

# Chief Executive Officer's Quarterly Report

April to June 2022 (public version)



*Lifestyle Capital of Victoria*

I am pleased to present the Chief Executive Officer's Quarterly Report for the period ending 30 June 2022 (public version).

The public version provides a transparent, timely and open overview of the organisation and its key activities. The information within this document represents the period in time from April to June 2022 inclusive and the comments below reflect this 'date stamp'.

Key topic areas include:

- People and Culture;
- Organisational Highlights;
- Business Transformation;
- Planning Progress;
- Financial and Corporate Planning;
- Accountability and Transparency;
- Key Projects Updates;
- Key Meetings and Activities;
- Advocacy; and
- Audit and Risk.

During this time our residents, visitors and businesses continued to navigate living with COVID-19 in its Community. Once again, thank you to Council's staff, volunteers and Councillors who continue to support our municipality.

Regards

Phil Cantillon

**Chief Executive Officer**

*Frankston City Council acknowledges and pays respect to the Bunurong People, the Traditional Custodians of these lands and waters.*

## **PEOPLE AND CULTURE**

### Weekly communication

An all-staff email is circulated from the CEO to staff via email on Mondays to provide advice on key achievements for the organisation, sections thanking staff, providing well done commentary, along with other news and items relating to Council briefings/meetings. COVID-19 updates are distributed to staff as required.

### Future Ready Frankston – Excellence Awards

Directorate Future Ready Excellence Award winners were announced at the end of March 2022. A total of 74 nominations were received across the four Directorates. Staff were encouraged to nominate their peers in other Directorates where they had received excellent service.

Award categories included:

1. Outstanding Customer Experience;
2. Improving Culture;
3. Development and Implementation of an innovative project/initiative;
4. Outstanding leadership;
5. Collaboration and team work; and
6. Persistence and perseverance.

The award ceremonies were held virtually across the four Directorates with a total of 264 staff attending. All the winning nominations have automatically moved across to be considered in the Corporate Excellence awards which are due to be announced on 27 July 2022 with the event being held at the Frankston Arts Centre.

### Values Enhancement Project

Council's Corporate Values were refreshed recently with an emphasis to provide more clarity on what each of the values mean in action (Kinder, Smarter and Fairer). There is now one statement to describe each value, as well as a set of behavioural descriptors which reflect what it is the organisation wants to see (above the line behaviours) and what the organisation doesn't want to see (below the line behaviours).

### COVID-19 vaccine for eligible staff and free flu injections

All Council staff are now fully vaccinated (double dose) or have a valid medical exemption in line with our Vaccination Policy. In line with the Government advice, staff are being encouraged to have their booster injection when eligible and currently over 80% of staff are now triple vaccinated. Council during May 2022 offered free flu injections for all staff.

### All Staff Survey 2022

Council conducted its all-Staff Survey administered by Best Practice Analytics (BPA) during May (surveys open from 16 May and closed 27 May 2022). The survey is a confidential and anonymous way for staff to provide feedback so that the organisation can measure its progress since the last full staff survey held 2021. Providing better understanding where the organisation needs to improve and where there is further work to be undertaken.

74% of staff completed the survey which was 8% greater than our target response rate of 66%. The preliminary results that our engagement rate has improved from 45% last year to 54% which means that our culture has moved up into the Culture of Ambition and our “Truly Great Place to work” percentage has increased from 65% to 68%. These are two key indicators that our organisation has improved since last year which is very pleasing considering the challenges of the last 12 months. Results will be released and further discussed between Directorates, Departments and teams in early July 2022.

## **ORGANISATIONAL HIGHLIGHTS**

### External Awards

Council’s Council Plan and Budget won the Corporate Planners Award for “Best Practice and Innovation in Council Plan Development Award” announced in May 2022.

Council’s COVID-19 Response – Live Chat in 48 hours was nominated as a finalist in the LGPRO Annual Awards in the Service Delivery Initiative Category and won the overall award.

Council submitted their Premier’s Sustainability Awards application in early May 2022. This is the 20<sup>th</sup> anniversary of these prestigious awards, designed to recognise and celebrate innovation of sustainability in Victoria. Council has submitted three projects including the LED Bulk Street Light Project, the Brighton Street Reconstruction Project and the Pedal-Assisted E-Bike Trial. These awards will also have the opportunity to be considered for the National Sustainable Cities Awards later this year.

For a second year running, Frankston City is a finalist for the coveted Victorian Top Tourism Town Award. The voting ran on-line through-out May through to 31 May and winners are to be announced on 6 July 2022.

### Awards/Certificates (internal)

Volunteers were presented in May 2022 with certificates co-signed by the Mayor, Cr Nathan Conroy to recognise their continuous service within the Family Health Support Services Department.

### Corporate donations and fundraising

Council staff face to face fundraising events are currently on hold, it is hoped this programme will be able to recommence safely later in 2022.

### IDAHOBIT+ update

On Tuesday 17 May 2022, Council hosted a number of events to recognise the International Day against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT) including decorating Council outlets with rainbow decorations throughout the campaign.

## **BUSINESS TRANSFORMATION**

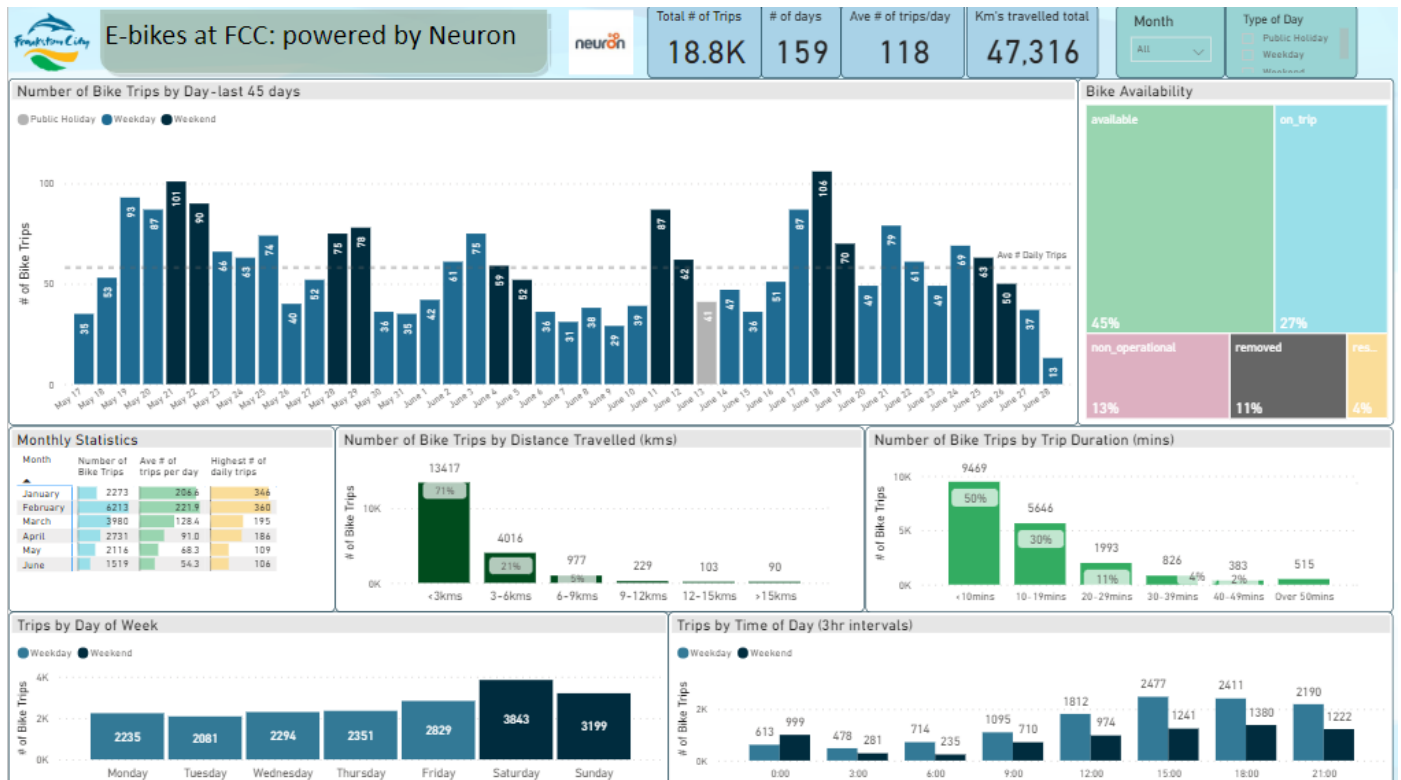
### Council’s Websites including Intranet

Since the last reporting cycle, Council have been busily rewriting its content, some of which has been published. A new design and improved information architecture are also ready for us to launch in the coming weeks. Our websites will improve upon its existing accessibility to assist you to do what you want to do when you want to do it. During this reporting cycle Council migrated its Intranet from an old and outdated Content Management System to something more contemporary. It's already proving to make the lives of our employees better through how easy it is to find information within.

## Smart Cities initiative

Frankston is still in the midst of its 12-month e-bike trial, an update of the dashboard is below. All parties involved in the trial are committed to improving the trial and are using customer feedback to help address some of the lag times for when bikes have finished a trip to go back to their starting locations.

The first customer survey has also just completed where 98.5% of respondents believe e-bikes have made a positive impact.



In other Smart Cities news, Frankston has installed three digital wayfinding screens outside Frankston train station, in front of the Wells Street entertainment complex and at Frankston Foreshore. We're currently developing the software to assist our community get more value from their time in Frankston both in finding out how to get from A to B in the best way possible through to the hidden gems that the community may not know about. Frankston has also entered into a partnership of Councils with five other councils in the south and east of Melbourne to not only use the same data platform which will enhance insight sharing but also a procurement arrangement which allows all councils within the partnership to be quicker to market for each of our Smart City projects.

## Transformation Toolkit

Council's Business Transformation team developed and implemented a Transformation Toolkit which aims to modernise Council's work practices and positively transform community and Council interaction. The toolkit is a repository of best-practice knowledge, tools and information on transformation-supporting functions of Project Management, Change Management, Continuous Improvement, Data Optimisation and Transformational Thinking.

### Future Ready Frankston Efficiencies

Future Ready Frankston is Council's corporate strategy and part of its mandate is to assist Council in delivering efficiencies for Council. During the last quarter a selection of the efficiencies delivered include:

- Digitising a number of forms which have aided in speeding up our processes and made it easier for the form users (customers and staff) to submit specified data;
- Uplifted our internal reports to automated technology saving staff time to produce (estimate of 50+ hours per month);
- Completed our first year of an internal Skills Builder campaign where staff learn contemporary skills such as data analysis and lean thinking/continuous improvement to deliver outcomes for their respective departments;
- Re-launched our Intranet which has made it much easier for staff to find necessary content to perform many tasks.

### Discover Frankston

The Discover Frankston Social media channels are gaining a reputation as an authority in the leisure tourism space for Frankston both for the public and for businesses and industry. The channels now have over 24,500 followers, averaging an additional 400 followers per month, 3,500 conversions, 6,900 engagements and reaching 300,000 people. The pages promote an average 35 businesses per month with more businesses requesting support each week. Most recently the team promoted Ceylon Girl's Cafe and Bar, a Sri Lankan restaurant on Skye Road - the post reached over 10,000 people and the owners were overwhelmed with the response and reported an additional 40 followers in the first 24 hours.

### Expression of interest for Council's new event partnership program

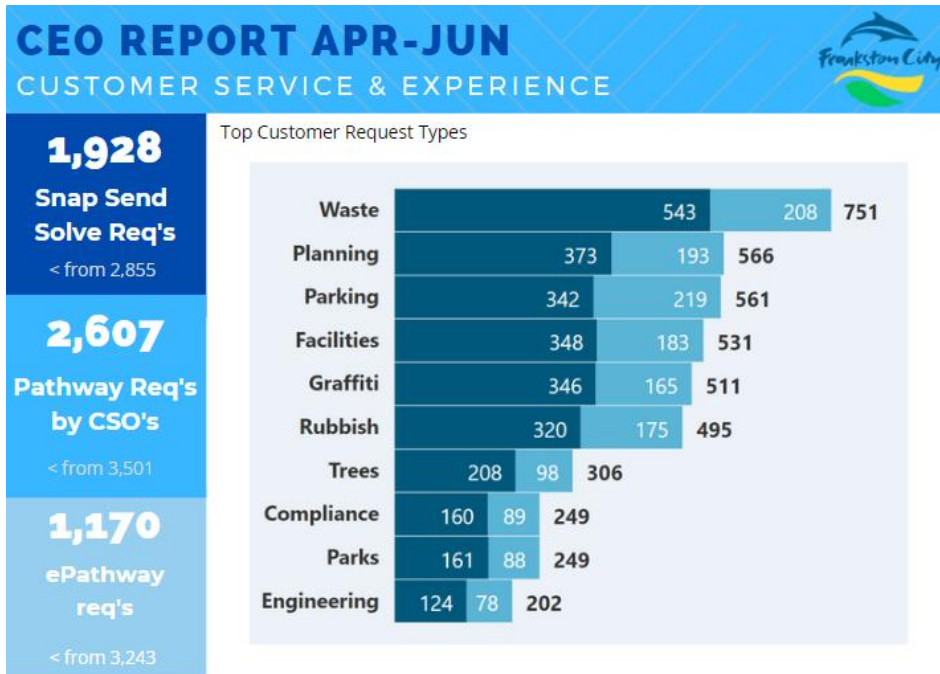
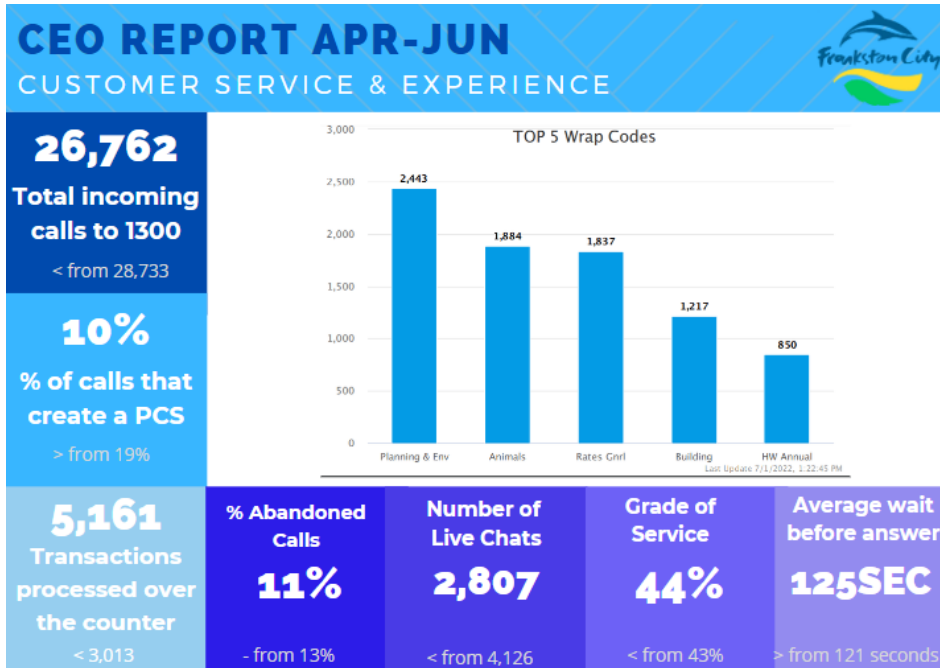
Council's new event partnership program, the Destination Event Attraction Program (DEAP) has been developed to support the ongoing attraction of events that will enliven the community, transform perceptions, drive visitation and result in positive creative, economic and social outcomes. The DEAP will strengthen Frankston City's position as a destination for major and seasonal events and rejuvenate the City's broader visitor economy. Applications for Round 1 of the program closed on 23 May 2022 with ten applications received. Officer recommendations of successful recipients will go to Council for its meeting on 25 July 2022. Round 2 applications are currently open and will close on 8 August 2022.

### Council's Corporate Customer Service Update

The Customer Service and Experience team have been busy this quarter. Operationally, our call centres had high volumes of calls with our annual hard waste collection and animal reminder notices happening this quarter. Our Live Chat was manageable as we geared up to changing platforms in July 2022. We also see a customer service presence at our Visitor Information Centre, it started off slow but as we build knowledge we should see an increase in patronage to the centre.

Customer walk-ins also remain high, with customers returning to pre-pandemic numbers attending our centres. We also continue to complete our successful Street Art Walking Tours, with an increase in people attending despite the cooler months.

The team celebrated a milestone with our Customer Experience Strategy being adopted by the Executive team. The Strategy will be taken to Council in August, but this achieves a significant objective that sits without our Council Plan.







### Social and media engagement - Frankston City Community

The Federal Election meant a concentrated and busy period for communications, with regular communications about major initiatives being conducted by Council, including Advocacy Pop Ups and the Candidates Forum – this forum in particular required intense social community management prior and after the event.

It was a busy week as there was also a live cross from the ABC in Frankston CBD with Raf Epstein, which was very popular with the community.

One of the media highlights was the front-page detailed coverage of Parc’s learn-to-swim program operating at full capacity and no waiting lists for children. There has also been extensive media and social media around the development of the gymnastics and basketball stadium.

There were a number of promoted weeks/days this quarter which required regular communication, this included Idahobit Day, SES Awareness Day and Reconciliation Week.

The upcoming opening of the downstairs of the Yacht Club has also gained quite a lot of attention over the last quarter with the opening now planned for July.

The team supported the ongoing communication for Destination Frankston events, including Southside Festival and Pet’s Day Out, and a number of Economic Development events based in Monterey Park.

Mayor Conroy participated in a homeless challenge to sleep rough – there was extensive social media coverage over that weekend.

## Community Engagement

The Community Engagement team has been very busy planning and running engagement events. There were a number of major initiatives taken to the community this quarter, including the Long-Term Asset Plan, the Budget and FMAC.

The team also worked across continues to work with DWELP on the engagement for Seaford Wetlands.

Other key project undertaking engagement in this quarter include:

- Community Safety Strategy;
- Overport Park Master Plan;
- Regional Play Space;
- Frankston Arts Advisory Committee;
- Coastal Management and Marine Plan;
- Frankston Metropolitan.

Work is currently underway on engagement for:

- Advanced Waste Processing;
- Waste Circularity Master Plan;
- Nairn Marr Djambana Master Plan;
- Job Advocacy;
- Kananook Creek.

## Building Frankston's Future (BFF) Capital Works Awareness

New signage for BFF is now up on:

- Ballam Park;
- Monterey Reserve;
- Jubilee Park;
- Frankston Arts Centre forecourt;
- Baxter Park;
- Kevin Collopy Pavilion.

Social postings (Facebook, LinkedIn and Instagram) for each project are being regularly posted – with the BFF branding used for any major infrastructure initiative or project. Top social posts for the month were on the Jubilee Park redevelopment where we are highlighting the ongoing stages of the project, including a timelapse video.

Three videos for BFF have now been shared on social media.

BFF is also featured in the communications for the Budget and the Rates material, plus a feature in the latest editions of Frankston City News.



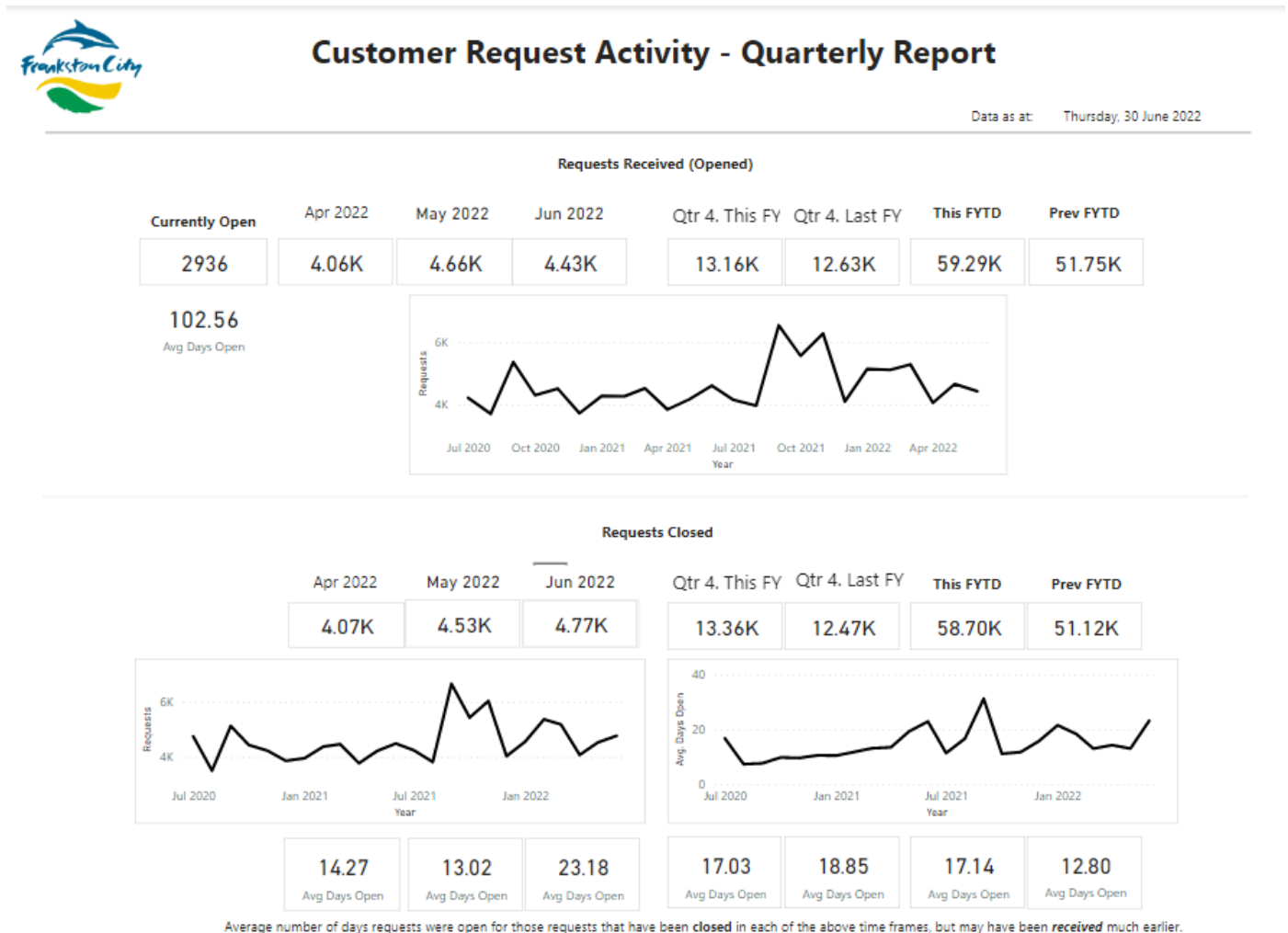
REM/Pathways data update

As part of the CEO’s quarterly update, the following statistics on two key channels of communication with the community are provided.

1. Customer requests logged with Council by Community members via our customer service team.
2. Correspondence (both emails and paper-based letters) sent to Council.

Trend analysis of how we are performing compared with the same time last year is also be provided. This is because many requests we receive are seasonal such as animal registration renewal, so simply comparing month to month or quarter to quarter does not paint the full picture.

Table below highlights Customer Requests Apr - Jun 2022

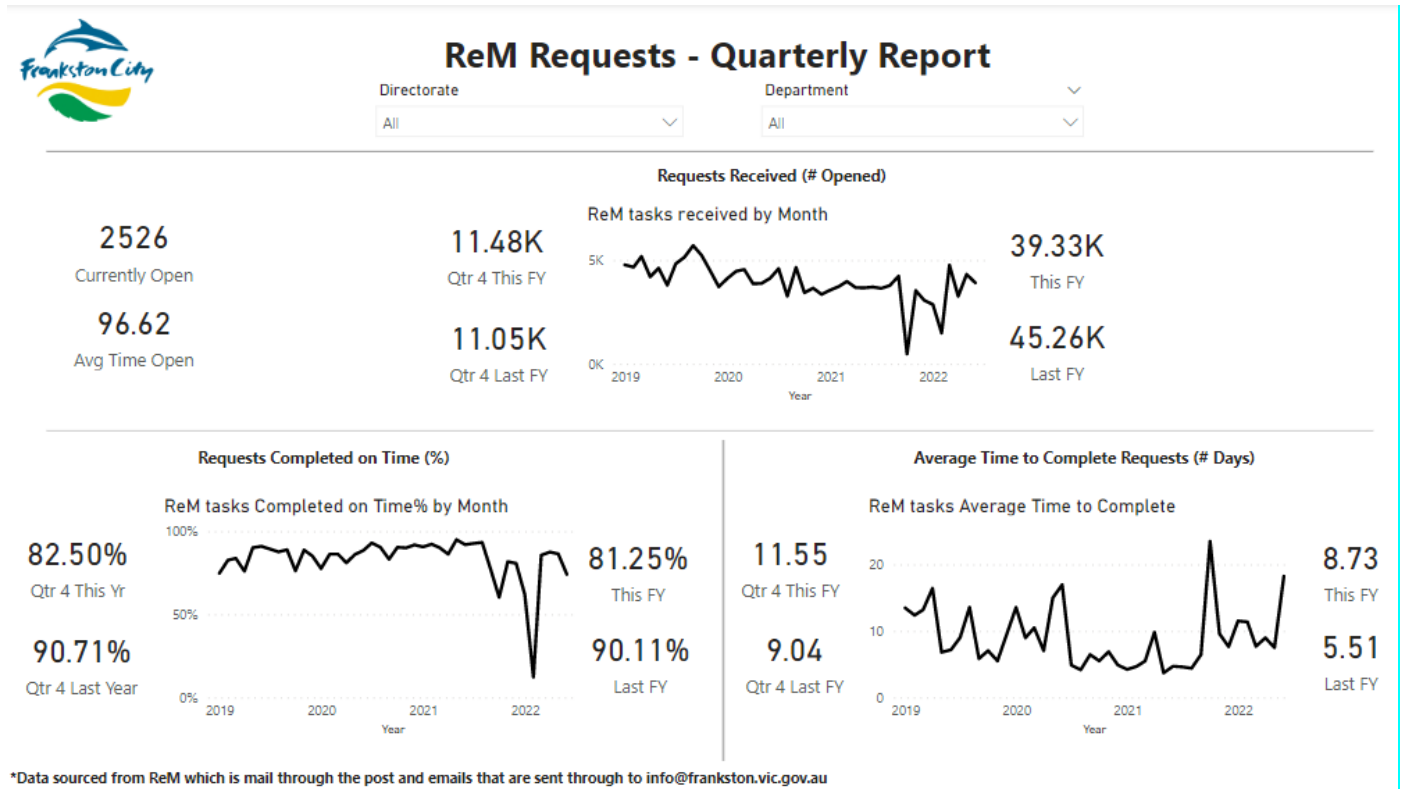


Council received 13,160 requests over the last quarter, which is 530 more over the same period last year. This is a 4.2% increase in comparison. During this time, Council officers closed 13,360 requests. The average number of days a request was open for during this period was 17 days\*, which is 1.8 days lower than the same time last year. Council has done well to lower its time to close despite higher request volumes.

The fourth quarter of 2021/22 has seen requests received revert back to numbers we saw in the first and third quarter. However, the average number of days a request remained open was better in April and May but has spiked in June. Council aims to get this back on track in July and going forward.

At the end of the reporting period, Council had 2,936 requests open with an average number of day's open of 103\*. This is up from last quarter where the average was sitting at 68\*. This higher number than the quarterly figure is due to the fact it also contains more complex long-term requests that require a longer than average time to resolve. This is an area where Council will continue to strive to improve and reduce this number quarter on quarter by improving our internal processes, especially for the requests that are hard to resolve.

Table below highlights Correspondence Apr - Jun 2022



Council received 11,480 pieces of correspondence last quarter which is an increase from the same time last year from 11,050. Council aims to respond to correspondence within 10 days and we achieved this target for 82.5% of correspondence. This is a decrease of 9% from the last reporting period. The average number of days to respond to correspondence was 9\* days for this reporting period which is an increase compared to last year. Overall, the performance for the quarter was poorer than this time last year and is something we will monitor for the forthcoming reporting periods.

\* Figures are rounded to the nearest whole number.

### Statutory Planning data updates – Quarter 4 (2021-22)

Statutory planning on-time delivery for Q4 at 64 percent was below the target of 70 percent and the overall financial year delivery was at 66 percent. This performance is improving with the timeframe performance for June at 75 percent. Timeframe performance was heavily impacted in Q4 and the financial year by continued higher application lodgements, resource retention issues and accumulated outstanding application load. It has been a very tight market to recruit statutory planning staff during 2021/22 and adjustments have been made to some roles to improve recruitment prospects.

Additional resource support through consultants and contractors has been secured to progressively assist in reducing the outstanding application load, by deciding those applications. Recruitment for vacant roles is also ongoing, although the employment market for qualified and/or experienced staff is particularly challenging at the moment.

As at the time of preparation of this report, there are 359 undecided planning permits, amendment to planning permits, and plan approval applications currently with Council. It is expected that once the staffing profile is settled and application workloads reduced, decision volumes within statutory timeframes will consistently improve. Whilst we have already seen improvement in June performance, the timing for consistent improvement is likely to be during financial year 2022-23 subject to the timing of replacement of vacant roles.

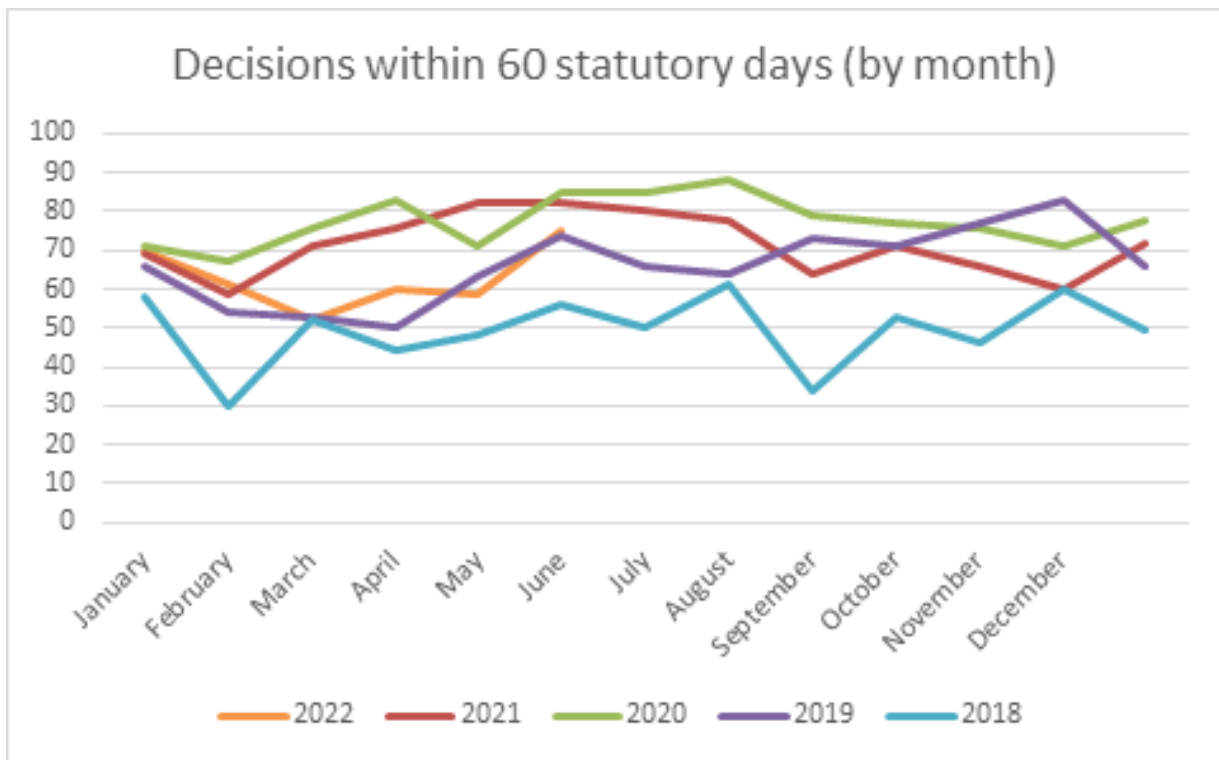
Statutory Planning recently participated in a Better Planning Approvals project with the Department of Environment, Land, Water and Planning, with the specific objective to redesign and enhance our pre-application services. This includes preliminary planning advice, website enhancements, information updates and pre-application meetings. Various improvements have been made to date, including new triage tools for Customer Relations, customer guides and the ability to now request written pre-application advice, a pre-application meeting, and copies of planning permits and endorsed plans online via the Council's website.

The on-time delivery data is illustrated in the charts below (calendar year) as well as the volume of applications received per month over the last five years. This demonstrates the consistent volume of applications received each month, noting that the lodgement volume includes new permit and amendment applications and other consent types, but is still not reflective of all work undertaken in the processing of planning permit applications. We are receiving higher application volumes in 2022, with an average of 86 per month, and two months over 100.

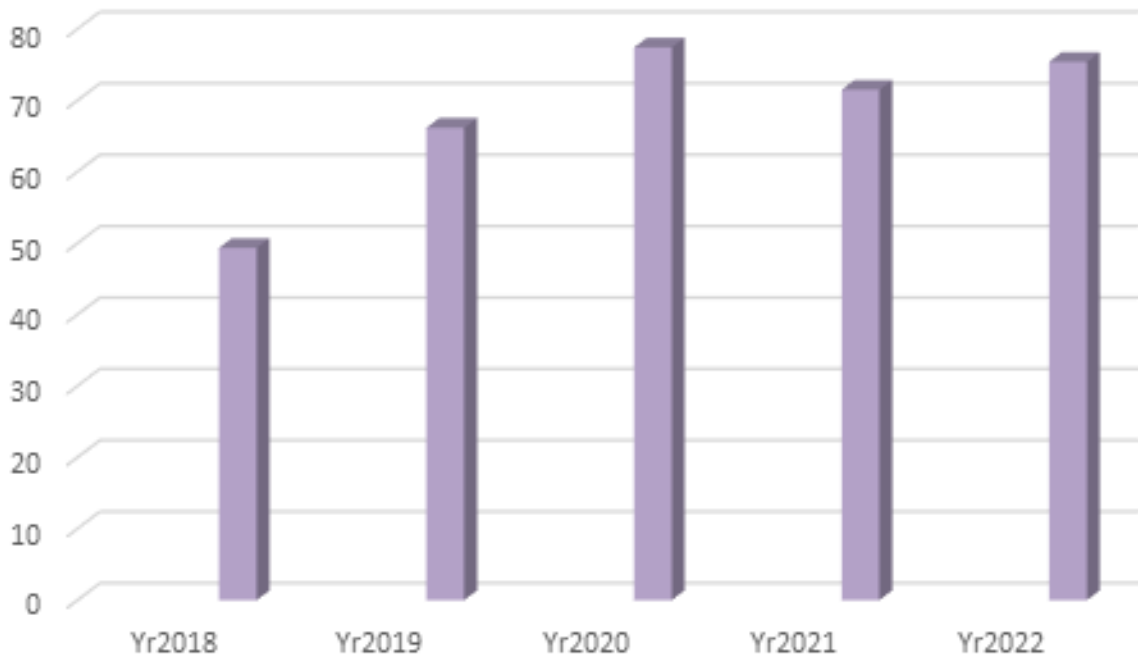
A summary of developer financial contributions received within the quarter is also detailed below.

It should be noted the data for Q4 was calculated manually as the State Government Planning Permit Activity Reporting System (PPARS) does not publish the monthly or quarterly data until approximately the middle of the following month. There may be a minor discrepancy with the manually calculated on-time delivery data and the published PPARS data.

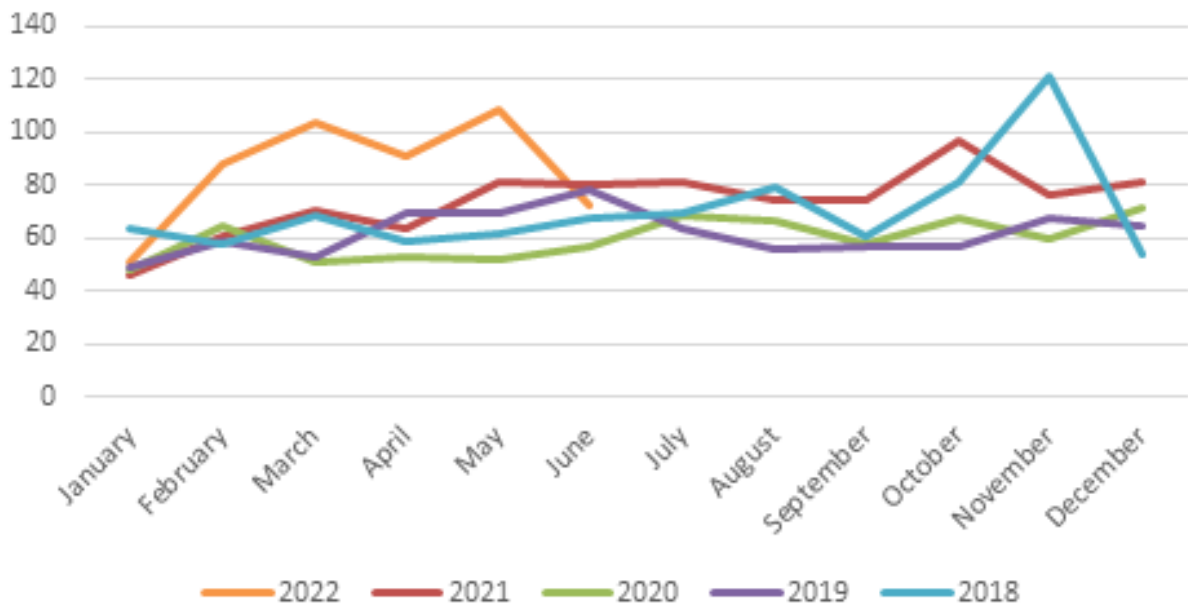
Developer Financial Contributions- Quarter 3 (2021-22)	
Contribution Type	Total Amount Received
Open Space Contributions	\$615,250
Car Parking Financial Contributions (cash-in-lieu)	\$0.00



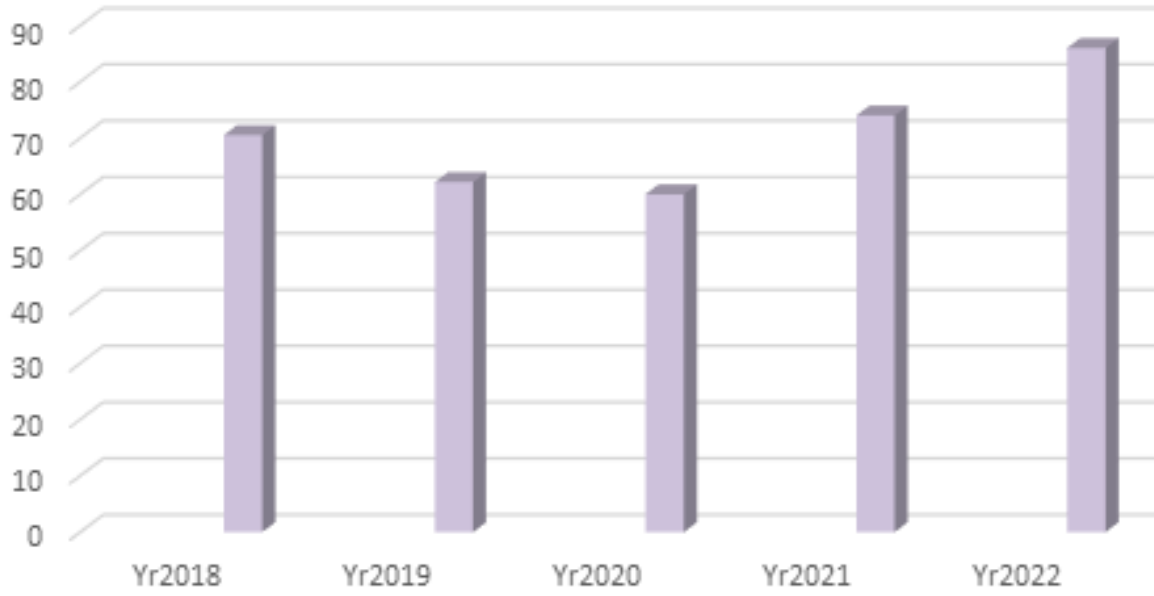
Decisions within 60 statutory days (annual avg %)



Application lodgements



### Application lodgements - monthly average





## City Futures Department update

The following *Policy & Strategy Development* work was undertaken during April– June 2022:

- Consultation on the FMAC Structure plan – Emerging ideas paper concluded on 30 June 2022. Council received seventeen written submissions (17) submissions and 856 comments were made through a range of engagement sessions. The drafting of the Draft FMAC SP is underway.
- A discussion paper on the development of the Frankston Industrial Strategy has been developed and consultation on this will commence in the second half of this calendar year.
- Planning Scheme Amendment C138 (ESD Policy Amendment) was Gazetted on 26 May 2022.
- Community consultation commenced on the Draft Equestrian Reserve Master Plan.
- Community consultation completed on the Draft Monterey Reserve Master Plan
- Preliminary key external stakeholder interviews commenced for input into issues and opportunities paper on the Draft Ballam Park Master plan. Integrated site feature and level survey prepared to review access, circulation and car parking.
- Consultant engaged and analysis commenced on the Oliver’s Hill Integrated Concept Plan.
- Draft vision ‘fly through’ underway for Nepean ‘Boulevard’ Vision Plan
- Digital Wayfinder’s installation complete and final grant milestone prepared for Office of Suburban Development.

The following *Programs and Events* were delivered during the April – June 2022 period:

- The final Invest Frankston Business Networking Nights. This function will be taken over by the new Frankston Business Council.
- Indigenous Nursery Open Day occurred on 7 May 2022 with over 150 residents in attendance and record plant sales of 1,311 plants. Gardens for wildlife, aware, FEFN, living with wildlife all attended and hosted interactive stalls, giveaways, recruitment for community groups etc.

## Frankston Business Collective

The Frankston Business Collective will officially launch on 20 July 2022. The first Board meeting has now taken place with a second planned for July.

Membership applications have begun with 53 businesses already joined - promotion of the membership offer and benefits is now ramping up. The CBA has come on board as a ‘Strategic Partner’ member and we are setting up our banking accounts with them to be able to take membership payments automatically.

The next meeting of the Board will be on Thursday 7 July 2022. Discussions will focus on immediate and longer-term strategic priorities.

Future events planned are:

- The August Wellbeing Summit is progressing well with a strong line up of impressive presenters. \$15k grant funding from the Vic Government is due to be paid as the invoice has been raised as they had requested.
- In September we will host another networking event at a member’s premises.
- A ‘Frankston Business Summit’ is being planned for October at a local venue with successful local business operators being targeted as presenters. It is also planned to launch the FBC Business Awards for 2023 at that event.
- The end of year networking event is planned for Dainton Brewery mid-November.

## **FINANCIAL AND CORPORATE PLANNING**

### **Quarterly Performance Report – Quarter Two**

The 2021-2022 Quarter three Performance Report was presented to Council on 16 May 2022. It provided a status of initiatives Council is delivering towards each of the six Outcome identified in the 2021-2025 Council Plan. Council is required under the Local Government (Planning and Reporting) Regulations 2020 to review the performance of the Council against the Council Plan, at least every six months. The annual performance of the Council Plan is published in the Annual Report. 87% of the 135 initiatives for 2021-2022 are on track or have been completed. Quarter three highlights include:

- Delivery of the Waterfront and Ventana festivals;
- Delivery of an extensive range of events and activities to celebrate International Women’s Day in March;
- 2021-2022 Mid-Year Budget portion was adopted by Council;
- Street Art Walking Tours won the 2021 Australian Street Arts Awards’ Best Street Art Tour category solidifying our work to showcase Frankston as a destination;
- 150 e-bikes are being trialled with 9,368 users signed up.

COVID-19 has had a significant impact on Council’s financial result for the three quarters and forecast for the financial year. Council's forecast consolidated full year underlying operating position is indicating a deficit of \$3.280M, this is a \$2.487M favourable variance compared to the adopted 2021-2022 revised budget position of \$5.767M deficit.

The Executive Management Team (EMT) have endeavored to minimise the impacts that COVID-19 has had on Council and its services to ensure they are delivered in line with community expectations. The key actions taken include savings from labour vacancies, delayed recruitment, reduction in discretionary spend, delayed program spend and strongly advocating for additional government funding. This will continue for the remainder of the year in an attempt to deliver services to the community’s expectations whilst doing so at a reduced cost to ratepayers.

### **Adoption of the 2022-2026 Budget (including 2022-2023 Council Plan Initiatives)**

The 2022-2026 Budget (including 2022-2023 Council Plan Initiatives) was adopted on 6 June 2022. Key components of the budget include:

- The adopted Budget is based on a rate capped average increase in Council rates of 1.75 per cent as prescribed by the Victorian Government;
- An increased investment to \$91.61 million in the delivery of capital works, however a continued commitment to maintain the condition of community assets through asset renewal;
- Borrowings of \$9.03 million are planned in 2022-2023.

Public consultation took place from 27 April 2022 to 24 May 2022. The consultation process included:

- Promotion of feedback opportunities via Council’s communications channels, including social media, newsletters and websites;
- A series of pop up sessions across the City’s suburbs as part of our engagement program;
- The opportunity to make written submissions through have your say, via email or by post.

Twenty-one (21) written submissions were received with eleven (11) submitters being heard to support the submissions and four (4) other speakers who did not forward written submissions during the public consultation period, made verbal submissions at the meeting held on Monday 30 May 2022.

All submitters have been advised in writing of Council's decision in relation to their submissions on the proposed 2022-2026 budget (including 2022-2023 Council Plan Initiatives).

#### Integrated Planning and Reporting update

We are on track to deliver against our Integrated Planning 2021-2022 timetable. Council's 2022-2026 Budget (including 2022-2023 Council Plan Initiatives) and the Asset Plan were adopted at Council on the 6 June 2022. Planning has commenced for the 2023-2024 Planning cycle including an number of improvement initiatives and better alignment of Operating and Budget requests. The Integrated Planning and Control Group continues to oversee the alignment of key strategic work across Council and has commenced a number of key projects that will be continued in 2022-2023.

#### Service Planning update

All Service plans have now been updated to 2022-2026 and have been integrated into Council's planning cycle. The 2022-2023 planning cycle saw Service Plans play a crucial role in the development of 2022-2023 Council Plan initiatives and budget development. The Service Plans are used to inform our strategic long-term outlook, helping us to ensure we consider what is important to the community with future service demands and resource requirements.

#### Community Satisfaction Survey

In June 2022, Council engaged an independent research company, Metropolis Research to undertake our annual Community Satisfaction Survey. 800 residents were visited face to face. The survey is intended to assess Council's performance across a range of measures and to identify areas where we can improve. Early indications show positive results and full results will be available in July 2022.

### **ACCOUNTABILITY AND TRANSPARENCY**

#### Transparency Hub

Council has delivered its Transparency Hub through a soft launch to internal and other key stakeholders for review. The full launch to the community is scheduled for August 26, with communications planned to make the work and this asset visible and valuable for all. Thanks to the consultation both internally and externally the project have used that information to deliver stories relating to Capital Works Delivery, Large Contracts, Financial Statements, Pets, Grants and Smart Cities. Council is already planning future development on the Hub increase its value for the community.

#### Process for Councillors to seek advice from Governance on legal and administrative matters relevant to role

These matters were covered in a Councillor Briefing Held on 4 November 2021. Further guidance material is being prepared for Councillors to highlight the key points. Councillors are encouraged to contact the Manager Governance and Information in the first instance, for any governance, legal or administrative enquiries.

### Notice of Motion process

Options to amend the notice of motion process in Governance Rule 24 were discussed with Councillors in the context of the Governance Rules Review briefing in March 2022. The Mayor has since advised that Councillors discussed the matter further after the briefing and Councillors do not wish to pursue amendments to the notice of motion process at this time.

### Public petition process

Governance Rules 58 to 65 set out the current requirements for petitions. Benchmarking of petitions processes used by other councils was presented to Councillors at the Governance Rules Review briefing in March 2022, and options were discussed. Councillors expressed a preference for online petitions to be accepted only if they can be hosted on Council's website in a way that will enable risks (eg. duplicate or fraudulent signatures) to be managed. Subsequent investigations have indicated that none of Council's existing corporate systems are suitable for hosting online petitions. Progress on this matter has been impacted by resourcing constraints, but options will be communicated to Councillors shortly.

### Councillor Appreciation awards process

A Councillor Appreciation Awards Protocol and Terms of Reference to provide guidance on the nomination process and set out the criteria on eligibility of award nominees have progressed. The approach was presented to Councillors at a Briefing on 11 April 2022 as part of the Citizen of the Year Process and was supported by Councillors. Community engagement was undertaken and feedback on the process was received which will inform the final version of the Protocol.

### Accountability and Transparency Reform document

The Accountability and Transparency Reform (ATR) document commenced in May 2018 with 160 items identified. Items were considered and implemented by the relevant Managers. Council resolved at its Meeting on 29 June 2020 to finalise the ATR document and monitor the remaining ongoing items via a quarterly status report. The remaining 26 items have been reviewed and 20 items are ready to be closed with six items requiring review before closure (see attachment A). A meeting was held with the Mayor, Cr Conroy and Cr Bolam in March 2022 to discuss the status of these items and it was agreed that the final report on these will be provided by June 2022. A further meeting was held recently, with the status update provided.

One of the items identified in the ATR was to provide a quarterly status on the attendance of Councillors at Briefings in a quarterly period. The overall status is included in the Annual Report every year and updated quarterly on Council's website.

The status of Councillor Attendance at Council Meetings is also recorded and included in the Local Government Performance Reporting Framework indicators as part of the reporting to Local Government Victoria (LGV). These are provided to the community via LGV's Know Your Council website and in the Council's Annual Report every year.

Table 1 titled, 'Councillor Attendance at Meetings and briefings (April to June 2022)' below provides an overview of attendance for this period.

**Councillor Attendance at Meetings & Briefings  
July 2021 - June 2022**

<b>Councillor</b>	<b>Council Meetings Attended</b>	<b>Councillor Briefings</b>	<b>Total Attended</b>	<b>Attendance</b>
Cr David Asker	19	43	62	94%
Cr Sue Baker	19	45	64	97%
Cr Kris Bolam	19	43	62	94%
Cr Nathan Conroy	19	47	66	100%
Cr Claire Harvey	19	45	64	97%
Cr Brad Hill	19	46	65	98%
Cr Liam Hughes	19	40	59	89%
Cr Steven Hughes	18	24	42	64%
Cr Suzette Tayler	19	44	63	95%
<b>Total</b>	<b>170</b>	<b>377</b>	<b>547</b>	<b>92%</b>

Table 2 below notes Councillor Attendance at Briefings only for the quarter is as follows:

**Councillor Attendance at Briefings only  
April – June 2022**

<b>Councillor</b>	<b>Councillor Briefings</b>	<b>Attendance*</b>
Cr David Asker	11	91%
Cr Sue Baker	11	100%
Cr Kris Bolam	11	100%
Cr Nathan Conroy	11	100%
Cr Claire Harvey	10	100%
Cr Brad Hill	11	91%
Cr Liam Hughes	8	73%
Cr Steven Hughes	6	55%
Cr Suzette Tayler	11	100%
<b>Total</b>	<b>89</b>	<b>89%</b>

\*11 Councillor Briefings were held from April to June 2022

### Local Government Act 2020

The Local Government Act 2020 (Act) has been implemented in four stages and all provisions were met by June 2022, with the adoption of the Asset Management Plan, which was the last provision.

### Tally on tracking reports presented to Closed Council

In 2020-2021, Council's result for the Local Government Performance Reporting measure 'Decisions made in Closed Council' was 8.92%, which achieved Council's aspirational target of 10% and has demonstrated better transparent decision making for the community. The average for all Victorian Councils has been less than 10% since 2016 (reference 'Know Your Council' website).

Since July 2020, contracts are tabled in open Council Meetings. Agendas and reports were also streamlined to ensure they are tabled in open agendas at every Council Meeting.

During Quarter 4 (April to June 2022) only 3.28% of decisions were made in Closed Council. Since Quarter 1 (July 2021 to June 2022) there have been 239 reports in both Open and Closed Council with 14 being considered in Closed Council (5.86%). There have been 12 Notices of Motion and 2 Urgent Business items raised to date this financial year.

### Implementation and review of effectiveness of key policies from previous financial year

A review of the effectiveness of the Council's key policies from the previous financial year will commence in 2022-2023.

### Reports on progress against Councillor requests

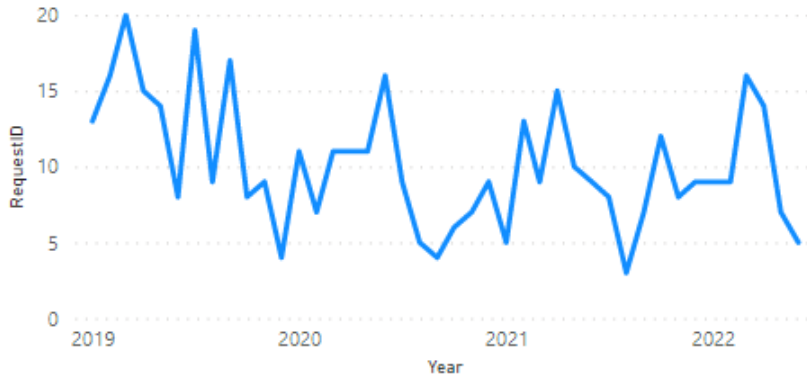
There are currently 28 open Councillor requests, with 10 requests closed off last month and a total of 107 requests raised this financial year.

Councillor requests are assigned to the relevant Department Manager for investigation and monitored by the Councillor Support team. Regular updates on progress are provided to Councillors and officers liaise with residents to resolve the request.

*Table 3 & 4 below notes Councillor Requests open and closed since 2021-2022 as follows:*



### Requests Opened



2                      8                      (Blank)                      107  
Prev Week              Prev Month              This FY              Prev FY

### Requests Closed

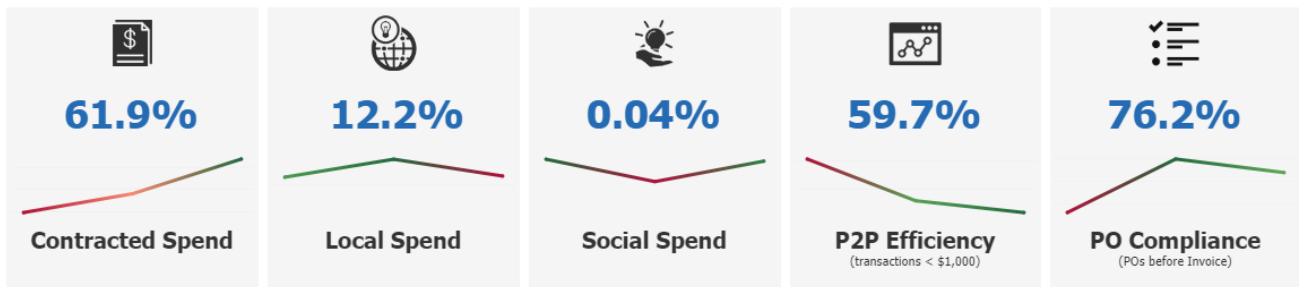


2                      10                      (Blank)                      111  
Prev Week              Prev Month              This FY              Prev FY

## Procurement update

Refined procurement processes have also continued to see an improvement in Expenditure under Contract, increasing from 54.2% to 61.9% over the previous quarter as demonstrated in the LEAP dashboard reporting below.

Spend	Suppliers	Transactions	Purchase Orders	% of Total Spend
<b>\$68.1M</b>	<b>1,968</b>	<b>11,647</b>	<b>2,746</b>	<b>14%</b>



Council has also committed to participating in the Frankston Mornington Peninsula Social Procurement Network pilot project, which will bring together representatives from large organisations to build a shared commitment to place-based social procurement in and around Frankston and the Mornington Peninsula.

To promote accountability and transparency, the following reports are provided:

### Contracts awarded under Financial Delegation between 1 April 2022 and 30 June 2022

Contracts valued over \$1,000,000 (GST exclusive) are awarded in open Council Meetings.

Contract#	Contract	Award Date	Supplier	Contract Sum (ex GST)	Awarded By
CQ10707	Fletcher Road Gateway Revitalisation Frankston Artwork	01-Apr-22	Sinatra Murphy Pty Ltd	\$241,818	CEO
CQ10742	Electrical Supply Consultant McComb Reserve	07-Apr-22	Wallgates Pty Ltd	\$49,835	Manager
CN10768	Recruitment Manager People and Culture and Manager IT	11-Apr-22	DAVIDSON EXECUTIVE & BOARDS PTY LTD	\$54,545	CEO
CQ10560	Fleet Services Workshop and Office Upgrade	11-Apr-22	Quadracon Building Pty Ltd	\$159,054	Director
CQ10709	Secure Destruction Services	13-Apr-22	Grace Records Management (Australia) PGy Ltd	\$74,062	Director
CQ10754	Lloyd Park Skate Park – New Shelter and Associated Work	13-Apr-22	Maw Civil Pty Ltd	\$114,485	Director

CN10714	Kananook Commuter Carpark - Design Services	20-Apr-22	Hede Architects	\$683,579	CEO
CQ10764	Ballam Park Ornamental Lake	20-Apr-22	Pollen Studio Pty Ltd	\$93,725	Manager
CQ10755	Noel Reserve Landscaping Works	22-Apr-22	Open Playscapes Pty Ltd	\$101,849	Director
CQ10716	Fletcher Road Gateway Greening, Frankston - Stage 2	27-Apr-22	Commercialscapes Pty Ltd	\$136,834	Director
CQ10772	Library Print Management and PC Booking Project	28-Apr-22	MONITOR WA PTY LTD	\$53,996	Manager
CQ10720	Seaford Wetlands Ecological Restoration Plan	02-May-22	Practical Ecology Pty Ltd	\$72,665	Director
CN10727	Frankston Memorial Park – Caretakers Residence Refurbishment	03-May-22	More Building Group Pty Ltd	\$235,973	Director
CN10710	Brolga Reserve – Play Space and Park Upgrade	04-May-22	Commercialscapes Pty Ltd	\$412,501	CEO
CN10705	Orwil Reserve Playspace & Park Upgrade	05-May-22	Yellowstone Landscaping	\$417,758	CEO
CQ10823	Carrum Downs Recreation Reserve Shade Sails	10-May-22	Peninsula Shade Sails	\$57,421	Manager
CQ10806	Southgateway Open Space Connections Concrete Pathway boardwalk installation and earthworks	11-May-22	PRESTIGE PAVING PTY LTD	\$93,780	Manager
CN10737	Pat Rollo Reserve Redevelopment	16-May-22	EVERGREEN TURF GROUP PTY LTD	\$239,888	Director
CN10732	Peninsula Reserve Practice Wicket Facility	17-May-22	Hendriksen Contractors Pty Ltd	\$242,728	Director
CN10699	Monash Link Shared Path Lighting	18-May-22	Wallgates Pty Ltd	\$385,425	CEO
CQ10682	Frankston City Council Kindergarten Feasibility Studies 2022	18-May-22	Cohen Leigh Architects Pty Ltd	\$111,350	Director
CQ10724	Solar PV for Council Facilities 2021/22	06-Jun-22	RACV Solar	\$122,440	Director
CN10726	Frankston South Community & Recreation Centre Renewal Works	08-Jun-22	Kinetic Constructions Pty Ltd	\$276,860	CEO
CQ10715	Destination and Events Strategy	09-Jun-22	Krista Hauritz Tourism and Events Pty Ltd	\$26,564	Manager
CQ10859	Olivers Hill Waterfront Concept Plan	09-Jun-22	Taylor Cullity Lethlean	\$91,320	Manager
CQ10822	Sportsfield Lighting & Pole Condition Audit	24-Jun-22	JJ Ryan Consulting Pty Ltd	\$74,540	Manager
CQ10868	Frankston Metropolitan Activity Centre - Design Standards	28-Jun-22	Lat Studios Pty Ltd	\$54,870	Manager

## Contracts granted exemption from Procurement Process between 1 April 2022 and 30 June 2022

Contract #	Contract	Award Date	Supplier	Contract Sum (ex GST)
E10722	Mirage Sculpture Re-fabrication	04-Apr-22	JK FASHAM PTY LTD	\$35,650
E10759	Infor Maintenance Renewal	04-Apr-22	Infor Global Solutions	\$950,000
E10767	Seaford Wetlands Bridge Consultant for Tender Docs	11-Apr-22	Pitt & Sherry	\$49,720
E10808	Pines Forest Aquatic Centre – Business Modelling Update	14-Apr-22	OTIUM PLANNING GROUP PTY LTD	\$16,115
E10819	GIS System Subscription	21-Apr-22	Pozi Pty Ltd	\$54,000
E10817	Infant Scales Purchase	01-May-22	Able Scale Co Pty Ltd	\$11,820
E10818	IT Security Policy creation and management as a service	04-May-22	Kaon Security Limited	\$50,505
E10821	Frankston Pier Creative Lighting	11-May-22	Darkon Pty Ltd	\$50,000
E10825	Wingham Seniors Activity Place	13-May-22	Lark Industries Pty Ltd	\$31,220
E10824	Carrum Downs Recreation Reserve – New Electronic Scoreboard	16-May-22	SOLID DISPLAY SYSTEMS PTY LTD	\$56,962
E10839	Coaching and team strengthening Community Relations	16-May-22	Gov Insights Pty Ltd	\$19,350
E10838	Evolve Managed SOC & SIEM Deployment	18-May-22	Threat Intelligence Pty Ltd	\$31,140
E10866	Jubilee Park Landscape Architect Consultant	31-May-22	MDG Landscape Architects	\$37,700
E10864	Technical expertise to complete Pathway upgrade	01-Jun-22	Rohan Lopes	\$96,000
E10856	Studiosity Parental and Student Support Software	03-Jun-22	Studiosity Pty Ltd	\$19,100
E10860	Sculpture By The Sea	08-Jun-22	Sculpture by the Sea Incorporated	\$141,900
E10858	Newsprinting Services	13-Jun-22	Newsprinters Shepparton	\$31,051
E10862	Data Loss Prevention Audit Logicalis Professional Services	19-Jun-22	Logicalis Australia Pty Ltd	\$20,240
E10863	Subscription - Built Environment Sustainability Scorecard (BESS)	19-Jun-22	MAV Procurement	\$10,000

## KEY PROJECT UPDATES

The 2021/22 Capital Works Program is coming to a conclusion and despite a challenging year with COVID restrictions, cost escalations and other market pressures, Council remains on track to deliver an outstanding capital expenditure delivery rate, and provide vital services and infrastructure needs to the community. As at 6 July 2022, the actual expenditure is \$51.01M and the forecast expenditure \$63.95M against the adjusted Capital Works Budget of \$73.75M.

The current 2021/22 forecast expenditure equates to 87% delivery of the Annual Capital Works Program is underway.

Key project updates below:-

- **Lloyd Park Pavilion:**

Demolition works have been completed. Footings have been installed and the ground floor slab is due to be poured in late June (weather dependent). The project is anticipated to take approximately 12 months and is likely to be completed by March 2023.

- **Jubilee Park Stadium:**

Construction works commenced in November 2021 and works continue to progress well following an early commencement in January 2022. Works are progressing well on the stadium structure, including lift shafts, stairwell and structural steel. Pre-cast panels are anticipated to be installed by the end of June 2022. The overall project is expected to be completed by March 2023.

- **Ballam Park Improvement works:**

The proposed works in the vicinity of southern entrance of Ballam Park includes an upgrade of the existing play space, nature play, water play and public amenities including park furniture, BBQ's, shelters, drinking fountains and landscaping. Tenders for the works were considered by Council at its February 2022 meeting and decision was made to award the works to Red Centre Nominees Pty Ltd for \$2,253,090 GST exclusive. Detailed design works are now nearly complete and initial site establishment works have now commenced. Works expected to be completed by December 2022.

Additionally, Council has also been successful in securing \$1.3 million funding via round 2 of CILS for the proposed Ballam Park Integrated Water Treatment improvement works (northern precinct). The proposal includes construction of a new integrated water treatment feature incorporating new rain gardens, shade, seating, footbridge, LED lighting, path connections, landscaping and a pond. A suitable consultant has been appointed and design works are now underway. Construction works expected to be completed by June 2023.

## Frankston Library update

The Frankston Library closed its doors to the public on Friday 3 June and all the books and old shelving have been removed to allow for the replacement of the carpet. There was a number of Pop-up library options made available including Clyde Street mall, where the popular storytimes and Tiny Tot sessions were delivered and the Library Community Room was transformed into a library lounge and reservations collection point. The newly fitted out Frankston Library is scheduled to re-open from early August 2022.

### Kananook Creek Arboretum project update

As resolved by Council at the meeting held on 16 May 2022, below are full details of the implementation scope for the Kananook Creek Arboretum project.

The original scope of works/Project Outline for Kananook Arboretum Project was developed in consultation with Kananook Creek Association (KCA) representatives and endorsed at the 17 February 2020 Council Meeting.

At least three meetings were held with KCA representatives including Council officers' attendance at the KCA AGM. KCA representatives were provided the opportunity to review and provide input into the Project Outline.

Council formally endorsed the project at its meeting on 17 February 2020 and the budget of \$672,500 was approved.

- Design Development and Consultation with KCA

A Project Reference Group was established to contribute to the review and refinement of the Kananook Creek Reserve Landscape Master Plan (KCRLMP) 1997 and specifically the Arboretum project. This group includes representatives from the following key stakeholders:

- Kananook Creek Association (KCA);
- Bunurong Land Council Aboriginal Corporation;
- Frankston Environmental Friends Network Group;
- Melbourne Water;
- DELWP;
- Seaford Community - Nearby Residents and Property Owners.

Over the last 18 months, Council officers have had numerous engagement activities with representatives of KCA in the form of:

- Onsite meeting;
- Phone discussion;
- Email exchange;
- Attendance at AGM and other KCA meetings.

It has been an ongoing and lengthy engagement process whereby input from the key stakeholders in particular KCA, in the design works has been fully considered and incorporated, where possible.

Following the ongoing discussions that you have had with the project team, you were aware, as a result of extensive consultation with KCA and feedback from other stakeholders, the original project scope has been revised to include a number of elements, a relatively large shelter and viewing platform.

As the components of this project evolved through these ongoing discussions, in addition to standard due diligence planning activities, extra investigations and assessments were essential and undertaken, as listed below:

- Cultural Heritage Management Plan (CHMP) including cultural values assessment;
- Crime Prevention through Environmental Design (CEPTD) Assessment;



- Arborist Survey;
- Flora and Fauna Assessment;
- Extensive community engagement activity including development of post cards, conversation caravan, community sessions etc.;
- Structural assessment and geotechnical assessment for the proposed large shelter and viewing platforms.

None of the above items were included in the initial scope of works and/or in the budget provisions at the time of Council endorsement of the project in 2020.

- Revised Scope of Works

Since the Council Resolution on 17 February 2020, adjustments were made to the original scope of works resulting in reprioritisation of staged works as outlined below to which KCA were part of the discussions to date:

**Reprioritised Stage 1 – Includes:**

- Significant weed eradication and infill planting (works now underway);
- Paths and boardwalk construction;
- Station Street and Seaford Road entrance improvements;
- Development of a unified signage suite.

**Reprioritised Stage 2 –Includes:**

- Construction of viewing platform, subject to Melbourne Water approval & conditions (not included in the original scope of works – added as a result of consultation with KCA);
- Construction of large shelter (although shelter was part of original scope of works the size of the shelter has grown significantly as a result of consultation with KCA and other stakeholders);
- Associated path connections, signage and additional landscaping/planting;

Refer to attached design illustrations.

- Market Testing

Council officers recently advertised for open public tenders for the above proposed works in March 2022.

Only one submission was received and prices received were significantly higher than expected and do not offer value for money for the proposed works.

Lack of competitive tender response and higher than expected prices are in part reflection of the current market conditions whereby cost of construction has significantly increased over the last 12 months and lack of contractor availability.

As a result, the project team had to abandon the tendering process and is currently exploring alternate procurement options including review of sequencing of works. It is acknowledged that in the current market, it would be a challenge to complete Stage 1 works in its entirety with the remaining funds.

- Budget Provisions

As reported to Council at its 15 February 2021 Ordinary Meeting, a budget of \$673,000 was included within the Long Term Infrastructure Plan (LTIP) towards the delivery of the Arboretum project, as per below:

- 2020/21 – Project Investigations and Development of Design: \$136,000
  - 2021/22 – Progress implementation of the proposed works: \$537,000
- Total \$673,000**

This budget provision is fully funded by an LXRA grant.

- Expenditure to date

In the spirit of maintaining full transparency with this project, please see below the complete breakdown of expenditure to date.

Kananook Creek Arboretum			
Type of Works	Brief description of Works	2020/21 Expenditure (GST excl.)	2021/22 Expenditure & Current Commitments (GST excl.)
Design Consultancy	To review 1997 plan and develop: <ul style="list-style-type: none"> <li>• new vision plan</li> <li>• Concept plan</li> <li>• Detailed designs and documentation for the various elements of vision plan – stage 1 and 2.</li> </ul>	\$50,500	\$80,160
Consultancy	Community Engagement	\$3,170	
Consultancy	Community Engagement	\$10,820	
Consultancy	Crime Prevention Through Environmental Design Assessment (CEPTD) Assessment	\$9,040	
Consultancy	Native Vegetation Impact Assessment		\$5,510
Plumbing	New water tapping & meter		\$7,620
Cultural Heritage Management Plan (CHMP)	Engagement with reps of BLC to guide and outline CHMP requirements including input into overall vision plan	\$8,850	
Consultancy	Development of CHMP		\$24,621.84
Consultancy	Engineering/Structural Assessment for the proposed elements of vision plan		\$9,800
Geotechnical Assessment	Geotechnical survey works to assist with detailed design and documentation for tendering		\$5,062
Printing/signage	Post cards printing and delivery – part of community engagement activity	\$280	
Printing/signage	Design of post cards - part of community engagement activity	\$2,390	

Printing/signage	Project signs - part of community engagement activity	\$2,150	\$260
Printing/signage	Project sign - part of community engagement activity		\$1,716.76
Consultancy	Bringing nature back into cities presentation	\$300	
Design Consultancy	Landscape advice and consultation	\$5,543	
Advertising	Advertising for tendering of works in March		\$191.89
Plants	Supply of plants (Part of stage 1 implementation)		\$12,944.75
Weed control & Revegetation	Weed control & Revegetation Works (Part of stage 1 implementation)		\$47,752.86 (works currently underway)
Project Management	Council officer time managing project related activities in the form of Project Management Costs	\$29,165	\$24,602.23
<b>Total Costs to Date (over 2 FYs)</b>		<b>\$122,208</b>	<b>\$220,242</b>

● **Budget Discussion**

Total Available Budget	Expenditure to date including current commitments	Budget Remaining for Stage 1 works	Funds required for Stage 2 works
\$673,000 (over 2 FYs)	\$342,450 (over 2 FYs)	\$330,550*	\$1M to 1.2M (indicative)

\*Additional funds will be required in 2022/23 program, subject to Council decision, to fully complete stage 1 works due to additional activities completed to refine vision plan and changing market conditions.

**KEY MEETINGS AND ACTIVITIES**

During this quarter (April - June), the CEO attended meetings either via video-conferencing or face to face.

The CEO along with Mayor Conroy participated in a Reconciliation staff luncheon in early June 2022 with samples of a range of indigenous cuisine provided by Nairm Marr Djambana. Staff were asked to fill out a question relating to what reconciliation means to them.

In late June 2022, over 90 staff attended a Corporate Induction networking event which was for all staff who had started at Council since March 2020. Unfortunately, the Corporate Induction program due to COVID has not been able to be held face to face. The energy was positive and enable new starters during this period of time to meet EMT and Managers face to face.

Listed below is a snapshot of the meetings attended by the CEO during April to June 2022:

- Weekly meetings with the Mayor covering topics such as Advocacy, Communications, Developers matters and Economic Development;
- Participation in the Affordable and Social Housing sub-committee meetings;
- Participation in Destination Events Working group meetings;
- Participation in various meetings managed through the Mayor and CEO session format;
- Participation in the weekend planning session with Councillors, EMT and Management Team on Council Plan, Operating and Capital Works Budgets;

- Participation in the Council’s Audit and Risk Committee meeting;
- Participation in the Frankston Revitalisation Board meeting;
- Participation in the Frankston Stage 2 sod turning at Chisholm TAFE Institute Frankston Campus;
- Meeting with Paul Edbrooke MP, Member for Frankston;
- Meeting with Cindy McLeish MP, State Shadow Minister for Sport at the Frankston Basketball Stadium;
- Meeting with Gabrielle Williams MP, State Minister for Treaty and First Peoples at the Nairn Marr Djambana venue;
- Meeting with Tim Pallas MP, State Treasurer and Sonya Kilkenny MP Member for Carrum at the Frankston BMX Track;
- Site tour with the Premier of Victoria the Hon. Daniel Andrews MP, Ros Spence MP, Minister for Sports and Mr Paul Edbrooke MP, Member for Frankston of the Jubilee Park Indoor Stadium redevelopment project;
- Participation in Federal election announcements at the Frankston Basketball Stadium and Sandfield Reserve;
- MC role at the Citizenship Ceremony in May 2022;
- MC role at the official opening of the Pat Rollo Pavilion Redevelopment event;
- MC role at the Volunteer Recognition Afternoon tea event;
- Guest speaker at the Rotary Club of Frankston monthly meeting;
- Participated in the official opening of Nat’s Track;
- Participation in the Cemetery Trust meeting (open to public via livestreaming)
- Participation in various Local Government CEOs COVID-19-19 briefings;
- Participation in various Joint State/Local Government CEO’s forum to discuss COVID-19-19 matters including DJPR and MAV;
- Participation in the MAV CEO Forum on Transport;
- Participation in the Southern Metropolitan Regional Partnership meeting;
- Participation in the Local Government forum – the Circular Economy Act and Recycling Victoria meeting;
- Participation at various Jubilee Park Indoor Stadium – Project Advisory Group meetings;
- Participation in a number of meetings with fellow CEO’s regarding South-East Melbourne Advanced Waste Processing (SEMAWP);
- Attendance at various Greater South East Melbourne Group (GSEM) meetings involving CEOs;
- Attendance at the GSEM Federal Election launch;
- Attendance at the Frankston City Council Rainbow Flag raising for IDAHOBIT+;
- Attendance at the Impact Volunteering – Volunteer Expo;
- Attendance at the staff Reconciliation week lunchtime activity;
- Attendance at the launch of CHIA Vic/MAV guides for affordable housing;
- Attendance at the Baitul Salam (House of Peach) mosque in Langwarrin event;
- Meeting with Mayor and CEO from Mornington Peninsula Shire Council;
- Meeting with Peninsula Leisure Representatives;
- Meeting with the District Governor – Lions Club on disaster planning options;

- Meeting with the Bicycle Network representatives regarding the Frankston Arts Trail;
- Meetings with Overport Road residents;
- Meetings with Peninsula Kingswood Country Golf Club representatives;
- Meeting with the builders and project managers of the Frankston Hospital redevelopment project;
- Meeting with the CEO of Sandhurst Club;
- Meeting with PGA Institute representatives;
- Meeting with the Road Safety Camera Commissioner;
- Meeting with a representative from the Community Support Frankston.

## ADVOCACY

### Commuter Car Park – Kananook

A Project Advisory Group has been established to progress the Kananook Commuter Car Park project, with meetings held every three weeks. Prior to the federal election in May 2022 the Federal Government approved the \$18 million grant with former Minister for Communications, Urban Infrastructure, Cities and the Arts signing the grant agreement. Community consultation on the project will be undertaken through the statutory planning permit process, likely to occur in September 2022. BM Hede Architects have been appointed as the Design Consultant as per grant milestone requirements. Officers continue to further investigate concept design, traffic management and project scope in alignment with the proposed Frankston Basketball Stadium development, with PAG endorsement of design expected in early July with Councillors to be briefed.

### Greater South East Melbourne Group (GSEM) and City Deal

GSEM held a further Stakeholder Reference Group meeting on 30 June 2022 hosted by Greater Dandenong City Council. Over 30 representatives including Members of Parliament participated. The meeting enables GSEM to provide an update on its key projects and activities.

Also during this period, meetings were held monthly with the GSEM CEO group enabling opportunities for Frankston to advocate for better outcomes (includes shires of Cardinia and Mornington Peninsula, and the cities of Knox, Casey, Frankston, Greater Dandenong, Kingston and Monash). The vision is for job creation, job retention, future proofing the community and ensuring liveability and sustainability.

Frankston will be overseeing the GSEM Project Portfolio for Employment Precincts. The first meeting is being planned for July/August 2022 with projects included listed below:

- Monash National Employment and Innovation Cluster;
- Knoxfield Employment Hub;
- Kingston Chain of Parks;
- Dandenong National Employment and Innovation Cluster;
- Fountain Gate-Narre Warren;
- Berwick Health and Education Precinct;
- Officer Town Centre;
- Frankston Revitalisation;
- Hastings Precinct.

The purpose of the project group is to share ideas, best practices, greater knowledge and collaboration, building a stronger narrative for the regional precincts and interest/buy in from other levels of government and key stakeholders.

#### Advocacy and engagement with Members of Parliament, candidates and key stakeholders

Council had numerous meetings with locally elected Members of Parliament, Ministers, candidates and other key stakeholders, including:

- Victorian Shadow Minister for Sport, Cindy McLeish MP and Liberal Candidate for Dunkley, Sharn Coombes to discuss local projects;
- Federal Deputy Leader of the Opposition Richard Marles MP and Peta Murphy MP Federal Member for Dunkley for Sandfield Reserve Precinct Revitalisation election commitment announcement;
- Paul Edbrooke MP, Peta Murphy MP, Lee Tarlamis MP, Senator Jane Hume and Sharn Coombes attended a site walkthrough of the Jubilee Park Stadium project;
- Liberal Candidate for Dunkley, Sharn Coombes at Frankston Basketball Stadium for election commitment announcement;
- Liberal Candidate for Dunkley, Sharn Coombes at Sandfield Reserve for election commitment announcement;
- Federal Shadow Minister for Arts Tony Burke MP and Federal Member for Dunkley Peta Murphy MP at McClelland Gallery for Arts Forum and election commitment announcement;
- Dunkley Candidates Forum event with all candidates invited to participate;
- Victorian Treasurer Tim Pallas MP and State Member for Carrum Sonya Kilkenny MP at Frankston Sharks BMX Track to discuss recent budgeted funds;
- State Member for Frankston Paul Edbrooke MP at Pat Rollo Pavilion official opening;
- Sport and Recreation Victoria to discuss updates on Frankston Basketball and Gymnastics Stadium and Pines Forest Aquatic Centre projects;
- State Member for Carrum Sonya Kilkenny MP to discuss local projects ahead of state election;
- State Member for Frankston Paul Edbrooke MP official opening of new electorate office;
- State Member for Frankston Paul Edbrooke MP filming at Ballam Park for precinct improvement projects;
- State Member for Frankston Paul Edbrooke MP to discuss funding of local projects;
- Victorian Minister for Crime Prevention Natalie Hutchins MP and State Member for Carrum Sonya Kilkenny MP visit to Sandfield Reserve for community event and grant funding announcement for youth space works.



## Advocacy Campaign 2022

Council's advocacy campaign resulted in a number of election commitments totaling \$39.5 million being made by candidates towards various projects within Frankston City.

Five priority projects were lobbied for on behalf of the Frankston City community during the 2022 federal election, the outcome of these and next steps are:

- **Frankston Basketball and Gymnastics Stadium redevelopment** - Received bipartisan support, with an election commitment of \$15 million from Peta Murphy (ALP) and \$15 million budgeted funds from Sharn Coombes / Senator Jane Hume (LNP). Although the State Budget didn't include an allocation in the 2022-2023 Victorian Budget, the State Opposition called for the project to be budgeted with further discussions with both sides of politics and Sport and Recreation Victoria are currently underway. A Kananook Reserve Master Plan is currently being developed to further support Council's advocacy on the stadium redevelopment.
- **Pines Forest Aquatic Centre redevelopment** - Unfortunately candidates did not make the requested commitment towards this project. Officers have secured written letters of support from peak industry bodies including Life Saving Victoria, Royal Life Saving Australia and Aquatics Recreation Victoria. Further discussions with Sport and Recreation Victoria are currently underway. A heavy push for state commitments to the project will continue including in future budget submissions to state and federal governments. Officers are currently undertaking a heating solutions and business operations review of the project as further justification to support ongoing advocacy.
- **Sandfield Reserve Precinct Revitalisation** - Received bipartisan support, with election commitments of \$1.3 million from Peta Murphy (ALP) and \$2 million from Sharn Coombes (LNP). Additionally, a recent grant application seeking \$300,000 through the Victorian Government's Creating Safer Places funding program has been successful, resulting in improvements to the youth space as part of the broader project able to be delivered in 2022-2023. Officers will continue pushing for the required state contribution ahead of the November election.
- **Frankston Regional Arts Trail** - Received a \$2 million election commitment from Peta Murphy (ALP). Key stakeholders including Bicycle Network have shared their support for this project, with discussions to be held with Creative Victoria in seeking their support ahead of the State Election. Further project scoping works are currently underway.
- **Enhanced Recycled Water Capacity** - Unfortunately candidates did not make the requested commitment towards this project. Officers are meeting with key stakeholder South East Water to discuss a recent unsuccessful grant application, the business case for both projects and next steps.

Council also advocated on a number of other local projects of interest to both levels of government, including Nepean Boulevard Revitalisation, with the State particularly showing interest in the project which is currently under development and refinement.

Additional election commitments were made to the following projects:

- \$170,000 Langwarrin Skate Park;
- \$850,000 Nairn Marr Djambana;
- \$13,000 Langwarrin Community Centre;
- Community battery in Carrum Downs;

- Seven new community sector workers in Frankston and Mornington Peninsula region.

On Wednesday 4 May 2022, Council hosted a Dunkley Candidates Forum where community members were provided the opportunity to attend and in-person event where they could meet their candidates and ask questions. Of Dunkley's 9 candidates, 5 attended the forum and participated in discussions, with approximately 200 attendees in-person and over 150 watching the livestream to Council's Facebook page with over 700 comments on the feed.

Council hosted a number of Advocacy Pop-Up events to raise awareness within the community of key advocacy projects, including:

- Frankston Basketball Stadium;
- Pines Forest Aquatic Centre;
- Monterey Reserve;
- Frankston North Community Centre;
- Frankston City Centre (Wells Street Forecourt);
- Carrum Downs Shopping Centre;
- Sandfield Reserve.

#### Victorian Budget 2022-2023

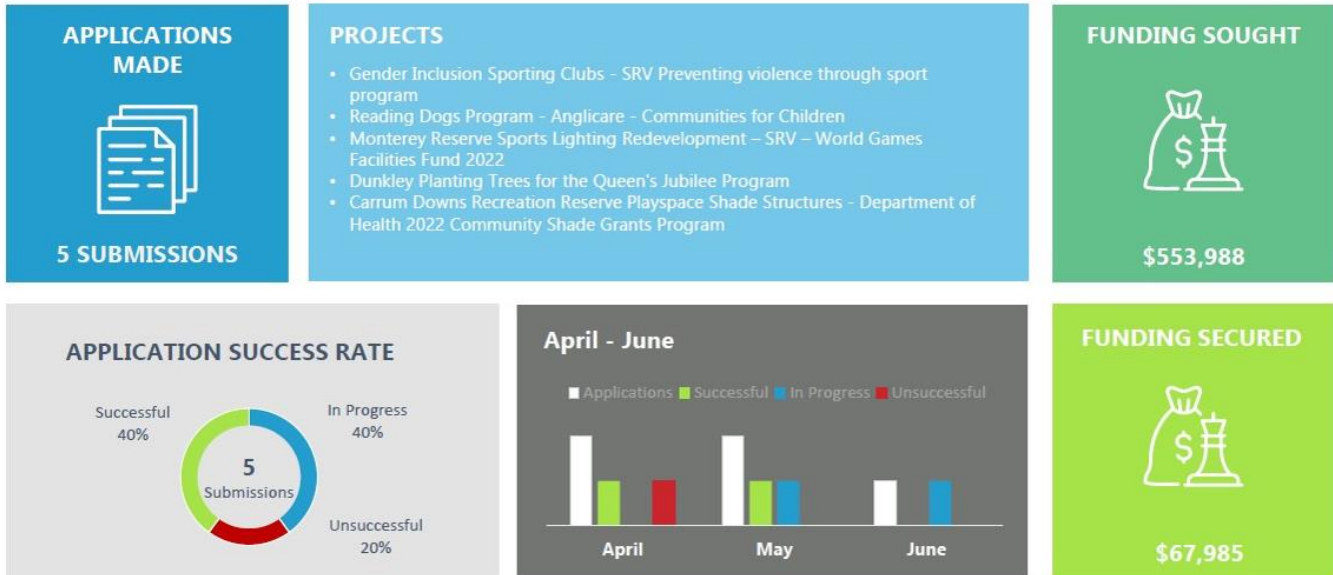
On 3 May 2022 the Victorian Government released its 2022-2023 budget, with the following local projects receiving funding:

- **Ballam Park Athletic Upgrade** - \$750,000 towards the redevelopment of the pavilion and replacement of the athletics track;
- **Frankston Bowls Club** - \$500,000 towards the delivery of covered greens at Frankston Bowls Club;
- **Frankston BMX Park** - \$150,000 to upgrade the BMX track and facilities;
- **Seaford Surf Life Saving Club** - \$53,000 for all abilities infrastructure including beach matting and beach wheelchairs.

Grant Tracking Report

## Applications Made

April – June 2022 (quarter four)



## OUTCOMES KNOWN

April – June 2022 (quarter four)



*Please note: Projects identified in the outcomes known section includes the outcomes highlighted in the ‘applications made section’ along with applications made in other months across the calendar year.*

### Frankston Revitalisation Board

Two Frankston Revitalisation Board meetings were held during this period on 27 April 2022 and 14 June 2022 with both the Mayor, Cr Nathan Conroy and CEO, Mr Phil Cantillon attended along with Angela Hughes, Director Communities. The June meeting was the last official meeting of the Frankston Revitalisation Board.

Mr Phil Cantillon, CEO held a position on the board as a representative of Frankston City Council. Meetings were chaired by the Member for Frankston, Mr Paul Edbrooke MP and various organisations across our municipality along with State Government officials participated. The board was responsible for implementing the revitalisation strategy (vision for Frankston) along with reviewing key action plans and strategies for the Frankston Town Centre including car parking reviews, updates on responding to alcohol and other drugs in Frankston and the Mornington Peninsula program.

An end of term report is currently being prepared by the State Government.

### Frankston Early Parenting Centre (EPC) Board

A further Frankston Early Parenting Centre Board meeting has not yet been rescheduled due to several factors. Normally co-chaired by Mr Paul Edbrooke MP, Member for Frankston and Ms Sonya Kilkenny MP, Member for Carrum. Mr Cantillon holds a position on the board as a representative of Frankston City Council.

Formed to help steer the Frankston Early Parenting Centre outcomes to provide better access to specialist services and early parenting support for Frankston families, closer to home. Services will be tailored to the needs of our community, with a strong focus on delivering a centre that is fit-for-purpose and well-integrated with other services in the area. The group is supported by the Department of Health and the Victorian Health Building Authority.

### Frankston Metropolitan Activities Centre Car Parking Committee

Planning and implementation of the smart parking trials is well progressed with signs to be installed in July 2022 and parking sensors to follow soon after in the area including Playne St, lower Young St, Wells St and Thompson St. Off street car parks in the area have been incorporated into the project. Progress is also being made on the smart technology to allow for information on the signs and through Apps for users. A communication and promotion package has also been developed.

### Homelessness update

Mayor Nathan Conroy participated in the “Roughin’ It” challenge, run by Launch Housing, on 28 and 29 May 2022. This involved Cr Conroy walking in the shoes of a homeless person for 24 hours, including overnight. Cr Conroy visited Community Support Frankston and the communal shower in Frankston as part of his day and promoted the experience via social media.

The Strategic Homelessness Alliance met online on 12 April 2022 and 14 June 2022. The Director Communities chaired both meetings, with secretariat support provided by Council officers as well. There was good external attendance at both meetings with key matters discussed being the availability of Big Housing Build grant monies for social and affordable housing, information sharing opportunities between the agencies, and refining the group’s year two work plan.

The Frankston Zero Executive Group met on 17 May 2022. This is a sub-group of the Frankston Strategic Homelessness and has an operational focus. It is attended by Council officers. Different working groups of Frankston Zero also met during this quarter to progress their work.

Council's Affordable Housing Sub-Committee met on 9 May, 30 May and 20 June 2022. Over these meetings, the Committee considered a SWOT (strengths/ weakness/ opportunities/ threats) analysis of affordable housing in the municipality, the potential role/s of Council in facilitating the provision of such housing, and the data and demographics around the need for affordable housing in the municipality. This culminated in a Councillor Briefing on 27 June 2022, which was well received. This Committee will continue to meet regularly to progress matters.

On 15 June 2022, the Minister for Planning and Housing, the Hon Richard Wynne MP, launched a toolkit developed by the Community Housing Industry Association (CHIA Vic) and MAV to assist councils with the development and approvals process for social and affordable housing. This event was attended by the CEO and Manager City Futures.

In April 2022, Council's Youth Team supported activities in acknowledgement of Youth Homelessness Day on 20 April 2022.

## **AUDIT AND RISK**

### Audit and Risk Committee update

The Audit and Risk Committee held a meeting on 20 May 2022, topics discussed included Peninsula Leisure and Council's March 2022 Quarterly Financial Performance Reports. Internal audits on Fleet Management and Leases and Licenses were presented by HLB Mann Judd. The updated draft Revenue Hardship policy was presented for review and comment prior to community consultation. The committee were also briefed on emerging risks in the construction industry and landfill sites within the municipality.

### Update on Aged Care Assessment Services

The Frankston City Council Southern Regional Assessment Service (RAS) team has provided assessment services across the region since 2016, and prior to this HACC-PYP assessments were provided. Due to impacts related to the Aged Care Reform, Frankston City Council's RAS team are due to wind up in June 2022. The State Health Department have now finalised their 'Expression of Interest' process for the allocation of the RAS contract for 2022-23. Mt. Eliza ACAS, Peninsula Health were the successful applicant to deliver RAS home support assessments in the Frankston LGA from 1 July 2022.

Director Aged Care Services and Community Performance, Therese Robinson, wrote to Frankston's CEO Phil Cantillon to acknowledge the team's valuable contribution to the Frankston community and broader southern region, and additionally across the aged care sector. *"I would like to thank you and your team for your contribution to the establishment and delivery of the Regional Assessment Service (RAS) in the Frankston Local Government Area (LGA) with the introduction of RAS in My Aged Care in 2016. The work of Frankston City Council RAS to deliver home support assessments in your region and your linkage with other assessment teams and providers assisted in the maturation of the sector during a period of significant reform"*.

The Family Health Support Services Team are committed to ensuring the transition of assessment providers has minimal impact on community, officers will continue to work collaboratively with the Department of Health and other Regional Assessment Service teams to ensure residents are supported. Communication relating to the appointment of the new provider will be disseminated in the coming weeks.

Update on Community Recovery Call Centre Services

The Community Recovery Call Centre was an immediate response from Council in relation to the COVID-19 pandemic. The Call Centre was established to support the Frankston community with physiological first aid, referral pathways, material aid, well-being calls to isolated people, support with vaccination advice and the numerous changes to government restrictions.

With the pandemic moving into the next phase and funding winding up, the Call Centre service will cease on 30 June 2022. The organisation would like to acknowledge and thank all redeployed staff from across the organisation that have provided community members with essential support over the last 2 years. The knowledge and care of staff for the Frankston Community has attributed to the success of the service.

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Thank you for taking the time to read this report.



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### Accountability and Transparency Reform (ATR) Quarterly Report - July 2022

ATR as at June 2020	Responsibility	ATR officer response notes from June 2020	Progress Comments	Proposed status
Cr Bolam items requested in ATR	Officer reporting	Officer action required since June 2020	Reported since ATR completed June 2020	4 Monitor - item to check 22 Close - item in place <b>Total 26 items</b>
Item 2: That the CEO's Report is to be expected of all future CEOs of Frankston City Council'Comments: 'The first report was distributed to Council at its meeting on 1 July 2019. A further report was presented to Council at its meeting in September 2019. This will now be provided to Council on a quarterly basis.'	Chief Executive Office	CEO quarterly report has been presented each quarter including April 2020 first edition of CEO quarterly public version of the report. From 2021, the report is now tabled in Open Council with two attachments, one being a public version of the CEO's quarterly report and another being a confidential version of the CEO's quarterly report (recommended not to be released to the public).	The CEO's quarterly report is tabled quarterly. The next report is due at the 25 July 2022 Council meeting and will represent the period from April to June 2022.	Close
Item 3: The CEO is to review existing consultancy usage and report back to Council on any identified 'knowledge deficits' within the organisation (areas requiring staff training, additional staff) based on consultancy expenditure.	Chief Executive Office	At its meeting on 1 July 2019, Council resolved that a quarterly report be provided to open Council on organisational consultancy expenditure. The first report was provided to Council at its meeting in October 2019.	CEO's quarterly report incorporates this heading in each time period.	Close
Item 5: Where Councillors fail to attend less than 50% of briefings in a quarterly period, a report is to be provided to Council with an explanation as to why such Councillors are not attending said briefings.	Manager Governance and Information	Attendance of Councillors at Briefings is reported via the Annual Report; has been recorded in the Assembly of Councillors forms which is presented to Council every two (2) months in accordance with the Local Government Act 1989 and will be including in the next CEO's Quarterly Report in July 2020.The Local Government Act 1989, Local Government Act 2020 and Council's Governance Local Law does not require a report to Council explaining attendance by Councillors.	Councillors have attended more than 50% of Briefings for the period December to March 2022. Councillor Briefing attendance is reported publicly via the CEO's Quarterly Report to Council, quarterly on Council's website alongside Councillor attendance at Council Meetings and in Council's Annual Report. There is no requirement under the LGA to report Councillor Briefing attendance.	Close
Item 6: That all advisory committees be required to report before Council once per year, at a briefing, to advise Council of their activities.	Manager Governance and Information	A report on advisory committee activities will be tabled at Council annually in October each year. The first report will be presented to Council in November 2020, following the General Election. Where a Councillor is a representative on an advisory committee, they will also be encouraged to either present a written report or provide a verbal update to Council at the next available Ordinary Meeting.	Council recently determined not to report Committee minutes to Council Meetings due to the complexity of confidential provisions under the LGA 2020. Instead Committee minutes are to be provided to Councillors internally via the Councillor Portal. Councillors, as delegates on advisory committees, may still report to Council under Delegates Reports agenda item.	Close
Item 8: Where the CEO and/or EMT serve on any external committees outside of Frankston City Council (but in relation to Frankston City Council duties), he/she is to provide a report to Council. This can be done in the form of the quarterly report to Council.	Manager Governance and Information	An external Committee where a Director or CEO serves on as part of their duties will be reported to Council quarterly. The first report was tabled at its meeting on 1 July 2019. It will then be reported in September, December, March and June each year.	Council recently determined not to report Committee minutes to Council Meetings due to the complexity of confidential provisions under the LGA 2020. Instead Committee minutes are to be provided to Councillors internally via the Councillor Portal. Councillors, as delegates on advisory committees, may still report to Council under Delegates Reports agenda item.	Close



Item 10: That online databases (that can be accessed by the public) be created for the following:a) Council submissions to State and Federal governments;b) Funding council has applied for to State and Federal governments;	Manager Governance and Information	A database containing details of submissions and funding that Council has applied for to State and Federal Governments has been prepared by officers and is now available on the Council website under the "Documents to be made available" section. This was updated on the website in February 2020.	Submissions for funding that Council has applied for to State and Federal Governments is on Council's website under Advocacy - Budget and Grant Submissions and has been available since February 2020.	Close
Item 11: Officers are to provide written reports to Council, as Councillors do, for interstate and international trips advising of findings.	Manager Governance and Information	This is being reported in the CEO's Quarterly Report. This has been reported since January 2020.	Interstate and international travel is reported via the CEO's Quarterly Report since January 2020. COVID lock down restrictions since July 2021 prevented any interstate travel until December 2021. There has only been one report of planned travel since then.	Close
Item 12: External advocacy bodies (ie. MAV, Anti-Gambling Alliance), where Council provides an annual contribution, must provide a written report to Council on the external organisation's activities in the past twelve months. These reports are then clustered and presented to Council.	Manager Governance and Information	The annual reports by the external advocacy bodies will be tabled annually at Council in October each year. The first report will be tabled in November 2020, following the Council General Election.	External advocacy bodies, including Municipal Association of Victoria, National General Assembly, and the Anti-gambling Alliance report annually. These reports will be provided to Councillors via the Councillors' portal and can be provided in a report to Council in November annually. This item will be monitored until the reports are tabled at Council or via the Councillor portal.	Monitor until December 2022
Item 15: That a lobbyist/developers register be created for officers and Councillors to declare when they have met with (external) lobbyists and/or developers. Furthermore the terms 'lobbyist' and 'developer' be properly defined so Councillors and staff are not vague on the terms.	Manager Governance and Information	A memorandum will be prepared and provided to Councillors quarterly, detailing which Councillors and/or officers have met with lobbyists or developers. The first memorandum will be provided to Councillors end of May 2020. Officers will also look at making this information publicly available to maintain transparency and integrity.	The Lobbyist and Developer Register is updated when interactions occur to ensure it is maintained in current state. It is shared with Councillors via the Councillor Portal.	Close
Item 16: Per the 'Diageo' approach, the Annual Report is to record all Councillor and EMT Code of Conduct breaches for that given year.	Manager Governance and Information	The "Diageo" Annual Report details breaches that relate to its employees i.e. code of conduct, whistle-blower and protected disclosures; not Councillors. Section 11 of the Councillor Code of Conduct states that "all documents produced in connection with a grievance resolution procedure are to be treated as confidential and not publicly released unless the Mayor, CEO and Principal Conduct Officer consider that it is appropriate in the circumstances". This would mean details should remain confidential. To maintain a positive working relationship and culture with fellow Councillors, it is recommended that any Code of Conduct breaches by a Councillor or CEO be reported in the CEO's Quarterly Report and not made publicly available. The only exception are decisions made by IBAC or VCAT, which will be made available to the public on their respective websites.	Any potential breaches by CEO or Councillor are reported as confidential information via the CEO's quarterly report to Council and subsequently the Audit and Risk Committee. The only exception are decisions made by IBAC or VCAT which are made publicly available on their respective websites.	Close

<p>Item 17: That a database, similar to the one in operation at the City of Rochester, New York (United States), to allow the wider public to peruse Freedom of Information outcomes (or the alternative proposition proposed in .58) online ('Reading Room') be adopted at Frankston City Council.</p>	<p>Manager Governance and Information</p>	<p>A report of summary data about the Freedom of Information requests made to Council in the preceding financial year will be provided to Council annually. The report will include summaries of the general types of documents requested and the data reported to the Office of the Victorian Information Commissioner regarding Freedom of Information operations. The report will be provided to Council after the Office of the Victorian Information Commissioner's report to Parliament of the operation of Freedom of Information in Victoria has been published.</p>	<p>An FOI Summary was provided to Council at its meeting on 15 February 2021 and was well received, with over 70% of requests being processed outside of the FOI statutory timeframes. The next summary is due to be provided to Council at its meeting on 25 July 2022.</p>	<p>Close</p>
<p>Item 18: City of Redlands: A process, similar to Redlands, where Councillor complaints (against the Code of Conduct, the Meeting Local Law, Staff Interaction Policy, Media Policy, Act etc.) are recorded on the website.</p>	<p>Manager Governance and Information</p>	<p>This information has been reported through the CEO's Quarterly 'confidential' report to Council and the Audit and Risk Committee in April 2020.</p>	<p>Councillor complaints are reported via the CEO's Quarterly 'confidential' report to Council and the Audit and Risk Committee.</p>	<p>Close</p>
<p>Item 19: City of Gold Coast: A process, similar to the Gold Coast, where Councillor interests and conflicts of interest (for briefings, meetings etc.) are recorded on the website.</p>	<p>Manager Governance and Information</p>	<p>A Register for Councillor and Staff Conflict of Interests is being maintained by Governance. A Conflict of Interest Policy is also being drafted and will be presented to Council in August 2020. The Conflict of Interest Register for Councillors is now available on the Council website under the "Documents to be made available" section. This was updated on the website in March 2020.</p>	<p>A Conflict of Interest Policy was adopted by Council at its meeting on 14 December 2020. A register of Councillor declared conflicts of interests is available on Council's website under Documents available for public inspection. An Officer conflict of interests register is maintained and available for public inspection upon request.</p>	<p>Close</p>
<p>Item 20: Better disclosure of remuneration arrangements for senior officers Example Melbourne City Council does this in their annual report</p>	<p>Manager Governance and Information</p>	<p>An extract of the Annual Report relating to the remuneration arrangements for senior officers is now available on the Council website under "Our organisation", including a link to the full Annual Report. This was updated on the website in May 2020.</p>	<p>A review of the contents of Council's Annual Report remuneration arrangements for senior officers was compared with City of Melbourne's Annual Report and the content is the same due to the LGPRF prescribed requirements. The Annual Report is available on Council's website. There is a section which specifically outlines the remuneration for key management personnel. This item will be monitored until the release of the Annual Report for 2021-2022.</p>	<p>Monitor until December 2022</p>
<p>Item 24: That a quarterly briefing be provided to Councillors on the greatest organisational risks that require attention (strategic and organisationally)</p>	<p>Manager Governance and Information</p>	<p>A report on organisational risks is being tabled at each Audit and Risk Committee meeting and will be reported to Council every 6 months. The first report was presented to Council at its meeting on 18 November 2019. A mid-year update was presented at the 20 April 2020 Ordinary Meeting.</p>	<p>A report on Strategic Risks is presented to Audit &amp; Risk Committee 6 monthly. The last report was tabled in February 2022. Further reports are prepared and presented to each ARC meeting as required to comply with the Audit Committee Charter.</p>	<p>Close</p>

<p>Item 25: In light of the Frankston Football Club insolvency, the CEO is to demand of community sporting groups to produce annual documentation to determine the fiscal health of a said club. This information is to then be presented to Councillors, at a briefing, in the form of a 'solvency scale' per sporting club. This information may be helpful insofar determining whether to renew leases and the Council playing a role in rallying the community to assist clubs that may be severely struggling.</p>	<p>Manager Procurement Property and Risk</p>	<p>All tenancy agreements are now subject to financial analysis to ensure that the tenant is able to meet the obligations contained in their tenancy agreement. Seasonal Tenancy agreements are managed by officers in the Recreation team in Community Strengthening. The Seasonal Tenancy Application requires Clubs to submit Financial Statements including, Profit and loss, balance sheet, a current bank statement and latest annual Report. These agreements are reviewed annually and changes are made to improve operational efficiencies where required. All Lease and Licence agreements entered into in the last 18 months now require the provision of annual financial statements.</p>	<p>All seasonal tenancy agreements are now subject to financial analysis to ensure that the tenant is able to meet the obligations contained in their tenancy agreement. These are managed by officers in the Recreation team in Community Strengthening. The Seasonal Tenancy Application requires Clubs to submit Financial Statements including, Profit and loss, balance sheet, a current bank statement and latest annual Report. These agreements are reviewed annually and changes are made to improve operational efficiencies where required.</p> <p>All groups participating or benefiting from major development projects (where Council's contribution is &gt;\$3M) are required to provide full detailed financial statements and annual budgets to the satisfaction of Council at the commencement of the project, and before a lease is executed.</p> <p>Templates for Leases and Licences are being reviewed as part of the Property Strategy Implementation Plan. All new lessees will be required to submit copies of their financial statements as part of the assessment process.</p>	<p>Close</p>
<p>Item 26: Availability of a Frankston City Council Lease Register (including terms) to the public upon request.</p>	<p>Manager Procurement Property and Risk</p>	<p>Council's Lease Register is now available to the public under the "Documents to be made available to the public" section of the Council website. This was made available in March 2020. A copy of this information is to be provided to the Governance team.</p>	<p>The updated Lease Register has been uploaded to Council's website, and a copy provided to Governance.</p>	<p>Close</p>
<p>Item 27: Availability of a Frankston City Council Service Contracts Register (for contracts over \$999,000) to the public upon request.</p>	<p>Manager Procurement Property and Risk</p>	<p>From 1 April 2020, the details of contracts awarded that result from an RFT process will be published on the Council's website. This means contracts over \$150,000 for good and services and contracts over \$200,000 for works will be published as they are awarded on our website.</p>	<p>Awarded Contracts are published on Council's websites each quarter. <a href="https://www.frankston.vic.gov.au/Your-Council/Tenders/Awarded-Contracts?BestBetMatch=tenders 3053c5c8-d153-4d62-8f0d-80ff902fec8a f3f57f57-1c36-4da8-a9b2-5699818bb21b en-AU">https://www.frankston.vic.gov.au/Your-Council/Tenders/Awarded-Contracts?BestBetMatch=tenders 3053c5c8-d153-4d62-8f0d-80ff902fec8a f3f57f57-1c36-4da8-a9b2-5699818bb21b en-AU</a></p>	<p>Close</p>
<p>Item 28: As is practiced by the City of Gardner in Massachusetts (United States), upon a certain period, tender outcomes (including tender bids) on goods and services are made available online to the public.</p>	<p>Manager Procurement Property and Risk</p>	<p>In lieu of publishing the details of all respondents to a public tender, officers have implemented the following transparency measures:• Publishing the outcome of public tenders on our website from 1 April 2020, and,• Moving contract award papers from the closed to open section of Council meetings from 1 July 2020</p>	<p>Awarded Contracts are updated to Council's website each quarter.</p>	<p>Close</p>
<p>Item 31: That a report be provided to Councillors annually on the number of public complaints received and which departments they are emanating from. The report should also be comparative and juxtapose results from previous years.</p>	<p>Manager Community Relations</p>	<p>A Complaints Handling Protocol is being prepared to provide guidance on how complaints will be managed. This will be finalised by September 2020. An update will be provided in the next CEO's Quarterly Report on how many complaints are received. In addition, the Local Government Act 2020 also requires Councils to develop a Complaints Policy which must be adopted by 31 December 2021. This Policy will take into consideration reporting requirements to Councillors on this matter.</p>	<p>Annual reports includes all commentary.</p>	<p>Close</p>

<p>Item 32: That an end of year media report be made available on Councils website Example: Melbourne City Council comprehensive media report for the 2015-16 year.</p>	<p>Manager Community Relations</p>	<p>Key issues throughout the year as well as sentiment reporting on social media will be reported through the Annual Report. The format will be similar to the Economic Scorecard, so that it is easily understood. This will be included in the 2019/2020 Annual Report and all future Annual Reports.</p>	<p>Annual reports includes all commentary.</p>	<p>Close</p>
<p>Item 37: As is practiced by the City of Gardner in Massachusetts (United States), quarterly figures are made available online to the public regarding departmental spending on goods and services (Open Check database).</p>	<p>Manager Financial and Corporate Planning</p>	<p>Council's current version of Technology One (TechOne) does not have the capability for customers to drill-down financial data on Council's website. A summary expenditure report by department will be attached as an Appendix to the Quarterly Financial Report. This will commence from 1 July 2020. This information will then be made publicly available on the Council website under Quarterly Performance and CEO Reports. There are commercial in confidence, privacy and legislative issues associated with details being provided at a lower level. City of Gardner operate under different legislative laws. Council must adhere to Commonwealth and Victorian laws. A major upgrade to the TechOne is due to occur mid-2021, which will provide the capability for the expenditure summary by department to be made available on-line. Further opportunities will be considered as part of the business transformation process.</p>	<p>The Quarterly March 22 Financial Performance Report was presented to and noted by Council in May 2022. The report is available on Council website. The transparency hub project had a soft launch in June 2022 that enables access and drill down to multiple financial years data. Phase two of the project will include more detailed financial information and will be live by September 2022.</p>	<p>Monitor until December 2022</p>
<p>Item 38: Calling for more transparency in audit committee process Example: Melbourne City Council provides up to 4 years of performance reports.</p>	<p>Manager Financial and Corporate Planning</p>	<p>The Local Government Act 2020 will require the Chairperson of the Audit and Risk Committee (Committee) to provide a biannual audit and risk report that describes the activities of the Committee, including findings and recommendations. This will come into operation following adoption of the revised Committee Charter in August 2020 which will need to reflect the new provisions. Council officers will look into the possibility of the Chair preparing a report that can be brought into Open Council with confidential supporting information attached. The report can also be made available on the website.</p>	<p>Currently the Chairperson of the Audit and Risk Committee provides a biannual audit and risk report to Council. The last report was presented to the 31 January 2022 Council meeting.</p>	<p>Close</p>
<p>Item 39: That every term a 'transparency review' is to occur of the Frankston City Council website, the review is to cover, and assess, the types of information openly available via the Council's website to help gauge how open the organisation is, learn about how it can be more transparent and compare its performance in this area with its peer Councils.</p>	<p>Manager Business Transformation</p>	<p>The draft 20/21 budget and LTIP includes funding to review and transfer all the existing content from Council's current corporate website onto a new platform. The new website will be live by 30/06/2021. This will include a new design, layout and structure that is in line with the best industry standards and peer Councils. The bulk of the content review will occur in 20/21 (and will be prioritised according to most popular pages), however given the volume of material the review process will be an ongoing process and is expected to extend into 21/22. In responding to this action item, the content review will include applying a lens to the transparency of the content provided and will also consider how this compares to other peer Councils.</p>	<p>Migration of website completed. Redesign and publishing of updated content scheduled for Go live by 31 August 2022. An additional project aimed at addressing transparency concerns ('The Transparency Hub') soft launched on the 30 June 2022, with a full launch scheduled for Quarter 1 in 2022-2023. This is will assist in completing this obligation.</p>	<p>Monitor until December 2022</p>

<p>Item 41: That all reports to Council which relate to funding for major projects must include 'probability' costs which anticipate additional costs beyond the line-item amount being considered (i.e. Frankston Yacht Club).</p>	<p>Director Infrastructure and Operations</p>	<p>The projects which will be presented to MPAC will include probability (project contingency) costs. The trend of the probability cost will be highlighted in the respective MPAC project presentation. The probability cost will decrease as confidence in the risk mitigation of the project are addressed. Please note: for significant projects the percentage amount may vary however the trend will decrease</p>	<p>The projects presented to Council include probability (project contingency) costs. These costs are included in tender evaluation reports which are confidential attachments to tender award reports considered by Council, and are monitored via ongoing major project updates to the Major Projects Advisory Committee (MPAC) and Council quarterly Capital Works reports. Additionally, it should be noted that due to the current market volatility, it is difficult to establish informed probability costs and as such, robust governance and ongoing monitoring of such costs is considered essential.</p>	<p>Close</p>
<p>Item 42: Greater quarterly disclosure of developer contributions as they are made Example: Melbourne City Council releases a quarterly report on developer contributions.</p>	<p>Manager Statutory Planning</p>	<p>This information will be included quarterly in the Town Planning Progress Report and will commence from 1 July 2020.</p>	<p>Developer contributions (car parking and open space) included in the statutory planning section of the CEO's quarterly report each quarter.</p>	<p>Close</p>