team. Materials & Services are \$0.1 million unfavourable to budget primarily in pool chemicals.

The Project Management Office is \$0.5 million favourable to budget (see page 31 for further details). Unbudgeted Suburban Rail Loop grants of \$0.2 million have been received. Employee Costs are \$0.150 million favourable due to vacancies and Materials & Services are \$0.1 million favourable primarily in consultants.

CFO Office - \$0.3 million and 10.3% Unfavourable to Budget

Property Services is \$0.4 million unfavourable to budget (see page 33 for further detail). Rental Income in the Leasing Team is \$0.5 million unfavourable to budget due to budget phased evenly and actual income varying.

Finance is \$0.1 million favourable to budget (see page 34 for further details). No Legal Costs income has been received hence income is \$0.2 million unfavourable, and that variance is offset by no Legal expenses in the year to date.

Procurement & Contracts is \$0.1 million favourable to budget (see page 35 for further details). Insurance Premiums are \$0.158 million lower than budget (on a budget of \$1.7 million).

DIVISION SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Annual Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
10 - Planning and Place							
Income							
Rates	\$50,000	\$50,000	\$37,500	\$59,176	\$21,676	57.8%	✓
Grants and Subsidies	\$1,128,417	\$1,553,578	\$1,029,888	\$1,565,799	\$535,910	52.0%	✓
Contributions	\$20,700	\$20,700	\$15,525	\$14,155	(\$1,370)	(8.8%)	⚠
Statutory fees and fines	\$7,978,680	\$7,910,680	\$5,916,943	\$5,337,103	(\$579,840)	(9.8%)	✗
User Fees	\$1,473,655	\$1,525,065	\$1,167,710	\$1,363,545	\$195,835	16.8%	✓
Other Income	\$87,341	\$87,341	\$65,506	\$21,295	(\$44,211)	(67.5%)	⚠
Sub-Total Income	\$10,738,793	\$11,147,364	\$8,233,072	\$8,361,072	\$128,000	1.6%	✓
Expenditure							
Employee Costs	\$15,815,213	\$15,888,297	\$11,899,392	\$11,616,124	\$283,267	2.4%	✓
Materials & Services	\$4,405,193	\$4,412,401	\$3,337,343	\$2,603,915	\$733,428	22.0%	✓
Bad and Doubtful Debts	\$0	\$0	\$0	\$0	\$0	0.0%	✓
Sub-Total Expenditure	\$20,220,406	\$20,300,698	\$15,236,734	\$14,220,039	\$1,016,695	6.7%	✓
Net Operating Surplus/(Deficit)	(\$9,481,613)	(\$9,153,333)	(\$7,003,663)	(\$5,858,968)	\$1,144,695	16.3%	✓

✓ Favourable variances
 ⚠ Unfavourable variances, less than \$100K
 ✗ Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
City Strategy							
Income							
Grants and Subsidies	\$495,000	\$495,000	\$433,750	\$315,000	(\$118,750)	(27.4%)	✖
User Fees	\$17,000	\$17,000	\$12,750	\$0	(\$12,750)	(100.0%)	⚠
Sub-Total Income	\$512,000	\$512,000	\$446,500	\$315,000	(\$131,500)	(29.5%)	✖
Expenditure							
Employee Costs	\$2,260,102	\$2,191,182	\$1,694,911	\$1,499,330	\$195,581	11.5%	✔
Materials & Services	\$1,467,481	\$1,365,481	\$1,134,361	\$616,026	\$518,335	45.7%	✔
Sub-Total Expenditure	\$3,727,583	\$3,556,663	\$2,829,272	\$2,115,355	\$713,917	25.2%	✔
Net Operating Surplus/(Deficit)	(\$3,215,583)	(\$3,044,663)	(\$2,382,772)	(\$1,800,355)	\$582,417	24.4%	✔

City Strategy is \$0.6M favourable to budget. Grants income is \$0.1M unfavourable in Urban Design and Place. Staff cost are \$196K favourable primarily in Urban Design and Place team due to vacancies and will remain favourable to end of FY2022/23. Consultants' expenditure is \$0.4M favourable, mainly from savings in Strategic Planning, Environment Planning and Urban Design & Place teams and is unlikely to self-correct with elements of consultant led project work (Level Crossing Removal Project "LXRP" & Suburban Rail Loop "SRLA") now delayed to 2023/2024 pending further direction from State Government.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
City Strategy	(\$3,215,583)	(\$3,044,663)	(\$2,382,772)	(\$1,800,355)	\$582,417	24.4%	✔
Strategic Planning	(\$1,423,985)	(\$1,482,535)	(\$1,006,463)	(\$729,083)	\$277,380	27.6%	✔
Environment Planning	(\$1,316,026)	(\$1,305,407)	(\$1,020,350)	(\$784,719)	\$235,630	23.1%	✔
Urban Design & Place	(\$422,272)	(\$203,421)	(\$315,984)	(\$168,510)	\$147,474	46.7%	✔
City Strategy Administration & Management	(\$53,300)	(\$53,300)	(\$39,975)	(\$118,043)	(\$78,068)	(195.3%)	⚠

✔ Favourable variances ⚠ Unfavourable variances, less than \$100K ✖ Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
City Development							
Income							
Statutory fees and fines	\$2,472,950	\$2,374,950	\$1,854,712	\$1,642,565	(\$212,147)	(11.4%)	✖
User Fees	\$654,500	\$654,500	\$490,875	\$487,631	(\$3,244)	(0.7%)	⚠
Sub-Total Income	\$3,127,450	\$3,029,450	\$2,345,587	\$2,130,196	(\$215,392)	(9.2%)	✖
Expenditure							
Employee Costs	\$6,321,275	\$6,351,827	\$4,764,939	\$4,789,170	(\$24,231)	(0.5%)	⚠
Materials & Services	\$741,036	\$741,036	\$555,777	\$435,806	\$119,971	21.6%	✔
Bad and Doubtful Debts	\$0	\$0	\$0	\$0	\$0	0.0%	✔
Sub-Total Expenditure	\$7,062,311	\$7,092,863	\$5,320,716	\$5,224,976	\$95,740	1.8%	✔
Net Operating Surplus/(Deficit)	(\$3,934,861)	(\$4,063,413)	(\$2,975,129)	(\$3,094,780)	(\$119,652)	(4.0%)	✖

The City Development March budget is showing an unfavourable variance of \$120k. Most of the variance comes from lower than anticipated income from Statutory Planning Fees (\$212k), due to a slight market downturn over the past months. At this stage of the year, we are anticipating a small unfavourable variance at the end of the financial year.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
City Development							
	(\$3,934,861)	(\$4,063,413)	(\$2,975,129)	(\$3,094,780)	(\$119,652)	(4.0%)	✖
Planning & Building Services	(\$812,267)	(\$818,334)	(\$621,929)	(\$642,883)	(\$20,954)	(3.4%)	⚠
Statutory Building	(\$1,074,877)	(\$1,078,187)	(\$815,495)	(\$785,187)	\$30,308	3.7%	✔
Statutory Planning	(\$668,430)	(\$783,728)	(\$500,524)	(\$588,975)	(\$88,450)	(17.7%)	⚠
Vegetation & Compliance	(\$1,004,164)	(\$1,006,400)	(\$755,762)	(\$735,050)	\$20,711	2.7%	✔
Planning Appeals	(\$375,125)	(\$376,764)	(\$281,419)	(\$342,686)	(\$61,267)	(21.8%)	⚠

✔ Favourable variances ⚠ Unfavourable variances, less than \$100K ✖ Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
City Economy and Innovation							
Income							
Rates	\$50,000	\$50,000	\$37,500	\$59,176	\$21,676	57.8%	✓
Grants and Subsidies	\$132,646	\$489,779	\$95,367	\$682,000	\$586,633	615.1%	✓
Contributions	\$20,700	\$20,700	\$15,525	\$14,155	(\$1,370)	(8.8%)	⚠
Statutory fees and fines	\$871,000	\$895,000	\$835,750	\$855,855	\$20,105	2.4%	✓
User Fees	\$248,030	\$299,440	\$219,522	\$225,309	\$5,787	2.6%	✓
Sub-Total Income	\$1,322,376	\$1,754,919	\$1,203,664	\$1,836,495	\$632,830	52.6%	✓
Expenditure							
Employee Costs	\$2,584,143	\$2,602,337	\$1,937,708	\$1,770,639	\$167,069	8.6%	✓
Materials & Services	\$792,949	\$981,857	\$583,634	\$711,768	(\$128,133)	(22.0%)	✗
Bad and Doubtful Debts	\$0	\$0	\$0	\$0	\$0	0.0%	✓
Sub-Total Expenditure	\$3,377,092	\$3,584,194	\$2,521,342	\$2,482,407	\$38,935	1.5%	✓
Net Operating Surplus/(Deficit)	(\$2,054,716)	(\$1,829,275)	(\$1,317,678)	(\$645,912)	\$671,766	51.0%	✓

City Economy & Innovation is \$672K favourable to budget. This is primarily due to Victorian Government grants not being included in the FY22/23 budget. Staff costs are \$167K favourable owing to various vacancies throughout the year primarily in the Kingston Business team. Materials and Services are \$0.1M unfavourable mainly due to Outdoor Activation projects (a Victorian Government grant), which was not included in the FY22/23 budget.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
City Economy and Innovation	(\$2,054,716)	(\$1,829,275)	(\$1,317,678)	(\$645,912)	\$671,766	51.0%	✓
Kingston Business	(\$1,477,424)	(\$1,280,633)	(\$1,090,765)	(\$524,258)	\$566,507	51.9%	✓
Health Services	(\$577,293)	(\$548,642)	(\$226,912)	(\$121,654)	\$105,258	46.4%	✓

✓ Favourable variances
 ⚠ Unfavourable variances, less than \$100K
 ✗ Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Compliance and Amenity							
Income							
Grants and Subsidies	\$500,771	\$568,799	\$500,771	\$568,799	\$68,028	13.6%	✓
Statutory fees and fines	\$4,634,730	\$4,640,730	\$3,226,480	\$2,838,683	(\$387,797)	(12.0%)	✗
User Fees	\$554,125	\$554,125	\$444,563	\$650,605	\$206,042	46.3%	✓
Other Income	\$87,341	\$87,341	\$65,506	\$21,295	(\$44,211)	(67.5%)	⚠
Sub-Total Income	\$5,776,968	\$5,850,996	\$4,237,320	\$4,079,381	(\$157,938)	(3.7%)	✗
Expenditure							
Employee Costs	\$4,649,693	\$4,742,951	\$3,501,834	\$3,556,986	(\$55,152)	(1.6%)	⚠
Materials & Services	\$1,403,727	\$1,324,027	\$1,063,570	\$840,316	\$223,255	21.0%	✓
Bad and Doubtful Debts	\$0	\$0	\$0	\$0	\$0	0.0%	✓
Sub-Total Expenditure	\$6,053,420	\$6,066,978	\$4,565,404	\$4,397,301	\$168,103	3.7%	✓
Net Operating Surplus/(Deficit)	(\$276,452)	(\$215,982)	(\$328,084)	(\$317,920)	\$10,164	3.1%	✓

Compliance & Amenity is on the budget. Income is 3.7% under budget with total unfavourable \$158K, mainly due to parking PIN Income variance of -23% (\$491K). This has been offset by above budget income in parking meter income, infringement courts income and bin/skip permit fees while registration fees statutory is on the budget. Employee Costs are \$55K unfavourable and Materials and Services are \$223K favourable with savings across all teams.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Compliance and Amenity							
Local Laws	(\$1,589,322)	(\$1,419,668)	(\$1,436,827)	(\$1,280,158)	\$156,669	10.9%	✓
Prosecutions	\$52,201	\$21,664	\$37,796	\$436,932	\$399,136	1056.0%	✓
Parking	\$2,233,695	\$2,169,350	\$1,801,104	\$1,217,144	(\$583,960)	(32.4%)	✗
Administration	(\$973,026)	(\$987,329)	(\$730,157)	(\$691,837)	\$38,319	5.2%	✓
✓ Favourable variances ⚠ Unfavourable variances, less than \$100K ✗ Unfavourable variances, \$100K or greater							

DIVISION SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Annual Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
20 - Community Strengthening							
Income							
Grants and Subsidies	\$39,757,297	\$39,719,849	\$29,991,520	\$29,569,199	(\$422,321)	(1.4%)	✖
Contributions	\$39,000	\$34,000	\$29,250	\$26,014	(\$3,236)	(11.1%)	⚠
Statutory fees and fines	\$591,266	\$417,014	\$443,449	\$350,654	(\$92,796)	(20.9%)	⚠
User Fees	\$9,766,722	\$9,759,556	\$7,340,041	\$7,231,948	(\$108,093)	(1.5%)	✖
Other Income	\$93,382	\$13,200	\$70,037	\$19,966	(\$50,070)	(71.5%)	⚠
Sub-Total Income	\$50,247,667	\$49,943,619	\$37,874,297	\$37,197,781	(\$676,516)	(1.8%)	✖
Expenditure							
Employee Costs	\$49,612,344	\$50,863,603	\$37,245,578	\$36,804,116	\$441,462	1.2%	✔
Materials & Services	\$21,919,350	\$21,887,849	\$16,890,231	\$16,691,058	\$199,173	1.2%	✔
Bad and Doubtful Debts	\$0	\$0	\$0	\$0	\$0	0.0%	✔
Sub-Total Expenditure	\$71,531,693	\$72,751,452	\$54,135,809	\$53,495,174	\$640,635	1.2%	✔
Net Operating Surplus/(Deficit)	(\$21,284,026)	(\$22,807,833)	(\$16,261,512)	(\$16,297,392)	(\$35,881)	(0.2%)	⚠

✔ Favourable variances ⚠ Unfavourable variances, less than \$100K ✖ Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Access Care							
Income							
Grants and Subsidies	\$26,364,623	\$26,364,623	\$19,773,467	\$20,510,497	\$737,030	3.7%	✓
Contributions	\$0	\$0	\$0	\$232	\$232	0.0%	✓
User Fees	\$3,033,639	\$3,033,640	\$2,275,229	\$2,372,936	\$97,707	4.3%	✓
Sub-Total Income	\$29,398,262	\$29,398,263	\$22,048,696	\$22,883,665	\$834,969	3.8%	✓
Expenditure							
Employee Costs	\$19,400,339	\$19,048,772	\$14,553,616	\$13,510,793	\$1,042,823	7.2%	✓
Materials & Services	\$12,812,971	\$12,762,971	\$9,609,729	\$10,164,914	(\$555,185)	(5.8%)	✗
Bad and Doubtful Debts	\$0	\$0	\$0	\$0	\$0	0.0%	✓
Sub-Total Expenditure	\$32,213,310	\$31,811,743	\$24,163,344	\$23,675,706	\$487,638	2.0%	✓
Net Operating Surplus/(Deficit)	(\$2,815,048)	(\$2,413,480)	(\$2,114,648)	(\$792,041)	\$1,322,607	62.5%	✓

Net operating surplus is \$1,322,607. Home & Community support has surplus of \$414,599. Revenue \$1,669,104 (Commonwealth Grant) is down as we are not delivering our full targets and we work on accrual and only bring into the P&L CHSP funding delivered against. This results in a saving in expenditure. Expenditure \$686,960 in salaries saving due to still catching up from the COVID downturn in direct care services and staff shortages. \$1,042,724 in brokerage saving due to transport still not recovered. Package Care surplus is \$768,218. \$2,294,837 increase in Commonwealth revenue due to higher Home Care Packages than budgeted. \$322,580 saving in salaries due to vacant positions that have just been filled. \$2,047,556 brokerage is overspending due to the changes in the SCHADS award - they are using unspent funds. This spending is being monitored. Assessment surplus is \$139,789 with \$59,657 saving on temporary staff.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Access Care	(\$2,815,048)	(\$2,413,480)	(\$2,114,648)	(\$792,041)	\$1,322,607	62.5%	✓
Home and Community Support	(\$3,599,136)	(\$3,317,144)	(\$2,704,847)	(\$2,290,248)	\$414,599	15.3%	✓
Packaged Care	\$520,995	\$645,608	\$392,367	\$1,160,585	\$768,218	195.8%	✓
Assessment	\$263,093	\$258,056	\$197,832	\$337,622	\$139,789	70.7%	✓

✓ Favourable variances ⚠ Unfavourable variances, less than \$100K ✗ Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Family, Youth & Childrens' Services							
Income							
Grants and Subsidies	\$11,725,318	\$11,527,835	\$8,711,308	\$7,443,527	(\$1,267,782)	(14.6%)	✖
Statutory fees and fines	\$591,266	\$417,014	\$443,449	\$350,594	(\$92,856)	(20.9%)	⚠
User Fees	\$5,299,089	\$5,395,166	\$3,959,317	\$3,836,925	(\$122,392)	(3.1%)	✖
Other Income	\$0	\$0	\$0	\$150	\$150	0.0%	✔
Sub-Total Income	\$17,615,673	\$17,340,015	\$13,114,075	\$11,631,195	(\$1,482,879)	(11.3%)	✖
Expenditure							
Employee Costs	\$18,887,842	\$19,392,228	\$14,178,099	\$14,844,824	(\$666,725)	(4.7%)	✖
Materials & Services	\$2,985,185	\$3,048,329	\$2,238,762	\$1,902,555	\$336,206	15.0%	✔
Sub-Total Expenditure	\$21,873,027	\$22,440,557	\$16,416,861	\$16,747,379	(\$330,518)	(2.0%)	✖
Net Operating Surplus/(Deficit)	(\$4,257,354)	(\$5,100,542)	(\$3,302,786)	(\$5,116,184)	(\$1,813,398)	(54.9%)	✖

Family, Youth & Children's Services is \$1.8 million unfavourable to budget. This is primarily driven by reductions in Commonwealth Government grants (\$1.36 million unfavourable), and higher than expected Employee Costs (\$0.7 million unfavourable). Detailed explanation by Teams is provided as below:

26050 Youth Services

Youth Services is \$67k favourable, due primarily to lower than expected Employee Costs (\$52k favourable) associated with vacant positions that have now been filled.

26070 Maternal & Child Health & Immunisation

\$173k unfavourable, due primarily to lower than budgeted State Government Grant receipts (\$97k unfavourable), and higher than expected Employee Costs (\$59k unfavourable).

26020 Family & Children's Centres

\$1.68 million unfavourable to budget, driven mainly by lower than expected Commonwealth Government Grant receipts (\$0.7 million unfavourable) and higher than expected Employee Costs (\$0.9 million unfavourable). This reflects lower than budgeted utilisation due to staff shortages and an increased reliance on casual and agency staff.

26030 Children's Services Partnerships

\$115k favourable to budget due to higher than expected State Government grant income, and lower than expected employee costs.

26040 Before & After School Care

\$297k unfavourable due primarily to lower than expected Commonwealth Government grant receipts (\$364k unfavourable). This reflects lower utilisation of programs due to increased workplace flexibility post COVID-19 and caps on programs numbers due to staff shortages.

26055 Family Support Services

\$119k favourable to budget due primarily to lower than expected Employee Costs associated with vacant positions that are in the process of being filled (\$74k favourable), and increased State Government grant receipts (\$38k favourable).

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Family, Youth & Childrens' Services	(\$4,257,354)	(\$5,100,542)	(\$3,302,786)	(\$5,116,184)	(\$1,813,398)	(54.9%)	✖
Family, Youth & Children Services Management	(\$255,176)	(\$268,764)	(\$191,580)	(\$174,541)	\$17,040	8.9%	✔
Family & Children's Centres	(\$361,737)	(\$1,145,680)	(\$275,231)	(\$1,958,104)	(\$1,682,874)	(611.4%)	✖
Children's Services Partnerships	(\$481,028)	(\$477,018)	(\$403,273)	(\$288,146)	\$115,127	28.5%	✔
Before After School Care & Holiday Program	\$230,733	\$364,134	\$175,462	(\$121,447)	(\$296,909)	(169.2%)	✖
Youth Services	(\$1,108,846)	(\$1,075,552)	(\$831,071)	(\$763,604)	\$67,466	8.1%	✔
Family Support Services	(\$197,612)	(\$201,026)	(\$148,044)	(\$29,338)	\$118,706	80.2%	✔
MCH & Immunisation	(\$2,095,037)	(\$2,404,714)	(\$1,637,420)	(\$1,810,423)	(\$173,003)	(10.6%)	✖
Family Day Care	\$11,347	\$108,077	\$8,370	\$29,420	\$21,050	251.5%	✔
✔ Favourable variances ⚠ Unfavourable variances, less than \$100K ✖ Unfavourable variances, \$100K or greater							

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Inclusive Communities							
Income							
Grants and Subsidies	\$575,285	\$735,320	\$431,464	\$473,884	\$42,421	9.8%	✓
Contributions	\$38,000	\$33,000	\$28,500	\$24,830	(\$3,670)	(12.9%)	⚠
User Fees	\$148,903	\$100,660	\$111,677	\$103,385	(\$8,293)	(7.4%)	⚠
Other Income	\$86,182	\$6,000	\$64,637	\$19,613	(\$45,023)	(69.7%)	⚠
Sub-Total Income	\$848,370	\$874,980	\$636,278	\$621,712	(\$14,566)	(2.3%)	⚠
Expenditure							
Employee Costs	\$3,895,722	\$3,919,069	\$2,943,456	\$2,741,797	\$201,659	6.9%	✓
Materials & Services	\$2,999,148	\$3,010,897	\$2,419,621	\$2,223,753	\$195,867	8.1%	✓
Sub-Total Expenditure	\$6,894,870	\$6,929,966	\$5,363,077	\$4,965,551	\$397,526	7.4%	✓

Net Operating Surplus/(Deficit)	(\$6,046,500)	(\$6,054,986)	(\$4,726,800)	(\$4,343,839)	\$382,961	8.1%	✓
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Inclusive Communities is \$383k favourable to budget. Variance is mainly driven by savings in employees cost of \$202k due to a recruitment freeze and the department review and restructure. A few roles are being recruited in March with staff likely to commence in April/May (Health Planner, Research Officer, Facilities Support Officer and Community and grants Support Officer). The following positions will then be recruited Community Infrastructure Planner, Community Safety Officer, Policy and Projects Officers and Community Partnerships Officer. All positions should be filled before 30 June 2023. Expenditure will increase for the Inclusive Communities department in towards the end of the financial year. This will include \$82k to commence and complete the community grants review, \$27k for the Place score Liveability memberships, \$15K for My Community Life, \$25K as part of Council's gambling work in particular working with the Clayton Bowls Club, \$20K on the CommonCause Graffiti Messaging initiative, Implementation of the RAP and development of the next RAP (now that the Reconciliation Lead has been filled, spending will increase), Reconciliation Week in May and completion of the Mental Health initiatives (\$38K). External grants have continued to be received however post covid activation of the community centres has been slow. This should increase over the next financial year.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Inclusive Communities	(\$6,046,500)	(\$6,054,986)	(\$4,726,800)	(\$4,343,839)	\$382,961	8.1%	✓
Community Hubs	(\$1,373,830)	(\$1,462,772)	(\$1,033,861)	(\$933,872)	\$99,989	9.7%	✓
Community Diversity and Inclusion (old Social D)	(\$909,952)	(\$776,833)	(\$700,366)	(\$371,927)	\$328,439	46.9%	✓
Community Capacity and Partnerships	(\$2,387,420)	(\$2,433,887)	(\$1,960,933)	(\$2,171,972)	(\$211,039)	(10.8%)	✗
Health and Social Policy	(\$782,732)	(\$788,091)	(\$587,528)	(\$419,570)	\$167,958	28.6%	✓
Inclusive Communities Management	(\$592,566)	(\$593,403)	(\$444,112)	(\$446,498)	(\$2,386)	(0.5%)	⚠

✓ Favourable variances
⚠ Unfavourable variances, less than \$100K
✗ Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Arts, Events & Libraries							
Income							
Grants and Subsidies	\$1,092,071	\$1,092,071	\$1,075,281	\$1,141,291	\$66,010	6.1%	✓
Contributions	\$1,000	\$1,000	\$750	\$952	\$202	26.9%	✓
Statutory fees and fines	\$0	\$0	\$0	\$60	\$60	0.0%	✓
User Fees	\$1,285,091	\$1,230,091	\$993,818	\$918,703	(\$75,115)	(7.6%)	⚠
Other Income	\$7,200	\$7,200	\$5,400	\$203	(\$5,197)	(96.2%)	⚠
Sub-Total Income	\$2,385,362	\$2,330,362	\$2,075,249	\$2,061,209	(\$14,040)	(0.7%)	⚠
Expenditure							
Employee Costs	\$7,428,440	\$8,503,535	\$5,570,407	\$5,706,702	(\$136,295)	(2.4%)	✗
Materials & Services	\$3,122,045	\$3,065,652	\$2,622,120	\$2,399,835	\$222,285	8.5%	✓
Sub-Total Expenditure	\$10,550,485	\$11,569,187	\$8,192,527	\$8,106,537	\$85,990	1.0%	✓
Net Operating Surplus/(Deficit)	(\$8,165,124)	(\$9,238,825)	(\$6,117,278)	(\$6,045,328)	\$71,950	1.2%	✓

Total variances in the Arts, Events and Libraries are attributed to incorrect forecasting and late financial year projects, the department is intending to expend its allotted budget (not including expenditure on Ticket Services variances covered by income in the Ticket Services line). The Festivals and Events budget shows an unfavourable variance of 0.4% which has been used to support the delivery of the late FY events Mordi Fest and Pet Expo. The Library Services budget shows a 2% unfavourable variance which relates to over expenditure in the casual's budget line, this issue has been identified and changes are in place to reduce this unfavourable variance towards 0. The Arts and Cultural Services budget shows a 14.5% favourable variance, this relates to delayed activity through the restructure, incorrect forecasting and some late project deliverables that will see this variance reduced closer to 0 by the financial year.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Arts, Events & Libraries	(\$8,165,124)	(\$9,238,825)	(\$6,117,278)	(\$6,045,328)	\$71,950	1.2%	✓
Library Services	(\$4,501,487)	(\$4,776,324)	(\$3,108,431)	(\$3,171,505)	(\$63,074)	(2.0%)	⚠
Arts, Events & Libraries Management	(\$258,752)	(\$258,752)	(\$194,312)	(\$235,573)	(\$41,262)	(21.2%)	⚠
Arts & Cultural Services	(\$1,661,713)	(\$2,442,413)	(\$1,265,117)	(\$1,082,253)	\$182,864	14.5%	✓
Events	(\$1,743,172)	(\$1,761,337)	(\$1,549,419)	(\$1,555,997)	(\$6,578)	(0.4%)	⚠
✓ Favourable variances ⚠ Unfavourable variances, less than \$100K ✗ Unfavourable variances, \$100K or greater							

DIVISION SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Annual Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
30 - Customer & Corporate Support							
Income							
Grants and Subsidies	\$0	\$0	\$0	\$43,932	\$43,932	0.0%	✓
User Fees	\$51,500	\$21,500	\$38,625	\$10,154	(\$28,471)	(73.7%)	⚠
Other Income	\$1,946	\$1,946	\$1,460	\$289	(\$1,170)	(80.2%)	⚠
Sub-Total Income	\$53,446	\$23,446	\$40,085	\$54,375	\$14,291	35.7%	✓
Expenditure							
Employee Costs	\$12,286,066	\$12,118,728	\$9,304,742	\$8,796,946	\$507,795	5.5%	✓
Materials & Services	\$9,494,264	\$9,704,655	\$7,560,247	\$7,346,848	\$213,400	2.8%	✓
Sub-Total Expenditure	\$21,780,329	\$21,823,382	\$16,864,989	\$16,143,794	\$721,195	4.3%	✓
Net Operating Surplus/(Deficit)	(\$21,726,883)	(\$21,799,936)	(\$16,824,904)	(\$16,089,418)	\$735,486	4.4%	✓

✓ Favourable variances

⚠ Unfavourable variances, less than \$100K

✗ Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Information Services & Strategy							
Income	\$0	\$0	\$0	\$0	\$0	0.0%	✓
Sub-Total Income	\$0	\$0	\$0	\$0	\$0	0.0%	✓
Expenditure							
Employee Costs	\$2,934,459	\$2,852,750	\$2,233,711	\$2,032,852	\$200,859	9.0%	✓
Materials & Services	\$5,884,555	\$5,884,555	\$4,910,965	\$4,796,455	\$114,510	2.3%	✓
Sub-Total Expenditure	\$8,819,014	\$8,737,304	\$7,144,677	\$6,829,307	\$315,369	4.4%	✓
Net Operating Surplus/(Deficit)	(\$8,819,014)	(\$8,737,304)	(\$7,144,677)	(\$6,829,307)	\$315,369	4.4%	✓

Information Services & Strategy is \$315k favourable to budget. Employee Cost are \$0.2 million favourable to budget due to several staff departures/vacancies over the year, salaries are underspent. Effort has been made to recruit as quickly as possible. Currently have 3 FTE vacant and all are advertised/being recruited. Materials & Services are \$115k unfavourable due to timing of receiving / paying bills for software and cloud services.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Information Services & Strategy	(\$8,819,014)	(\$8,737,304)	(\$7,144,677)	(\$6,829,307)	\$315,369	4.4%	✓
Information Services Management	(\$293,024)	(\$295,431)	(\$220,042)	(\$293,430)	(\$73,389)	(33.4%)	⚠
Information Services Infrastructure	(\$4,010,434)	(\$3,914,277)	(\$3,218,312)	(\$3,160,231)	\$58,081	1.8%	✓
Business Applications	(\$4,515,555)	(\$4,527,596)	(\$3,706,324)	(\$3,375,646)	\$330,678	8.9%	✓

✓ Favourable variances
⚠ Unfavourable variances, less than \$100K
✗ Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Customer Experience and Corporate Performance							
Income							
User Fees	\$1,500	\$1,500	\$1,125	(\$836)	(\$1,961)	(174.3%)	⚠️
Other Income	\$0	\$0	\$0	\$14	\$14	0.0%	✅
Sub-Total Income	\$1,500	\$1,500	\$1,125	(\$823)	(\$1,948)	(173.1%)	⚠️
Expenditure							
Employee Costs	\$4,181,220	\$4,148,656	\$3,147,083	\$2,926,689	\$220,394	7.0%	✅
Materials & Services	\$1,105,950	\$1,298,548	\$848,963	\$867,254	(\$18,292)	(2.2%)	⚠️
Sub-Total Expenditure	\$5,287,170	\$5,447,204	\$3,996,046	\$3,793,943	\$202,103	5.1%	✅
Net Operating Surplus/(Deficit)	(\$5,285,670)	(\$5,445,704)	(\$3,994,921)	(\$3,794,766)	\$200,155	5.0%	✅

Customer Experience is \$0.2 million favourable to budget. Employee cost is \$0.220 million favourable. Material and Services are in line with the budget at the department level. Corporate Information team is unfavourable to budget by \$129k as of addition postage expense associated with the C203 mailout. Customer Care Team is awaiting CSBA and Snap Send Solve invoices for this Financial Year. Bills for After Hours Service from Oracle is also expected by Customer Care team by June 2023.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Customer Experience and Corporate Perfor	(\$5,285,670)	(\$5,445,704)	(\$3,994,921)	(\$3,794,766)	\$200,155	5.0%	✅
Corporate Information	(\$1,758,411)	(\$1,910,812)	(\$1,326,333)	(\$1,448,519)	(\$122,186)	(9.2%)	❌
Corporate Performance	(\$528,034)	(\$539,765)	(\$396,467)	(\$342,569)	\$53,898	13.6%	✅
Customer Care	(\$2,563,995)	(\$2,555,352)	(\$1,945,282)	(\$1,631,187)	\$314,095	16.1%	✅
Customer Experience Management	(\$169,000)	(\$169,000)	(\$126,912)	(\$152,971)	(\$26,059)	(20.5%)	⚠️
Business Improvement	(\$266,230)	(\$270,774)	(\$199,928)	(\$140,287)	\$59,640	29.8%	✅
Customer Advocacy	\$0	\$0	\$0	(\$79,233)	(\$79,233)	0.0%	⚠️

✅ Favourable variances ⚠️ Unfavourable variances, less than \$100K ❌ Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
People Support							
Income							
Grants and Subsidies	\$0	\$0	\$0	\$43,932	\$43,932	0.0%	✓
User Fees	\$0	\$0	\$0	\$1,320	\$1,320	0.0%	✓
Sub-Total Income	\$0	\$0	\$0	\$45,252	\$45,252	0.0%	✓
Expenditure							
Employee Costs	\$2,371,859	\$2,390,500	\$1,802,957	\$1,698,873	\$104,084	5.8%	✓
Materials & Services	\$773,349	\$840,948	\$592,512	\$721,049	(\$128,537)	(21.7%)	✗
Sub-Total Expenditure	\$3,145,207	\$3,231,448	\$2,395,469	\$2,419,922	(\$24,453)	(1.0%)	⚠
Net Operating Surplus/(Deficit)	(\$3,145,207)	(\$3,231,448)	(\$2,395,469)	(\$2,374,670)	\$20,799	0.9%	✓

People Support is \$21k favourable to budget. Employee Costs are \$104k favourable as of staff vacancies and Materials & Services are \$129k unfavourable due to higher than budgeted consultants' costs. There was an organization level Culture program run impacting the Material and Services YTD Budget.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
People Support	(\$3,145,207)	(\$3,231,448)	(\$2,395,469)	(\$2,374,670)	\$20,799	0.9%	✓
HR Services	(\$843,479)	(\$887,751)	(\$644,718)	(\$792,037)	(\$147,319)	(22.9%)	✗
People Support Management	(\$425,265)	(\$428,445)	(\$319,272)	(\$285,906)	\$33,367	10.5%	✓
Diversity & Inclusion	(\$204,368)	(\$234,654)	(\$169,328)	(\$218,024)	(\$48,696)	(28.8%)	⚠
Health & Safety	(\$704,469)	(\$708,697)	(\$527,891)	(\$351,984)	\$175,908	33.3%	✓
Organisational Development	(\$967,627)	(\$971,900)	(\$734,259)	(\$726,720)	\$7,539	1.0%	✓

✓ Favourable variances

⚠ Unfavourable variances, less than \$100K

✗ Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Governance							
Income							
User Fees	\$50,000	\$20,000	\$37,500	\$9,671	(\$27,829)	(74.2%)	⚠
Other Income	\$1,946	\$1,946	\$1,460	\$275	(\$1,184)	(81.1%)	⚠
Sub-Total Income	\$51,946	\$21,946	\$38,960	\$9,946	(\$29,013)	(74.5%)	⚠
Expenditure							
Employee Costs	\$959,402	\$972,195	\$718,195	\$768,680	(\$50,485)	(7.0%)	⚠
Materials & Services	\$964,510	\$961,190	\$633,383	\$617,448	\$15,935	2.5%	✅
Sub-Total Expenditure	\$1,923,912	\$1,933,385	\$1,351,577	\$1,386,128	(\$34,550)	(2.6%)	⚠
Net Operating Surplus/(Deficit)	(\$1,871,966)	(\$1,911,439)	(\$1,312,618)	(\$1,376,181)	(\$63,564)	(4.8%)	⚠

Governance is \$64k unfavourable to budget. Variance mainly due to unfavourable user fees revenue for non- voter fee \$27k and employee costs \$50.5k unfavourable to budget.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Governance	(\$1,871,966)	(\$1,911,439)	(\$1,312,618)	(\$1,376,181)	(\$63,564)	(4.8%)	⚠
Council Governance	(\$1,227,723)	(\$1,259,751)	(\$830,249)	(\$913,247)	(\$82,998)	(10.0%)	⚠
Organisational Governance	(\$644,242)	(\$651,688)	(\$482,369)	(\$462,935)	\$19,434	4.0%	✅
✅ Favourable variances ⚠ Unfavourable variances, less than \$100K ❌ Unfavourable variances, \$100K or greater							

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Advocacy, Communications & Engagement Income							
	\$0	\$0	\$0	\$0	\$0	0.0%	✓
Sub-Total Income	\$0	\$0	\$0	\$0	\$0	0.0%	✓
Expenditure							
Employee Costs	\$1,839,126	\$1,754,628	\$1,402,795	\$1,369,852	\$32,944	2.3%	✓
Materials & Services	\$765,900	\$719,414	\$574,425	\$344,642	\$229,783	40.0%	✓
Sub-Total Expenditure	\$2,605,026	\$2,474,042	\$1,977,220	\$1,714,493	\$262,727	13.3%	✓
Net Operating Surplus/(Deficit)	(\$2,605,026)	(\$2,474,042)	(\$1,977,220)	(\$1,714,493)	\$262,727	13.3%	✓

Advocacy, Engagement, Communication is \$0.26 million favourable to budget. Employee costs are \$33k favourable to budget due to vacancies. Materials & Services are \$0.23 million favourable driven by no expenditure in the budgeted Consultants line within the Communications team to date in which \$0.15 million has been historically budgeted for Customer First project. Further, department has in pipeline with Meltwater Media Monitoring project to be starting before the end of the financial year.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Advocacy, Communications & Engagement	(\$2,605,026)	(\$2,474,042)	(\$1,977,220)	(\$1,714,493)	\$262,727	13.3%	✓
Strategic Communications & Engagement	(\$980,106)	(\$890,164)	(\$750,828)	(\$709,597)	\$41,231	5.5%	✓
Digital & Design	(\$931,644)	(\$947,508)	(\$706,328)	(\$826,063)	(\$119,735)	(17.0%)	✗
Communications & Community Relations	(\$693,276)	(\$636,370)	(\$520,064)	(\$178,833)	\$341,231	65.6%	✓

✓ Favourable variances
 ⚠ Unfavourable variances, less than \$100K
 ✗ Unfavourable variances, \$100K or greater

DIVISION SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Annual Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
40 - Infrastructure and Open Space							
Income							
Rates	\$0	\$0	\$0	\$0	\$0	0.0%	✓
Grants and Subsidies	\$475,465	\$653,975	\$410,028	\$3,089,387	\$2,679,359	653.5%	✓
Capital Grants	\$0	\$0	\$0	\$46,944	\$46,944	0.0%	✓
Contributions	\$70,586	\$100,000	\$52,940	\$173,509	\$120,569	227.7%	✓
Statutory fees and fines	\$908,000	\$905,000	\$681,000	\$967,602	\$286,602	42.1%	✓
User Fees	\$5,403,233	\$5,739,329	\$4,301,450	\$4,941,748	\$640,297	14.9%	✓
Other Income	\$159,238	\$159,238	\$125,208	\$49,701	(\$75,507)	(60.3%)	⚠
Sub-Total Income	\$7,016,522	\$7,557,542	\$5,570,626	\$9,268,891	\$3,698,265	66.4%	✓
Expenditure							
Employee Costs	\$21,454,058	\$21,395,937	\$16,090,020	\$16,386,748	(\$296,727)	(1.8%)	✗
Materials & Services	\$47,586,276	\$48,478,336	\$35,701,134	\$36,118,767	(\$417,633)	(1.2%)	✗
Bad and Doubtful Debts	\$0	\$0	\$0	\$0	\$0	0.0%	✓
Sub-Total Expenditure	\$69,040,334	\$69,874,273	\$51,791,154	\$52,505,514	(\$714,360)	(1.4%)	✗
Net Operating Surplus/(Deficit)	(\$62,023,812)	(\$62,316,731)	(\$46,220,529)	(\$43,236,623)	\$2,983,905	6.5%	✓
✓ Favourable variances ⚠ Unfavourable variances, less than \$100K ✗ Unfavourable variances, \$100K or greater							

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Open Space							
Income							
Rates	\$0	\$0	\$0	\$0	\$0	0.0%	✓
Grants and Subsidies	\$233,715	\$412,225	\$228,715	\$2,796,114	\$2,567,399	1122.5%	✓
Capital Grants	\$0	\$0	\$0	\$30,000	\$30,000	0.0%	✓
Contributions	\$70,586	\$100,000	\$52,940	\$142,604	\$89,664	169.4%	✓
User Fees	\$0	\$0	\$0	\$0	\$0	0.0%	✓
Other Income	\$23,118	\$23,118	\$23,118	\$24,201	\$1,083	4.7%	✓
Sub-Total Income	\$327,419	\$535,343	\$304,773	\$2,992,919	\$2,688,147	882.0%	✓
Expenditure							
Employee Costs	\$6,525,484	\$6,577,965	\$4,897,867	\$4,995,697	(\$97,829)	(2.0%)	⚠
Materials & Services	\$12,760,571	\$12,916,697	\$9,565,853	\$9,348,789	\$217,064	2.3%	✓
Sub-Total Expenditure	\$19,286,055	\$19,494,662	\$14,463,720	\$14,344,485	\$119,235	0.8%	✓
Net Operating Surplus/(Deficit)	(\$18,958,636)	(\$18,959,319)	(\$14,158,948)	(\$11,351,566)	\$2,807,381	19.8%	✓

The Open Space Department is showing an overall \$2.8M favourable budget. This is primarily due to Council receiving a \$2.45M contribution to the maintenance of the new open space created through the Dandenong Line Crossing Removals. These funds will be expended over the next decade. Other income includes a Perri Urban Grant from the State Government (\$30,000) and unexpectedly high number of street tree removals due to development. Staffing costs have swung in the last month to now be \$98,000 over budget. This appears to primarily be due to Engineering Design salary costs attributed to their assistance on a variety of projects. Consultants spending is down \$178,000 against budget but this is expected to correct itself as projects continue to be delivered. Contract payments have also swung in the last month to now be \$78,000 over budget. Whilst Open Space mowing is still \$155,000 under budget forecast, and Reactive Tree Maintenance has underspent by \$277,000; the Action Response Crews have undertaken extensive path repairs after multiple wet years, exceeding budget by almost \$180,000.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Open Space	(\$18,958,636)	(\$18,959,319)	(\$14,158,948)	(\$11,351,566)	\$2,807,381	19.8%	✓
Public Space	(\$663,713)	(\$664,971)	(\$528,975)	(\$630,536)	(\$101,562)	(19.2%)	✗
Bushland & Foreshore	(\$1,917,376)	(\$1,719,178)	(\$1,468,816)	(\$1,140,503)	\$328,314	22.4%	✓
Open Space Team	(\$750,822)	(\$749,630)	(\$650,954)	(\$722,994)	(\$72,039)	(11.1%)	⚠
Urban Forest	(\$4,523,210)	(\$4,691,064)	(\$3,113,774)	(\$2,877,487)	\$236,287	7.6%	✓
Horticulture	(\$3,222,896)	(\$3,240,270)	(\$2,399,017)	\$232,158	\$2,631,176	109.7%	✓
Reserves & Sports Grounds	(\$7,880,620)	(\$7,894,206)	(\$5,997,411)	(\$6,212,205)	(\$214,794)	(3.6%)	✗

✓ Favourable variances

⚠ Unfavourable variances, less than \$100K

✗ Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Infrastructure							
Income							
Grants and Subsidies	\$241,750	\$241,750	\$181,313	\$58,500	(\$122,813)	(67.7%)	✖
Contributions	\$0	\$0	\$0	\$0	\$0	0.0%	✔
Statutory fees and fines	\$368,000	\$305,000	\$276,000	\$295,095	\$19,095	6.9%	✔
User Fees	\$289,245	\$397,980	\$216,934	\$345,316	\$128,383	59.2%	✔
Other Income	\$0	\$0	\$0	\$0	\$0	0.0%	✔
Sub-Total Income	\$898,995	\$944,730	\$674,246	\$698,911	\$24,665	3.7%	✔
Expenditure							
Employee Costs	\$3,973,900	\$3,920,563	\$2,989,439	\$2,947,684	\$41,754	1.4%	✔
Materials & Services	\$2,146,950	\$2,327,824	\$1,610,212	\$1,642,753	(\$32,540)	(2.0%)	⚠
Sub-Total Expenditure	\$6,120,850	\$6,248,387	\$4,599,651	\$4,590,437	\$9,214	0.2%	✔
Net Operating Surplus/(Deficit)	(\$5,221,855)	(\$5,303,657)	(\$3,925,405)	(\$3,891,526)	\$33,879	0.9%	✔

Overall, the Infrastructure Department has an operating surplus of \$34k or 1%. Two areas of notable variations are an unfavourable income of \$123k from Grants and Subsidies. This income was historically received by Traffic and Transport for LXRP projects but is now received by the PMO office. User fees is \$128k favourable prominently because of higher than anticipated income from Road Occupation and Works Permits. Drilling down to a team level: In the Civil Asset Planning Team –Subdivision Fees Statutory is \$57K below budget. This income is not predictable and depends on new larger subdivisions. Essential Services is \$178k favourable, partly offset by \$38k in the Building Maintenance account. Road Occupation is \$178k favourable with higher activity than anticipated. Traffic Surveys is \$53k over budget. This is due to backlog works as a result of not being able to be undertaken during COVID. Will return to normal next year.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Infrastructure	(\$5,221,855)	(\$5,303,657)	(\$3,925,405)	(\$3,891,526)	\$33,879	0.9%	✔
Infrastructure Management	(\$1,159,492)	(\$1,094,652)	(\$869,294)	(\$792,376)	\$76,919	8.8%	✔
Civil Assets Planning & Delivery	(\$910,287)	(\$869,189)	(\$683,367)	(\$761,748)	(\$78,380)	(11.5%)	⚠
Asset Management	(\$700,622)	(\$705,651)	(\$524,995)	(\$463,268)	\$61,727	11.8%	✔
Traffic & Transport Planning	(\$1,793,144)	(\$1,891,024)	(\$1,345,239)	(\$1,370,587)	(\$25,349)	(1.9%)	⚠
Engineering Design	(\$29,723)	(\$30,759)	(\$30,468)	(\$161,457)	(\$130,989)	(429.9%)	✖
Facilities Maintenance	(\$628,586)	(\$712,381)	(\$472,042)	(\$342,092)	\$129,950	27.5%	✔

✔ Favourable variances

⚠ Unfavourable variances, less than \$100K

✖ Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
City Works							
Income							
Grants and Subsidies	\$0	\$0	\$0	\$0	\$0	0.0%	✓
Statutory fees and fines	\$540,000	\$600,000	\$405,000	\$672,508	\$267,508	66.1%	✓
User Fees	\$188,000	\$245,000	\$141,000	\$230,037	\$89,037	63.1%	✓
Other Income	\$129,920	\$129,920	\$97,440	\$25,120	(\$72,320)	(74.2%)	⚠
Sub-Total Income	\$857,920	\$974,920	\$643,440	\$927,665	\$284,225	44.2%	✓
Expenditure							
Employee Costs	\$3,381,054	\$3,218,897	\$2,536,642	\$2,684,592	(\$147,950)	(5.8%)	✗
Materials & Services	\$30,065,671	\$30,620,731	\$22,558,053	\$23,211,017	(\$652,964)	(2.9%)	✗
Bad and Doubtful Debts	\$0	\$0	\$0	\$0	\$0	0.0%	✓
Sub-Total Expenditure	\$33,446,725	\$33,839,628	\$25,094,695	\$25,895,608	(\$800,914)	(3.2%)	✗
Net Operating Surplus/(Deficit)	(\$32,588,805)	(\$32,864,708)	(\$24,451,255)	(\$24,967,944)	(\$516,689)	(2.1%)	✗

City works is currently showing an unfavourable YTD expenditure of 2.1% against YTD budget, it is expected as Waste service has had an increase to 5% over budget on year end allowing for diesel costs and unexpected CPI rises. The annual hard waste service also incurred high tonnages which increased costs by \$400K. The kerbside waste tonnages have decreased slightly and are likely to realise an end of year saving particularly in landfill disposal with the implementation of proactive works in the Buildings and Facilities and Civil space for the remainder of the year, City Works expects expenditure to align with forecasted figure for 22/23 year.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
City Works	(\$32,588,805)	(\$32,864,708)	(\$24,451,255)	(\$24,967,944)	(\$516,689)	(2.1%)	✗
Building Maintenance	(\$6,631,297)	(\$6,453,371)	(\$4,982,616)	(\$4,444,507)	\$538,109	10.8%	✓
Maintenance Contracts & Waste	(\$19,114,803)	(\$19,447,970)	(\$14,336,492)	(\$15,920,677)	(\$1,584,185)	(11.1%)	✗
Civil Maintenance	(\$6,008,525)	(\$6,127,688)	(\$4,507,073)	(\$3,856,931)	\$650,143	14.4%	✓
City Works Management	(\$834,179)	(\$835,679)	(\$625,073)	(\$745,828)	(\$120,755)	(19.3%)	✗

✓ Favourable variances

⚠ Unfavourable variances, less than \$100K

✗ Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Active Kingston							
Income							
Capital Grants	\$0	\$0	\$0	\$16,944	\$16,944	0.0%	✓
Contributions	\$0	\$0	\$0	\$30,905	\$30,905	0.0%	✓
User Fees	\$4,925,988	\$5,096,349	\$3,943,517	\$4,366,394	\$422,878	10.7%	✓
Other Income	\$6,200	\$6,200	\$4,650	\$380	(\$4,270)	(91.8%)	⚠
Sub-Total Income	\$4,932,188	\$5,102,549	\$3,948,167	\$4,414,623	\$466,457	11.8%	✓
Expenditure							
Employee Costs	\$5,723,562	\$5,809,493	\$4,278,745	\$4,524,308	(\$245,563)	(5.7%)	✗
Materials & Services	\$2,364,996	\$2,364,996	\$1,780,950	\$1,865,075	(\$84,126)	(4.7%)	⚠
Bad and Doubtful Debts	\$0	\$0	\$0	\$0	\$0	0.0%	✓
Sub-Total Expenditure	\$8,088,558	\$8,174,489	\$6,059,695	\$6,389,383	(\$329,688)	(5.4%)	✗
Net Operating Surplus/(Deficit)	(\$3,156,370)	(\$3,071,940)	(\$2,111,528)	(\$1,974,760)	\$136,768	6.5%	✓

Active Kingston is \$137K surplus to budget, made up of \$466K favourable income and \$329K unfavourable in total expenses. Expenses in the Active Kingston has increased as of increased Gas prices taken effect and adverse cold weather not expected. Pool chemicals are other reasons to the increase in the Materials and Services as CO2 prices have increased with limited suppliers. Waves income is \$423K favourable to budget with higher-than-expected Memberships, Aquatic Entry and LTS. Sport and Recreation team are unfavourable to budget with salaries \$253K unfavourable due to new band 6 position approved to support the Lifesaving clubs and re-banding of another position.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Active Kingston	(\$3,156,370)	(\$3,071,940)	(\$2,111,528)	(\$1,974,760)	\$136,768	6.5%	✓
Sports & Recreation	(\$1,752,548)	(\$1,764,695)	(\$1,314,346)	(\$1,567,360)	(\$253,014)	(19.3%)	✗
Waves	(\$1,351,646)	(\$1,255,069)	(\$758,050)	(\$399,006)	\$359,044	47.4%	✓
Don Tatnell	(\$52,176)	(\$52,176)	(\$39,132)	(\$8,394)	\$30,738	78.6%	✓
✓ Favourable variances ⚠ Unfavourable variances, less than \$100K ✗ Unfavourable variances, \$100K or greater							

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Project Management Office							
Income							
Grants and Subsidies	\$0	\$0	\$0	\$234,773	\$234,773	0.0%	✓
Sub-Total Income	\$0	\$0	\$0	\$234,773	\$234,773	0.0%	✓
Expenditure							
Employee Costs	\$1,850,057	\$1,869,019	\$1,387,327	\$1,234,467	\$152,861	11.0%	✓
Materials & Services	\$248,088	\$248,088	\$186,066	\$51,133	\$134,933	72.5%	✓
Sub-Total Expenditure	\$2,098,145	\$2,117,107	\$1,573,393	\$1,285,600	\$287,793	18.3%	✓
Net Operating Surplus/(Deficit)	(\$2,098,145)	(\$2,117,107)	(\$1,573,393)	(\$1,050,827)	\$522,566	33.2%	✓

The Project Management Office is \$0.5 million favourable to budget. Unbudgeted Suburban Rail Loop grants of \$0.2 million have been received. Employee Costs are \$0.15 million favourable due to vacancies. PMO still have two vacancies to be filled (recruitment started Jan 23). Materials & Services are \$0.1 million favourable primarily in consultants, with works underway and further expenditure to incur upon consultant completed the capital procurement strategy work.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Project Management Office	(\$2,098,145)	(\$2,117,107)	(\$1,573,393)	(\$1,050,827)	\$522,566	33.2%	✓
Capital Projects	(\$309,643)	(\$302,196)	(\$232,511)	(\$15,780)	\$216,730	93.2%	✓
Project Management Office	(\$1,788,502)	(\$1,814,911)	(\$1,340,883)	(\$1,035,047)	\$305,836	22.8%	✓

✓ Favourable variances
⚠ Unfavourable variances, less than \$100K
✗ Unfavourable variances, \$100K or greater

DIVISION SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Annual Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
80 - CFO Office							
Income							
Contributions	\$45,000	\$45,000	\$33,750	\$44,047	\$10,297	30.5%	✓
Statutory fees and fines	\$392,000	\$491,000	\$294,000	\$443,347	\$149,347	50.8%	✓
User Fees	\$3,744,000	\$3,594,000	\$2,783,000	\$1,909,357	(\$873,643)	(31.4%)	✗
Other Income	\$100,900	\$100,900	\$75,675	\$46,162	(\$29,513)	(39.0%)	⚠
Sub-Total Income	\$4,281,900	\$4,230,900	\$3,186,425	\$2,442,912	(\$743,513)	(23.3%)	✗
Expenditure							
Employee Costs	\$3,776,634	\$3,793,724	\$2,834,305	\$2,890,402	(\$56,097)	(2.0%)	⚠
Materials & Services	\$4,179,612	\$3,724,792	\$3,549,025	\$3,077,273	\$471,752	13.3%	✓
Sub-Total Expenditure	\$7,956,246	\$7,518,516	\$6,383,331	\$5,967,676	\$415,655	6.5%	✓
Net Operating Surplus/(Deficit)	(\$3,674,346)	(\$3,287,616)	(\$3,196,906)	(\$3,524,763)	(\$327,858)	(10.3%)	✗
✓ Favourable variances ⚠ Unfavourable variances, less than \$100K ✗ Unfavourable variances, \$100K or greater							

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Property Services							
Income							
Contributions	\$45,000	\$45,000	\$33,750	\$44,047	\$10,297	30.5%	🟢
Statutory fees and fines	\$212,000	\$311,000	\$159,000	\$311,106	\$152,106	95.7%	🟢
User Fees	\$3,444,000	\$3,444,000	\$2,583,000	\$1,907,807	(\$675,193)	(26.1%)	🔴
Other Income	\$100,000	\$100,000	\$75,000	\$45,284	(\$29,716)	(39.6%)	🟡
Sub-Total Income	\$3,801,000	\$3,900,000	\$2,850,750	\$2,308,244	(\$542,506)	(19.0%)	🔴
Expenditure							
Employee Costs	\$672,736	\$675,747	\$505,158	\$537,838	(\$32,680)	(6.5%)	🟡
Materials & Services	\$764,770	\$764,770	\$543,578	\$394,789	\$148,789	27.4%	🟢
Sub-Total Expenditure	\$1,437,506	\$1,440,517	\$1,048,736	\$932,627	\$116,109	11.1%	🟢
Net Operating Surplus/(Deficit)	\$2,363,494	\$2,459,483	\$1,802,014	\$1,375,617	(\$426,398)	(23.7%)	🔴

Property Services is \$0.4 million unfavourable to budget. Income is \$0.5 million unfavourable to budget primarily in rental fees due to budget phased evenly and actual income varying. Materials and Services are \$0.1 million favourable in Landfill Environment Management which is timing only.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Property Services	\$2,363,494	\$2,459,483	\$1,802,014	\$1,375,617	(\$426,398)	(23.7%)	🔴
Property Services	(\$1,063,336)	(\$1,066,347)	(\$768,108)	(\$665,679)	\$102,430	13.3%	🟢
Leasing	\$3,426,830	\$3,525,830	\$2,570,122	\$2,041,295	(\$528,827)	(20.6%)	🔴

🟢 Favourable variances 🟡 Unfavourable variances, less than \$100K 🔴 Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Finance							
Income							
Statutory fees and fines	\$180,000	\$180,000	\$135,000	\$132,240	(\$2,760)	(2.0%)	🟡
User Fees	\$300,000	\$150,000	\$200,000	\$1,550	(\$198,450)	(99.2%)	🔴
Other Income	\$0	\$0	\$0	\$0	\$0	0.0%	🟢
Sub-Total Income	\$480,000	\$330,000	\$335,000	\$133,790	(\$201,210)	(60.1%)	🔴
Expenditure							
Employee Costs	\$2,408,199	\$2,419,855	\$1,807,815	\$1,811,558	(\$3,743)	(0.2%)	🟡
Materials & Services	\$1,031,465	\$721,100	\$773,599	\$629,438	\$144,161	18.6%	🟢
Sub-Total Expenditure	\$3,439,664	\$3,140,955	\$2,581,413	\$2,440,996	\$140,418	5.4%	🟢
Net Operating Surplus/(Deficit)	(\$2,959,664)	(\$2,810,955)	(\$2,246,413)	(\$2,307,206)	(\$60,792)	(2.7%)	🟡

Finance is \$0.1 million favourable to budget. No Legal Costs income has been received hence income is \$0.2 million unfavourable, and that variance is offset by no Legal expenses in the year to date. Employee Costs are in line with budget.

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Finance	(\$2,959,664)	(\$2,810,955)	(\$2,246,413)	(\$2,307,206)	(\$60,792)	(2.7%)	🟡
Financial Services	(\$596,359)	(\$607,190)	(\$447,591)	(\$510,788)	(\$63,197)	(14.1%)	🟡
Revenue and Collections	(\$1,096,538)	(\$964,395)	(\$847,788)	(\$965,246)	(\$117,458)	(13.9%)	🔴
Budget & Statutory Reporting	(\$507,818)	(\$427,467)	(\$381,245)	(\$332,582)	\$48,662	12.8%	🟢
Financial Accounting	(\$417,819)	(\$464,951)	(\$313,765)	(\$268,346)	\$45,418	14.5%	🟢
Payroll	(\$341,129)	(\$346,952)	(\$256,025)	(\$230,243)	\$25,782	10.1%	🟢

🟢 Favourable variances 🟡 Unfavourable variances, less than \$100K 🔴 Unfavourable variances, \$100K or greater

DEPARTMENT SUMMARY REPORT

For the period ending 31st March 2023

Net Operating Surplus/(Deficit)	Adopted Budget FY	Forecast FY	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Procurement & Contracts							
Income							
Other Income	\$900	\$900	\$675	\$879	\$204	30.2%	✓
Sub-Total Income	\$900	\$900	\$675	\$879	\$204	30.2%	✓
Expenditure							
Employee Costs	\$695,698	\$698,121	\$521,333	\$541,006	(\$19,674)	(3.8%)	⚠
Materials & Services	\$2,383,377	\$2,238,922	\$2,231,849	\$2,053,047	\$178,802	8.0%	✓
Sub-Total Expenditure	\$3,079,075	\$2,937,043	\$2,753,182	\$2,594,053	\$159,128	5.8%	✓
Net Operating Surplus/(Deficit)	(\$3,078,175)	(\$2,936,143)	(\$2,752,507)	(\$2,593,174)	\$159,332	5.8%	✓

Procurement & Contracts is \$0.160 million favourable to budget. Insurance Premiums are \$0.158 million lower than budget (on a budget of \$1.7 million).

Net Operating Surplus/(Deficit)	Annual Budget	Forecast	YTD Budget	YTD Actual	YTD Variance	YTD Var%	Status
Procurement & Contracts	(\$3,078,175)	(\$2,936,143)	(\$2,752,507)	(\$2,593,174)	\$159,332	5.8%	✓
Procurement & Contracts	(\$3,078,175)	(\$2,936,143)	(\$2,752,507)	(\$2,593,174)	\$159,332	5.8%	✓

✓ Favourable variances
⚠ Unfavourable variances, less than \$100K
✗ Unfavourable variances, \$100K or greater

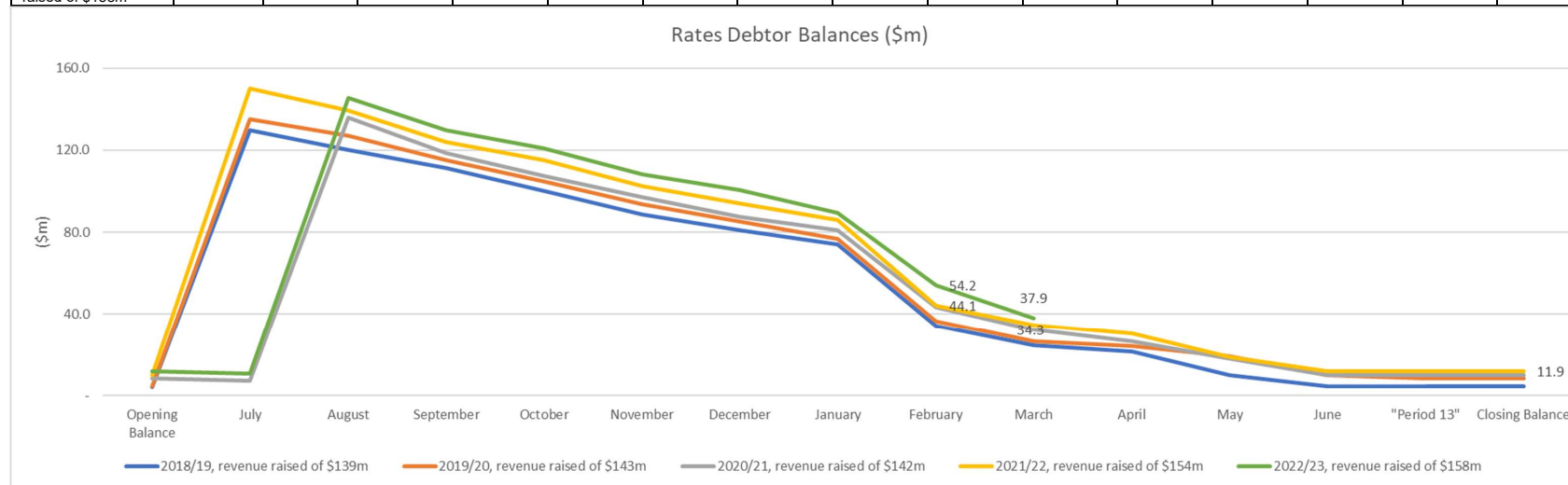
Accrual Analysis – March 2023

Activity	Team	Amount	Invoice / Reason	Contractor	Comment
1327	Waste team - Recycling processing	\$299,286.89	Recycling Processing - Feb'23	Cleanaway	Last invoice received for JAN23 - \$299K (Nov: \$262K, Dec: \$278K)
1327	Waste team - Recycling processing	\$255,000.00	Recycling Processing - Mar'23	Cleanaway	Invoice received - 2725830- not yet in My Finance
1329	Waste team - Green Waste Recycling receipt	\$180,000.00	Green Waste Recycling - Feb'23	DELWP	Invoice copy received - \$180k
1329	Waste team - Green Waste Recycling receipt	\$180,000.00	Green Waste Recycling - Mar'23	DELWP	Last invoice received for Jan23 - \$220K- received all invoice till JAN23
1330	Waste team - Landfill General Waste	\$460,251.32	Landfill - Jan'23	DELWP	Invoice copy received - Not approved as yet in My Finance
1330	Waste team - Landfill General Waste	\$391,884.95	Landfill - Feb'23	DELWP	Invoice copy received - Not approved as yet in My Finance
1330	Waste team - Landfill General Waste	\$400,000.00	Landfill - Mar23	DELWP	Invoice no received as yet
1016	Skyline: Open Space Contract payment	\$175,000.00	Open Space MAR23	Skyline Contracts	Feb invoice not received. Last invoice Feb23 - 175k
1102	Skyline: ForeshoreCleaning Contract payment 2119	\$97,792.44	Foreshore Cleaning Mar23	Skyline Contracts	Feb invoice not received. Last invoice Feb23 -97k
2500	Finance	\$53,600.00	VAGO audit - FY22	VAGO	Invoice not received yet FEB23
1026	Contract Payment March	\$70,000.00	Sevron Tree Planting	Sevron	March Expense already incurred- to be billed in APRIL23
1027	Contract Payment March	\$80,000.00	Tree Serve	Treeserve	March Expense already incurred- to be billed in APRIL23
1028	Contract Payment March	\$40,000.00	Citywide Service	Citywide Service	March Expense already incurred- to be billed in APRIL23
1324	Contract Payment March- JJ Richards	\$137,689.15	JJ Richards- MAR23 Gen. Waste	JJ Richards	Invoice no received as yet - Feb23 invoice used for Accrual
1324	Contract Payment March- JJ Richards	\$81,661.23	JJ Richards- MAR23 Recy Coll	JJ Richards	Invoice no received as yet - Feb23 invoice used for Accrual
1324	Contract Payment March- JJ Richards	\$62,152.39	JJ Richards- Green Collec	JJ Richards	Invoice no received as yet - Feb23 invoice used for Accrual
1803	MordiFest Marquees - Pride	\$72,170.72	Mordi Fest	Pride Events	Mar'23 invoice - 39365
1803	MordiFest Safety	\$22,157.50	Mordi Fest	Emergency Management	Mar'23 invoice - 23085
1803	MordiFest - Fencing services	\$26,000.00	Mordi Fest	Pro-Site Hire	Mar'23 invoice - 2298
	TOTAL	\$3,084,646.59			

Rates Debtor Balances

YTD March Rates Debtors balance (uncollected cash from rates issued) in Balance Sheet is \$37.9 million. This is \$3.6m more of uncollected cash from rates compared to previous year YTD March of \$34.3 million.

Rates Balance Owed – in millions	Opening Balance	July	August	September	October	November	December	January	February	March	April	May	June	"Period 13"	Closing Balance
2018/19, revenue raised of \$139m	4.1	129.6	120.2	111.2	100.3	88.7	81.0	74.2	34.2	24.6	21.4	10.1	4.7	4.7	4.7
2019/20, revenue raised of \$143m	4.7	135.0	127.2	115.0	104.7	93.7	85.4	76.7	36.5	26.4	24.1	19.3	9.8	8.6	8.6
2020/21, revenue raised of \$142m	8.6	7.1	135.9	118.8	107.4	97.1	87.6	80.9	43.1	32.4	26.6	17.8	9.9	9.9	9.9
2021/22, revenue raised of \$154m	9.9	150.3	139.5	124.0	115.0	102.3	94.1	85.9	44.1	34.3	30.1	18.7	11.9	11.9	11.9
2022/23, revenue raised of \$158m	11.9	10.6	145.6	129.9	120.9	108.3	100.4	89.4	54.2	37.9					



Kingston City Council
Quarterly Financial Statements
For the 9 Months ending 31st March 2023

Income Statement

YTD Actuals Compared to Adopted Budget							
	Actual YTD to March 23 \$'000	Adopted Budget YTD to March 23 \$'000	Favourable/ (Unfavourable) \$'000	Favourable/ (Unfavourable) %	Ref	Adopted Budget Annual \$'000	Forecast Annual \$'000
Revenue							
Rates and Charges	159,187	159,197	(11)	(0.0%)		159,733	159,743
Grants and Subsidies	34,985	32,690	2,295	7.0%	1	43,518	44,084
Grants - Capital	16,820	15,834	1,086	6.9%	2	15,834	15,883
Contributions	609	582	26	4.5%		6,801	6,826
Statutory fees and fines	7,099	7,335	(237)	(3.2%)		9,870	9,724
User Fees	15,480	15,631	(151)	(1.0%)		20,439	20,639
Interest Income	2,355	300	2,055	685.0%	3	400	1,100
Other Income	629	690	(61)	(8.9%)		913	833
Total Revenue	237,262	232,260	5,003	2.2%		257,508	258,832
Expenses							
Employee Benefits	79,103	79,130	27	0.0%		105,283	106,615
Materials and Services	68,101	70,170	2,069	2.9%	4	98,311	100,324
Bad and Doubtful Debts	0	38	38	100.0%		50	50
Depreciation & Amortisation	28,620	28,683	63	0.2%		38,245	38,245
Interest/Borrowing Costs	336	375	39	10.4%	5	500	500
Total Expenses	176,161	178,396	2,235	1.3%		242,389	245,734
Net Gain(Loss) on Disposal of Infrastructure, Property, Plant and Equipment	44	75	(31)	(41.7%)	6	100	100
Surplus	61,146	53,939	7,207	13.4%		15,220	13,198

Variance Explanations (for material variances > 10%)

Ref	Item	Explanation
1	Grants and Subsidies	Grants Income is \$2.3 million favourable due primarily for maintenance of the new open space created through the Dandenong Line Crossing Removals which likely to be unspent and carried forward to the following financial years.
2	Grants - Capital	Grants Capital is favourable due to grants received and budgeted in previous year but works continued in this financial year
3	Interest income	Interest Income received is \$2.4 million and is \$2.1 million favourable to budget. This is due to higher rates compared to previous year and increasing trend expected to continue resulting in higher income from investments in term deposits.
4	Materials and Services	As Council progresses through the last quarter of financial year, cumulative underspends are offset by large contractual payment such as Waste Management which is currently \$0.65 million unfavourable. The year end position is likely to be close to Forecast.
5	Interest/Borrowing Costs	Interest / Borrowing Costs total expenditure is \$0.4 million and are \$39k favourable to budget.
6	Net gain on disposal of infrastructure, property, plant and equipment	Net Proceeds from Disposal of Assets is \$31k unfavourable with minimal disposals at this stage.

Kingston City Council
Quarterly Financial Statements
For the 9 Months ending 31st March 2023

Cash Flow Statement

	Actual YTD to March 23 \$'000	Adopted Budget YTD to March 23 \$'000	Favourable/ (Unfavourable) \$'000	Favourable/ (Unfavourable) %	Ref	Adopted Budget Full Year \$'000	Forecast Full Year \$'000
Cash Flows from Operating Activities							
Rates and charges	142,567	115,605	26,961	23.3%	1	153,344	153,353
Grants - Operating	23,018	32,690	(9,672)	-29.6%	2	43,518	44,084
Grants - Capital	17,145	15,834	1,311	8.3%		15,834	15,883
Contributions	7,000	582	6,418	1102.7%	3	6,801	6,826
Statutory fees and fines	7,099	7,152	(53)	-0.7%		9,623	9,481
User fees	12,267	15,240	(2,973)	-19.5%	4	19,928	20,123
Increase/(Repayment) of Trust Funds and Deposits	(11,380)	0	(11,380)	100.0%	5	0	0
Other Receipts	2,982	990	1,992	200.1%	6	1,313	1,933
Payments to Employees	(77,135)	(79,130)	1,995	2.5%		(105,283)	(105,024)
Payments to Suppliers	(88,674)	(70,658)	(18,016)	-28.2%	7	(98,310)	(101,915)
Net Cash Provided by Operating Activities	34,889	38,305	(3,417)	-8.9%		46,768	44,743
Cash Flows from Investing Activities							
Payment for Infrastructure, Property, Plant & Equipment	(30,258)	(55,073)	24,815	45.1%	8	(73,430)	(73,056)
Proceeds from sale of Infrastructure, Property, Plant & Equipment	0	75	(75)			100	100
Net Cash Provided by Investing Activities	(30,258)	(54,998)	24,740	45.0%		(73,330)	(72,956)
Cash Flows from Financing Activities							
Borrowing Costs	0	0	0	100.0%		0	0
Increase/(Repayment) of interest bearing loans & borrowings	0	0	0	100.0%		0	0
Interest paid - lease liability	(118)	(375)	257	68.5%		(500)	(500)
Repayment of lease liabilities	(2,252)	(360)	(1,892)	-525.7%		(480)	(480)
Net Cash (used in) Financing Activities	(2,370)	(735)	(1,635)	-222.5%		(980)	(980)
Net Increase in Cash and Cash Equivalents	2,261	(17,427)	19,688	113.0%		(27,542)	(29,192)
Cash and Cash Equivalents at the Beginning of the Financial Year	161,816	133,242	28,574	21.4%		133,242	161,816
Cash and Cash Equivalents at the End of Period	164,077	115,815	48,262	41.7%		105,699	132,624

Variance Explanations (for material variances > 10%)

Ref	Item	Explanation
1	Rates and charges	Rates and charges received are \$143 million as at 31 March 2023. The variance to the budget is favourable which is due to timing of collectibility.
2	Grants - Operating	Grants Operating received are \$23 million as at 31 March 2023. The variance to the budget is unfavourable, but the variance will be moving as the payments are received during the year.
3	Contributions	Contributions received are \$7 million as at 31 March 2023. The variance to the budget is favourable which is due to timing only.
4	User fees	User fees received are \$12.3 million as at 31 March 2023. The variance to the budget is unfavourable, but the variance will be moving as the payments are received during the year.
5	Increase / (repayment) of trust funds and deposits	Trust funds and deposits have decreased by \$11.0 million. This is not budgeted for as it is difficult to predict. Trust funds and deposits include retentions held for capital works in progress and refundable deposits, including asset protection deposits, which will be required to be returned on completion of works.
6	Other receipts	Other receipts include interest from term deposits. The variance is \$2 million favourable due to higher rates compared to previous year and increasing trend expected to continue resulting in higher income from investments in term deposits.
7	Payments to Suppliers	Payments made to suppliers are \$88.7 million as at 31 March 2023. The variance to the budget is unfavourable, but the variance will be moving as the payments are made during the year.
8	Payments for infrastructure, property, plant and equipment	Payments for infrastructure, property, plant and equipment are \$30.3 million and are \$25.0 million less than the forecast YTD budget. As the capital works are progressing and this variance will be moving during the year.

Kingston City Council
Quarterly Financial Statements
For the 9 Months ending 31st March 2023

Balance Sheet								
		Actual as at March 23 \$'000	Adopted Budget YTD March 23 \$'000	Favourable/ (Unfavourable) \$'000	Favourable/ (Unfavourable) %	Ref	Annual Adopted Budget \$'000	Annual Forecast \$'000
Current Assets								
	Cash and cash equivalents	164,077	115,815	48,262	41.7%	1	105,699	132,624
	Trade and other receivables	51,586	64,386	(12,799)	-19.9%	2	27,354	27,403
	Other Assets	3,025	1,214	1,811	149.1%	3	1,214	1,199
	Non-current assets classified as held for sale	1,199	960	239	24.9%	4	960	1,430
Total Current Assets		219,886	182,374	37,512	20.6%		135,228	162,655
Non Current Assets								
	Infrastructure, Property, Plant & Equipment	2,980,172	2,849,599	130,574	4.6%		2,858,757	3,022,086
	Right of use assets	8,943	8,240	703	8.5%		7,928	7,825
	Investment Property	4,038	3,900	138	3.5%		3,900	4,038
	Other Assets	250	250	0	0.0%		250	250
	Intangible Assets	451	529	(78)	-14.8%	5	454	671
Total Non Current Assets		2,993,854	2,862,518	131,336	4.6%		2,871,289	3,034,870
Total Assets		3,213,740	3,044,893	168,848	5.5%		3,006,517	3,197,526
Current Liabilities								
	Trade and Other Payables	27,891	16,377	(11,514)	-70.3%	6	16,377	34,266
	Trust Funds and Deposits	7,190	9,864	2,674	27.1%	7	9,864	18,411
	Unearned income	6,952	16,977	10,025	59.1%	8	16,977	18,919
	Provisions	20,864	23,286	2,422	10.4%		23,286	22,093
	Interest Bearing Loans and Borrowings	0	0	(0)	0.0%		0	0
	Lease Liabilities	834	922	88	9.5%		922	951
Total Current Liabilities		63,731	67,426	3,695	5.5%		67,426	94,640
Non Current Liabilities								
	Provisions	1,867	1,929	62	3.2%		1,929	1,867
	Interest Bearing Loans and Borrowings	0	0	0	0.0%		0	0
	Lease Liabilities	8,751	9,274	523	5.6%		9,154	8,486
Total Non Current Liabilities		10,618	11,203	585	5.2%		11,083	10,353
Total Liabilities		74,349	78,629	4,280	5.4%		78,509	104,993
Net Assets		3,139,391	2,966,264	173,128	5.8%		2,928,008	3,092,533
Equity								
	Accumulated Surplus	1,536,514	1,539,627	(3,113)	-0.2%		1,501,065	1,493,076
	Asset Revaluation Reserve	1,553,838	1,389,825	164,013	11.8%		1,389,825	1,553,838
	Other Reserves	49,039	36,812	12,228	33.2%		37,118	45,618
Total Equity		3,139,391	2,966,264	173,127	5.8%		2,928,008	3,092,533

Ref	Item	Explanation
1	Cash & Cash Equivalents	Cash and cash equivalents are favourable to YTD budget consistent against the Full Year Adopted budget. This reflects full payment due in February each year however collection continues until year end. The balance includes payable 3rd quarter of Fire Services Levy. The cash position is expected to fluctuate as operational and capital expenditure is incurred during
2	Trade and other receivables	Trade and other receivables are currently \$51.6 million, which is \$12.8 million or 19.9% lower than budgeted position. Of that \$37.9 million is related to rate debtors which are expected to keep decreasing during the year as rate instalments are paid.
3	Other assets (current)	Other assets of \$3.0 million are \$1.8 million favourable to budget. Actual other assets includes accrued interest income only. The total budget of \$1.2 million includes prepaid expenditure which is recorded at year end. 30 June 2022 total prepaid expenditure was \$1.0 million.
4	Non-current assets classified as held for sale	Non-current assets classified as held for sale are assets are \$1.2 million and are \$0.2 million more than budgeted. The current position is in line with the year end 30 June 2022 and the revaluation done.
5	Intangible Assets	Intangible assets are \$0.5 million and are \$0.1 million unfavourable to budget. The current position is in line with the year end 30 June 2022 with the additions.
6	Trade and other payables	Trade and other payables are \$27.9 million and \$11.5 less than budget. The budget is a year-end position and the level of creditors and accruals is dependent on the timing of invoices and expenditure receipted as at reporting date.
7	Trust funds and deposits	Trust funds and deposits are \$2.7 million less than budget. At the year-end the actuals are expected to match budget by 30 June 2022 as retentions and deposits are refunded during the year.
8	Unearned income	Unearned income is \$10.0 million less than budget. Actual unearned income doesn't include unearned capital grants or user fees which will be recorded as at 30 June 2022.

Kingston City Council
Quarterly Financial Statements
For the 9 Months ending 31st March 2023

Capital Works					
Asset	Actual YTD to March 23 \$'000	Revised Budget \$'000	% Complete	Ref	Annual Adopted Budget \$'000
Property					
Land	598	2,245	27%	1	15,445
Buildings	14,329	39,799	36%	2	34,744
Plant & Equipment					
Plant, machinery and equipment	39	150	26%	3	150
Fixtures, Fittings and Furniture	474	635	75%		200
Computers and telecommunications	492	2,630	19%	4	1,950
Library Books	845	950	89%		950
Cultural Assets	21	0	0%		0
Infrastructure					
Roads	2,637	10,706	25%	5	9,004
Footpaths and cycleways	695	1,670	42%	6	1,470
Bridges	0	0	0%		0
Drainage	5,954	4,009	149%		2,450
Recreational, leisure and community facilities	2,166	5,628	38%	7	4,595
Parks, open space and streetscapes	2,344	8,902	26%	8	7,281
Off street car parks	73	832	9%	9	750
Other infrastructure	675	1,900	36%	10	1,441
Total capital works expenditure	31,341	80,056	39%		80,430
Projects Represented by:					
New asset expenditure	3,533	9,182	38%		23,726
Asset expansion expenditure	6,853	9,371	73%		39,949
Asset renewal expenditure	13,348	36,658	36%		10,528
Asset upgrade expenditure	7,607	24,845	31%		6,228
Total capital works expenditure	31,341	80,056	39%		80,430

* The Adopted budget doesn't include carry over from 2021/22. The Revised budget includes the carry overs.

** The Adopted budget includes \$14.6 million for Aquatic Centre, which was included in previous year 2021/22. The Revised budget excludes the \$14.6m for Aquatic Centre.

Variance Explanations - less than 75% complete

Ref	Item	Explanation
1	Land	Land budget includes \$1.4 million for Aquatic Centre Development, which is in progress. (The \$14.3 million for Aquatic Centre land purchase which was included in previous year 2021/22 has been removed from Revised budget)
2	Buildings	Budget includes \$6 million for Mentone Life Saving Club, \$5.8 million Dingley Souter Res Pavilion, \$5.1 million GR Bricker Pavilion, \$3.6 million Regent Park Change facilities. The works on those projects are in progress.
3	Plant, machinery and equipment	Budget includes works on Plant & Equipment Replacement (Operational Areas). Those works are in progress.
4	Computers and telecommunications	The budget is for laptop roll-out which is in progress.
5	Roads	The budget includes Local Roads Phase 3 \$1.6 million and Road to Recovery program \$6.9 million. The works on those projects are in progress.
6	Footpaths and cycleways	The budget is for footpaths renewal, linking Karkarook and Braeside park, East/ West cycleways, Longbeach and Granitic trails. The works are in progress.
7	Recreational, leisure and community facilities	The budget includes \$1.9 million Sportsground lightning renewal, \$1.7 million Roy Dore Tennis Pavilion and Court Upgrade and other projects, which are in progress
8	Parks, open space and streetscapes	The budget includes \$2 million Hawthorn-Kennedy Centre, \$1.8 million Peter Scullin Reserve, \$1.7 million Elder Street Reserve, and other smaller projects, which are in progress
9	Off street car parks	The budget includes \$0.8 million Parkdale Yacht Club car park consyuction, and the works are in progress
10	Other infrastructure	The budget includes \$0.5 million Inner Harbour Boardwalk, \$0.3 million Community Safety CCTV, and the works are in progress

Kingston City Council

Capital Budget 2022-23 - movement from Adopted to Revised

	Capital Budget 2022-23 Adopted	carry overs added	Aquatic removed	Capital Budget 2022-23 Revised
TOTAL	80,430,215.00	12,765,700.35	(13,140,000.00)	80,055,915.35
C0001 - KINGSTON INDUSTRIAL DEVELOPMENT STRATEGY	250,000.00	0.00	0.00	250,000.00
C0011 - Plant & Equipment Replacement (Operational Areas)	150,000.00	0.00	0.00	150,000.00
C0012 - Playground Improvement & Renewal Program	400,000.00	362,594.80	0.00	762,594.80
C0014 - Irrigation and Drainage Upgrade/Renewals	200,000.00	0.00	0.00	200,000.00
C0015 - Cricket Infrastructure Repairs & Synthetic Surfaces	100,000.00	0.00	0.00	100,000.00
C0018 - Parks & Open Space Strategy Implementation	500,000.00	4,598.00	0.00	504,598.00
C0025 - Public Toilets Renewal Program	300,000.00	0.00	0.00	300,000.00
C0030 - Sport & Rec Facilities Grants - Council Contribution (SRV Gr	0.00	0.00	0.00	0.00
C0033 - Bike & Walking Trails	50,000.00	0.00	0.00	50,000.00
C0049 - Waves - Asset Replacement Program	400,000.00	0.00	0.00	400,000.00
C0060 - Desktop Fleet - Pc's And Notebooks	1,600,000.00	91,577.27	0.00	1,691,577.27
C0062 - Communications	0.00	0.00	0.00	0.00
C0068 - Asset Management System - Development & Support	0.00	39,843.50	0.00	39,843.50
C0158 - Cycling & Walking - East/West Cycleway	0.00	200,000.00	0.00	200,000.00
C0167 - LS- Local Shopping Centre Amenity Renewal - Notional	80,000.00	50,000.00	0.00	130,000.00
C0191 - Walter Galt Reserve - Masterplan Implementation	0.00	0.00	0.00	0.00
C0192 - Bonbeach Sports Reserve - Masterplan Implementation	0.00	183,349.55	0.00	183,349.55
C0225 - Moorabbin Arts Link & Bus interchange	0.00	0.00	0.00	0.00
C0261 - PDP- Ben Kavanagh Reserve - Pavilion upgrade	0.00	0.00	0.00	0.00
C0263 - Cliff Sambell Pavilion Development (Gerry Green Res)	0.00	0.00	0.00	0.00
C0295 - FP- OLD DANDENONG ROAD, (No. 38 to Bus Stop) - north side	0.00	0.00	0.00	0.00
C0315 - Advanced Project & Feasibility Budget	150,000.00	0.00	0.00	150,000.00
C0321 - Le Page Master Plan	0.00	47,793.42	0.00	47,793.42
C0345 - Ongoing Implementation of Green Wedge Plan	0.00	0.00	0.00	0.00
C0346 - Linking Karkarook and Braeside Parks -stg1	520,000.00	0.00	0.00	520,000.00
C0373 - CP- Bricker Reserve Moorabbin (LRCI2)	0.00	285,802.97	0.00	285,802.97
C0380 - DR – MULKARRA DRIVE/EMBANKMENT GROVE, Chelsea (from Thames	0.00	0.00	0.00	0.00
C0385 - Ben Kavanagh Reserve Masterplan Implementation	0.00	170,000.00	0.00	170,000.00
C0424 - Library Service Stock Purchasing	950,000.00	0.00	0.00	950,000.00
C0427 - Inner Harbour Boardwalk and DDA access to Public Jetty	500,000.00	0.00	0.00	500,000.00
C0430 - Dingley Sports Ground Feasibility & Design	0.00	0.00	0.00	0.00
C0439 - Roy Dore Pavilion Redevelopment	1,800,000.00	0.00	0.00	1,800,000.00
C0442 - Mentone Life Saving Club (LRCI2)	5,020,000.00	1,000,000.00	0.00	6,020,000.00
C0443 - Aspendale Life Saving Club	3,630,700.00	(641,966.42)	0.00	2,988,733.58
C0445 - Female Change Facilities - Regents Park	3,300,000.00	253,731.67	0.00	3,553,731.67
C0448 - Dingley Souter Res Pavilion - Refurb & Ext	6,120,000.00	(340,276.31)	0.00	5,779,723.69
C0449 - GR Bricker Reserve Park Master Plan	1,200,000.00	294,879.99	0.00	1,494,879.99
C0450 - Dales Park Pavilion	0.00	0.00	0.00	0.00
C0454 - Intersection Signals Upgrades (Cheltenham)	100,000.00	42,320.00	0.00	142,320.00
C0461 - Chelsea Yacht Club (Includes Lift)	0.00	240,698.92	0.00	240,698.92
C0464 - Kerr Crescent New Pavilion - (Local Std)	0.00	200,000.00	0.00	200,000.00
C0465 - Kerr Crescent Soccer Field Development	0.00	0.00	0.00	0.00
C0468 - Street Lighting LED Conversion - Non-Standard Poles	0.00	150,000.00	0.00	150,000.00
C0480 - FP- Dahmen Street, Carrum – Ramp construction	0.00	0.00	0.00	0.00
C0485 - IND- CENTURY DRIVE, Braeside (Malcolm to Industrial)	0.00	0.00	0.00	0.00
C0486 - IND- INDUSTRIAL DRIVE, Braeside (Boundary to Governor)	0.00	0.00	0.00	0.00
C0492 - Chadwick Sports Pavilion Development	0.00	500,000.00	0.00	500,000.00
C0505 - SUP- Boundary Road, Braeside, Governor to White (west side)	0.00	0.00	0.00	0.00
C0506 - IND- CLAYTON ROAD, Clayton South (Kingston to Victory) – wes	0.00	0.00	0.00	0.00
C0511 - Moorabbin Property Acquisition - Horsecroft Place	0.00	0.00	0.00	0.00
C0518 - Climate Change Strategy - Solar Initiative	200,000.00	194,545.00	0.00	394,545.00
C0519 - Parkdale Yacht Club Carpark Construction	750,000.00	82,066.85	0.00	832,066.85
C0520 - Bonbeach Life Saving Club Redevelopment	0.00	30,000.00	0.00	30,000.00
C0521 - Carrum Life Saving Club Expansion	1,850,700.00	238,564.79	0.00	2,089,264.79

	Capital Budget 2022-23 Adopted	carry overs added	Aquatic removed	Capital Budget 2022-23 Revised
C0523 - Elder St Reserve Development	300,000.00	1,425,489.80	0.00	1,725,489.80
C0525 - Le Page Park Pavilion - Female Friendly Facility Upgrade	0.00	47,972.87	0.00	47,972.87
C0535 - Major Community Facilities Advance Design & Scoping	0.00	0.00	0.00	0.00
C0539 - SH- STORMWATER HARVESTING - Concepts and Investigations	50,000.00	0.00	0.00	50,000.00
C0545 - Chadwick Precinct - Civil & Landscaping	150,000.00	315,628.94	0.00	465,628.94
C0548 - Site Clearance/Demolition - Springs Rd, Dingley	0.00	90,000.00	0.00	90,000.00
C0552 - DR- 85 KINROSS AVENUE to 97 LOCHIEL AVENUE, Edithvale	0.00	0.00	0.00	0.00
C0565 - Disability Access - Changing Places - Peter Scullin Res	0.00	0.00	0.00	0.00
C0576 - TM- THAMES PROMENADE, Chelsea - Scotch Pde Signals	0.00	0.00	0.00	0.00
C0582 - Cultural Heritage Trail	0.00	0.00	0.00	0.00
C0583 - Peter Scullin Reserve Masterplan & Regional Playground Upgra	1,800,000.00	0.00	0.00	1,800,000.00
C0590 - Tom Johnson Pavilion, Chelsea - New Passenger Lift	0.00	64,582.31	0.00	64,582.31
C0592 - Aquatic Centre Development	1,400,000.00	0.00	0.00	1,400,000.00
C0594 - Mentone Historical Society Lift	0.00	222,335.00	0.00	222,335.00
C0595 - Cheltenham Forecourt Works	0.00	170,000.00	0.00	170,000.00
C0600 - Kingston City Hall Masterplan Implementation	0.00	100,000.00	0.00	100,000.00
C0601 - Green Wall Infrastructure	0.00	43,000.00	0.00	43,000.00
C0603 - DDA Compliance - Scout and Guide Halls	0.00	271,686.63	0.00	271,686.63
C0605 - Mentone Activity Centre - Como Pde West Bus Bays	0.00	238,120.00	0.00	238,120.00
C0615 - DR- LANGRIGG AVENUE, Edithvale	0.00	0.00	0.00	0.00
C0617 - Roy Dore Tennis Courts	0.00	1,688,006.87	0.00	1,688,006.87
C0626 - SL- Highett Res Oval No.3 Sports Lighting	0.00	0.00	0.00	0.00
C0627 - SL- GR Bricker Sports Lighting	0.00	0.00	0.00	0.00
C0629 - SL- Doug Denyer Res Sports lighting	0.00	0.00	0.00	0.00
C0631 - TM- Thames Promenade - Zebra near Drinan Road	0.00	0.00	0.00	0.00
C0634 - TM- Station Steet - Lawrence Av to Lincoln Pde	0.00	87,870.00	0.00	87,870.00
C0642 - DR - SHERWOOD AVENUE, Chelsea (STAGE 2)	0.00	0.00	0.00	0.00
C0644 - DR- MULKARRA DRIVE, Chelsea - Pump Station	0.00	0.00	0.00	0.00
C0645 - DR- BONDI ROAD, Bonbeach - Pump Station - Stage 1	0.00	0.00	0.00	0.00
C0646 - DR- BONDI ROAD, Bonbeach - Outfall pipe to CSD - Stage 2	0.00	0.00	0.00	0.00
C0661 - RD- CENTRE DANDENONG ROAD, Dingley Village - Pedestrian Refu	0.00	0.00	0.00	0.00
C0663 - Elanora Preschool, Parkdale	0.00	1,280,966.00	0.00	1,280,966.00
C0664 - Chelsea Library Refurbishment (LRCI2)	0.00	0.00	0.00	0.00
C0667 - Roy Dore Reserve Tennis Pavilion	0.00	0.00	0.00	0.00
C0668 - Chelsea Netball Court (Design)	0.00	42,589.36	0.00	42,589.36
C0673 - SRV- Chelsea Bowls Club Lighting and Bowling Upgrade (\$200k	0.00	139,088.42	0.00	139,088.42
C0675 - SRV- Female Friendly Change Facilities for Chelsea (\$155k Gr	0.00	139,229.09	0.00	139,229.09
C0676 - ATO e-invoicing/Automated Accounts Payable	0.00	50,000.00	0.00	50,000.00
C0677 - Customer Holistic View	0.00	155,250.98	0.00	155,250.98
C0678 - Audio Visual Enhancements (Flexible Working)	0.00	30,080.00	0.00	30,080.00
C0679 - Volunteer Management System	0.00	35,000.00	0.00	35,000.00
C0680 - Mentone Heritage Station Commercial Fitout	610,000.00	62,320.40	0.00	672,320.40
C0681 - TM- Tennyson Street - access to Southland	0.00	84,810.00	0.00	84,810.00
C0682 - TM- Bath Street at Swansea Road	0.00	0.00	0.00	0.00
C0684 - Highett Children's HUB (Grant Dependent)	300,000.00	103,610.00	0.00	403,610.00
C0686 - Adapting to Climate Change (Urban Cooling Strategy)	100,000.00	134,409.00	0.00	234,409.00
C0687 - Chelsea Netball Court Redevelopment	30,000.00	0.00	0.00	30,000.00
C0688 - Exercise Equipment in Parks	100,000.00	120,000.00	0.00	220,000.00
C0689 - Chelsea Bowls Club Green and Lighting Upgrade	0.00	0.00	0.00	0.00
C0694 - North Cheltenham early years centre	1,850,000.00	263,401.63	0.00	2,113,401.63
C0695 - Shed Replacement - Edithvale Public Golf Course	100,000.00	18,208.82	0.00	118,208.82
C0697 - Keeley Park Stormwater Treatment	0.00	0.00	0.00	0.00
C0698 - Mentone Foreshore Precinct - Playground and BBQ area	200,000.00	0.00	0.00	200,000.00
C0699 - Dingley Village Community Centre (Phase 2)(Grant Dependent)	0.00	0.00	0.00	0.00
C0700 - Hawthorn - Kennedy Centre & AFLW Sports Ground Contribution	2,000,000.00	0.00	0.00	2,000,000.00
C0703 - CCTV Crime Prevention - Foreshore Active Spaces (LRCI2)	0.00	0.00	0.00	0.00
C0706 - LS- Edithvale Shopping Strip Revitalisation	0.00	0.00	0.00	0.00
C0708 - LS- Follett Rd Shopping Strip Revitalisation	0.00	0.00	0.00	0.00
C0712 - Men's Shed Alternate Site - Chelsea	480,000.00	0.00	0.00	480,000.00

	Capital Budget 2022-23 Adopted	carry overs added	Aquatic removed	Capital Budget 2022-23 Revised
C0713 - RD- COLEMAN LANE, Aspendale (Coleman to Watkins)	0.00	0.00	0.00	0.00
C0715 - FP- DALWOOD COURT RESERVE, Oakleigh South (link fm Dalwood t	0.00	0.00	0.00	0.00
C0717 - FP - Foreshore Reserve, CARRUM (Rear of 5 Stephens to 9 Step	0.00	0.00	0.00	0.00
C0719 - IND - MILLS ROAD, BRAESIDE - Boundary to Woodlands	0.00	0.00	0.00	0.00
C0724 - IND - LAMANA ROAD, Mordialloc (Crown to Governor) - west sid	0.00	0.00	0.00	0.00
C0725 - IND - KAREELA STREET, Mordialloc (Percy to Lamana) - south s	0.00	0.00	0.00	0.00
C0726 - IND - AVLONA STREET, Mordialloc (Percy to Lamana) - south si	0.00	0.00	0.00	0.00
C0727 - IND - CROWN AVENUE, Mordialloc (Percy to Lamana) - south sid	0.00	0.00	0.00	0.00
C0728 - IND - PERCY STREET, Mordialloc (Crown to Avlona) - east side	0.00	0.00	0.00	0.00
C0729 - IND - PERCY STREET, Mordialloc (Kareela to Governor) - east	0.00	0.00	0.00	0.00
C0730 - FP - PERCY STREET, Mordialloc (Crown to Governor) - west sid	0.00	0.00	0.00	0.00
C0731 - FP - CROWN AVENUE, Mordialloc (Steedman to south/west corner	0.00	0.00	0.00	0.00
C0732 - FP - CROWN AVENUE, Mordialloc (west bdry No. 22 Crown to Per	0.00	0.00	0.00	0.00
C0733 - FP - WHATLEY STREET / EMMA STREET, Carrum - reconstruct ream	0.00	0.00	0.00	0.00
N0007 - Minor Reserve Improvements	300,000.00	0.00	0.00	300,000.00
N0013 - Reserve Fencing Renewal	200,000.00	0.00	0.00	200,000.00
N0020 - Foreshore Infrastructure Renewals	750,000.00	92,434.81	0.00	842,434.81
N0021 - Foreshore Trail Shared Path - Implementation	0.00	0.00	0.00	0.00
N0027 - Renewal Program identified from condition audit	1,625,000.00	186,504.58	0.00	1,811,504.58
N0039 - RD- Road Renewal - Resurfacing Program	0.00	0.00	0.00	0.00
N0040 - RD- ROAD INFRASTRUCTURE RENEWAL PROGRAM	6,217,981.00	647,084.69	0.00	6,865,065.69
N0087 - DRAINAGE FLOOD MITIGATION PROGRAM	2,400,000.00	716,881.73	0.00	3,116,881.73
N0088 - DR- Various Minor Works	0.00	0.00	0.00	0.00
N0090 - DR- Flood Mitigation Strategy	0.00	0.00	0.00	0.00
N0091 - DR- Flood Mapping	0.00	0.00	0.00	0.00
N0116 - TM- Various Minor Works	0.00	0.00	0.00	0.00
N0117 - TRAFFIC MANAGEMENT PROGRAM	650,000.00	0.00	0.00	650,000.00
N0119 - FOOTPATH RENEWAL PROGRAM	700,000.00	0.00	0.00	700,000.00
N0129 - Recreation Minor Projects	50,000.00	0.00	0.00	50,000.00
N0132 - Pavilion Projects Contingency Funds	0.00	30,000.00	0.00	30,000.00
N0144 - Kingston Hall - Facility Development Plan	55,000.00	31,489.85	0.00	86,489.85
N0154 - IS Strategy Implementation	180,000.00	167,453.26	0.00	347,453.26
N0156 - Corporate Systems	100,000.00	0.00	0.00	100,000.00
N0188 - Kingston Arts Centre - Facility Renewals	65,000.00	136,000.00	0.00	201,000.00
N0191 - Parks Asset Renewal	200,000.00	121,227.00	0.00	321,227.00
N0239 - Warm Season Grass Conversion/Turf Replacement	220,000.00	0.00	0.00	220,000.00
N0401 - Library Amenity Improvements -(carpet, shelving, minor works	60,000.00	0.00	0.00	60,000.00
N0509 - 1230 Nepean Hwy - Programmed Renewal Works	228,000.00	0.00	0.00	228,000.00
N0511 - Cricket Infrastructure Development	75,000.00	0.00	0.00	75,000.00
N0526 - Tennis Facility Development	220,000.00	0.00	0.00	220,000.00
N0641 - FP- CARUANA WOODLAND RESERVE, Dingley Village (Wheatland to	0.00	0.00	0.00	0.00
N0668 - FP- WHITE STREET, Mordialloc (Manikato to Myrtle) -south sid	0.00	0.00	0.00	0.00
N0669 - SL-SPORTSGROUND LIGHTING - Renewal and Upgrade	1,550,000.00	395,193.71	0.00	1,945,193.71
N0766 - Spring Road Landfill Remediation	115,000.00	0.00	0.00	115,000.00
N0767 - Heatherton Park Landfill Remediation	175,000.00	0.00	0.00	175,000.00
N0769 - Elder St Landfill Remediation	55,000.00	0.00	0.00	55,000.00
N0787 - BR- ASSET MANAGEMENT- Bridges & Structures	0.00	0.00	0.00	0.00
N0797 - Libraries - Notional Allocation	0.00	48,075.00	0.00	48,075.00
N0803 - Minor Public Lighting Upgrades	0.00	0.00	0.00	0.00
N0852 - FP- Beach Road, Mentone - Kitchener to Naples (north side)	0.00	0.00	0.00	0.00
N0870 - FP- Delville Avenue, Mentone - Craigmores to Southern	0.00	0.00	0.00	0.00
N0880 - FP- Karen Street, Highett - Nepean to Mathieson (north side)	0.00	0.00	0.00	0.00
N0883 - FP- Lower Dandenong Road, Dingley Village - Boundary to Redw	0.00	0.00	0.00	0.00
N0908 - FP- Old Dandenong Road, Heatherton - frontage of No. 198	0.00	0.00	0.00	0.00
N0930 - Renewal of Dolamore Athletics Track (LRC12)	0.00	0.00	0.00	0.00
N0937 - RD- BOURKE ROAD, Oakleigh South (From Old Dandenong Road to	0.00	0.00	0.00	0.00
N0948 - RD- WELLS ROAD, Patterson Lakes (Patterson River to south bd	0.00	0.00	0.00	0.00
N0956 - RD- MONTROSE STREET, Edithvale (Keith to Edithvale)	0.00	0.00	0.00	0.00
N0980 - RD - Tootal Road Land Acquisition for Shared Path	0.00	0.00	0.00	0.00

	Capital Budget 2022-23 Adopted	carry overs added	Aquatic removed	Capital Budget 2022-23 Revised
N0982 - Smart City Initiatives	0.00	43,408.00	0.00	43,408.00
N0983 - Christmas Decorations	150,000.00	0.00	0.00	150,000.00
N1002 - DR- GARFIELD STREET, May Street & Jean Street, Cheltenham -	0.00	0.00	0.00	0.00
N1004 - GR Bricker Pavilion Redevelopment - Concept	5,200,000.00	(105,376.12)	0.00	5,094,623.88
N1017 - Kingston Sportfield Feasibility - Greenwedge	0.00	66,903.00	0.00	66,903.00
N1024 - RD- ISABELLA STREET, Moorabbin (Walsh to Rowans)	0.00	0.00	0.00	0.00
N1027 - DR- SHERWOOD AVENUE, Chelsea (east end at Bicentennial Park)	0.00	0.00	0.00	0.00
N1031 - Mordialloc Tennis Club & Fencing	0.00	0.00	0.00	0.00
N1034 - 5th Mordialloc Sea Scouts Refurbishment	0.00	302,606.63	0.00	302,606.63
N1040 - People Counters for Library & Community Centre Facilities	0.00	0.00	0.00	0.00
N1041 - Mural Art in Activity Centres	0.00	30,000.00	0.00	30,000.00
N1044 - Mobile Work Order Solution	0.00	111,125.00	0.00	111,125.00
N1045 - CP- GOVERNOR ROAD boat ramp carpark, Mordialloc (24 Park St)	0.00	0.00	0.00	0.00
N1048 - RD- NORTHCLIFFE ROAD, Edithvale (Munro to Randall)	0.00	0.00	0.00	0.00
N1054 - RD- NORTHCLIFFE ROAD, Edithvale (Station to Munro)	0.00	0.00	0.00	0.00
N1058 - RD- MAURY LANE, Chelsea (Maury to Newington)	0.00	0.00	0.00	0.00
N1059 - RD- CHURCH ROAD, Carrum (Walkers to Eel Race)	0.00	0.00	0.00	0.00
N1065 - Foreshore Trail Stage 3 - Rennison to Mordialloc	0.00	0.00	0.00	0.00
N1071 - Parks Signs Renewal Program	50,000.00	0.00	0.00	50,000.00
N1073 - Turf Cricket Wicket Renewal Program	50,000.00	0.00	0.00	50,000.00
N1076 - RD- COURTNEY STREET, Cheltenham (Nepean to Tuck)	0.00	0.00	0.00	0.00
N1077 - FP- Inner Harbour Lane, Patterson Lakes - ramp to walkway	0.00	0.00	0.00	0.00
N1079 - Don Tatnell Site Management of Closure	500,000.00	0.00	0.00	500,000.00
N1088 - Tarella Road Reserve - Site clearance and fencing	0.00	0.00	0.00	0.00
N1099 - Longbeach Trail Rehabilitation Stg3 (Edithvale Rd to Larnook	0.00	0.00	0.00	0.00
N1101 - DR- Gross Pollutant Trap (GPT) Renewal Strategy	0.00	0.00	0.00	0.00
N1103 - PG- HENDON COURT, SHERBROOK AVE, HARBOUR TOWN - (LRCI2)	0.00	0.00	0.00	0.00
N1109 - RD- The Esplanade, Edithvale - DDA compliance	0.00	0.00	0.00	0.00
N1110 - Integrated Water Management (Merging Bays & Waterways and Gre	0.00	0.00	0.00	0.00
N1111 - Environmental Efficiency Upgrades (Merge Energy and Water Co	250,000.00	0.00	0.00	250,000.00
N1113 - Community Sports Clubs Infrastructure Renewal Fund	150,000.00	0.00	0.00	150,000.00
N1114 - Mentone LSC Indigenous Art Work	0.00	100,909.09	0.00	100,909.09
N1116 - Walter Galt / Mordialloc Community Centre (former DT Site ma	150,000.00	0.00	0.00	150,000.00
N1117 - 1230 Nepean Highway - External Painting and Maintenance - (LR	0.00	0.00	0.00	0.00
N1118 - SUP- Wells Rd Shared Path (Thames to Boundary)- (LRCI2)	0.00	0.00	0.00	0.00
N1120 - PG- General Replacement	0.00	0.00	0.00	0.00
N1127 - RD- DERRYBEG LANE, Edithvale (west section & intersection Tu	0.00	0.00	0.00	0.00
N1130 - FP- DAVEY STREET, Parkdale (north bdry No.70 Davey to Keith	0.00	0.00	0.00	0.00
P0002 - Longbeach And Granitic Trails Rehabilitation	200,000.00	0.00	0.00	200,000.00
P0078 - Mordialloc Beach Promenade Wall Renewal	160,000.00	0.00	0.00	160,000.00
P0111 - Kingston Heath Hockey And Baseball Facility Development	50,000.00	0.00	0.00	50,000.00
P0155 - Patterson River Art Trail	200,000.00	0.00	0.00	200,000.00
P0181 - Chelsea Life Saving Club And Precinct Redevelopment	0.00	0.00	0.00	0.00
P0198 - Chain Of Parks - Regional Sporting Facility	200,000.00	0.00	0.00	200,000.00
P0218 - Aquatics Centre Land Purchase	14,600,000.00	(1,460,000.00)	(13,140,000.00)	0.00
P0219 - GR Bricker reserve pavilion services upgrade	200,000.00	0.00	0.00	200,000.00
P0220 - Local Road & Commnity Infrastructure (LRCI) - Phase 3	1,635,964.00	0.00	0.00	1,635,964.00
P0222 - Community Safety Infrastructure - CCTV Hub	300,000.00	0.00	0.00	300,000.00
P0223 - CCTV at Waterways	251,000.00	0.00	0.00	251,000.00
P0224 - Mobile Device Refresh	70,000.00	0.00	0.00	70,000.00
P0225 - Regional & District Renewal/Upgrade	150,000.00	0.00	0.00	150,000.00
P0226 - Baseball Facilities Upgrade Fund	50,000.00	0.00	0.00	50,000.00
P0227 - Foreshore Car Parks Additional Payment Machines	30,870.00	0.00	0.00	30,870.00
P0228 - Wayfinding Strategy Implementation	50,000.00	0.00	0.00	50,000.00
P0241 - RD - MITCHELL STREET, Mentone (Warrigal to Roger) - south si	0.00	0.00	0.00	0.00
P0243 - FP - ST GEORGES CRESCENT, Heatherton (frontage of No. 5 St G	0.00	0.00	0.00	0.00
P0244 - FP - GOULDTHORP STREET, Mentone (Warrigal to Nepean) - both	0.00	0.00	0.00	0.00
P0245 - FP - NORMA AVENUE, Cheltenham (Warrigal to Eagland) - both	0.00	0.00	0.00	0.00
P0246 - FP - OSBORNE AVENUE, Clayton South (72m west of Deals to 16	0.00	0.00	0.00	0.00

	Capital Budget 2022-23 Adopted	carry overs added	Aquatic removed	Capital Budget 2022-23 Revised
P0250 - FP - THOMPSON ROAD, Patterson Lakes (Peninsula Freeway on ra	0.00	0.00	0.00	0.00
P0251 - Roy Dore Reserve - Scoreboards	0.00	0.00	0.00	0.00
P0325 - Seaford Wetland Shared User Path	0.00	0.00	0.00	0.00
P0346 - FP-WELLS ROAD, Patterson Lakes (10 south of 17 Nautilus to 1	0.00	0.00	0.00	0.00
P0349 - FP - EDITHVALE ROAD, Chelsea Heights (Centre Swamp Drain to	0.00	0.00	0.00	0.00

Agenda Item No: 12.3

HARDSHIP AND DEBT COLLECTION POLICY REVIEW

Contact Officer: Yenni Lim, Manager Finance

Purpose of Report

For Council to adopt the revised Debt Collection and Hardship Policy.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Adopt the revised Debt Collection Policy and Hardship Policy, recognising the interaction of these policies to effectively administer rates and Council's financial sustainability, whilst ensuring appropriate support to all ratepayers, particularly those with financial hardship; and
2. Note that these policies may be subject to further amendments due to the anticipated Ministerial Direction to be issued in June 2023.

1. Executive Summary

Council's Debt Collection Policy sets out the processes for Council to collect rates on rated property which is complemented by a Hardship Policy adopted by Council in September 2021, a policy that response directly to the Victorian Ombudsman's recommendation to assist rate payers experiencing financial hardship.

Officers have undertaken a review of these policies in order to effectively support Council in collecting its primary source of revenue whilst supporting ratepayers experiencing cost of living pressures.

The outcome of the review seeks to build upon existing procedures including:

- Simple hardship application (online and hard copy form) that is proportionate to the relief sought including short or long term deferral, a payment plan or arrangement based on capacity to pay, interest waiver, legal costs waiver and or rates waiver under extreme circumstances
- Interest waiver on outstanding balances for approved hardship applications
- Seeking only relevant information and ensuring questions are not intrusive. Requiring supporting documents only where necessary or warranted
- Suspension on debt recovery or collection while on approved financial application

These existing mechanisms are proposed to be further enhanced with updates including:

- Interest waiver on missed payment to instalment payment until full rate payment date which effectively an immediate short-term deferral with or without an application
- Reminder notices to be sent out before each instalment due date
- Expanding financial hardship to include organisations and businesses
- Fast tracked hardship application processing time to 10 working days
- Inclusion of investment property owners with or without residential property as eligible hardship applicants.

It should be noted that Officers have considered the impact of legislative changes by the Local Government Legislation Amendment (Rating and Other Matters) Bill 2022. The Act received Royal Assent in August 2022 that seeks to support ratepayers having a fairer financial hardship process in respect to the payment of Council rates. The Act grants the Minister for Local Government to:

- make guidelines relating to the payment of rates and charges
- define hardship for the purposes of the Act
- set requirements around council policies for hardship and managing relief for ratepayers
- set the maximum interest rate to take effect for the following financial year and in consultation with the Essential Services Commission
- expand the criteria for councils to provide rate rebates and concessions for properties that provide a public benefit.

The Act now also introduces a:

- legislated basis for payment plans
- period of two years before Council can commence proceeding debt recovery without issuing notices and providing information to ratepayers.

In consideration that the policies may be further updated to align with the impending Ministerial Direction, the rates team will continue to:

- manage collection by sending payment reminders only
- investigate and implement more efficient and timely reminder such as via sms which will be implemented the soonest possible in current or next financial year subject to cycle of notices to be issued
- create online form to streamline interest waiver request subject to policy adoption
- offer alternate payment option/s with greater flexibility in amount and time of payment such as Payble
- maintain the position of not debt recovering or issuing letters of demand until greater clarity is achieved

2. Background

Council adopted Hardship Policy in September 2021 in response to the Victorian Ombudsman's investigation and recommendation. The policy needs to be reviewed in conjunction to Council's existing Debt Collection Policy that has been the basis of rates collection historically.

Additionally, the policies review is required to support effective and efficient rates collection that responds to challenging economic outlook anticipated in financial year 2023/24 through enhanced processes.

3. Discussion

Debt Collection Policy

The policy has been updated with minor changes such as insert of website link, formatting and editing changes and the below outlines the proposed update:

Section in Existing Policy	Amendment	Reasons for the Amendment
9.2 Payment by Direct Debit	<p>Payment of Rates, that split into 2 payment options and process relating to each options:</p> <ol style="list-style-type: none"> 1. 10 instalment payments 2. 4 quarterly payment <p>Registration of direct debit to be accepted anytime during the financial year</p>	<p>To clearly articulate the options available to ratepayers to manage the payment in frequency and format that is suitable to their needs.</p> <p>To facilitate direct debit (10 instalments option) application during any time in the financial year.</p>
	Inserted 9.3 Full Rate Payment	To clearly shows the different payment options
9.5 Calculating Interest	<p>Temporary suspension to the current policy that states interest applicable from missed first instalment.</p> <p>Instead, it is proposed that Interest will not be accrued but missed instalment payment will be deemed as opting to full payment that is due on 15 February.</p> <p>Interest may be accrued upon missing the full payment however Ratepayer may apply for interest waiver.</p>	<p>More lenient and streamlined Interest calculation which is applicable at the time of missing the full payment due date on 15 February. This effectively defer rate payment for 7 months into the financial year.</p> <p>That ratepayer can apply interest waiver in addition to delayed payment date and more payment options</p>
9.6 Process for forwarding notices and payment dates	Reminder notices to be sent four times a year prior to due date of each four instalment	Increased frequency of notification to remind ratepayers of payment timeline
9.7 Final Notices	Reminder notice to be sent to all instalment and full payment ratepayers	Increased communication to assist ratepayers managing their rates outstanding regardless of balance due to eradicate rates in arrears
9.8 Arrangements and Financial Hardship	<p>Removal of this section to be replaced by Council's Hardship Policy</p> <p>Thus, removal of appendix 3</p>	Hardship Policy has comprehensive process and procedure to follow.

Hardship Policy

The policy has been updated with minor changes such as insert of website link, formatting and editing changes and the below outlines the proposed update:

Section in Existing Policy	Amendment	Reasons to Amend
Purpose of the Policy	Expanding the scope to include organisation and greater clarity of the purpose of this policy	To recognise that financial hardship applies to individual and organisation and to provide greater context into the purpose, intent and objectives of this policy
Definition list	Including definition of Waiver and Financial Counsellor	Review to ensure completeness of the policy
11.2 Application Process for Hardship	Application to be assessed in 10 working days	To prioritise application process and to align response time with Customer First commitment
11.2.9 Investment Property Owners application	Payment arrangement upon application will be considered on case by case basis.	Recognise that financial hardship may affect any individual and organisation that the policy should be contemporary and supportive to all ratepayers and their circumstances

3.1 Council Plan Alignment

Goal 5 - Our well-governed and responsive organisation

Direction 5.2 - Responsible and sustainable financial management

Assisting our community to pay their rates in a timely way, in turn helps Council remain financially sustainable.

3.2 Consultation/Internal Review

No internal consultation or review has been undertaken.

3.3 Operation and Strategic Issues

To ensure that the policies achieve its objectives of assisting as many ratepayers as possible who experience financial hardship, Council needs to increase its accessibility through simple and easy to understand promotion.

On the other hand, the application of these policies increases workload significantly for the rates team that operates within the same level of capacity due to budget pressure.

4. Conclusion

The policy review has been undertaken to achieve the right balance of effective and efficient rates administration whilst offering increased support to ratepayers who may be experiencing financial hardship.

4.1 Environmental Implications

There are no environmental implications.

4.2 Social Implications

There are positive outcomes to Kingston's community who are unable to meet their rate obligations.

4.3 Resource Implications

There are potential financial resource implications in costs associated with promoting the policies to increase uptake of payment arrangements or early planning of rate payment by taking up the available payment options on offer; increased cost in mail out and potentially increased staffing cost to manage the hardship application and payment arrangements.

4.4 Legal / Risk Implications

There are no legal or risk implications.

Appendices

Appendix 1 – Kingston Hardship Policy (Ref 21/177860) 

Appendix 2 - Kingston Debt Collection Policy (Ref 23/111530) 

Author/s: Yenni Lim, Manager Finance
Reviewed and Approved By: Bernard Rohan, Chief Financial Officer

12.3

HARDSHIP AND DEBT COLLECTION POLICY REVIEW

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Rates Hardship Policy



City of
KINGSTON

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1. Document Information

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

RESPONSIBLE GENERAL MANAGER	Chief Finance Officer
RESPONSIBLE MANAGER (Policy Owner)	Team Leader – Revenue and Collections
APPROVED/ADOPTED BY	Council
APPROVAL DATE	27 September 2021
EFFECTIVE DATE (If different from approval date)	28 September 2021
REVIEW DATE	April 2023
TRIM REF	21/177860

2. Purpose of the Policy

The City of Kingston recognizes that some individuals and organisations may from time to time experience financial hardship which will vary in its extent and duration depending on individual circumstances. This policy ensures that all people who may be vulnerable to financial hardship, regardless of their circumstances, will have options to help facilitate them through their financial hardship. This policy establishes the guidelines for assessment of financial difficulty or hardship applications based on the principles of fairness, integrity, confidentiality and compliance with statutory requirements. The policy aims to deliver the right balance of offering support whilst delivering effective financial governance to ensure Council's long term financial sustainability.

This policy is subject to change at Council's discretion, considering changing government policy and legislative requirements. This policy sets out the processes for Council as to how Financial hardship applications are assessed and administered.

The purpose of this policy is to:

- a) Help individuals and organisations experiencing financial hardship.
- b) Provide a system that enables individuals and organizations to approach Council with ease about current hardship circumstances.
- c) Outline the eligibility and assessment criteria that will be considered in a consistent, equitable and confidential manner.
- d) Provide individuals and organizations with clearly defined options when applying for financial hardship.
- e) Provide a fair and transparent decision-making framework for Council officers when assessing hardship claims.

3. Scope

This policy will apply to Senior Management and Council Officers responsible for the maintenance and management of municipal rates and charges. Council Officers and Council's Debt Collection Agency are required to comply with this policy with respect to the collection of Rates with those individuals who are experiencing genuine financial hardship.

4. Definitions

Hardship	Refers to a situation in which a person cannot pay their Council rates and charges due to a circumstance beyond their control
Due Date	Means the due date(s) for payment under section 167 of the <i>Local Government Act 1989</i> (Vic) as displayed on the Rates notice
Interest	Means penalty Interest charged on unpaid rates under section 172 of the <i>Local Government Act 1989</i> (Vic) and as prescribed and gazetted in accordance with section 2 of the <i>Penalty Interest Rates Act 1983</i> (Vic)
Property Owner	Means the registered proprietor of rated property within the municipality, who is legally responsible to pay rates under section 156 of the <i>Local Government Act 1989</i> (Vic)
Rates	Means Council's rates and levies with respect to rated property, special charges, including the Fire Services Property Levy
Rated Property	Means the rateable land on which rates are due and payable annually.
Principal Place of Residence	A property that is defined as a principal place of residence when a person resides, occupies, and lives in it as their home
Investment Property	Is property that has been purchased with the intention of earning a return on the investment, either through rental income or through capital gain with the future resale of the property
Pension Concession Holder	Refers to an individual on a Pensioner Concession Card issued by Centrelink who are receiving an Age Pension, Disability Support Pension or Veteran Affairs Pension Card or Veteran Affairs Gold Card
State of Emergency	Refers to a situation that exists when the State or Federal Government are satisfied that there is a serious risk to public health, or if an emergency exists which warrants the making of a declaration of a state of emergency, that will impact all residents during extreme situations by suspending certain normal functions of government, alerting the community to the situation and request they alter their normal behaviours, suspending certain civil liberties during periods of civil disorder
Short term Hardship	Refers to hardship that will be resolved within 12 months
Long term Hardship	Refers to hardship that will not be resolved within 12 months
Extreme Circumstances	Refers to external circumstances that would be extremely detrimental to the property in a given situation. Generally, these would be unforeseen circumstances beyond the control of an individual.
Waiver	Removes the liability to pay and may be offered to include the whole or part of any interest and/or charges
Financial Counsellor	Is a member of, or is eligible to be a member of, a financial counselling association, and has undertaken appropriate training to ensure that they have adequate skills and knowledge to satisfactorily provide the financial services. Financial counsellors are employed by agencies, typically not for profit community organisations that must comply with the ASIC licence exemption provisions for financial counselling. Financial counselling service is free, confidential, independent and without conflict.

5. Responsible Executive

Chief Finance Officer

6. Policy owner

Team Leader – Revenue and Collections

7. Related Documents

Local Government Act 1989 (Vic)

Fire Services Property Levy Act 2012 (Vic)

Penalty Interest Rates Act 1983 (Vic)

8. Definition of Financial Hardship

Financial hardship/difficulty is a situation where an individual due to factors outside of their control is unable, because of unemployment, illness or other reasonable cause, to discharge their financial obligations. Financial hardship involves an inability of the individual to meet their financial commitments and obligations, rather than an unwillingness to do so.

Financial hardship can arise from a variety of situations. Common causes may include, but not limited to

- Loss of employment
- Family Violence
- Family breakdown;
- Illness, including physical incapacity, hospitalization, or mental illness
- Recent death of the ratepayer or an immediate family member
- Other factors resulting in unforeseen change in the debtor's capacity to meet their payment obligations, whether through a reduction in income or through an increase in non-discretionary expenditure.

9. Delegation Authority

As per Instrument of Delegations.

10. Policy Statement

In applying this policy, Council considers the principles of consistency, fairness, and transparency as paramount. The application of this policy is to be fair and advance the community benefit considering all Property Owners as well as community expectations.

11. Policy Details

11.1 Hardship Information for Ratepayers

- 11.1.1 Council has established this policy for the transparency of ratepayers in the municipality. This policy may be requested in hardcopy, softcopy or accessed via our website: <https://www.kingston.vic.gov.au/property/rates/pay-your-rates>
- 11.1.2 Council aims for the policy to be accessible in multiple languages and do offer a translation service free of charge for those residents who have English as a second language. If you need language assistance, please call our interpreting service on 131 450, state the organisation as the City of Kingston and quote our phone number 1300 653 356. For more information please visit our website: <https://www.kingston.vic.gov.au/contact/contact-us>
- 11.1.3 Chief Finance Officer, Manager Finance, Rates Team Leader and the Senior Rates Officers are trained in the Rates Hardship Policy. These roles are responsible for assessing Hardship applications for rates. Rates officers

administer and process hardship applications.

11.2 Application Process for Hardship

- 11.2.1 A Property Owner may apply for hardship if individuals and/or organisations are experiencing financial hardship. Applications can be either electronic, or in hard copy. Electronic applications are available through our website : <https://www.kingston.vic.gov.au/property/rates/pay-your-rates/financial-hardship-rates-form>
- 11.2.2 Hardship applications will allow property owners to apply for: A short term rates deferral, a long-term rates deferral, a payment arrangement, interest waiver, and where applicable legal cost waiver and/or a waiver of rates under extreme circumstances.
- 11.2.3 Approved Hardship applications will only be effective from the approval date.
- 11.2.4 Council endeavors to have Applications assessed within 10 business days of being received as long as all relevant application information has been received.
- 11.2.5 Applications for hardship that have been accepted are for a 12-month period only. At the expiration date of the hardship application period, the onus is on the ratepayer to inform council if they are still experiencing hardship and to re-apply. At the end of a hardship period, if hardship is still being experienced by the ratepayer another application will need to be applied for and re-assessed.
- 11.2.6 Council may cancel hardship applications if the applicant has historically not maintained hardship schedules that have been agreed on, and future applications may not be accepted. This will be assessed case on case and a decision made will clearly outline the reason this is not accepted.
- 11.2.7 It is the applicant's responsibility to ensure information and documentation provided are complete, truthful, current and relevant. Council will void any applications if any false or misleading information relating to the application is provided.
- 11.2.8 Council may make suggestion applicants seek further advice from the State Government's free financial counselling service via the National Debt Helpline in order to help with their current hardship situation. Refer to their website at: <https://ndh.org.au/>. This may be a requirement for applications if other documentation cannot be provided.
- 11.2.9 Payment arrangement will be considered a more suitable option for Investment properties and application and approval are considered on case by case basis.
- 11.2.10 Any non-English documentation provided to Council for Hardship must be translated in English prior to submission. Council has an interpretation service which can assist with this requirement. Please contact Customer Care on 1300 653 356.
- 11.2.11 Ratepayers who live at their place of business, are eligible to apply for hardship relief.

11.3 Payment Options for Deferrals and Arrangements

- 11.3.1 Rates under hardship can be paid or agreed upon by a capacity to pay in consultation with either: a Senior Rates Officer/Team Leader at Council, or from an independent financial counsellor. Once a payment amount and schedule has been agreed upon, Council will send confirmation out via hardcopy or softcopy to confirm the payment schedule.
- 11.3.2 Payments can be made via weekly/fortnightly/monthly or bi-monthly instalments using scheduled payments with a rate-payer's financial institution. This can be done with the assistance of the financial services provider, using the reference numbers provided on the annual notice.
- 11.3.3 Payment options will be limited to the payment methods at the bottom of the issued annual rate notice with the exception of direct debit arrangement.

11.4 Hardship Options

- 11.4.1 Council are aware that no two hardship situations are the same, and as a result have both Short-term Hardship, and Long-term Hardship applications. Deferrals are accepted for short term hardship situations and payment arrangements are available for both short and longer terms depending on the situation.
- 11.4.2 Interest will not be charged on outstanding balances for approved Hardship applications, for the period the hardship has been approved for.
- 11.4.3 In order for Council to provide and assess Hardship applications, Council does require additional information to support your situation. This may include: financial statements, medical certificates, income statement documentation (Tax Returns) or Financial counsellor recommendations.
- 11.4.4 Hardship applications can include the following: Rates Deferral, Payment arrangement (nominating a payment amount and schedule based on your capacity to repay), or an interest waiver. In extreme circumstances of Hardship relating to the property, at Council's discretion may assess an application for a partial or full rates waiver under section 171A in the Local Government Act (2020).
- 11.4.5 Arrangements and deferrals under hardship will be terminated if the payments are not made at the times of the agreed arrangement or deferral schedule. Council will notify you in writing of any terminated arrangements. This will be communicated by your preferred method of contact registered on the Council database.

11.5 Interest on Hardship Applications

- 11.5.1 Where hardship instalments are not paid by their due date, and the hardship agreement is cancelled, interest will apply to the arrears, in accordance with the requirements under the Local Government Act.
- 10.5.3 Interest will not accrue on approved short-term or long-term hardship applications. Interest will not be charged for the 12 month period from the date of approval.
- 10.5.4 Interest may be reversed under a hardship application for situations where individuals or organisations are able to provide evidence of why payment could not be made by the due date.

- 10.5.5 Interest will commence after the expiration date of the hardship period if there is still an outstanding balance.

11.6 Communications with Council

- 11.6.1 Every Hardship Application will be individually assessed. Once assessed, the applicant will be notified by email and or mail depending on the preference outlined in the application.
- 11.6.2 All approved applications for a hardship payment arrangement or deferral will have a schedule of payments attached of when the instalments or lump sum are due to be paid. It is expected the individual or organisation make these payments as outlined in the schedule for the hardship to remain active.
- 11.6.3 When a hardship payment arrangement or deferral schedule has not been met, the hardship will be terminated, and interest will apply. Council will communicate this cancellation of the arrangement in writing.

11.7 Debt Recovery

- 11.7.1 Council will not engage in Debt recovery/Collections while an individual or organisation is under approved financial hardship.
- 11.7.2 Council's Debt Collection Agency is familiar with Council's Hardship Policy and will not contact ratepayers who are complying with their hardship agreement.
- 11.7.3 Council's Debt Collection Agency may waive costs for legal action where current legal costs are exacerbating the ratepayer's hardship.
- 11.7.4 Council's normal debt collection processes will commence/resume should the Hardship arrangement be terminated/cancelled. You will be notified of this in writing.

11.8 Decision Making and Reporting

- 11.8.1 Council will manage any conflicts of interest for Hardship applications by referring applications outside of the rates and revenue team should a conflict of interest arise.
- 11.8.2 Council will retain all records relating to the application and approval of Hardship Applications.
- 11.8.3 Council will report to Senior Leadership on the number of applications received, current hardship agreements and debt recovery actions for review.

11.9 Disputes and Complaints

- 11.9.1 All applications are subject to review. Should you be dissatisfied with the outcome of your application, you can raise an internal dispute directly to Council via info@kingston.vic.gov.au
- 11.9.2 Should you be dissatisfied with the outcome of your internal complaint or dispute with Council, you may take your dispute to the Victorian Ombudsman via their website www.ombudsman.vic.gov.au/contact-us/

11.10 Property Owner Responsibilities during Hardship

A Property Owner will:

- (a) communicate with Council in writing to ensure their contact details (residential address, mailing address, telephone number, email address) are up to date to ensure we can support them during Hardship; and
- (b) be proactive in understanding their financial situation in relation to their capacity to pay, and taking steps to ensure they maintain their arrangements or deferrals; and
- (c) if your situation changes where your capacity to pay has improved, will contact Council for a re-assessment of the Hardship Arrangement.

11.11 Verbal Exchanges

Council will not accept, nor be responsible for, any verbal changes a Property Owner may provide.

11.12 Confidentiality

All communications between a Property Owner including written communications are confidential and subject to Council's Privacy Policy.

12. Review

Policy to be reviewed every 2 years or earlier subject to Council's discretion.

Debt Collection Policy



City of
KINGSTON

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APPROVAL	28 April 2023- Version 2
VERSION NO:	2
TRIM REF:	15/38949
REVIEW	28 April 2023
RESPONSIBLE EXECUTIVE	Chief Finance Officer
POLICY OWNER	Team Leader – Revenue and Collections

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

1. Purpose of the Policy

This policy sets out the processes for the Kingston City Council to collect Rates on Rated Property. Effective, fair, equitable and consistent approach to Rates collection is an integral part of Council financial governance to ensure long term sustainability.

2. Scope

This policy will apply to Senior Management and Council Officers responsible for the maintenance and management of the rating system. Council Officers and Council's Debt Collection Agency are required to comply with this policy with respect to the collection of Rates.

3. Definitions

Due Date	means the due date(s) for payment under section 167 of the <i>Local Government Act 1989</i> (Vic) as displayed on the Rates notice.
Interest	means penalty Interest charged on unpaid Rates under section 172 of the <i>Local Government Act 1989</i> (Vic) and as prescribed and gazetted in accordance with section 2 of the <i>Penalty Interest Rates Act 1983</i> (Vic), and applied on the first day of July immediately before the due date for the payment.
Late Payment	means a Rates payment not received by the statutory due date(s).
Property Owner	means the registered proprietor of Rated property within the municipality, who is legally responsible to pay Rates under section 156 of the <i>Local Government Act 1989</i> (Vic).
Rates	means Council's Rates and levies with respect to Rated property, special charges, including the Fire Services Property Levy.
Rated Property	means the rateable land on which Rates are due and payable annually.

4. Responsible Executive

Chief Finance Officer

5. Policy owner

Team Leader – Revenue and Collections

6. Related Documents

Local Government Act 1989 (Vic)
Fire Services Property Levy Act 2012 (Vic)
Penalty Interest Rate Act 1983 (Vic)

7. Delegation Authority

As per Instrument of Delegations.

8. Policy Statement

In applying this policy, Council considers the principles of consistency, fairness and transparency as paramount. The application of this policy is to be fair and advance the community benefit taking into account all Property Owners as well as community expectations.

9. Policy Details

9.1 Raising and Collecting Rates including Payment Allocations

- 9.1.1 Council will raise Rates annually in July of each financial year, as part of the budget process (excluding supplementary valuation which may be undertaken anytime during the rating period).
- 9.1.2 Council will issue an annual Rates notice by mid-August each year, including an “Are Your Details Correct” form so that Property Owners can advise Council of any change of address or contact details. Refer to Appendix 1.
- 9.1.3 Rate notices will be mailed and where applicable emailed to the last known mailing address or email as advised by the Property Owner in writing. Notices not returned to Council by Australia Post will be deemed to be delivered and received by the Property Owner.
- 9.1.4 Council will investigate and attempt to redirect any returned rate notices in a timely manner, and include an “Are Your Details Correct” form. Refer to Appendix 1.
- 9.1.5 No verbal change of address or contact details will be accepted at any time by Council. All change of address/contact details requests must be in writing.
- 9.1.6 Any payments received will be allocated in the following manner:
- legal costs;
 - interest charged;
 - arrears; and
 - current Rates.

9.2 Payment of Rates by Instalment

9.2.1 Ten (10) Instalments by Direct Debit

- A Property Owner may register to have Rates paid by direct debit. To do so the Property Owner has to complete and return a Direct Debit Request form (Appendix 2)
- A direct debit will be made over 10 monthly instalments from a nominated bank account. The first debit will occur on the first business day in September and conclude on the first business day in June each financial year. Where a Due Date falls on a weekend or public holiday, the next business day will be deemed to be the Due Date.
- A Direct Debit is automatically carried over to subsequent financial years unless cancelled and payments will be allocated in accordance with this paragraph.
- If a Direct Debit is registered in any given financial year then property owner needs to make prior missed direct debit payment to catch up. The example is shown in the table as follows:

Received after 1 st direct debit payment (September)	Received after 2 nd direct debit payment (October)	Received after 3 rd direct debit payment (November)
Property Owner makes manual payment of 1 missed direct debit payment to catch up. First system direct debit effective 1 October.	Property Owner makes manual payment of 2 missed direct debit payments to catch up. First system direct debit effective 1 November.	Property Owner makes manual payment of 3 missed direct debit payments to catch up. First system direct debit effective 1 December.

- Tenants of properties must supply written authorisation from the Property Owner authorising the tenant to pay by direct debit.

9.2.2 Four (4) Quarterly Instalments

- Rates can be paid by 4 quarterly instalments. If payment is to be made by instalment then the first instalment must be paid in full on or by the 1st instalment date being 30 September. Subsequent Instalment payments are due on the 30 November, 28 February, and 31 May of each financial year. Where a Due Date falls on a weekend or public holiday, the next business day will be deemed to be the Due Date.
- Where the first instalment is not paid in full by 30 September, the total payment is due and payable on or by 15 February of that financial year.
- Any partial payment(s) made prior to or after 30 September, is deemed to be a prepayment of the full payment and the balance remains due and payable by 15 February.

9.3 Full Rate Payment

- 9.3.1 Payment is due and payable by 15 February. Where a Due Date falls on a weekend or public holiday, the next business day will be deemed to be the Due Date.
- 9.3.2 Full payment is automatically roll over to the next following year however Property Owner is able to notify Council to change their payment option
- 9.3.3 Council sends courtesy reminder notice in January each year and overdue notice in March each year.

9.4 Rate Recovery

- 9.4.1 All debts are to be paid by the Due Date and balances followed up in a timely manner.
- 9.4.2 Council aims to minimise the total outstanding balance as at 30 June each year.
- 9.4.3 Council will follow up missed annual payments by sending an overdue Rates notice for a Late Payment including any Interest raised in March each year.
- 9.4.4 Council will follow the process outlined in the debt collection procedure below.

9.5 Calculating Interest

- 9.5.1 Where Rates are paid by instalments and an instalment amount is not paid by the due date, the Property Owner will be deemed to be paying the full sum due by 15 February.
- 9.5.2 Interest will not be accrued from the due date of the missed instalment to the date the payment is made in full as a temporary amendment applicable in financial year 2023-24 only.
- 9.5.3 Interest may be accrued from the due date of the missed full payment. However, ratepayer is entitled to apply for interest waiver if experiencing financial hardship, refer to Council's Hardship Policy.
- 9.5.4 In the event that Interest applies, an Interest update will occur five working days after the statutory due date for each of the second, third and fourth instalment.
- 9.5.5 In the event that Interest applies, a penalty Interest update will occur seven working days after the statutory due date for the full payment sum.

9.6 Process for Forwarding Notices and Payment Dates

- 9.6.1 An Annual notice is sent to the Property Owner's last known mailing address (**as advised by the Property Owner in writing**), by August each year.
- 9.6.2 If paid by instalments:
 - A reminder notice will be sent for the first instalment payment must be paid in full by the due date being 30 September; and

- reminder instalment notices will be issued 4 weeks prior to the statutory instalment due dates being, 30 November, 28 February and 31 May.

9.7 Final Notices and Reminder Notices

- 9.7.1 Final Notices or Reminder Notices will be sent to the last known mailing address as advised in writing by the Property Owner, these notices are issued by Council or Council's agents.
- 9.7.2 Reminder/Final Notices are sent in early March allowing the Property Owner to pay any Rates arrears and/or Interest incurred. This notice advises the Property Owner if they fail to pay in full or make a payment arrangement that the debt will be referred to Council's Debt Collection Agency and that costs will be incurred.
- 9.7.3 All Property Owners making instalment payments are to be sent a Reminder Notice.
- 9.7.4 All Property Owners making full payment are to be sent a Final Notice.

9.8 Arrangements and Financial Hardship

Refer to Council's Hardship Policy

9.9 Letters of Demand

- 9.9.1 A Letter of Demand is sent to the last known mailing address and to the property address (where different) prior to further action by Council's Debt Collection Agency.
- 9.9.2 Letters of Demand will be sent by the last week of March/early April each year, and a period of 21 days will be allowed for a debtor to pay or make an arrangement.
- 9.9.3 All properties with a balance over \$200.00 are to be sent a Letter of Demand.

9.10 Complaint

- 9.10.1 If no response is received to the Letters of Demand, then a Letter of Demand complaint list is prepared by Council *within 30 days of the date of the Letter of Demand*. This means legal proceedings will be issued out of the Magistrates' Court.
- 9.10.2 Complaints are subject to the Magistrates' Court Schedule of Fees and Rates based on a sliding scale.
- 9.10.3 Fees and Charges for issuing a Complaint are as per the Magistrates Court fees which are updated regularly.
- 9.10.4 Complaints are issued at the end of April or in early May and October. Once a Complaint has been issued court costs are incurred and payable by the Property Owner.
- 9.10.5 All properties with Rate arrears greater than \$2,000.00 will be issued with a Complaint, except where:
- the property has been sold within the last 18 months;
 - there has been a Land Information Certificate issued within the last financial year;
 - there are any internal memos/activities indicating that legal action is on hold;
 - a payment arrangement has been agreed to by Council or Council's Debt Collection Agency. Refer to Appendix 4;
 - a supplementary valuation has been undertaken within the last 12 months or last financial year;
 - there has been correspondence issued by another Council department to an address different to that on the rating system;
 - there has been general correspondence received by another Council department showing a different mailing address for the Property Owner;

- (h) an application has been lodged showing a different address to that of the rating system;
 - (i) a complaint was issued in the previous financial year; or
 - (j) if there is any doubt with respect to whether actions referred to in this paragraph
- 9.10.5 may have been taken then no legal action is to be undertaken.
- 9.10.6 It is noted that if **only** current year Rates are outstanding, no further legal action is to be taken until October.
- 9.10.7 Legal action is suspended if any correspondence is received from a Property Owner requiring investigation until such time as the investigation is complete.

9.11 Proceedings Post Complaint

- 9.11.1 Where the Property Owner has failed to pay on service of the Complaint either the full amount, or enter into a payment arrangement, then a Court Order must be obtained.
- 9.11.2 Council's Debt Collection Agency will issue a pre-Court Order letter which will be forwarded to a Property Owner advising them that Council intends to apply for a Court Order in the amount of the outstanding debt. If payment is not made *within 10 days*, a Court Order will be obtained.
- 9.11.3 Current Magistrates' Court Fees and Charges for issuing other actions are as per the Magistrates Court fees which are updated regularly.

9.12 Arrears in the Current Year

- 9.12.1 For properties with current year arrears only, a Reminder/Final Notice will be sent. These properties however will not be subject to legal action until October.
- 9.12.2 These properties will have an annual rate notice issued in the following rating period by mid-August which shows the arrears carried forward as a separate item and as being due and payable immediately.
- 9.12.3 If payment has not been made by 30 September, legal action will commence in the second week of October

9.13 Legal Costs

- 9.13.1 Legal costs are not to be waived or reduced once proceedings are commenced unless there was an error made by Council causing legal proceedings to be issued incorrectly.

9.14 Property Owners Responsibilities

- 9.14.1 A Property Owner will:
- (a) communicate with Council **in writing** to ensure their contact details (residential address, mailing address, telephone number, email address) are up to date;
 - (b) be proactive in understanding their financial situation and taking steps to ensure they maintain their responsibilities to pay Rates raised on their property in a timely manner; and
 - (c) if suffering Financial Hardship contact Council to apply for a Payment Arrangement as soon as practicable in the financial year.

9.15 Verbal Exchanges

- 9.15.1 Council will not accept, nor be responsible for, any verbal changes a Property Owner may provide.

9.16 Confidentiality

- 9.16.1 All communications between a Property Owner including written communications are confidential and subject to the Council's Privacy Policy.

10. Decision Guidelines

There are no exemptions allowed to this Policy.

11. Review

Policy to be reviewed every year.

12. Appendices

Appendix 1: Update your details application.

Appendix 2: Direct Debit Request

Appendix 3: Payment Arrangement Agreement

Appendix 4: Serious Financial Hardship Application

Appendix 5: Deferral of Rates

Appendix 1

Contact details

Phone _____

Mobile _____

Email _____

Additional comments

Customer signature

Date _____

☒ Other Council departments to be notified:

☐ Rates ☐ Animals ☐ Other _____

☐ AccessCare ☐ Family Day Care ☐ Meals on Wheels

☐ Preschool/Kindergarten

Name of child _____

Date of birth _____

thank you

COUNCIL USE ONLY

Entered by

Name _____

Date _____

Are your details correct
on council records?

If not, please use this form to advise us of the changes required.
Please use full names (no abbreviations).

Please return this form to:
City of Kingston PO Box 1000 Mentone 3194

Assessment number

Property Address

Owner/Ratepayers

First name _____

Surname _____

First name _____

Surname _____

Date of Birth _____ Gender _____

Tenant (if applicable)

First name _____

Surname _____


Where do you reside? *Cannot be a PO Box address*

Mailing address for correspondence

Please turn over



Appendix 2

 <p align="center">KINGSTON CITY COUNCIL RATES DIRECT DEBIT REQUEST ABN 90 640 573 243</p> <p>RETURN COMPLETED FORM TO: Mail: PO Box 1000 Mentone Vic 3184 Fax: 03 9581 4328 Email: rates@kingston.vic.gov.au</p>																	
Request and Authority to debit the account named opposite to pay Kingston City Council Rates and Charges as listed below	<p>SURNAME OR COMPANY NAME: _____</p> <p>GIVEN NAMES OR ACN/ABN: _____ (you)</p> <p>Request and authorise Kingston City Council, AFCA User ID Number 005300, to arrange for any amount to be debited or charged to you through the Bulk Electronic Clearing System (BECS) from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement (DDRSA) and any further instructions provided below</p>																
Insert the name and address of YOUR Financial Institution at which account is held	<p>Financial Institution Name: _____</p> <p>Address: _____</p>																
Insert details of YOUR account to be debited. If you have any queries in relation to your BSB and Account Numbers, please contact your Financial Institution	<p>Name Account Held In: _____</p> <p>BSB Number: _____</p> <p>Account Number: _____</p>																
Acknowledgement	<p align="center">** Please Note: Cheque or Savings accounts only, credit card are not accepted for direct debit **</p> <p>1. By signing this Direct Debit request you acknowledge having read and understood the terms and conditions governing the debit arrangement between YOU and KINGSTON CITY COUNCIL, as set out in this Request and in your Direct Debit Request Service Agreement (DDRSA).</p> <p>2. The debits will be made in accordance with the dates set out on Council's Rates and Valuation notices or website.</p> <p>3. You may change, alter or cancel this arrangement under a Direct Debit request by advising Kingston City Council in writing with 14 (fourteen) days prior to the next debit due.</p> <p>4. By signing this direct debit request you also acknowledge that if there are insufficient funds in your account, a \$25.00 dishonour fee will apply.</p>																
Customer Authorisation	<p>Signature: _____ Signature: _____</p> <p align="center">(if signing for a Company, sign and print full name and capacity for signing, eg. Director)</p> <p>Address: _____</p> <p>Date: ____/____/____ Date: ____/____/____</p>																
Please Indicate:	<p>Property Owner & Ratepayer <input type="checkbox"/> or Occupant/Tenant <input type="checkbox"/></p>																
<p align="center">Please Complete Details Below From Your Rates & Valuation Notice</p> <table border="0"> <tr> <td>Property Owner(s): _____</td> <td>Phone No: _____ B.B</td> </tr> <tr> <td>Assessment Number(s): _____</td> <td>Phone No: _____ A.II</td> </tr> <tr> <td>_____</td> <td>Mobile No: _____</td> </tr> <tr> <td>_____</td> <td>Email Address: _____</td> </tr> <tr> <td>Property Address(s): _____</td> <td>Date Of Birth: _____</td> </tr> <tr> <td>_____</td> <td align="center">COUNCIL USE ONLY</td> </tr> <tr> <td>_____</td> <td>DATE APPLICATION RECEIVED _____</td> </tr> <tr> <td>_____</td> <td>DATE DIRECT DEBIT ACTIVATED _____</td> </tr> </table>		Property Owner(s): _____	Phone No: _____ B.B	Assessment Number(s): _____	Phone No: _____ A.II	_____	Mobile No: _____	_____	Email Address: _____	Property Address(s): _____	Date Of Birth: _____	_____	COUNCIL USE ONLY	_____	DATE APPLICATION RECEIVED _____	_____	DATE DIRECT DEBIT ACTIVATED _____
Property Owner(s): _____	Phone No: _____ B.B																
Assessment Number(s): _____	Phone No: _____ A.II																
_____	Mobile No: _____																
_____	Email Address: _____																
Property Address(s): _____	Date Of Birth: _____																
_____	COUNCIL USE ONLY																
_____	DATE APPLICATION RECEIVED _____																
_____	DATE DIRECT DEBIT ACTIVATED _____																
<p align="center"><small>PLEASE NOTE: THIS IS A CONTINUOUS AGREEMENT THAT WILL ONLY BE CANCELLED UPON WRITTEN NOTIFICATION RECEIVED BY COUNCIL.</small></p>																	

Appendix 3

Contact: Rate Office (03) 9581 4302
 Date Sent: **_**_****
 Assessment No: *****/**
 Property Address: ** ** ****



2018/2019 PAYMENT ARRANGEMENT PROPOSAL

Property Owner's Name
 Property Owner's Address
 Property Owner's Suburb & Postcode

Applicants Names: _____
 Applicants Residential Address: _____
 Applicants Mailing Address: _____
 Applicants Email Address: _____
 Telephone No: (H) _____ (W) _____ (M) _____

Total Rates & Charges Outstanding for 2018/2019 as at 01-July -2018 \$ **,***.00

Please note this amount will change due to interest accruing, please contact Council for a payout figure on your final payment.

I/We hereby agree to make this arrangement with the City of Kingston in order to clear the above property of all outstanding Rates and Charges. I/We understand that interest will continue to accrue until the debt is paid in full at the applicable statutory interest rate as determined by the Minister on 1 July each year, from 1 July 2018 the applicable rate will be 10.0% p.a.

This agreement is only valid for the current rating period (1 July 2018 to 30 June 2019) and expires on 30 June 2019, unless otherwise agreed to in writing by the City of Kingston. Please note this arrangement does not cover the 2019/2020 rating period.

I agree to pay the City of Kingston (the amount proposed must be realistic to ensure the outstanding debt shown above, is paid in full by 31 May 2019).

\$ _____ Weekly / Fortnightly/Monthly (please circle one)

First Payment was made/to be made on _____, (please start making these payments)

Please note: The City of Kingston will contact you to confirm whether this agreement has been accepted.

(Please continue to second page)

community inspired leadership

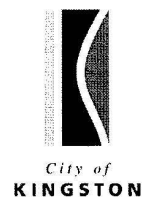
kingston.vic.gov.au
 Cheltenham 1230 Nepean Highway Chelsea 1 Chelsea Road
 ☎ 1300 653 356 📠 131 480 📞 03 9581 4800 📧 info@kingston.vic.gov.au 📧 cityofkingston 📧 kirgstoncc

Contact: Rate Office (03) 9581 4302

Date Sent: **--**-****

Assessment No: *****/*

Property Address: ** * *****



I understand that if at any time I am in default of this agreement Council will terminate the agreement and may initiate legal proceedings, immediately and without further notice, at my expense in order to recover the total amount of the debt outstanding plus any legal costs incurred.

Signature_____ Date_____ Signature_____ Date_____

Signature_____ Date_____ Signature_____ Date_____

All property owners/ratepayers must sign this agreement. Please return this Payment Arrangement Proposal form in the prepaid envelope provided, or email the signed form to: rates@kingston.vic.gov.au within 14 days of the date shown above

community inspired leadership

kingston.vic.gov.au

Cheltenham 1230 Nepean Highway Chelsea 1 Chelsea Road

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

Appendix 4

Serious Financial Hardship Application

Please complete and send this form to Kingston City Council, PO Box 1000, MENTONE, VIC 3194

PLEASE USE BLOCK LETTERS

Personal details

Please provide the full name and address of all owners. If there is insufficient space, please attach a separate sheet to this application.

Full Name	
Date of Birth	
Address	
Contact Phone Number	Home: Work: Mobile:
Email Address	

Full Name	
Date of Birth	
Address	
Contact Phone Number	Home: Work: Mobile:
Email Address	

Property Details

Council Rates Assessment Number	
Property Address	
This property has been my sole/principal place of residence since...../...../.....	

Application

Statement of Financial Circumstances

1. Amount and source of weekly income

Occupation: _____

If working for an employer:

Name and address of employer: _____

Gross wage: _____

Current overtime (if any): _____

Car and other allowances and commission: _____

If self-employed or in partnership:

Average pre-tax earnings for last 12 months: _____

If unemployed

State length of last employment, when last employment ceased and gross weekly amount earned: _____

Workers' compensation received: _____

Maintenance received: _____

Superannuation received: _____

Board or rent received: _____

Average weekly interest on bank or building society deposit, debentures etc.: _____

Average weekly dividend on shares: _____

Other income (give particulars): _____

Total gross weekly income: \$ _____

If receiving Pension

Type of pension or benefit _____

Pension or benefit received: \$ _____

2. Property and assets

Land, including vacant land: _____

For each piece of land -

Market value: _____

Amount of mortgage: _____

Net value: _____

Motor vehicle:

For each motor vehicle -

Year, make and model:

Market value:

Amount owing to finance company:

Net value:

Deposit in bank, building society, etc.:

Other investments including shares,
debentures, bond:

Money owing to you:

From [name],

\$

From [name],

\$

Total:

\$

Value of interest in partnership or business:

Furniture, household and personal goods:

Market value:

Amount owing to finance company:

Net value:

Life insurance policies:

Give particulars and state surrender value
of each policy:

Other assets (give particulars):

Total property and assets:

\$

3. Debts, liabilities and other financial obligations

a) Weekly expenses

Income tax:

Superannuation:

Housing (mortgage, rent, board,
hospital or institution):

Municipal rates:

Water and sewerage rates:

Land tax:

Child care expenses incurred for the
purpose of earning income:

Maintenance actually paid:

Instalment payments such as for
household goods or tools of trade:

To [name],

\$

To [name],

\$

Total:

\$

Electricity and gas:

Food:

Other general household expenses:

Motor vehicle expenses (registration,
insurance, maintenance, fuel):

Fares:

Telephone:

Insurance policy premiums:

School fees and other school expenses:

Clothing and shoes:

Medical and chemist expenses:

Entertainment:

Payment on court orders and fines:

Other expenses (give particulars):

Total:

b) Other debts outstanding

Give particulars of debts under hire purchase, leasing, credit card or other credit contracts, department store accounts, guarantee or personal loan:

\$, to , due on

\$, to , due on

Total:

\$

Give particulars of any other circumstances which affect the financial situation of the Property Owner such as the number and age of dependants, marital status and health:

Declaration

I/We _____
(Full name of applicants/owners)

hereby declare that:

- To the best of my/our knowledge and belief, the information provided in this application is true and correct.

Signature	Date: / /
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Signature	Date: / /
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Appendix 5

Residential Owner Occupied Deferral of Council Rates, Charges and Fire Services Property Levy Application

Please complete and send this form to Kingston City Council, PO Box 1000, MENTONE, VIC 3194

For circumstances in which rates may be deferred, and the effect of a deferral of rates, please see 'Kingston Debt Collection Procedures' and 'Kingston Rate Debt Collection, Deferment, Hardship & Payment Arrangement Policy'.

PLEASE USE BLOCK LETTERS

Personal details

Please provide the full name and address of all owners. If there is insufficient space, please attach a separate sheet to this application.

Full Name	
Date of Birth	
Address	
Contact Phone Number	Home: Work: Mobile:
Email Address	

Full Name	
Date of Birth	
Address	
Contact Phone Number	Home: Work: Mobile:
Email Address	

Property Details

Council Rates Assessment Number	
--	--

Property Address	
This property has been my sole/principal place of residence since...../...../.....	

Pensions or allowances

Do you have a Pensioner Concession Card (PCC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'Yes', please state type of pension or benefit	
If 'Yes', please state PCC number (attach copy)	
Do you have a Veterans Affairs Gold Card (VAGC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
if 'Yes', please state VAGC number (attach copy)	

Declaration

I/We _____
(Full name of applicants/owners)

hereby declare that:

- I/we wish to make an application for a deferment of rates to the Kingston City Council.
- To the best of my/our knowledge and belief, the information provided in this application is true and correct.
- I/We authorise Council to confirm with Centrelink the following details: Pension Number; Name; Address; Postcode and that I am a valid concessional card holder.

Signature	Date: / /
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Signature	Date: / /
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13. Notices of Motion

Ordinary Council Meeting

22 May 2023

Agenda Item No: 13.1

NOTICE OF MOTION NO. 17/2023 - CR OXLEY - HOCKEY STICK MARKINGS

That Council review Hockey Stick Road line-marking in areas including but not limited to:

- Near the foreshore between Aspendale and Carrum
- Areas off Station Street between Aspendale and Carrum
- Near Sporting Facilities
- Areas of high complaint

With a view to ensuring that all relevant streets and areas have Hockey Stick Markings.

Cr Georgina Oxley

Guidance Note

**Notice of Motion No. 17/2023 – Cr Oxley
Hockey Stick Markings**



Officer Advice

Existing hockey stick markings can be reviewed in the streets along the foreshore area between Aspendale and Carrum to ensure that they are consistent with the current property driveways due to the number of recent developments in the area.

Officers generally respond to community's concerns and complaints regarding parking and implement hockey stick markings in streets or near residents' properties if required. However, it is not recommended to implement hockey stick markings in all streets off Station Street between Aspendale and Carrum, near sporting facilities, or near train stations. This would result in a proliferation of hockey stick markings and an increase in maintenance costs, as well as possible complications when vehicle access is changed for the properties.

It is important to note that hockey stick markings are generally used as a guide only, and do not have any legal significance. Additionally, Council has experienced in the past that some residents do not wish for hockey stick markings to be painted. Hockey stick markings could also conflict with some street parking restrictions which can result in confusion for drivers.

Officers continue to respond to community concerns and complaints on a case-by-case basis and will implement hockey stick markings in appropriate locations if they are required. Consideration is also given to the overall impact on the community and the potential complications that may arise.

Author/s: Samantha Krull, General Manager Infrastructure and Open Space
Reviewed and Approved By: Peter Bean, Chief Executive Officer

Ordinary Council Meeting

22 May 2023

Agenda Item No: 13.2

NOTICE OF MOTION NO. 18/2023 - CR OXLEY - ADVOCACY PRIORITIES

That Council immediately review our advocacy priorities, and advocacy plan in light of Council's draft budget, Federal Budget, State Budget and economic climate, with a view to revise the list of priorities and develop short, medium- and long-term advocacy plans/campaigns for these priorities.

This review is to occur with Councillors at a CIS briefing.

Cr Georgina Oxley

Guidance Note

Notice of Motion No. 18/2023 – Cr Oxley

Advocacy Priorities



Officer Advice

Kingston City Council Officers are currently undertaking several projects, intended to support Councillors in both the review of current advocacy priorities and in the development of campaigns to achieve said priorities. These pieces of work are due to be presented to Council shortly and are as follows:

- The recently appointed Advocacy Lead Officer is presently engaged in the formulation of a comprehensive Advocacy Strategy. This strategy will incorporate an array of best practice organisational processes, a review of the current economic and political climate at the local, state, and federal levels, and the establishment of an Advocacy Project framework to assist Councillors in planning and implementation of advocacy priorities and campaigns. The strategy is scheduled for presentation to the Executive Leadership Team on the 23rd of May, followed by a subsequent Councillor Information Session (CIS) Briefing for Council review.
- In addition, the Redbridge Group, a leading political consulting firm, has been engaged to deliver a presentation to the Council at an upcoming CIS Briefing. This presentation will offer a high-level analysis of demographic and political trends within both the municipality and throughout the state, as well as the implications of these trends for the Council's Advocacy Priorities.

Upon completion, these two pieces of work will support Councillors in the review and evaluation of the existing list of advocacy priorities, whilst ensuring their alignment with the current economic and political landscape. Furthermore, these efforts will support the Councillors in formulation of short, medium, and long-term advocacy plans designed to accomplish the identified priorities.

Author/s: Dan Hogan, General Manager Customer and Corporate Support
Reviewed and Approved By: Peter Bean, Chief Executive Officer

15 Confidential Items

This information is confidential information under section 3(1) of the *Local Government Act 2020* and therefore suitable for consideration in closed session. In accordance with the *Local Government Act 2020*, Council may resolve to consider these items in open or closed session.

Confidential Appendices

- 10.1 Award of Contract CON-22/090 - Church Road, Carrum (No. 45 to Eel Race Road) Reconstruction**
Appendix 1, CON-22/090 Tender Evaluation Matrix - Church Road Carrum No.45 Church Rd to Eel Race Rd Reconstruction is designated confidential as it relates to (s3(1)(j))
- 10.2 Award of Contract CON 23/003 - Hard Waste Services**
Appendix 1, Hard Waste Services Tender Evaluation report pdf is designated confidential as it relates to (s3(1)(g(ii)))
- 10.2 Award of Contract CON 23/003 - Hard Waste Services**
Appendix 2, Hard Waste Services Tender Evaluation Matrix FINAL is designated confidential as it relates to (s3(1)(g(ii)))
- 10.3 Award of Contract CON 23/002 - North Cheltenham Preschool**
Appendix 1, CON_23_002 North Cheltenham Preschool Tender Evaluation Summary _Confidential Appendix 2 is designated confidential as it relates to (s3(1)(g))
- 10.3 Award of Contract CON 23/002 - North Cheltenham Preschool**
Appendix 2, CON-23-002 Confidential Appendix 1 - Financial Breakdown is designated confidential as it relates to (s3(1)(g))
- 10.4 Hawthorn Football Club Kennedy Centre - Funding and Community Access Agreement**
Appendix 1, Draft Funding and Community Access Agreement is designated confidential as it relates to (s3(1)(g))

