



FRANKSTON CITY
COUNCIL

Ordinary Meeting

A G E N D A

13 June 2017



COUNCIL CHAMBERS

Dennis Hovenden Chief Executive Officer	Cr Brian Cunial Mayor	Tim Frederico Director Corporate Development
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Council Core
Business Support
Coordinator

Cr. McCormack

Cr. Mayer

Cr. Aitken

Cr. Hampton

Cr Bolam

Cr. O'Reilly

EMT

Cr. O'Connor

Cr. Toms

MEDIA

EMT

Guest Speaker

MEDIA

Gallery



THE COUNCIL MEETING

Welcome to this Meeting of the Frankston City Council

The Council appreciates residents, ratepayers and other visitors taking their places in the Public Gallery, as attendance demonstrates an interest in your Council and community affairs. Community spirit is encouraged.

This information sheet is designed to help you to understand the procedures of Council and help you to gain maximum value from your attendance.

The law regarding the conduct of Council meetings enables the public to observe the session. However, to ensure the manageability of Council meetings, opportunities for public participation are limited to Question Time and registered submissions in accordance with Council's guidelines, which are available from Council's CEO Office (call 9768 1632) and on our website, www.frankston.vic.gov.au. It is not possible for any visitor to participate in any Council debate unless specifically requested by the Chairperson to do so.

If you would like to have contact with Councillors or Officers, arrangements can be made for you to do so separately to the meeting. Call Frankston City Council on 9768 1632 and ask for the person you would like to meet with, to arrange a time of mutual convenience.

When are they held?

Generally speaking, the Council meets formally every three (3) weeks on a Monday and meetings start at 7.00 pm, unless advertised otherwise.

Council meeting dates are posted in the Davey Street and Young Street entrances to the Civic Centre (upper level) and also on our website, www.frankston.vic.gov.au.

Governance Local Law No. 1 – Meeting Procedure

34. Chair's Duty

Any motion which is determined by the Chair to be:

- (1) defamatory of or embarrassing to any Councillor, member of Council staff or other person;*
- (2) abusive or objectionable in language or nature;*
- (3) a direct negative of the question before the Chair;*
- (4) vague or unclear in intention;*
- (5) outside the powers of Council; or*
- (6) irrelevant to the item of business on the agenda and has not been admitted as Urgent Business, or purports to be an amendment but is not,*

must not be accepted by the Chair.

88. Chair May Remove

- (1) *The Chair may order and cause the removal of any person, including a Councillor, who disrupts any meeting or fails to comply with a direction, or cause the removal of any object or material that is deemed by the Chair as being objectionable or disrespectful.*
- (2) *Any person removed from the meeting under sub-clause 0 must not return to the meeting without the approval of the Chair or Council.*

It is intended that this power be exercisable by the Chair, without the need for any Council resolution. The Chair may choose to order the removal of a person whose actions immediately threaten the stability of the meeting or wrongly threatens his or her authority in chairing the meeting.

The Penalty for an offence under this clause is 2 penalty units which is \$200

The Formal (Ordinary) Meeting Agenda

The Council meeting agenda is available for public inspection immediately after it is prepared, which is normally on the Thursday afternoon five days before the meeting. It is available from the Reception desk at the Civic Centre (upper level), on our website www.frankston.vic.gov.au or a copy is also available for you in the chamber before the meeting.

The following information is a summary of the agenda and what each section means:-

- **Items Brought Forward**

These are items for discussion that have been requested to be brought forward by a person, or a group of people, who have a particular item on the Agenda and who are present in the Public Gallery. Before the start of the meeting, an Officer will ask those in the Public Gallery whether they wish a matter to be considered early in the meeting.

- **Presentation of Written Questions from the Gallery**

Question Time forms are available from the Civic Centre and our website, www.frankston.vic.gov.au. Questions may also be submitted online using the Question Time web form. "Questions on notice" are to be submitted and received by Council before 12 noon on the Friday before the relevant Ordinary Meeting.

"Questions without notice" may be submitted in the designated Question Time box in the public gallery on the evening of the meeting, just prior to its commencement. Forms are available in the Council Chamber.

A maximum of 3 questions may be submitted by any one person at one meeting. There is no opportunity to enter into debate from the Gallery.

More detailed information about the procedures for Question Time is available from Council's CEO Office (call 9768 1632) and on our website, www.frankston.vic.gov.au.

- **Presentation of Petitions and Joint Letters**

These are formal requests to the Council, signed by a number of people and drawing attention to matters of concern to the petitioners and seeking remedial action from the Council. Petitions received by Councillors and presented to a Council meeting are usually noted at the meeting, then a report is prepared for consideration at the next meeting.

· **Presentation of Reports**

Matters requiring a Council decision are dealt with through officer reports brought before the Council for consideration. When dealing with each item, as with all formal meeting procedures, one Councillor will propose a motion and another Councillor will second the motion before a vote is taken.

· **Presentation of Delegate Reports**

A Councillor or member of Council staff who is a delegate may present to Council on the deliberations of the external body, association, group or working party in respect of which he or she is a delegate or an attendee at a Council approved conference / seminar.

· **Urgent Business**

These are matters that Councillors believe require attention and action by Council. Before an item can be discussed, there must be a decision, supported by the majority of Councillors present, for the matter to be admitted as "Urgent Business".

· **Closed Meetings**

Because of the sensitive nature of some matters, such as personnel issues or possible legal action, these matters are dealt with confidentially at the end of the meeting.

· **Opportunity to address Council**

Any person who wishes to address Council must pre-register their intention to speak before 4.00pm on the day of the meeting, by telephoning Council's CEO Office (call 9768 1632) or by submitting the online web form or by using the application form both available on the website, www.frankston.vic.gov.au.

The submissions process is conducted in accordance with guidelines which are available from Council's CEO Office and on our website. All submissions will be limited to 3 minutes in duration, except for Section 223 submitters, who have a maximum of 5 minutes. No more than ten (10) members of the public are to be permitted to address the Council. Further speakers will be permitted to address the meeting at the discretion of the Chair. All speakers need to advise if they are speaking on behalf of an organisation and it is deemed that they have been appropriately authorised by that said organisation.

Public submissions and any subsequent discussion will be recorded as part of the meeting, and audio recordings of Council meetings are made available to members of the public upon request. If a submitter does not wish to be recorded, they must advise the Chair at the commencement of their public submission.

Disclosure of Conflict of Interest

If a Councillor considers that they have, or might reasonably be perceived to have, a direct or indirect interest in a matter before the Council or a special committee of Council, they will declare their interest and clearly state its nature before the matter is considered. This will be done on every occasion that the matter is considered by the Council or special committee.

If a Councillor has an interest in a matter they will comply with the requirements of the Local Government Act, which may require that they do not move or second the motion and that they leave the room in which the meeting is being held during any vote on the matter and not vote on the matter.

If a Councillor does not intend to be at the meeting, he or she will disclose the nature of the interest to the Chief Executive Officer, Mayor or Chairperson prior to the meeting commencing.

Agenda Themes

The Council Agenda is divided into three (3) themes which depict the Council Plan's Strategic Objectives, as follows:

1. Planned City for Future Growth.
2. Liveable City.
3. Sustainable City.

MAYOR



NOTICE PAPER

ALL COUNCILLORS

NOTICE is hereby given that an Ordinary Meeting of the Council will be held at the Civic Centre, Davey Street, Frankston, on 13 June 2017 at 7pm.

COUNCILLOR STATEMENT

All members of this Council pledge to the City of Frankston community to consider every item listed on this evening's agenda:

- *Based on the individual merits of each item;*
- *Without bias or prejudice by maintaining an open mind; and*
- *Disregarding Councillors' personal interests so as to avoid any conflict with our public duty.*

Any Councillor having a conflict of interest in an item will make proper, prior disclosure to the meeting and will not participate in the debate or vote on the issue.

OPENING WITH PRAYER

Almighty God, we ask for your blessing upon this Council. Direct and prosper its deliberations to the advancement of your glory and the true welfare of the people of Frankston City. Amen.

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We respectfully acknowledge that we are situated on the traditional land of the Boon Wurrung and Bunurong in this special place now known by its European name, Frankston. We recognise the contribution of all Aboriginal and Torres Strait Islander people to our community in the past, present and into the future.

BUSINESS

- 1. PRESENTATION TO COMMUNITY GROUPS**
Presentation of Letter under Seal for Mr Matthew Rizzo.
- 2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
Special Meeting No. SP202 held on 22 May 2017.
Ordinary Meeting No. OM301 held on 22 May 2017.
Special Meeting No. SP203 held on 31 May 2017.
- 3. APOLOGIES**
Nil
- 4. DISCLOSURES OF INTEREST AND DECLARATIONS OF CONFLICT OF INTEREST**
- 5. PUBLIC QUESTION TIME**
Nil
- 6. HEARING OF SUBMISSIONS**
Nil
- 7. ITEMS BROUGHT FORWARD**
- 8. PRESENTATIONS / AWARDS**
Nil
- 9. PRESENTATION OF PETITIONS AND JOINT LETTERS**
Nil
- 10. DELEGATES' REPORTS**
Nil
- 11. CONSIDERATION OF TOWN PLANNING REPORTS**
 - 11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To construct three (3) double storey dwellings3
 - 11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South41
 - 11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings68
- 12. CONSIDERATION OF REPORTS OF OFFICERS**
 - 12.1 Resolution Progress Report.....89
 - 12.2 Minutes of the Frankston Arts Board - 2 May 2017 and 30 May 201792
 - 12.3 Draft Councillor and Staff Interaction Policy144
 - 12.4 Review of Kiss and Go Zones at Primary and Secondary Schools158
 - 12.5 Draft Open Space Asset Management Plan164

12.6	Foreshore Parking Permit Guidelines	345
12.7	Audit and Risk Management Committee Charter	357
12.8	Council response to Councils and Emergencies Directions Paper	382
12.9	Progress of Council Resolutions resulting from Notice of Motions	463
12.10	Record of Assemblies of Councillors	480
12.11	Response to NOM 1290 - New Rule for Closed Council Decisions	498
13.	NOTICES OF MOTION	
13.1	NOM 1309 - New signature event for Frankston	504
13.2	NOM 1316 - Frankston Ambassador	505
13.3	NOM 1325 - Student Action Grants	506
13.4	NOM 1326 - Creation of Frankston Junior / Youth Mayor	507
13.5	NOM 1327 - Support for new and existing Planned Activity Groups	508
13.6	NOM 1328 - Consultants Register	509
13.7	NOM 1329 - Quality of Life / Anti Social Behaviour II	510
13.8	NOM 1331 - Mayoral Election	512
13.9	NOM 1332 - Councillor's Party Membership	513
13.10	NOM 1333 - Enquiry to Wells Street Lighting	514
13.11	NOM 1334 - Recognition of Indigenous Australians in Frankston and Australia-Wide	515
14.	REPORTS NOT YET SUBMITTED	
	Frankston District Basketball – Project Update	
15.	URGENT BUSINESS	
16.	CONFIDENTIAL ITEMS	
C.1	Remuneration of Audit and Risk Management Committee Members	516

Tim Frederico

ACTING CHIEF EXECUTIVE OFFICER

8/06/2017

Executive Summary**11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To construct three (3) double storey dwellings**

Enquiries: (Michael Papageorgiou: Community Development)

Council Plan

Community Outcome:	1. Planned City for Future Growth
Strategy:	1.3 Review the Municipal Strategic Statements, also known as the Local Planning Scheme to accommodate future population growth
Priority Action	1.3.3 Work with State Government and local communities to accommodate more adaptable, affordable and accessible housing that meets individual needs over time (and ageing in place)

Purpose

This report considers the merits of the planning application to construct three double storey dwellings on land at 2 Roberta Grove, Frankston.

Recommendation (Director Community Development)

That a Notice of Decision to Grant a Planning Permit be issued, subject to the conditions contained in the officer's assessment.

Key Points / Issues

- It is proposed to remove the existing dwelling and construct three (3) double storey dwellings. Each dwelling will feature two (2) bedrooms.
- The proposed dwellings will have an overall height between 6.8 and 7.2 metres with site coverage of 38% and site permeability of 41%.
- The proposal is consistent with State and Local Planning Policy housing objectives for urban consolidation as it provides for medium density development within an existing residential suburb.
- The development is considered to reasonably respond to the preferred neighbourhood character for Frankston Precinct 5.
- A total of (3) objections were received. The concerns raised in the objections generally relate to overdevelopment of land, overshadowing, increases in parking within Roberta Grove, information errors, and compatibility with neighbourhood character.
- This application is being reported to Council as it does not conform to the Council's Multi-Dwelling Visitor Car Parking Guideline.

For further information, please refer to the officer's assessment contained within this report.

Financial Impact

For the 2017-2018 financial year, the State Government Minister for Local Government has announced a limit on the amount Victorian Councils may increase rates. The cap for the 2017-2018 financial year is 2%. The cap is based on the Consumer Price Index expected for the financial year.

This cap has a significant effect on Council's current Long Term Financial Planning, with rate revenue being \$9 million less than anticipated over the first four years, growing to \$17 million over five years. This reduction will have a severe impact on Council's financial capacity to maintain service levels and deliver key capital projects.

11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To construct three (3) double storey dwellings**Executive Summary**

The planning permit application fee paid to Council is \$1773.70. The average cost to process a planning application is \$1,760.00.

Consultation**1. External Referrals**

The application is not required to be referred to any external authorities.

2. Internal Referrals

The application was referred internally to the Traffic Engineer, Drainage Engineer, and Environment Officer.

Notification of Proposal

Notification of the planning application was given pursuant to the requirements of Section 52 of the *Planning and Environment Act 1987*.

Notification was given in the form of:

- Mail to adjoining owners and occupiers; and
- One (1) sign erected on the site frontage

As a result of the public notification, three (3) objections were received. The grounds of objection are summarised in the officer's assessment contained within this report.

Analysis (Environmental / Economic / Social Implications)

The proposed development will have a minimal impact on the environment. The subject site is sparsely vegetated and there are reasonable opportunities provided for meaningful replanting of new landscaping. The existing mature tree within the front setback is to be retained.

The proposed development will create short-term employment opportunities and longer term economic benefits by the increase in the resident population which will assist in stimulating the economy.

The proposed development will provide for further diversity in housing within close proximity to existing social and commercial facilities, resulting in net community benefit for Frankston.

Legal / Policy / Council Plan Impact**Charter of Human Rights and Responsibilities**

The Charter of Human Rights and Responsibilities has been considered in the preparation of this report but is not relevant to the content of the report.

Legal

Council has complied with Section 52, 58, 60, 61 and 62 of the *Planning and Environment Act 1987* in processing the planning permit application.

Policy Impacts

Council has assessed the planning permit application in accordance with the relevant State and Local Planning Policy provisions, zones, particular and general provisions of the Frankston Planning Scheme.

**11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To
construct three (3) double storey dwellings****Executive Summary**Officer's Declaration of Interests

Under Section 80C of the *Local Government Act 1989*, officers providing advice or a report to Council must disclose any direct or indirect interest they have in a matter.

Council officers involved in the preparation of this report have no conflict of interest in this matter.

Risk Mitigation

There are no relevant risk implications.

Conclusion

The proposal is considered to be consistent with State and Local Planning Policy and will provide for appropriate medium density housing in an existing residential area. The design of the development is considered to be satisfactory subject to conditions to resolve minor matters and apply standard conditions for multi-residential development.

ATTACHMENTS

- Attachment A: Locality Plan
- Attachment B: Aerial
- Attachment C: Development Plans
- Attachment D: Landscape Opportunities Plan
- Attachment E: Arborist Report

11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To construct three (3) double storey dwellings

Officers' Assessment

Summary

Existing Use	Residential
Site Area	696.77 m2
Proposal	Three (3) double storey dwellings
Site Cover	38%
Permeability	41%
Zoning	General Residential Zone
Overlays	Nil
Neighbourhood Character Precinct	Frankston Precinct 5
Reason for Reporting to Council	Multi Dwelling Visitor Parking Guidelines

Background

Subject Site

The subject site is a regular shaped allotment located on the south side of Roberta Grove in Frankston.

The site has front and rear boundaries of 15.24 metres, side boundaries of 45.75 metres and an overall area of 696.77 square metres. The site is relatively flat with a small fall of 0.5 metres from the front to the rear. A 1.83 metre wide drainage easement extends along the rear boundary of the site.

The subject site currently contains an existing single storey dwelling with a front setback of 8.6 metres from Roberta Grove. An existing vehicle crossover is located on the front boundary of the site.

One mature tree (Tree 3, *Liquidambar*) is located within the front setback of Roberta Grove with additional vegetation located within the rear setback.

Locality

The surrounding neighbourhood is characterised by single storey dwellings of various building styles. Front fence treatments vary however the predominant fencing style is either low open style front fences.

Site History

There have been no previous planning permit applications for the site.

11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To construct three (3) double storey dwellings

Officers' Assessment

Proposal

The proposal is summarised as:

Dwelling	Storeys	No. of Bedrooms	Secluded Private Open Space	Car Parking
One	Double	Two	47	One single garage
Two	Double	Two	40	One single garage
Three	Double	Two	40	One single garage

The proposed dwellings consist of an open plan kitchen and living area at ground floor with two bedrooms and shared bathroom provided at the upper floor. Each dwelling is provided a single car garage.

Private open space is provided on the east side of the development.

Dwellings 1, 2, and 3 have an overall height of 7.2 metres, 6.9 metres, and 7 metres respectively.

The development is provided a shared access way within the west side setback which services each dwelling.

The proposal seeks to remove all vegetation from the site except for the mature 13 metre *Liquidambar* which is located within the front setback.

The proposed dwellings will be finished in face brickwork in colour 'Fawn' at the ground floor and render in colour 'lime white' to the upper floor. The tiled roof is provided in colour 'night sky'. Unspecified feature cladding is provided to the entry of each dwelling.

State and Local Planning Policy Frameworks

State Planning Policy Framework relevant to this application are summarised as follows:

- Clause 11 - Settlement
- Clause 15 – Built Environment and Heritage; and
- Clause 16.01-4 – Housing Diversity.

Local Planning Policy Framework relevant to this application are summarised as follows:

- Clause 21.04 – Settlement
- Clause 21.07 – Housing; and
- Clause 22.08 – Neighbourhood Character Policy

11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To construct three (3) double storey dwellings**Officers' Assessment****Planning Scheme Controls**

A Planning Permit is required pursuant to:

- Clause 32.01-4 – General Residential Zone of the Frankston Planning Scheme for the construction of 2 or more dwellings on the lot;

Notification of Proposal

Notification of the planning application was given pursuant to the requirements of Section 52 of the *Planning and Environment Act 1987*. This included mailing the owners and occupiers of adjoining properties and placing a sign at the front of the property.

Three (3) objections to the proposal were received.

The grounds of objection are summarised as follows:

- Overshadowing
- Overdevelopment
- Impact on car parking in Roberta Grove
- Neighbourhood character compatibility
- Errors in advertised documentation

Internal Referrals

The application has been referred to several Council Departments and the following comments were made:

Traffic Engineer

The application was referred to Council's Traffic Engineer who does not raise any objections to the proposed development. The development is satisfactory with regards to Clause 52.06 and provides one (1) on-site car space for each two bedroom dwelling.

Drainage Engineer

The application was referred to Council's Drainage Engineer who does not raise any objections to the proposed development subject to inclusion of standard conditions. Legal point of discharge is to the rear south-eastern corner where there is an existing 225 mm diameter pipe along the rear boundary. For connection to Council's asset a junction put will need to be constructed. It is noted that finished floor levels have not been shown for the garages of Dwelling 2 and 3.

Environment Officer

The drawing labelled "Three (3) two storey (2 Bed) dwelling prepared by West Urban Group, dated 8 March 2017, Revision B. Sheet TP 4 of 7" which showed the large *Liquidamber* being removed has not been considered as it is superseded by the modified design shown on TP5 and 6.

The vegetation within the property consists of a mix of plantings in a garden setting with dominant mature trees within the front and rear setback.

An arborist report has been provided by ArborReport Victoria dated 2nd March 2017.

The street trees (Trees No. 1 and 2) will not be impacted by the proposed works. Tree Protection Zone (TPZ) areas can be established during construction around Tree 1.

11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To construct three (3) double storey dwellings**Officers' Assessment**

Tree No. 3, the large *Liquidambar* provides significant amenity to the court. The tree is the largest in the area and worthy of retention. The tree has a nominated TPZ of 10.8m. The proposed encroachment on the tree is 22 square metres. This is considered minor in accordance with the Australian Standards. TPZ fencing must be established during construction. Care must be taken during the installation of the fence and any landscaping. A Tree Protection Plan is to be provided.

Neighbouring trees have not been shown on the development plans but have been recognised in the arborist report. These trees must be illustrated on the plans. Trees No. 10 and 11 are located on the adjoining property and required consideration in the design and for protection during construction.

Tree No. 10 (*Lagerstroemia indica*) has a TPZ 2m. The tree is located adjacent to the driveway and garage of Dwelling 3. The tree is not accurately plotted on the plan so the impact is uncertain. The arborist notes the tree is small, multi-stemmed healthy and vigorous. There is no excavation proposed for the driveway. The arborist report states that "the excavation for the footings of the Unit 3 garage would marginally encroach upon the TPZ of T10. The encroachment is so small that it can be disregarded"

Tree No. 11 (*Melaleuca armillaris*) TPZ 2m. This small tree is setback approximately 1m from the property boundary. There is an existing fence in good conditions. The driveway is to be removed and replaced. There will be no impact on this tree if the proposed driveway is constructed above the existing soil grade. No TPZ protection required.

The following trees are required to be removed from the site to accommodate the proposed development: No. 4 (Western Red Cedar), No. 5 (Banksia shrub), No. 6 (Cherry Plum), no. 7 (Lemon tree), No. 8 (Loquat), No. 9 (Willow Myrtle), No. 12 (Sweet Pittosporum) and No.13 (Dead tree). These trees are considered to have a low retention value due to their poor health, small stature or weedy nature.

On Page 12 of the arborist report a Tree Protection Management Plan has been provided. This report is satisfactory but it is recommended that tree protection fencing is provided for Tree No. 3. It is also considered that Tree No. 11 does not require permeable paving within the TPZ and consideration of any services through the TPZ.

No objections subject to inclusion of permit conditions.

Discussion***State and Local Planning Policy***

The proposal is considered to meet the relevant State and Local planning policies. The development will provide for an appropriately designed medium density infill development that meets the urban consolidation objectives for Melbourne.

The proposal achieves these policies by providing more dwelling options in the locality which helps to meet the increasingly diverse community's housing needs. The proposal also provides for medium density housing which makes better use of existing infrastructure and is appropriately energy efficient.

Neighbourhood Character and Design Response

Council's Neighbourhood Character Policy (Clause 22.08) seeks to ensure that development is responsive to the key characteristics that make up the preferred character of each precinct. The site is located within the Frankston 5 Neighbourhood Character Precinct.

11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To construct three (3) double storey dwellings**Officers' Assessment**

The preferred character statement for the precinct is: *'The openness of the streetscape and the space around dwellings and the cohesiveness of streetscapes will be strengthened.'*

The objectives and design response to Frankston Precinct 5 are addressed below:

- *To encourage strengthening of the garden settings.*

The application proposes to retain the existing mature tree (Tree 3, *Liquidambar*) within the front setback which is considered satisfactory to maintaining the garden setting. The application proposes private open space to the east side of the development and demonstrates reasonable planting opportunities for new landscaping to strengthen the garden setting. The requirement of a landscape plan will form a condition of the planning permit.

- *To reflect the rhythm of existing dwelling spacing.*

The application provides setbacks from the side and rear boundaries with wall on boundaries applied only for the garages of Dwellings 2 and 3. Each dwelling is separated by at least 1 metre and this is considered to provide adequate spacing around the dwelling.

- *To maintain the openness of the streetscape.*

The application does not propose any front fence and this is considered to maintain the openness of the streetscape.

Clause 52.06- Car Parking

The following table sets out the number of car parking spaces required by Clause 52.06-5 and the proposed car parking.

Clause 52.06-5 rate for dwelling	Proposed No. of Dwellings	Car spaces required by Clause 52.06-5	Proposed Car Parking
1 car parking space to each one or two bedroom dwelling, plus	3	3	Three (3) single garages

The proposal complies with the requirements of Clause 52.06-5.

Clause 52.06-8 sets out Design Standards for car parking relating to access ways, car parking spaces, gradients, mechanical parking, urban design, safety and landscaping.

It is considered the proposal complies with the Design Standards at Clause 52.06-8.

Clause 55 (ResCode)

In accordance with the requirements of the General Residential Zone, the application has been assessed against the objectives and standards of Clause 55 as follows:

11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To construct three (3) double storey dwellings**Officers' Assessment****Neighbourhood Character and infrastructure**

It is considered that the proposed development is generally consistent with the preferred Neighbourhood Character as discussed previously subject to permit conditions.

The proposed development can be connected to all essential infrastructure services including the local drainage system. Council's Infrastructure Department offers no objection to the development subject to conditions.

The front dwelling is appropriately orientated to the street to maintain appropriate integration with the street.

Site Layout and Building Massing

The development provides a front setback of 7.5 metres which complies with Standard B6.

The development provides a wall on the east boundary (3.9 metres) and west boundary (6.5 metres) which is considered satisfactory under Standard B7.

Dwellings 1, 2, and 3 have an overall height of 7.2 metres, 6.9 metres, and 7 metres respectively which are all less than the 9 metre maximum allowed. The upper floors are appropriately graduated in building height.

The proposed site coverage (38%) and permeability (41%) are consistent with ResCode standards and considered satisfactory.

Solar orientation and the layout of the development is reasonable and maximises energy efficiency by locating living rooms with north facing windows. There is opportunity for an additional north facing window to the living room of Dwelling 3 which will form a condition of any planning permit.

Entrances to each dwelling will be clearly visible and identifiable and the development is considered to provide for reasonable safety and security to residents. Outdoor lighting of common areas will form a condition of any planning permit issued. Passive surveillance of the driveway and the street is considered reasonable and satisfactory.

The existing mature vegetation (Tree 3) within the front setback is to be retained and the remaining area of the site cleared. The Environment Officer has reviewed the proposed development and does not object to the removal of remaining vegetation. The proposed development is considered to have reasonable planting opportunities subject to inclusion of a requirement for a landscape plan to be endorsed.

The existing vehicle crossing is proposed to be retained which is considered satisfactory.

Parking location requirements are generally satisfactory with car parking being convenient and accessible for the residents. A condition is included in the permit that the west facing window in Dwelling 1, adjacent to the accessway, must meet either the setback or window sill height requirements of Clause 55.03-10 (Standard B15) to protect residents from any vehicular noise.

Amenity Impacts

The development provides reasonable setbacks to side and rear property boundaries and complies with ResCode requirements.

11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To construct three (3) double storey dwellings**Officers' Assessment**

There will be no impacts to windows of dwellings on the adjoining properties with respect to access to natural daylight due to the orientation of the subject site and the siting of the proposed dwellings with large setbacks from the side boundary.

Overall, the extent of overshadowing as a result of the proposal will be well within the maximum permissible under ResCode. The proposed development will overshadow a small part of the private open space of the abutting properties to the west in the morning and the east in the afternoon. The degree of overshadowing is within permissible limits and the secluded private open space of surrounding land will be provided a minimum of five hours of sunlight between 9 am and 3 pm on 22 September in accordance with ResCode requirements.

The proposal is satisfactory with respect to overlooking. The upper storey is provided obscured windows to 1.7 metres above finished floor level in accordance with the Standard B22. Side and rear fencing limit any overlooking at the ground floor.

Internal views within the development are satisfactorily limited as demonstrated on the elevation plans. A condition is included on the permit requiring that plan be provided for the south elevation of Dwelling 1 which is currently missing.

The development satisfies ResCode requirements with regards to noise and does not locate noise sensitive rooms adjacent to significant noise sources. The development is of a typical residential scale and should not produce any unreasonable noise impacts.

On-Site Amenity and Facilities

The front entry of each dwelling will be visible from the street and the internal driveway. Each dwelling has been provided with a small porch to provide a transitional space and sense of address to each dwelling.

Daylight access to new habitable room windows is satisfactory with a minimum area of 3 square metres and minimum dimension of 1 metre provided clear to the sky for each window.

The private open space is considered satisfactory and provides adequate areas for recreation and service needs. Dwelling 1 is provided a total area of 47 square metres of secluded private open space. Dwelling 2 is provided a total area of 40 square metres of secluded private open space. Dwelling 3 is provided a total area of 40 square metres of secluded private open space within a private open space area of 63 square metres.

The secluded private open space of Dwelling 2 has a 3 metre high wall on part of its northern boundary. This aspect of the development does not meet the requirement to provide a 4.7 metre setback from the wall as a setback of 3.6 metres is provided. The development is considered satisfactory as an area of 30 square metres is provided which receives adequate solar access.

Each dwelling have been provided with six cubic metres of storage within external sheds which meet the requirements of Clause 55.

Detailed Design

The proposed development is double storey in built form with a pitched roof form and uses external finishes commonly found within the area. The design incorporates well proportioned buildings, articulated building footprints, recessed upper levels and articulated facades. There is scope to introduce a further element to the rendered upper levels facades, such as weatherboard or 'weathertex' treatment. This would provide for further visual interest and visual softening of the development.

11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To construct three (3) double storey dwellings**Officers' Assessment**

Some minor earthworks are proposed so that the development sits well within its context. A condition of permit will require further clarity on the plans in terms of demonstrating natural and finished surface levels, finished floor levels and the extent of cut and fill.

The application seeks to remove the existing front fence which is considered satisfactory.

The site services including mailboxes, bins, and infrastructure are satisfactory.

Council's Multi Dwelling Visitor Car Parking Guidelines.

The proposed development does not comply with the Council Multi-Dwelling Visitor Parking Guideline.

Under the Guideline, the development of this site for three dwellings requires provision of one visitor car space.

There are limited opportunities on the site to provide an additional car space without impacting upon the provision of landscaping. Neighbourhood character considerations for retention of landscaping areas and providing more open space on-site are preferable outcomes in this case.

On balance, it would be onerous to require an on-site visitor space to be provided for only one additional dwelling.

It is further noted Council risks an unfavourable costs decision at VCAT should it seek to impose the additional visitor car spaces required under the Guidelines. The Planning Scheme amendment is yet to commence public exhibition. As such it is not a seriously entertained document at this stage and would be given little weight at VCAT.

Response to objections

The objectors' concerns refer to overshadowing, overlooking, neighbourhood character. These matters have been addressed earlier in the body of this report.

The concerns raised regarding car parking availability on Roberta Grove are acknowledged, however, the application is only required to provide one (1) on-site car space for each dwelling under the Frankston Planning Scheme and is compliant in this regard.

The concerns raised regarding errors in the planning documentation have been addressed and the items rectified. The permit applicant has provided a corrected Arborist Report which refers to the application for three dwellings not two dwellings. The discrepancies between the Sheet TP4 of 7 and TP5 of 7 have been corrected and now reflect the development for which the applicant seeks a planning permit.

Aboriginal Cultural Heritage Sensitivity

The site is located within an area of Aboriginal Cultural Heritage Significance but is not classified as a 'high impact activity' under Regulation 8A of *Aboriginal Heritage Regulations 2007* as the land is less than 1100 square metres and more than 200 metres from the coast.

11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To construct three (3) double storey dwellings**Officers' Assessment****Planning Scheme Amendment VC110**

The introduction of Planning Scheme Amendment VC110 on 27 March 2017 has placed requirements to provide a minimum garden area for new development. The transitional provisions that accompanied the new requirements state that an application is not required to meet the new requirements if the application was received prior to the approval date of the Amendment. The planning permit application was received before 27 March 2017 and is not required to meet the garden area requirement.

Conclusion

The proposal is considered to be consistent with State and Local Planning Policy and will provide for appropriate medium density housing in an existing residential area. The design and siting of the proposed development is considered to be compatible with the surrounding area. The proposal will not have a detrimental impact on surrounding properties as discussed throughout this report.

On balance and subject to the inclusion of conditions, the proposal is considered reasonable and warrants support.

Recommendation (Director Community Development)

That Council resolves to issue a Notice of Decision to Grant a Planning Permit in respect to Planning Permit Application number 648/2016/P for construction of three double storey dwellings at 2 Roberta Grove, Frankston, subject to the following conditions:

Plans

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be substantially in accordance with the plans submitted with the application, but modified to show:
 - (a) South elevation of Dwelling 1.
 - (b) North facing window to the ground floor of Dwelling 3 near entry.
 - (c) Feature cladding to the entry of each dwelling identified in the schedule of external material finishes and colours.
 - (d) A mixture of external cladding (i.e. render, weatherboard, weathertex) on the upper levels of all dwellings.
 - (e) Additional west facing windows to the ground floor of Dwellings 1 and 2 with a minimum 1 metre setback to the access way.
 - (f) Outdoor lighting in accordance with Condition 18.
 - (g) Finished floor level of the garage of Dwelling 2 and Dwelling 3.
 - (h) Finished ground floor level and the finished surface level of the secluded private open space area for Dwelling 1.
 - (i) The extent of any cut and fill including finished levels (at the toe and top of batter or retaining wall)
 - (j) A landscape plan in accordance with Condition 3.

11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To construct three (3) double storey dwellings**Officers' Assessment**

- (k) All trees growing on the site and on the adjoining properties within 3m of the boundaries must be clearly illustrated on all relevant plans to demonstrate canopy width, trunk location and clearly labelled in accordance with the Arborist report provided by ArborReport Victoria dated 2nd March 2017 and clearly state whether the tree is to be retained or removed to the satisfaction of the Responsible Authority.
- (l) The Tree Protection Zone and Structural Root Zone for all trees to be retained and the tree protection fence locations must be illustrated on all relevant plans to the satisfaction of the Responsible Authority.
- (m) The landscape strip along the driveway to be widened and tapered off either side opposite the garage of Dwelling 1 (without intruding on turning circle areas).
- (n) Tree protection conditions noted in accordance with Conditions 5, 6 and 7.
- (o) A Landscape Plan in accordance with Condition 3.
- (p) Notation that the driveway is to be constructed above the existing soil grade within 2m of the neighbouring trees numbered 10 and 11 (ArborReport Victoria dated 2nd March 2017).
- (q) A revised Tree Protection and Management Plan in accordance with Condition 8.

No Alterations

- 2. The development as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.

Landscape Plan

- 3. Before the commencement of buildings and works, a landscape plan prepared by a suitably qualified person must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
 - (a) a survey (*including botanical names*) of all existing vegetation to be retained and/or removed;
 - (b) buildings and trees (*including botanical names*) on neighbouring properties within three metres of the boundary;
 - (c) details of surface finishes of pathways and driveways, retaining walls and areas of cut and fill;
 - (d) a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, size at maturity and quantities of each plant;
 - (e) A planting theme of a minimum 20% indigenous, 40% native within each plant group;
 - (f) landscaping to a minimum height of 1.5m to be incorporated along the west boundary of the common driveway
 - (g) canopy trees to a minimum mature height of five metres (*minimum two metres tall when planted*) in the following areas;
 - (i) One (1) within the private open space of each dwelling.
 - (ii) One (1) within the widened landscape strip along the driveway.

Trees are not to be sited over easements.

**11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To
construct three (3) double storey dwellings****Officers' Assessment**

All species selected must be to the satisfaction of the Responsible Authority.

Prior to Occupation

4. The landscaping as shown on the endorsed landscape plan must be carried out and completed to the satisfaction of the Responsible Authority before the occupation of the development and/or commencement of the use or at such later date as is approved by the Responsible Authority in writing.

Tree Protection

5. Tree protection must be carried out in accordance with the Australian Standard AS 4970-2009 Protection of trees on development sites and the approved tree Protection Management Plan to the satisfaction of the Responsible Authority.
6. Prior to the commencement of the development (including vegetation removal), a Tree Protection Fence defined by a 1.8 metre high (minimum) temporary fence constructed using steel or timber posts fixed in the ground or to a concrete pad, with the fence's panels to be constructed of cyclone mesh wire or similar strong metal mesh or netting with a high visibility plastic hazard tape, must be installed at the locations as shown on the approved Tree Protection and Management Plan to the satisfaction of the Responsible Authority. A fixed sign is to be provided on all visible sides of the Tree Preservation Fencing, stating "Tree Preservation Zone – No entry without permission from Frankston City Council".

The requirements below must be observed within this area –

- a) Coarse mulch laid to a depth of 50-100 mm (excluding street trees).
- b) No vehicular or pedestrian access.
- c) The existing soil level must not be altered either by fill or excavation.
- d) The soil must not be compacted or the soil's drainage changed.
- e) No fuels, oils, chemicals, poisons, rubbish or other materials harmful to trees are to be disposed of or stored.
- f) No storage of equipment, machinery or material is to occur.
- g) Open trenching to lay underground services e.g.: drainage, water, gas, etc. must not be used unless approved by the Responsible authority to tunnel beneath.
- h) Nothing whatsoever, including temporary services wires, nails, screws or any other fixing device, is to be attached to any tree.
- i) Tree roots must not be severed or injured.
- j) Machinery must not be used to remove any existing concrete, bricks or other materials.

The tree protection fence must remain in place for the duration of building and works to the satisfaction of the Responsible Authority

11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To construct three (3) double storey dwellings**Officers' Assessment****Tree Pruning**

7. All tree pruning is to be carried out by a qualified and experienced Arborist who has thorough knowledge of tree physiology and pruning methods. Pruning must be carried out in accordance with Australian Standard AS4373-2007 Pruning of Amenity Trees. Any pruning works required are to be undertaken prior to any construction works beginning on site. Any pruning of trees located on a neighbouring property should be undertaken in consultation with the property owner.

Tree Protection Management Plan

8. A Tree Protection and Management Plan generally in accordance with Page 12 of the Arborist report prepared by ArborReport Victoria dated 2nd March 2017 but modified to include detail on:
 - i. Site map providing Tree Protection fencing specifications and locations
 - ii. Methods for installation of services to minimise the impact on the retained trees e.g.; sewerage, storm water, telecommunications, electricity etc. Services must avoid Tree Protection Zone area where possible
 - iii. Methods and supervision for the installation of the fence (dwelling 1)
 - iv. Remedial works as required

Drainage

9. Provision of a Stormwater Detention System with a volume capable of retarding the 10 year ARI flow from the development site back to a 5 year ARI pre-development value to the satisfaction of the Responsible Authority.
10. Prior to commencement of construction, detailed Drainage and Pavement design plans of the internal stormwater drainage system including drainage computations and method of connection to the existing Council drainage infrastructure are to be submitted, approved, and constructed to the satisfaction of the Responsible Authority.
11. Water Sensitive Urban Design principles (WSUD) are to be incorporated into the drainage design, which may include but not be limited to the following components or a combination thereof:
 - On-site stormwater detention and rainwater tanks.
 - Soil percolation
 - Stormwater harvesting and Re-use of stormwater for garden watering, toilet flushing, etc
 - On-site 'bio-treatment' to reduce dissolved contaminants and suspended solids.
12. Existing vehicle crossing to be retained, should the crossing be damaged during construction works the crossing must be reconstructed to Frankston City Council's standards and specifications to the satisfaction of the Responsible Authority.
13. Prior to occupation of the dwellings hereby permitted by this permit starts, areas set aside for parking vehicles, loading bays, access lanes and paths as shown on the endorsed plans must be :-
 - (a) Constructed to the satisfaction of the Responsible Authority;
 - (b) Properly formed to such levels that they can be used in accordance with the plans;
 - (c) Surfaced with an all-weather sealcoat; and
 - (d) Drained and maintained to the satisfaction of the Responsible Authority.

11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To construct three (3) double storey dwellings**Officers' Assessment**

Car spaces, access lanes and driveways must be kept available for these purposes at all times.

14. Where the development involves work on or access to Council controlled land including roads, reserves and right of way, the owner, operator and their agents under this permit must at all times take adequate precautions to maintain works to the highest public safety standards, to the satisfaction of the Responsible Authority.

Precautions must include, appropriate signage to AS 1743 Road Works Signing Code of Practice, the provision of adequate barricading of works, including trenches of Service Authorities and any other road openings, sufficient to ensure public safety.

All relevant permits must be obtained from Council for works within the existing road reserves, in addition to the planning permit.

Urban Design

15. All works on or facing the boundaries of adjoining properties must be finished and surface cleaned to a standard that is well presented to neighbouring properties in a manner to the satisfaction of the Responsible Authority.
16. Mailboxes shall be provided to the proposed dwelling/s to the satisfaction of the Responsible Authority and Australia Post.
17. All plumbing work, sewer pipes etc. (except for spouting and stormwater pipes) associated with the new dwelling shall be concealed from general view.
18. Outdoor lighting must be provided, designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on neighbouring land.

Satisfactorily Completed

19. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.

Permit Expiry

20. This permit will expire if one of the following circumstances applies:
- The development is not started within two years of the date of this permit.
 - The development is not completed within four years of the issued date of this permit.

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

Notes

- A. Any request for an extension of time, or variation/amendment of this permit must be lodged with the relevant fee.
- B. Prior to the commencement of construction the operator of this planning permit must obtain a non-refundable Asset Protection Permit from Frankston City Council's Infrastructure Department.

**11.1 Town Planning Application 648/2016/P - 2 Roberta Grove, Frankston - To
construct three (3) double storey dwellings****Officers' Assessment**

- C. Any request for time extension of this Permit shall be lodged with the relevant administration fee at the time the request is made. Pursuant to Section 69 of the Planning and Environment Act 1987 the Responsible Authority may extend the periods referred to if a request is made in writing within the following prescribed timeframes:
- a. Before or within 6 months after the permit expiry date, where the use or development allowed by the permit has not yet started;
 - b. Within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.

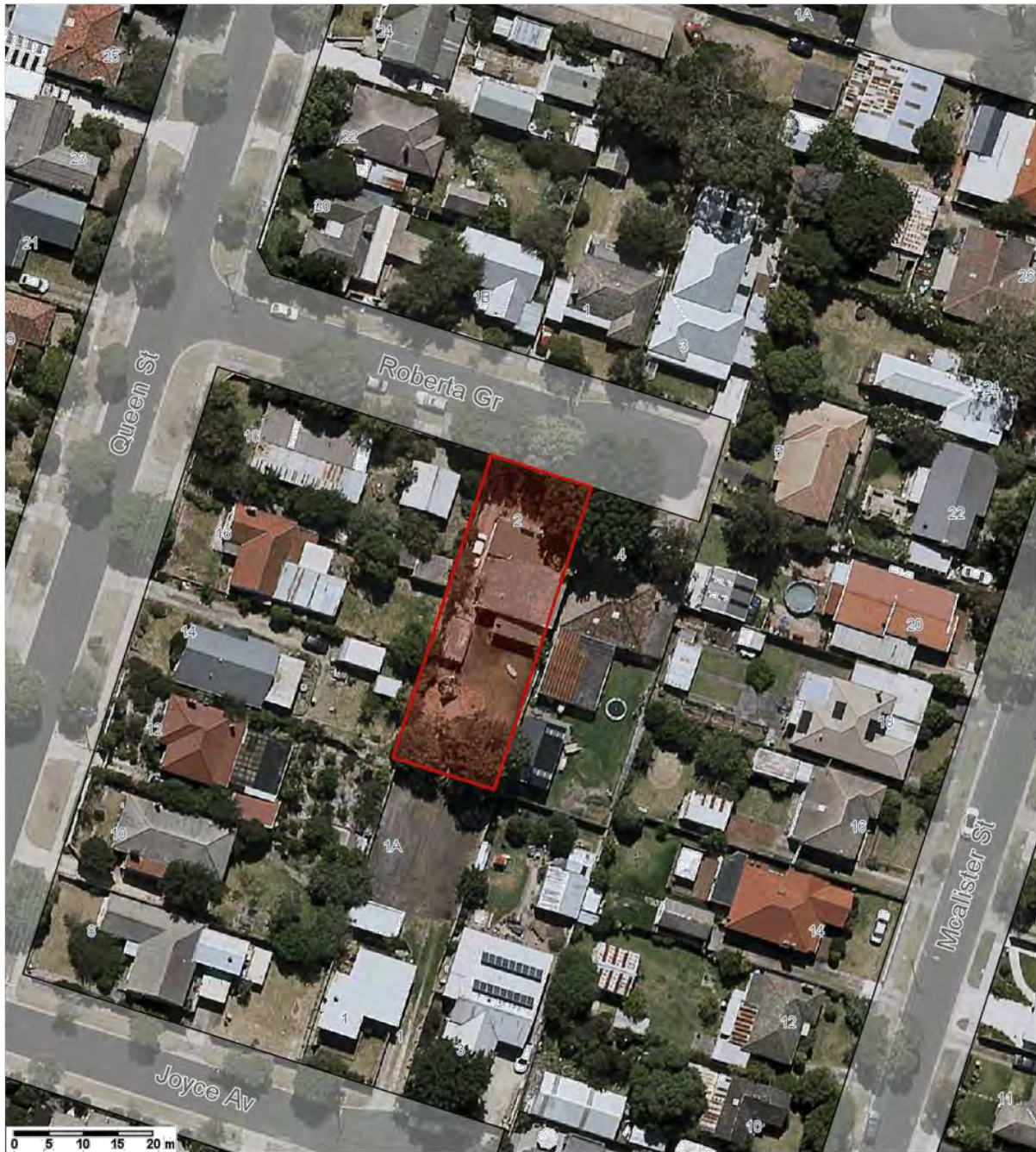
If a request is made out of time, the Responsible Authority cannot consider the request and the permit holder will not be able to apply to VCAT for a review of the matter.

Town Planning Application – 648/216/P
2 Roberta Grove Frankston 3198
 ★ Subject Site ■ Objectors



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Town Planning Application – 648/216/P
2 Roberta Grove Frankston 3198



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Scale: 1:750

Date Printed: 2/06/2017

Time Printed: 12:08 PM

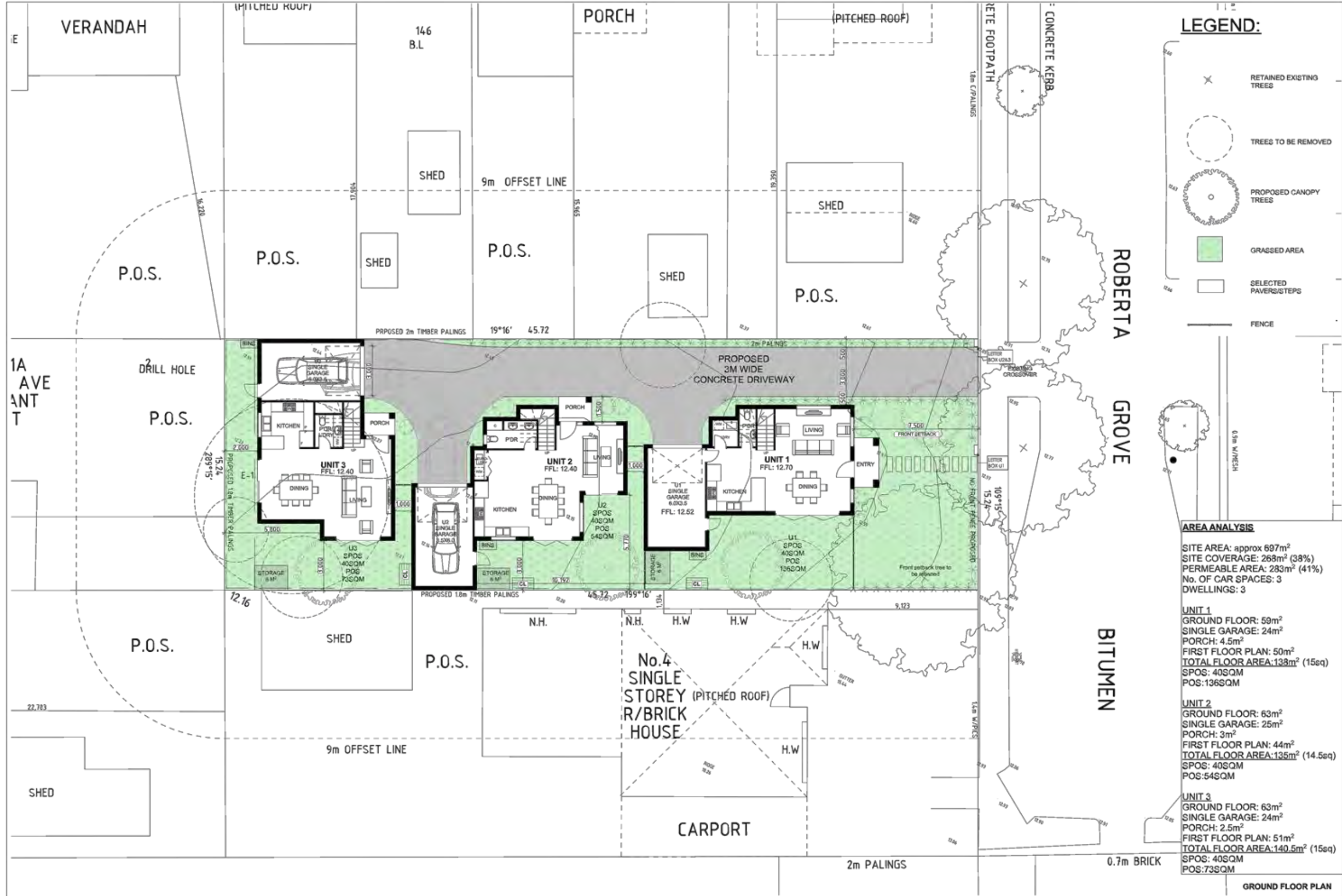
Issued by: Tara Lambert





2/14/2016 WestUrban Group	2/14/2016 Frankston, VIC 3199 P: +61 3 9598 7271 www.westurban.com.au	© copyright WestUrban Group All rights reserved	Rev A S P	Description SP DOCUMENT P	Date 20/12/16 09/03/17
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Project Title PROPOSED MULTI-UNITS DEVELOPMENT	Project Location 2 Roberta Grove Frankston VIC 3199	Drawing No TP4 of 7 Scale: 1:100 @ A1 Date: 09/03/17
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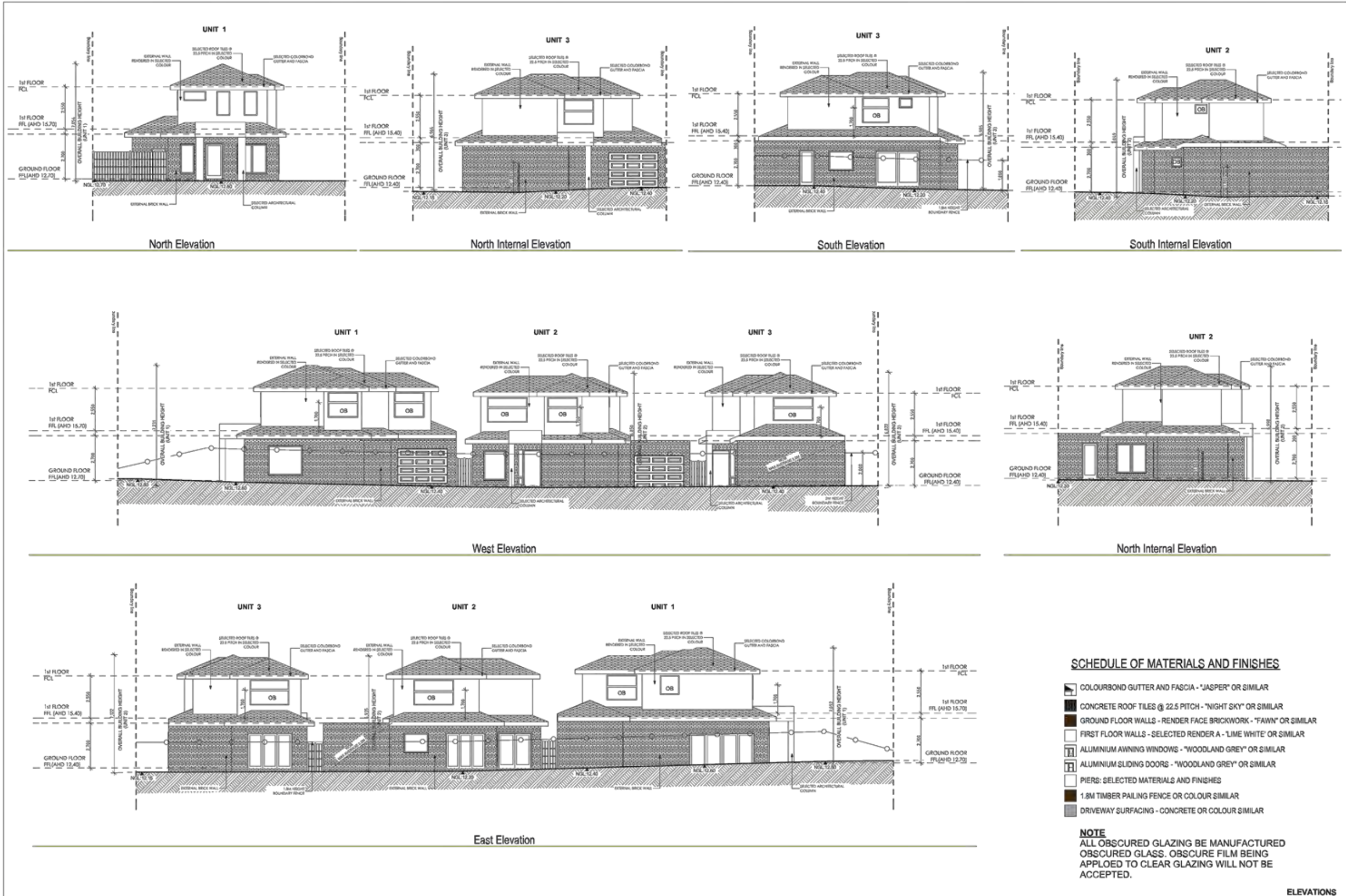


NOTE
 ALL OBSCURED GLAZING BE MANUFACTURED
 OBSCURED GLASS. OBSCURE FILM BEING
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FIRST FLOOR PLAN

<p>WestUrban Group</p>	<p>2/188 South Rd Frankston, VIC 3199 T: +61 3 9598 7078 F: +61 3 9598 7251 www.westurban.com.au info@westurban.com.au</p>	<p>© copyright 2017 All rights reserved.</p>	<p>Rev Description Date A 2D DOCUMENT 20/10/16 B P 06/02/17</p>	<p>Drawn By Checked By Approved By</p>
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<p>Project Title PROPOSED MULTI-UNITS DEVELOPMENT</p>	<p>Project Location 2 Roberta Grove Frankston VIC 3199</p>	<p>Drawing No TP6 of 7 Scale: 1:100 @ A1 Date: 06/02/17</p>
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SCHEDULE OF MATERIALS AND FINISHES

- COLOURBOND GUTTER AND FASCIA - "JASPER" OR SIMILAR
- CONCRETE ROOF TILES @ 22.5 PITCH - "NIGHT SKY" OR SIMILAR
- GROUND FLOOR WALLS - RENDER FACE BRICKWORK - "FAWN" OR SIMILAR
- FIRST FLOOR WALLS - SELECTED RENDER A - "LIME WHITE" OR SIMILAR
- ALUMINIUM AWNING WINDOWS - "WOODLAND GREY" OR SIMILAR
- ALUMINIUM SLIDING DOORS - "WOODLAND GREY" OR SIMILAR
- PIERS: SELECTED MATERIALS AND FINISHES
- 1.8M TIMBER PAILING FENCE OR COLOUR SIMILAR
- DRIVEWAY SURFACING - CONCRETE OR COLOUR SIMILAR

NOTE
 ALL OBSCURED GLAZING BE MANUFACTURED
 OBSCURED GLASS. OBSCURE FILM BEING
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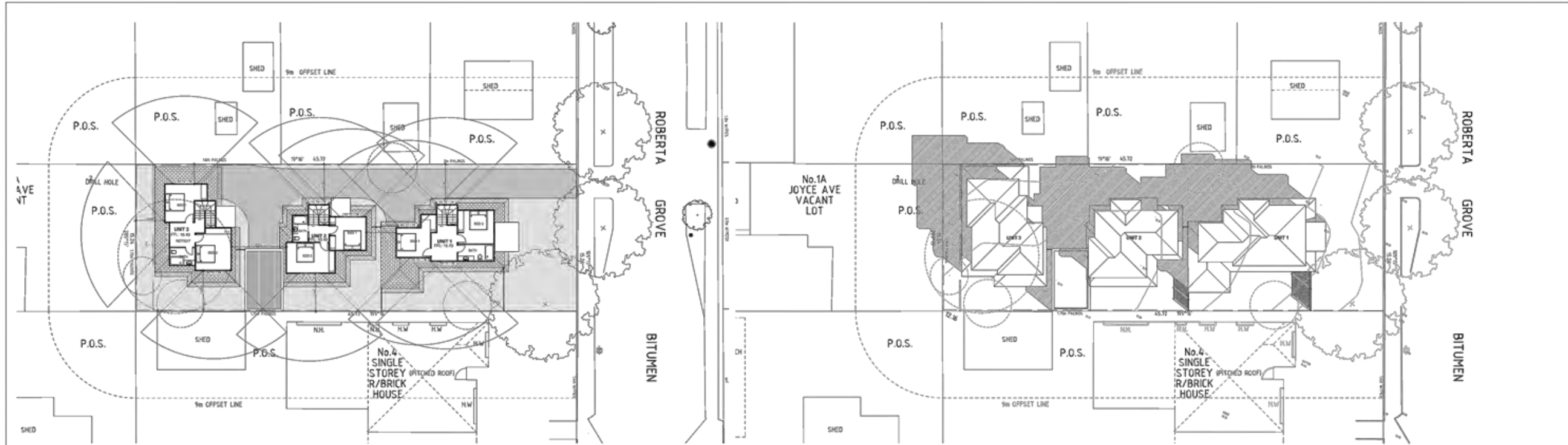
ELEVATIONS

WestUrban Group	2/164 South Rd Geelong, VIC 3171 P: +61 3 5246 7271 F: +61 3 5246 7271 www.westurban.com.au	© copyright A. SP. DOCUMENT	Rev: 1 Description: 20/10/17 Date: 06/03/17
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Project Title
**PROPOSED MULTI-UNITS
 DEVELOPMENT**

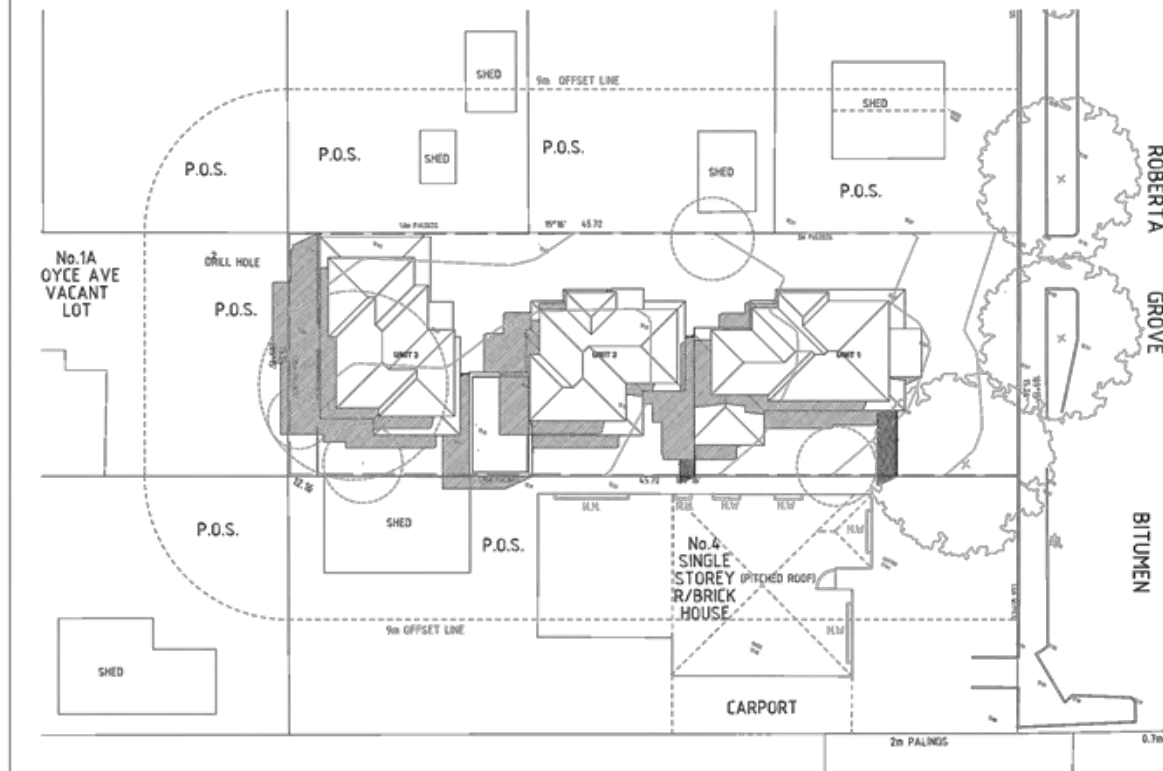
Project Location
**2 Roberta Grove
 Frankston
 VIC 3199**

Drawing No
TP7 of 7
 Scale: 1:100 @ A1
 Date: 06/03/17

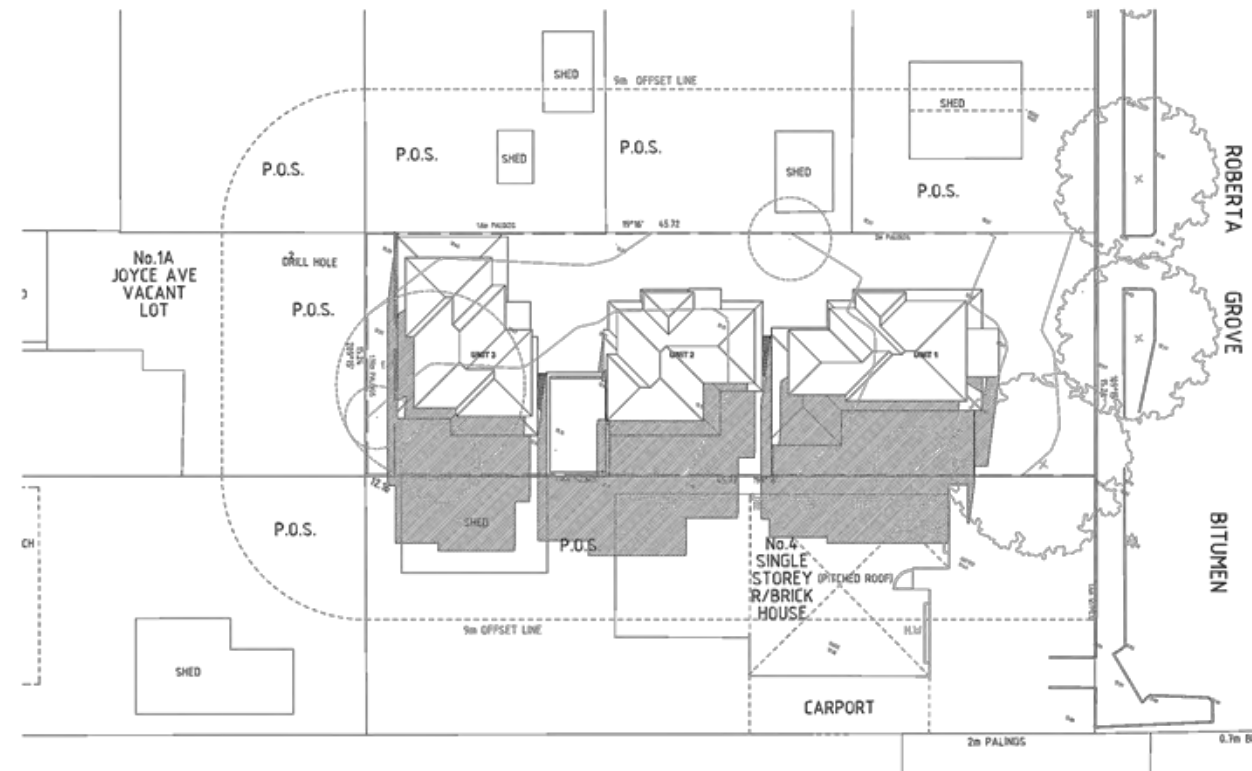


OVERLOOKING DIAGRAM

SHADOW DIAGRAM @ 9am ON 22rd SEP



SHADOW DIAGRAM @ 12pm ON 22rd SEP



SHADOW DIAGRAM @ 3pm ON 22rd SEP

SHADOW DIAGRAMS & OVERLOOKING DIAGRAM



ArborReport Victoria

Trading as D.S.Murray & Co.
ABN 16 180 495 610

Arboricultural Consultants.

501/89 Beach St., Port Melbourne 3207
Phone: 96456000 Mob. 0412 809 571 Email: robportmel@bigpond.com

ARBORIST'S REPORT.

CLIENT NAME: WestUrban Group
2/54 Smith Rd,
Springvale,
VICTORIA 3171

SITE/LOCATION: 2 Roberta Grove
Frankston.

DATE OF INSPECTION: March 2, 2017, 9.30 a.m. onward.

BACKGROUND:

The property has an existing residence with detached garage and some trees. It is proposed to demolish the buildings and build three new residential units on the land. A number of trees need to be removed to make way for the development and a new landscape plan.

PURPOSE OF THIS REPORT:

- To provide an arborist's report addressing the requirements of The City of Frankston Council. The report is to cover all trees on the subject site and on adjoining properties near the boundaries.
- To provide details of species, origin, age, height, trunk location, trunk diameter, and approximate canopy spread, of the trees.
- To assess the health, stability and structure of each tree.
- To assess the retention value (RV) of each tree.
- To consider tree risk.
- To calculate Structural Root Zones (SRZs) where necessary.
- To list measures to protect those trees being retained during construction, including Tree Protection Zones (TPZs) and tree management plan.
- To consider the impact of the proposed building on existing trees, under the guidelines of Australian Standard AS 4970-2009 *Protection of Trees on Development Sites*.

METHODS:

Trees were assessed visually from ground level.

No trees were climbed to inspect structure or decay.

Access to trees on the adjoining properties was not available and their measurements are estimates.

All measurements are approximate.

No excavation for the examination of roots was undertaken.

Trunk diameters of accessible trees were measured with a diameter tape. Diameters of inaccessible trunks were estimated.

Tree heights were measured either with a tape measure or an electronic clinometer.

Tree canopies were measured in human paces.

No scientific investigation was made to determine the presence or diagnosis of pests or diseases.

Tree stability was tested by hand where trees were accessible.

Tree risk assessment was made by common sense and experience.

Please refer to the accompanying **Ground Floor Plan Drawing No.TP5 15/2/2017 (the plan)**.

DESCRIPTION OF THE TREES.

TREE NUMBER ON THE PLAN: T1.

SPECIES: *Lagunaria patersonia* **COMMON NAME:** Norfolk Island Hibiscus.

ORIGIN: Exotic.

APPROXIMATE AGE: Mature.

APPROXIMATE HEIGHT: 11m.

CROWN SPREAD: North-South: 9m.
East-West: 9m.

TRUNK TYPE: Single.

TRUNK DIAMETER <1400mm ABOVE GROUND: 590mm. **TPZ:** 7m.

DIAMETER OF LOWER TRUNK: 590mm. **SRZ:** 2.65m.

STRUCTURAL CONDITION:

A number of trunks/branches originate close to ground level. The trunk measurement was taken below the point where branches diverge.

HEALTH & VIGOUR:

OK.

COMMENTS:

RV high (a street tree). To be retained. Tree risk low.

TREE NUMBER ON THE PLAN: T2.

SPECIES: *Melaleuca styphelioides* **COMMON NAME:** Prickly-leaved Paperbark

ORIGIN: Native.

APPROXIMATE AGE: Mature.

APPROXIMATE HEIGHT: 12m.

CROWN SPREAD: North-South: 10m.
East-West: 11m.

TRUNK TYPE: Single.

TRUNK DIAMETER <1400mm ABOVE GROUND: 820mm. **TPZ:** 9.84m.

DIAMETER OF LOWER TRUNK: 800mm. **SRZ:** 3m.

STRUCTURAL CONDITION:

Branching begins less than 1400mm above ground level. The trunk was measured below the branches.

HEALTH & VIGOUR:

OK.

COMMENTS:

RV high (a street tree). To be retained. Tree risk low.

TREE NUMBER ON THE PLAN: T3.**SPECIES:** *Liquidambar styraciflua* **COMMON NAME:** Sweet Gum (or Liquidambar).**ORIGIN:** Exotic.**APPROXIMATE AGE:** Mature.**APPROXIMATE HEIGHT:** 13m.**CROWN SPREAD:** North-South: 18m.
East-West: 18m.**TRUNK TYPE:** Single.**TRUNK DIAMETER 1400mm ABOVE GROUND:** 900mm. **TPZ:** 10.8m.**DIAMETER OF LOWER TRUNK:** 900mm. **SRZ:** 3.17m.**STRUCTURAL CONDITION:**

OK.

HEALTH & VIGOUR:

There are dead branches, up to about 80mm in diameter, in the canopy. The canopy has a dense cover of healthy leaves.

COMMENTS:

RV high (large exotic tree with no significant faults). To be retained. Tree risk low.

TREE NUMBER ON THE PLAN: T4.**SPECIES:** *Thuja plicata* **COMMON NAME:** Western Red Cedar.**ORIGIN:** Exotic.**APPROXIMATE AGE:** Mature.**APPROXIMATE HEIGHT:** 6m.**CROWN SPREAD:** North-South: 8m.
East-West: 5m.**TRUNK TYPE:** Single.**TRUNK DIAMETER 1400mm ABOVE GROUND:** 300mm.**STRUCTURAL CONDITION:**

All branches on the East side of the trunk have been removed leaving an asymmetrical canopy.

HEALTH & VIGOUR:

Many of the remaining branches are dead.

COMMENTS:

RV low (insignificant tree). To be removed. Tree risk low.

TREE NUMBER ON THE PLAN: T5.**SPECIES:** *Banksia* sp.**COMMON NAME:** Banksia.**ORIGIN:** Native.**APPROXIMATE AGE:** Mature.**APPROXIMATE HEIGHT:** 4m.**CROWN SPREAD:** North-South: 4m.
East-West: 4m.**TRUNK TYPE:** Single.**TRUNK DIAMETER 1400mm ABOVE GROUND:** 130mm.**STRUCTURAL CONDITION:**

Distorted form.

HEALTH & VIGOUR:

OK.

COMMENTS:

RV low (insignificant tree). To be removed. Tree risk low.

TREE NUMBER ON THE PLAN: T6.**SPECIES:** *Prunus cerasifera***COMMON NAME:** Cherry Plum.**ORIGIN:** Exotic.**APPROXIMATE AGE:** Mature.**APPROXIMATE HEIGHT:** 6m.**CROWN SPREAD:** North-South: 7m.
East-West: 6m.**TRUNK TYPE:** Bifurcated.**TRUNK DIAMETER 1400mm ABOVE GROUND:** 150 & 350mm.**STRUCTURAL CONDITION:**

Parts of the trunks and branches are decayed, broken off or split.

HEALTH & VIGOUR:

Most of the tree is either dead or inundated with creeper.

COMMENTS:

RV low (a weed species). To be removed. Tree risk low.

TREE NUMBER ON THE PLAN: T7.**SPECIES:** *Citrus limon***COMMON NAME:** Lemon.**ORIGIN:** Exotic.**APPROXIMATE AGE:** Mature.**APPROXIMATE HEIGHT:** 4m.**CROWN SPREAD:** North-South: 3m.
East-West: 3m.**TRUNK TYPE:** N/A.**STRUCTURAL CONDITION:**

T7 has no central leader/trunk but a bushy structure.

HEALTH & VIGOUR:Most of the tree is dead. Infested with Citrus Gall Wasp (*Bruchophagus fellis*)**COMMENTS:**

RV low (insignificant tree). To be removed. Tree risk low.

TREE NUMBER ON THE PLAN: T8.**SPECIES:** *Eriobotrya japonica***COMMON NAME:** Loquat.**ORIGIN:** Exotic.**APPROXIMATE AGE:** Mature.**APPROXIMATE HEIGHT:** 4m.**CROWN SPREAD:** North-South: 7m.
East-West: 7m.**TRUNK TYPE:** Single.**TRUNK DIAMETER 1400mm ABOVE GROUND:** 200mm.**STRUCTURAL CONDITION:**

The growth of T8 has been restricted by the canopy of T9.

HEALTH & VIGOUR:

The trunk is severely decayed.

COMMENTS:

RV low (insignificant tree). To be removed. Tree risk low.

TREE NUMBER ON THE PLAN: T9.**SPECIES:** *Agonis flexuosa***COMMON NAME:** Willow Myrtle.**ORIGIN:** Native.**APPROXIMATE AGE:** Mature.**APPROXIMATE HEIGHT:** 11m.**CROWN SPREAD:** North-South: 14m.
East-West: 17m.**TRUNK TYPE:** Multi-stemmed.**TRUNK DIAMETER 1400mm ABOVE GROUND:** 500, 700 & 900mm.**STRUCTURAL CONDITION:**

Branches have been removed from the South side of the canopy to clear the adjacent property. The base of the trunks is decayed and hollow.

HEALTH & VIGOUR:

There is extensive wood decay in most parts of the tree.

COMMENTS:

RV low (large native tree with severe decay). To be removed. Tree risk high (see above).

TREE NUMBER ON THE PLAN: T10.**SPECIES:** *Lagerstroemia indica***COMMON NAME:** Crepe Myrtle.**ORIGIN:** Exotic.**APPROXIMATE AGE:** Semi-mature.**APPROXIMATE HEIGHT:** 3m.**CROWN SPREAD:** North-South: 3m.
East-West: 3m.**TRUNK TYPE:** Multi-stemmed.**TRUNK DIAMETER 1400mm ABOVE GROUND:** Ranging up to 30mm. **TPZ:** 2m.**DIAMETER OF LOWER TRUNK:** N/A. **SRZ:** 1.5m.**STRUCTURAL CONDITION:**

Many small stems/branches arise from a common base at ground level.

HEALTH & VIGOUR:

Healthy and vigorous.

COMMENTS:

RV high (growing in an adjacent property). To be retained. Tree risk low.

TREE NUMBER ON THE PLAN: T11.**SPECIES:** *Melaleuca armillaris***COMMON NAME:** Bracelet Honey-myrtle.**ORIGIN:** Native.**APPROXIMATE AGE:** Mature.**APPROXIMATE HEIGHT:** 4m.**CROWN SPREAD:** North-South: 3m.
East-West: 3m.**TRUNK TYPE:** Single.**TRUNK DIAMETER 1400mm ABOVE GROUND:** 80mm. **TPZ:** 2m.**DIAMETER OF LOWER TRUNK:** 100mm. **SRZ:** 1.5m.**STRUCTURAL CONDITION:**

OK.

HEALTH & VIGOUR:

OK.

COMMENTS:

RV high (growing in an adjacent property). To be retained. Tree risk low.

TREE NUMBER ON THE PLAN: T12.**SPECIES:** *Pittosporum undulatum***COMMON NAME:** Sweet Pittosporum.**ORIGIN:** Native.**APPROXIMATE AGE:** Mature.**APPROXIMATE HEIGHT:** 6m.**CROWN SPREAD:** North-South: 9m.
East-West: 6m.**TRUNK TYPE:** Bifurcated.**TRUNK DIAMETER 1400mm ABOVE GROUND:** 150 & 220mm.**STRUCTURAL CONDITION:**

Branches have been removed from the East side of the canopy to clear a building on the adjacent property.

HEALTH & VIGOUR:

The canopy has only a sparse cover of leaves.

COMMENTS:

RV low (a weed species). To be removed. Tree risk low.

TREE NUMBER ON THE PLAN: T13.

COMMENTS:

Dead tree to be removed.

SUMMARY:

Trees to be removed to make way for the proposed development:- T4, 5, 6, 7, 8, 9, 12 and 13.

Trees to be retained:- T1, 2, 3, 10 and 11.

To comply with Council Arboriculture Victoria reporting guidelines, trees to be removed are colour coded red on the plan, and trees to be retained are coded green.

Australian Standard AS 4970-2009 *Protection of Trees on Development Sites* defines two specific zones:

1) TREE PROTECTION ZONE (TPZ):

The TPZ is designed to protect the roots, the trunk, and the canopy of each tree.

The area of the TPZ is a circle with a radius calculated by multiplying the trunk diameter at 1400mm above ground level, by 12.

The TPZs are marked on the accompanying plan, to scale, by circles. The TPZ circle is the larger circle in each case.

The minimum allowance for a TPZ is a circle with a radius of two metres, regardless of trunk diameter.

Except in specific circumstances, for the duration of the development, the TPZ should be enclosed by fencing and activity inside the enclosure should be restricted.

There should be:

- No building materials, rubbish or filling of any kind stored inside the fencing.
- No soil disturbance. **This includes no trenching for connection of services.**
- No fixings attached to the trees themselves, in particular no bolts, screws, wires or ropes.
- No preparation of paint, cement or plaster products, or washing of tools used with these products.
- No parking of vehicles or refuelling of vehicles or appliances.
- No change in soil surface levels.

See discussion below.

2) STRUCTURAL ROOT ZONE (SRZ):

The SRZ is the area required for tree stability, or the area where the structural (anchor) roots can be expected to be found.

The radius of the SRZ is calculated according to the formula $R_{SRZ} = (D \times 50)^{0.42} \times 0.64$, where D is the trunk diameter (in metres) measured immediately above the root buttress. (Australian Standard AS 4970-2009 *Protection of Trees on Development Sites*). There should be **no soil disturbance** within the SRZ without prior investigation to ascertain the location of roots.

The SRZ is required to be calculated when there is encroachment into the TPZ. It is then marked on the plan, to scale, by a circle. The SRZs have been calculated but may not be shown on the plan.

The minimum allowance for an SRZ is a circle with a radius of 1.5 metres regardless of trunk diameter.

DISCUSSION:

The new driveway would cover parts of the TPZs of both T1 and T2. This will duplicate the existing condition and there will be no discernible impact on either tree.

The area of the TPZ of T3 is about 366m². Excavation for the footings of Unit 1 would encroach on the TPZ of T3 by about 22m² or about 6% of the TPZ area.

Australian Standard AS 4970-2009 *Protection of Trees on Development Sites* allows for encroachment into the TPZ of 10%, without investigation of the root zone, provided that the size of the TPZ may be extended in another area, contiguous with the original TPZ, to compensate for the encroachment. In this instance the TPZ can be increased within the adjoining property. The proposed development would have no discernible impact on T3.

Excavation for the footings of the Unit 3 garage would marginally encroach upon the TPZ of T10. The encroachment is so small that it can be disregarded.

The proposed driveway would cover part of the TPZ of T10. See TPMP below.

OTHER MATTERS:

- This report makes no particular assumptions unless noted in the text of the report.
- The site is more-or-less flat although the survey shows a gentle slope from South to North. Natural drainage would be towards the street.
- There are no water courses on the property and no waterlogged areas.
- There was no soil report available at the time of inspection. T9 has grown particularly well. Perhaps the soil can be described as satisfactory.
- No wildlife was seen during the inspection although there was copious possum dung in the vicinity of T6.

TREE PROTECTION AND MANAGEMENT PLAN.

1. A pre-construction meeting should be organized to include the project manager, the contractors and the project arborist, to introduce the tree protection measures and requirements.
2. **Before demolition begins** T1, 2, and 3 must have Tree Protection Zone Fences enclosing parts of the TPZs. The fences must be erected with commercially available temporary security fence panels, at least 1.8m high, made of chain wire mesh on galvanized pipe frames. Each fence must have a sign attached saying "TREE PRESERVATION ZONE – NO ENTRY WITHOUT PERMISSION FROM FRANKSTON CITY COUNCIL."
3. The fences must be erected in the positions shown on the plan by broken lines. The positions reflect the guidelines of the Australian Standard AS 4970-2009 *Protection of Trees on Development Sites*, but are modified to account for limitations on the site.
4. Ground cover vegetation in the area enclosed by the fences must be removed or sprayed with herbicide. The area must then be mulched with wood chips to a depth of 100 mm.
5. Tree protection fences must not be moved or altered without approval by the project arborist, or without written consent of the Responsible Authority. They may need to be moved from time to time to allow construction work.
6. No TPZ fencing is required for T10 or 11 because they will be satisfactorily protected by the existing boundary fencing.
7. No pruning is required.
8. The existing driveway concrete within the TPZs of T1 and T2 will remain in place after demolition and can be used as a hard stand for vehicles delivering materials, or for storage of materials.
9. When construction is completed, and the landscaping phase begins, TPZ fencing can be removed except for the street tree fencing which must remain in place until all work is completed.
10. When the existing concrete driveway is removed, an arborist must be on the site during removal of the concrete. The arborist will ensure that root damage is minimised. The arborist will prune any roots encountered during excavation.
11. If there is a delay between the removal of the existing concrete and the laying of the new driveway sub-base, the arborist must ensure that the soil in the area remains moist and that exposed roots do not dry out and die back. Depending on weather conditions, it may be necessary to cover the area with multiple layers of hessian which would be regularly watered.
12. The proposed new driveway passes through the TPZ of T10. The driveway, within the TPZ, must be installed above the existing grade. Paving of the driveway must be permeable at least within the TPZ. Surface treatment such as Waterpave® or ECOTRIHEX® permeable paving could be used. Details of these two products are available on the internet.

13. At the conclusion of the development the project arborist must assess the condition of the trees and their growing environment, and make recommendations for any remedial actions.

14. Following the final inspection and completion of remedial works, the project arborist must certify that the completed works have been carried out in compliance with the approved plans and specifications for tree protection. The certification should comply with AS 4970-2009 clause 5.5.2



Robert Murray *A.C.A. Uni.Melb.*
Arborist.

Date 3 / 3 / 2017

Ref:

Australian Standard AS 4970-2009 *Protection of Trees on Development Sites* Standards
Australian Sydney.

Executive Summary**11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South**

Enquiries: (Michael Papageorgiou: Community Development)

Council Plan

Community Outcome:	1. Planned City for Future Growth
Strategy:	1.3 Review the Municipal Strategic Statements, also known as the Local Planning Scheme to accommodate future population growth
Priority Action	1.3.3 Work with State Government and local communities to accommodate more adaptable, affordable and accessible housing that meets individual needs over time (and ageing in place)

Purpose

This report considers the merits of the planning application to construct one double storey dwelling to the rear of the existing dwelling at 46 Ithaca Road, Frankston South.

Recommendation (Director Community Development)

That a Notice of Decision to Grant a Planning Permit be issued, subject to the conditions contained in the officer's assessment.

Key Points / Issues

- It is proposed to construct one (1) double storey dwelling to the rear of the existing double storey dwelling. The proposed dwelling will have a maximum height of 7.7 metres. The overall site coverage will be 29.97%.
- The existing dwelling will be provided with a single garage and two uncovered car spaces. The proposed dwelling is provided a double carport which complies with the car parking requirements of Clause 52.06 of the Frankston Planning Scheme.
- Planning Permit 557/2012/P was issued on 8 August 2013 granting approval to construct a second dwelling to the rear of the existing dwelling. This permit was not acted on and has since expired. The design and layout of the expired approval is the same as the current proposal.
- The proposed development complies with Council's Multi Dwelling Visitor Parking Guideline as the development does not provide any shared or common driveway.
- The proposal is consistent with State and Local Planning Policy housing objectives for urban consolidation as it provides for medium density development within an existing residential suburb.
- The development is appropriately designed so that it respects the existing neighbourhood character and responds to the design objectives of the Frankston South Precinct 10 Neighbourhood Character Precinct and ResCode provisions.
- A total of four (4) objections were received. The concerns raised in the objections generally relate to the traffic matters, neighbourhood character, and amenity impact.
- The planning permit application had been 'called in' prior to the Council election, by former Councillor, Darrel Taylor, in 2016.

For further information, please refer to the officer's assessment contained within this report.

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South**Executive Summary****Financial Impact**

For the 2017-2018 financial year, the State Government Minister for Local Government has announced a limit on the amount Victorian Councils may increase rates. The cap for the 2017-2018 financial year is 2%. The cap is based on the Consumer Price Index expected for the financial year.

This cap has a significant effect on Council's current Long Term Financial Planning, with rate revenue being \$9 million less than anticipated over the first four years, growing to \$17 million over five years. This reduction will have a severe impact on Council's financial capacity to maintain service levels and deliver key capital projects.

The permit fee paid to Council is \$785.00. The average cost to process a planning application is \$1,729.00 leaving a shortfall in this case of \$944.00.

Consultation**1. External Referrals**

The application was not required to be referred to any external referral authorities.

2. Internal Referrals

The application was referred internally to Council's Drainage Engineer, Traffic Engineer, and Environment Officer.

Notification of Proposal

Notification of the planning application was given pursuant to the requirements of Section 52 of the *Planning and Environment Act 1987*.

Notification was given in the form of:

- Mail to adjoining owners and occupiers; and
- Two (2) signs erected on the site frontage with Ithaca Road and Fleetwood Crescent.

As a result of the public notification, four (4) objections were received. The grounds of objection are summarised in the officer's assessment contained within this report.

Analysis (Environmental / Economic / Social Implications)

The proposed development will have a limited impact on the environment. The application has been reviewed by the Environment Officer and the trees to be removed from the site are considered to have a low retention value. Impact on adjoining vegetation can be controlled by tree protection conditions on any planning permit issued.

The proposed development will create short-term employment opportunities and longer term economic benefits by the increase in the resident population who will assist in stimulating the economy.

The proposed development will provide for further diversity in housing within close proximity to existing social and commercial facilities, resulting in net community benefit for Frankston.

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South**Executive Summary****Legal / Policy / Council Plan Impact**Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered in the preparation of this report but is not relevant to the content of the report.

Legal

Council has complied with Section 52, 58, 60, 61 and 62 of the *Planning and Environment Act 1987* in processing the planning permit application.

Policy Impacts

Council has assessed the planning permit application in accordance with the relevant State and Local Planning Policy provisions, zones, particular and general provisions of the Frankston Planning Scheme.

Officer's Declaration of Interests

Under Section 80C of the *Local Government Act 1989*, officers providing advice or a report to Council must disclose any direct or indirect interest they have in a matter.

Council officers involved in the preparation of this report have no Conflict of Interest in this matter.

Risk Mitigation

There are no risk implications.

Conclusion

The proposal is considered to be consistent with State and Local Planning Policy and will provide for appropriate medium density housing in an existing residential area. The design of the development is considered to be consistent with the existing and preferred neighbourhood character and will not have an unreasonable impact on the amenity or traffic generation on the local road network subject to inclusion of permit conditions.

ATTACHMENTS

- Attachment A: Ground Floor - existing dwelling
- Attachment B: Ground Floor - proposed dwelling
- Attachment C: Upper floor - proposed dwelling
- Attachment D: Elevations
- Attachment E: Landscape Plan
- Attachment F: Arborist Report

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South

Officers' Assessment

Summary

Existing Use	Residential
Site Area	998.73 square metres
Proposal	One (1) double storey dwelling to the rear of the existing dwelling
Site Cover	29.97%
Permeability	61.5%
Zoning	General Residential Zone
Overlays	<ul style="list-style-type: none"> • Design and Development Overlay Schedule 9 • Significant Landscape Overlay Schedule 4
Neighbourhood Character Precinct	Frankston South Precinct 10
Reason for Reporting to Council	Councillor call in

Background

Subject Site

The subject site is regular in shape and is located on the corner of Ithaca Road and Fleetwood Crescent in Frankston South.

The site has front and rear boundaries with a width of 18.28 metres, side boundaries of 54.86 metres (including a corner splay) and an overall area of 998.73 square metres. The features a 1.83 metre wide drainage easement along the rear boundary parallel to Ithaca Road.

The site has a fall of approximately two (2) metres from east to west. The subject site currently contains one (1) double storey dwelling and typical ornamental vegetation. The existing dwelling has a single crossover along Fleetwood Crescent.

Locality

Surrounding residential development is characterised as a treed area of single and double storey dwellings with strong horizontal emphasis. Mature trees in garden settings and nature strips, exotic and native, provide the attractive treed character of much of the area. Gaps between houses allow glimpses of backyard planting. The predominant front fencing style in the neighbourhood is both low and high fencing in a mix of open transparent and solid fencing styles.

Site History

Previous planning permit applications for the site include:

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South

Officers' Assessment

- Planning Permit 557/2012/P was issued 8 August 2013 to construct one (1) double storey dwelling to the rear of the existing dwelling. This permit has since expired.
- Planning Permit 562/2014/P was issued 30 September 2013 for a two (2) lot subdivision based on the approved development under Planning Permit 557/2012/P. An extension of time has been approved to extend the life of the planning permit to 30 September 2018.
- Planning Permit Application 201/2011/P for construction of one (1) double storey dwelling to the rear of the existing dwelling was refused on 10 August 2011.

Proposal

The proposal is summarised as:

Dwelling	Storeys	No. of Bedrooms	Secluded Private Open Space	Car Parking
1	Double	Three	Two parcels including 46 and 60 square metres respectively	One single garage and three open car spaces
2	Double	Three	70 square metres	Double carport

Existing dwelling

- The existing dwelling comprises upper storey living and ground floor bedrooms with associated bathrooms, laundry and amenities.
- The dwelling has an existing single car garage and two open car spaces.
- Private open space is located in two parcels – one to the east and west of the dwelling. The west facing private open space incorporates an upper floor balcony approximately 30 square metres in area.
- Vehicle access is provided via Fleetwood Crescent.
- The dwelling has an overall building height of 5.7 metres.

Proposed dwelling

- The proposed second dwelling comprises of an open-plan kitchen/living area, two ground floor bedroom and one upper floor bedroom, with associated laundry, garage and amenities.
- The private open space area is located to the west side of the dwelling and is accessed via the living room.
- The dwelling will feature a 6.2 x 6.2 metre double carport.
- Vehicle access is provided via Fleetwood Crescent.
- The dwelling has an overall building height of 7.7 metres.

The proposal includes the removal of all vegetation from the subject site other than three significant trees located within the front setback of the existing dwelling.

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South**Officers' Assessment**

The existing vehicle crossing on Fleetwood Crescent will be retained and new crossing provided to formalise access to the two open air car spaces and proposed carport.

The proposed dwelling will be finished in a mix of face brickwork and rendered brickwork, with a sheet metal roof in Colorbond 'Woodland Grey'. Both dwellings are finished in face brickwork at ground floor, combination of render and weatherboard cladding in beige tones to the upper floor, and roofed with black tiles.

State and Local Planning Policy Frameworks

State Planning Policy Framework relevant to this application are summarised as follows:

- Clause 11 - Settlement
- Clause 15 – Built Environment and Heritage; and
- Clause 16.01-4 – Housing Diversity.

Local Planning Policy Framework relevant to this application are summarised as follows:

- Clause 21.04 – Settlement
- Clause 21.07 – Housing; and
- Clause 22.08 – Neighbourhood Character Policy

Planning Scheme Controls

A Planning Permit is required pursuant to:

- Clause 32.01-4 – General Residential Zone of the Frankston Planning Scheme for the construction of 2 or more dwellings on the lot; and
- Clause 43.02-2 – Construct a building or carry out works.

Notification of Proposal

The grounds of objection are summarised as follows:

- Neighbourhood character
- Access to Fleetwood Crescent
- Overlooking
- Noise

A Residents Discussion Meeting was held. The meeting was attended by one former Councillor, permit applicant, a number of objectors, and two Planning Officers. The meeting provided an opportunity to discuss the key concerns of the objectors and provide clarification of the proposal. No resolution between parties was achieved.

Internal Referrals**Drainage Engineer**

The Drainage Engineer does not object to the issuing of a planning permit subject to inclusion of standard drainage conditions. Existing stormwater is connected to the stormwater legal point of discharge at pit in the south-west rear corner of the site.

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South**Officers' Assessment**Traffic Engineer

The Traffic Engineer does not object to the issue of a planning permit.

Clause 52.06 specifies 1 space for each dwelling with 2 or less bedrooms. The parking provision for each dwelling is adequate, with three (3) spaces for the existing dwelling and a double carport for Dwelling 2.

Clause 52.06 specifies visitor car parking at a rate of 1 per 5 dwellings. Two dwellings are proposed and therefore there is no requirement for visitor parking under this clause.

The proposal complies with Council's Multi Dwelling Visitor Car Parking Guidelines, as each dwelling will be provided with a vehicle separate access.

Dimensions of the car spaces are adequate and comply with design requirements.

Environment Officer

The Environment Officer does not object to the issuing of a planning permit subject to inclusion of permit conditions for tree protection and an amended landscape plan.

The application has been previously approved under 557/2012/P which has since expired. The arborist report has not been updated since assessment under application 557/2012/P. A revised arborist report should form a condition of any permit issued.

The vegetation at the rear of the property has grown since the previous assessment. It is noted that the Planning Officer for this assessment has conducted a site inspection including measurement of existing vegetation and determined that there are no substantial trees within the site of the proposed works. The small street tree is to be retained which is satisfactory.

The existing magnolia should be retained and integrated into the proposed development for Dwelling 2 to provide for a mature garden setting. The carpark of the existing Dwelling 1 should be softened in visual appearance. The exposed aggregate should be removed to provide a landscape adjacent the building.

Discussion***State and Local Planning Policy***

The proposal is considered to meet the relevant State and Local planning policies. The development will provide for an appropriately designed medium density development that meets the urban consolidation objectives for Melbourne.

The proposal achieves these policies by providing a varying house type which meets the increasing and diverse needs of the community. The proposal also provides for medium density housing which makes better use of existing infrastructure and is appropriately energy efficient. It is considered the proposal responds to the constraints of the site and the local character of the area, will protect the amenity of adjoining land and provide a sufficient level of onsite amenity for future residents.

Clause 22.08 - Neighbourhood Character and Design Response

Council's Neighbourhood Character Policy (Clause 22.08) seeks to ensure that development is responsive to the key characteristics that make up the preferred character of each precinct. The site is located within the Frankston South 10 Neighbourhood Character Precinct. The preferred neighbourhood character statement is:

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South**Officers' Assessment**

'Indigenous planting in public reserves will be maintained, and the established garden vegetation of the area and its relationship to the Sweetwater Creek environs will be strengthened.'

To minimise site disturbance and impact of the building on the landscape.

Design response: The proposed development is suitably designed to follow the contours and slope of the site and surrounding landscape to minimise disturbance to the existing topography. Details of retaining wall height can form a condition of any permit issued.

To minimise loss of front garden space and the dominance of car storage facilities.

Design response: The existing garage and proposed carport are located behind the front line of the dwelling to reasonably reduce the dominance of car storage facilities. The proposed dwelling maintains an open front setback and provides for new garden space to replace the existing high side fencing. The existing open car space within the Fleetwood Crescent

To reflect the rhythm of existing dwelling spacing

Design response: The proposed development provides the required setbacks from side boundaries in accordance with the Design and Development Overlay Schedule 9. Open space is provided around the dwellings which is consistent with side setbacks of dwellings fronting Fleetwood Crescent including 137-141 Fleetwood Crescent.

To maintain and strengthen the coastal bush settings and the relationship to the landscape of the Sweetwater Creek environs and encourage the retention and planting of indigenous vegetation.

Design response: The applicant has prepared a landscape plan which demonstrates capacity for new landscaping to be incorporated into the development. The existing vegetation in the front setback with Ithaca Road is to be retained which supports maintaining the bush setting.

To ensure that adequate space is available on site for retention and planting of vegetation

Design response: The development features site coverage of 29.97% and site permeability of 61.5% and retains adequate space for meaningful landscaping opportunities including planting of new canopy trees. The site coverage is minimised through application of double storey built form to locate habitable rooms to the upper storey.

To enhance the residential interface with the creek environment on sites adjacent to the creek.

Design response: The site does not adjoin the Sweetwater Creek.

To ensure that new buildings and extensions do not dominate the streetscape and the wider landscape setting.

Design response: The proposed dwelling is suitably articulated in terms of the form and elevations facing the streetscape. The attic styled dwelling provides for reduction of built form to the upper storey and minimisation of visual bulk and conforms to the preferred neighbourhood character through reserving vertical space for which canopy trees to grow.

Overall, it is considered that the proposal meets the preferred neighbourhood character objectives of the Frankston South Precinct 10.

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South**Officers' Assessment*****Clause 42.03 – Design and Development Overlay Schedule 9***

A planning permit is required under the Design and Development Overlay (Schedule 9) as the proposal does not meet the requirement for a 7.5 metre setback from any road frontage. The existing dwelling on land is setback 3.15 metres from Fleetwood Crescent. The dwelling adjoining land at 43 Humphries Road is setback 3.47 metres from Fleetwood Crescent.

The proposed dwelling is setback 3 metres from Fleetwood Crescent. The variation to the requirement is considered satisfactory as it is in accordance with the pattern of side setbacks to Fleetwood Crescent. The side setback is compliant with ResCode regulations which provide for a minimum 3 metre side setback for a corner lot. The development retains adequate areas within the front 3 metre setback for new landscaping.

Clause 43.02 – Significant Landscape Overlay Schedule 4

A planning permit is not required under the Significant Landscape Overlay (Schedule 4) as the proposal meets all the requirements set out in the Schedule as follows:

- The development does not propose any new front fencing.
- The proposal does not seek removal of a substantial tree with a trunk circumference greater than 0.50 metres at 1.4 metres above the point where it meets natural ground level.
- The development does not propose any building and works within the tree protection zone of a substantial tree. The only substantial trees are located in the front setback with Ithaca Road where there are no building or works. An inspection of the site has been completed and confirmed that there are no substantial trees within the rear setback of the existing dwelling or on adjoining land.

Clause 52.06 – Car Parking

The proposal complies with the requirements of Clause 52.06-5. One (1) double carport is provided to the proposed dwelling and one single garage is available to the existing dwelling.

Clause 52.06-8 sets out Design Standards for car parking relating to access ways, car parking spaces, gradients, mechanical parking, urban design, safety and landscaping.

It is considered the proposal complies with the Design Standards at Clause 52.06-8. The proposed development does not provide any shared access way and therefore is not required to provide for vehicles to exit the site in a forward direction. The application has been referred to the Traffic Engineer and no objections are raised regarding the proposed development.

Minor permit conditions are required to correct representation of the south elevation of the proposed carport which incorrectly states the carport is infilled with render.

Clause 55 – Two or more dwellings on a lot (ResCode)***Neighbourhood Character and infrastructure***

The proposal meets the objectives of Council's Neighbourhood Character Policy (Clause 22.08). It is considered that the proposed development is consistent with the Neighbourhood Character as previously discussed.

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South**Officers' Assessment**

The proposed development is located within an established residential area and is considered to have appropriate access to utilities and infrastructure. The existing dwelling is to be retained and is oriented towards Ithaca Road and Fleetwood Crescent. The proposed dwelling will be appropriately orientated to face Fleetwood Crescent and will integrate with the existing streetscape as previously discussed.

Site Layout and Building Massing

As the existing dwelling will be retained, there will be no change to the front setback. The proposed dwelling will have a front setback of 3.0 metres from Fleetwood Crescent which meets the minimum setbacks required for a dwelling fronting a side street.

The proposed dwelling will have a maximum building height of 7.43 metres which is less than the maximum of 9.0 metres maximum permissible under ResCode and is considered acceptable in context with other two storey developments within the area.

The proposal complies with the required standards relating to site coverage and permeability. The site coverage is proposed to be 29.9 % and 61.5% which is less than the maximum of 60% site coverage and 20% permeability encouraged by ResCode

The proposed dwelling has been designed to maximise northern orientation to the living areas and secluded open space.

There will be generous opportunities for landscaping throughout the site. A landscape plan has been provided with the application that demonstrates reasonable planting opportunities including provision of canopy trees to be planted can be achieved. Four (4) canopy trees will be provided across the site in addition to the existing trees within the front setback with Ithaca Road and are satisfactory.

Amenity Impacts

Overall, the proposal provides generous setbacks from the side and rear boundaries in excess of the minimum encouraged by ResCode. The proposal is satisfactory with regards to side setback requirements of Design & Development Overlay Schedule 9 which requires setbacks greater than that required by ResCode. The only building along the boundary will be the carport of Dwelling 2 which will abut the wall of the carport of the neighbouring property and is an allowable permissible under the Overlay.

The proposal does not impact on daylight to existing windows on adjoining properties due to the generous setbacks of the proposed dwelling.

Overall, the extent of overshadowing as a result of the proposal will be well within the maximum permissible under ResCode. The proposed development will overshadow a small part of the private open space of the abutting properties in the morning. The degree of overshadowing is within permissible limits and the secluded private open space of surrounding land will be provided a minimum of five hours of sunlight between 9 am and 3 pm on 22 September in accordance with ResCode requirements.

All windows to the upper floor of Dwelling 2 with potential overlooking are nominated on the submitted plans with a high sill of 1.7 metres or opaque windows in accordance with standard B22. A freestanding trellis is provided along the side boundaries and the upper floor balcony of the existing dwelling which will limit views of adjoining land in accordance with ResCode.

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South**Officers' Assessment**

An objector has raised concerns that there is overlooking from the balcony of the existing dwelling into their private open space. The balcony is part of the existing conditions and the permit applicant has nominated that a new screen will be provided to the balcony which is satisfactory as previously discussed.

On-Site Amenity and Facilities

The proposal has been designed to comply with ResCode requirements relating to accessibility and visibility of dwelling entries. The entry to the proposed dwelling will be accessible to persons of limited mobility. Each dwelling incorporates a porch entry that is visible to the street.

Both dwellings will be provided with generous areas of secluded private open space that will meet the minimum dimensions of 3 metres and have convenient access from living areas. The open space areas are appropriately orientated to the north-west side of each dwelling.

Each dwelling will be provided with 6 cubic metres of external storage areas.

Detailed Design

Objectors have raised concerns that the proposal is out of character with the neighbourhood in terms of scale. The design detail of the proposal is considered to be in keeping with the existing and preferred neighbourhood character of the area. The facades are well articulated and the attic style dwelling, while it is not a common design feature within this area, is considered acceptable as it reduces the bulk of the development. The upper floor is fully contained with the roofline reducing the visual impact on adjoining properties and adds visual interest to the existing streetscape.

The extent of the retention of the front fencing to Fleetwood Crescent of 10.5 metres in front of Dwelling 1 is considered satisfactory. The permit applicant proposes no front fencing for the new dwelling which is satisfactory to maintaining the openness to the street.

Response to Objections.

The majority of objectors' concerns have been addressed above however the following require further discussion:

Loss of Views

Objectors have raised concerns regarding the application and the impact on views of Port Phillip Bay. The established VCAT principle is that there is no legal right to a view. It is considered that the proposal with its attic style design will not preclude total views across the site and there is adequate provision for shared views.

Compensation for fencing

Objectors have argued that they must be compensated financially for costs to screen their property boundaries to limit overlooking. Fencing disputes and associated payments are a civil matter and cannot be considered in the planning permit application.

As previously explained, the development satisfactorily restricts overlooking in accordance with the Frankston Planning Scheme and ResCode requirements.

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South**Officers' Assessment***Financial benefit to owners of land*

Objectors have raised issues regarding the potential future subdivision of land and financial benefit that will be provided to the owners. The planning permit application is for construction of a second dwelling only and the merits of subdivision are not able to be considered. Additionally, any financial benefit obtained by an applicant is not a planning matter and cannot be considered in the determination of a planning permit application.

Ability to reverse onto Fleetwood Crescent

Objectors opposite the subject site on Fleetwood Crescent have raised concerns regarding the siting of a new vehicle crossing opposite their driveway and difficulty of reversing movements from their land. Council's Traffic Engineers have reviewed the siting of the proposed crossover and are satisfied that the location will not cause any additional difficulties for vehicles exiting

Planning Scheme Amendment VC110

The introduction of Planning Scheme Amendment VC110 on 27 March 2017 has placed requirements to provide a minimum garden area for new development. The transitional provisions that accompanied the new requirements state that an application is not required to meet the new requirements if the application was received prior to the approval date of the Amendment. The planning permit application was received before 27 March 2017 and is not required to meet the garden area requirement.

Planning Scheme Amendment C113

The introduction of Planning Scheme Amendment C113 on 4 May 2017 implemented the findings of the *'Frankston Native Vegetation Protection Study, January 2016'* and updated vegetation protection controls and permit triggers in the Design and Development Overlay and Significant Landscape Overlay.

The planning permit application has been assessed with regards to the updated planning controls and found to be satisfactory.

Conclusion

The proposal is considered to be consistent with State and Local Planning Policy and will provide for appropriate medium density housing in an existing residential area. The design of the development is considered to be consistent with the preferred neighbourhood character for Frankston South.

On balance and subject to the inclusion of conditions, the proposal is considered reasonable and warrants support.

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South**Officers' Assessment****Recommendation (Director Community Development)**

That Council resolves to issue a Notice of Decision to Grant a Planning Permit in respect to Planning Permit Application number 82/2016/P to construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) at 46 Ithaca Road, Frankston South, subject to the following conditions:

Amended Plans

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be substantially in accordance with the plans submitted with the application, but modified to show:
 - (a) Carport south elevation to be open sided except for supporting structure/columns.
 - (b) Two (2) open car spaces and associated vehicle crossing within Fleetwood Crescent side setback removed and replaced with landscaping.
 - (c) Height of all retaining walls.
 - (d) A landscape plan in accordance with Condition 3.
 - (e) A revised arborist report in accordance with condition 5
 - (f) The Tree protection zones for all trees to be retained and the tree protection fence locations must be illustrated on all relevant plans to the satisfaction of the Responsible Authority.
 - (g) Tree protection conditions noted in accordance with Conditions 6, 7 and 8

No Alterations

2. The development as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.

Prior to Occupation

3. The landscaping as shown on the endorsed landscape plan must be carried out and completed to the satisfaction of the Responsible Authority before the occupation of the development and/or commencement of the use or at such later date as is approved by the Responsible Authority in writing.

Landscape Plan

4. Before the commencement of buildings and works, a landscape plan prepared by a suitably qualified person must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
 - (a) a survey (*including botanical names*) of all existing vegetation to be retained and/or removed;
 - (b) buildings and trees (*including botanical names*) on neighbouring properties within three metres of the boundary;
 - (c) details of surface finishes of pathways and driveways, retaining walls and areas of cut and fill;

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South**Officers' Assessment**

- (d) a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, size at maturity and quantities of each plant;
- (e) retention of existing vegetation within the front setback of Dwelling 2 which is in good health;
- (f) A planting theme of a minimum 20% indigenous, 40% native within each plant group;
- (g) landscaping to a minimum height of 1.5m to be incorporated along each driveway
- (h) canopy trees to a minimum mature height of five metres (*minimum two metres tall when planted*) in the following areas;
 - (i) One (1) within the private open space of each dwelling.
 - (ii) One (1) within the Fleetwood Crescent front setback of Dwelling 2

Trees are not to be sited over easements.

All species selected must be to the satisfaction of the Responsible Authority.

Arborist Report

5. Before the commencement of the development an updated Arborist Report prepared by a qualified Arborist must be submitted to, and approved, by the Responsible Authority. The Report must be in accordance with Frankston's Arboricultural reporting guidelines to the satisfaction of the Responsible Authority

The development must be undertaken in accordance with the recommendations of the approved Arborist Report to ensure that the development does not adversely impact on the health, life expectancy and structural stability of the tree, to the satisfaction of the Responsible Authority.

Tree Protection

6. Tree protection must be carried out in accordance with the Australian Standard AS 4970-2009 Protection of trees on development sites to the satisfaction of the Responsible Authority
7. Prior to the commencement of the development, a Tree Protection Fence defined by a 1.8 metre high (minimum) temporary fence constructed using steel or timber posts fixed in the ground or to a concrete pad, with the fence's panels to be constructed of cyclone mesh wire or similar strong metal mesh or netting with a high visibility plastic hazard tape, must be installed at 5 metres from the trunk of the Liquidambar (Tree No. 1) and Norfolk Island Pine (Tree No. 2) and as recommended by the arborist report, dated 10 February 2011 prepared by Dare Designs, for any other tree to be retained to the satisfaction of the Responsible Authority. A fixed sign is to be provided on all visible sides of the Tree Preservation Fencing, stating "Tree Preservation Zone – No entry without permission from Frankston City Council".

The requirements below must be observed within this area –

- a) Coarse mulch laid to a depth of 50-100 mm.
- b) No vehicular or pedestrian access.
- c) The existing soil level must not be altered either by fill or excavation.

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South

Officers' Assessment

- d) The soil must not be compacted or the soil's drainage changed.
- e) No fuels, oils, chemicals, poisons, rubbish or other materials harmful to trees are to be disposed of or stored.
- f) No storage of equipment, machinery or material is to occur.
- g) Open trenching to lay underground services e.g.: drainage, water, gas, etc. must not be used unless approved by the Responsible authority to tunnel beneath;
- h) Nothing whatsoever, including temporary services wires, nails, screws or any other fixing device, is to be attached to any tree.
- i) Tree roots must not be severed or injured

Tree Pruning

8. All tree pruning is to be carried out by a qualified and experienced Arborist who has thorough knowledge of tree physiology and pruning methods. Pruning must be carried out in accordance with Australian Standard AS4373-2007 Pruning of Amenity Trees. Any pruning works required are to be undertaken prior to any construction works beginning on site. Any pruning of trees located on a neighbouring property should be undertaken in consultation with the property owner.

Freestanding Trellis

9. Prior to the occupation of the development, a freestanding trellis (maximum 25% openings) must be erected above the existing fence on the north – west boundary of the site to an overall height 2.4 metres above natural ground level, to restrict overlooking into the adjoining residential property to the satisfaction of the Responsible Authority. The trellis must be framed and thereafter maintained to the satisfaction of the Responsible Authority.

Drainage

10. Provision of a Stormwater Detention System with a volume capable of retarding the 10 year ARI flow from the development site back to a 5 year ARI pre-development value to the satisfaction of the Responsible Authority.
11. Water Sensitive Urban Design principles (WSUD) are to be incorporated into the drainage design, which may include but not be limited to the following components or a combination thereof:
- On-site stormwater detention and rainwater tanks.
 - Soil percolation
 - Stormwater harvesting and Re-use of stormwater for garden watering, toilet flushing, etc.
 - On-site 'bio-treatment' to reduce dissolved contaminants and suspended solids.
12. The existing Junction Pit located in the south-west corner of Proposed Dwelling 2 is to be fitted with a pit lid in accordance with Frankston City Council standard drawing SD207 at finished surface level to the satisfaction of the Responsible Authority.

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South

Officers' Assessment

13. Prior to commencement of development construction detailed design plans and drainage computations of the internal stormwater drainage system including the method of connection to the existing Council drainage infrastructure are to be submitted and approved to the satisfaction of the Responsible Authority.
14. Vehicle crossing shall be constructed to Frankston City Council's standards and specifications to the satisfaction of the Responsible Authority.
15. All disused vehicle crossings shall be removed and the area reinstated to kerb and channel and landscaped to the satisfaction of the Responsible Authority.

Urban Design

16. All works on or facing the boundaries of adjoining properties must be finished and surface cleaned to a standard that is well presented to neighbouring properties in a manner to the satisfaction of the Responsible Authority.
17. Mailboxes shall be provided to the proposed dwelling/s to the satisfaction of the Responsible Authority and Australia Post.
18. All plumbing work, sewer pipes etc. (except for spouting and stormwater pipes) associated with the new dwelling shall be concealed from general view.
19. Outdoor lighting must be provided, designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on neighbouring land.

Satisfactorily Completed

20. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.

Permit Expiry

21. This permit will expire if one of the following circumstances applies:
 - The development is not started within two years of the date of this permit.
 - The development is not completed within four years of the issued date of this permit.

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

Notes

- A. Any request for an extension of time, or variation/amendment of this permit must be lodged with the relevant fee.
- B. Prior to the commencement of construction the operator of this planning permit must obtain a non-refundable Asset Protection Permit from Frankston City Council's Infrastructure Department.
- C. Any request for time extension of this Permit shall be lodged with the relevant administration fee at the time the request is made. Pursuant to Section 69 of the Planning and Environment Act 1987 the Responsible Authority may extend the periods referred to if a request is made in writing within the following prescribed timeframes:
 - a. Before or within 6 months after the permit expiry date, where the use or development allowed by the permit has not yet started;

11.2 Town Planning Application 82/2016/P - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) - 46 Ithaca Road, Frankston South**Officers' Assessment**

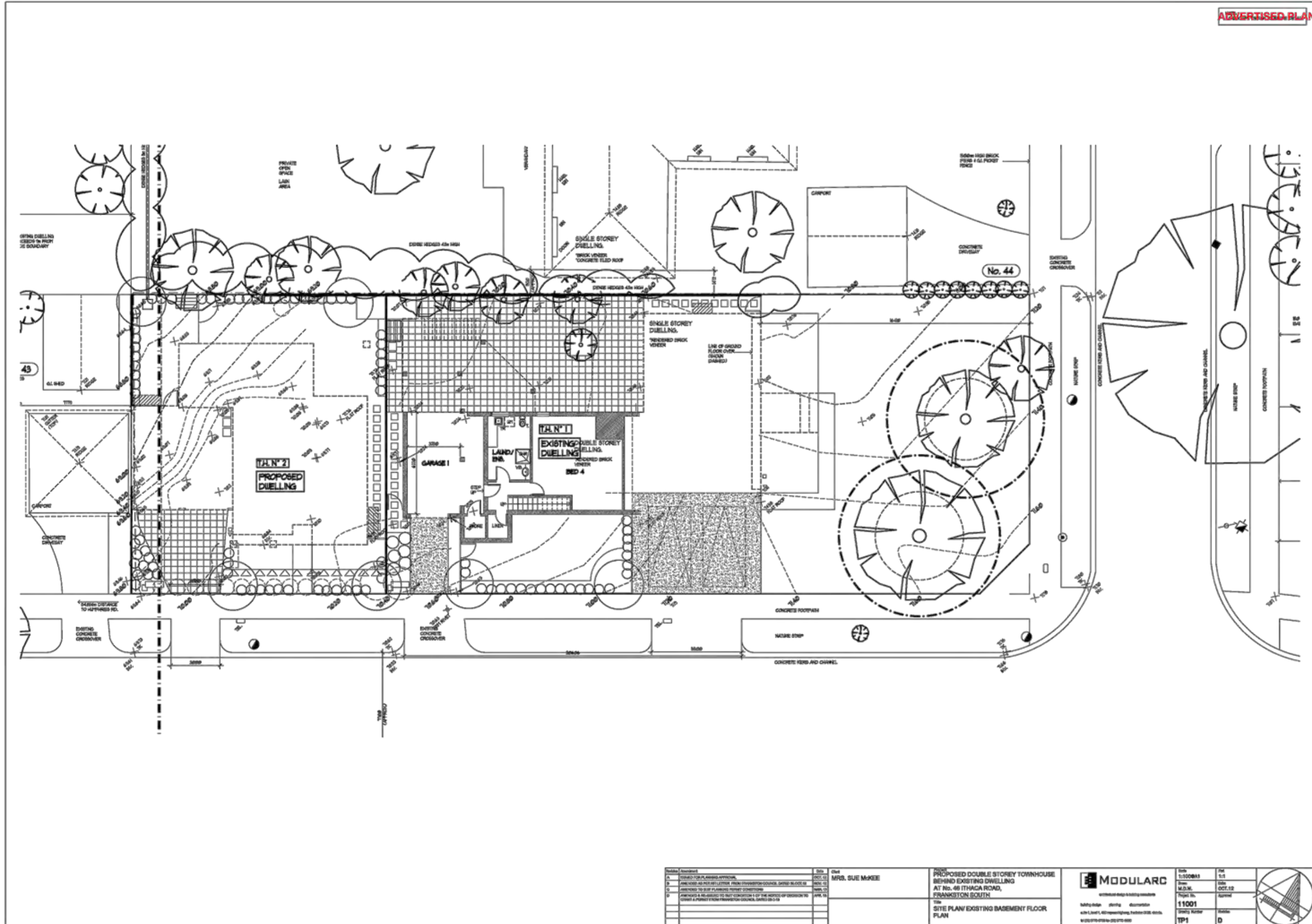
- b. Within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.

If a request is made out of time, the Responsible Authority cannot consider the request and the permit holder will not be able to apply to VCAT for a review of the matter.

- D. Local Government is the Authority responsible for property addressing. There is a requirement under Local Law No. 7 2.12 for the owner or occupier of each property to clearly display the street numbering allocated by Council.

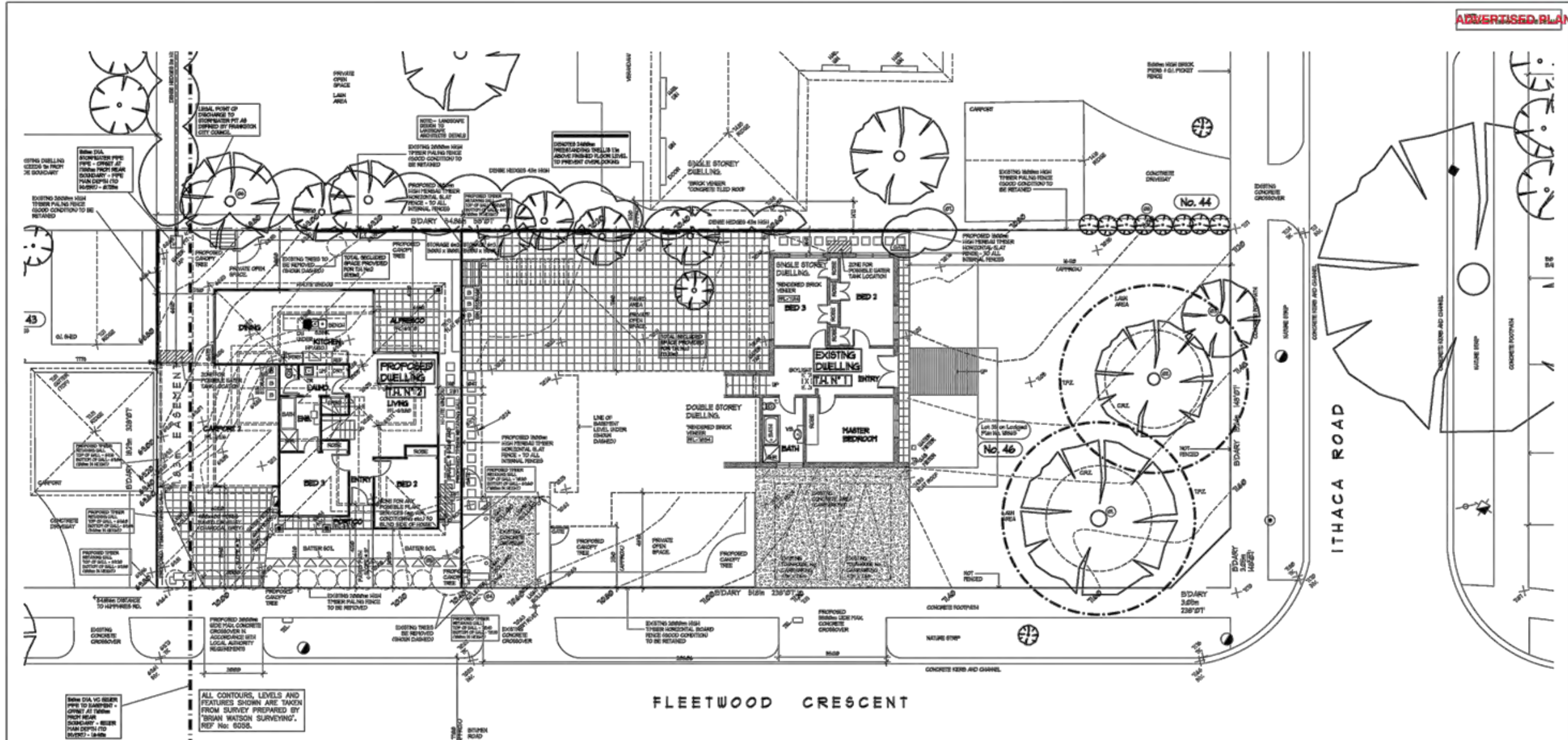
Proposed Street Numbering can be provided by contacting Frankston City Council Rates department - Phone 9784 1853.

It is the applicant's responsibility to ensure all owners are notified of the allocated street numbering.



ADVERTISED PLAN

<p>1. PREPARED FOR PLANNING APPROVAL</p> <p>2. APPROVED AS PER LETTER FROM FRANKSTON COUNCIL, DATED 14/06/16</p> <p>3. APPROVED AS PER PLANNING PERMIT CONDITION</p> <p>4. APPROVED AS PER PLANNING PERMIT CONDITION</p> <p>5. APPROVED AS PER PLANNING PERMIT CONDITION</p>	<p>DATE: 02/11/16</p> <p>BY: MRS. SUE MAKEE</p>	<p>PROPOSED DOUBLE STOREY TOWNHOUSE BEHIND EXISTING DWELLING AT No. 46 ITHACA ROAD, FRANKSTON SOUTH.</p> <p>TITLE: SITE PLAN EXISTING BASEMENT FLOOR PLAN</p>	<p>MODULARC</p> <p>www.modularc.com.au</p> <p>11001</p> <p>TP1</p>	<p>DATE: 11/06/17</p> <p>SCALE: 1:1</p> <p>PROJECT: 11001</p> <p>CLIENT: TP1</p>	
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SITE STATISTICS

Site Area	19673m ²
No. of existing dwellings	1
No. of proposed dwellings	2
Townhouse No. 1 - Existing	53m ²
-Garage	329m ²
-Garden	146m ²
-Paved	892m ²
-Deck	368m ²
Townhouse No. 2 - Proposed	
-Garage 2	392m ²
-Garden	153m ²
-Paved	573m ²
-Deck	374m ²
TOTAL NET BUILDING AREA	28333m²
SITE COVERAGE RATIO	0.787N
PERVIOUS AREA	34039m²
PERVIOUS AREA RATIO	0.859N
No. of carparking spaces required for townhouse 1 - existing	3
No. of carparking spaces provided for townhouse 1 - existing	3
No. of carparking spaces required for townhouse 2 - proposed	3
No. of carparking spaces provided for townhouse 2 - proposed	3
No. of carparking spaces required for townhouse 3 - proposed	2
No. of carparking spaces provided for townhouse 3 - proposed	2

PLANNING ZONE SUMMARY

PLANNING ZONE	RESIDENTIAL ZONE (R2)			
PLANNING OVERLAYS	SIGNIFICANT LANDSCAPE OVERLAY (SLO)			
NEIGHBOURHOOD CHARACTER STUDY				
PRECINCT - FRANKSTON SOUTH III				
PRIVATE OPEN SPACE				
CALL AREAS PROVIDED IN SQUARE METRES				
UNIT	BEDS	LEVELS	MSD	PROPOSED
No 1	4	DOUBLE	4MS	TOTAL SPACE PROVIDED - 7532M ²
No 2	4	DOUBLE	4MS	TOTAL SPACE PROVIDED - 802M ²

FINISHED SURFACES KEY

[Pattern]	GRASS
[Pattern]	GRAVEL
[Pattern]	PAVING
[Pattern]	HERRINGBONE PAVED
[Pattern]	CONCRETE

THE SUBJECT PROPERTY IS NOT IN A DESIGNATED BUFFER FROM AREA THE SHALE OF VICTORIA HAS BEEN DESIGNATED BUFFER FROM IN ACCORDANCE WITH BUILDING DEVELOPMENT REGULATIONS (BDR) 2015.

THE SUBJECT PROPERTY IS NOT IN AN AREA SUBJECT TO SIGNIFICANT OVERLAY.

THE SUBJECT PROPERTY IS NOT IN A DESIGNATED TEMPE PRONE AREA.

THE SUBJECT PROPERTY IS NOT IN A DESIGNATED FLOOD PRONE AREA HOWEVER IT MAY FALL WITHIN THE SPECIAL BUILDING OVERLAY UNDER THE PLANNING SCHEME.

THE SUBJECT PROPERTY IS NOT DESIGNATED AS BEING SUBJECT TO UNCONTROLLED OVERLAND DRAINAGE.

VEGETATION SCHEDULE

TREE NO.	TREE SPECIES	RETAINED/REMOVED
01	LIQUIDAMBAR STYRACIFLUA	TO BE RETAINED
02	ANACARDIUM HETEROPHYLLA	TO BE RETAINED

TREE NO.	TREE SPECIES	RETAINED/REMOVED
03	VIORNIUM TIND	TO BE RETAINED
04	PITTOCOPIUM JESSIE BOWLING	TO BE REMOVED
05	YASBODA LITTLE OAK	TO BE REMOVED
06	DIPIPOPODIUM CAULIBELLUM GOLD	TO BE RETAINED
07	ACORNIA SPINIF	TO BE RETAINED
08	JANPENSER BIRCHWOOD	TO BE RETAINED

TREE PROTECTION METHODOLOGY

PERMIT CONDITION & TREE PROTECTION MUST BE CARRIED OUT IN ACCORDANCE WITH AUSTRALIAN STANDARD AS 4798-2007 PROTECTION OF TREES ON DEVELOPMENT SITES.

PERMIT CONDITION & PRIOR TO THE COMMENCEMENT OF THE DEVELOPMENT, A TREE PROTECTION FENCE (FORMED BY A 1.8 METRE HIGH TYPICAL FENCE CONFINED TO A 1.5M BUFFER FROM THE TRUNK OF THE TREE) SHALL BE INSTALLED TO PROTECT THE TREE FROM THE TRUCKS OF THE DEVELOPMENT. THE FENCE SHALL BE CONSTRUCTED OF CYCLOPEE FROM 100MM DIA. REINFORCED CONCRETE PIPES WITH 100MM DIA. REINFORCED CONCRETE JOINTS. THE FENCE SHALL BE INSTALLED AT ALL VISIBLE SIDES OF THE TREE PROTECTION TRACING STAFFS TREE PROTECTION SITES - NO ENTRY WITHOUT PROFESSIONAL INPUT FROM FRANKSTON CITY COUNCIL. THE REQUIREMENTS RELAYED MUST BE CARRIED OUT WITHIN THIS AREA.

(1) CONCRETE PILES LAD TO A DEPTH OF 900MM MIN.

(2) NO VEHICULAR OR PEDESTRIAN ACCESS.

(3) THE EXISTING GROUND LEVEL MUST NOT BE ALTERED EITHER BY FILL OR EXCAVATION.

(4) THE SOIL MUST NOT BE COMPACTED OR THE SOIL'S DRAINAGE CHANGED.

(5) NO FELLA, OLD, CHEMICAL, PESTICIDE, HERBICIDE OR OTHER PESTICIDES HARMFUL TO TREES ARE TO BE APPLIED TO OR AROUND.

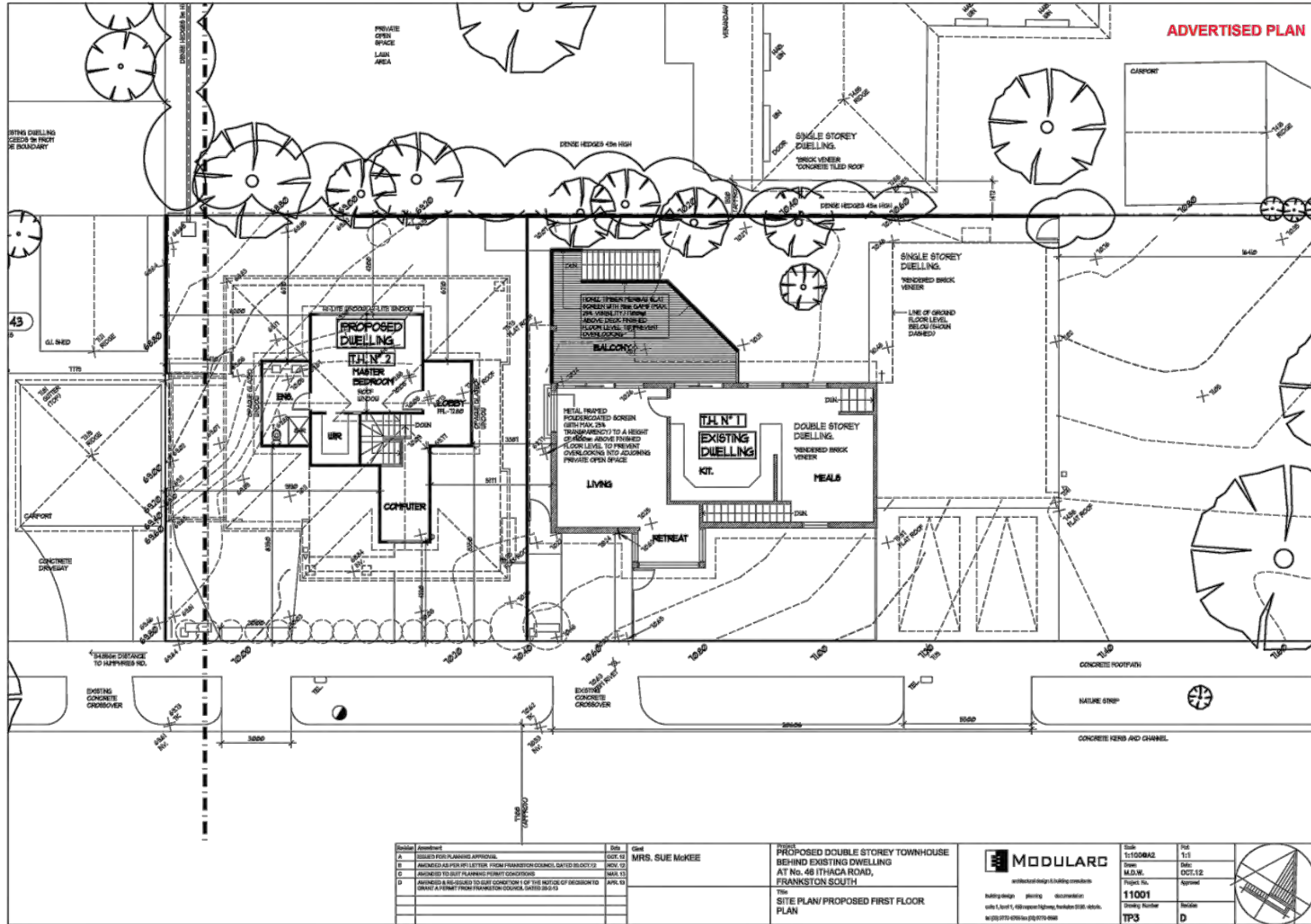
(6) NO STORAGE OF EQUIPMENT, MATERIALS OR MATERIALS TO BE OCCUR.

(7) NO OPEN DRAINING TO LAY UNCONTROLLED SERVICES OR DRAINAGE WATER GAS ETC. MUST NOT BE USED UNLESS APPROVED BY THE RESPONSIBLE AUTHORITY TO TRIMMED BRANCHES.

(8) ANY BRANCHES INCLUDING TEMPORARY BRANCHES SHALL BE REMOVED OR CUT OFF BY THE RESPONSIBLE AUTHORITY TO TRIMMED BRANCHES.

(9) TREE ROOTS MUST NOT BE DAMAGED OR REMOVED.

Author	MR. SUE MAKEE	Date	11/06/17
Checked	MR. SUE MAKEE	Date	11/06/17
Drawn	MR. SUE MAKEE	Date	11/06/17
Scale	1:1000	Sheet	1/1
Project	PROPOSED DOUBLE STOREY TOWNHOUSE BEHIND EXISTING DWELLING AT No. 46 ITHACA ROAD, FRANKSTON SOUTH	Client	MODULARC
Drawn	MR. SUE MAKEE	Scale	1:1001
Checked	MR. SUE MAKEE	Sheet	1/1
Date	11/06/17	Scale	1:1001
Project	PROPOSED DOUBLE STOREY TOWNHOUSE BEHIND EXISTING DWELLING AT No. 46 ITHACA ROAD, FRANKSTON SOUTH	Client	MODULARC
Drawn	MR. SUE MAKEE	Date	11/06/17
Checked	MR. SUE MAKEE	Date	11/06/17
Date	11/06/17	Scale	1:1001
Project	PROPOSED DOUBLE STOREY TOWNHOUSE BEHIND EXISTING DWELLING AT No. 46 ITHACA ROAD, FRANKSTON SOUTH	Client	MODULARC

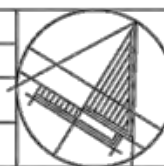


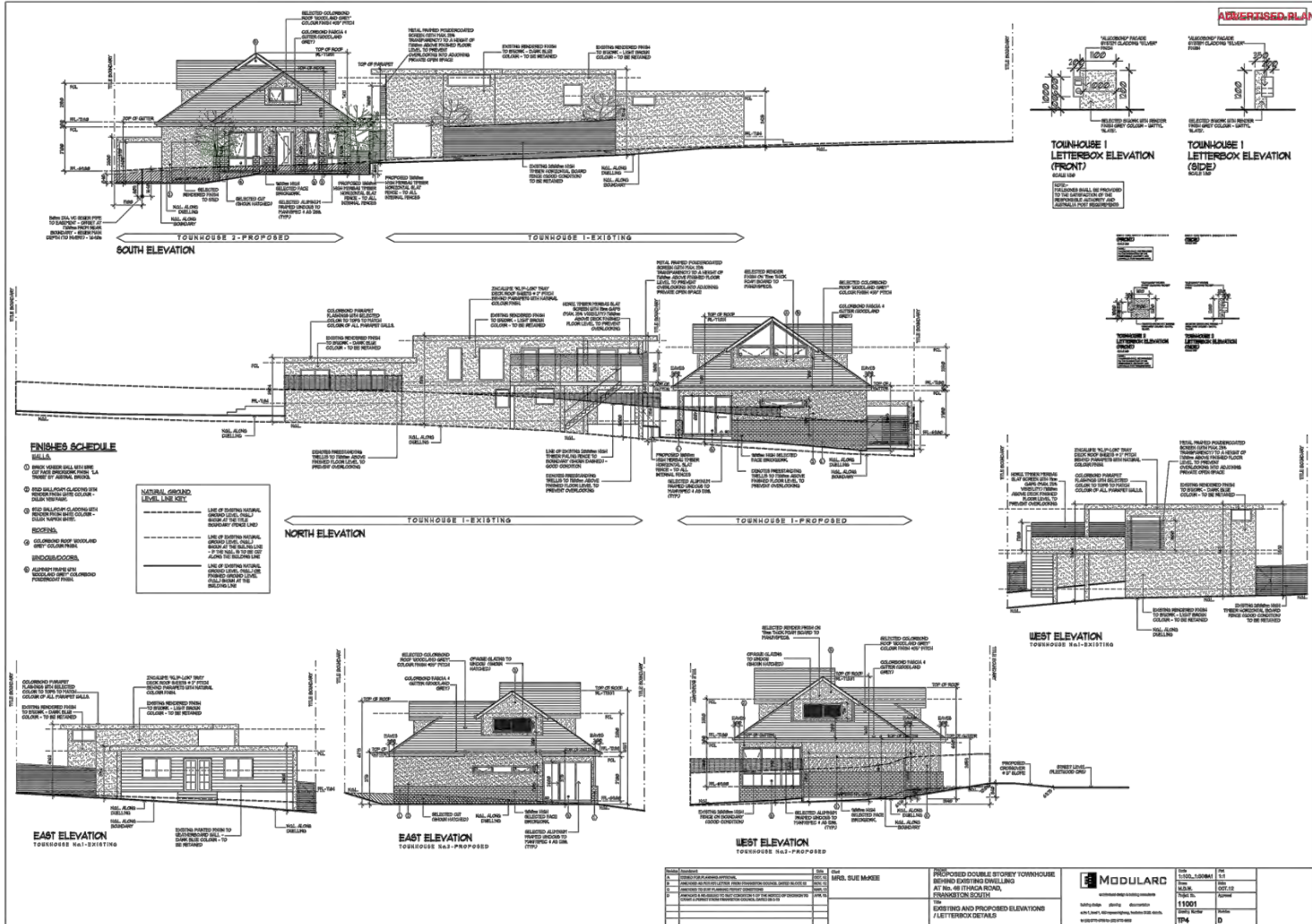
Issue	Amendment	Date	Client
A	ISSUED FOR PLANNING APPROVAL	OCT. 12	MRS. SUE McKEE
B	AMENDED AS PER UP/LETTER FROM FRANKSTON COUNCIL DATED 28.02.13	NOV. 12	
C	AMENDED TO SUIT PLANNING PERMIT CONDITIONS	MAR. 13	
D	AMENDED & RE-ISSUED TO SUIT CONDITION 1 OF THE NOTICE OF DECISION TO GRANT A PERMIT FROM FRANKSTON COUNCIL, DATED 28.2.13	APR. 13	

Project: PROPOSED DOUBLE STOREY TOWNHOUSE BEHIND EXISTING DWELLING AT No. 46 ITHACA ROAD, FRANKSTON SOUTH
 Title: SITE PLAN/ PROPOSED FIRST FLOOR PLAN

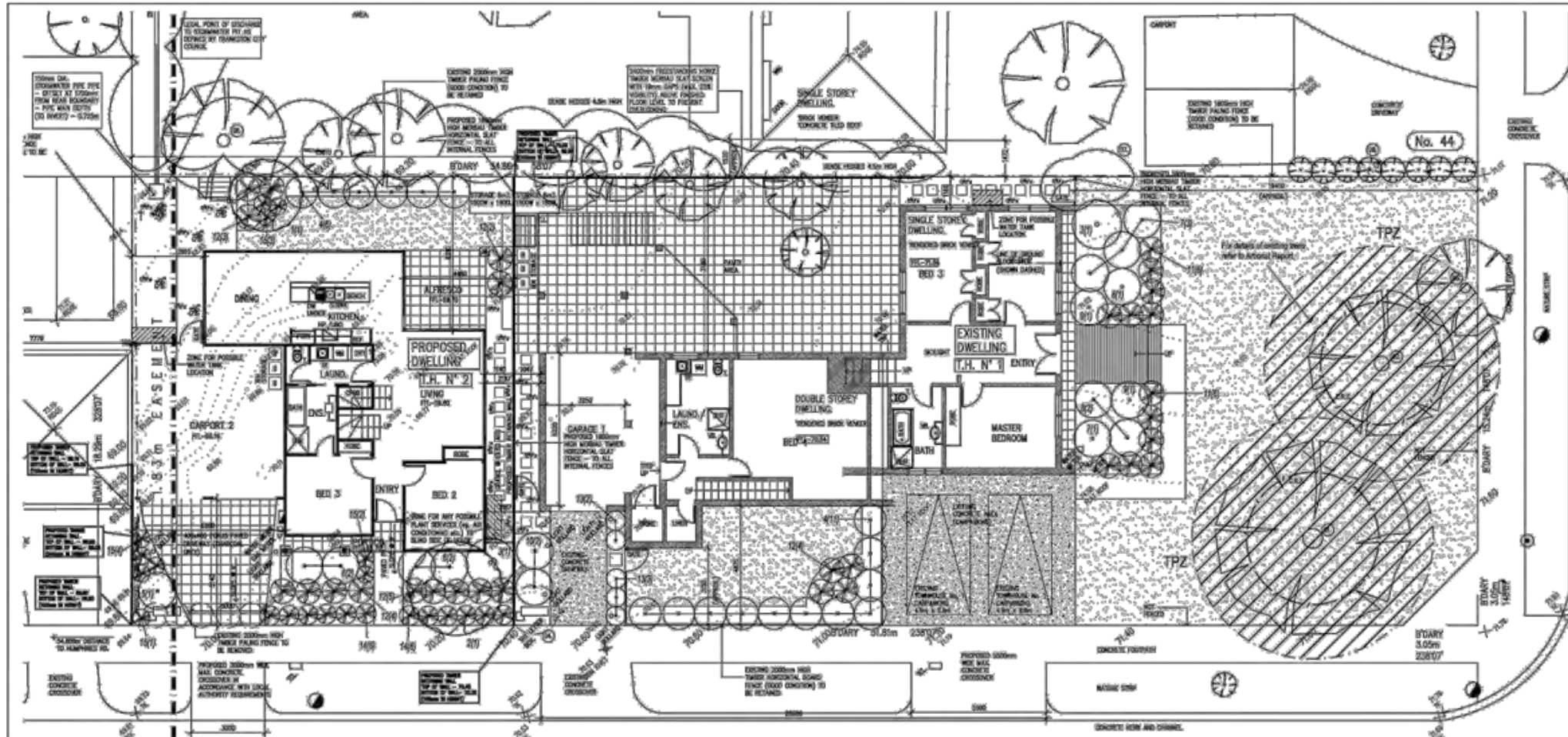
MODULARC
 modularc design & building consultants
 Making design printing documentation
 units 1, level 1, 480 upper highway, frankston 3185 victoria
 tel: 03 9770 4700 fax: 03 9770 4988

Scale	Plot
1:1000A2	1:1
Drawn: M.D.W.	Date: OCT.12
Project No: 11001	Approved:
Drawing Number: TP3	Revised: D





Project Name	46 Ithaca Road, Frankston South
Client	MRS. SUE MAKEE
Architect	MODULARC
Scale	1:100, 1:50, 1:20
Date	13/06/2017
Drawn By	TP4
Checked By	
Project No.	11001
Sheet No.	D



Landscape Specification **ADVERTISED PLAN**

- Site Preparation**
Where site is grassed or heavily weeded, the area shall be spray poisoned with Roundup (or similar product), using a red coloured dye in the mix. Two applications, 2 weeks apart will be required to totally remove unwanted vegetation.
- Grading for Garden Beds and Grassed Areas**
Existing subgrade shall be excavated or filled to 175mm below finished grade in garden beds to allow for 75mm topsoil and 100mm mulch.
Allow for 50mm soil cover in lawn areas, for imported loam to finish flush with edge and instant lawn to sit over.
Any imported fill to be free of builders rubble, logs, weeds or any other foreign material over 50mm diameter.
All fill material to be compacted in layers of 150mm to properly consolidate subgrade, avoiding ongoing settlement.
- Tree Protection**
Where existing trees have been identified, both within the property and on adjacent properties, for retention within the overall landscape development they shall be protected in accordance with specification separately attached if required.
- Lawn Areas**
Subgrade to be cultivated to a depth of 100mm following application of Gypsum to clay soils at rate of 2kg/square metre. Soil to be spread to an even thickness of 50mm and will be:-
-Free from extraneous material greater than 25mm diameter
-Free from perennial weeds and their spots, bulbs or rhizomes
-Ph. to be 6.0-7.0
-Texture to be light, friable sandy loam - not parking sand and/or its derivative
-Free from silt or clay material
-Lawn areas to be edged Formosa edging as per manufacturers specification and shown with non-invasive grass species eg Kentucky Blue Grass, in accordance with rules specified by grower.
- Shrub Areas**
Subgrade to be rotary hoed to a depth of 100mm. Gypsum added if clay present. Soil as per above description added to a depth of 75 mm then covered with fine shredded pine mulch to a depth of 100mm.
- Planting**
Plant materials to be of the species, quantity and container size as shown in the planting schedule. Plants will not be substituted without the consent of the designer and Responsible Authority. Plants to be healthy nursery stock; free from disease, injury, insects, all weeds and roots of weeds.
Planting to be carried out in accordance with standard drawings as shown on landscape plan.
- Livestock Topping Areas**
Livestock Toppings to be used in narrow and/or highly trafficked areas in preference to lawn. Toppings to be laid on 75mm depth consolidated crushed rock to a depth of 50mm. Surface to be compacted using a vibrating plate.
- Paved Areas**
Large pavers - 400 x 400 x 60mm to be laid on mortar over 75mm thickness reinforced concrete base. Colour and make to be chosen by client to suit garden and site design. Pavers to be graded to ensure water is directed towards lawn and/or grassed areas and absorbed.
- Irrigation**
Should irrigation of the site be required by the Responsible Authority, then the following will apply: -No allowance for watering lawn area establishment under current restrictions.
-Irrigation to be supplied for all shrub/lawn areas including:
(a) Battery operated timer connected to
(b) Water filter, pressure regulator backflow preventer, vacuum breaker and meter valve which opens in conjunction with other line valves.
(c) 25mm pipe for long runs and 19mm pipe for short runs connected to driplines.
- Maintenance Schedule**
The following maintenance schedule shall apply to all landscaped areas for 24 months following Practical Completion. Work to be carried out by owner or body corporate:-
-plants, including grass, to be regularly checked for pests and diseases and appropriate treatments applied where necessary
-spraying to remove good shape and remove dead areas that be undertaken at 3 month intervals
-additional applications of Osmocote to be applied in accordance with manufacturers recommendations
-all plants to be regularly watered during summer months and periods of dryness
-mowing to be carried out regularly, mower blade height to be set at 50mm above ground height.
-within maintenance period dead specimens are to be replaced with plants of equal size
-both hand and chemical weed control to be used throughout maintenance period.

FLEETWOOD CRESCENT

Code	Plant Generic Name	Common Name	Height (mm)	Width (mm)	Pot Size	Total
1	Allocasuarina littoralis	Black Sheak	6000	3000	45tr	1
2	Lagerstroemia fuscata	Crape Myrtle	5000	4000	45tr	1
3	Bursaria spinesa	Sweet Bursaria	6000	2000	300	2
4	Callistemon lim	Bolebrush	3000	1300	300	17
5	Grevillea Scarlet Sprites	--	1500	1500	200	1
6	Correa reflexa	Common Correa	1200	1500	200	4
7	Indigofera australis	Australian Indigo	1500	1500	200	4
8	Eremophila nivea (grafted)	--	1200	1500	200	3
9	Thryptomene pycnantha	--	1000	1500	200	2
10	Sistus Brillyancy	--	1200	1500	200	2
11	Poa labillardieri	Common Tussock Grass	1000	1000	150	12
12	Lomandra longifolia	Matt Rush	1000	1000	150	18
13	Grevillea Pink Poils	--	800	800	150	5
14	Yucca Bright Edge	--	800	800	150	12
15	Dialia White Tiger	--	1000	700	150	10

NOTES:
 * Trees 1 & 2 to be minimum 2.0 metres high at time of planting.

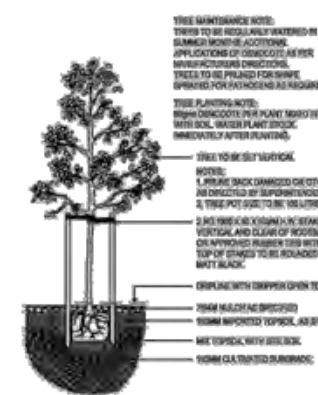
Legend

- Typical concrete driveway
- Paved area
- Livestock topping
- Lawn - Kentucky Blue Grass
- Tree protection zone
- Concrete pavers on sand base
- Grass Line
- EXISTING TREE (Existing tree to be retained)
- EXISTING TREE (Existing tree to be protected and retained. For details of existing trees refer to Arbo Report.)
- PROPOSED TREE (Refer to Plant Schedule)
- PROPOSED SHRUBS AND GROUNDCOVERS (Refer to Plant Schedule)

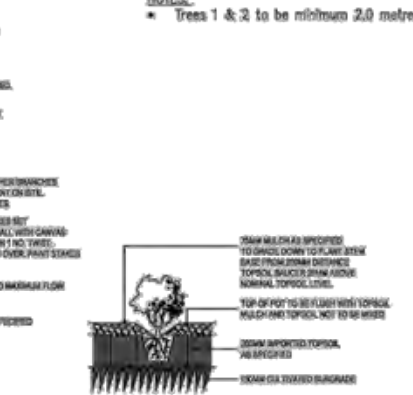
Note: Refer to Town planning conditions regards to external finishes.

TREE PROTECTION SPECIFICATION (BASED ON RECOMMENDATIONS FOUND IN AS 4370-2009)

- All care shall be taken to protect existing trees from damage prior to commencement of all building and construction works. Trees are required to be protected in accordance with A.S. 4370-2009.
- All trees to be retained shall be identified by the builder and Landscape architect prior to the commencement of all building works. The appointed trees shall be fenced off with sturdy fencing, at a distance determined by arborist. This will be constructed to a minimum height of 1.8m using cyclone mesh panels. A visible sign stating "Tree Protection Zone - No Access" to be attached to fence. Mulch to a depth of 150mm to be placed within TPZ. The aim is to create an 'exclusion zone' beneath these trees. This fence will deter the entry of heavy equipment, vehicles, workers and/or the public into this Tree Preservation Zone.
- Where a root diameter of 20mm or greater is encountered during site works, these shall be cleanly pruned by hand, but never torn from the ground.
- All care shall be taken in the positioning of building/fencing posts to avoid damage to underlying root systems. Where applicable, posts should be shifted to avoid damaging roots.
- An arboricultural company with membership of the Arboricultural Association of Australia shall carry out works to the Australian Standard - AS 4370-2009, and shall be used to undertake all root and branch pruning requirements. Throughout building works they shall also undertake regular inspection of trees and carry out remedial works as required to ensure trees retain good health and vigour. Such works shall include but not be limited to irrigation, feeding, aeration, mulching and dead-wooding.
- Should services pass through the root zone of trees to be retained on the site, then they should be located in trenches adjacent beneath the root zone, i.e. at a minimum depth of 600mm.
- During the process of building construction and construction of driveway, all areas beneath the canopies of the trees to be retained, should be covered by a 150mm layer of coarse wood chip or other like material. This layer will help minimise the effects of compaction. If temporary access is required through a root zone area this should be carried out using sheets of heavy plywood, or the protection, but this should not be considered for long term use.
- Any services required to be installed underground will be bored and utility authorities should make use of a camera trench where possible. This is the responsibility of the site owner.
- No fuel, oil dumper or chemicals shall be allowed in or stored on the Tree Preservation Zones. The servicing and refuelling of equipment and vehicles should be carried out away from the root zones.
- No storage of materials, equipment or temporary buildings will take place over the root zone of any trees.
- No fetters of any sort shall be attached to any tree for any reason.
- If damage of any sort should occur to any tree or large shrub on site, the appointed arborist should be contacted to take immediate remedial action.



1 ADVANCED TREE IN PLANTING BED DETAIL section 1:20 scale



2 SHRUB PLANTING IN GARDEN BED DETAIL section 1:20 scale



3 GRASSES/GROUNDCOVER PLANTING DETAIL section 1:20 scale

Richard J. Dare
 Member Arboricultural Australia
 Registered Landscape Architect (RSLA)
 Diploma Of Horticulture (Dip Hort)
 Associate Diploma Landscape Certificate (A.D.L.C.)
 Graduate Diploma Town Planning (G.D.P.T.)
 8 South Street,
 Box, VIC, 3984
 PH 0985 7010
 Mobile 0417 541 000
 Email: rj.dare@rjdare.com.au
 Web: rj.dare.com.au

dare | DESIGNS

Project: 46 ITHACA ROAD, FRANKSTON
Client:

It is the Client's responsibility to ascertain local council requirements and to confirm or alter. Contractors should not scale from these drawings - measurements are to be confirmed on site.

Scale: 1:100 @ A1
 Date: 26/SEPTEMBER, 2015
 Designer: R.J. Dare
 Drafter: R.J. Dare
 Checked: R.J. Dare
 Sheet: 1 of 1
 Drawing No:



ADVERTISED PLAN

ARBORIST REPORT

46 Ithaca Rd

FRANKSTON SOUTH

Prepared by:

Richard Dare

- **Member Arboriculture Australia**
- **Registered Landscape Architect AILA**
- **Diploma of Horticulture (Burnley)**
- **Associate Diploma of Landscape Design (RMIT)**
- **Graduate Diploma of Town Planning (SAIT)**

For:

Sue McKee

10th February 2011

11 Village Close Mt Norrish 3934
Phone/Fax: 03-5974-4950
Mobile: 0417 981 820
Email: daredesigns@bigpond.com.au
ABN: 166 894 40904

Vegetation Report Prepared by Dare Design for Sue McEee

INTRODUCTION

ADVERTISED PLAN

Richard Dare has been requested to inspect trees at 46 Ithaca Rd, Frankston South. Purpose of the inspection is to provide further information on these trees to support an application for unit development on the property.

METHODOLOGY

A site inspection was made on 4th February 2011. The trees on the property and adjacent property were measured and assessed. Measurement of the actual diameter of each tree trunk was made at the tree base and at breast height (1400mm above ground level). The Structural Root Zone and Tree Protection Zone was calculated using these measurements in accordance with AS 4970 – 2009 “Protection of Trees on Development Sites.” Height and width of the trees was also assessed along with the following:-

Genus, species, common name, age, health and structure, overall appearance, source of the tree (local indigenous/native/exotic), significance, preservation value and useful life expectancy (SULE).

All assessments made from ground level. Tall shrubs and small trees not measured at trunk.

CONCLUSIONS & RECOMMENDATIONS

- Trees 1 and 2 have TPZs extending up to 4.9 metres from the trunk. Should construction for buildings, services or driveway extend in the TPZ by more than 10%, then a non injurious investigation method eg. hand digging to be undertaken to determine the size and location of any affected roots from these trees. Arborist to inspect trenches and recommend alternative construction methods if necessary, (eg pier and beam, stumps and bearers, waffle slab and low impact driveway construction), or trim roots in accordance with AS 4373.
- Remaining trees and shrubs unlikely to be affected by development.

Richard Dare, Member Arboriculture Australia

Vegetation Report Prepared by Dave Design for Sue McKee

Tree Number on Plan (Refer Attached Plan)	1	2	3	4	5	ADVERTISED PLAN	
Tree Species	Liquidambar styraciflua	Araucaria heterophylla	Viburnum tinus	Pittosporum James Stirling	Magnolia Little Gem	Cupressocyparis Castlewellan gold	Acmena smithii
Height (Metres)	15	16	3	3	1.6	4	3
Width (Metres)	10	8	3	1.5	1.5	3	1.5
Diameter at Breast Height (mm)	410	400	Not Measured	Not Measured	Not Measured	Not Measured	Not Measured
*Tree Protection Zone	4920	4800					
Diameter above Root Buttress	590	570					
*Structural Root Zone	2700	2500					
* Age	Mature	Semi Mature	Mature	Semi Mature	Semi Mature	Semi Mature	Semi Mature
* Health	Good	Good	Good	Good	Good	Good	Good
* Structure	Good	Good	Good	Good	Good	Good	Good
Safe Useful Life							
* Expectancy (SULE)	< 20 Years	< 50 Years	<10 Years	< 10 Years	< 10 Years	< 20Years	< 20 Years
*Overall Appearance	Fair	Fair	Fair	Fair	Fair	Fair	Fair
*Local Indigenous Native/Exotic	Exotic	Native	Exotic	Native	Exotic	Exotic	Native
* Significance	Medium	Medium	Medium	Medium	Medium	Medium	Medium
*Preservation Value	Medium	Medium	Medium	Medium	Medium	High	High
Comments							

*Refer attached definition

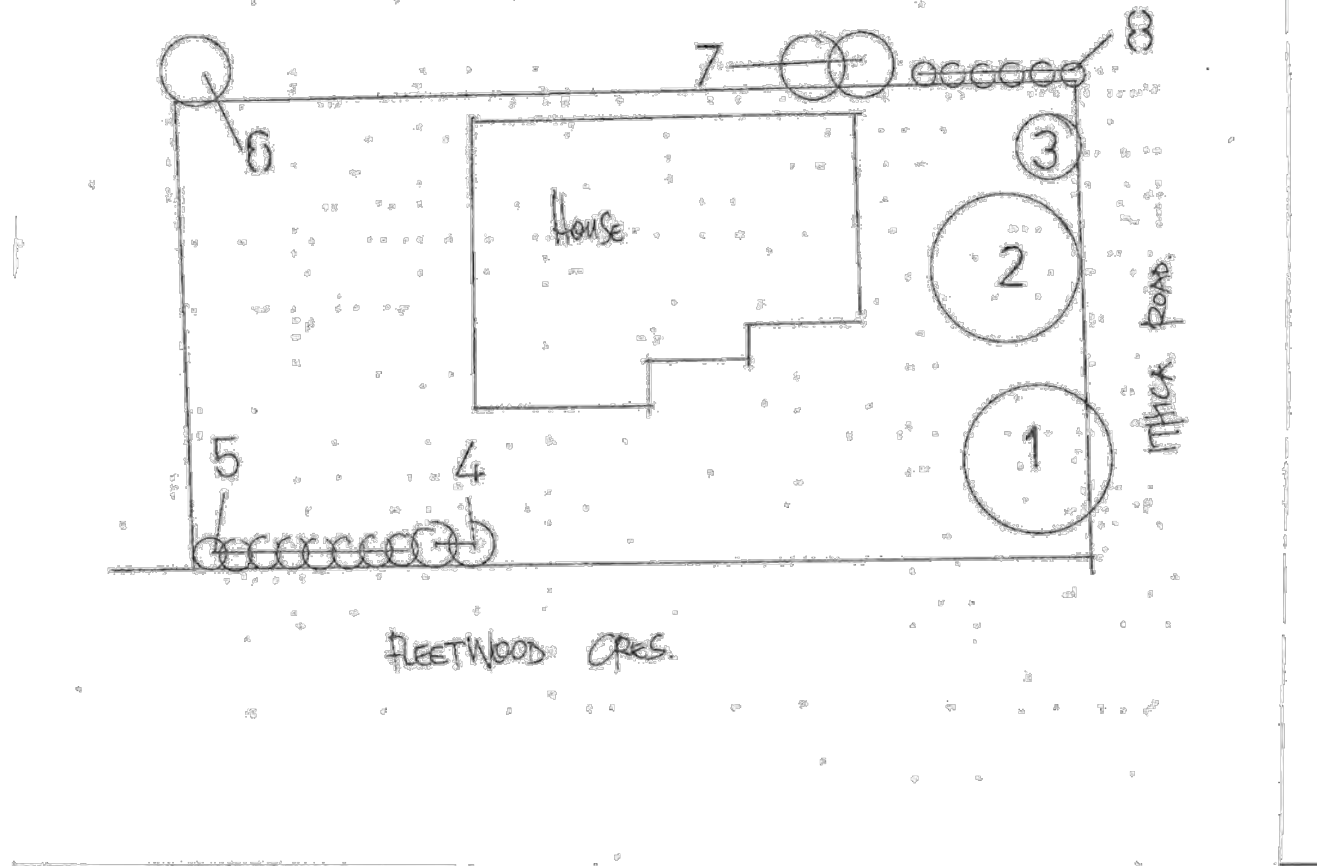
Vegetation Report Prepared by Dave Design for Sue McKee

Tree Number on Plan (Refer Attached Plan)	8							ADVERTISED PLAN
Tree Species	Juniperus Skyrocket							
Height (Metres)	1.2							
Width (Metres)	300							
Diameter at Breast Height (mm)	Not Measured							
*Tree Protection Zone								
Diameter above Root Buttress								
*Structural Root Zone								
* Age	Young							
* Health	Good							
* Structure	Good							
Safe Useful Life								
* Expectancy (SULE)	< 20 Years							
*Overall Appearance	Good							
*Local Indigenous Native/Exotic	Exotic							
* Significance	Medium							
*Preservation Value	High							
Comments								

*Refer attached definition

Vegetation Report Prepared by Steve Design for Sue McEer

ADVERTISED PLAN



Executive Summary**11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**

Enquiries: (Michael Papageorgiou: Community Development)

Council Plan

Community Outcome:	1. Planned City for Future Growth
Strategy:	1.1 Work with other tiers of Government, industry and business to create more jobs and job skills in Frankston
Priority Action	1.1.1 Attract and promote more industry, small business and large employers into Frankston City to grow more jobs

Purpose

This report considers the merits of the planning application to construct three (3) double storey dwellings

Recommendation (Director Community Development)

That a Notice of Decision to Grant a Planning Permit be issued, subject to the conditions contained in the officer's assessment.

Key Points / Issues

- It is proposed to construct three (3) double storey dwellings.
- The site coverage is 38.3% and permeability is 36.1%.
- Five (5) car parking spaces will be provided which meets the requirements of Clause 52.06: Car Parking.
- No visitor car spaces are required under Clause 52.06.
- The proposal does not comply with Council's Multi Dwelling Visitor Car Parking Guidelines, which require the provision of one visitor car space. No visitor car space is proposed on-site.
- The proposed development is consistent with State and Local Planning Policy Frameworks as it provides an increase in the diversity and supply of housing stock within the municipality which increases housing choice for residents and is considered consistent with the preferred neighbourhood character of the area.
- The proposed development is considered to respond appropriately to the Frankston 5 Neighbourhood Character Precinct Statement and Clause 55 - ResCode.
- One objection has been received. The grounds of objection were loss of privacy and daylight access.
- The proposal is being reported to Council due to non-compliance with Council's Multi Dwelling Visitor Car Parking Guidelines.

For further information, please refer to the officer's assessment contained within this report.

Financial Impact

For the 2017-2018 financial year, the State Government Minister for Local Government has announced a limit on the amount Victorian Councils may increase rates. The cap for the 2017-2018 financial year is 2%. The cap is based on the Consumer Price Index expected for the financial year.

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**Executive Summary**

This cap has a significant effect on Council's current Long Term Financial Planning, with rate revenue being \$9 million less than anticipated over the first four years, growing to \$17 million over five years. This reduction will have a severe impact on Council's financial capacity to maintain service levels and deliver key capital projects.

The application fee paid to Council is \$1,456.70. The average cost to process a planning application is \$1,729 which in this case is a shortfall of \$272.30.

Consultation**1. External Referrals**

The application was not required to be referred to any external authorities.

2. Internal Referrals

The application was referred internally to the Traffic Engineer, Drainage Engineer, and Environment Officer.

Notification of Proposal

Notification of the planning application was given pursuant to the requirements of Section 52 of the *Planning and Environment Act 1987*.

Notification was given in the form of:

- Mail to adjoining owners and occupiers; and
- One (1) sign erected on the site frontage

As a result of the public notification, one objection was received. The grounds of objection are summarised in the officer's assessment contained within this report.

Analysis (Environmental / Economic / Social Implications)

The proposed development will have a negligible impact on the environment. The proposed three trees to be removed from the site are considered to have a low retention value and no vegetation on adjoining properties will be impacted adversely from the development.

The proposed development will create short-term employment opportunities and longer term economic benefits by the increase in the resident population who will assist in stimulating the economy.

The proposed development will provide for further diversity in housing within close proximity to existing social and commercial facilities, resulting in net community benefit for Frankston.

Legal / Policy / Council Plan Impact**Charter of Human Rights and Responsibilities**

The Charter of Human Rights and Responsibilities has been considered in the preparation of this report but is not relevant to the content of the report.

Legal

Council has complied with Section 52, 58, 60, 61 and 62 of the *Planning and Environment Act 1987* in processing the planning permit application.

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**Executive Summary**Policy Impacts

Council has assessed the planning permit application in accordance with the relevant State and Local Planning Policy provisions, zones, particular and general provisions of the Frankston Planning Scheme.

Officer's Declaration of Interests

Under Section 80C of the *Local Government Act 1989*, officers providing advice or a report to Council must disclose any direct or indirect interest they have in a matter.

Council officers involved in the preparation of this report have no conflict of interest in this matter.

Risk Mitigation

There are no risk implications.

Conclusion

The proposal is considered to be consistent with State and Local Planning Policy and will provide for appropriate medium density housing in an existing residential area. The design of the development is considered to be satisfactory subject to conditions to resolve minor matters and apply standard conditions for multi-residential development.

ATTACHMENTS

- Attachment A: Site Plan
- Attachment B: Upper Floor Plan
- Attachment C: Elevations
- Attachment D: Shadow Diagrams

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings

Officers' Assessment

Summary

Existing Use	Residential
Site Area	764 square metres
Proposal	To construct three (3) double storey dwellings
Site Cover	38%
Permeability	36%
Zoning	General Residential Zone
Overlays	Nil
Neighbourhood Character Precinct	Frankston Precinct 5
Reason for Reporting to Council	Multi Dwelling Visitor Parking Guidelines

Background

Subject Site

The subject site is a regular shaped allotment located on the north side of Gladwyn Avenue in Frankston.

The site has front and rear boundaries of 16.7 metres, side boundaries of 45.7 metres and an overall area of 764 square metres. The site has a slope of approximately one metre from the east to the west boundary.

The site has a 1.8 metre wide drainage easement that runs along the rear boundary.

The subject site currently contains an existing single storey dwelling with a front setback of approximately 7.6 metres from Gladwyn Avenue. An existing single vehicle crossover is located on the west boundary.

A 10 metre high Liquidambar (Tree 1) is present on the site within the front setback with Gladwyn Avenue.

Locality

Surrounding residential development is largely characterised by single dwellings. There are some examples of multi-unit developments within the street within close proximity, including at 23 and 27 Leonard Street, which adjoin the east boundary. Planning permits have also been recently issued (in 2016) at 1 and 4 Gladwyn Avenue, adjoining to the west and opposite the subject site respectively, for three double storey dwellings.

Dwelling styles are largely brick or weatherboard construction with a variety of roof forms. A majority of the earlier dwellings within the street are single storey. Lots fronting Gladwyn Avenue have either no or low front fences to 1.3m in height.

Site History

No previous planning permits have been issued for the site.

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**Officers' Assessment****Proposal**

The proposal is summarised as:

Dwelling	Storeys	No. of Bedrooms	Secluded Private Open Space	Car Parking
1	2	3	43.3sqm	2
2	2	2	40sqm	1
3	2	3	41.3sqm	2

Dwelling 1 is oriented to face Gladwyn Avenue and has a front setback of 8.2 metres.

Each dwelling will contain an open plan kitchen/meals/living area and amenities at ground level. Dwellings 1 and 3 will also have a bedroom on the ground floor. All dwellings will have two bedrooms and a rumpus/study on the upper level.

The overall maximum height of the dwellings will be approximately 7.3 metres.

The dwellings will be constructed with face brickwork and light grey render walls at ground level. Upper level walls will be a variety of vertical timber and render finished in light grey and white. Pitched dark grey tile roofing is proposed for ground and upper levels. A 900mm picket front fence is also proposed.

Four small trees 3-4 metres in height are proposed for removal, which are not of significance. The 10 metre high Liquidambar located in the front setback is proposed to be retained.

Vehicle access will be provided by the existing single crossover on the west side of the frontage to Gladwyn Avenue.

State and Local Planning Policy Frameworks

State Planning Policy Framework relevant to this application are summarised as follows:

- Clause 11 - Settlement
- Clause 15 – Built Environment and Heritage; and
- Clause 16 - Housing

Local Planning Policy Framework relevant to this application are summarised as follows:

- Clause 21.04 - Settlement
- Clause 21.07 – Housing; and
- Clause 22.08 – Neighbourhood Character Policy

Planning Scheme Controls

A Planning Permit is required pursuant to:

- Clause 32.08-6 – General Residential Zone of the Frankston Planning Scheme for the construction of 2 or more dwellings on the lot;

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**Officers' Assessment*****Notification of Proposal***

The grounds of objection are summarised as follows:

- Blocking daylight access
- Loss of privacy

ReferralsInternal Referrals

The application has been referred to the following Council Departments and the following comments were made:

Traffic Engineer

- Car parking provision is satisfactory. Under Frankston City Council multi dwelling visitor guidelines, one visitor car parking space is required onsite. None are proposed and therefore the guidelines are not met.
- Dimensions of proposed garages are satisfactory.
- Access for Dwellings 2 and 3 is satisfactory. There is inadequate reversing space at Garage 1 for car to perform a reverse manoeuvre. Proposed tree in front of Garage 1 shall be removed to allow room for the reverse manoeuvre.

Drainage Engineer

- Council's Drainage Engineer offers no objection to the proposal subject to the inclusion of standard storm water management conditions on any permit issue.

Environment Officer

- It appears from the initial plans submitted the setback of the front dwelling has been increased to 8,870mm (closest to the tree). The tree has a Tree Protection Zone (TPZ) of 9m. The encroachment into this area (of the house and porch) is less than 10%. The entrance pathway has not been considered in the encroachment. The path and fences (front and private open space) will need to be constructed sensitively to ensure no tree roots are damaged.
- The east elevation indicates that there is an area of cut at the site of the tree. This has not been considered in the encroachment and would not be appropriate.
- There must be no cut surrounding the tree. The existing dwelling is on stumps. The extent of works surrounding the Liquidambar is not clear. All encroachments within the TPZ must not exceed 10% of the area of the TPZ.

Discussion***State and Local Planning Policy***

The proposal is considered to be generally consistent with the broader principles of State and Local Planning Policy. The proposed development will increase the diversity and supply of housing stock within the municipality, which increases housing choice for residents.

It is considered the proposal responds to the constraints of the site and the local character of the area, will protect the amenity of adjoining land and provide a sufficient level of onsite amenity for future residents.

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**Officers' Assessment*****Neighbourhood Character and Design Response***

Council's Neighbourhood Character Policy (Clause 22.08) seeks to ensure that development is responsive to the key characteristics that make up the preferred character of each precinct. The site is located within the Frankston 5 Precinct.

The preferred neighbourhood character statement and objectives are:

The openness of the streetscape and the space around dwellings and the cohesiveness of streetscapes will be strengthened.

Overall the proposal is considered to be in keeping with the existing character of the area. The proposal will respect the open streetscape character and maintain space around the dwellings. The dwellings are for the most part well setback from boundaries with the walls on the boundaries in compliance with the ResCode requirements for wall height and length. It is considered these setbacks respect the existing spacing of other dwellings in the area.

The proposal will retain the mature Liquidambar in the front setback and tree protection conditions, as recommended by Council's Environment Officer, will be required on the permit. Reasonable areas are provided for landscaping opportunities within the private open space areas of all dwellings for planting of vegetation. A condition will form part of any permit issued requiring the provision of a landscape plan incorporating the planting of indigenous trees and shrubs.

A new 900mm picket front fence is proposed, which will be in keeping with the character of other front fences within the street.

Clause 55 (ResCode)

An assessment against the provisions of Clause 55 (ResCode) of the Frankston Planning Scheme has been undertaken. It is considered that the proposal will satisfactorily meet the requirements of ResCode in the following areas:-

Clause 55.02 - Neighbourhood Character and infrastructure

It is considered that the proposed development of three double storey dwellings will integrate well into the neighbourhood and meets the relevant objectives set within the Frankston 5 Precinct of Council's Neighbourhood Character Policy.

Clause 55.03 - Site Layout and Building Massing

The proposed front setback of Dwelling 1 (8.2 metres) is greater than the setback of the existing dwelling on the site (7.6 metres) as well as the average setbacks of the two adjoining lots. It allows for the retention of the Liquidambar and is generally consistent with the setbacks of other properties in the court bowl, which vary between 4 to 9.4 metres. Permits have been issued for 1 Gladwyn Avenue (723/2015/P) and 4 Gladwyn Avenue (708/2014/P) which provided lesser setbacks of 5.6 and 6.5 metres respectively. It is therefore considered that this setback is acceptable in this instance and is consistent with the streetscape.

The overall building height of the dwellings of (7.3 metres) is less than the maximum of 9.0 metres encouraged by ResCode.

The site coverage of 38.3% is well within the ResCode standard of 60%. Permeability of 36.1% also exceeds the minimum requirement of 20% under ResCode.

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**Officers' Assessment**

Due to the north-south orientation of the site, only the living area of Dwelling 3 has northern orientation. Other dwellings, however, will receive east and/or western solar access, which while not ideal, is an acceptable outcome for the site. The east-facing window of Bedroom 1, Dwelling 3, does not include any eaves and therefore a shade device will be required as a condition of permit, to avoid excessive sunlight.

There will be sufficient opportunities for the planting of meaningful landscaping, including canopy trees, throughout the site. This will ensure the proposal will provide a positive contribution to the neighbourhood character.

The Liquidambar in the front setback is proposed to be retained and no other significant vegetation will be affected by the proposed development. Council's Environment Officer has reviewed the proposal and has no objections, subject to conditions. These conditions will form part of any permit to be issued.

It is noted that proposed common access way will have a minimum width of 3 metres (a minimum width of 3 metres is required by ResCode). Council's Traffic Engineer has advised that this width is acceptable. Habitable room windows are appropriately setback from the driveway in accordance with Rescode requirements.

Clause 55.04 - Amenity Impacts

The proposed garage wall (Dwelling 2) along the east boundary will have a maximum height of 2.8 to 3.2 metres above natural ground level and length of 4 metres. The garage wall on the west boundary (Dwelling 3) will have an average height of 3.1 metres, a maximum height of 3.4 metres and a length of 6.4 metres.

The walls sited on boundaries meet ResCode requirements and are necessary due to the width of the lot. They will have a limited impact on the amenity of the adjoining properties, which is considered reasonable given they will not be located on the north side of any adjoining private open space. The walls will therefore overshadow the adjoining land only during limited times of the day. It is further noted neither of the walls will adjoin the private open space of the objector's land.

Aside from the garages, the proposed dwellings are generally well setback from side boundaries and will not impact on daylight or solar access to existing windows on adjoining properties.

The 1.7m and 1.6 high fences on the respective boundaries will prevent overlooking from a number of proposed habitable room windows. There are potential overlooking concerns, however, from the ground floor north and west elevations of Dwelling 3 into the adjoining secluded open spaces. A 200mm freestanding trellis above the existing fence on the east boundary will be required to avoid overlooking from Bedroom 1 (Dwelling 3). It is noted an ensuite window is shown on the east elevation, which is not shown in this location on the site plan. A condition will require it to be removed from the elevations.

The land to the north has a permit for two dwellings (332/2015/P). Dwelling 3 in the subject proposal will look onto the rear wall of a proposed dwelling. Part of this wall will be on the boundary and there are no habitable room windows. It is therefore not regarded as a sensitive interface and no screening measures are necessary.

A 200mm freestanding trellis above the existing fence on the west boundary will also be required to screen views from the west-facing meals and kitchen windows of Dwelling 2. The west-facing Bedroom 1 window shown the west elevation is not shown on the site plan and will be required to be removed.

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**Officers' Assessment**

Habitable room windows on the upper level that face adjoining dwellings have obscure glazing or are high set and therefore will not overlook the adjoining land. The windows with obscure glazing, however, are shown as openable and a condition of permit will therefore require them to be fixed to at least 1.7 metres above floor level.

The extent of obscure glazing will also result in most of these rooms having no outlook, which is regarded as a poor internal amenity outcome. Conditions of permit will therefore require new windows (facing within the subject site) to a number of the proposed bedrooms.

It is further noted there are minor discrepancies on the elevations, between existing and finished floor and surface levels for each dwelling. A condition of permit will require retaining walls and finished surface levels to be shown to Australian Height Datum for all dwellings and secluded private open space.

A review of the overshadowing diagrams submitted with the application indicates the proposed dwellings will not significantly overshadow or impact any habitable rooms or secluded private open space of the surrounding properties. While there will be some overshadowing to the east in the morning and to the west in the afternoon, it is within reasonable limits, due to the setbacks of the proposed dwellings at ground and upper levels.

Overall, overlooking, overshadowing and noise impacts all comply with the relevant ResCode standards.

Clause 55.05 - On-Site Amenity and Facilities

The dwellings have been designed to facilitate persons with limited mobility and have clearly identifiable entrances.

Each dwelling will have a private open space area of 40 square metres (or more) with a minimum width of 3 metres. The private open space areas all have some northern orientation and will be accessible from the living rooms. While the garage wall of Dwelling 2 is proposed on the north side of its private open space, the length of the private open space will ensure it receives sufficient solar access.

Six cubic metres of storage is shown within the secluded private open space of Dwelling 2, which is acceptable. Storage for Dwellings 1 and 3, however, is proposed overhead within the garages. This is not regarded as a satisfactory level of accessibility and therefore a condition will require storage to be provided external to the garages.

Clause 55.06 - Detailed Design

The proposed design and materials for both dwellings will integrate well into the neighbourhood and will create an appropriate level of interest for the streetscape and surrounding area. The dwellings are separated on the upper level by at least 3 metres, which will maintain views through the site. They also include protrusions and recessions, as well as a variety of materials and colours that minimises visual bulk.

The proposed 900mm high picket fence will be in keeping with the character of the area and other front fences along Gladwyn Avenue.

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**Officers' Assessment****Clause 52.06 Car Parking and Council's Multi Dwelling Visitor Car Parking Guidelines**

Council's Traffic Engineer has reviewed the proposed development and has raised no objection, subject to conditions regarding access. The proposal complies with the requirements for car parking provision in the Frankston Planning Scheme, as two car spaces are provided for each three bedroom dwelling and one space for the two bedroom dwelling.

There is no requirement to provide visitor car parking on site pursuant to Clause 52.06. The proposed development has been reviewed against the Council's Visitor Car Parking Guidelines, which require one (1) space to be provided onsite.

No on-street car parking is available in front of the site, as it would block access to the vehicle crossing of 5 Gladwyn Avenue. This is an existing condition in which the local community and future occupants would be aware. The shortfall of one visitor car parking space is considered reasonable as there is on-street parking available further to the west of the site. In addition, the site is located approximately 1.2km from Frankston Railway Station, and is serviced by a bus route on Beach Street, which travels to Frankston Station. This provides an opportunity for sustainable options of travel which is consistent with State Policy objectives and strategies that promote walking, cycling and public transport.

It is considered the development proposes well-designed, medium-density housing, where provision for one visitor space is not readily available. Neighbourhood character considerations for retention of landscaping areas and providing more open space are preferable outcomes in this case.

While Council has resolved in August 2016 to prepare an amendment to introduce Council's Visitor Car Parking Guidelines into the Frankston Planning Scheme, it should be noted that Council risks an unfavourable costs decision at VCAT should it seek to impose the additional visitor car spaces required under the Guidelines. This is due to the current stage of the proposed amendment. The planning scheme amendment is not yet a 'seriously entertained document' and would be given little weight at a VCAT hearing.

Cultural Heritage

The site is located within an area of Aboriginal Cultural Heritage Significance. The construction of dwellings on a lot of less than 1,100 square metres and not within 200 metres of the coast, however, is exempt from Cultural Heritage requirements.

Response to objection concerns

The concerns raised have been discussed earlier, however, they are more specifically addressed are as follows:

- Blocking daylight access

The setbacks of the proposed dwelling are substantially greater than those required under ResCode. Given the objector's dwelling is setback 3.6 metres from the common boundary with the subject site, there is ample area within the objector's site to maintain sufficient daylight access. The proposed dwellings are also located west of the objector's site and therefore will not detrimentally affect solar access to any north-facing windows.

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**Officers' Assessment**

Notwithstanding this, the proposal includes a minimum setback of 3 metres at both ground and upper levels from the common boundary with the objector's site. This setback will minimise overshadowing from the proposal, which the shadow diagrams for the proposal show will occur (beyond the fence shadow) only after 2.00pm. The extent of overshadowing is within the limits required under ResCode, as the proposal will not affect the objector's land during the morning and early afternoon.

- Loss of privacy

Windows facing the objector's property will be screened at ground level by the existing boundary fence and upper level windows are either highlight (with a minimum sill height of 1.7 metres above floor level) or feature obscure glazing.

Conclusion

The proposal is considered to be consistent with State and Local Planning Policy and will provide for appropriate medium density housing in an existing residential area. The design of the development is considered to be consistent with the existing and preferred neighbourhood character for Frankston and will not have an unreasonable impact on the amenity or traffic generation on the local road network.

Recommendation (Director Community Development)

That Council resolves to issue a Notice of Decision to Grant a Planning in respect to Planning Permit Application number 633/2016/P to construct three (3) double storey dwellings at 3 Gladwyn Avenue, Frankston, subject to the following conditions:

Plans

1. Before the use and/or development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be substantially in accordance with the plans submitted with the application (or some other specified plan) but modified to show:
 - (a) Shade device for the east-facing window of Bedroom 1, Dwelling 3.
 - (b) Trellises in accordance with Condition 12.
 - (c) All windows proposed with obscure glazing fixed to at least 1.7 metres above floor level.
 - (d) Dwelling 3 ensuite window shown on the east elevation and the Bedroom 1, Dwelling 1 window on the west elevation removed (in accordance with the site plan).
 - (e) New south-facing window to Bedrooms 1 and 2 (Dwelling 2) and the north-facing highlight window of Bedroom 2 (Dwelling 1) replaced with a smaller window. The windows must not use obscure glazing (or other similar screening device) and be located to avoid overlooking and internal views in accordance with Clause 55.04-6.
 - (f) Retaining walls and finished surface and floor levels to be shown to Australian Height Datum for all dwellings and secluded private open space, on all plans.

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**Officers' Assessment**

- (g) Storage for Dwellings 1 and 3 external to the garages in accordance with Clause 55.05-6 (Storage).
- (h) Internal dimensions of the garages in accordance with Clause 52.06-8 (Design Standards for Car Parking).
- (i) The landscape strip opposite Garage 1 reduced to accommodate vehicle manoeuvring.
- (j) No earthworks within the Tree Protection Zone of Tree 1 (excluding the dwelling footprint).
- (k) Lighting in accordance with Condition 24.
- (l) A landscape plan in accordance with Condition 3.
- (m) The Tree Protection Zone and Structural Root Zone for Tree 1 and the tree protection fence locations illustrated on all relevant plans.
- (n) All proposed and existing overhead and underground services in accordance with Condition 9.
- (o) Tree protection conditions noted in accordance with Conditions 5, 6 and 7.
- (p) A Tree Protection Management Plan in accordance with Condition 8.

No Alterations

- 2. The development as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.

Landscaping

- 3. Before the commencement of buildings and works, a landscape plan prepared by a suitably qualified person must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
 - (a) a survey (including botanical names) of all existing vegetation to be retained and/or removed;
 - (b) buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary;
 - (c) details of surface finishes of pathways and driveways, retaining walls and areas of cut and fill;
 - (d) a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, size at maturity and quantities of each plant;
 - (e) A planting theme of a minimum 20% indigenous and 40% native within each plant group;
 - (f) landscaping to a minimum height of 1.5 metres to be incorporated along the west boundary of the common driveway;
 - (g) One canopy tree to a minimum mature height of five metres (minimum two metres tall when planted) within the private open space of all dwellings

Trees are not to be sited over easements.

All species selected must be to the satisfaction of the Responsible Authority.

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**Officers' Assessment****Prior to Occupation**

4. The landscaping as shown on the endorsed landscape plan must be carried out and completed to the satisfaction of the Responsible Authority before the occupation of the development and/or commencement of the use or at such later date as is approved by the Responsible Authority in writing.

Tree Protection

5. Tree protection must be carried out in accordance with the Australian Standard AS 4970 – 2009 Protection of trees on development sites to the satisfaction of the Responsible Authority. The tree protection fence must remain in place for the duration of building and works to the satisfaction of the Responsible Authority.
6. Prior to the commencement of the development (including vegetation removal), a Tree Protection Fence defined by a 1.8 metre high (minimum) temporary fence constructed using steel or timber posts fixed in the ground or to a concrete pad, with the fence's panels to be constructed of cyclone mesh wire or similar strong metal mesh or netting with a high visibility plastic hazard tape, must be installed around the T.P.Z. of the retained tree where occurring on the subject site and reduced by the minimum amount to construct approved works to the satisfaction of the Responsible Authority. Fences should not obstruct the nature strip. A fixed sign is to be provided on all visible sides of the Tree Preservation Fencing, stating "Tree Preservation Zone – No entry without permission from Frankston City Council".

The following requirements must be observed within the tree preservation zone area –

- (a) Course mulch laid to a depth of 50-100 mm (excluding street trees).
- (b) No vehicular or pedestrian access.
- (c) The existing soil level must not be altered either by fill or excavation.
- (d) The soil must not be compacted or the soil's drainage changed.
- (e) No fuels, oils, chemicals, poisons, rubbish or other materials harmful to trees are to be disposed of or stored.
- (f) No storage of equipment, machinery or material is to occur.
- (g) Open trenching to lay underground services e.g.: drainage, water, gas, etc. must not be used unless approved by the Responsible authority to tunnel beneath.
- (h) Nothing whatsoever, including temporary services wires, nails, screws or any other fixing device, is to be attached to any tree.
- (i) Tree roots must not be severed or injured,
- (j) Machinery must not be used to remove any existing concrete, bricks or other materials.

The tree protection fence must remain in place for the duration of buildings and works to the satisfaction of the Responsible Authority.

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**Officers' Assessment****Tree Pruning**

7. All tree pruning is to be carried out by a qualified and experienced Arborist who has a thorough knowledge of tree physiology and pruning methods. Pruning must be carried out in accordance with Australian Standard AS4373-2007 Pruning of Amenity Trees. If pruning works are to be undertaken then these works should be carried out prior to any construction works beginning on site. Any pruning of trees located on a neighbouring property should be undertaken in consultation with the property owner.

Tree Protection Management Plan

8. A Tree Protection Management Plan prepared in accordance with Frankston City Council's 'Arboricultural Reporting Guidelines' must be submitted to and approved by the Responsible Authority prior to the commencement of the approved development and works (including any demolition, excavations, tree removal, delivery of building/construction materials and/or temporary buildings) and when approved will be endorsed and form part of this permit. The plan must contain as a minimum but not limited to the following information:
 - (a) The Tree Protection Zones (TPZ) for each tree being retained including restricted activities and required actions within the protection zones;
 - (b) Details on the Tree Protection Fence locations, any ground protection requirements and site access route(s);
 - (c) Identify construction methods and equipment to be utilised for the root sensitive footings for the dwellings and fences. Details to include non-invasive root exploration, footing relocation (when/where deemed necessary) and root pruning;
 - (d) Identify construction methods and materials for the section of the path and fences (front and private open space) for the protection of Tree 1;
 - (e) Identify pre and post construction care measures;
 - (f) Identify any tree canopy pruning necessary to provide clearance for the development to and any remedial works required;
 - (g) Identify key supervision and monitoring stages of the development;
 - (h) Location of all underground services;
 - (i) Calculation of % encroachment of works;
 - (j) Develop a communication plan that provides contact information for a designated individual responsible for ensuring work adheres to the approved Tree Protection Plan. The designated individual will also ensure contractors working at the development site are aware of the Approved Tree Protection Plan.
9. All proposed and existing overhead and underground services must be indicated on the relevant plans ensuring any underground services are diverted around the trees protection zone where possible or laid beneath the root profile by method of directional boring to the satisfaction of the Responsible authority.
10. The development must be undertaken in accordance with the recommendations of the approved Tree Protection Management Plan to ensure that the development does not adversely impact on the health, life expectancy and structural stability of the tree to be retained, to the satisfaction of the Responsible Authority.

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**Officers' Assessment****Tree Protection: Construction**

11. Within the 9 metre Tree Protection Zone associated with Tree 1 the following is required to the satisfaction of the Responsible Authority.
 - (a) No excavation works are to be undertaken within the structural root zone of the tree;
 - (b) Accurately survey and stakeout the area of the excavation for the footings;
 - (c) Any excavation within the T.P.Z. of Tree 1 must be done by hand and in the presence of a Qualified Arborist;
 - (d) Smaller roots can be cut cleanly with a sharp implement in accordance with AS4373-2007 by a suitably qualified and experience Arborist.

Freestanding Trellis

12. Prior to the occupation of the development, a freestanding trellis (maximum 25% openings) must be erected above the existing fence on the east boundary opposite Bedroom 1 (Dwelling 3) and the west boundary opposite the meals and kitchen windows (Dwelling 2) to an overall height of 1.7 metres above finished floor level, to restrict overlooking into the adjoining residential properties to the satisfaction of the Responsible Authority. The trellis must be framed and thereafter maintained to the satisfaction of the Responsible Authority.

Drainage

13. Provision of a Stormwater Detention System with a volume capable of retarding the 10 year ARI flow from the development site back to a 5 year ARI pre-development value to the satisfaction of the Responsible Authority.
14. The soakage system for Stormwater drainage must be provided with Geotechnical design to demonstrate that effective drainage can be provided without detriment to premises and/or other properties. Design to be in accordance with CSIRO publication Water Sensitive Urban Design Engineering procedures – Stormwater, Chapter 11 – Infiltration Measures.
15. Prior to commencement of construction, detailed Drainage and Pavement design plans of the internal stormwater drainage system including drainage computations and the method of connection to the existing Council drainage infrastructure are to be submitted, approved and constructed to the satisfaction of the Responsible Authority.
16. Water Sensitive Urban Design principles (WSUD) are to be incorporated into the drainage design, which may include but not be limited to the following components or a combination thereof:
 - On-site stormwater detention and rainwater tanks.
 - Soil percolation
 - Stormwater harvesting and Re-use of stormwater for garden watering, toilet flushing, etc
 - On-site 'bio-treatment' to reduce dissolved contaminants and suspended solids.
17. Should the existing vehicle crossing be damaged during construction works, the crossing must be reconstructed to Frankston City Council's standards and specifications to the satisfaction of the Responsible Authority.
18. Prior to occupation of the dwellings hereby permitted by this permit starts, areas set aside for parking vehicles, loading bays, access lanes and paths as shown on the endorsed plans must be :-

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**Officers' Assessment**

- Constructed to the satisfaction of the Responsible Authority;
 - Properly formed to such levels that they can be used in accordance with the plans;
 - Surfaced with an all-weather sealcoat; and
 - Drained and maintained to the satisfaction of the Responsible Authority.
19. Car spaces, access lanes and driveways must be kept available for these purposes at all times.
20. Where the development involves work on or access to Council controlled land including roads, reserves and right of way, the owner, operator and their agents under this permit must at all times take adequate precautions to maintain works to the highest public safety standards, to the satisfaction of the Responsible Authority.
- Precautions must include, appropriate signage to AS 1743 Road Works Signing Code of Practice, the provision of adequate barricading of works, including trenches of Service Authorities and any other road openings, sufficient to ensure public safety.
- All relevant permits must be obtained from Council for works within the existing road reserves, in addition to the planning permit.

Urban Design

21. All works on or facing the boundaries of adjoining properties must be finished and surface cleaned to a standard that is well presented to neighbouring properties in a manner to the satisfaction of the Responsible Authority.
22. Mailboxes shall be provided to the proposed dwelling/s to the satisfaction of the Responsible Authority and Australia Post.
23. All plumbing work, sewer pipes etc. (except for spouting and stormwater pipes) associated with the new dwelling shall be concealed from general view.
24. Outdoor lighting must be provided, designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on neighbouring land.

Satisfactorily Completed

25. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.

Permit Expiry

26. This permit will expire if one of the following circumstances applies:
- The development is not started within two years of the date of this permit.
 - The development is not completed within four years of the issued date of this permit.

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

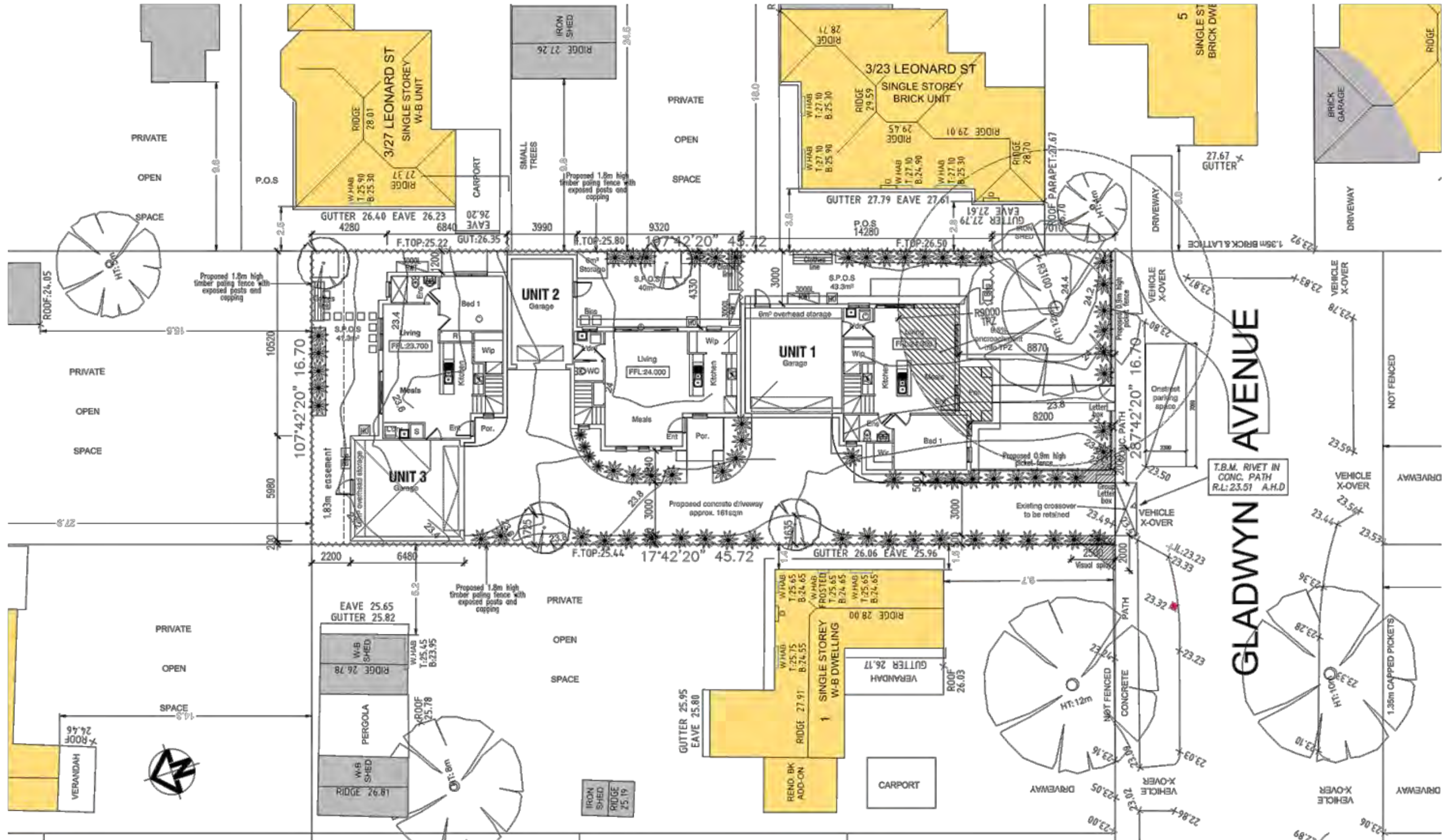
Notes

- A. Any request for an extension of time, or variation/amendment of this permit must be lodged with the relevant fee.

11.3 Planning Permit Application 633/2016/P - 3 Gladwyn Avenue, Frankston 3199 - To construct three (3) double storey dwellings**Officers' Assessment**

- B. Prior to the commencement of construction the operator of this planning permit must obtain a non-refundable Asset Protection Permit from Frankston City Council's Infrastructure Department.
- C. Any request for time extension of this Permit shall be lodged with the relevant administration fee at the time the request is made. Pursuant to Section 69 of the Planning and Environment Act 1987 the Responsible Authority may extend the periods referred to if a request is made in writing within the following prescribed timeframes:
- a. Before or within 6 months after the permit expiry date, where the use or development allowed by the permit has not yet started;
 - b. Within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.

If a request is made out of time, the Responsible Authority cannot consider the request and the permit holder will not be able to apply to VCAT for a review of the matter.



LEGEND

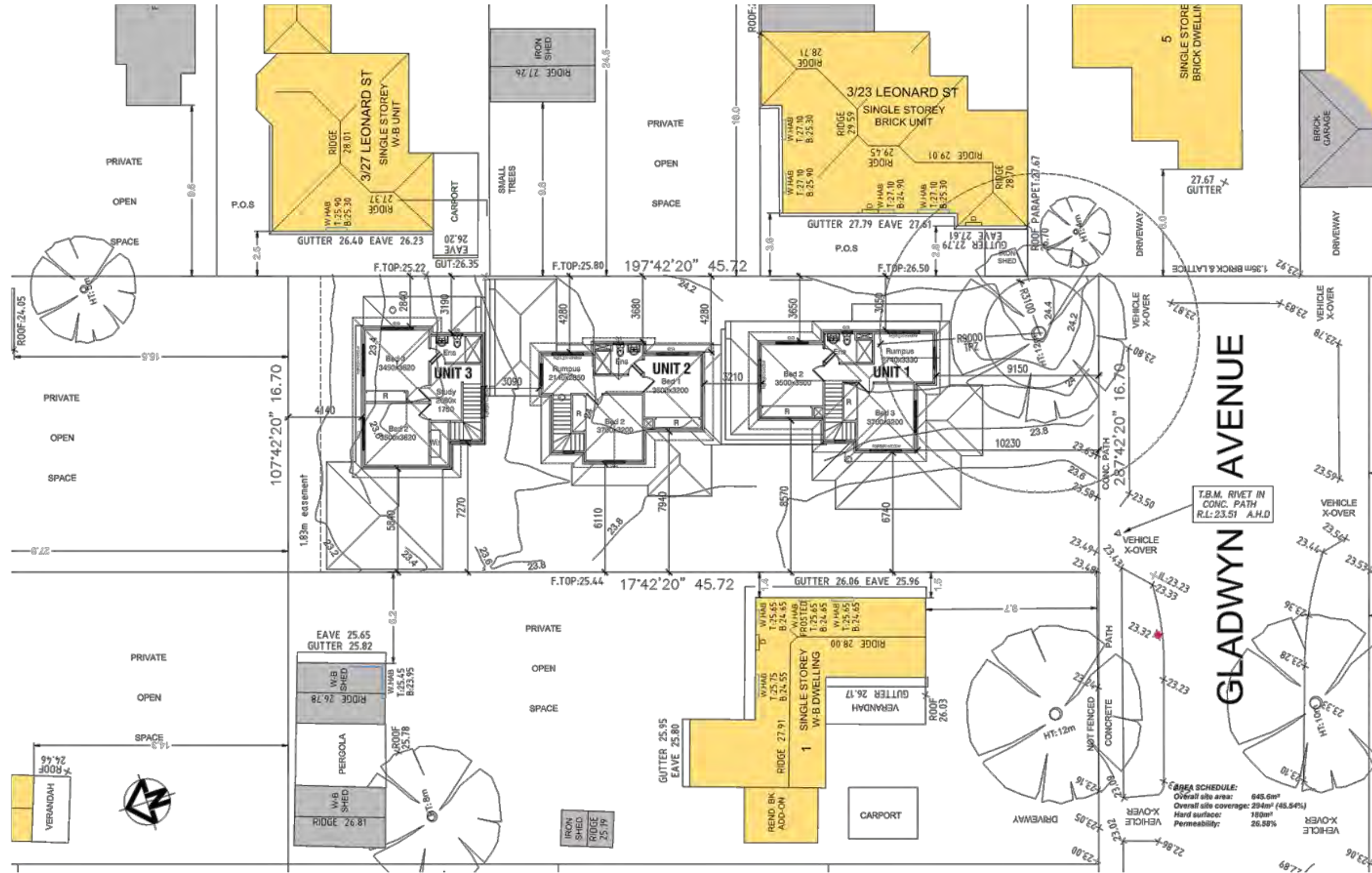
- PROPOSED PAVER
- PROPOSED 0.9M PICKET FENCE
- PROPOSED 1.8M TIMBER PALING FENCE WITH EXPOSED POSTS AND CAPPING (SIDE&INTERLOT)
- EXISTING TREE
- PROPOSED CANOPY TREE (MATURE SIZE 8M)
- PROPOSED PLANTS

TOWN PLANNING APPLICATION



Gethsemane Garden Group Pty Ltd
 address: 20 Westwood Boulevard,
 Keysborough Vic 3173 T:03-96870617

REVISIONS & ISSUES	PROJECT	CLIENT	DRAWN	DRAWING NUMBER	DATE
	Proposed dwellings at No3 Gladwyn Avenue, Frankston	CLIENT	L	TP03	19.02.17
		DRAWING TITLE PROPOSED GROUND FLOOR	DESIGN L	REVISION	SCALE 1/100@A1



T.B.M. RIVET IN CONC. PATH
 R.L.:23.51 A.H.D

AREA SCHEDULE:
 Overall site area: 645.6m²
 Overall site coverage: 294m² (45.54%)
 Hard surface: 180m²
 Permeability: 465.6m²

TOWN PLANNING APPLICATION



Gethsemane Garden Group Pty Ltd
 address: 20 Westwood Boulevard,
 Keysborough Vic 3173 T:03-96870617

REVISIONS & ISSUES	PROJECT	CLIENT	DRAWN	DRAWING NUMBER	DATE
	Proposed dwellings at No3 Gladwyn Avenue, Frankston	KEYBOROX	L	TP04	19.02.17
		DRAWING TITLE	DESIGN	REVISION	SCALE
		PROPOSED FIRST FLOOR	L		1/100@A1

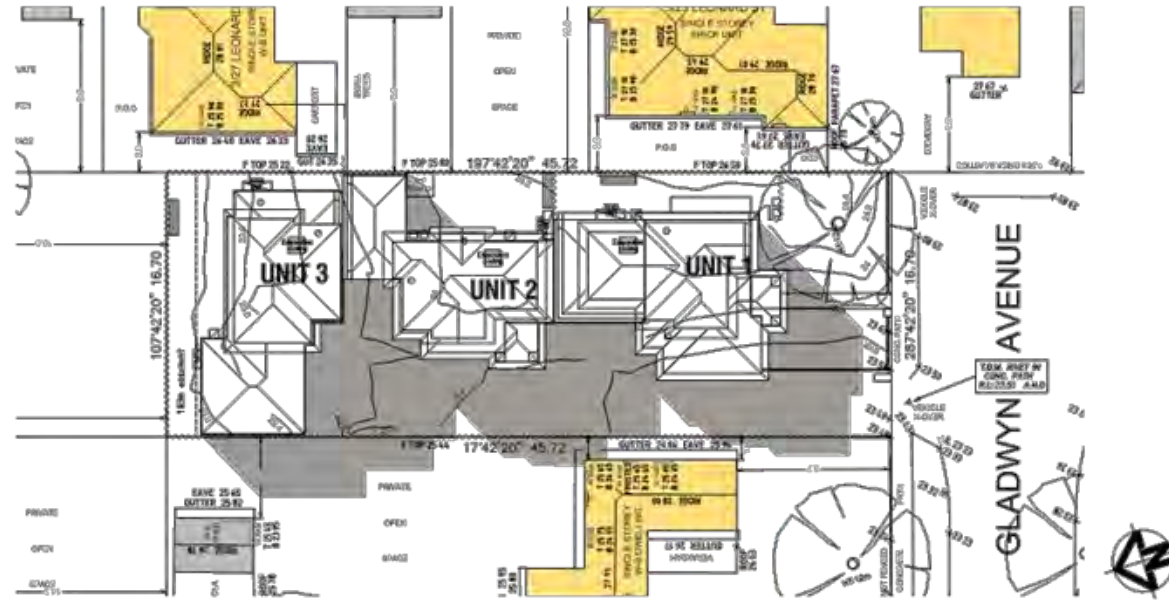


TOWN PLANNING APPLICATION

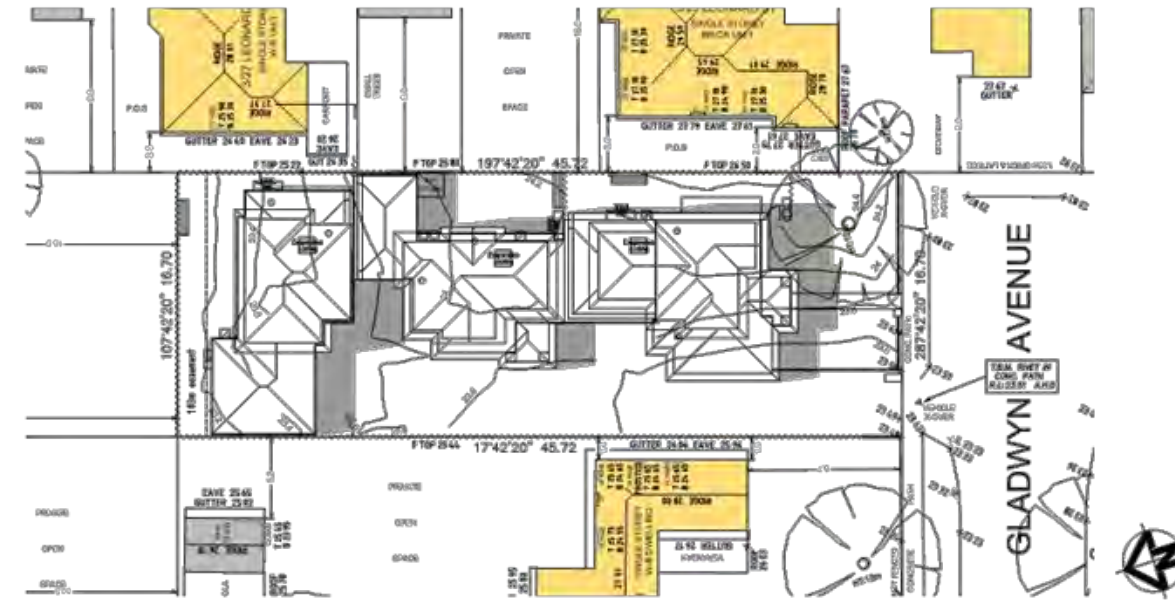


Gethsemene Garden Group Pty Ltd
 address: 20 Westwood Boulevard,
 Keysborough Vic 3173 T:03-96870617

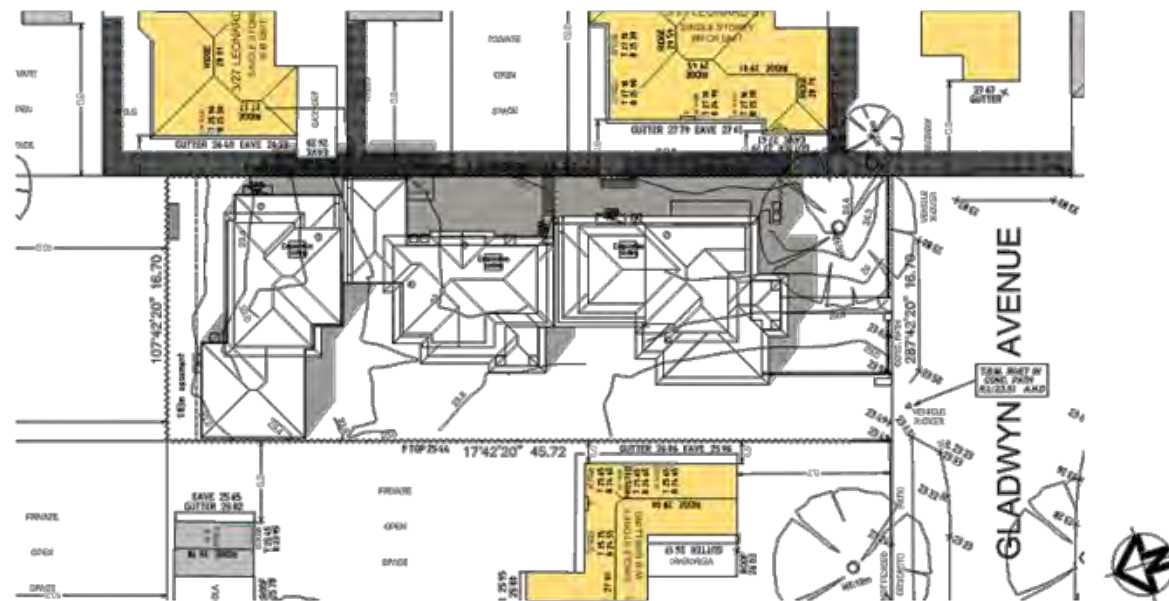
REVISIONS & ISSUES	PROJECT	CLIENT	DRAWN	DRAWING NUMBER	DATE
	Proposed dwellings at No3 Gladwyn Avenue, Frankston	3G GROUP	L	TP05	19.02.17
		DRAWING TITLE	DESIGN	REVISION	SCALE
		PROPOSED ELEVATIONS	L		1/100@A1



PROPOSED 09AM SHADOW
 (September 23 (Equinox) Standard Time, Melbourne (Latitude 38.0° South)

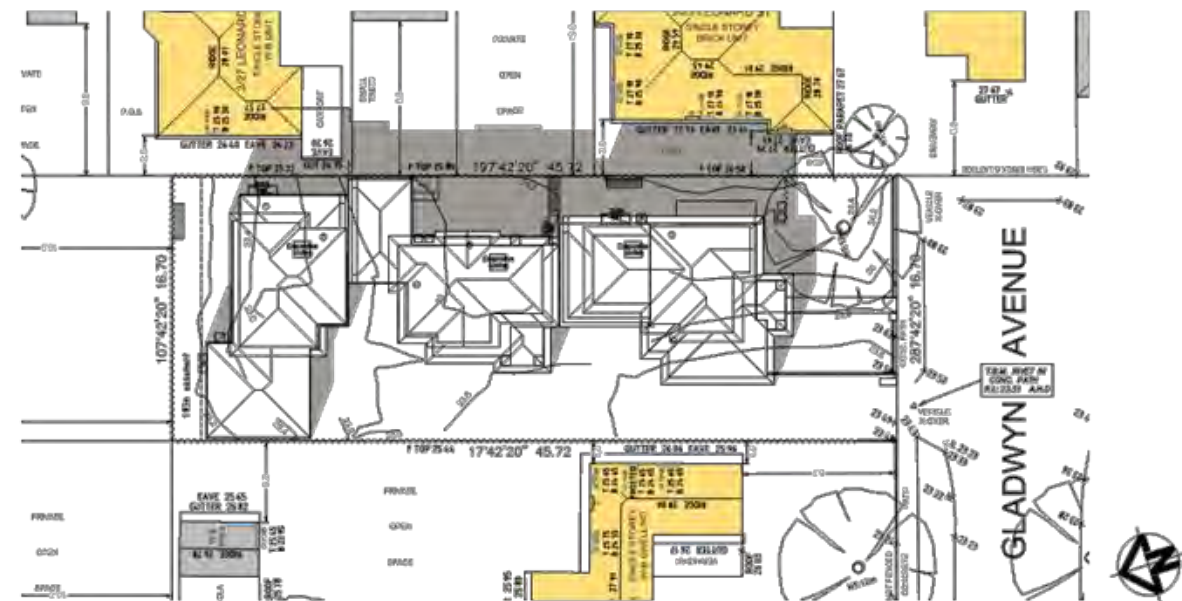


PROPOSED 12PM SHADOW
 (September 23 (Equinox) Standard Time, Melbourne (Latitude 38.0° South)



PROPOSED 02PM SHADOW
 (September 23 (Equinox) Standard Time, Melbourne (Latitude 38.0° South)

EXISTING SHADOW
 PROPOSED SHADOW



PROPOSED 03PM SHADOW
 (September 23 (Equinox) Standard Time, Melbourne (Latitude 38.0° South)

TOWN PLANNING APPLICATION



Gethsemene Garden Group Pty Ltd
 address: 20 Westwood Boulevard,
 Keysborough Vic 3173 T:03-96870617

REVISIONS & ISSUES	PROJECT	CLIENT	DRAWN	DRAWING NUMBER	DATE
	Proposed dwellings at No3 Gladwyn Avenue, Frankston	CLIENT	L	TP06	19.02.17
		DRAWING TITLE	DESIGN	REVISION	SCALE
		PROPOSED SHADOW DIAGRAM	L		1/200@A1

Executive Summary**12.1 Resolution Progress Report**

*Enquiries: (Gillian Kay: Community Development)
(Tim Frederico: Corporate Development)*

Council Plan

Community Outcome:	3. Sustainable City
Strategy:	3.3 Ensure good governance and management of Council resources
Priority Action	3.3.2 Implement a schedule of reviews of services, plans, policies and protocols to ensure good governance

Purpose

To respond to Council on the status of resolutions to be implemented that have been delayed and the reasons for their delay.

Recommendation (Director Community Development)

That Council:

1. Notes work on progressing the resolution NOM 1303 to address the quality of Life and Anti-Social behaviour in Frankston LGA' is ongoing. A proposed scope and indicative cost has been received, however, should these be agreed by Council a request for formal quotes will be sought. Notes the status of work on
2. Notes a report on 'History Taught in Schools' for NOM 1264 will be presented to the September 2017 Meeting.
3. Notes a report for NOM 1245 on the 'Frankston Coastguard' is subject to further consultation and consideration of technical information will be presented to the September meeting.
4. Notes that report for NOM 1289 – Female Participation in Sports will be presented after requested meeting.
5. Notes a report for NOM 1291 on the 'Illumination of Pier's will be presented to the July 2017 meeting.
6. Notes that for NOM 1319 'Access to Hindu Temple via Boundary Lane' the cost to engage an Engineering and Environmental Consultancy Group to prepare concept design report and indicative costs is \$20K.
7. Notes in relation to the progress NOM 1321 and NOM 1333, the original installer has advised he is unable to address the feature lighting issues until the second week of July.

Introduction

From time to time it is necessary to formally advise Council of the status of work it has resolved to be undertaken. As such this report represents a divisional status update against those resolutions that are underway but not yet completed.

Key Points / Issues

- *Response to NOM 1303: Quality of Life/ Anti-Social behaviour in the Frankston LGA'*
The Mayor has written to the Victorian Attorney General seeking prohibition of glue that has mind altering effects. Officers are also working on an approach to encouraging residents to promote use of 'Myfrankston' app and Crime Stoppers to

12.1 Resolution Progress Report**Executive Summary**

report suspected offenders. A university has provided indicative feedback on the scope of the research and the number of days (55) required to complete it (@ \$1,200 per day).

- *Response to NOM 1264: History Taught in Local Schools*

A meeting has been organised with Frankston Historical Society and Department of Education and Training (“DET”) to further explore this opportunity. This report is currently scheduled to come back to September 2017 Ordinary Meeting.

- *Response to NOM 1245: Frankston Coastguard Building*

This report was scheduled to come back to 13 June 2017 Ordinary Meeting however consultation, required with Frankston Coastguard, is scheduled for 5 June 2017. It is anticipated that the report will be presented to the August 2017 Ordinary Meeting.

- *Response to NOM 1289 – Female Participation in Sports*

The report has been delayed awaiting a requested meeting with Cr O’Connor to discuss options and expectations.

- *Response to NOM 1291: Illumination of Piers*

The report is delayed due to a meeting 14 June with Mornington Peninsula Shire Council and their lighting contractor to explore the challenges of implementing illumination on the piers, which are owned by Parks Victoria.

- *Response to NOM 1319: Access to Hindu Temple via Boundary Lane*

Investigation of works and costs requires tendering to engage an Engineering and Environmental consultancy group. Probable estimate for concept design report and construction estimate is also required to provide enough information for Council to determine if it wishes to proceed with detailed design and gaining authority approvals is \$20,000. Timeframe for concept design is to be advised upon engagement of consultancy group.

- *Response to NOM 1321 and NOM 1333: Wells Street Lighting*

The original installer of the lights has undertaken to investigate the faults and address them where these were part of the original contract, however, additional work has been requested (re tree uprights) for which a quote will be sought.

The lighting is based on theatrical lighting and as such the Arts Centre technicians will be briefed by the installer on the operational aspects of the lighting enabling the potential for future opportunities.

The installer has advised that he is not available until the second week of July. A meeting is being arranged in conjunction with his attending to the lights to discuss handover of operational aspects.

Should NOM 1333 be endorsed a meeting of interested Councillors and the CEO will be convened.

Financial Impact

For the 2017-2018 financial year, the State Government Minister for Local Government has announced a limit on the amount Victorian councils may increase rates. The cap for the 2017-2018 financial year is 2%. The cap is based on the Consumer Price Index expected for the financial year.

12.1 Resolution Progress Report
Executive Summary

This cap has a significant effect on Council's current Long Term Financial Planning, with rate revenue being \$9 million less than anticipated over the first four years, growing to \$17 million over five years. This reduction will have a severe impact on Council's financial capacity to maintain service levels and deliver key capital projects.

Consultation**1. External Stakeholders**

N/A

2. Other Stakeholders

N/A

Analysis (Environmental / Economic / Social Implications)

N/A

Legal / Policy / Council Plan ImpactCharter of Human Rights and Responsibilities

All matters relevant to the Charter of Human Rights and Responsibilities have been considered in the preparation of this report and are consistent with the standards set by the Charter.

Legal

N/A

Policy Impacts

N/A

Officer's Declaration of Interests

Council officers involved in the preparation of this report have no Conflict of Interest in this matter.

Risk Mitigation

There is no risk associated with this report.

Conclusion

Council officers are continuously working to implement a range of Council resolutions. The purpose of this report is to update Council on the implementation status of the resolutions.

ATTACHMENTS

Nil

12.2 Minutes of the Frankston Arts Board - 2 May 2017 and 30 May 2017

Enquiries: (Andrew Moon: Community Development)

Council Plan

Community Outcome:	2. Liveable City
Strategy:	2.1 Activate the city centre and encourage more housing, leisure and retail options
Priority Action	2.1.3 Improve the street front amenity and appeal of the city centre through design, landscaping and quality street furniture

Purpose

To provide Council with the minutes of the Frankston Arts Board meeting held on 2 May and 30 May 2017.

Recommendation (Director Community Development)

That Council:

1. Receives the Minutes of the Frankston Arts Board meeting of 2 May 2017.
2. Receives the Minutes of the Frankston Arts Board of 30 May 2017.
3. Endorses the Frankston Street Art Masterplan.

Financial Impact

For the 2017-2018 financial year, the State Government Minister for Local Government has announced a limit on the amount Victorian councils may increase rates. The cap for the 2017-2018 financial year is 2%. The cap is based on the Consumer Price Index expected for the financial year.

This cap has a significant effect on Council's current Long Term Financial Planning, with rate revenue being \$9 million less than anticipated over the first four years, growing to \$17 million over five years. This reduction will have a severe impact on Council's financial capacity to maintain service levels and deliver key capital projects.

Report**Frankston Arts Board Minutes – 2 May and 30 May**

The meetings were convened with members of the Frankston Arts Board to discuss the agenda and make recommendations where appropriate to Council for endorsement.

Highlights of the 2 May meeting included:

- A presentation and discussion with the consultant developing the Street Art Masterplan, which was well received by the Board
- The progress of capital works including back of house, Cube 37 facilities and the lift
- The development of the key performance indicators and reports with minor improvement to be made and quarterly reporting required.

Highlights of the 30 May meeting included:

- A briefing on the approach to the Waterfront Festival incorporating the Queens Baton Relay

12.2 Minutes of the Frankston Arts Board - 2 May 2017 and 30 May 2017

- Discussion around the draft Ministerial Briefing for funding of Frankston as a 'Premier Arts and Culture Destination and Sculpture City'. The Board provided input and supported the draft which will be discussed with Councillors.
- A review of the final draft of the Street Art Masterplan. The Frankston Arts Board endorsed the Masterplan and recommends that Council endorses the Plan.

ATTACHMENTS

- Attachment A: Frankston Arts Board 2 May 2017 Minutes
- Attachment B: Frankston Arts Board 30 May 2017 Minutes
- Attachment C: Frankston Street Art Masterplan (Part 1)
- Attachment D: Frankston Street Art Masterplan (Part 2)



AGENDA ITEM 1.5

FRANKSTON ARTS & CULTURE

**FRANKSTON ARTS BOARD
 Board Meeting**

**MINUTES OF THE MEETING
 Tuesday 2nd May 2017
 6.30 – 8.30pm
 Long Room, Frankston City Library**

ITEM		
1	Governance: General	
1.1	Welcome, apologies and introductions	<p>Present Ms Barbara Crook (Chairperson) Ms Jenni Colwill Mr Douglas Spencer Roy (via phone) Ms Mish Eisen (left at 6:57pm) Ms Gillian Kay Mr Andrew Moon Cr Sandra Mayer</p> <p>Apologies Cr Michael O'Reilly Mr Dennis Hovenden Mr Michael Malignaggi Ms Sonia Turnbull</p>
1.2	Determination of quorum	Confirmed
1.3	Declaration of conflicts of interest	Doug as a sponsor.
1.4	Confirmation of Agenda	Barbara requested that the Letter to Paul Edbrooke MP regarding involvement in the Station Precinct Project be discussed as part of the agenda.
1.5*	Approval of minutes.	Previous meetings Minutes approved by FAB via email
1.6*	Action items/Matters arising (<i>refer to schedule</i>)	Updated Notes/Approved
1.7	Public Art Sub Committee Report	Discussed proposal for sculpture from resident on the Peninsula – resolved to contact and advise to submit this via the street art blitz when advertised.
2	Management Updates	
2.1*	Arts & Culture Monthly Report	Noted.
2.2	Arts & Culture KPI's	
2.3*	Arts & Culture Financials	Noted.
2.4	Trust Fund Account Update	
3	Capital Works	
3.1	Function Analysis Update	<ul style="list-style-type: none"> • McClelland lounge lift underway

AGENDA ITEM 1.5

		<ul style="list-style-type: none"> • Front of House amenities completed • Back of House and Cube 37 amenities underway and still to be completed
4	Strategy	
4.2	Street Art Masterplan	<p>Meeting with Richard Brecknock on 11 April re: draft street art masterplan was excellent. More work to be done on the masterplan around zones. There is a companion document to this which has more detail for work with shop owners/artists.</p> <p>Recommended first step of the Street Art Blitz will be to populate 3-6 key sites with curated and commissioned works.</p> <p>Recommended second step of the Street Art Blitz will be for a Street Art Festival that would span 4 – 7 days and see a large number of works completed.</p> <p>Street Art Masterplan goes to council briefing 5 June 2017 at 8pm – FAB members are encouraged to attend.</p>
5	Any Other Business	
5.1	Second Draft Review of KPI's	<p>Work to be done on some of the scales.</p> <p>FAB agreed to consider which are the most useful upper level 8 – 12. Full set of KPI's to be presented quarterly only.</p>
5.3	Ventana Facts 2017	<p>Discussed with FAB members how well Ventana is received each year by the community.</p> <p>Consider how FAB and other council resources may assist in seeking external funding such as from grants and trusts.</p> <p>Invite Arts Project Officer to board meeting to discuss Ventana.</p>
5.4	March Councillor Briefing Outcomes	<p>Discussed items that were unsuccessful in the capital bid process, FAB determined that further justifications such as business cases and compliance obligations would need to be developed to further strengthen the case for these funds.</p>
5.5	Letter to Paul Edbrooke MP	<p>Gill undertook to follow up this letter to Paul Edbrooke MP regarding involvement in the Station Precinct.</p>
6	Next Board Meeting and forward agenda	
6.1		<p>Next Meeting Tuesday 30th May 2017</p> <p>Forward Agenda</p> <ul style="list-style-type: none"> • McClelland Gallery Board changes <p>Meeting Closed 7.23pm</p>

Confirmed as a Correct Record

Chairperson: (Barbara Crook)



AGENDA ITEM 1.5

FRANKSTON ARTS & CULTURE

**FRANKSTON ARTS BOARD
 Board Meeting**

**MINUTES OF THE MEETING
 Tuesday 30th May 2017
 6.30 – 8.30pm**

Community Room, Frankston City Library

ITEM		
1	Governance: General	
1.1	Welcome, apologies and introductions	<p>Present Ms Barbara Crook (Chairperson) Ms Jenni Colwill Ms Sonia Turnbull Ms Gillian Kay Mr Andrew Moon Cr Sandra Mayer</p> <p>Guests Louise Lavarack (Artist) Tammy Ryan (FCC)</p> <p>Apologies Cr Michael O'Reilly Mr Dennis Hovenden Mr Michael Malignaggi Mr Douglas Spencer Roy Ms Mish Eisen</p>
1.2	Determination of quorum	Confirmed
1.3	Declaration of conflicts of interest	Nil
1.4	Confirmation of Agenda	Gill requested the addition of a discussion regarding a Ministerial Briefing paper to the agenda.
1.5*	Approval of minutes.	Previous meetings Minutes approved by FAB via email
1.6*	Action items/Matters arising <i>(refer to schedule)</i>	Updated Notes/Approved
1.7	Public Art Sub Committee Report	<p>Presented to and discussed with FAB:</p> <ul style="list-style-type: none"> • Louise Lavarack presented the preliminary proposal for the reconceptualisation of Sight Line. • Tammy discussed the Queen Baton Relay (QBR) coming to Frankston on 11th February 2018, coinciding with the Waterfront Festival. Extra funds from council have been provided to program a headline act and provide additional site activation. The headline act costs range from \$15K - \$200K for 60mins, our price point is in the lower range of these amounts. FAB supported the direction Tammy is taking. • Gill and FAB discussed a Ministerial Briefing Paper for Frankston City as a Premier Arts & Culture destination and Sculpture City.

AGENDA ITEM 1.5

2	Management Updates	
2.1*	Arts & Culture Monthly Report	Noted.
2.2	Arts & Culture KPI's	
2.3*	Arts & Culture Financials	Noted.
2.4	Trust Fund Account Update	
3	Capital Works	
3.1	Function Analysis Update	<ul style="list-style-type: none"> • McClelland lounge lift being installed should be finished by the end of June • Cube 37 amenities will be completed in the next few weeks
4	Strategy	
4.2	Street Art Masterplan	Richard Brecknock is presenting the Street Art Masterplan to the Frankston Revitalisation Board on Wednesday 31 st May and then presenting the Masterplan to Councillors at Councillor briefing on Monday 5 th June at 7pm. FAB members have been invited to the Councillor Briefing. FAB recommends Council adopts the Street Art Masterplan .
5	Any Other Business	
5.1	FAB – Instrument of Delegation	FAB agreed with the suggested changes and requested the addition of a few others. These will be forwarded to the Governance Service Unit to ensure due process is followed. FAB members to be sent a copy of the link to the Local Government Act S.86
5.2	FAB – Self Assessment	FAB to review the draft self-assessment and submit any comments by 8 June.
5.3	BVSR – FAC Business Plan – Quarterly Financial Update	Noted.
5.4	Special Leave	Mish Eisen has requested special leave to the end of August 2017. Consistent with the Frankston Arts Board - Instrument of Delegation, Section 14, the Board approved this special leave.
6	Next Board Meeting and forward agenda	
6.1		<p>Next Meeting Tuesday 20th June 2017 (Teleconference)</p> <p>Forward Agenda</p> <ul style="list-style-type: none"> • McClelland Gallery Board changes • Ventana, Arts Projects Officer to attend a future FAB meeting <p>Meeting Closed 8:06pm</p>

Confirmed as a Correct Record

Chairperson: (Barbara Crook)



FRANKSTON STREET ART FRAMEWORK 2017 - Part 1: The Strategy

CONTENTS

1. INTRODUCTION	
1.1 Framework Context	page 4
1.2 Art in the City	page 5
1.3 Street Art Today	page 6
1.4 Street Art Events	page 8
2. STREET ART ZONES	
2.1 Street Art Zones	page 11
Zone A	page 12
Zone B	page 13
Zone C	page 14
Zone D	page 15
3. IMPLEMENTATION STRATEGY	
3.1 Strategic Approach	page 17
3.2 Stage 1: 2017 – 2018	page 18
3.3 Stage 2: 2018 -2019	page 20
3.4 Stage 3: 2020 and beyond	page 22
3.4 Artist Initiated Street Art	page 23
3.3 Legal Free Walls	page 25

SECTION 1: INTRODUCTION



1: INTRODUCTION

1.1 Street Art Framework Context

The Victorian Government along with Frankston City Council recognises that public street art plays an important role in the revitalisation of the City, reflecting its vibrant and diverse communities and contributing to the character and identity of the municipality. The Frankston Station Redevelopment Master Plan (FSRM) documentation recommends the creation and provision of better pedestrian connections with key destinations which 'Street Art' will be one of these elements.

Building on the 2016 *Place Activation Implementation Plan* Frankston City Council commissioned this Street Art Master Plan with the intent of ensuring that a high standard of street art enhances Frankston's sense of community, its unique location and civic pride.

This Street Art Master Plan will assist Council and private property owners to implement a precinct-wide program that guides future locations for 'street' art work within the City Centre and fringes' precinct.

This document is Part 1 of a three part set of documents that constitute the Frankston Street Art Framework.

Part 1: The Strategy

This first part of the Framework provides: an introduction to art in public places and the notion of Street Art in particular; an introduction to the four clusters of potential street art opportunities specified as Street Art Zones; and a strategic approach to the future commissioning of Street Art by Council, developers and independent artists.

Part 2: The Master Plan

The second part of the Framework provides a more detailed overview of the four Street Art Zones and the various precincts that provide Street Art opportunities within each zone.

Part 3: The Site Audit

The final part of the Framework provides a detailed audit and specific site assessments, including wall conditions and site access considerations. This document is intended as a guide for individual site implementation, building on the overview provided in Part 2.

Propose Future Study

At the time of preparing this Street Art Master Plan it was not possible to realistically include recommendations regarding the railway station and TAFE precinct due to the redevelopment activities. Therefore, it is recommended that a further study should be undertaken to identify how the Street Art overlay could be extended east of Young Street.

1.2 Art in the City

The notion of art contributing to public space and integrated into architecture and infrastructure is well established practice and the Frankston City Council has had a long term commitment to public art. Over the years, it has commissioned a wide selection of public art, community art and integrated art right across the municipality, and especially along the coastal areas and in the CBD.

Recent trends in public art have been focused on the notion of place activation, especially through changing programs of art and events such as projection or street art festivals. In recognition of this trend Frankston City Council has installed light boxes in White Street and Art Billboard on the Arts Centre wall.

The focus of this study is on the potential for Street Art to activate selected surfaces across the CBD, it does not exclude the potential for other traditional forms of public art to be commissioned for the City's public realm.

This master plan and implementation strategy have been developed with the focus on painted Street Art in order to gain maximum benefit from the available funds as it is possible to achieve great visual impact from limited funds compared to the budgets need to create permanent public sculptural works. In addition, Street Art is seen generally as transitory, perhaps lasting a few years at the most before a new artwork appears on the wall, therefore, the approach provides great potential to activate and enliven public places with change and visual vibrancy.



1.3 Street Art Today

Street Art and 'Post-Graffiti Muralism' have come a long way from the acts of rebellion which fuelled their beginnings in the language of graffiti. They now command a worldwide public audience, giving richness to a growing and diverse community of artists. Self-taught, contemporary and fine art trained artists alike are taking to the streets to comment on, personal experience, social issues and political rhetoric through adorning walls with their art.

No longer does one have to travel to Berlin, London or New York to find the world's best Street Artists or the next best thing. Street Art culture has overflowed to every major city, as well as hundreds of minor cities across the planet. Bringing with it a sense of place and new conversation into the daily life of citizens, by revealing once overlooked corners and walls of the urban sprawl and inner city through highlighting the beauty in architecture and decaying spaces.

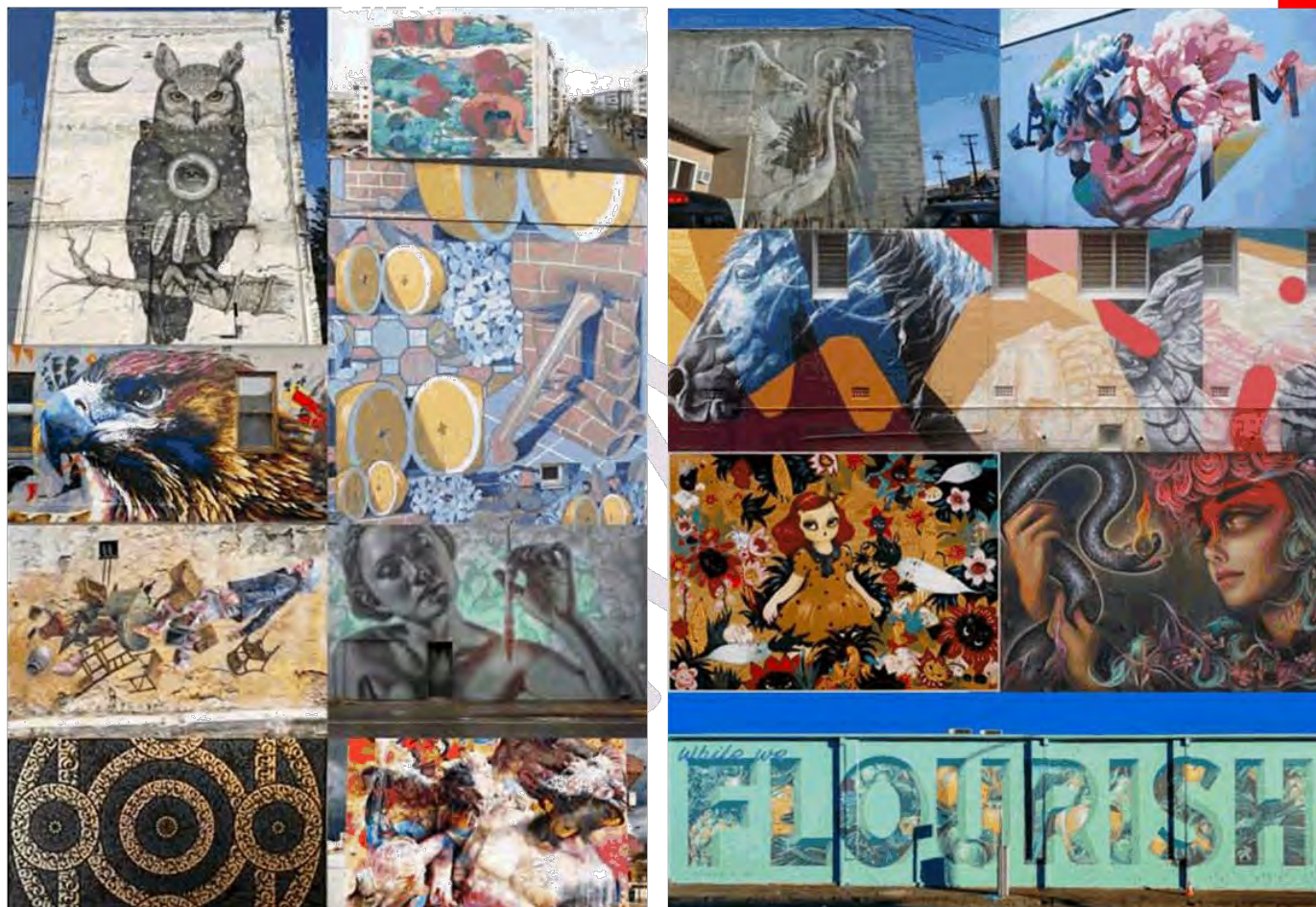
The street as a medium has also ensured that Street Art has a far-reaching appeal, enabling generations to appreciate and engage with art forms that wouldn't usually be inspired by a gallery setting. Additionally, youth culture is booming within this scene and is influencing advertising and fashion through street art aesthetics.

Today the stakes are high, as walls are being painted with an ever-growing popularity, driving one of the world's fastest growing art movements, which is poised to become the largest art movement of our time. By going beyond the usual boundaries of the art market combined with a mainstream appeal, the standard of Street Art internationally has gone from strength to strength. Street Artists are now able to live from their craft, which has added to their proficiency, skill and available time, enabling them to create the marvel of works we now all enjoy being engulfed in our daily surroundings.

As can be seen from the collected images on the following page there is an amazing diversity of subject matter, aesthetic expression and artistic skill to be found in contemporary Street Art around the world.



FRANKSTON STREET ART FRAMEWORK



FRANKSTON STREET ART FRAMEWORK

1.4 Street Art Events

The concept of art festivals is not a new one and has paved the way for the first Street Art Festivals in Europe, predominantly based around the rising Graffiti movement in the mid to late 1990's. Later, because of the growing presence of mainstream Street Art, these same festivals have evolved into what has become a juggernaut of varied national and international events. Built on the idea of showcasing contemporary works in a street setting, Street Art Festivals have given a voice to youth culture and its creativity in traditionally forgotten spaces that previously only Graffiti writers would have taken aim at.

Fast-forwarding to now, Street Art Festivals have become a means to showcase not only the finest large-scale contemporary artworks by world renowned international, national and local talents, but also as a way for cities to be put in the spotlight themselves by addressing a common need for vibrancy in under-utilised and forgotten spaces.

Nuart is an international contemporary street and urban art festival, held annually in Stavanger, Norway since 2001. It is widely considered the world's leading celebration of Street Art among its peers.

Nuart Festival provides an annual platform for national and international artists who operate outside of the traditional art establishment. From the first week of September an invited international team of street artists leave their mark on the city's walls, both indoor and out, creating one of Europe's most dynamic and constantly evolving public art events.

The event aims to stimulate debate by challenging entrenched notions of what art is, and more importantly, what it can be. Nuart aims to provide an internationally relevant, challenging and dynamic environment for artists, students, gallery goers and public alike, an event that aims to reflect the culture as well as participate it helping define it.

Nuart aims to explore and present new movements and works with artists operating across the spectrum of 'Street Art'. Street art has its roots in situationism, graffiti, post-graffiti, muralism, comic culture, stencil art and activism amongst many other things. It is without a doubt the most exciting development in visual art for decades. A 'movement' that has caught the imagination of the general public, collectors, auction houses and curators the world over.

Nuart consists of a series of citywide exhibitions, events, performances, interventions, debates & workshops surrounding current trends and movements in street art practice by some of the world's leading practitioners and emerging names. The artists who attend the festival are among the most acclaimed and progressive public art practitioners in the world.



Social & Economic Benefits of Street Art Festivals

Whilst the beneficial impact of such festivals on often forgotten spaces comes as little surprise to artists and developers alike, the overwhelming positive public response has led to new awareness by government, business and community groups, which has paved the way for many new creative ideas in urban development itself.

Dramatically changing a city's landscape in a very short time frame has an unimaginable impact on its citizens and their sense of place and belonging. Not only does the public become more engaged and happier to spend prolonged time within the city exploring, but it opens a rise in foot traffic and energy to the enlivened sites, drawing people from surrounding areas and travel across the world, just to visit and get amongst it the artworks.

In the past five years alone, many literal ghettos have been turned into hot property as a result of buzzing Street Art Festivals, such as Art Basel Miami. Built purely off the back of artists and private organisations putting love into an area, the creative energy of Art Basel has changed the entire landscape of Miami and has propelled it onto the world stage year in, year out.

While there appears to be little hard evidence gathered from Street Art Festivals to date, the recent "Wonderwalls" event in Port Adelaide is reported to have attracted in the order of 15,000 visitors during the three day event. The Port Adelaide Visitor Information Centre recorded a five times increase in the number of visitors to the centre during the festival.

Anecdotal evidence suggests that local traders are reaping the economic benefits and very happy with the festival. During the Port Adelaide festival business owners have reported that "Saturday was our busiest day ever and then on the Sunday we doubled it" and "Wonderwalls weekend transformed St Vincent Street into a vibrant, busy street, full of foot traffic. The street had an amazing vibe and I was run off my feet in the store, it was fantastic".

In addition to actual visits to the site, online visitation is also an important outcome of the "Wonderwall" festival within the order of 100,000 and over 20,000 persons viewing the online videos. The online interest is indicative of the worldwide focus on the current phenomena of Street Art generally and Street Art Festivals in particular.

SECTION 2: STREET ART ZONES



2.1 STREET ART WALL ZONES



2.2 ZONE A:

Zone A relates to the "Priority Precinct Plan" as identified in the 2016 *Place Activation Implementation Plan* and includes the central CBD.

Within this Zone there are the following precincts identified as potential opportunities for Street Art activities:

Precinct 1: Gallery Lane

Precinct 2: Stiebel Place

Precinct 3: Wells & White Streets

Precinct 4: Station Mall & Balmoral Street

Precinct 5: Ross Smith Avenue East

The Street Art opportunities and specific walls in each of these precincts are detailed in the following pages.



2.3 ZONE B:

Zone B covers the area between Wells Street and Playne Street

Within this Zone there are the following precincts identified as potential opportunities for Street Art activities:

Precinct 1: Park Lane

Precinct 2: Park Row



2.4 ZONE C

Zone C includes the laneways and off street parking areas in the area bounded by Playne and Beach Streets and Nepean Highway and Thompson and Keys Streets.

Within this Zone there are the following precincts identified as potential opportunities for Street Art activities:

Precinct 1: Thompson Lane and associated spaces

Precinct 2: Nepean Highway off street parking area

Precinct 3: Keys Street and associated laneways



2.5 ZONE D

Zone D includes areas to the west of the CBD between Kananook Creek Boulevard and the Nepean Highway.

Within this Zone there are the following precincts identified as potential opportunities for Street Art activities:

Precinct 1: Kananook Creek Boulevard

Precinct 2: SE Water Building



SECTION 3: IMPLEMENTATION STRATEGY



3.1 STRATEGIC APPROACH

The Street Art Strategy takes a strategic approach to Street Art while recognising that there will always be a degree of graffiti art activity in any built up area. However, by commissioning high quality Street Art by recognised national and international practitioners it should encourage a more considered approach to Street Art generally.

The potential exists to utilise the availability of high profile Street Artists while in Frankston for mentoring and workshops. This is especially important during Street Art Festivals where walls can be divided up based on skill level as identified in the Opportunity Typology matrix in Part 2: Site Audit document. The typologies are detailed in four groups as listed below:

GROUP A - Large scale walls

A1: Street level wall on property boundary - A2: Street level wall recessed from property boundary - A3: Upper level wall on property boundary - A4: Upper level wall recessed from the property boundary

GROUP B - Medium scale walls

B1: Street level wall on property boundary - B2: Street level wall recessed from property boundary - B3: Upper level wall on property boundary - B4: Upper level wall recessed from the property boundary

GROUP C - Small scale walls

C1: Street level wall on property boundary - C2: Street level wall recessed from property boundary - C3: Upper level wall on property boundary - C4: Upper level wall recessed from the property boundary

GROUP D - Other typologies

D1: Awning soffits - D2: Roller shutters - D3: Digital Projection & light boxes - D4: Printed Art Billboards - D5: Pavement Works

The Street Art activities identified in this strategy provide a significant marketing opportunity through the internet and social media platforms, both streaming live action of works underway and ongoing digital records of Frankston's outdoor gallery of Street Art.

During the painting of significant works the digital projector on the Art Centres fly tower can be utilised to project footage of the daily painting activity to the wider Frankston audience.

The following sections provide an insight into the possible staging of Street Art commissions and or festivals over the next five years. In addition, there is discussion on how best to manage artist initiated work and Legal Free Walls.

There is also a range of individual low priority opportunities that could be actioned at any time such as:

Zone A – Precinct 3: Wells Street verandas [D1 opportunities] and roller shutters [D2 opportunities], plus opportunities for temporary art installations in White Street

Zone A – Precinct 4: Station Mall and Balmoral Street [A3, B4 & B1 opportunities]

Zone C – Precinct 2: carpark walls [B1 opportunities]

3.2 STAGE 1: 2017 - 2018

In stage 1 it is proposed that a budget of \$120,000 be allocated to the commissioning of a number of high profile, high visibility walls that will set the scene and provide a benchmark for later artists to aspire to. Ideally, this first set of walls will also assist in gaining ongoing support from property owners to allow the expansion of the program in coming years.

Over the 2017 - 2018 summer it is proposed that a Street Art Curator be appointed to identify high profile international and national artists to paint, at a minimum, the following walls:

- Zone A - Precinct 5: Ross Smith Avenue East – The corner walls of the Myer Building [A1 opportunity]
- Zone B - Precinct 1: Park Lane – The old Glass Works Building [A1 opportunity]
- Zone B - Precinct 1: Park Lane – The Cinema Wall [A4 opportunity]
- Zone C - Precinct 2: SE Water Building [D4 proposed Art Billboard]

The program also provides opportunities for business partnerships with Council to provide additional funds for specific walls or as a contribution to the overall enhancement of the CBD.



Zone A [A1] - Precinct 5

Zone B [A1] – Precinct 1:

Zone B [A4] – Precinct 1:

Zone C [D4] – Precinct 2

A key partnership opportunity exists in relation to the SE Water building and the proposal to install an Art Billboard. This proposal has three elements to it, firstly the installation of the billboard infrastructure such as the stretcher frame and lighting, secondly fees for a curator to select appropriate artists for an ongoing program, and finally the funding of a collection of printed artworks.

The concept of an ongoing program of changing artworks could be based on an annual or six month change to a new artwork or a rotation of images from a collection of artwork "skins". There are a number of precedents for this approach, including the Frankston Art Centre wall. The images below are from Queensland's Gold Coast, where a partnership between a private developer and the Gold Coast Art Gallery delivered a curated program of changing artwork images on the street frontage of a high rise development.



3.3 STAGE 2: 2018 - 2019

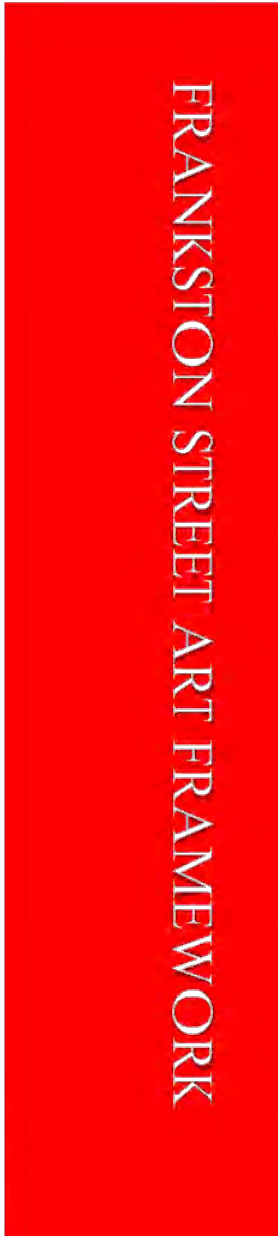
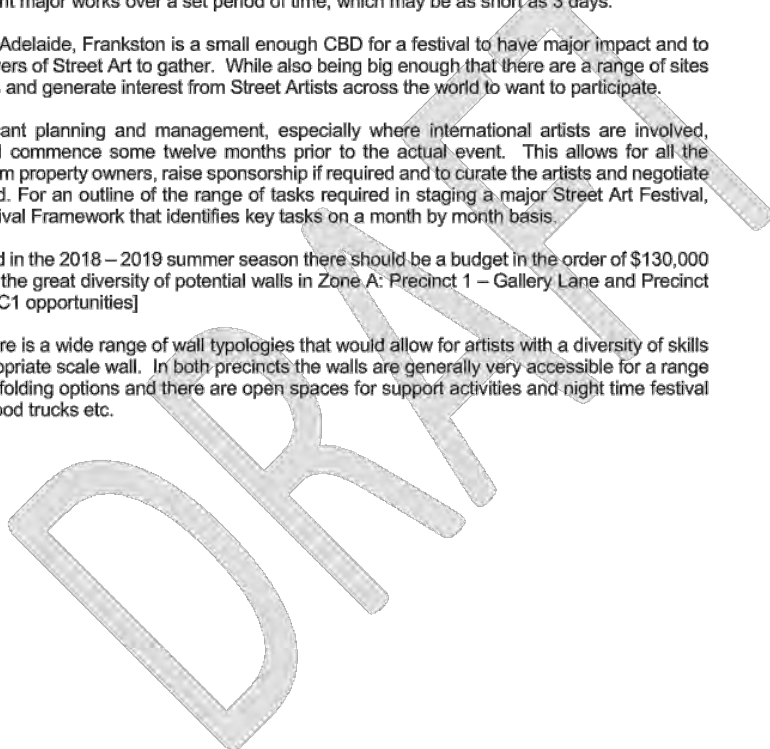
Building on the high quality works commissioned in Stage 1 it is proposed that Stage 2 should feature a Street Art Festival, such as the successful "Wonderwalls" events that have now been held in a range of different cities including Wollongong in NSW and Port Adelaide in SA. These events attract artists from around the world and across the nation to come together to paint major works over a set period of time, which may be as short as 3 days.

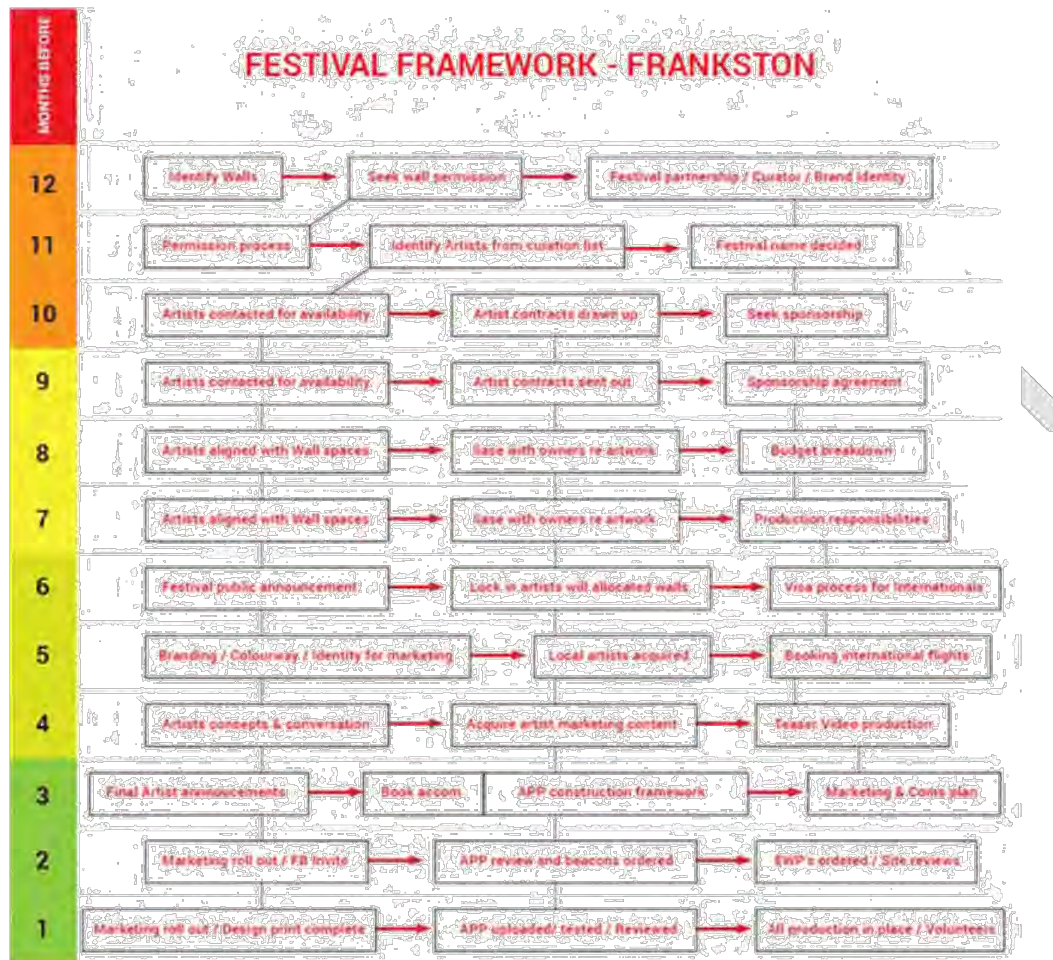
As with Wollongong and Port Adelaide, Frankston is a small enough CBD for a festival to have major impact and to be a potential drawcard for lovers of Street Art to gather. While also being big enough that there are a range of sites to make the festival a success and generate interest from Street Artists across the world to want to participate.

These events require significant planning and management, especially where international artists are involved, therefore the planning should commence some twelve months prior to the actual event. This allows for all the permissions to be obtained from property owners, raise sponsorship if required and to curate the artists and negotiate the permits and visas required. For an outline of the range of tasks required in staging a major Street Art Festival, please see the 12 month Festival Framework that identifies key tasks on a month by month basis.

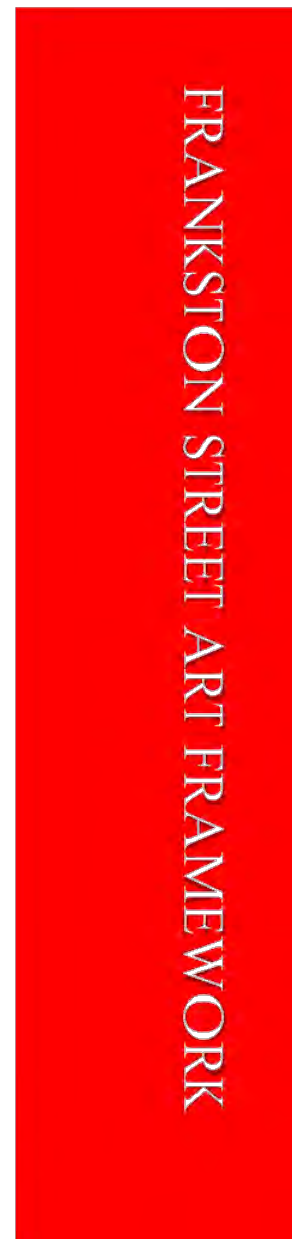
For the initial festival to be held in the 2018 – 2019 summer season there should be a budget in the order of \$130,000 and it is proposed to focus on the great diversity of potential walls in Zone A: Precinct 1 – Gallery Lane and Precinct 2: Stiebel Place. [A1, A3, B1, C1 opportunities]

Within these two precincts there is a wide range of wall typologies that would allow for artists with a diversity of skills to undertake work on an appropriate scale wall. In both precincts the walls are generally very accessible for a range of different machinery, or scaffolding options and there are open spaces for support activities and night time festival events, including spaces for food trucks etc.





Key to Acronyms: AAP smart phone application – FB facebook – EWP elevated work platforms



3.4 STAGE 3: 2020 and beyond

Depending on the availability of funds and desire to stage subsequent festival to the 2018 – 2019 event the following zones provide excellent settings for Street Art Festivals due to the range and accessibility of walls and publicly accessible spaces suitable for associated festival activities.

These future options include:

Zone B – Precinct 1: Park Lane & Precinct 2: Park Row [A1, A3, B1, C1 & D5 opportunities]

Zone D – Precinct 1: Kananook Boulevard [A1, A3, B1 & C1 opportunities]

Each of these Zones could sustain a separate festival each year from 2020 or be staged for example over 2020 and 2022.

DRAFT

3.5 ARTIST INITIATED STREET ART

The concept is to provide a platform for Street Artists to exercise an independent practice outside of Council's program. The aim is for individual street artists to have the potential to independently propose artwork concepts for designated walls or spaces. It is proposed that a number of specific walls be assigned that can legally be painted within a set of Council Guidelines and the permission of the property owner. These designated artist initiated walls would specifically have a six to twelve month life span in order to encourage a turnover of ideas and give young and emerging street artists an opportunity to gain exposure and to activate spaces with changing imagery.

The Guidelines should set out the requirements for concept approvals and appropriate Council work permits to be obtained prior to creating the artwork in a public space.

For example, the Canadian City of Toronto has a StART Support Mural Program that includes the following terms and conditions for property owners wishing to commission a street art project:

1. *The Property Owner is wholly responsible for the selection and management of the artist(s) performing the artwork installation, including any arrangements or agreements that must be made with the artist for the design, installation and maintenance of the mural.*
2. *The Property Owner is wholly responsible for any additional costs arising from the project, including but not limited to, picking up required materials from vendors, equipment rentals, any required permits and insurance, substrate cleaning, artist payments, etc.*
3. *The artwork shall not promote violence, hatred, or contempt against any identifiable person or group distinguished on the basis of colour, race, ancestry, religion, ethnic origin, sexual orientation, politics, age, language or disability.*
4. *StART Support projects must be completed no later than October 31 every year.*
5. *A minimum of one digital photo depicting the completed project in its entirety must be submitted to the City at the completion of the project.*
6. *Artists working on StART Support projects will be required to enter into an agreement with the City of Toronto for use of artwork for promotional, non-commercial purposes.*
7. *The mural must be maintained in a state of good repair for a period of at least 1 year from the final completion date of the project. It remains the responsibility of the property owner to remove graffiti/vandalism on their property in accordance with City of Toronto Municipal Code Chapter 485, Graffiti.*

Council may also wish to consider setting up a Street Art Working Group to: review Street Art proposals from artists and property owners; to provide advice on the appropriateness of Street Art proposals; and to provide advice on the implementation of this Master Plan. For example, the City of Yarra has a cross organisational group involving Arts & Cultural Services, Open Space Planning & Design, Urban Design, Engineering Operations, Youth Services and Statutory Planning. In Frankston, a working group could be established with representatives of the Arts Board augmented by representatives from Council's planning, infrastructure and asset management areas.

Potential sites for Artist Initiate Street Art might be:

Zone A – Precinct 3: Wells Street small vertical walls between Gallery Lane and Young Street [C1 opportunity]

Zone A – Precinct 4: Balmoral Street [B1 opportunity]

Zone B – Precinct 1: Park Lane – walls visible and accessible from Playne Street [B1 opportunity]

Zone C – Precinct 2: Carpark Walls [B1 opportunity]



Zone A – Precinct 3: Wells Street



Zone A – Precinct 4: Balmoral Street



Zone C – Precinct 2: Carpark



Zone B – Precinct 1: Park Lane

3.6 LEGAL FREE WALLS

The concept of "Legal Free Walls" is to provide a platform for Street Artists to exercise an independent practice outside of Council's program and will help to ensure that major street artworks are not tagged or painted over. The aim, therefore, is to identify spaces and specific walls that can be legally painted without having to obtain permission from Council or the property owner. This can be achieved by building owners giving general permission for street art to take place on their building, these walls can then be identified on the site and through online Legal Free Wall information relating to locations and guidelines regarding work safety and environmental considerations. For example appropriate containers could be provided at legal free wall sites for the recycling of cans and plastics to enhance responsible use and awareness of materials and recycling.

The City of Melbourne's *Graffiti Management Plan* states that:

Graffiti has also stopped in some laneways where street art has been allowed to remain. In other lane ways, graffiti and street art can be seen together. These laneways require the street art to be continually refreshed. [Hosier and Union Lanes are notable examples]

The *Graffiti Management Plan* acknowledges that many laneways "seem to function well with little or no intervention from the City of Melbourne". The examples provided include, Centre Place, Blender Lane, Canada Lane, Finlay Alley and Croft Alley.

It needs to be acknowledged that "Legal Free Walls" will not be controllable once identified and as such should be clearly marked with appropriate signage. "Legal Free Walls" should where possible be clearly separated from areas where the Council or Artist Initiated are located.

In terms of Council planning approval, a number of different approaches have been adopted across the country, for example Adelaide City Council has implemented a "blanket Development Application" process for identified legal free walls and the City of Sydney has proposed the abolition of Development Application requirements for street art.

This Master Plan has identified a number of potential "Free Wall" sites, including in:

- Zone A – Precinct 5: Ross Smith Lane
- Zone B – Precinct 1: Park Lane
- Zone C – Precinct 1: Thompson Lane etc
- Zone C – Precinct 2: Beach Lane etc
- Zone D – Precinct 1: Kananook Boulevard [B1 & C1 opportunities]



Zone D – Precinct 1: Kananook Creek Bvd



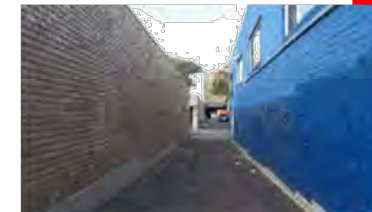
Zone A – Precinct 5: Ross Smith Lane



Zone B – Precinct 1: Park Lane



Zone C – Precinct 1: Thompson Lane



Zone C – Precinct 2: Beach Lane

FRANKSTON STREET ART FRAMEWORK



FRANKSTON STREET ART FRAMEWORK 2017 – Part 2 THE Master Plan

CONTENTS

1. STREET ART MASTER PLAN

1.1 Introduction	page 4
1.2 Street Art Zones	page 5
1.3 Key opportunities	
Zone A	page 6
Zone B	page 12
Zone C	page 15
Zone D	page 19

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SECTION 1: STREET ART MASTER PLAN



1.1 INTRODUCTION

This document is Part 2 of a three part set of documents that constitute the Frankston Street Art Framework.

Part 1: The Strategy

The first part of the Framework provides: an introduction to art in public places and the notion of Street Art in particular; an introduction to the four clusters of potential street art opportunities specified a Street Art Zones; and a strategic approach to the future commissioning of Street Art by Council, developers and independent artists.

Part 2: The Master Plan

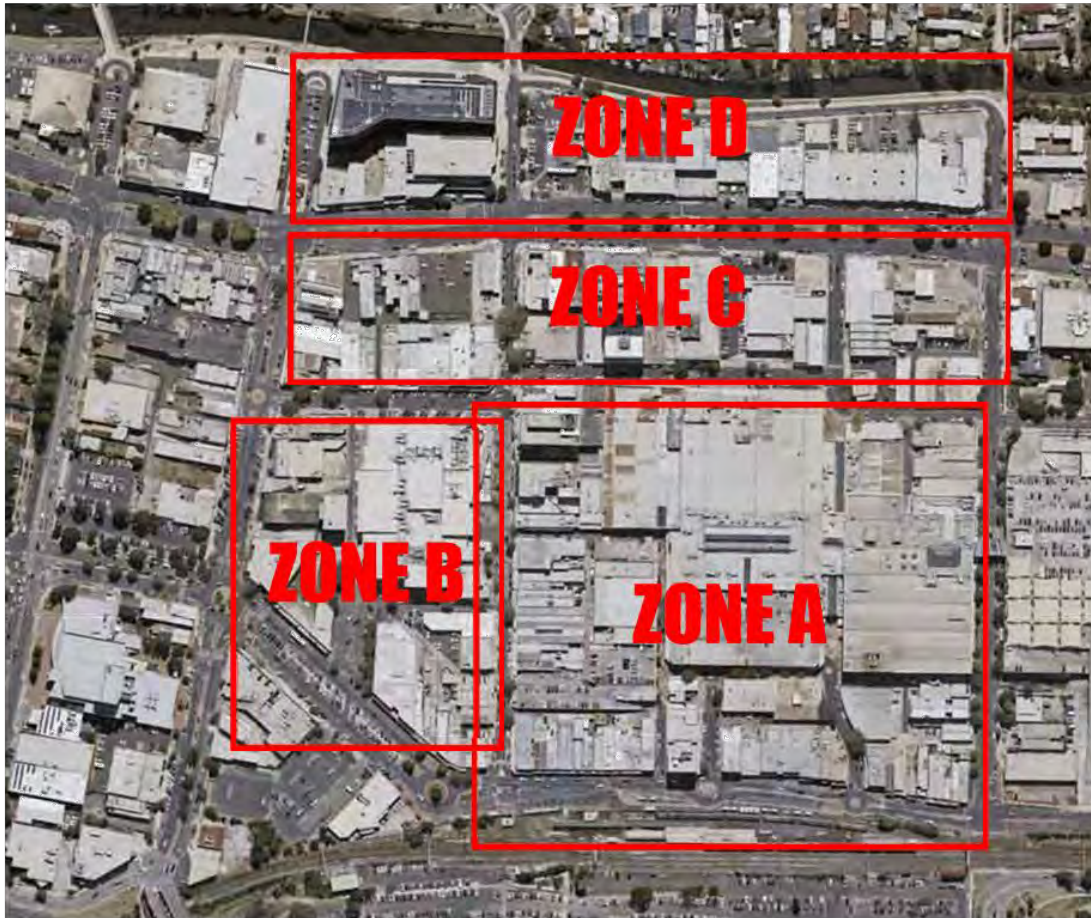
This second part of the Framework provides a more detailed overview of the four Street Art Zones and the various precincts that provide Street Art opportunities within each zone.

Part 3: The Site Audit

The final part of the Framework provides a detailed audit and specific site assessments, including wall conditions and site access considerations. This document is intended as a guide for individual site implementation, building on the overview provided in Part 2.

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1.2 STREET ART WALL ZONES



1.2 KEY OPPORTUNITIES

ZONE A:

Zone A relates to the "Priority Precinct Plan" as identified in the 2016 *Place Activation Implementation Plan* and includes the central CBD.

Within this Zone there are the following precincts identified as potential opportunities for Street Art activities:

Precinct 1: Gallery Lane

Precinct 2: Stibel Place

Precinct 3: Wells & White Streets

Precinct 4: Station Mall & Balmoral Street

Precinct 5: Ross Smith Avenue East

The Street Art opportunities and specific walls in each of these precincts are detailed in the following pages.

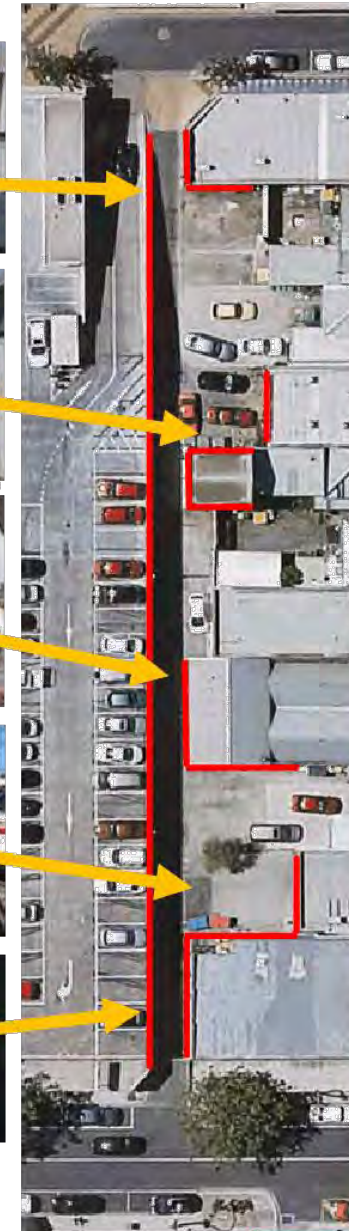
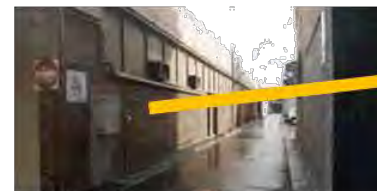


ZONE A - PRECINCT 1: Gallery Lane

Gallery Lane, with its excellent range of available walls, has been identified as a prime Street Art Festival "Blitz" site. The site plan opposite shows some of the potential walls suitable for both large scale and smaller works, therefore providing opportunities for both highly experienced international and national artists to work alongside local artists with less experience.

Depending on the available funds and the proposed scale of a Street Art Festival there is potential to expand the event from Gallery Lane into Stiebel Place thus generating more critical mass of activity.

Along Gallery Lane there are existing sculptural wall artworks that would need to be carefully considered by artists undertaking Street Art on those buildings.



FRANKSTON STREET ART FRAMEWORK

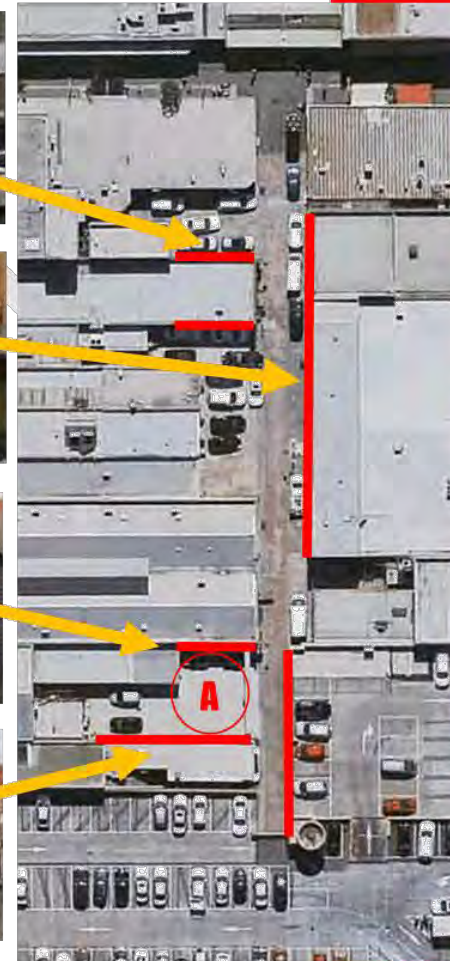
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ZONE A - PRECINCT 2: Stibel Place

As with Gallery Lane, Stibel Lane has a wide range of suitable walls for Street Art and could be a site for a festival event either in conjunction with Gallery Lane or as an individual event.

There are also good spaces in the rear car parking areas, such as Space A, that could be used as the event base and a Food Truck location during the Festival.

On the northern side of the lane there are existing graffiti artworks which should be carefully considered when approaching new work on the upper portion of the wall.



FRANKSTON STREET ART FRAMEWORK

ZONE A - PRECINCT 3: Wells & White Streets

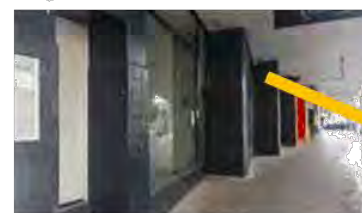
Wells Street

A range of options exist in Wells Street that do not rely on the availability of large walls for Street Art. For example, on both sides of the street there are large areas of continuous surfaces on the underside of the building awnings that could provide a canvas for Street Art. There are also a couple of large roller shutters on stores after hours that would be used to create activation when the stores are closed.

As shown in the image at the bottom of the page there are a group of narrow street front walls that could be used to create a series of images that both work individually and create a larger image when visually aligned.

White Street

White Street is ideally situated to become an outdoor gallery space for changing programs of installation art, lighting events and Street Art Festival events. Activities such as these could help to bring life back to the space and help to activate the area.



FRANKSTON STREET ART FRAMEWORK

ZONE A - PRECINCT 4: Station Mall & Balmoral Street

In the heart of the CBD there are a range of potential walls that are worth considering. Along Station Mall there is the opportunity to create an extensive high level work to bring a striking sense of colour and heighten the vibrancy of the Mall space.

In addition the two walls above the Pawn Shop are considered opportunities for a single work that might have optical plays depending where the viewer is standing, and would be highlighted against the backdrop of the blue wall.

On Balmoral Street there is a good size wall suitable for a local artist and the under building void that visually and physically connects Station and Balmoral Streets provides an opportunity to do an innovative work with lighting to activate this dead space.



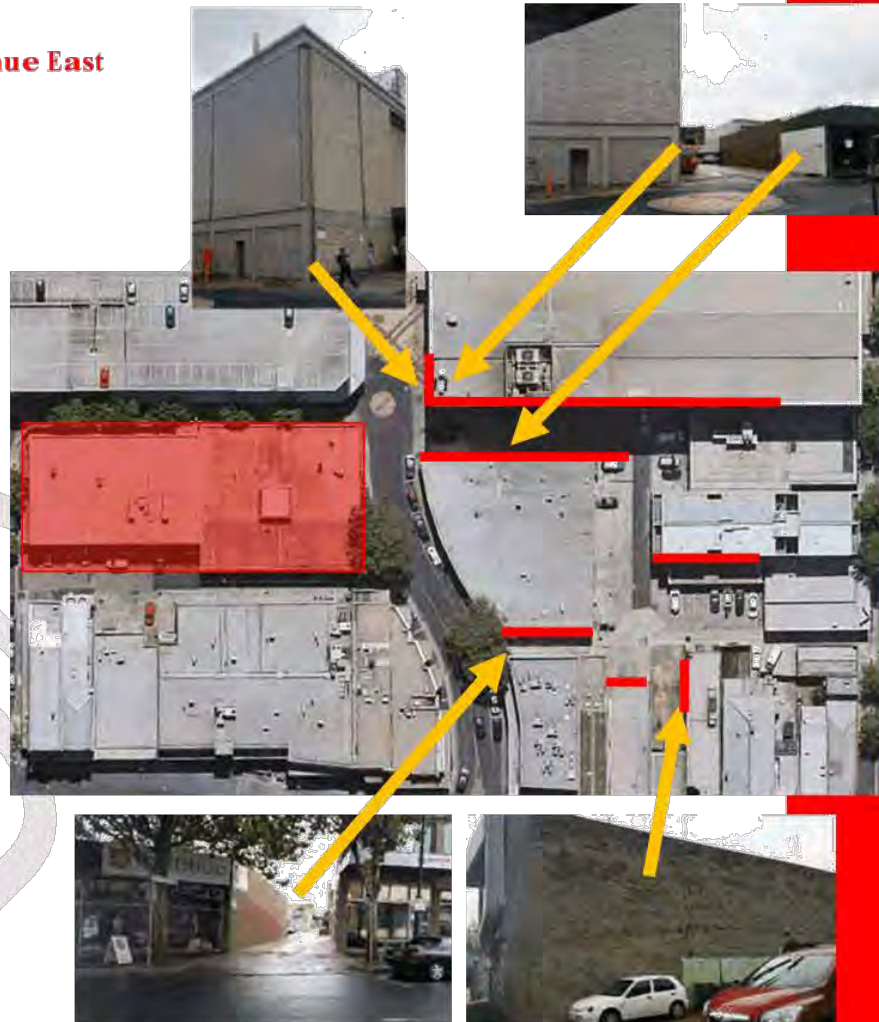
FRANKSTON STREET ART FRAMEWORK

ZONE A - PRECINCT 5: Ross Smith Avenue East

The Myer building provides an opportunity for a major landmark artwork due to the size of the blank wall and its high visibility within the CBD. For example the corner site could feature artwork, both on the high level wall panels and on the street level panels. These lower level panels would provide an opportunity to create a work that could be read from not only Ross Smith Avenue but also for pedestrians approaching along Clyde Street. It would draw the eye to the wall and then up to the high level artwork on reaching the corner with Ross Smith Avenue.

In this area there is also a significant ground level wall along the side of Ross Smith Lane. Further around Ross Smith Lane there is a range of potential Walls, including the side of the Thrift Shop. The Ross Smith Lane precinct could become an important Open Wall site.

In addition to these existing walls and spaces the new residential development, shaded area opposite, provides opportunities for integrated public art.



FRANKSTON STREET ART FRAMEWORK

ZONE B:

Zone B covers the area between Wells Street and Playne Street

Within this Zone there are the following precincts identified as potential opportunities for Street Art activities:

Precinct 1: Park Lane

Precinct 2: Park Row



ZONE B – PRECINCT 1: Park Lane

The Park Lane precinct contains a number of very large walls that would provide wonderful opportunities for major Street Art works. The precinct has good proximity to Wells, Playne and Young Streets and attracts large numbers of people parking on the street and in off street spaces.

The walls are highly visible and would attract considerable attention, especially if resulting from a major Street Art Festival.



ZONE B – PRECINCT 2: Park Row

Entering Park Row from Wells Street the walls on either side could provide a vibrant portal experience to the precinct with the view terminated by the existing artwork wall by Artist Irene Barberis. Looking beyond the Barberis work there is the opportunity for a massive feature wall on the northern side of the Frankston Business Centre. On the southern side of the business centre there are opportunities to commission both wall and pavement artworks for the pedestrian walkway from Young Street.

The central open space, currently providing car parking behind the buildings appears to be ideal for activities such as installation art and festival events or even in the long term outdoor dining or live music venue.



FRANKSTON STREET ART FRAMEWORK

ZONE C

Zone C includes the laneways and off street parking areas in the area bounded by Playne and Beach Streets and Nepean Highway and Thompson and Keys Streets.

Within this Zone there are the following precincts identified as potential opportunities for Street Art activities:

Precinct 1: Thompson Lane and associated spaces

Precinct 2: Nepean Highway off street parking area

Precinct 3: Keys Street and associated laneways



ZONE C – PRECINCT 1: Thompson Lane

The Thompson Lane, precinct is made up of a range of laneway, and spaces between buildings that would lend themselves to Street Art, either created through a festival or as a designated "Free Walls" zone.

There are currently a number of murals on walls, marked yellow, along the northern end of Thompson Lane.



FRANKSTON STREET ART FRAMEWORK

ZONE C – PRECINCT 2: Off Street Parking area

The off street parking fronting on to the Nepean Highway features buildings on either side with walls that would lend themselves to Street Art.

There are murals on walls shown in yellow that would need to be considered when creating new works.



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FRANKSTON STREET ART FRAMEWORK

ZONE C – PRECINCT 3: Keys Street & associated Laneways

Precinct 3 has a wealth of walls in the numerous laneways that run off Keys Street. The laneways include Beach Lane, Olson Lane and Wells Lane.

In addition, there are some private parking areas, such as the Dan Murphy's car park wall and the Peninsula Life-Gate centre.



FRANKSTON STREET ART FRAMEWORK

ZONE D

Zone D includes areas to the west of the CBD between Kananook Creek Boulevard and the Nepean Highway.

Within this Zone there are the following precincts identified as potential opportunities for Street Art activities:

Precinct 1: Kananook Creek Boulevard

Precinct 2: SE Water Building



ZONE D – PRECINCT 1: Kananook Boulevard

The Kananook Boulevard precinct with its plethora of walls would make an ideal site for a Street Art festival. Not only are there a large number of accessible walls, but there is a range of wall typologies that would allow for both large scale walls to be undertaken by skilled national or internationally renowned artists and smaller walls that would be suitable for local artists to work alongside the more experienced artists.

In addition to the painting opportunities there are excellent spaces for installation art and for festival events to take place. Space A is at the rear of a number of restaurants which are normally accessible from the Nepean Highway but could provide “pop-up” food outlets during a Street Art Festival. Alternately Space B could be used for Food Trucks during a festival event.

Space B with its accessible walls and existing graffiti would make an ideal dedicated legal “free wall” site.



FRANKSTON STREET ART FRAMEWORK

ZONE D – PRECINCT 2: South East Water Building

The South East Water building is a highly prominent feature of the Frankston skyline and therefore provides an ideal opportunity for a feature artwork.

The opportunity exists for SE Water to install a large scale “Art Billboard” that would provide a blank canvas for a curated changing exhibition of artworks, utilising the same technology as the current “skin” on the Arts Centre. This could be a changing program of artwork sponsored by South East Water and curated through the Arts Centre. The wall is highly accessible for ease of maintaining an Art Billboard program and would be a cost effective approach to providing a significant visual feature of the city.

Alternately, if the “Art Billboard” concept is not achievable the nominated wall would be an ideal location for painted street art due to its visual prominence.



Executive Summary**12.3 Draft Councillor and Staff Interaction Policy**

Enquiries: (Brianna Alcock: Corporate Development)

Council Plan

Community Outcome:	3. Sustainable City
Strategy:	3.3 Ensure good governance and management of Council resources
Priority Action	3.3.2 Implement a schedule of reviews of services, plans, policies and protocols to ensure good governance

Purpose

To present the attached draft *Councillor and Staff Interaction Policy* to Council.

Recommendation (Director Corporate Development)

That Council:

1. Acknowledges the statutory limitations which preclude the Council and Councillors from determining the content of the CEO's *Councillor and Staff Interaction Policy*; but note the CEO's willingness, within the legislative constraints, to consider feedback that may improve the policy and its ability to foster respectful and trusting relationships between Councillors and Council staff.
2. Notes the attached draft *Councillor and Staff Interaction Policy*, and the CEO's intention to now finalise and formally adopt the policy.

Key Points / Issues

- The *Local Government (Improved Governance) Act* 2015 introduced a requirement for a CEO to ensure that appropriate policies, practices and protocols are in place regarding interaction between Council staff and Councillors. The attached draft *Councillor and Staff Interaction Policy* has been prepared in response to this requirement.
- Section 94A(3A) of the *Local Government Act* 1989 ('Act') indicates that a CEO has exclusive responsibility for the implementation and administration of this type of policy; and Councillors cannot perform any of the functions that are ascribed to the CEO (s.65(3)).
- Within these legislative constraints, the attached draft *Councillor and Staff Interaction Policy* was presented to Councillors for discussion at a briefing session on 5 April 2017. No issues were raised at that session. However, the following minor amendments were suggested by Councillors when the matter was again discussed as part of the pre-agenda briefing on 10 April 2017:
 - The following words have been added to clause 10.2.2 – "This does not preclude a Councillor from raising any appropriate matter in the Council chamber."
 - Clause 10.2.3(d) has been re-worded from "not communicate in a way that intimidates, offends, humiliates, or is likely to intimidate, offend or humiliate, a member of Council staff" to "communicate in a way that is courteous and respectful of staff members' wellbeing".

12.3 Draft Councillor and Staff Interaction Policy**Executive Summary**

- The following words have been added to clause 10.2.4 – “Compliance with this prohibition includes” and the following sub-paragraphs have been rephrased to form positive obligations as detailed below.
- 10.2.4 (a) has been re-worded from “disrespecting the professional opinion, skill or expertise of staff through intimidatory, bullying, harassing or disrespectful behaviour” to “behaving courteously and respecting the professional skill, opinion and expertise of staff”.
- 10.2.4 (b) has been re-worded from “using their position to seek information outside the formal process” to “following the formal processes when seeking information”.
- 10.2.4 (c) has been re-worded from “pressuring staff to make a decision or provide information, services or assistance outside the formal process” to “accepting that staff are required to adhere to formal processes when making decisions and providing information, services and assistance”.
- 10.2.4 (d) has been re-worded from “pressuring staff to make a decision or to take action outside normal business timeframes” to “respecting the normal business timeframes associating with the making of a decision or the taking of action”.
- 10.2.4 (e) has been re-worded from “pressuring staff to make a decision under delegated authority outside the formal reporting and decision making process” to “allowing staff to make decisions under delegated authority within the formal reporting and decision making processes”.
- The following words have been added to clause 10.3.2 (f) “and in a timely manner”.
- 10.3.2 (i) has been added as follows: “respond to reasonable requests from a Councillor in a timely manner”.
- Also a reference to the Town Planning Processes Guide for Councillors, which incorporates the Planning (Objector) Engagement Procedure, has been added to the “Related Documents” section.
- The draft policy has been amended to incorporate all of the above suggestions, and is now presented to Council for noting, prior to it being finalised and formally adopted.

Financial Impact

For the 2017-2018 financial year, the State Government Minister for Local Government has announced a limit on the amount Victorian councils may increase rates. The cap for the 2017-2018 financial year is 2%. The cap is based on the Consumer Price Index expected for the financial year.

This cap has a significant effect on Council’s current Long Term Financial Planning, with rate revenue being \$9 million less than anticipated over the first four years, growing to \$17 million over five years. This reduction will have a severe impact on Council’s financial capacity to maintain service levels and deliver key capital projects.

12.3 Draft Councillor and Staff Interaction Policy**Executive Summary****Consultation****1. External Stakeholders**

Equivalent policies of other councils in Victoria, NSW and Queensland, were reviewed during the drafting process.

2. Other Stakeholders

The draft policy has been circulated to Council's Executive Management Team ('EMT'), managers and key stakeholder officers, for comment. All feedback received was positive, and some good suggestions for minor amendments were made. These have been incorporated into the draft where appropriate.

The draft policy was also presented for discussion at the Councillor briefing session on 5 April 2017, and Councillors were given the opportunity through the briefing process to provide feedback and comments for consideration by the CEO.

Analysis (Environmental / Economic / Social Implications)

Clear protocols about interactions between staff and Councillors will contribute to good governance and Council's optimum performance.

Legal / Policy / Council Plan ImpactCharter of Human Rights and Responsibilities

This report is consistent with the Charter of Human Rights and Responsibilities.

Legal

Section 94A of the Act requires a CEO to ensure that appropriate policies, practices and protocols are in place regarding interaction between Council staff and Councillors.

Section 94A(3A) of the Act indicates that a CEO has exclusive responsibility for the implementation and administration of this type of policy.

Section 65 (3) of the Act states that Councillors cannot perform any of the functions that are ascribed to the CEO.

Policy Impacts

The policy has been checked for consistency with existing Council policies, guidelines and procedures including the *Staff Code of Conduct*, the *Discipline Procedure* (staff), the *Councillor Code of Conduct* and the *Planning (Objector) Engagement Procedure*.

Officer's Declaration of Interests

Council officers involved in the preparation of this report have no conflict of interest in this matter.

Risk Mitigation

Having a Councillor and staff interaction policy is a statutory requirement; failing to have a policy in place puts Council at risk of criticism by the Local Government Compliance and Investigations Inspectorate.

Having a policy in place will also mitigate the risk of a breach of the improper direction provisions in the Act, and the risk of Council or a Councillor being the subject of a WorkCover, bullying and/or discrimination claim.

12.3 Draft Councillor and Staff Interaction Policy**Executive Summary****Conclusion**

The attached draft *Councillor and Staff Interaction Policy* has been prepared in response to the legislative requirement in section 94A(3A) of the Act, following consultation with key stakeholders. The policy is now presented for Council to note, prior to it being finalised and formally adopted.

ATTACHMENTS

Attachment A: Draft Councillor and Staff Interaction Policy

Frankston City Council Policy	Policy Number: xx/2017 EDMS Number: A3074621
Councillor and Staff Interaction Policy <i>Draft 12/5/2017</i>	Issue: Date: xx/xx/2017

1. POLICY STATEMENT:

Council is committed to ensuring that all interactions between Councillors and staff are positive and constructive, and conducted in a manner that facilitates Council's optimum performance.

2. BACKGROUND:

This policy has been prepared in accordance with section 94A (3A) of the *Local Government Act 1989*.

It is acknowledged in the local government sector that the relationship between Councillors and the Council administration is complex and can be fragile; but the strength of this relationship is critical to achieving good governance.¹

This policy is intended to contribute to respectful, trusting and constructive relationships between Councillors and Council staff, by articulating their different but complementary roles, defining reasonable expectations, and establishing clear and effective communication protocols that facilitate good governance and Council's optimum performance.

This policy complements the Councillor Code of Conduct and the Staff Code of Conduct.

3. POLICY OBJECTIVES:

The objectives of this policy are to:

- 3.1 Foster goodwill between Councillors and Council staff, and mitigate the potential for divisive and dysfunctional relationships to develop, by defining appropriate professional interaction;
- 3.2 Enhance productivity by maintaining an environment in which Council staff have the morale and confidence to provide frank and fearless professional advice to Councillors, to facilitate informed decision making;
- 3.3 Establish protocols to ensure that Councillors are provided with all necessary information and advice in an orderly, timely, courteous and equitable manner, to enable them to perform their civic duties;
- 3.4 Avoid inefficiency, unnecessary duplication of work and stress by improving role clarity;
- 3.5 Ensure that all interactions between Councillors and staff are conducted in a professional and respectful manner, with due regard for each other's roles and responsibilities;
- 3.6 Support compliance with the 'Conduct and interests' provisions set out in Division 1A of Part 4 of the *Local Government Act 1989*; the *Occupational Health and Safety Act 2004*; the *Equal Opportunity Act 2010*; and the *Fair*

¹ Good Governance Guide – Council and Administration Relationship
<http://www.goodgovernance.org.au>

Frankston City Council Policy	Policy Number: xx/2017 EDMS Number: A3074621
Councillor and Staff Interaction Policy <i>Draft 12/5/2017</i>	Issue: Date: xx/xx/2017

Work Act 2009, and thereby reduce the risk of a WorkCover or bullying claim against Council or a Councillor, and the risk of potential, perceived or actual direction of Council staff by a Councillor; and

- 3.7 Set out a process for managing any grievance that may arise between Councillors and Council staff.

4. SCOPE:

This policy applies to Councillors, the Chief Executive Officer (CEO) and all Council staff.

The policy covers interaction through all forms of communication, including meetings (both planned and unplanned), personal visits, telephone calls, interactions through social media, and emails between Councillors and Council staff.

This policy does not apply in the context of social interactions between a Councillor and member of Council staff who have a personal relationship outside the Council environment.

5. AUTHORISATION:

Section 94A(3A) of the *Local Government Act 1989* stipulates that the CEO is responsible for managing interactions between Council staff and Councillors; and section 65(3) states that the role of a Councillor does not include the performance of any functions that are specified as functions of the CEO under section 94A. Accordingly, the CEO must have exclusive responsibility for this policy and its administration.

Notwithstanding the above, Councillors may provide feedback or comments regarding this policy to the CEO for consideration.

This policy was presented to Council at its Ordinary Meeting on **xx**.

6. REVISION:

This policy will be reviewed within twelve months of the next general Council elections, unless an earlier review is deemed necessary by the CEO.

7. NON-COMPLIANCE WITH THIS POLICY:

Failure to comply with this policy may constitute a breach of the Councillor Code of Conduct, the Staff Code of Conduct, the *Local Government Act 1989*, the *Occupational Health and Safety Act 2004*, the *Fair Work Act 2009*, the *Equal Opportunity Act 2010* and other anti-discrimination legislation, the *Privacy and Data Protection Act 2014*, the *Health Records Act 2001* and/or the *Charter of Human Rights and Responsibilities Act 2006*.

Non-compliance with this policy also has the potential to negatively impact on Council's performance.

Frankston City Council Policy	Policy Number: xx/2017 EDMS Number: A3074621
Councillor and Staff Interaction Policy <i>Draft 12/5/2017</i>	Issue: Date: xx/xx/2017

8. RELATED DOCUMENTS:

- *Local Government Act 1989;*
- *Occupational Health and Safety Act 2004;*
- *Equal Opportunity Act 2010 and other anti-discrimination legislation;*
- *Fair Work Act 2009;*
- *Privacy and Data Protection Act 2014;*
- *Health Records Act 2001.*
- *Charter of Human Rights and Responsibilities Act 2006;*
- Councillor Code of Conduct;
- Staff Code of Conduct;
- Discipline Procedure (staff); and
- Town Planning Processes Guide for Councillors, which incorporates the Planning (Objector) Engagement Procedure.

9. IMPLEMENTATION OF THE POLICY:

The CEO and Mayor will work together to foster a culture which supports the application of this policy, its principles and protocols.

The Mayor will be responsible for educating Councillors about the policy, and for supporting policy compliance by Councillors.

The CEO will be responsible for ensuring that the policy is incorporated into relevant administrative procedures and processes. Directors, Managers, Coordinators and Team Leaders will be responsible for educating their staff about the policy, and for supporting compliance by their staff.

The policy will be readily accessible to all; it will be published on Council's website and intranet.

10. ROLES AND RESPONSIBILITIES:

10.1 CEO

10.1.1 Section 94A (3A) of the *Local Government Act 1989* states that the CEO is responsible for managing interactions between Council staff and Councillors including by ensuring that appropriate policies, practices and protocols are in place defining appropriate arrangements for interaction between Council staff and Councillors.

10.1.2 In the performance of this function, the CEO will:

- (a) ensure that this policy is accessible to staff and Councillors;
- (b) monitor compliance with this policy; and

Frankston City Council Policy	Policy Number: xx/2017 EDMS Number: A3074621
Councillor and Staff Interaction Policy <i>Draft 12/5/2017</i>	Issue: Date: xx/xx/2017

(c) oversee the management of any complaint or concern raised in relation to compliance with this policy.

10.2 Councillors

- 10.2.1 Councillors are responsible for ensuring that they understand and comply with this policy.
- 10.2.2 If a Councillor wishes to express a view about an administrative matter, they will do so through the CEO. This does not preclude a Councillor from raising any appropriate matter in the Council chamber.
- 10.2.3 When interacting with members of Council staff, Councillors will:
- (a) observe the *Local Government Act* 1989, the Councillor Code of Conduct, and other relevant Council policies;
 - (b) respect the functions and responsibilities of the CEO and Council staff, and the proper workings and line management responsibilities (hierarchy) of the Council administration;
 - (c) consider the potential impact on staff and available resources and priorities when requesting advice or information, and avoid making requests that are likely to involve excessive costs; and
 - (d) communicate in a way that is courteous and respectful of staff members' wellbeing.
- 10.2.4 Councillors acknowledge that they are prohibited under section 76E of the *Local Government Act* 1989 from improperly directing Council staff. Councillors will avoid behaving in a way that might contribute to a perception of improper direction. Compliance with this prohibition includes:
- (a) behaving courteously and respecting the professional opinion, skill or expertise of staff;
 - (b) following the formal processes when seeking information;
 - (c) accepting that staff are required to adhere to formal processes when making decisions and providing information, services and assistance;
 - (d) respecting the normal business timeframes associated with the making of a decision or the taking of action; and
 - (e) allowing staff to make decisions under delegated authority within the formal reporting and decision making processes.
- 10.2.5 As Council staff are unable to freely respond or defend themselves, Councillors will refrain from making comments or allegations about members of Council staff in a public forum (including at Council meetings). Councillors will adhere to any formal complaint handling procedures.

Frankston City Council Policy	Policy Number: xx/2017 EDMS Number: A3074621
Councillor and Staff Interaction Policy <i>Draft 12/5/2017</i>	Issue: Date: xx/xx/2017

10.3 Staff

- 10.3.1 Council staff are responsible for ensuring that they understand and comply with this policy.
- 10.3.2 When interacting with Councillors, Council staff will:
- (a) treat Councillors with the respect due to their office. This includes, in all formal settings, addressing Councillors as 'Councillor (last name)' and the Mayor as either 'Mr Mayor' or 'Madam Mayor', as appropriate;
 - (b) be responsive to requests from a Councillor for professional advice related to the performance of the Councillor's role;
 - (c) be responsive to requests from a Councillor for information connected to the performance of the Councillor's role, in a manner that complies with Council's privacy obligations;
 - (d) ensure that information provided to a Councillor is current, factually correct, complete, impartial and relevant;
 - (e) seek the advice and approval of their Manager, prior to responding to a direct request from a Councillor;
 - (f) accept and implement the decisions of Council as appropriate in their role and in a timely manner;
 - (g) refrain from approaching Councillors directly;
 - (h) avoid making any public comment or criticism regarding Councillors and Council decisions (consistent with the obligations set out in the Staff Code of Conduct); and
 - (i) respond to reasonable requests from a Councillor in a timely manner.

11. THE GUIDING PRINCIPLE

- 11.1 This policy is underpinned by the principle that all formal advice to Council and to Councillors should be provided through the CEO or Directors. This is the only advice against which Council's administration can reasonably be held accountable.
- 11.2 The CEO is responsible for the administrative management of the Council and is the conduit between Council's administration and Councillors. Wherever practicable, interaction between staff and Councillors should take place through the CEO.
- 11.3 For expediency, there are some exceptions to this guiding principle; these are detailed in the protocols supporting this policy and the table of approved communication below.

Frankston City Council Policy	Policy Number: xx/2017 EDMS Number: A3074621
Councillor and Staff Interaction Policy <i>Draft 12/5/2017</i>	Issue: Date: xx/xx/2017

12. INTERACTION PROTOCOLS:

To maintain the cooperative and supportive relationships that are necessary for transparency, good governance and Council's optimum performance, the following protocols will guide interaction between Councillors and Council staff.

- 12.1 The Councillors' primary point of contact within the Council is the CEO; a Councillor seeking information or wishing to raise an issue or make comment on a specific matter should communicate in the first instance with the CEO, or with the relevant Director or Manager if the CEO is not available.
- 12.2 Councillors can also contact Council staff in accordance with the table of Approved Communication by Councillors (see page 7), subject to the conditions set out below.
- 12.3 Although a Councillor may approach the relevant member of staff directly for an enquiry about a routine operational matter, advice that a Councillor intends to rely on should first undergo an appropriate verification process involving approval by a Director or the CEO. Speaking to lower-level staff may result in a Councillor not being fully informed about relevant background or context, or receiving advice that has not been formally endorsed by the administration.
- 12.4 If a member of staff below Manager level is approached directly by a Councillor, the relevant Director or Manager should be advised of the approach, and of the response that has been provided.

If the staff member feels uncomfortable about the nature of the Councillor enquiry, they will refer the Councillor to their Director or Manager.
- 12.5 A Councillor may request that a staff member attend to provide professional advice and support in a meeting with a member (or members) of the public. Such a request must be made through the CEO or relevant Director.
- 12.6 The relevant Director and Manager must be copied in or otherwise formally advised of all communication between members of their staff and a Councillor.
- 12.7 A member of staff must inform their Manager and Director of any contact made directly with them by a Councillor. If the member of staff believes that the contact is inconsistent with this policy, the Manager and Director should be advised accordingly.
- 12.8 Council staff will provide information and advice to Councillors in a timely manner, and in accordance with this policy and relevant legislative obligations (eg. privacy). As a general rule, information that is provided to a Councillor should be made available to all Councillors.

Frankston City Council Policy	Policy Number: xx/2017 EDMS Number: A3074621
Councillor and Staff Interaction Policy <i>Draft 12/5/2017</i>	Issue: Date: xx/xx/2017

The table below sets out the subjects that may be directly discussed by Councillors with various members of Council staff. Clarification, including examples of the types of issues covered by each subject, is provided on the pages following the table.

TABLE – APPROVED COMMUNICATION BY COUNCILLORS:

Approved staff contact →	Mayor & Councillors' Office	CEO	Relevant Director	Relevant Manager	Coordinator Statutory Planning	Coordinator Communications	Communications Team	IT Helpdesk
Subject * ↓								
Policy & strategy		✓	✓	✓				
Media & communications – routine		✓	✓	✓		✓	✓	
Media & communications – complex		✓	✓	✓		✓		
IT assistance	✓	✓	✓	✓				✓
Compliance & enforcement		✓	✓	✓				
Statutory planning	✓	✓	✓	✓	✓			
Service delivery	✓	✓	✓	✓				
Administrative support	✓	✓	✓	✓				

* see explanatory notes on the pages that follow.

Frankston City Council Policy	Policy Number: xx/2017 EDMS Number: A3074621
Councillor and Staff Interaction Policy <i>Draft 12/5/2017</i>	Issue: Date: xx/xx/2017

EXPLANATORY NOTES – APPROVED COMMUNICATION BY COUNCILLORS:

Policy & strategy

Enquiries or comments about Council policy (eg. direction, gaps or ambiguities in a policy and consideration of alternatives), budget proposals, strategic Council planning and direction, should be directed to the CEO or relevant Director.

Media & communications – Routine

Routine media and communications enquiries, which involve Councillors merely seeking clarification about work that is being undertaken, can be directed to the relevant officer in the Communications Team. Examples of routine media and communications enquiries include:

- (a) confirmation of media content;
- (b) provision of draft material for Frankston City News columns; and
- (c) logistics for previously approved media opportunities.

Media & communications – Complex

Complex media and communications enquiries, which involve discussion about strategic issues and requests which are likely to divert officers from their programmed tasks, must be discussed with the Coordinator Communications, or the relevant Manager, Director or CEO. Examples of complex media and communications enquiries include:

- (a) requests for meetings;
- (b) requests for particular work to be done;
- (c) discussion regarding key messages, communications strategies and plans;
- (d) discussion about planning of launches and media coverage, including requests to promote community events;
- (e) speech requests;
- (f) requests for photo opportunities; and
- (g) service complaints.

IT assistance

Simple issues such as an enquiry regarding service delivery timing or equipment failure can be dealt with by the Mayor and Councillors' Office in the first instance. Councillors may be referred to the IT Helpdesk if necessary.

Routine service requests associated with computers and mobile devices can also be made directly to the IT Helpdesk.

More complex issues, including service complaints, should be discussed with the relevant Manager, Director or CEO.

Frankston City Council Policy	Policy Number: xx/2017 EDMS Number: A3074621
Councillor and Staff Interaction Policy <i>Draft 12/5/2017</i>	Issue: Date: xx/xx/2017

Compliance & enforcement

Council and the CEO make formal delegations, and the CEO authorises appropriately qualified staff, to monitor compliance and perform Council's functions under legislation including the *Domestic Animals Act 1994*, the *Environment Protection Act 1970*, the *Food Act 1984*, the *Health Act 1958*, the *Planning and Environment Act 1987*, the *Building Act 1993*, the *Road Safety Act 1986* and Council's Local Laws. Delegated and authorised officers must be able to perform their investigations, determine appropriate responses, and manage any resulting infringements and prosecutions, within Council's established policies and practices, free from improper direction or influence.

Councillors must avoid involvement in all stages of the investigation and enforcement of matters, or risk committing an offence against the prohibition on improper direction as set out in section 76E of the *Local Government Act 1989*. Councillors may only contact the CEO, relevant Director or Manager with requests for information regarding such matters.

Statutory planning

Council has significant responsibilities under the *Planning and Environment Act 1987*. Statutory planning decisions may be made by appropriately qualified Council officers under formal delegation, or by Council in certain circumstances such as where a planning application has been 'called-in' for consideration and decision by Council at a properly constituted Council meeting. Irrespective of whether an application is considered by a Council officer or by Council, the integrity of the decision making process requires that it must be free from any perception of bias, predetermination, inappropriate direction or undue influence.

Councillor enquiries about routine planning issues (eg. an enquiry regarding arrangements for a Residents' Meeting, call-in of a planning application, a request for clarification of the Town Planning Progress Report or about a planning report that is to be considered by Council) should be directed in the first instance to the Mayor and Councillors' Office. The Mayor and Councillors' Office may refer the matter to the Coordinator Statutory Planning or Manager Planning & Environment, if necessary, to coordinate a response to the request. More complex issues should be raised with the relevant Manager, Director or CEO.

Further information about Councillor involvement in the statutory planning process is provided in Council's *Planning (Objector) Engagement Procedure*.

Frankston City Council Policy	Policy Number: xx/2017 EDMS Number: A3074621
Councillor and Staff Interaction Policy <i>Draft 12/5/2017</i>	Issue: Date: xx/xx/2017

Service delivery

Where a Councillor is approached by a resident regarding a service delivery issue (eg. scheduling of works, project delivery or a perceived service failure) they should first ensure that the resident is aware of the primary mechanisms for contacting Council's administration; through the "Lodge a Customer Request" or "General Enquiries" functions on Council's website, or through a member of Council's customer relations team. Use of these mechanisms ensures that the request or complaint is properly recorded and can be monitored for compliance with Council's customer service standards.

Where a Councillor becomes aware of an issue that requires attention by Council's administration, or needs to seek information in relation to a service delivery matter that may require further investigation outside the primary mechanisms described above, this should be done through the Councillor Requests System which is administered by the Mayor and Councillors' Office staff.

If a Councillor is concerned about the outcome of a Councillor or Customer request, the matter should be raised with the relevant Manager, Director or the CEO.

Administrative support

The Mayor and Councillors' Office is responsible for providing direct support and administrative assistance to the Mayor and Councillors. Requests for documents to be printed, stationery orders, expense claims and diary management enquiries should be directed to the Mayor and Councillors' Office staff. Formal Councillor requests and routine general enquiries can also be directed to the Mayor and Councillors' Office staff in the first instance, and will be referred to the relevant member of Council staff for response where appropriate.

13. COMPLAINTS:

If a person believes that there may have been non-compliance with this policy (including improper direction), the matter should first be raised with the relevant Director or the CEO.

An alleged breach of this policy by a member of Council staff will be dealt with in accordance with the Staff Code of Conduct and the Disciplinary Procedure – this may include disciplinary action, depending on the circumstances.

An alleged breach of this policy by a Councillor will be dealt with in accordance with the Councillor Code of Conduct – this may include referral to a Councillor Conduct Panel or the Local Government Inspectorate, depending on the circumstances.

Executive Summary

12.4 Review of Kiss and Go Zones at Primary and Secondary Schools

Enquiries: (Michael Rathbone: Community Development)

Council Plan

Community Outcome:	2. Liveable City
Strategy:	2.2 Improve the municipality's safety, image and pride
Priority Action	2.2.4 Improve the cleanliness and presentation of the city and local areas

Purpose

To brief Council on the outcome of the review of "Kiss & Go" zones at primary and secondary schools in Frankston, and recommend courses of action to investigate implementing such zones.

Recommendation (Director Community Development)

That Council:

1. Notes the results of the review of drop-off and pick-up parking outside Frankston's Primary and Secondary Schools.
2. Notes the outcome of the consultation with relevant primary and secondary schools on their support for Council to investigate and install feasible "Kiss & Go" zones.
3. Supports officers investigating and implementing the request for "Kiss & Go" zones from the two schools, Karingal Primary School and Mount Erin Secondary College.

Key Points / Issues

- At Council Meeting OM288 on 6 June 2016 Council passed the following motion:
"That Council investigate the provision of temporarily signed "Kiss & Go Zones" outside of all Primary & Secondary Schools within the City of Frankston. These "Kiss & Go Zones" should have sufficient space to accommodate 3 Car Parks and should be in operation whilst Street Crossing Supervisors are in attendance. Council should also consult with the Schools and their respective School Council's as to the correct placement and need for these "Kiss & Go Zones". These "Kiss & Go Zones" should be clearly labelled with an appropriate time limit."
- "Kiss & Go Zones" are signed P2 minutes or P5 minutes pick-up and drop-off areas for school pupils located close to school gates. Operating during school peak times, the zones are indicated by custom-made "Kiss & Go" signs. The generally accepted concept is that parents stay in their vehicle when dropping off or picking up their children to reduce dwell time and increase parking capacity. However, this behaviour is not enforceable. It requires the cooperation of school parents. This is enhanced where there is ongoing support and encouragement from the respective schools to ensure that "Kiss & Go" zones operate effectively.
- The advantage of the "Kiss & Go" arrangement is that there are school community incentives and encouragement for parents to keep to the short stay parking restrictions outside schools rather than just relying on parking enforcement actions to ensure parking compliance.

12.4 Review of Kiss and Go Zones at Primary and Secondary Schools**Executive Summary**

- In addition to “Kiss & Go Zones”, some schools also have short term P10 and P15 minute parking areas and/or long stay 1P areas. Unrestricted on-street parking is usually some distance away from school entrances.
- An investigation by Council’s Traffic Engineers found that:
 - 11 of the city’s 35 public and private schools already have “Kiss & Go Zones”;
 - Eight schools currently have pick-up and drop-off areas that are not signed “Kiss & Go”;
 - 14 schools do not have on-street parking as all parking, pick-ups and drop-offs occur within school premises; and
 - 13 schools have on-street parking, but do not have “Kiss & Go Zones” or signed pick-up and drop-off zones.
- Council officers attended the Principals Network Meeting on Friday 26 May 2017 and consulted the principals of all the relevant schools as to whether they support new “Kiss & Go” zones at their respective schools for student pick-up and drop-off. Supplementary consultation was also carried out through e-mail.
- The final implementation of Kiss and Go recommendations has been delayed due to the differing circumstances of individual schools and the time availability of school principals. The opportunity to attend the principals network meeting also enable officers to discuss the opportunity of the school community to improve driver behaviour and safety of children.
- Two schools, Karingal Primary School and Mount Erin Secondary College, have responded with their support for Council to investigate and implement new “Kiss & Go” zones.

Financial Impact

It is noted that the State Government has introduced legislation that prevents Councils from raising rates above inflation levels from 1 July 2016. Victorian councils will be forced to cap rates at the consumer price index (CPI) which has been declared for 2016/17 at 2.50 per cent. The CPI (based on a basket of common household goods and services that Council purchases very little of) is a very poor index of the cost of providing services that are very heavily based on labour costs.

The gap between the previous editions of Council’s Long Term Financial Plan and the revised plan in terms of rate revenue over the next four year period is approximately \$28 million; this increases to \$43 million over a five year period. This reduction will have a severe impact on Council’s ability to maintain services, deliver key initiatives and improvements and maintain adequate levels of capital expenditure.

Each “Kiss & Go” sign and parking sign costs approximately \$200 including, installation.

The cost of installing “Kiss & Go” signs and parking signs at Karingal Primary School and Mount Erin Secondary College is expected to be approximately \$2,000. This can be funded through Council’s Traffic Unit’s annual operational budget.

Consultation**1. External Stakeholders**

All relevant schools that were found to not have “Kiss and Go” zones have been consulted through the Principals Network Meeting and through e-mail. Two schools, Karingal Primary School and Mount Erin Secondary College, have responded with their support for Council to investigate and implement new “Kiss & Go” zones.

12.4 Review of Kiss and Go Zones at Primary and Secondary Schools**Executive Summary****2. Other Stakeholders**

Council's Parking Enforcement Unit has been consulted on their view of "Kiss & Go Zones". They support the schemes and advise that compliance is improved when the schemes are place.

The views of Council's School Crossing Supervisors on signage locations could be taken into account as appropriate.

Analysis (Environmental / Economic / Social Implications)

A potential benefit of introducing more "Kiss & Go" zones is the reduction of traffic and parking issues at school gates during school pick-up and drop-off periods.

Legal / Policy / Council Plan ImpactCharter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered in the preparation of this report but is not relevant to the content of the report.

Legal

There are no statutory obligations associated with this report.

Policy Impacts

There are no policy impacts associated with this report.

Officer's Declaration of Interests

Council officers involved in the preparation of this report have no Conflict of Interest in this matter.

Risk Mitigation

The effectiveness of "Kiss & Go Zones, is highly dependent of the cooperation of parents picking up and dropping off their children in the short stay parks located outside school entrances. Such cooperation is likely to be much higher where it has the support and encouragement of the school and the wider school community.

Conclusion

At Council Meeting OM288 on 6 June 2016 Council approved a motion to investigate the provision of temporarily signed "Kiss & Go Zones" outside of all Primary and Secondary Schools within Frankston.

An investigation by Council's Traffic Engineers found that 10 of the city's schools already have "Kiss & Go Zones". Eight schools currently have pick-up and drop-off areas that are not signed "Kiss & Go", 14 schools do not have on-street parking as all parking, pick-ups and drop-offs occur within school premises. 13 schools have on-street parking, but do not have "Kiss & Go" zones and/or signed pick-up and drop-off zones.

All relevant schools that were found to not have "Kiss and Go" zones have been consulted. Two schools, Karingal Primary School and Mount Erin Secondary College, have responded with their support for Council to investigate and implement new "Kiss & Go" zones. Future requests and late responses will be investigated and implemented as and when they are received.

It is recommended that Council officers investigate and implement the request for "Kiss & Go" zones from Karingal Primary School and Mount Erin Secondary College.

12.4 Review of Kiss and Go Zones at Primary and Secondary Schools

Executive Summary

ATTACHMENTS

Attachment A: KISS & GO and Pick up & Drop off areas at Primary Schools

Attachment B: KISS & GO and Pick up & Drop off areas at Secondary Schools

Attachment A

School	Address	Suburb	Parking Restriction	Spaces	Action
Schools that have Kiss & Go Zones					
Frankston Primary School	40 Davey Street	Frankston	P 5MIN (8AM-9AM) (3PM-4PM)(SCHOOL DAYS)	7	
Kingsley Park Primary School	70-86 Franciscan Avenue	Frankston	P 2MIN (8AM-9AM) (3PM-4PM)(SCHOOL DAYS)	14	
Overport Primary School	Towerhill Road	Frankston	P 2MIN (8AM-9AM) (3PM-4PM)(SCHOOL DAYS)	6	
Aldercourt Primary School	Silver Avenue	Frankston North	P 5MIN (8AM-9.15AM) (3PM-4PM)(MON-FRI)	10	
Overport Primary School	558 Townerhill Road	Frankston South	P 2MIN (8.30AM-9.30AM) (3PM-4PM)(SCHOOL DAYS)	5	
Seaford Primary School	10 McArae Street	Seaford	P 5MIN (AUTHORISED BUS ACCEPTED/PICK UP & DROP OFF ONLY) (8AM-9.30AM) (2.30PM-4PM)(SCHOOL DAYS)	5	
Langwarrin Park Primary School	119-27 Northgostway	Langwarrin	P 2MIN (8.30AM-9.30AM) (3PM-4PM)(SCHOOL DAYS)	15	
Woodlands Primary School	10 Gurnnut Drive	Langwarrin	P 2MIN (8AM-9.30AM) (2.30PM-4PM)	11	
Banyan Fields Primary School	93 Cadles Road	Carrum Downs	P 2MIN (8.30AM-9.15AM) (3PM-4PM)(MON-FRI)	4	
Rosewellyn Park Primary School	15 Rosewellyn Avenue	Carrum Downs	P 2MIN (8.30AM-9.30AM) (3PM-4PM)(SCHOOL DAYS)	5	
Schools that have pick-up & drop-off areas that are not signed Kiss & Go					
Ballam Park Primary School	Belair Avenue	Frankston	P 5MIN (8AM-9AM) (2.45PM-3.45PM)(MON-FRI)(AUTHORISED PERMITS EXCEPTED)	43	Install KISS & GO signs
Karingal Heights Primary School	Havana Crescent	Frankston	P 10MIN (8AM-9AM) (3PM-4PM)(MON-FRI)	6	Change to P 5MIN and install KISS & GO signs
Karingal Primary School	Mallum Avenue	Frankston	NO PARKING (8AM-9AM) (3PM-4PM)(MON-FRI)	1	Install KISS & GO signs
St Francis Xavier Primary School	8 Park Street	Frankston	P 5MIN (8.30AM-9AM) (3.45PM-3.45PM)(SCHOOL DAYS)	12	Install KISS & GO signs
Derinya Primary School	Overport Road	Frankston South	P 2MIN (8.30AM-9.30AM) (3.30PM-4PM)(MON-FRI) / NO PARKING (8.30AM-9AM) (3.30PM-3.45PM)(SCHOOL DAYS)	22 / 11	Install KISS & GO signs
Kananook Primary School	Wells Road	Seaford	P 10MIN (8AM-9AM) (3PM-4PM)(MON-FRI)	9	Change to P 5MIN and install KISS & GO signs
St Joachims Primary School	Broderick Road	Carrum Downs	NO PARKING (8AM-9.30AM) (2.30PM-4PM)(SCHOOL DAYS)	4	Change to P 5MIN and install KISS & GO signs
Schools that have on-street parking but do not have Kiss & Go Zones or alternate pick-up & drop-off areas					
Frankston East Primary School	Acheigh Avenue	Frankston	none		Consult schools as to whether they need any
Frankston Heights Primary School	Robinia Street	Frankston	none		Consult schools as to whether they need any
St Johns School	Jayne Street	Frankston	none		Consult schools as to whether they need any
Mahogany Rise Primary School	100 Monterey Blvd	Frankston North	none		Consult schools as to whether they need any
Belvedere Park Primary School	Belvedere Road	Seaford	none		Consult schools as to whether they need any
Seaford North Primary School	Hallifax Street	Seaford	none		Consult schools as to whether they need any
Seaford Park Primary School	East Road	Seaford	none		Consult schools as to whether they need any
St Annes Primary School	Austin Road	Seaford	none		Consult schools as to whether they need any
Langwarrin Primary School	Warrandyte Road	Langwarrin	none		Consult schools as to whether they need any
Schools that do not have on-street parking at all					
Frankston Special Developmental School	Sassafras Drive	Frankston	none - no on-street parking, all parking and drop off within the school premises		No action required
Naranga Special School	Naranga Crescent	Frankston	none - no on-street parking, all parking and drop off within the school premises		No action required
Nepean Special School	Klauer Street	Frankston North	none - no on-street parking, all parking and drop off within the school premises		No action required
Woodleigh School - Junior Campus (Minimbah / St Paul's)	Minimbah Court	Frankston South	none - no on-street parking, all parking and drop off within the school premises		No action required
St Augustines School	Golf Links Road	Frankston South	none - no on-street parking, all parking and drop off within the school premises		No action required
St Judes Primary School	Warrandyte Road	Langwarrin	none - no on-street parking, all parking and drop off within the school premises		No action required
Flinders Christian Community College	100 Ballarto Road	Carrum Downs	none - no on-street parking, all parking and drop off within the school premises		No action required
Skye Primary School	359 Ballarto Road	Skye	none - no on-street parking, all parking and drop off within the school premises		No action required
Bayside Christian College	120-128 Robinsons Road	Baxter	none - no on-street parking, all parking and drop off within the school premises		No action required

	Signed KISS & GO drop off spots
	Not signed KISS & GO, but are drop off spots
	No on-street parking, all parking and drop off within the school premises

Attachment B

School	Address	Suburb	Parking Restriction	Spaces	Action
Schools that have pick-up & drop-off areas that are not signed Kiss & Go					
Elisabeth Murdoch College	Warrandyte Road	Langwarrin	there are drop off spaces, currently working with school to renew signage		
McClelland College	Belar Avenue	Frankston	P 5MIN (8AM-9AM)(2.45PM-3.45PM)(MON-FRI)(AUTHORISED PERMITS EXCEPTED)	43	Install KISS & GO signs
Schools that have on-street parking but do not have Kiss & Go Zones or alternate pick-up & drop-off areas					
Frankston High School	Towerhill Road	Frankston	none		Consult schools as to whether they need any
John Paul College	McMahons Road	Frankston	none		Consult schools as to whether they need any
Monterey Secondary College	Silvertop Street	Frankston North	none		Consult schools as to whether they need any
Mount Erin Secondary College	Robinsons Road	Frankston	none		Consult schools as to whether they need any
Carrum Downs Secondary College	McCormicks Road	Carrum Downs	some unrestricted on-street parking available, drop-off is within the school premises		Consult schools as to whether they need any
Schools that do not have on-street parking at all					
Bayside Christian College	Robinsons Road	Langwarrin	No on-street parking, all parking and drop off within the school premises		No action required
Flinders Christian Community College	Ballarto Road	Carrum Downs	No on-street parking, all parking and drop off within the school premises		No action required
Patterson River Secondary College	Eel Race Road	Seaford	No on-street parking, all parking and drop off within the school premises		No action required
Woodleigh School - senior campus	Golf Links Road	Langwarrin	No on-street parking, all parking and drop off within the school premises		No action required

	Signed KISS & GO drop off spots
	Not signed KISS & GO, but are drop off spots
	No on-street parking, all parking and drop off within the school premises

Executive Summary**12.5 Draft Open Space Asset Management Plan**

Enquiries: (Craig Dinsdale: Corporate Development)

Council Plan

Community Outcome:	3. Sustainable City
Strategy:	3.1 Plan, build, maintain and retire infrastructure to meet the needs of the city and its residents
Priority Action	3.1.1 Identify and reduce the financial shortfall for maintenance of infrastructure to ensure service standards are maintained

Purpose

To advise Council of public submissions and subsequent document changes made to the draft Open Space Asset Management Plan following the formal consultation period, and to seek Council adoption of the Open Space Asset Management Plan.

Recommendation (Director Corporate Development)

That Council:

1. Acknowledges the public submissions received and subsequent changes to the draft Plan; and
2. Adopts the draft Open Space Asset Management Plan.

Key Points / Issues

- The Parks and Leisure Asset Management Plan was adopted by Council in 2010 and has set the foundation for the draft Open Space Asset Management Plan (OSAMP).
- Council's open space assets support a broad range of community services including structured recreation, passive open space, health and wellbeing, social connectivity, education in sports and environmental biodiversity and enhanced quality of life.
- Open space infrastructure assets account for approximately \$85.5M of Council's total asset portfolio.
- Some common key points and issues identified from the draft OSAMP (Attachment A) include:
 - Council's open space asset data knowledge and accuracy has significantly improved since the development of the Parks and Leisure Asset Management Plan in 2010; however some gaps in the data do still exist;
 - There is opportunity to improve Council's current open space service delivery through the redistribution of allocated capital and operational funding;
 - Given the rate capped environment, Council needs to invest in a service planning mechanism to identify which services it will provide to the community, the delivery model of these services and their levels of service and the supporting infrastructure required to sustain the provision of these services;

12.5 Draft Open Space Asset Management Plan**Executive Summary**

- The rollout of open space asset data and works programming in the Frankston Asset Management Information System (FAMIS) is essential to maintain the integrity of the asset data and improve service delivery;
 - Further refinement of technical service standards is required to inform future maintenance approaches and budgets;
 - The identification and management of open space projects within Council's capital works program beyond a 10 year outlook requires strengthening to ensure successful planning and delivery of projects into the future;
 - The need to determine asset lifecycle costs for open space capital works projects to inform future operational and renewal budget requirements and ensure appropriate funding is allocated;
 - Opportunities exist to better align asset categories within the open space asset register and model accounts to improve consistency between asset and financial registers; and,
 - There is a need to examine opportunities to improve asset capacity and utilisation, and the feasibility of disposing surplus open space infrastructure assets e.g. sporting ovals or playgrounds.
- The draft Open Space Asset Management Plan will provide Council with the following:
 - Overall assessment of Council's current approach in managing its open space asset portfolio;
 - 33 improvement actions to further develop Council's open space asset management and performance;
 - Three lifecycle funding scenarios for Council to consider, Existing Level Requirement, Optimum Level Requirement and High Level Requirement (dependent on desired service standards); and,
 - A 20 year funding strategy to inform Council's Long Term Financial Plan (LTFP). This strategy is derived from a long-term 20 year expenditure model.
 - The observations from the completion of the draft Plan has either addressed or reinforced many of the key issues and recommendations identified in Council's Asset Management Strategy 2013-2017 and State of the Assets Report 2014.
 - Internal consultation on the draft document occurred from 9 March 2017 until 3 April 2017 whereby several submissions from staff were received and has resulted in subsequent amendments, as documented in Attachment B.
 - External consultation was conducted from the 8 May until the 21 May 2017 whereby public submissions were received and subsequent document amendments have been made, as seen in Attachment C.
 - The development and adoption of the draft Open Space Asset Management Plan is a 2016/17 Council Plan Initiative and is scheduled to be reviewed and updated in 2021.

12.5 Draft Open Space Asset Management Plan**Executive Summary****Financial Impact**

For the 2017-2018 financial year, the State Government Minister for Local Government has announced a limit on the amount Victorian councils may increase rates. The cap for the 2017-2018 financial year is 2%. The cap is based on the Consumer Price Index expected for the financial year.

This cap has a significant effect on Council's current Long Term Financial Planning, with rate revenue being \$9 million less than anticipated over the first four years, growing to \$17 million over five years. This reduction will have a severe impact on Council's financial capacity to maintain service levels and deliver key capital projects.

Council's 2015/16 total expenditure for open space assets was \$15.79M which included operations, maintenance, renewal, compliance, new, upgrade and disposal expenditure.

The draft Open Space Asset Management Plan presents 3 funding scenarios over a 20 year horizon; Existing Level Requirement, Optimal Level Requirement and High Level Requirement.

The non-discretionary funding (operations, maintenance, compliance and renewal) needed to fund the Existing Level Requirement, Optimal Level Requirement and High Level Requirement are \$ 287.2M, \$ 284.0M and \$ 287.2M respectively over the 20 year period.

It is recommended for responsible and sustainable custodianship of the municipality's open space assets that the Optimum Level Requirement funding scenario be endorsed to achieve the best outcome for the community at the lowest cost to Council.

Consultation**1. External Stakeholders**

External consultation was undertaken over a two week period from 8 May, 2017 to 21 May, 2017 to allow the community and user groups to provide feedback on the Plan's appropriateness.

This involved providing online access to the draft Plan to the community via Council's website, as well as providing hard copies at each of Council's customer service centres.

Five submissions were received including one internal submission. The feedback has been compiled and reviewed and has resulted in minor document amendments. Public feedback is shown in Attachment C. It should also be noted that the Frankston Beach Association (FBA) submitted a request to provide a submission post the due date, however, due to the tight timeframes and the need for this body of work to be completed prior to the 30 June (Council Plan Initiative) officers were unable to consider a late submission. Officers will contact the FBA to discuss their concerns and provide a response to any queries they may have in regards to the Open Space Asset Management Plan.

2. Other Stakeholders

Internal consultation has occurred informally through meetings with key stakeholders to seek their experiences and knowledge of Council's open space assets and services.

Formal internal consultation has occurred from 9 March - 3 April by where six submissions from staff were received and subsequent amendments were made (refer to Attachment B).

12.5 Draft Open Space Asset Management Plan

Executive Summary

The draft Plan was reviewed by the Executive Management Team (EMT) at two EMT Meetings held on the 11 April 2017 and 23 May 2017. Councillors received a copy of the draft Plan on the 3 May and the revised draft post the external consultation period on the 24 May.

Analysis (Environmental / Economic / Social Implications)

The development of the draft Open Space Asset Management Plan has been done in accordance with Council's aspirations to have minimal impact on the environment, operate efficiently and continue to support services to the Frankston community.

Legal / Policy / Council Plan Impact

Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered in the preparation of this report but is not relevant to the content of the report.

Legal

As the responsible authority for the management of a vast network of public open space, Council has a number of legislated obligations not limited to the Local Government Act (1989), Building Act (1993), Crown Land (Reserves) Act (1978), Disability Discrimination Act (1992), Public Health and Wellbeing Act (2008), Environment Protection Act (1970), Planning and Environment Act (1987), Occupational Health and Safety Act (2004), Heritage Act (1995), Wrongs Act (1958) and the relevant Australian Standards.

Council is required to ensure it has policies, systems and processes in place to manage these responsibilities appropriately. The draft Open Space Asset Management Plan provides Council with an assessment of the current practices and requirements.

Policy Impacts

The preparation of the draft Open Space Asset Management Plan has been done so in accordance with the Asset Management Policy (February 2013), Asset Management Strategy (August 2013) and the Council Plan.

Officer's Declaration of Interests

Council officers involved in the preparation of this report have no Conflict of Interest in this matter.

Risk Mitigation

A number of risks and mitigation actions have been identified through the development of this draft Plan and/or are identified within Council's corporate risk register. Some of these actions will be able to be funded within the operational budget whilst in some cases the nominated responsible officer will be required to prepare and submit a business case to seek the required funding to address the risk.

The most critical risk identified is Council's inability to adequately manage unsafe assets causing either an increase in unexpected maintenance or asset failure resulting in service disruption and public liability.

12.5 Draft Open Space Asset Management Plan**Executive Summary****Conclusion**

The draft Open Space Asset Management Plan is a strategic document aimed at optimised lifecycle management of Council's open space network and ensuring it continues to support critical services to the community. Within the draft Plan, a detailed review has occurred to consider current management practices, highlight known issues, provide detailed improvement actions and present to Council for its consideration three lifecycle funding options over a 20 year long-term forecast (Optimum Level is recommended).

The draft Plan also highlights the importance of service planning and its role in best practice asset management as it provides Council with a vehicle to make informed service provision and asset decisions as Victorian local government agencies operate in a rate capped environment.

The preparation of this document is considered good governance and aligns with the Asset Management Policy, Strategy and Council Plan. It is recommended that Council adopts the draft Plan. The draft Open Space Asset Management Plan is a 2016/17 Council Plan Initiative.

ATTACHMENTS

Attachment A: DRAFT Open Space Asset Management Plan

Attachment B: DRAFT Open Space Asset Management Plan - Internal Consultation

Attachment C: DRAFT Open Space Asset Management Plan - External Consultation

**12.5 Draft Open Space Asset Management Plan
Officers' Assessment****Background**

Council produced its first generation plan in the Parks and Leisure Asset Management Plan in 2010. This Plan has since been reviewed and a second generation document has now been prepared (refer to Attachment A). The preparation of this document is considered good governance and contributes to Council's improving asset management maturity and practices. The draft Plan aligns with the Asset Management Policy, Strategy and Council Plan.

Issues and Discussion

- The Parks and Leisure Asset Management Plan was adopted by Council in 2010 and has set the foundation for the draft Open Space Asset Management Plan (OSAMP).
- Council's open space assets support a broad range of community services including structured recreation, passive open space, health and wellbeing, social connectivity, education in sports and environmental biodiversity and enhanced quality of life.
- Open space infrastructure assets account for approximately \$85.5M of Council's total asset portfolio.
- Some common key points and issues identified from the draft OSAMP (Attachment A) include:
 - Council's open space asset data knowledge and accuracy has significantly improved since the development of the Parks and Leisure Asset Management Plan in 2010; however some gaps in the data do still exist;
 - There is opportunity to improve Council's current open space service delivery through the redistribution of allocated capital and operational funding;
 - Given the rate capped environment, Council needs to invest in a service planning mechanism to identify which services it will provide to the community, the delivery model of these services and their levels of service and the supporting infrastructure required to sustain the provision of these services;
 - The rollout of open space asset data and works programming in the Frankston Asset Management Information System (FAMIS) is essential to maintain the integrity of the asset data and improve service delivery;
 - Further refinement of technical service standards is required to inform future maintenance approaches and budgets;
 - The identification and management of open space projects within Council's capital works program beyond a 10 year outlook requires strengthening to ensure successful planning and delivery of projects into the future;
 - The need to determine asset lifecycle costs for open space capital works projects to inform future operational and renewal budget requirements and ensure appropriate funding is allocated;

**12.5 Draft Open Space Asset Management Plan
Officers' Assessment**

- Opportunities exist to better align asset categories within the open space asset register and model accounts to improve consistency between asset and financial registers; and,
 - There is a need to examine opportunities to improve asset capacity and utilisation, and the feasibility of disposing surplus open space infrastructure assets e.g. sporting ovals or playgrounds.
- The draft Open Space Asset Management Plan will provide Council with the following:
 - Overall assessment of Council's current approach in managing its open space asset portfolio;
 - 33 improvement actions to further develop Council's open space asset management and performance;
 - Three lifecycle funding scenarios for Council to consider, Existing Level Requirement, Optimum Level Requirement and High Level Requirement (dependent on desired service standards); and,
 - A 20 year funding strategy.
- The observations from the completion of the draft Plan has either addressed or reinforced many of the key issues and recommendations identified in Council's Asset Management Strategy 2013-2017 and State of the Assets Report 2014.
- Internal consultation on the draft document occurred from the 10 March until the 3 April 2017 whereby several submissions from staff were received and has resulted in subsequent amendments, as documented in Attachment B.
- External consultation was conducted from the 8 May until the 21 May 2017 whereby public submissions were received and subsequent document amendments have been made, as seen in Attachment C.
- The development and adoption of the draft Open Space Asset Management Plan is a 2016/17 Council Plan Initiative and will be reviewed and updated in 2021.

Options Available including Financial Implications

Council has two options available:

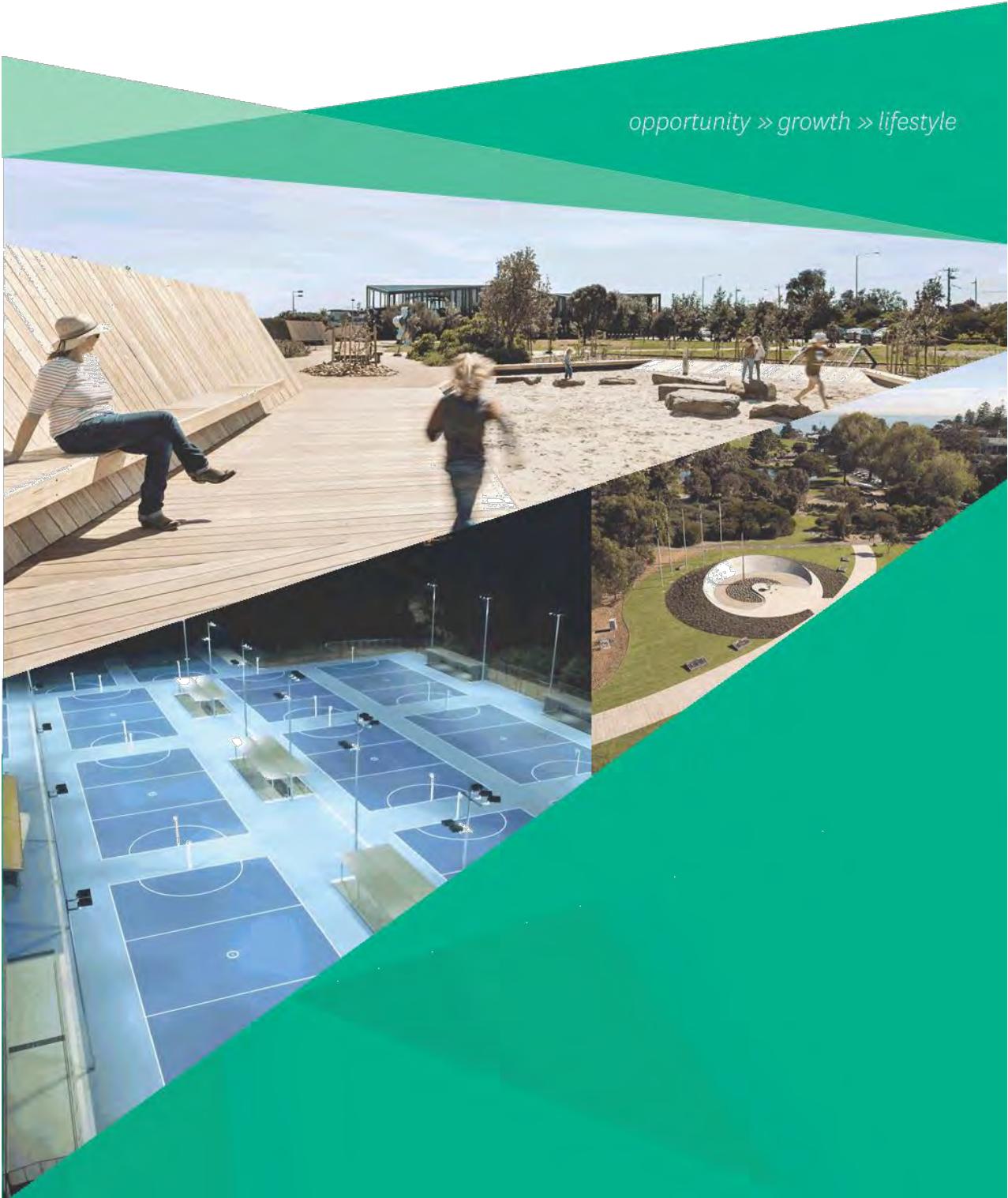
1. Council does not adopt the draft Open Space Asset Management Plan and continues to fund the management of open space assets as per the Existing Level Requirement scenario (not recommended);
2. Council adopts the draft Open Space Asset Management Plan and adopts the Optimum Level Requirement scenario (recommended).


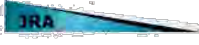
The 20 year funding requirement for the operation, maintenance and renewal of Council's open space assets associated with the Optimum Level scenario is \$284.01M. The OSAMP has demonstrated the optimum lifecycle scenario will result in a marginal adjustment to the 20 year forecast of \$294.76M based on the current annual budget allocation.

Open Space Asset Management Plan 2017



opportunity » growth » lifestyle



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TABLE OF CONTENTS

1.	EXECUTIVE SUMMARY	10
	Context.....	10
	What does it Cost?	10
	What we will do	10
	What we cannot do.....	11
	Managing the Risks	12
	Confidence Levels.....	12
	The Next Steps	12
2.	INTRODUCTION.....	15
	2.1 Background.....	15
	2.2 Plan Scope	16
	2.3 Goals and Objectives of Asset Management.....	22
	2.4 Plan Framework.....	22
	2.5 Core and Advanced Asset Management	24
	2.6 Community Consultation.....	24
3.	LEVELS OF SERVICE	24
	3.1 Customer Research and Expectations	24
	3.2 Influence of Rate Capping on Service Levels	25
	3.3 Strategic and Corporate Goals	27
	3.4 Legislative and Non-Legislative Requirements.....	29
	3.5 Open Space Provision and Distribution Standards	30
	3.6 Open Space Service Outcomes.....	30
	3.7 Community Levels of Service.....	32
	3.8 Technical Levels of Service	36
4.	FUTURE DEMAND	41
	4.1 Demand Drivers.....	41
	4.2 Demand Forecast	41

4.3	Demand Impact on Assets	41
4.4	Climate Change Impacts	46
4.5	Demand Management Plan	50
4.6	Asset Programs to meet Demand	53
5.	LIFECYCLE MANAGEMENT PLAN	56
5.1	Background Data	56
5.2	Infrastructure Risk Management Plan	70
5.3	Operations and Maintenance	74
5.4	Renewal/Replacement Plan	84
5.5	Creation/Acquisition/Upgrade Plan	91
5.6	Disposal Plan	96
5.7	Service Consequences and Risks	96
6.	FINANCIAL SUMMARY	99
6.1	Financial Statements and Projections	99
6.2	Funding Strategy	105
6.3	Valuation Forecasts	105
6.4	Key Assumptions made in Financial Forecasts	108
6.5	Forecast Reliability and Confidence	109
7.	FINANCIAL MODELLING FOR LONG TERM SUSTAINABILITY	110
7.1	Funding Scenario Models	110
7.2	Moloney Model Limitations and Assumptions	111
7.3	Moloney Model Exclusions	112
7.4	Open Space Asset Condition Distribution	112
7.5	Scenario Modelling Renewal Requirements	115
7.6	Scenario Modelling Maintenance Requirements	116
7.7	Combined Renewal and Maintenance Analysis	118
7.8	Recommendation for Long Term Sustainability	122
8.	PLAN IMPROVEMENT AND MONITORING	125
8.1	Status of Asset Management Practices	125

8.2	Improvement Plan.....	126
8.3	Monitoring and Review Procedures.....	128
8.4	Performance Measures.....	128
9.	REFERENCES.....	130
10.	APPENDICES.....	131
	Appendix A Technical Service Standards – State of the Assets Report 2014.....	132
	Appendix B Projected 10 year Capital Renewal and Replacement Works Program.....	143
	Appendix C Projected 10 Year Upgrade/Expansion/New Capital Works Program.....	145
	Appendix D LTFP Budgeted Expenditures Accommodated in AM Plan.....	146
	Appendix E Frankston Population and Demographics.....	147
	Appendix F Moloney Model Assumptions.....	149
	Appendix G Identified Climate Change Risks.....	151
	Appendix H Sports Facility Hierarchy.....	152
	Appendix I Open Space Asset Data.....	153
	Appendix J Open Space Asset/Service Relationship.....	155
	Appendix K Customer Service Requests.....	157
	Appendix L Abbreviations.....	163
	Appendix M Glossary.....	164

List of Figures

Figure 1: Aged Coaches Box Asset at Carrum Downs Recreation Reserve (2015).....	14
Figure 2: Hazardous Playground Asset in George Pentland Botanical Gardens (2015).....	14
Figure 3: Frankston City Council Organisation Chart.....	21
Figure 4: Road Map for preparing an Asset Management Plan.....	23
Figure 5: Community Satisfaction Index Scores.....	25
Figure 6: Proposed Rate Capping – Rates and Charges Revenue Reduction Cumulative Impact.....	26
Figure 7: Frankston City Open Space Standards.....	30
Figure 8: Parks and Public Spaces Service Outcomes Chart.....	31

Figure 9: Upgrade and New Assets to meet Demand	55
Figure 10: Asset Age Profile.....	57
Figure 11: 'Frankston City Council State of the Assets Report - 2014' Assessment Approach	59
Figure 12: Current Asset Performance Summary	60
Figure 13: Asset Condition Profile	62
Figure 14: Asset Depreciation.....	63
Figure 15: Historic Capital Expenditure	66
Figure 16: Historic Renewal Expenditure	67
Figure 17: Historic New, Upgrade & Expansion Expenditure	69
Figure 18: Historic Discretionary Expenditure based on the three Open Space Service Initiatives	70
Figure 19: Breakdown of under excess (\$10,000) claims received between 2008 and 2015.	72
Figure 20: Breakdown of under excess (\$10,000) open space claims received between 2008 and 2015. ...	73
Figure 21: Over excess claims received relating to open space assets.....	73
Figure 22: Customer Service Request Distribution.....	77
Figure 23: IA Performance - Percentage of Requests Completed on Time	78
Figure 24: Projected Operations and Maintenance Expenditure	84
Figure 25: Non-Discretionary Capital Works Planning Process	87
Figure 26: Average Asset Age Assessment Compared to Average Asset Condition Assessment on a 1 – 5 Rating.....	89
Figure 27: Projected Capital Renewal and Replacement Expenditure	90
Figure 28: Discretionary Capital Works Planning Process	91
Figure 29: Projected Capital Upgrade/New/Expansion Expenditure	95
Figure 30: Projected Operating and Capital Expenditure.....	99
Figure 31: Asset Management Financial Indicators.....	102
Figure 32: Projected and LTFP Budgeted Renewal Expenditure	103
Figure 33: Projected Asset Value – Current Replacement Cost	106
Figure 34: Projected Depreciation Expense – Annual Depreciation.....	106
Figure 35: Projected Depreciated Replacement Cost – Written Down Value	107
Figure 36: 20 Year Funding Requirements for different RICL (\$'M)	111

Figure 37: Park Furniture.....	113
Figure 38: Open Space Structure.....	113
Figure 39: Fencing & Gates.....	113
Figure 40: Playground.....	113
Figure 41: Irrigation System	114
Figure 42: Grassed Sporting Field.....	114
Figure 43: Skate/BMX Park & Concrete Surfaces	114
Figure 44: Sports Infrastructure	114
Figure 45: Synthetic Sporting Field.....	114
Figure 46: Predicted Annual Renewal Requirements for each Scenario	115
Figure 47: Consequential Maintenance Requirements for each Scenario	117
Figure 48: Cumulative Consequential Maintenance Requirements for each Scenario	118
Figure 49: Predicted Cumulative Renewal and Maintenance for each Scenario	119
Figure 50: Park Furniture 10 Year Condition Profile.....	120
Figure 51: Fencing & Gates 10 Year Condition Profile.....	120
Figure 52: Open Space Structure 10 Year Condition Profile.....	120
Figure 53: Playground 10 Year Condition Profile.....	120
Figure 54: Irrigation System 10 Year Condition Profile	121
Figure 55: Sports Infrastructure 10 Year Condition Profile	121
Figure 56: Grassed Sporting Field 10 Year Condition Profile.....	121
Figure 57: Synthetic Sporting Field 10 Year Condition Profile.....	121
Figure 58: Skate/BMX Park & Concrete Surfaces 10 Year Condition Profile	121
Figure 59: Annual Budget Comparison for each Scenario (Maintenance & Renewal)	122

List of Tables

Table 1: Assets covered by this Plan.....	17
Table 2: Asset Category Replacement Value	18
Table 3: Key Stakeholders in this AM Plan	20

Table 4: Community Satisfaction Survey Levels	24
Table 5: Council Rates and Services Trade-off.....	27
Table 6: Organisational Strategies and Priority Actions and how these are addressed in this Plan	28
Table 7: Standards, Policies and Legislative Requirements	29
Table 8: Quality, Function and Capacity/Utilisation Service Objectives and Criteria	32
Table 9: Community Levels of Service	33
Table 10: Technical Levels of Service.....	37
Table 11: Open Space Financial Accounts Excluded from Technical Levels of Service Performance Indicator	41
Table 12: Demand Drivers, Projections and Impact on Services	42
Table 13: Overview of Climate Change impacts in the Western Port region – Frankston City	47
Table 14: Climate Change Adaptation Actions applicable to Open Space Services	48
Table 15: Demand Management Plan Summary	50
Table 16: Open Space Reserve Developer Contributions and Capital Works Funding.....	53
Table 17: 2015/16 Reserves Balances	54
Table 18: Known Service Performance Deficiencies.....	57
Table 19: Asset Condition Data Source	61
Table 20: Condition Grading Model	62
Table 21 - Historical Open Space Capital Expenditure (Discretionary & Non-discretionary)	65
Table 22 - Capital Renewal Expenditure compared to Annual Renewal Targets	68
Table 23: Critical Risks and Treatment Plans	71
Table 24: Operational and Maintenance Expenditure Classification	75
Table 25: Maintenance Expenditure Trends	75
Table 26: Open Space Hierarchy	80
Table 27: Critical Assets and Service Level Objectives	82
Table 28: Useful Lives of Assets.....	85
Table 29: Renewal and Replacement Priority Ranking Criteria	88
Table 30: Discretionary Open Space, Foreshore & Unstructured/Passive Initiatives Priority Ranking Criteria	93
Table 31: Discretionary Structured Recreation Initiatives Priority Ranking Criteria	93

Table 32: Discretionary Playground and Playspace Initiatives Priority Ranking Criteria	94
Table 33: Operational Budget Implications due to Funding Shortfall	97
Table 34: Projected Operating and Capital Expenditure (\$'000)	100
Table 35: Projected and LTFP Budgeted Renewals and Financing Shortfall	104
Table 36: Projected Expenditures for Long Term Financial Plan (\$000)	105
Table 37: Key Assumptions made in AM Plan and Risks of Change	108
Table 38: Data Confidence Grading System	109
Table 39: Data Confidence Assessment for Data used in AM Plan	109
Table 40: Long Term Capital Funding Scenarios	110
Table 41: Maintenance Adjustment Factors	117
Table 42: Scenario Lifecycle Costs	119
Table 43: Proposed 10 Year Funding Outlay to meet Scenario 2 Service Levels (\$'M)	124
Table 44: Improvement Plan	127

1. EXECUTIVE SUMMARY

Context

Frankston City is located on the eastern shores of Port Phillip Bay approximately 40 kilometres south of Melbourne. The City is within the Melbourne metropolitan region and covers an area of approximately 131 square kilometres.

A significant issue facing Frankston City Council (FCC) is the ongoing management of ageing assets requiring maintenance and renewal.

Additionally, there is a growing pressure on Council to deliver services in the most cost effective manner as a result of the overall funding shortfall stemming from rate capping, introduced at the commencement of the 2016/17 financial year.

This plan aims to inform decision makers on current and future funding requirements for open space assets, to ensure successful provision of sustainable open space services.

Open space is essential to the local community as it provides numerous health, lifestyle and social connectivity benefits.

Public Open Space Service

The Open Space network comprises of:

- Trees/Vegetation
- Park Furniture
- Sports Infrastructure
- Irrigation/Drainage
- Playing Surfaces
- Play Spaces
- Conservation Reserves

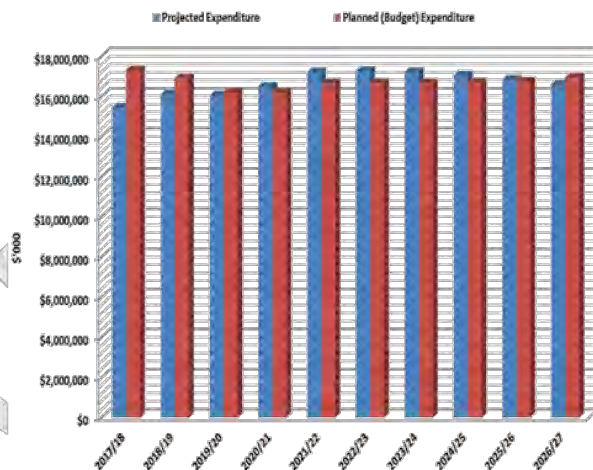
These infrastructure assets have a replacement value of \$ 85,487,091.

What does it Cost?

The projected outlays necessary to provide the services covered in this Open Space Asset Management Plan (OSAMP) includes the operation, maintenance, renewal and upgrade of existing assets over the 10 year planning period from 2017/18 to 2026/27 is \$166,252,000 or \$16,625,200 on average per year.

Estimated available funding for this period is \$166,870,000 or \$16,687,000 on average per year which is 100% of the cost to provide the service. A 0.37% surplus exists in the 10 year budget equating to \$61,800 p.a.

The projected expenditure required to provide services in the AM Plan compared with planned expenditure currently included in the Long Term Financial Plan are shown in the graph below.



What we will do

Council plans to provide the community with enhanced open space services through the ongoing management of the vast open space asset network.

This includes planned and reactive maintenance, renewal, upgrade and disposal of assets to ensure their condition, functionality and utilisation meet users' needs.

It also involves the creation and management of new open space assets to satisfy increasing demand for services now and into the future.

Council has undertaken a number of significant open space capital projects over the past 6 to 8 years, most notably:

- 2015/16 Jubilee Park Outdoor Netball Court Development - \$2.17M
- 2012/13 – 2015/16 Sports Ground Surface Renewal Program - \$1M p.a.
- 2014/15 Renewal of Athletics Track at Ballam Park - \$440K

- 11 -

- 2013/14 – 2015/16 Design and Construction Playground at Jubilee Park - \$415K
- 2013/14 Skye Reserve Reconfigure Playing Surface and Oval Reconstruction - \$420K
- 2012/13 Belvedere Reserve 3rd Oval Construction - \$330K
- 2010/11 – 2011/12 George Pentland Botanical Gardens Lake Reconstruction - \$835K
- 2009/10 Belvedere Park Ground Redevelopment - \$750K
- 2008/9 – 2015/16 Centenary Park Sporting Complex - \$730K
- 2008/9 – 2010/11 Ballam Park Playground Upgrade - \$440K

Major open space capital works occurring over the next 10 years include:

- 2016/17 Waterfront Playground Renewal (Current) - \$900K
- 2016/17 George Pentland Botanical Gardens Playground Renewal (Current) - \$600K
- 2016/17 Ballam Park Playground Renewal (Current) - \$300K
- 2017/18 – 2021/22 Long Island Development Strategy - \$1.5M
- 2017/18 – 2020/21 Seaford Foreshore Upgrade - \$700K
- 2017/18 – 2019/20 Trotting Track Precinct Stage 2 - \$700K
- 2017/18 – 2019/20 Oliver's Hill Landscaping Development - \$750K
- 2018/19 – 2019/20 Carrum Downs Recreation Reserve Oval 3 Construction - \$2.25M
- 2019/20 Lloyd Park Sports Lighting for 3 Ovals - \$464K
- 2017/18 – 2026/27 Playground Strategy Implementation - \$1.8M p.a.
- 2017/18 – 2026/27 Sports Ground Surface Renewal Program - \$1M p.a.

- 2017/18 - Open Space Renewal Program - \$500K p.a.
- 2018/19 – 2021/22 Ballam Park Master Plan Implementation - \$3.2M
- 2022/23 – 2023/24 North Reserve New Sportsground and Play Area - \$1.8M

These projects have been determined according to Council's capital works planning process in order to meet strategic and service objectives.

What we cannot do

At this stage, Council has sufficient funding available (budget) to achieve service levels set out in this plan over the next 20 years. Despite this situation, a redistribution of funding is required across capital and operational expenditure to ensure the service outcomes can be achieved.

Forecasts are currently showing a shortfall of \$79K p.a. in operational funding over the next 20 years based on the current operations budget.

Operational and maintenance activities which may need to reduce or cannot be provided under present funding levels are:

- \$9K in weed management services within Council's passive and conservation reserves.
- \$10K in mowing Large Local, Small Local, Linear and Other open space.
- \$10K in mowing local level grassed sporting fields.
- \$20K in servicing of garden beds in residential estates or contained within traffic management devices.
- \$10K in planting street trees (new or following removal of dilapidated tree).
- \$20K in flora management within Council's passive and conservation reserves including pruning, clearing and revegetation.

Services that cannot be maintained at the current level have been selected based on a criticality assessment to mitigate risk to the community and to Council.

- 12 -

Managing the Risks

There are risks associated with providing the services and not being able to complete all identified activities and projects. We have identified extreme risks as:

- Reduction in open space service levels due to the overall funding shortfall from rate capping.
- Inadequate management of unsafe assets causing either an increasing likelihood of unexpected maintenance expenditure or asset failure resulting in service disruptions.

We will manage these risks within available funding by:

- Undertaking appropriate service planning for open space services to allocate available resources effectively and plan for future demand.
- Develop and revise both community and technical levels of service to manage and maintain open space services to an agreed standard.
- Review this Asset Management Plan every four to five years to document asset requirements in line with Council's Asset Management Strategy.
- Undertake a rolling condition audit program in line with the review of the Asset Management Plan to ensure updated asset data and accurate financial forecasting.
- Consolidate all asset data within the Frankston Asset Management Information System (FAMIS) to provide a centralised and transparent asset register.

Confidence Levels

This AM Plan is based on medium level of confidence information.

To improve confidence levels, Council must further develop and invest in their asset management systems and practices.

A high level of confidence in open space asset information can be achieved by:

- Validating current open space asset data including condition ratings, useful lives and replacement costs.
- Developing a complete tree asset register by consolidating existing asset data and undertaking internal audits.

- Implementing open space asset data in FAMIS.
- Developing and systemising formal asset handover procedures.
- Adopting the Asset Options Policy and Procedure and using it to assess whether an asset is fit for purpose.
- Implementing Single Point of Change (SPOC) within Council's GIS and mobile systems to enable easier data updates and manipulation.
- Undertaking condition assessments of those assets with assumed condition values.
- Improving overall internal staff awareness on the importance of asset management.

The Next Steps

The actions resulting from this asset management plan are:

- Adopt and implement Council's new service standards following the refinement of maintenance activity frequencies and intervention levels to improve open space service delivery.
- Continue to improve asset knowledge and management of asset data.
- Implementation of open space data in FAMIS (Hansen8) to develop a single corporate asset register for financial reporting purposes and data transparency.
- Rollout open space works management on mobile devices using the 'Kern Mobile' system to effectively manage, monitor and review service delivery.
- Inform the Long Term Financial Plan based on capital and operational projections for appropriate distribution of resources.
- Identify possible areas for service reduction to enable the continuance of sustainable service delivery under a rate capped environment.
- Identify underutilised open space assets (including land) to be sold, disposed or redefined following the adoption of Council's Asset Options Policy and Procedure.
- Undertake service planning to manage demand for open space into the future.

- 13 -

- Transition to a performance based renewal planning approach by combining an individual park's performance assessment with the asset condition information to determine the priority and timing of works on a park by park basis.

Questions you may have

What is this plan about?

This asset management plan covers the infrastructure assets that serve the Frankston City Council community's public open space needs. See Table 1 for all assets covered within this plan.

Frankston City Council's open space assets support a broad range of community services including:

- Health and wellbeing;
- Social connectivity;
- Community development;
- Enhanced public amenity;
- Passive green spaces;
- Structured recreation;
- Education in sports and environmental topics and;
- Enhanced quality of life.

What is an Asset Management Plan?

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner.

An asset management plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost effective manner. The plan defines the services to be provided, how the services will be provided and what funds required to provide the services.

Why is there a funding shortfall?

In the past a significant amount of Council assets were constructed by developers and from government grants, often provided and accepted without consideration of ongoing operations, maintenance and replacement needs. This is common amongst many metropolitan Councils and has created a local government wide issue as the implications of asset lifecycle costs are realised.

Many of these assets are approaching the later years of their life and are showing signs of ageing and service reduction. Asset replacement, reconciliation or disposal is required as services from the assets are decreasing and maintenance costs are increasing.

The introduction of rate capping will amplify these issues by restricting Council's ability to construct new assets (discretionary works) to meet the needs of a growing population and to be able to maintain existing service standards.

What options do we have?

To improve open space service delivery efficiency, a number of options have been identified:

1. Improving asset knowledge so that data accurately records the asset inventory, how assets are performing and when assets are not able to provide the required service levels;
2. Improving our efficiency in operating, maintaining, renewing and replacing existing assets to optimise life cycle costs;
3. Identifying and managing risks associated with providing services from infrastructure;
4. Making trade-offs between service levels and costs to ensure that the community receives the best return from infrastructure;
5. Identifying assets for disposal that are surplus to Council needs to make savings in future operations and maintenance costs;
6. Consulting with the community to ensure that open space services and costs meet community needs and are affordable;
7. Develop new and explore existing partnerships with other bodies such as schools and community groups where available to provide services and;
8. Seeking additional funding from governments and other bodies to better reflect a 'whole of government' funding approach to infrastructure services.

- 14 -

What happens if we don't manage the shortfall?

Failure to manage the overall funding shortfall will increase Council's vulnerability to risks such as:

- Inadequate management of unsafe assets;
- Increased likelihood of asset deterioration causing potential service disruptions; and
- Increased likelihood of unexpected maintenance expenditure to address failing assets.

It is likely that we will have to reduce service levels in some areas, unless new sources of revenue are found.

For open space, the service level reduction may include a reduction in the quality and condition of the open space asset network, less frequent mowing and herbicide spraying in lower hierarchy reserves, removal of garden beds in roundabouts and residential areas and an overall reduction in the amount of Primary Open Space available to each individual within the community due to population growth.

The following images provide an example of open space infrastructure assets which have aged or deteriorated and consequently are providing a reduced level of service for the community.



Figure 1: Aged Coaches Box Asset at Carrum Downs Recreation Reserve (2015)



Figure 2: Hazardous Playground Asset in George Pentland Botanical Gardens (2015)

Figure 1 is a typical example of an aged asset as seen by the rusting and discolouration. The asset is structurally sound and has no major defects; however it has aged significantly, is likely not 'fit for purpose' and requires general maintenance to ensure it reaches its useful life.

Figure 2 depicts a condition 5 playground asset based on Council's Condition Grading Model, which has deteriorated to the point of failure. This asset requires renewal or disposal to mitigate risk of personal injury.

What can we do?

We can develop options, costs and priorities for future open space services, consult with the community to plan future services to match the community service needs with ability to pay for services and maximise community benefits against cost.

- 15 -

2. INTRODUCTION

2.1 Background

Frankston City Council (sometimes referred to as 'the organisation' within this document) is the responsible custodian of a vast network of infrastructure assets, which demands a high level of management in order to maintain services at the current standard.

This asset management plan was developed to demonstrate the responsible management of open space assets (and services provided from assets), compliance with regulatory requirements, and to communicate funding needed to provide the required levels of service over a 20 year planning period.

The asset management plan follows the format for AM Plans recommended in Section 4.2.6 of the International Infrastructure Management Manual¹.

The asset management plan is to be read with Council's Asset Management Policy, Asset Management Strategy and the following associated planning documents:

- Frankston City Open Space Strategy 2016 - 2036
- Frankston City Council Plan 2013 – 2017 (draft 2017-2021 Council Plan in development)
- Frankston City Sports Development Plan 2013 - 2019
- Frankston City Council Long Term Financial Plan 2016/2017 to 2020/2021
- Frankston City Council Parks and Leisure Asset Management Plan 2010
- Frankston City Tennis Strategy 2016
- Frankston City Council State of the Assets Report 2014
- Frankston City Coastal Management Plan 2016
- Frankston City Integrated Water Action Plan 2016 – 2026
- Frankston City Climate Change Impacts and Adaptation Plan 2011
- Frankston City Council Annual Budget 2017 - 2018
- Frankston City Recreation Strategy 2009 – 2014
- Frankston Planning Scheme

Open space infrastructure assets covered by this asset management plan are shown in Table 1.

Unlike other assets in which Council manages such as drainage or roads, open space assets often support a number of different services for the community including health, wellbeing and social services (refer to Appendix J).

Council understands the importance of maintaining open space assets to ensure the ongoing provision of these vital services. This Plan should be service centric and assets should be managed according to Council's hierarchical standards and service plans in order to achieve service objectives.

Future revisions of this Plan will be informed by relevant strategic service plans which provide a detailed assessment of future service demands, levels of service and asset functionality and utilisation.

¹ IPWEA, 2011, Sec 4.2.6, *Example of an Asset Management Plan Structure*, pp 4|24 – 27.

- 16 -

2.2 Plan Scope

This Open Space Asset Management Plan (OSAMP) aligns with asset management principles and visions in accordance with Council's adopted Asset Management Policy and Strategy 2013-2017.

The OSAMP supersedes Council's Parks and Leisure Asset Management Plan (2010). It has been developed following Council's adoption of the Asset Management Strategy (2013), which identifies several Improvement Actions for Council to implement to achieve improved asset management practices, performance and maturity.

Improvement Action 4 – 'Implement a 4-year cycle for the Review and Update of AM Plans (one major and one minor asset class per year²) details a review and update cycle for major and minor asset classes, including Open Space, to ensure the plans effectively inform Council's investment and management decisions.

This OSAMP has been prepared to reflect an increase in asset management maturity across Council practices and open space asset data since the development of the Parks and Leisure Asset Management Plan (2010). Significant improvements in the way Council manages its open space assets and services over this period include the development of the Asset Management Strategy, levels of service, improved long term capital planning and consolidation of the open space asset register following numerous internal and external asset audits.

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² Frankston City Council, Asset Management Strategy (2013-2017), *Appendix 1 – Improvement Actions*, pp 62.

- 17 -

Table 1: Assets covered by this Plan

Asset category	Component	Quantity	Replacement Value
Conservation Reserves	Foreshore/ Coastal Reserve	10 no. (11km of coastline)	N/A
	Conservation Reserve	88 no. (772.5ha)	N/A
Irrigation/ Drainage	Irrigation System – Other	1 no.	\$ 21,136.00
	Irrigation System – Sporting Field	54 no.	\$ 5,941,300.00
Park Furniture	Barbeque	26 Single no. 22 Double no.	\$ 439,600.00
	Bike Rack	65 no.	\$ 59,170.00
	Drinking Fountain	180 no.	\$ 74,800.00
	Fencing	113,963 m	\$ 16,887,180.00
	Flagpole	48 no.	\$ 45,900.00
	Gate	1197 no.	\$ 657,660.00
	General Open Space Lighting	420 no.	\$ 1,419,700.00
	Information Hut	8 no.	\$ 20,000.00
	Memorial Monument	34 no.	\$ 644,781.00
	Picnic Table	316 no.	\$ 1,580,000.00
	Retaining Walls, feature walls, and other park structures	531 no.	\$ 1,575,790.00
	Rubbish and Recycling Bins	445 no.	\$ 159,550.00
	Seats & Park Benches	934 no.	\$ 1,763,300.00
	Shade Structure – Shelter, Pergola/Gazebo/Shade Sail	82 no.	\$ 523,100.00
	Shower	4 no.	\$ 9,800.00
	Signage	3044 no.	\$ 933,370.00
	Staircases/Stairways	72 no.	\$ 108,900.00
Play Spaces	Fitness Equipment	30 no.	\$ 30,000.00
	Playground ³	150 no.	\$ 7,077,627.00
	Sand Pit	11 no.	\$ 10,500.00
	Skate Park & BMX Track	5 Skate Parks 3 BMX Tracks 2 Motorcycle Tracks	\$ 5,909,088.00
Playing Surface	Athletics Track (incl. long jump run ups and sand pits)	1 Synthetic no.	\$ 511,000.00
	Cricket Pitch	99 Synthetic no. 3 turf no.	\$ 807,000.00
	Golf Course	1 no. (58.2ha)	\$ 3,751,530.00
	Playing Surface – Basketball, Tennis, Netball, Bowls, Croquet, Rebound Wall	15 Basketball Courts 68 Red Porous Tennis Courts 28 Synthetic Tennis Courts 18 Netball Courts 9 Bowling Greens 6 Croquet Fields 7 Rebound Walls	\$ 341,700.00 \$ 4,800,000.00 \$ 900,000.00 \$ 3,120,000.00 \$ 50,761.00 \$ 103,700.00
		TOTAL 151 no.	TOTAL \$ 9,316,161.00
	Sport Field – Football, Soccer, Rugby, Cricket, Softball/Baseball, Archery, Equestrian	75 no. (81.5ha)	\$ 19,371,777.00

³ Only playgrounds within publicly accessible open space have been included in this OSAMP. This excludes playgrounds within public Council owned facilities such as pre-schools and community centres.

- 18 -

Asset category	Component	Quantity	Replacement Value
Sports Infrastructure	Cricket Practice Nets	17 no.	\$ 683,958.00
	Protective Fencing & Sport Nets	34 no.	\$ 984,690.00
	Sport Goal – Football, Soccer, Rugby, Basketball, Netball	157 no.	\$ 333,623.00
	Sports Ancillary	151 no.	\$ 414,300.00
	Sports Ground Lighting	270 no.	\$ 3,420,000.00
Trees/Vegetation	Garden Beds		
	Other Vegetation		
	Tree Guard	2 no.	\$ 800.00
	Trees (including street trees within road reserves and park trees)	195,737 no. ⁴	N/A
TOTAL			\$ 85,487,091.00*

Note: * This does not include open space land value owned by Council

A summary of Table 1 at the Asset Category level is as follows:

Table 2: Asset Category Replacement Value

Asset category	Replacement Value	Percentage (%)
Conservation Reserves	N/A	N/A
Irrigation/ Drainage	\$ 5,962,436.00	6.97
Park Furniture	\$ 26,902,601.00	31.47
Play Spaces	\$ 13,027,215.00	15.24
Playing Surface	\$ 33,757,468.00	39.49
Sports Infrastructure	\$ 5,836,571.00	6.83
Trees/Vegetation	\$ 800.00	0.0009
TOTAL	\$ 85,487,091.00	100

Several assets within Council managed open space have been excluded from the scope of this Plan, despite their association with the open space and its services. Assets which have been excluded from the Plan are typically recognised and managed under a different asset class or asset group as outlined in Council's Asset Management Strategy.

Assets which can be closely associated with open space that have been excluded from this Plan include:

- Buildings located on open space land such as sporting pavilions, clubrooms, sheds and public toilets,
- Cultural Collections and public art,
- Pathways and carparks within open space or road reserve,
- Jetties,
- Boat ramps,
- Drainage pits and pipes within open space or road reserve,
- Boardwalks, staircases and stairways classified under Council's Bridge and Pedestrian Structures Asset Class,

⁴ Tree quantity is based on Council's senior arborist's best assessment and by using an average number of trees in several audited parks applied to the rest of Council's open space based on area.

- 19 -

- Plant and machinery,
- Shade structures including shelters, pergolas, rotundas, gazebo and shade sails identified under Council's Buildings Asset Class and included within Council's Building Asset Management Plan (BAMP),
- Water Sensitive Urban Design (WSUD) assets including wetlands, retention basins, sedimentation ponds, rain gardens, permeable pavements and bioretention swales,
- Playgrounds within Council owned facilities (community centres, preschools etc.) and;
- Trees, garden beds and other vegetation (excluded from asset valuation and renewal planning analysis only).

Assets that have been included in this Plan in addition to the assets listed within Council's Asset Management Strategy include:

- Bike racks,
- Flagpoles,
- Gates,
- General open space lighting,
- Information huts,
- Memorial monuments,
- Retaining walls, feature walls and other park structures,
- Shade structures – shelters, pergolas, rotundas, gazebo and shade sails which are not classified under the Buildings Asset Class and are not covered within Council's BAMP,
- Showers (in open space only),
- Staircases and stairways which are not classified under the Bridge and Pedestrian Structures Asset Class and are within open space,
- Sand pits,
- Lawn bowl greens,
- Croquet lawns,
- Rebound walls,
- Sport fields – football, soccer, rugby, cricket, archery, equestrian,
- Sports ancillary and;
- Tree guards.

Key stakeholders in the preparation and implementation of this asset management plan are shown in Table 3.

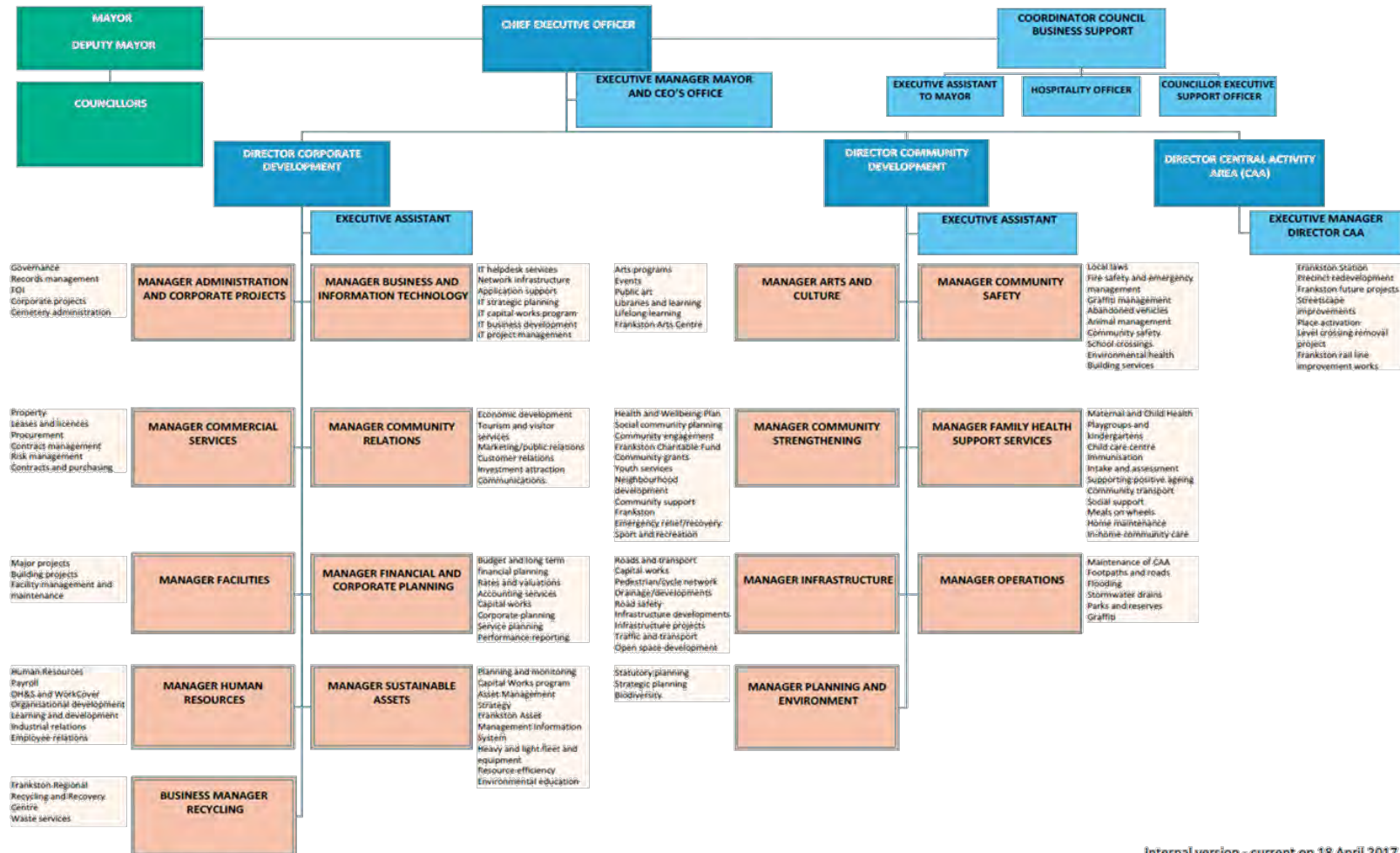
Table 3: Key Stakeholders in this AM Plan

Key Stakeholder	Role in Asset Management Plan
Internal	
Councillors	<ul style="list-style-type: none"> • Represent the needs of the community. • Allocate resources to meet the organisation's objectives in providing services while managing risks. • Ensure organisation is financially sustainable.
CEO	<ul style="list-style-type: none"> • Facilitate the effective operation of Council's Asset Management Policy, Strategy and Plans. • Ensure that accurate and reliable information is presented to Council for decision-making. • Facilitate the effective operation of Council's Asset Management Leadership Team (AMLT).
Executive Management Team (EMT)	<ul style="list-style-type: none"> • Ensure that the Asset Management Plan aligns with the Asset Management Policy and Strategy for appropriate implementation. • Communicate the long term financial requirements of the assets to Council for strategic and financial planning purposes.
Asset Management Leadership Team (AMLT)	<ul style="list-style-type: none"> • Support the delivery of the Asset Management Policy, Strategy and Plans. • Monitor, evaluate and assist in the delivery of asset management improvement actions. • Review and implement, where possible, external audit recommendations relating to asset management.
Manager Sustainable Assets & Coordinator Asset Planning	<ul style="list-style-type: none"> • Management of this Asset Management Plan including periodic updates and revisions to maintain its relevance with internal and external changes. • Ensures the strategic management of open space assets, condition monitoring, asset management system, industry design standards and renewal programming.
Internal Service Manager	<ul style="list-style-type: none"> • Participate in the review and update of the Service Plan and Asset Management Plan ensuring they comply with the National Financial & Asset Management Assessment Framework. • Participate in the development of Key Performance Indicators (KPIs) that measure Council's performance toward delivery of the agreed levels of service set out in the Asset Management Plan.
Internal Operations/Maintenance Groups	<ul style="list-style-type: none"> • Responsible for provision of the agreed maintenance and renewal levels/standards for the assets.
External	
Community	<ul style="list-style-type: none"> • General users of the open space assets • Dictate the Levels of Service for the assets.
Service Providers	<ul style="list-style-type: none"> • External groups or agencies which provide a community service through utilising council owned assets such as sporting clubs.
State and Federal Government Departments. (Department of Environment, Land, Water and Planning (DELWP) & Parks Victoria etc.)	<ul style="list-style-type: none"> • Provide information, support, guidance and occasional funding to assist with provision and management of open space assets. • Appoint the Committee of Management (COM) for Crown Lands, such as significant areas of foreshore. • Parks Victoria is the Local Port Manager for Port Phillip Bay on Frankston City's western boundary, and manages state parks, reserves, waterways and other public land within the municipality.

Council's organisational structure at the time of this Plans development (August 2016) is detailed on the following page:

- 21 -

Figure 3: Frankston City Council Organisation Chart



Internal version - current on 18 April 2017

- 22 -

2.3 Goals and Objectives of Asset Management

Frankston City Council exists to provide services to its community. Some of these services are supported by infrastructure assets. We have acquired infrastructure assets by 'purchase', by contract, construction by our staff and by donation of assets constructed by developers and others to meet increased levels of service.

Our goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined levels of service,
- Identifying, assessing and appropriately controlling risks,
- Having a long-term financial plan which identifies required, affordable expenditure and how it will be financed,⁵
- Improve environmental sustainability outcomes by minimising waste and use of natural resources, and
- Protect and enhance the local environment.

2.4 Plan Framework

Key elements of the plan are:

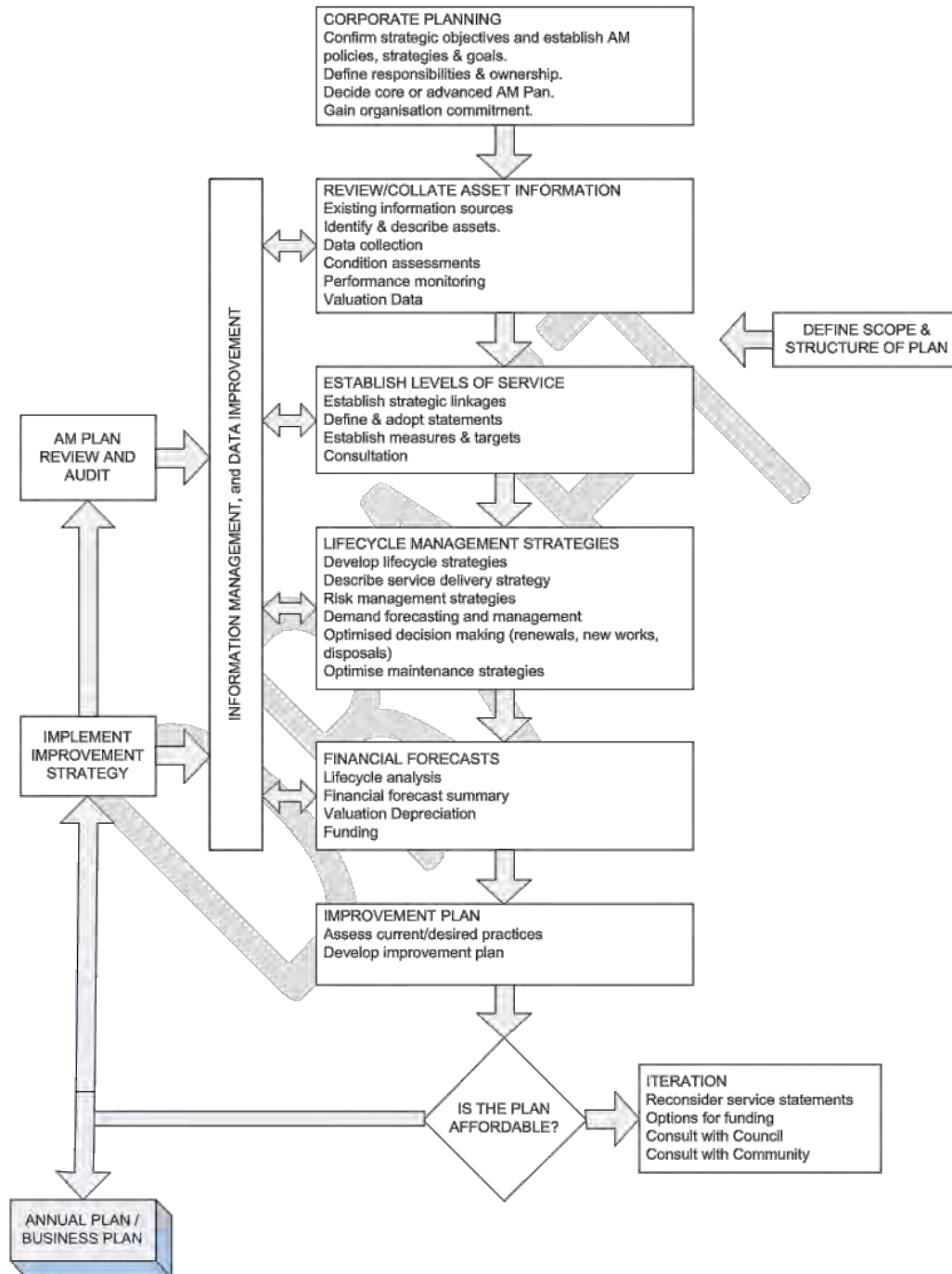
- Levels of service – specifies the services and levels of service to be provided by the organisation,
- Future demand – how this will impact on future service delivery and how the demands will be met,
- Life cycle management – how Council will manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Financial Modelling – funding scenarios associated with different levels of service,
- Asset management practices – activities currently undertaken to support the management of Council's infrastructure assets,
- Monitoring – how the plan will be monitored to ensure it is meeting organisation's objectives,
- Asset management improvement plan – activities required to improve the confidence of the information contained in this open space asset management plan.

A road map for preparing an asset management plan is shown below.

⁵ Based on IPWEA, 2011, IIMM, Sec 1.2 p 1|7.

Figure 4: Road Map for preparing an Asset Management Plan

Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11.



2.5 Core and Advanced Asset Management

This asset management plan is prepared as a 'core' asset management plan over a 20 year planning period in accordance with the International Infrastructure Management Manual⁶. It is prepared to meet minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is a 'top down' approach where analysis is applied at the 'system' or 'network' level.

Future revisions of this asset management plan will move towards 'advanced' asset management using a 'bottom up' approach for gathering asset information for individual assets to support the optimisation of activities and programs to meet agreed service levels in a financially sustainable manner.

2.6 Community Consultation

This 'core' asset management plan is prepared to facilitate community consultation initially through feedback on public display of draft asset management plans prior to adoption by Council. Future revisions of the asset management plan will incorporate community consultation on service levels and costs of providing the service. This will assist the Council and the community in matching the level of service needed by the community, service risks and consequences with the community's ability and willingness to pay for the service.

3. LEVELS OF SERVICE

3.1 Customer Research and Expectations

Frankston City Council participates in the state-wide Local Government Community Satisfaction Survey conducted by an independent firm on an annual basis. The primary objective of the survey is to assess the performance of the organisation across a range of measures to gain insight into ways to improve service delivery and efficiency for the community. This telephone survey polls a sample of 400 residents on their level of satisfaction with Council's services.

Table 4 identifies the communities overall satisfaction with several service measures related to open space services provided by Council. Council uses this information in developing its Strategic Plan and in allocation of resources in the budget.

Table 4: Community Satisfaction Survey Levels

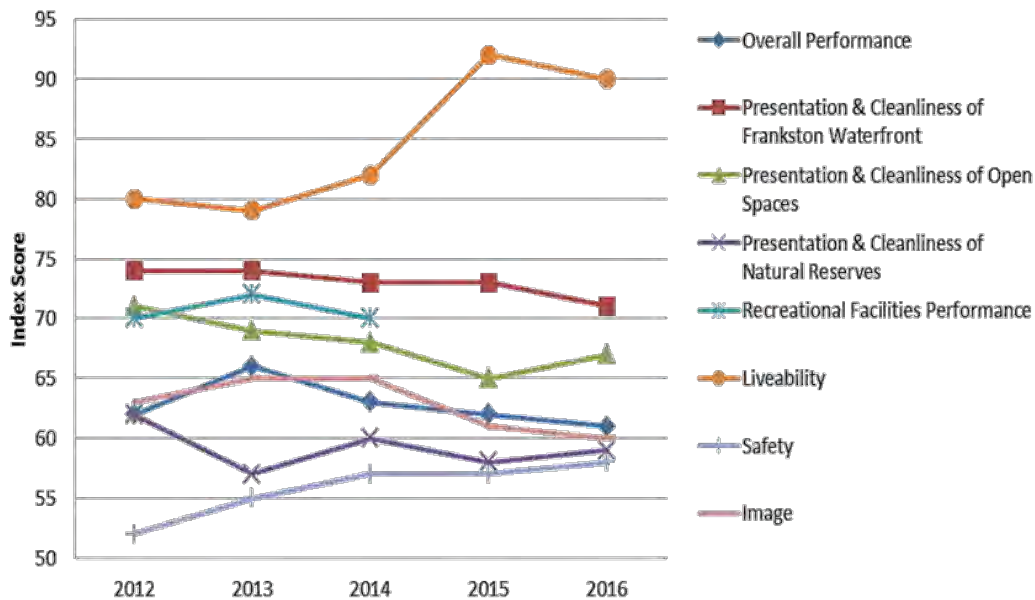
Performance Measure	Satisfaction Level Index Score (Out of 100)					5 Year Trend
	2012	2013	2014	2015	2016	
Overall Performance	62	66	63	62	61	↓
Presentation & Cleanliness of Frankston Waterfront	74	74	73	73	71	↓
Presentation & Cleanliness of Open Spaces	71	69	68	65	67	↓
Presentation & Cleanliness of Natural Reserves	62	57	60	58	59	↓
Recreational Facilities Performance ⁷	70	72	70	-	-	-
Liveability	80	79	82	92	90	↑
Safety	52	55	57	57	58	↑
Image	63	65	65	61	60	↓

⁶ IPWEA, 2011, IIMM.

⁷ Recreational Facilities Performance indicator was not included in the 2015 or 2016 'Tailored Questions' within the Local Government Community Satisfaction Survey.

Figure 5 below is a graphical representation of data shown in Table 4.

Figure 5: Community Satisfaction Index Scores



Year-to-year variance in community satisfaction index scores are likely due to a number of reasons including changes in the participant's expectations of services provided by Council, improvement or decline in Council's service delivery and various limitations of the survey methodology and sampling.

Downward trends are evident in the performance measures Overall Performance, Presentation & Cleanliness of Frankston Waterfront, Presentation & Cleanliness of Open Spaces, Presentation & Cleanliness of Natural Reserves and Image.

These downward trends could be partly due to the absence of agreed services levels between Council and the community for open space services. Developing service standards following extensive community consultation would provide Council and the community a benchmark to measure and quantify actual performance. This would give the community a greater understanding of what they can expect from open space services and whether or not it is being delivered.

The 2016 Local Government Community Satisfaction Survey stated that declines between 2015 and 2016 survey results were largely due to a shift from positive rating categories to neutral ratings on individual measures, rather than an increase in negative perceptions.

Further information is needed before determining the cause of the downwards trends on several indicators.

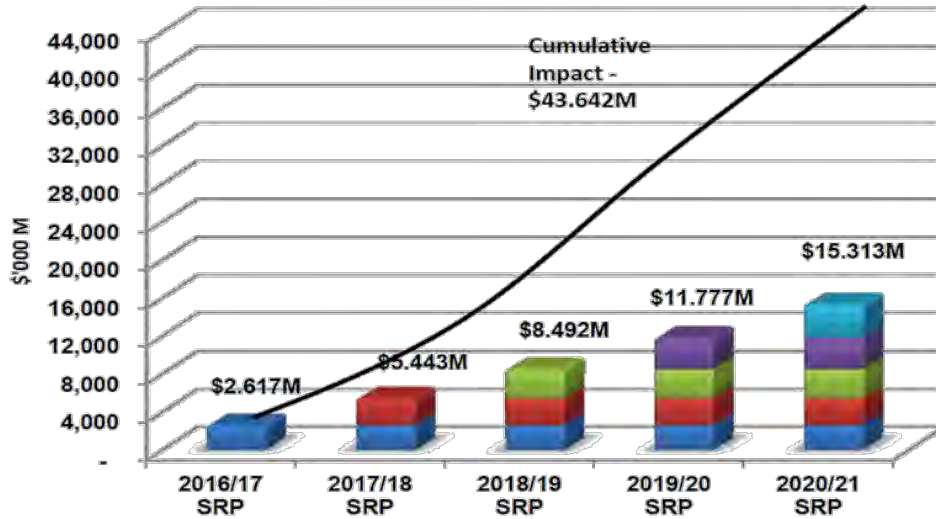
Consultation with the community and other stakeholders will continue to occur throughout the development of the strategic service plans.

3.2 Influence of Rate Capping on Service Levels

At the commencement of the 2016/17 financial year, Council rates were capped to the inflation rate of 2.5% being reduced to 2% in 2017/18, and any rate rises above this level are required to be submitted to the Essential Services Commission for approval.

Under this rate capped environment, Council is expecting a funding shortfall of approximately \$43.6 million over the next 5 years as illustrated in Figure 6 below.

Figure 6: Proposed Rate Capping – Rates and Charges Revenue Reduction Cumulative Impact



SRP - Strategic Resource Plan estimates

Source: Frankston City Council Annual Budget 2016 - 2017

The expected funding shortfall puts immense pressure on Council’s ability to deliver community services at the current standard into the future, given the increasing demand for new assets due to population growth. Refer to Section 4 of this Plan for more detail on demand drivers.

Council is currently in the process of developing newly refined open space service standards to replace existing standards outlined in the Frankston City Council State of the Assets Report 2014, which will improve the overall quality and cost effectiveness of service delivery.

Although this has primarily been an internal process, community involvement will be required in the future to determine an agreed/optimal level of service, which effectively balances community expectation with Council’s available funding and resources.

As part of the Local Government Community Satisfaction Survey, participants were also asked if they would prefer to see Council rate rises to improve local services, or whether they would prefer to see reductions in Council services to keep Council rates at an affordable level. The table below summarises results from 2012 to 2014.

It is to be noted that these results do not apply directly to open space services but to all services which Council provide.

2015 and 2016 Local Government Community Satisfaction Surveys did not include this question and hence no data is available.

Table 5: Council Rates and Services Trade-off

Year	Community Preference					
	Prefer Rate Rise		Prefer Service Cuts		Can't Say	
	FCC	State-wide	FCC	State-wide	FCC	State-wide
2014	34%	36%	44%	47%	22%	17%
2013	40%	36%	43%	46%	17%	18%
2012	32%	40%	50%	44%	18%	16%

In every instance, both in Frankston City and state-wide survey results, participants on average would prefer to see services cut than an increase in Council rates.

This indicates either the survey participants believe Council is currently over servicing across certain service groups or a more likely scenario is that survey participants simply do not want to pay additional Council rates to maintain existing services at the current standard. This may stem from some of the survey participant's lack of in-depth understanding of asset lifecycle costs and costs associated with providing new or upgraded assets which are fit for purpose and meet future demand.

Further qualitative information is necessary to make an informed statement on the results.

3.3 Strategic and Corporate Goals

This asset management plan is prepared under the direction of the organisation's vision, mission, goals and objectives.

Our vision is:

"A sustainable regional capital on the Bay – vibrant, inclusive and a natural lifestyle choice."

Our mission is:

"Lead and govern a connected community and deliver services and infrastructure which promote the quality of life for our current and future generations."

Our Open Space Vision is:

"To achieve a green, safe, diverse and connected network of resilient open spaces, that contributes to Frankston's identity, biodiversity value and promotes active and healthy lifestyles, now and into the future."

Council's open space vision and strategy supports the Frankston Planning Scheme, Health and Wellbeing Plan and Council's adopted long term outcomes as described in the Frankston City Council Plan.

The Frankston City Council Plan 2013-2017 outlines long term priorities and strategies to set the direction of the organisation over a four year period. It is worth noting that the new Frankston City Council Plan 2017 – 2021 is currently under development during the finalisation of this Plan.

The Council Plan defines three Long Term Community Outcomes for Frankston City which are supported by a specific Strategy and corresponding Priority Actions.

The Long Term Community Outcome Strategies and Priority Actions applicable to this OSAMP are detailed in Table 6 below.

Table 6: Organisational Strategies and Priority Actions and how these are addressed in this Plan

Strategy	Priority Action	How goals and objectives are addressed in this AM Plan
2 – Liveable City		
2.2 - Improve the municipality's safety, image and pride.	Promote the natural attributes and family friendly lifestyle qualities of Frankston City locally, nationally and internationally.	<ul style="list-style-type: none"> Improve open space amenity in Frankston City through appropriate planning and management of assets for current and future users. Identify asset maintenance requirements to continue to provide current levels of service and maintain safe infrastructure. Identify service deficiencies from internal and external consultation to guide the Improvement Plan. Align with Council's strategic documents to work towards achieving the organisational vision and mission.
	Improve the cleanliness and presentation of the city and local areas	<ul style="list-style-type: none"> Establish service levels and asset intervention levels to govern maintenance and renewal planning. Identify poor condition or unserviceable assets to include within capital planning. Detail Council's open space asset management approach to guide future decision making.
2.3 - Engage the community to shape the services and future of the city and their local area	Establish agreed standards for infrastructure that will meet current and future service needs	<ul style="list-style-type: none"> Identify current technical and community levels of service for open space. Provide guidance into future service requirements based on the organisations current delivery framework and financial position. Documentation of the future improvement actions specific to open space service delivery. Highlights the need for service planning to guide future decision making and funding allocation.
2.4 - Improve the health and wellbeing of residents	Increase participation in 0-12 years health, education and care services to enable all young people to fulfil their potential	<ul style="list-style-type: none"> Enable effective management of assets to create vibrant and accessible open space areas to be utilised by community groups and service providers. Help to create and maintain open space which improves the health and well-being of users through passive and active recreational activity. Identifies the need for multifunctional recreational facilities supporting additional services.
3 – Sustainable City		
3.1 - Plan, build, maintain and retire infrastructure to meet the needs of the city and its residents	Identify and reduce the financial shortfall for maintenance of infrastructure to ensure service standards are maintained	<ul style="list-style-type: none"> Provide financial reports on open space assets to identify funding shortfall. Investigate future demand requirements to provide a medium to long-term funding strategy. Conduct appropriate lifecycle analysis to develop a lifecycle management plan for assets. Utilise asset condition modelling to determine funding requirements under different service delivery scenarios.
3.2 - Build a local community culture of good stewardship of the environment	Protect and maintain key natural assets (e.g. parks and reserves) owned by Council	<ul style="list-style-type: none"> Develop an understanding of current asset condition through the collation of recent audit data. Identify the importance of non-discretionary funding within a rate capped environment. Identifies the benefit of moving from a reactive maintenance approach to a planned maintenance approach. Highlight potential risks and consequences to Council from the improper management of key assets. Enable effective management of assets to minimise the risk of climate change (e.g. reduced average rainfall, warmer conditions), periods of water shortages and restrictions, as well as the rising cost of utilities.
3.3 - Ensure good governance and management of Council resources	Ensure the organisation is financially sustainable	<ul style="list-style-type: none"> Provides financial forecasting and recommendation based on current available asset data with improved accuracy and confidence level than previous plans. Informs Council of significant risks and mitigation options associated with open space services and current funding levels. Provides the lowest cost long term funding strategy based on optimal service levels. Documents an Improvement Plan to address gaps in service delivery.

3.4 Legislative and Non-Legislative Requirements

The organisation has to meet many legislative requirements including Australian and State legislation and regulations as well as non-legislative requirements including Australian Standards and Council policies/schemes. These include:

Table 7: Standards, Policies and Legislative Requirements

Relevant Standard, Policy, Scheme or Legislation	Requirement
All Local Laws and relevant policies of the Council	Construction standards, Maintenance contracts, etc.
All relevant Australian Standards	AS/NZ Standards such as Risk Management Standard.
All other relevant State and federal Acts and Regulations	Where applicable, including Disability Discrimination Act (1992)
Building Act 1993 & Building Regulations 2006	The Act sets out the legal framework for the regulation of construction of recreation and open spaces, recreation and open space standards and maintenance of specific recreation and open space safety features in Victoria. The Regulations call up the Building Code of Australia (BCA) as a technical reference that must be complied with.
Building Code of Australia (BCA)	A uniform set of technical provisions for the design and construction of buildings and other structures.
Catchment and Land Protection Act 1994	Establishes a framework for the integrated management and protection of catchments, encourage community participation in the management of land and catchments and to set up a system of controls on noxious weeds and pest animals.
Disability Discrimination Act 1992	To ensure that persons with disabilities have the same rights to equality before the law as the rest of the community and to eliminate discrimination in areas such as access to public open space and sport facilities/clubs.
Frankston Planning Scheme & Municipal Strategic Statement (MSS)	Provides a framework in which decisions about the use and development of land in Frankston City, and allows for the implementation of State, regional and local policies affecting land-use.
Crown Land (Reserves) Act 1978	Provide for the reservation of Crown Lands for certain purposes including the management of such reserves and their purposes.
Environmental Protection Act 1970	A framework for the protection of the environment in Victoria, in accordance with the principals of environmental protection. Includes the establishment of environmental objectives and programs to prevent pollution and environmental damage.
Heritage Act 1995	Provides for the protection and conservation of places and objects of cultural heritage significance and the registration of such places and objects.
Local Government Act 1989	Sets out role, purpose, responsibilities and powers of local governments including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery.
Occupational Health and Safety Act 2004	Governs the key principals, rights and duties in relation to occupational health and safety.
Occupational Health and Safety Regulations	Includes Asbestos 2003; Manual Handling 1999; Noise 2004; Prevention of Falls 2003; and Lead 2000.
Planning and Environment Act 1987	Establish a framework for planning the use, development and protection of land in Victoria in the present and long-term interests of all Victorians.
Public Health and Wellbeing Act 2008	Enact a new legislative scheme which promotes and protects public health and wellbeing in Victoria.
Subdivision Act 1988	Sets out the procedure for subdivision and consolidation of land including open space, and describes the requirement of developer contribution of open space where it is not included within the Planning Scheme.
Wrongs Act 1958	Applies to common law claims for damages for personal injury in public places and medical negligence. The Act excludes workplace or transport accidents.

The organisation will exercise its duty of care to ensure public safety in accordance with Section 5.2 – Infrastructure Risk Management Plan.

3.5 Open Space Provision and Distribution Standards

In the absence of a state-wide policy for the provision and distribution of open space, Council’s Open Space Strategy 2016 – 2036 identifies minimum standards utilised to govern open space provision and benchmark between municipal neighbourhoods.

Frankston City’s minimum provision and distribution standards for open space are shown in Figure 7 below.

Figure 7: Frankston City Open Space Standards

Hierarchy level	Frankston City minimum provision and distribution standards for open space
Regional Open Space	<ul style="list-style-type: none"> Planning Scheme, Subdivision Act Criteria No net loss of open space per Neighbourhood
District Open Space	
Community Open Space	<ul style="list-style-type: none"> 3.03 ha/per capita per 1000 persons in each Neighbourhood Open space within 300-500 m safe walking distance of at least 95 percent of all dwellings (urban residential areas) Unlimited travel and transport catchment for regional open space
Large Local Open Space	
Small Local Open Space	
Linear Open Space	<ul style="list-style-type: none"> 2 km travel and transport catchment for district level open space 1.5 ha of open space/per capita per 1000 persons for sporting/structured active recreation in each Neighbourhood
Secondary Open Space	
Other Open Space	<ul style="list-style-type: none"> New active/sporting open space is to be of at least 8 hectares in area Linear parks and trails along waterways, foreshore, vegetation corridors and road reserves within 1 km of 95 percent of all dwellings Public land immediately adjoining waterways and coastlines remains protected, accessible and in public ownership Open space, public squares and public realm in activity centres, medium/higher density residential areas and community precincts Protection of EVC, SLO, Conservation Types, offset sites, significant flora and fauna, key ecological precincts 1 ha or greater for a centrally located community focus in every neighbourhood Walking and cycling trails to Regional and District level open spaces Accessible play, unstructured recreation and social opportunities in every local community and neighbourhood
Constrained, not 'fit for purpose' and links	
Restricted Use Land	
(e.g. areas leased for private use or with admission only by fee, restricted access for the general public)	

The quantification of open space standards has provided Council with valuable background information on local neighbourhoods which are currently under-supplied with open space, and also the changes in neighbourhood open space provision likely to occur over the next 20 years.

The open space standards form part of the Community Levels of Service and Technical Levels of Service as described in Section 3.7 and Section 3.8 respectively.

In addition to Council’s standards as documented within the Open Space Strategy 2016 – 2036, Infrastructure Victoria’s 30-year infrastructure strategy developed in 2016 provides 137 state-wide recommendations “to help create the best possible future for all Victorians”. Recommendation 6.1.1 ‘Universal Design’ highlights the need to embed Universal Design principles to increase the proportion of infrastructure that is accessible to people of all abilities. This intends to improve consistency throughout infrastructure project design and delivery to increase accessibility for people with mobility challenges (Infrastructure Victoria, 2016).

Universal Design standards or guidelines will enable the creation of accessible and inclusive public open space areas for all and should be considered by Council in the short term to demonstrate proactivity and best practice leadership.

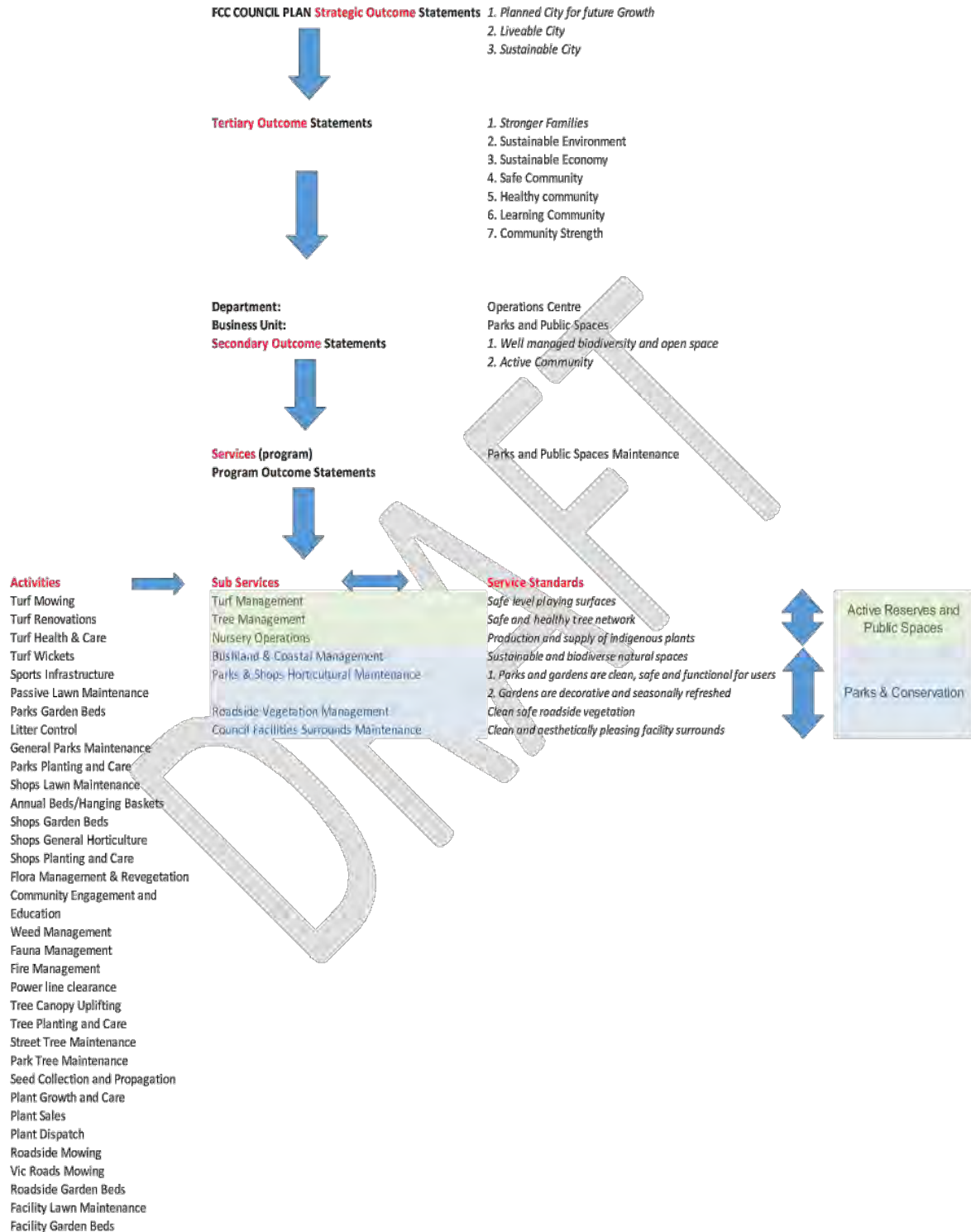
Further information on the state-wide recommendations can be found on Infrastructure Victoria’s website.

3.6 Open Space Service Outcomes

Council’s open space operational service activities and outcomes are shown on the business unit chart below.

- 31 -

Figure 8: Parks and Public Spaces Service Outcomes Chart



3.7 Community Levels of Service

Service levels are defined by two terms, community levels of service and technical levels of service.

Community Levels of Service measure how the community receives the service and whether Council is providing community value.

Community levels of service measures used in the asset management plan are:

Quality	How good is the service?
Function	Does it meet users' needs?
Capacity/Utilisation	Is the service over or under used?

Table 8 outlines the Open Space Service Objectives and Criteria based on the community levels of service; quality, function and capacity/utilisation.

Table 8: Quality, Function and Capacity/Utilisation Service Objectives and Criteria

Service	Quality	Function	Capacity/Utilisation
Open Space	<p>Service Objective – Provide quality Open Space services</p> <p>Criteria – Open space is at a suitable standard e.g. grass length, cleanliness, well maintained, safe, etc. and is appropriate for use.</p>	<p>Service Objective – Ensure Open Space services meets users' needs</p> <p>Criteria – Open space is suitably located, easily accessible and contains appropriate, purposeful infrastructure supporting one or multiple functions.</p>	<p>Service Objective – Provide Open Space facilities in an efficient and effective manner</p> <p>Criteria – Open space which is well utilised and caters for current and future use.</p>

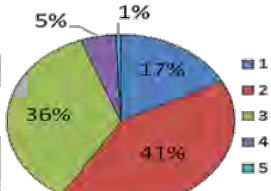
The organisation's current and expected community service levels are detailed in Table 9.

Table 9 shows the expected community levels of service based on resource levels in the current long-term financial plan.

Future revisions of this Plan should address any gaps in the community levels of service through a series of public consultation sessions and/or community satisfaction surveys.

- 33 -

Table 9: Community Levels of Service

Service Attribute	Service Objective	Performance Measure Process	Current Performance	Expected position in 10 years based on current LTFP
COMMUNITY OUTCOMES				
<ul style="list-style-type: none"> A Planned City for Future Growth A Liveable City A Sustainable City. 				
COMMUNITY LEVELS OF SERVICE				
Quality	Provide quality open space services	Customer service requests in 2014/15 relating to service quality	62.9 /month Period = 2014/2015 FY. Moderate number of requests 1 (Excellent) to 5 (Failed) condition data 58% Excellent/good 36% Fair 6% Poor/Failed 	Service requests are expected to remain constant over the 10 year period based on Council's 10 year funding allocation. 1 (Excellent) to 5 (Failed) condition data 58% Excellent/good 36% Fair 6% Poor/Failed Based on current funding levels and requirements, this level of service is sustainable for Council ⁸ . Confidence level – Low/Medium
		Organisational measure % of open space assets in excellent/good (1, 2), fair (3) and poor/failed (4, 5) condition, based on asset replacement value.	A renewal backlog of 0.67% or \$571,716 currently exists which represents all condition 5 assets. Many of these are park furniture assets; however some tennis courts at Katingal Tennis Club and Lloyd Park have also been assessed at as condition 5. Given Council's prior asset knowledge, this backlog is acceptable and can be accommodated in future renewal programs under current funding levels. The asset condition spread is currently demonstrating a relatively high level of service in terms of quality, given the vast majority of assets (94%) are in 'fair' condition or better. Confidence level – Medium/High	

⁸ Refer to Section 6 – Financial Summary in this plan for funding levels and requirements.

- 34 -

Service Attribute	Service Objective	Performance Measure Process	Current Performance	Expected position in 10 years based on current LTFP
Function	Ensure open space services meets users' needs	Customer service requests in 2014/15 relating to functionality and accessibility of open space.	21.5 /month Period = 2014/2015 FY. Moderate number of requests	Service requests are expected to remain constant over the long term due to the ongoing need for improved accessibility and multifunctional facilities.
		<p>Organisational measure</p> <p>% of residential dwellings within the residential zone which are in 'walking gaps'⁹ to primary open space.</p> <p>At least 95% of residential dwellings within residential zones must be within 300 – 500m safe walking distance to open space, as outlined in Figure 7– Frankston City Open Space Standards.</p>	<p>2.7% of residential dwellings in residential zones are in a walking gap.</p> <p>This translates to approximately 3470 residents based on 2.3 people per dwelling on average from 2011 Census data.</p> <p>Confidence Level – Medium/High</p>	<p>Maintain open space provisions so that less than 5% of residential dwellings in residential zones are outside 500m safe walking distance to open space.</p> <p>No net loss of open space per neighbourhood as stipulated in the minimum provision and distribution standards (refer to Figure 7).</p> <p>Future changes in land use may influence this service level indicator.</p> <p>Confidence Level – Low</p>

⁹ Refer to Part 1 Frankston City Open Space Strategy 2016 – 2036 for more information on walking gaps and where they currently exist within the municipality.

Attachment A: DRAFT Open Space Asset Management Plan

- 35 -

Service Attribute	Service Objective	Performance Measure Process	Current Performance	Expected position in 2031 based on current LTFP
Capacity/ Utilisation	Provide open space facilities in an efficient and effective manner	Customer service requests in 2014/15 relating to the capacity and utilisation of open space.	1.0 /month Period = 2014/2015 FY. Low number of requests	Service requests are expected to show an increasing trend over the long term due to an increasing population growth, and an increase in usage of existing open space with greater demand for new/multifunctional open space.
		<p>Organisational measure</p> <p>Neighbourhood provision of Primary and Sporting Open Space as per the Frankston City Open Space Strategy 2016 - 2036.</p> <p>Minimum requirements:</p> <p>Primary Open Space – 3.03 ha/1000 residents</p> <p>Sporting/structured recreation – 1.50 ha/1000 residents</p> <p>✓ - Meeting Minimum Open Space Provision Requirements</p> <p>✗ - Not Meeting Minimum Open Space Provision Requirements</p>	<p>Frankston Municipality</p> <p>Primary – 10.42 ✓</p> <p>Sporting – 2.22 ✓</p> <p>Carrum downs</p> <p>Primary – 8.37 ✓</p> <p>Sporting – 1.29 ✗</p> <p>Skye</p> <p>Primary – 2.24 ✗</p> <p>Sporting – 0.52 ✗</p> <p>Frankston</p> <p>Primary – 5.15 ✓</p> <p>Sporting – 2.23 ✓</p> <p>Frankston North</p> <p>Primary – 18.49 ✓</p> <p>Sporting – 3.78 ✓</p> <p>Frankston South</p> <p>Primary – 8.34 ✓</p> <p>Sporting – 5.05 ✓</p> <p>Langwarrin</p> <p>Primary – 16.11 ✓</p> <p>Sporting – 1.22 ✗</p> <p>Seaford</p> <p>Primary – 21.24 ✓</p> <p>Sporting – 2.34 ✓</p> <p>Confidence level – High</p>	<p>Frankston Municipality</p> <p>Primary – 8.83 ✓</p> <p>Sporting – 1.94 ✓</p> <p>Carrum downs</p> <p>Primary – 6.21 ✓</p> <p>Sporting – 0.96 ✗</p> <p>Skye</p> <p>Primary – 2.08 ✗</p> <p>Sporting – 0.49 ✗</p> <p>Frankston</p> <p>Primary – 4.43 ✓</p> <p>Sporting – 1.98 ✓</p> <p>Frankston North</p> <p>Primary – 16.93 ✓</p> <p>Sporting – 3.58 ✓</p> <p>Frankston South</p> <p>Primary – 7.72 ✓</p> <p>Sporting – 4.73 ✓</p> <p>Langwarrin</p> <p>Primary – 12.99 ✓</p> <p>Sporting – 1.06 ✗</p> <p>Seaford</p> <p>Primary – 18.77 ✓</p> <p>Sporting – 2.06 ✓</p> <p>Confidence level – Low/Medium</p> <p>Provision of Primary and Sporting Open Space per 1000 residents is expected to reduce over the next 15 years due to population growth within the municipality.</p> <p>According to the minimum open space provisions, there will be no net loss of open space.</p> <p>The biggest changes in open space provision will be seen in housing growth areas of Frankston, Carrum Downs, Skye and Langwarrin.</p> <p>Neighbourhoods that are not meeting the minimum provision have been identified, along with opportunities to improve the open space and accessibility in these areas.</p> <p>Opportunities include providing additional open space in Skye and the Green Wedge¹⁰, along with transforming existing open space into multi-functional open space to support various sporting and recreation activities.</p>

¹⁰ The 'Green Wedge' land is located to the north east of the municipality, where development is controlled by the current urban growth boundary. Refer to Frankston City Open Space Strategy 2016 – 2036 for further information.

3.8 Technical Levels of Service

Technical Levels of Service - Supporting the community service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the organisation undertakes to best achieve the desired community outcomes and demonstrate effective organisational performance.

Technical service measures are linked to annual budgets covering:

- Operations – the regular activities to provide services such as cleansing, mowing, utilities, equipment, etc.
- Maintenance – the activities necessary to retain an asset as near as practicable to an appropriate service condition (e.g. weed management, pest animal management, infrastructure repairs),
- Renewal – the activities that return the service capability of an asset up to that which it had originally (e.g. sports ground turf replacement, replacement of park furniture and sports infrastructure assets, replacement of playground components),
- Upgrade – the activities to provide a higher level of service (e.g. Expanding or improving playground equipment) or a new service that did not exist previously (e.g. a new sporting ground).

Service and asset managers plan, implement and control technical service levels to influence the customer service levels.¹¹

Table 10 shows the technical level of service expected to be provided under this AM Plan. An agreed sustainable position which involves community consultation, trade-off of service levels performance and costs and risk within resources available in the long-term financial plan has yet to be determined.

Future revisions of this Plan should work towards achieving an agreed sustainable position with the community, where the objective is to balance service performance, cost and risk with the willingness to pay.

For the purpose of determining Council's technical levels of service, the operating budget has been broken down into an operational and maintenance budget based on expenditure within individual accounts. This is detailed in Section 5.3.1.

¹¹ IPWEA, 2011, IIMM, p 2.22

- 37 -

Table 10: Technical Levels of Service

Service Attribute	Service Objectives	Activity Measure Process	Current Performance *	Desired for Optimum Lifecycle Cost **																												
Operations	<ul style="list-style-type: none"> Safe level playing surfaces Safe and healthy tree network Production and supply of indigenous plants Sustainable and biodiverse natural spaces Parks and gardens are clean, safe and functional for users Gardens are decorative and seasonally refreshed Clean safe roadside vegetation Clean and aesthetically pleasing facility surrounds 	Refer to Appendix A 'Technical Service Standards – State of the Assets Report 2014'	<p>Current service standards were developed as part of Frankston's State of the Assets Report 2014 (see Appendix A).</p> <p>This included the use of independent schedules developed by different service teams where frequencies were based on reserve hierarchy and maintenance zones.</p> <p>Current service costs have been determined using a zero-based budgeting approach, where individual line items of the 2016/17 Parks and Public Spaces operational budget have been evaluated and attributed to the relevant sub-services.</p> <p>Note: these service costings do not incorporate service revenues generated through fees and charges for 2016/17 as this information is not applicable to level of service performance. Information on service revenue is included in Council's Long Term Financial Plan.</p>	<p>Draft service standards are currently in the process of being developed and will be implemented through FAMIS following their adoption.</p> <p>The draft standards include revised intervention levels, frequencies and rectification timeframes which align more appropriately to Council's reserve hierarchy, sports facility hierarchy, sporting clubs utilisation and seasonal change.</p> <p>Desired service costs below have been determined based on the increase in operational requirements over a 10 year period due to new and upgraded assets.</p>																												
		Cost effectiveness	<table border="1"> <tr> <td>Turf Management</td> <td>\$11,156.00 (\$/ha/yr)</td> </tr> <tr> <td>Parks and Shops Horticultural Services</td> <td>\$1,712.00 (\$/ha/yr)</td> </tr> <tr> <td>Tree Management</td> <td>\$5.65 (\$/per tree/yr)</td> </tr> <tr> <td>Bushland Management</td> <td>\$3,821.00 (\$/ha/yr)</td> </tr> <tr> <td>Nursery Operations</td> <td>\$1.93 (\$/per plant/yr)</td> </tr> <tr> <td>Roadside Vegetation Management</td> <td>\$846.00 (\$/ha/yr)</td> </tr> <tr> <td>Council Facilities Surrounds Maintenance</td> <td>\$1,956.00 (\$/ha/yr)</td> </tr> </table>	Turf Management	\$11,156.00 (\$/ha/yr)	Parks and Shops Horticultural Services	\$1,712.00 (\$/ha/yr)	Tree Management	\$5.65 (\$/per tree/yr)	Bushland Management	\$3,821.00 (\$/ha/yr)	Nursery Operations	\$1.93 (\$/per plant/yr)	Roadside Vegetation Management	\$846.00 (\$/ha/yr)	Council Facilities Surrounds Maintenance	\$1,956.00 (\$/ha/yr)	<table border="1"> <tr> <td>Turf Management</td> <td>\$11,922.00 (\$/ha/yr)</td> </tr> <tr> <td>Parks and Shops Horticultural Services</td> <td>\$1,830.00 (\$/ha/yr)</td> </tr> <tr> <td>Tree Management</td> <td>\$6.03 (\$/per tree/yr)</td> </tr> <tr> <td>Bushland Management</td> <td>\$4,084.00 (\$/ha/yr)</td> </tr> <tr> <td>Nursery Operations</td> <td>\$2.06 (\$/per plant/yr)</td> </tr> <tr> <td>Roadside Vegetation Management</td> <td>\$904.00 (\$/ha/yr)</td> </tr> <tr> <td>Council Facilities Surrounds Maintenance</td> <td>\$2,090.00 (\$/ha/yr)</td> </tr> </table>	Turf Management	\$11,922.00 (\$/ha/yr)	Parks and Shops Horticultural Services	\$1,830.00 (\$/ha/yr)	Tree Management	\$6.03 (\$/per tree/yr)	Bushland Management	\$4,084.00 (\$/ha/yr)	Nursery Operations	\$2.06 (\$/per plant/yr)	Roadside Vegetation Management	\$904.00 (\$/ha/yr)	Council Facilities Surrounds Maintenance	\$2,090.00 (\$/ha/yr)
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- 38 -

Service Attribute	Service Objectives	Activity Measure Process	Current Performance *	Desired for Optimum Lifecycle Cost **
			<p>The cost effectiveness of the above sub services is based on 2016/17 budget figures.</p> <p>\$612,850.00 is excluded from the service costing analysis as the cost has not been aligned with an activity or sub-service described in the service outcomes chart (Figure 8)</p> <p>The 15 costings which have been excluded are listed within Table 11.</p>	
		Budget	<p>2015/16 budget.</p> <p>Mowing \$ 3,070,821.00 Cleaning \$ 1,386,151.00 Other \$ 3,265,088.00</p> <p>TOTAL \$ 7,722,060.00</p>	<p>Average operational budget needed over the next 10 years.</p> <p>Mowing \$ 2,859,237.43 Cleaning \$ 1,290,643.39 Other \$ 3,040,119.18</p> <p>TOTAL \$7,190,000.00</p> <p>There is a reduction of the operational requirements however an increase is required in the maintenance budget as seen below.</p> <p>Council requires approximately \$71,900,000 over the next 10 years to meet operational demands of the growing asset base; this translates to \$7,190,000 on average each year.</p>
Maintenance	Response to reactive service requests	Reactive service requests completed in 2014/15 within the adopted timeframe	97 % of service requests completed within adopted timeframe.	99 % of service requests completed within adopted timeframe.
		Budget	<p>2015/16 budget</p> <p>Reactive Unknown Planned Unknown Other Unknown</p> <p>TOTAL \$ 2,285,000.00</p> <p>*Recommend restructuring budget to facilitate future monitoring of expenditure type</p>	<p>Average maintenance budget needed over the next 10 years.</p> <p>Reactive \$ 598,200.00 (~20%) Planned \$ 2,093,700.00 (~70%) Other \$ 299,100.00 (~10%)</p> <p>TOTAL \$ 2,991,000.00 p/a</p>

Attachment A: DRAFT Open Space Asset Management Plan

- 39 -

Service Attribute	Service Objectives	Activity Measure Process	Current Performance *	Desired for Optimum Lifecycle Cost **												
				<p>Increased maintenance requirement over the next 10 years is required to manage the ageing asset base.</p> <p>Council requires approximately \$29,910,000 over the next 10 years, translating to \$2,991,000 on average each year.</p> <p>Following the implementation of open space works programmes in FAMIS, Council will be able to categorise maintenance expenditure into routine and reactive maintenance.</p> <p>This will enable Council to monitor resources and activity costs to identify and address service deficiencies and opportunities including refining routine activities to minimise reactive expenditure.</p>												
Renewal	Infrastructure meets users' needs	Condition of open space assets	<p>6 % of open space assets in condition 4 or 5. 58 % of open space assets in condition 1 or 2.</p> <table border="1"> <caption>Condition of Open Space Assets</caption> <thead> <tr> <th>Condition</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>17%</td> </tr> <tr> <td>2</td> <td>41%</td> </tr> <tr> <td>3</td> <td>36%</td> </tr> <tr> <td>4</td> <td>5%</td> </tr> <tr> <td>5</td> <td>1%</td> </tr> </tbody> </table>	Condition	Percentage	1	17%	2	41%	3	36%	4	5%	5	1%	<p>Based on current renewal funding, the following renewal outcomes can be achieved over the 10 year planning period:</p> <ul style="list-style-type: none"> • 0% of open space assets in condition 5. • Assets maintained to a condition 4 or less. <p>Individual asset useful life assessments are required to determine optimal useful lives based on asset location, environment and service levels.</p> <p>Refer to Section 7 of this Plan for optimal asset condition renewal modelling.</p>
Condition	Percentage															
1	17%															
2	41%															
3	36%															
4	5%															
5	1%															
		Budget	<p>Current 10 year budget</p> <p>\$ 4,651,500.00 / year over the next 10 years (until 2026/2027) Includes compliance works identified in Council's CWP.</p>	<p>\$4,500,000 / year over the next 10 years (until 2026/2027) Includes compliance works identified in Council's CWP.</p>												

Attachment A: DRAFT Open Space Asset Management Plan

- 40 -

Service Attribute	Service Objectives	Activity Measure Process	Current Performance *	Desired for Optimum Lifecycle Cost **
Upgrade/ New	Urban residents have access to Primary Open Space	Distance from residential dwellings in residential zones to Primary Open Space	97.3% of residential dwellings in residential zones are within 300-500m of Primary Open Space at the time of this Plan's creation. This meets the minimum open space provision and distribution requirements as stipulated in the Open Space Strategy 2016 - 2036.	100% of residential dwellings in residential zones within 300-500m of Primary Open Space. Enhance accessibility to open space in 'walking gaps' as identified within the Open Space Strategy 2016 – 2036.
		Budget	2015/16 discretionary budget \$ 2,413,000 Extracted from the 20 Year Discretionary CWP.	\$1,944,000.00 / year over the next 10 years (until 2026/207) and \$859,565.00 / year over the next 20 years. \$1,944,000.00 from Council's 20 Year Discretionary Capital Works Program and an additional \$859,565.00 per year to deliver ALL capital works priority actions listed in Council's Open Space Strategy over 20 years.

Note: * Current activities and costs (currently funded).

** Desired activities and costs to sustain current service levels and achieve minimum life cycle costs (not currently funded).

For Council's detailed Technical Open Space Service Standards refer to Appendix A.

Open space operational accounts which have not been included within the technical service performance indicators are shown in the table below. These expenditures contribute to the delivery of several sub-services and have not been classified under a single sub-service as yet due to their complexities.

Further work on the classification and apportionment of these expenditures across sub-services is currently being undertaken.

Table 11: Open Space Financial Accounts Excluded from Technical Levels of Service Performance Indicator

Excluded Open Space Operational Expenditures	2016/17 Budget Allocation
Golf course facilities maintenance	\$15,000
CAA Utilities	\$37,358
OSS Storage Management	\$4,000
CAA Management General Expenses	\$3,000
Foreshore Utilities	\$28,790
NFP Utilities	\$48,240
Golf Course Manager Contract	\$141,500
Kananook Creek Dredging	\$262,430
Beach Cleaning	\$7,642
Boat Ramp and Creek Wall Repairs	\$15,000
Golf Course Telephone	\$1,320
CAD Waterfront Infrastructure Maintenance	\$20,000
TFZ663 (Tractor John Deere 5280 Loader 44116280)	\$22,320
Parks supervision & Development Telephone	\$1,250
Parks Supervision & Development General Op Expenses	\$5,000
TOTAL	\$612,850

4. FUTURE DEMAND

4.1 Demand Drivers

Drivers affecting demand include population change, changes in demographics, seasonal factors, vehicle ownership rates, consumer preferences and expectations, technological changes, economic factors, agricultural practices and climate change.

4.2 Demand Forecast

The present position and projections for demand drivers that may impact future service delivery and utilisation of assets were identified and are documented in Table 12.

4.3 Demand Impact on Assets

The impact of demand drivers that may affect future service delivery and utilisation of assets are shown in Table 12.

- 42 -

Table 12: Demand Drivers, Projections and Impact on Services

Demand drivers	Present position	Projection	Impact on services																																																						
Population Change	<p>Total Population – 126,446 (Australian Census, 2011)</p> <p>Current population growth rate is estimated to be 1.05% p.a.</p> <p>The Open Space Strategy 2016 – 2036 stipulates a minimum Primary Open Space provision of 3.03ha/1000 residents and a minimum Sporting Open Space provision of 1.5ha/1000 residents in each neighbourhood.</p> <p>Current open space provision (ha/1000 residents):</p> <table border="1"> <thead> <tr> <th></th> <th>Primary</th> <th>Sporting</th> </tr> </thead> <tbody> <tr> <td>Frankston Municipality</td> <td>10.42</td> <td>2.22</td> </tr> <tr> <td>Carrum Downs</td> <td>8.37</td> <td>1.29</td> </tr> <tr> <td>Seaford</td> <td>21.88</td> <td>2.34</td> </tr> <tr> <td>Skye</td> <td>2.24</td> <td>0.52</td> </tr> <tr> <td>Langwarrin</td> <td>16.11</td> <td>1.22</td> </tr> <tr> <td>Frankston</td> <td>5.15</td> <td>2.23</td> </tr> <tr> <td>Frankston North</td> <td>18.49</td> <td>3.78</td> </tr> <tr> <td>Frankston South</td> <td>8.34</td> <td>5.04</td> </tr> </tbody> </table> <p>*Red text indicates the minimum open space provision is not being met.</p>		Primary	Sporting	Frankston Municipality	10.42	2.22	Carrum Downs	8.37	1.29	Seaford	21.88	2.34	Skye	2.24	0.52	Langwarrin	16.11	1.22	Frankston	5.15	2.23	Frankston North	18.49	3.78	Frankston South	8.34	5.04	<p>Population growth rate in the City of Frankston is forecast to be on average 0.78% per annum until 2026.¹²</p> <p>Thus, by 2026 the population is expected to increase to approximately 142,090 or by 15,644 people, and by 2036 a population of 152,494.</p> <p>The annual rate of population growth within Frankston City municipality is forecast to reduce over the next 20 years from 1.05% in 2016 to only 0.42% in 2036.</p> <p>Population growth and increased urban density is expected to be concentrated around the Frankston city centre, neighbourhood activity centres, sustainable transport centres and residential opportunity sites with large areas of undeveloped land.</p> <p>Growth neighbourhoods include Carrum Downs, Frankston, Langwarrin and Seaford.</p>	<ul style="list-style-type: none"> Population growth will mean an increased use of public open space, whilst a slowing population growth rate will mean a gradual decline in the need for new or upgraded open space in the future. Urban development in growth neighbourhoods will create demand on nearby existing open space. New open space or upgrades to existing open space will be necessary to provide quality, multifunctional destinations that are easily accessible and fit for purpose. Council will be unable to provide existing levels of service to a growing population in the future, resulting in the need to reduce some non-critical maintenance activities, dispose of poorly functioning open space and/or defer new and upgrade works. <p>Forecast 2031 open space provision (ha/1000 residents):</p> <table border="1"> <thead> <tr> <th></th> <th>Primary</th> <th>Sporting</th> </tr> </thead> <tbody> <tr> <td>Frankston Municipality</td> <td>8.83</td> <td>1.94</td> </tr> <tr> <td>Carrum Downs</td> <td>6.21</td> <td>0.96</td> </tr> <tr> <td>Seaford</td> <td>18.77</td> <td>2.06</td> </tr> <tr> <td>Skye</td> <td>2.08</td> <td>0.49</td> </tr> <tr> <td>Langwarrin</td> <td>12.99</td> <td>1.06</td> </tr> <tr> <td>Frankston</td> <td>4.28</td> <td>1.98</td> </tr> <tr> <td>Frankston North</td> <td>16.93</td> <td>3.58</td> </tr> <tr> <td>Frankston South</td> <td>7.72</td> <td>4.73</td> </tr> </tbody> </table> <p>*Red text indicates the minimum open space provision is not being met.</p>		Primary	Sporting	Frankston Municipality	8.83	1.94	Carrum Downs	6.21	0.96	Seaford	18.77	2.06	Skye	2.08	0.49	Langwarrin	12.99	1.06	Frankston	4.28	1.98	Frankston North	16.93	3.58	Frankston South	7.72	4.73
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Carrum Downs	6.21	0.96																																																							
Seaford	18.77	2.06																																																							
Skye	2.08	0.49																																																							
Langwarrin	12.99	1.06																																																							
Frankston	4.28	1.98																																																							
Frankston North	16.93	3.58																																																							
Frankston South	7.72	4.73																																																							

¹² Population and demographic data obtained through 'forecast.id' and the Australian Bureau of Statistics

Attachment A: DRAFT Open Space Asset Management Plan

- 43 -

Demand drivers	Present position	Projection	Impact on services
Demographic Change	<p>Age distribution: 0 – 9 years = 12.9% or 16,312 people 10 – 19 years = 13% or 16,438 people 20 – 44 years = 35% or 44,256 people Over 45 years = 39.1% or 49,441 people</p> <p>Families with children less than 9 years old are the greatest users of playground equipment and open space.</p> <p>10-19 year olds are the greatest users of recreational/sporting open space areas.</p> <p>People aged 60 years and over make up 19.1% of Frankston City's population.</p>	<p>A significant increase in the number of people aged between 65-79 years is expected over the next 10 years, equating to an average annual growth of 4.14%.</p> <p>By 2036, people aged 55 and over will represent an additional 4.51% of the total population as compared to 2011. All other ages have a lesser representation across the total population, except ages 5-9, which is expected to see an insignificant increase of 0.06% in representation.</p> <p>The predictions indicate an ageing demographic in Frankston City.</p>	<ul style="list-style-type: none"> • Increase demand for passive, unstructured open space areas. • Lawn bowl, croquet and golf facilities may see an increase in participation levels, as these recreational activities better accommodate an older age group. • Demand for improved accessibility to reserves and recreational facilities, to cater for residents with reduced mobility. • Some select structured recreational sites may be surplus to people's needs due to an ageing population, and may be redefined as a passive site.
Vehicle Ownership	<p>Percentage of Frankston City residences with access to motor vehicles None – 7% 1 motor vehicle – 35.7% 2 motor vehicles – 37.8% 3 or more vehicles – 16.2%</p>	<p>An increase in the number of households with access to 1 or more motor vehicles is expected based on a 10 year trend between 2001 and 2011 census data.¹³</p> <p>Increasing demand for more car parking, particularly at reserves with larger catchment areas.</p>	<ul style="list-style-type: none"> • People have flexibility to travel to different open space areas, including those outside the municipality. • Pressure to maintain the quality of open space to current or greater standard to encourage visitation from outside the municipality. • Decreased utilisation of single-function open space facilities due to the inconvenience and increased travel time of going between different facilities for various open space services. User preference to have multi-functional, convenient open space areas and facilities providing a number of different services. • If no additional land can be acquired or allocated as reserve parking then there may be congestion and capacity issues during peak periods.
Fuel Price	<p>40 week (July 2016 to April 2017) state average petrol prices (Australian Institute of Petroleum, 2017) Minimum: 104 cents per litre Maximum: 138 cents per litre</p>	<p>Historic trends show a gradual increase in the cost of crude oil resulting in an increase in fuel price over the long term.</p>	<ul style="list-style-type: none"> • The increased running costs of motor vehicles could result in a reduced amount of vehicle ownership or use. This would put pressure on the open space network's accessibility and existing 'walking gaps'. • There would be a reduction in the reserve user catchment area¹⁴, as people will be reluctant to travel greater distances to visit open space areas.

¹³ Vehicle ownership data obtained from 'profile.id' and the Australian Bureau of Statistics.

¹⁴ Refer to Frankston City Open Space Strategy 2016 – 2036 for user catchment areas based on reserve hierarchy.

Attachment A: DRAFT Open Space Asset Management Plan

- 44 -

Demand drivers	Present position	Projection	Impact on services
Customer Preferences	<p>Substantial influx of people to the Frankston Foreshore can be expected during the summer months.</p> <p>People value pleasant open space and green leafy settings which are becoming increasingly important when choosing a place to live.</p>	<p>Increasing trend in the number of visitors to the foreshore areas due to population growth and increasing air temperatures from global warming.</p> <p>The importance of physical activity to people's wellbeing is well recognised and documented and so it is expected that Frankston's ageing population will continue to value pleasant and safe open space which caters to a variety of needs.</p>	<ul style="list-style-type: none"> Increased demand for ancillary assets in the foreshore reserve areas including rubbish and recycling bins, drinking fountains, showers, and park furniture. Increased pressure on cleaning and maintenance services based on seasonal changes and high usage periods. Demand on maintenance service levels to provide aesthetically pleasing and safe open spaces. Open space users staying for shorter periods of time.
Leisure Trends	<p>Approximately 40 – 45% of open space reserves have been assessed as 'underdeveloped' under Council's Open Space Strategy 2016 – 2036. This indicates the amount of open space which is currently not fit for purpose, not meeting hierarchical standards and/or providing only a single function to the community.</p> <p>A growing technological society which inadvertently results in people reducing the amount of time spent outside for leisure purposes.</p>	<p>Increasing community expectation for there to be quality, multi-functional recreational facilities which cater for a wider population.</p> <p>Increasing trend to people choosing to spend leisure time using technology instead of available open space services.</p>	<ul style="list-style-type: none"> Underutilisation of open space areas and facilities due to a lack of interest, accessibility issues or due to more attractive leisure alternatives. Local residents travelling to other municipalities for passive or recreational facilities.
Employment	<p>Total labour force = 64,215 Full time worker = 38,122 (59.4%) Part time worker = 18,642 (29%) Away from work = 3,818 (5.9%) Unemployed = 3,633 (5.7%)</p>	<p>An increased percentage of people working part time or working from home and an increase in the number of retirees.</p>	<ul style="list-style-type: none"> Increased utilisation of passive open space areas by people before or after a work shift, or retirees. Increased use of recreational facilities after-hours and on weekends.
Climate Change	<p>Refer to Table 13 for climate change indicators from "Impacts of Climate Change on Settlements in the Westernport Region 2008".</p>	<p>Decrease average annual rainfall and catchment stream flows.</p> <p>Increased extreme weather events including droughts, storms, storm surges and number of extreme fire risk days.</p> <p>Progressive rise in sea level.</p>	<ul style="list-style-type: none"> Maintenance of public parks, gardens and recreational facilities could be adversely affected during times of water shortages and water restrictions. Assets becoming obsolete or not reaching their useful lives due to lack of consideration for climate change. Increased number of service disruptions due to climatic events. Major amenity impacts with damage to beach, foreshore and nearby recreational areas, resulting in significant maintenance and capital implications. Increased stormwater runoff and peak flows contributing to more pollutants entering waterways and Port Phillip Bay with potential beach closures and poor water quality.

Attachment A: DRAFT Open Space Asset Management Plan

- 45 -

Demand drivers	Present position	Projection	Impact on services
Land Use Changes	Increasing urban densities and changing land use.	Increased medium density housing which lacks private open space. Activity centre growth due to changes to urban growth boundaries.	<ul style="list-style-type: none"> • New developments will require enhancement of existing open space surrounding activity and growth centres including Frankston, Carrum Downs, Sandhurst, Langwarrin, Langwarrin South and Skye.
Electricity, Gas & Water Prices	<p>Reliance on mains water and Class A recycled water for the irrigation of Council's open spaces and living assets such as trees and sporting fields.</p> <p>71 % of Council's mains water use was for open space in 2014/15 as discussed in the Frankston City Integrated Water Action Plan 2016.</p>	Current trends and future projections show a steady increase in the cost of electricity, gas, other types of fuel and water.	<ul style="list-style-type: none"> • Decline in open space amenity and greenery due to the growing cost to maintain living assets using mains water. • Impact on the viability of providing ongoing services, for example, the irrigation of Council's open space assets, or pressure to prioritise open space assets for continued irrigation over others. • Demand for more cost-effective alternative, sustainable sources of energy and water would increase (e.g. solar power, water collection and reuse and recycled water). • May need to reduce the amount of public open space available within the city.

DRAFT

- 46 -

4.4 Climate Change Impacts

Climate change has been globally recognised as a vital issue due to the adverse impacts of global warming. It is projected that the global climate will experience significant change throughout the 21st century, which will create many risks and opportunities for Frankston City.

“Impacts of Climate Change on Settlements in the Westernport Region 2008” identified a range of issues concerning the impact on the provision of recreation and open spaces in the Frankston region.

The report identified 41 risks which were rated against 5 key elements – coastal inundation, inland flooding and intense rainfall, drought, fire weather conditions, average and extreme temperatures and average rainfall.

Following this report, Council established an internal climate change taskforce to guide the development of the “Climate Change Impacts and Adaption Plan – Preparing for a changed climate 2011”. It includes Council’s Adaptation Plan which highlights necessary actions to respond to climate change risks.

Risks which had inadequate or no controls in place were evaluated and appropriate actions were included in the Adaptation Plan. Low risks or risks which had adequate controls will be monitored and reassessed over time.

Climate change impacts are likely to adversely affect open space assets and services, as well as placing additional stress on wildlife and natural habitats. This has potential to disrupt community participation opportunities such as outdoor sport, recreation and enjoyment of open space.

The Frankston City Climate Change Impacts and Adaptation Plan 2011 highlights a “drying trend” across the Western Port region which is likely to have a number of impacts on the City’s open space, sporting fields, gardens and trees.

Table 13 describes the impacts of climate change on settlements in the Western Port Region, commissioned by Council’s former Environment Department in 2008, whilst Table 14 lists Council’s Adaptation Actions in the Climate Change Impacts and Adaptation Plan to address the impacts of climate change on open space assets and services.

It is worth noting that some of the original actions in Table 14 have now been completed.

- 47 -

Table 13: Overview of Climate Change impacts in the Western Port region – Frankston City

Climate variable	Indicative change	Exposed people	Exposed property & infrastructure	Most sensitive locations	Economic & social impacts	Vulnerable sectors	Vulnerable groups	Impacts on Parks & Recreation provision
Average rainfall	2030	2070	Entire population.	<ul style="list-style-type: none"> Greenfield development sites High water development sites Wetlands, heritage gardens & other reserves 	<ul style="list-style-type: none"> Increased water prices Increased reliance on non-traditional supply sources Access to water for some activities Viability of some water dependant businesses and activities Increased maintenance costs 	<ul style="list-style-type: none"> Local government services such as parks and recreation Water suppliers and retailers 	<ul style="list-style-type: none"> Householders in new developments Sporting Clubs Low income households 	<ul style="list-style-type: none"> Municipal parks and gardens Playing fields Water and freshwater infrastructure Other infrastructure on clay soils
Average annual	↓0-8%	↓0-23%						
Catchment stream flows	↓25%	↓>50%						
Droughts	↑frequency and severity							
Sea level rise/storm surge	2030	2070	Minimal number based on current modelling.	<ul style="list-style-type: none"> Most of central & northern coastal hinterland Frankston CAA Seaford wetlands & surrounds Oliver's Hill 	<ul style="list-style-type: none"> Partial or complete loss of land values in affected areas Major amenity impacts associated with damage to beaches and foreshore reserves Impacts on businesses dependent on beach related tourism Costs associated with beach and foreshore maintenance 	<ul style="list-style-type: none"> Recreation & boating Local Government Tourism 	<ul style="list-style-type: none"> Recreational groups 	<ul style="list-style-type: none"> Most beaches & foreshore reserves including Frankston & Seaford Most boating facilities
Sea level rise	↑0.17	↑0.49						
Storm tide max height 1:100 year (current 1.16m)	1.37m	1.80m						
Historical evidence suggests potentially a significant number of people.								
Fire weather	2030	2070	Up to 14,000	<ul style="list-style-type: none"> Central areas around Langwarrin Southern boundary around Frankston South & Langwarrin South 	<ul style="list-style-type: none"> Increased damage & costs to residential properties Health impacts including loss of life and air quality Increased emergency services demand and costs or Stress & social disruption 	<ul style="list-style-type: none"> Local Government Residential Emergency services 	<ul style="list-style-type: none"> People living in older housing Low income households 	<ul style="list-style-type: none"> 160 public use areas including schools, medical facilities and numerous reserves
No of very high & extreme fire risk days (~12 days current)	↑1-2	↑5-7						

- 48 -

Table 14: Climate Change Adaptation Actions applicable to Open Space Services

Priority	Time Frame	Action	Risk	Responsible Division > Department	Budget Estimation	Status
High	2015	A2.0 To reduce the risk of property being affected by flooding undertake localised hydrological and flood modelling studies of the Municipality, implement the recommendations, which may include investigating the building of additional retarding basins to reduce flood events in flood prone areas. On completion, reassess the risks.	1.02	Community> Infrastructure	Significant	
High	2015	A2.10 Encourage the minimisation of hard surfaces and retention of open space in new development.	2.08	Community> Planning and Environment	Minor	
Medium	2015	A2.14 Investigate the feasibility of decreasing the percentage of allowed hard surfaces to build into a Local Policy.	2.08	Community> Planning and Environment	Moderate	
High	2015	A3.0 Improve ecosystem resilience by maintaining and enhancing the quality of ecosystems by increasing connectivity between natural areas.	4.11	Community> Planning and Environment	Moderate	
High	2015	A3.1 Protect foreshore vegetation and coastal dune systems in Frankston and Seaford to reduce the risk of coastal inundation. Where foreshore residences are adjacent to Crown Land, encourage the sharing of access across the sand dunes to prevent erosion issues that will be exacerbated by increased storm surges	1.04	Community > Infrastructure	TBD	
High	2015	A3.2 Develop a Biodiversity Action Plan to identify measures for the monitoring of biodiversity and impacts of climate change on the natural environment.	4.11	Community> Planning and Environment	TBD	
High	2015	A3.3 Investigate direct intervention in ecosystem transition with the inclusion of plant species that may be suited to changes in temperatures and rainfall.	4.11	Community> Planning and Environment	TBD	
Medium	2070	A3.5 In collaboration with other stakeholders investigate the possibility of securing a water supply to wetlands.	5.01	Community > Infrastructure	TBD	
High	2015	A4.0 Implement Management Plan for other non-irrigated sports grounds to ensure ongoing availability for sport seasons in times of low rainfall and high temperatures.	4.05	Community> Infrastructure	Moderate \$24K/yr	
High	2015	A4.1 Implement recommendations from irrigation audits to counter the impact from changes to average rainfall and temperature	4.05	Community> Infrastructure	Significant \$388K	
Medium	2015	A4.2 Continue to investigate opportunities to extend the Recycled Water Pipeline to Council properties and high-end community water users.	4.05	Community> Infrastructure	Moderate	
Medium	2070	A4.3 Include climate change impacts in the revision of the Sports Development Plan to determine future adaptation requirements (such as more indoor facilities, diversity of sports to reduce reliance on irrigated ovals, risk procedures and heat contingency planning).	4.06	Community> Infrastructure	Minor	
Medium	2015	A4.4 Continue to implement the Municipal Drought Response Plan to drought proof Council's reserves and open spaces.	4.05	Community> Infrastructure	Significant \$150K/yr	
High	2015	A5.0 Include ESD Design measures, especially water sensitive design features in all Council facilities.	4.17	Community> Facilities	Significant	

Attachment A: DRAFT Open Space Asset Management Plan

- 49 -

Priority	Time Frame	Action	Risk	Responsible Division > Department	Budget Estimation	Status
High	2015	A5.1 Develop an Integrated Water Management Plan that addresses climate change considerations and incorporates strategies for water sensitive design and development.	4.17	Corporate> Sustainable Assets	Minor	Achieved
High	2015	A5.2 Implement stormwater harvesting for Council facilities and open space.	4.17	Community> Infrastructure	Moderate	Not achieved or not on-track
High	2015	A5.4 Progress the investigation of Monterey and Robinsons Road Recycled Water Pipeline with costings provided to Council and to seek funding contributions from State and Federal Government and from private benefactors of the scheme.	4.17	Community > Infrastructure	TBD	On-track
High	2015	A6.0 Monitor developments in key projects such as the Future Coasts Program to inform future land use planning in vulnerable areas.	1.08	Community> Planning and Environment	Minor	Not achieved or not on-track
High	2015	A6.1 Continue to include Water Sensitive Urban Design in the plan making and development assessment stages of the planning process.	7.01	Community> Planning and Environment	Nil	Achieved
High	2015	A6.2 Council seek the Association of Bayside Municipalities request an urgent meeting with the Minister of Planning to advocate for protection of properties likely to be affected by sea level rise and to protect Councils from potential liability as a result of planning decisions on land that may be subject to inundation as a result of Climate Change.	1.08	Community> Planning and Environment	Nil	Achieved
High	2015	A6.3 Following the release of the Victorian Coastal Climate Change Hazard Guidelines and results of the Victorian Government's Future Coast project, consider including relevant data in the future review of the Frankston City Council Municipal Strategic Statement.	1.08	Development> Planning and Environment	Minor	Achieved
High	2015	7.2 Use priorities in this Plan to inform budget bids for climate change adaptation.	7.01	Corporate> Administration and Corporate Projects	Minor	Not achieved or not on-track
Medium	2015	7.4 Assess Council's current strategies and plans with consideration of climate change impacts.	6.02	Corporate> Administration and Corporate Projects	Minor	Not achieved or not on-track

Status (2016 Progress Update)	
	Achieved
	On-track
	Not achieved or not on-track

The 'Budget Estimation' has been divided into three categories: minor (less than \$20,000), moderate (between \$20,000 and \$100,000) and significant (greater than \$100,000).

*See Appendix G for climate change risks identified within Frankston City's Climate Change Impacts and Adaptation Plan – Preparing for a changed climate 2011.

4.5 Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand. Demand management practices will include non-asset solutions, insuring against risks and managing failures.

Non-asset solutions focus on providing the required service without the need for the organisation to own the assets and management actions including reducing demand for the service, reducing the level of service (allowing some assets to deteriorate beyond current service levels) or educating customers to accept appropriate asset failures¹⁵. Examples of non-asset solutions include providing services from existing infrastructure such as creating partnerships with schools to allow community use of their sporting facilities.

Opportunities identified to date for demand management are shown in Table 15. Additional demand management strategies will be included within future revisions of this plan following the creation of an open space service plan.

Table 15: Demand Management Plan Summary

Demand Driver	Impact on Services	Demand Management Plan
Population Increase <ul style="list-style-type: none"> 126,446 currently to 142,090 forecast in 2026. 	<ul style="list-style-type: none"> Population growth will mean an increased use of public open space, whilst a slowing population growth rate will mean a gradual decline in the need for new or upgraded open space in the future. Urban development in growth neighbourhoods will create demand on nearby existing open space. New open space or upgrades to existing open space will be necessary to provide quality, multifunctional destinations that are easily accessible and fit for purpose. Council will be unable to provide existing levels of service to a growing population in the future, resulting in the need to reduce some non-critical maintenance activities, dispose of poorly functioning open space and/or defer new and upgrade works. 	<ul style="list-style-type: none"> Deliver on Council's Open Space Strategy Improvement Actions to ensure minimum open space provisions are met and to provide appropriate open space services which meet future community needs. Educate the community on the need to reduce service levels or increase Council rates to address the funding gap. Undertake service planning to monitor and inform demand requirements.
Demographic Change <ul style="list-style-type: none"> Ageing population Increase in number of people aged 55 years and older 	<ul style="list-style-type: none"> Increase demand for passive, unstructured open space areas. Lawn bowl, croquet and golf facilities may see an increase in participation levels, as these recreational activities better accommodate an older age group. Demand for improved accessibility to reserves and recreational facilities, to cater for residents with reduced mobility. Some select structured recreational sites may be surplus to people's needs due to an ageing population, and may be redefined as a passive site. 	<ul style="list-style-type: none"> Conduct appropriate community consultation and establish community levels of service for open space. Identify open space reserves/facilities with poor accessibility and carry out necessary capital works. Utilise Council's Asset Options Policy and Procedure, once adopted, to redefine surplus structured recreational sites identified through service planning. Adopt a Universal Design approach to implementing accessible and inclusive open space for people of all ability.

¹⁵ IPWEA, 2011, IIMM, Table 3.4.1, p 3|58.

Demand Driver	Impact on Services	Demand Management Plan
Vehicle Ownership <ul style="list-style-type: none"> Increased number of motor vehicle owners Increase in number of cars on the road Increased demand for additional car parking at significant reserves 	<ul style="list-style-type: none"> People have flexibility to travel to different open space areas, including those outside the municipality. Pressure to maintain the quality of open space to current or greater standard to encourage visitation from outside the municipality. Decreased utilisation of single-function open space facilities due to the inconvenience and increased travel time of going between different facilities for various open space services. User preference to have multi-functional, convenient open space areas and facilities providing a number of different services. If no additional land can be acquired or allocated as reserve parking then there may be congestion and capacity issues during peak periods. 	<ul style="list-style-type: none"> Provision of quality open space maintained to agreed standards, to meet the agreed levels of service of the local community. Upgrade or expand existing open space facilities to create facilities that are multifunctional, convenient and fit for purpose. Encourage the use of public transport to access open space. Hold public events within Council's open space to showcase the areas and to encourage visitors from outside the municipality i.e. Seaside Street Food Festival and the Waterfront Festival. Analyse District, Community and Regional open spaces (refer to Council's Open Space Hierarchy in Section 5.3.3) which require additional car parking over the next 10 years, and include priorities within the discretionary capital works program.
Fuel Price <ul style="list-style-type: none"> Increasing cost of crude oil and petrol prices 	<ul style="list-style-type: none"> The increased running costs of motor vehicles could result in a reduced amount of vehicle ownership or use. This would put pressure on the open space network's accessibility and existing 'walking gaps'. There would be a reduction in the reserve user catchment area¹⁶, as people will be reluctant to travel greater distances to visit open space areas. 	<ul style="list-style-type: none"> Meet the minimum provision and distribution standards set out in the Frankston City Open Space Strategy to provide easily accessible open space. Undertake an assessment of open space within close proximity to public transport such as bus stops and train stations, to ensure adequate walking links are provided.
Customer Preferences <ul style="list-style-type: none"> Increase in visitors to the foreshore Increasing value of pleasant and safe open spaces for residents. 	<ul style="list-style-type: none"> Increased demand for ancillary assets in the foreshore reserve areas including rubbish and recycling bins, drinking fountains, showers, and park furniture. Increased pressure on cleaning and maintenance services based on seasonal changes and high usage periods. Demand on maintenance service levels to provide aesthetically pleasing and safe open spaces. Open space users staying for shorter periods of time. 	<ul style="list-style-type: none"> Monitor and provide effective cleaning and maintenance services in high profile areas. Provision for unstructured recreational/leisure options which provide more flexibility than structured recreation. Revise maintenance service levels with community consultation to deliver pleasant and safe open space.
Leisure Trends <ul style="list-style-type: none"> Need for multi-functional facilities Technology replacing open space leisure 	<ul style="list-style-type: none"> Underutilisation of open space areas and facilities due to a lack of interest, accessibility issues or due to more attractive leisure alternatives. Locals travelling to other municipalities for passive or recreational facilities. 	<ul style="list-style-type: none"> Develop multi-functional facilities to improve overall functionality and convenience. Develop co-sharing partnerships with schools to access additional sporting grounds and playing surfaces. Undertake detailed assessment of 'underdeveloped' open space as per the Asset Options Procedure to identify opportunities for upgrade, renewal, rationalisation or disposal.

¹⁶ Refer to Frankston City Open Space Strategy 2016 – 2036 for user catchment areas based on reserve hierarchy.

Demand Driver	Impact on Services	Demand Management Plan
Employment <ul style="list-style-type: none"> • Increase part time and stay at home workers • Increased number of retirees 	<ul style="list-style-type: none"> • Increased utilisation of passive open space areas by people before or after a work shift, or retirees. • Increased use of recreational facilities after-hours and on weekends. 	<ul style="list-style-type: none"> • Upgrade reserve sports lighting and general lighting to meet requirements for after-hours leisure/recreation. • Provision of structured recreation available on weekends or after hours to cater for full time workers who have little flexibility. • Enhance utilisation of open space through the provision of multifunctional open space facilities.
Climate Change <ul style="list-style-type: none"> • Decreased average rainfall • Increased likelihood of extreme weather events i.e. droughts and storm events. 	<ul style="list-style-type: none"> • Maintenance of public parks, gardens and recreational facilities could be adversely affected during times of water shortages and water restrictions. • Assets becoming obsolete or not reaching their useful lives due to lack of consideration for climate change. • Increased number of service disruptions due to climatic events. • Major amenity impacts with damage to beach, foreshore and nearby recreational areas, resulting in signification maintenance and capital implications. • Increased stormwater runoff and peak flows contributing to more pollutants entering waterways and Port Phillip Bay with potential beach closures and poor water quality. 	<ul style="list-style-type: none"> • Additional provisions made in the medium to long term for extreme weather events, i.e. fire prevention measures, flood mitigation. • Concerted effort to include sustainability features/practices throughout capital works projects with the aim to increase the life of an asset, lower costs, create less waste and reduce environmental impacts. • Educate the community on the impacts that climate change has on residents as well as Council and service delivery implications through seminars, public forums, brochures etc. • Deliver Council's Integrated Water Action Plan to increase the use of alternative and sustainable water sources such as rainwater, storm water and recycled water. • Implement the remaining Adaptation Actions identified in Table 14.
Land Use <ul style="list-style-type: none"> • Increase in medium density housing • Changes to urban growth boundaries 	<ul style="list-style-type: none"> • New developments will require enhancement of existing open space surrounding activity and growth centres including Frankston, Carrum Downs, Sandhurst, Langwarrin, Langwarrin South and Skye. 	<ul style="list-style-type: none"> • Change the function, supply, design and management of existing open spaces to improve the diversity of use, natural landscapes, physical connections and multifunctional destinations for local residents. • Provision for a balanced mix of both passive and active/structured recreation open space effectively distributed throughout the municipality to provide residential areas with different various open space services. • Changes to the Frankston Planning Scheme to limit sizes of residential blocks.
Electricity, Gas & Water Prices <ul style="list-style-type: none"> • Steady increase in the cost of electricity, gas, other types of fuel and water. 	<ul style="list-style-type: none"> • Decline in open space amenity and greenery due to the growing cost to maintain living assets using mains water. • Impact on the viability of providing ongoing services, for example, the irrigation of Council's open space assets, or pressure to prioritise open space assets for continued irrigation over others. • Demand for more cost-effective alternative, sustainable sources of energy and water would increase (e.g. solar power, water collection and reuse and recycled water). • May need to reduce the amount of public open space available within the city. 	<ul style="list-style-type: none"> • Reduce Council's reliance on mains water to irrigate open space areas and living assets. • Continue to implement and monitor the progress of Council's centralised irrigation study and resulting capital works projects to improve water efficiency outcomes. • Commence implementation of Council's Integrated Water Action Plan 2016 including projects to increase Council's use of more cost-effective alternative and sustainable water sources (e.g. rainwater, stormwater, recycled water).

4.6 Asset Programs to meet Demand

New assets required to meet growth and demand are either contributed by developers, or constructed by Council.

Contributed assets are those constructed by developers and gifted to Council free of charge. Provision 52.01 of the Frankston Planning Scheme and section 18 of the Subdivision Act 1988 governs public open space contribution and subdivision by developers.

A developer subdividing land is required to make a contribution to Council for public open space, being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value, or a combination of both (refer to page 543 of the Frankston Planning Scheme for further information).

It is important to consider the increases in Council reserves due to developer contribution and how these funds are expended to improve open space services throughout the municipality.

Table 16 shows the developer contributions received in accordance with the Subdivision Act 1988 as well as the utilisation of these funds to supplement or wholly fund open space capital projects over the last three years.

Table 16: Open Space Reserve Developer Contributions and Capital Works Funding

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Budget	
Increases in Reserves from Contributions	Infill 400	\$440,698.00	\$283,750.00	\$484,750.00	\$324,988.00
	Carrum Downs/Skye 406	\$80,500.00	\$82,419.00	\$152,808.00	\$0.00
	Seaford 442	N/A	\$85,000.00	\$337,060.00	\$0.00
	Langwarrin 412	\$231,500.00	\$134,400.00	\$274,500.00	\$191,766.00
	Langwarrin South 418	N/A	\$0.00	\$122,750.00	\$20,600.00
	Frankston South 424	\$39,000.00	\$61,350.00	\$296,250.00	\$41,646.00
	Frankston CAD 448	N/A	\$154,850.00	\$33,000.00	\$0.00
	Native Vegetation 433	\$30,017.00	\$54,163.00	\$0.00	\$204,000.00
	\$821,715.00	\$855,932.00	\$1,701,118.00	\$783,000.00	
Reserve Funds used for Open Space Capital Projects	Infill 400	-\$218,603.00	-\$919,159.00	-\$46,230.00	-\$238,074.00
	Carrum Downs/Skye 406	-\$394,249.00	-\$108,427.00	-\$149,805.00	-\$57,195.00
	Seaford 442	N/A	-\$35,398.00	-\$354,643.00	-\$153,773.00
	Langwarrin 412	-\$247,253.00	-\$502,252.00	-\$988,684.00	-\$890,000.00
	Langwarrin South 418	N/A	\$0.00	\$0.00	\$0.00
	Frankston South 424	-\$76,400.00	-\$36,671.00	-\$344,249.00	\$0.00
	Frankston CAD 448	N/A	\$0.00	-\$30,000.00	\$0.00
	Native Vegetation 433	-\$4,842.00	-\$65,409.00	-\$95,937.00	\$0.00
	-\$941,347.00	-\$1,667,316.00	-\$2,009,548.00	-\$1,339,042.00	

The balance of open space reserves as at 30 June 2016 is shown in Table 17.

Table 17: 2015/16 Reserves Balances

2015/16 Reserves	Balance as at 30 June 2016
Infill 400	\$902,899.95
Carrum Downs/Skye 406	\$572,984.01
Seaford 442	\$55,112.22
Langwarrin 412	\$579,246.33
Langwarrin South 418	\$388,935.00
Frankston South 424	\$147,202.49
Frankston CAD 448	\$157,850.00
Native Vegetation 433	\$740,775.25
TOTAL	\$3,545,005.25

A significant spike in the contributions received was seen in 2015/16 following residential developments in Wattlewood Estate, Carrum Downs and others along North Road, Langwarrin. Developer contributions are typically made following the subdivision or development of existing urban, residential or industrial land as opposed to Greenfield sites.

Unfortunately it is difficult to predict the income Council will receive from developer contributions due to the unstable nature and changing timeframes in which land is developed. It is expected that infill developments will continue to occur steadily throughout residential and industrial areas of the municipality, particularly in Carrum Downs and Langwarrin where these opportunities still exist.

It is unlikely that any significant development will occur on Greenfield sites in the near future due to minimal area to develop and the commitment to minimum open space provisions throughout neighbourhoods.

Reserves have been established based on neighbourhood regions with the exception of the Infill and Native Vegetation Reserves. To replenish open space land and services which are reduced in neighbourhoods as a result of developments, developer contributions are reinvested into that particular neighbourhood or region through Council's capital works program in order to maintain services.

Over the three year period, reserves funding has been used to fund predominantly structured recreation discretionary projects. Major projects which have been funded using developer contributions include the upgrade of drainage and irrigation at AH Butler Oval, Baxter Park Pavilion Upgrade Oval 1 & 6, McCulloch Avenue Boardwalk Construction and the Baxter Park Master Plan Implementation.

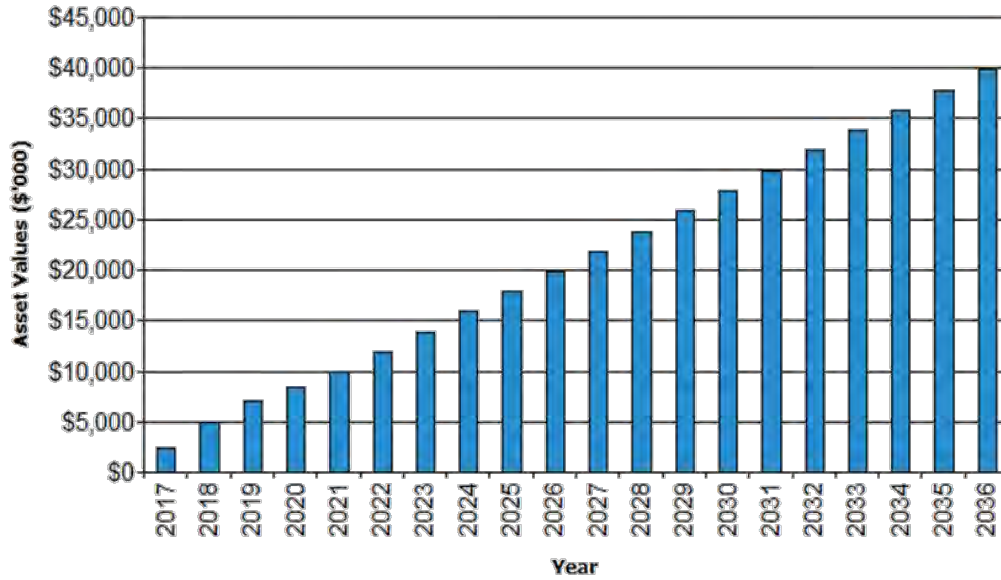
Given that Frankston City is not experiencing rapid urban growth like municipalities within Melbourne's south eastern growth corridor, it can be assumed that there will be no future contributed or gifted assets from developers for the purpose of this Plan. Due to the complexities of gifted assets, it is very difficult to forecast assets which Council may receive in the future.

Assets constructed under Council's capital works program which are funded using these reserves are still accounted for in this Plan.

Constructed assets are those funded and constructed by Council to meet community needs.

The cumulative value of newly constructed asset values for the next 20 years based on Council's discretionary capital works program are summarised in Figure 9.

Figure 9: Upgrade and New Assets to meet Demand



Acquiring these 'constructed' assets will commit Council to fund ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs in Section 5.

5. LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how Council plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while optimising life cycle costs.

5.1 Background Data

5.1.1 Physical parameters

The assets covered by this asset management plan are shown in Table 1.

Many additional open space assets have been identified and recorded since the former Parks and Leisure Asset Management Plan 2010 due to a number of condition audits undertaken over this period.

Both internal and external audits were carried out in response various asset management Improvement Actions listed within Council's Asset Management Strategy 2013 as well as Council's State of the Assets Report 2014 (see Section 5.1.3).

The following audits were essential in the collation of asset data to form the preliminary asset register used for the purpose of writing this Plan and for upload into Council's corporate asset management system (FAMIS).

Internal		External	
• BBQ Condition Audit	2013	• Open Space Asset Condition Audit	2015
• Cricket Practice Net Audit	2014	• Sports Field Audit	2013
• Playground Maintenance Audit	2015	• Sports Irrigation Audit	2014
• Sports Goal Posts Audit	2015	• Sportsground Lighting Audit	2015
• Synthetic Cricket Wicket Audit	2015		

Significant improvements to Council's open space asset data over the last four years provides a better understanding of the condition of existing physical assets, the backlog of expired assets and the ongoing funding requirements of the asset portfolio.

Despite improvements in the validity of the open space asset data, certain information including the year acquired (or year of last renewal) and asset useful life remains at a low confidence level. Refining individual asset useful lives is vital for associating Council's technical service levels with renewal modelling given the vastly different service standards across Council reserves.

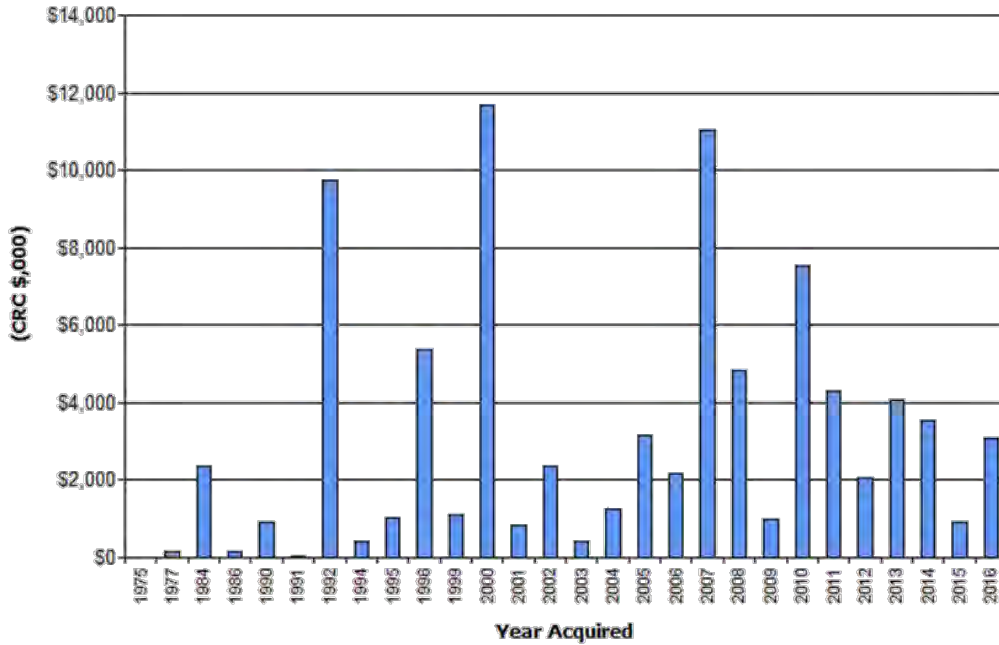
Assets covered in the plan are typically short life assets with useful lives averaging less than 30 years. These assets include park furniture, sports infrastructure, irrigation systems, sporting fields, sports ground lighting and playground equipment.

Longer life assets covered in this plan with useful lives of over 30 years include open space structures, fencing, skate parks and BMX tracks and memorial monuments.

The age profile of the assets included in this AM Plan is shown in Figure 10.

- 57 -

Figure 10: Asset Age Profile



According to the asset age profile, 49.5% of open space assets are between 0 and 10 years old, whilst 50.5% of assets are between 11 and 41 years old.

Due to the lack of historical asset data, the ages shown in the above graph were predominantly estimated using the remaining life and the assumed useful life for individual assets, i.e. Year Acquired = 2016 – Useful Life + Remaining Life.

The remaining life was estimated according to the individual asset's condition as described in Table 20.

5.1.2 Asset capacity and performance

Open space infrastructure assets exist to support the open space services in which Council provides. Council's services are generally provided to meet design standards where these are available.

Locations where deficiencies in service and asset performance are known are detailed in Table 18.

Table 18: Known Service Performance Deficiencies

Location	Service Deficiency
Operations/Maintenance Functional Work Structure	<p>Maintenance and operational activities are carried out with service units split based on the service activity e.g. mowing team, garden team and conservation team. This causes issues with team responsibilities when certain assets overlap into multiple function groups or no function groups, sometimes resulting in either an over-servicing or under-servicing of the asset respectively.</p> <p>An example of this is an isolated tree on a lawn area; neither the mowing or garden team will maintain this asset as it does not fall under the service units responsibilities.</p>

Location	Service Deficiency
Operations/Maintenance Works Programming and Reporting	Routine activities carried out by operational staff need to be individually programmed and organised prior to carrying out the works, as well as reported on following the completion of works. This has typically been completed using different Microsoft Excel spreadsheets, which require ongoing manual input and is often time consuming. Issues with the consistency and transparency in reporting have been noted due to the subjective nature of the process.
Asset Register	Council is still in the process of establishing a consolidated open space asset register within FAMIS. Asset data has been sourced from an external condition audit in 2015 and other internal audits/inspection data (see Table 19). There are gaps in the data knowledge behind assets which were not included in the 2015 external condition audit, particularly asset useful lives, year constructed/renewed and current replacement cost.
Banner Poles	Known deficiency of banner poles evident from the failure of assets in the past causing property damage. Increased deterioration likely due to exposure to seaside weather such as strong winds and salt water corroding the asset. Renewal works have been programmed to address this service deficiency.
Natural/Conservation Reserves	In the absence of detailed service levels with refined frequencies, intervention levels and timeframes which have been through a community consultation phase, it is difficult to determine whether Council is currently falling short, meeting or exceeding community expectation in these open spaces.
Maintenance Equipment	Limited amount of equipment such as chainsaws available to operational staff sometimes causing service delay and time inefficiencies.
Lodgement of Reactive Maintenance Requests	Inadequate service request information provided to operational staff at the time of their lodgement, causing confusion relating to specific location and type of work that is required. This is usually a result of a communication breakdown between the customer service unit and the operational staff carrying out the request.
Public Events in Open Space	Events are often scheduled in public open space and require additional maintenance works to bring it up to a desired standard, without the consideration of routine works. This can result in additional service costs from reactive works which Council must bear. An example of this is reactively mowing a reserve for an event less than a week after it had been mowed as part of routine maintenance works.
Open Space Sporting Fields	Delays and postponing of maintenance works such as mowing or spraying due to large school groups using a sporting field on a particular day without informing Council.

The above service deficiencies were identified from various staffs expertise and knowledge.

5.1.3 Asset condition

Condition is monitored at an operational level, through ongoing asset inspections as well as internal audits conducted in an ad hoc fashion.

External auditing has been completed where there has been known gaps in the asset condition data.

Traditionally, Council has not completed condition audits on open space assets with the exception of playground assets. Playgrounds have been assessed in accordance with Australian Standards as listed in section 5.3.5.

'Frankston City Council State of the Assets Report 2014' highlights the key issues with Council's open space infrastructure assets.

Key issues associated with open space asset data have been summarised as follows:

- Asset register is incomplete and/or unreliable.
- Condition audits have not been undertaken to inform renewal targets.

- Inadequate consideration of the use of asset data.

The report details an open space infrastructure performance assessment based on an A – E rating system as shown in Figure 11.

Figure 11: 'Frankston City Council State of the Assets Report - 2014' Assessment Approach

Criterion	Description					
Data Reliability	<p>This provides an indication of whether the asset data (quantity, valuation, condition) is complete, accurate and current.</p> <p>The reliability of Council's key asset data impacts all asset management decisions. In particular, it impacts the accuracy of estimated renewal funding required to maintain the condition of the asset portfolio at an appropriate standard.</p>					
	<table border="1"> <tr> <td>A - Highly Reliable</td> <td>B - Reliable</td> <td>C - Uncertain</td> <td>D - Unreliable</td> <td>E - Not Available</td> </tr> </table>	A - Highly Reliable	B - Reliable	C - Uncertain	D - Unreliable	E - Not Available
A - Highly Reliable	B - Reliable	C - Uncertain	D - Unreliable	E - Not Available		
Service & Asset Planning	<p>This provides an indication of whether the current and desired service levels (community, maintenance and renewal) are documented, measurable and based on community consultation findings.</p>					
Documentation Quality	<p>In order for Council to undertake reliable service, asset (and associated budget) planning it is important to have clarity regarding the services that Council assets are required to support. Without a clear understanding of service level requirements it is difficult to ensure appropriate investment in asset creation, upgrade, renewal and maintenance.</p>					
	<table border="1"> <tr> <td>A – Excellent</td> <td>B – Good</td> <td>C - Fair</td> <td>D – Poor</td> <td>E – Not Available</td> </tr> </table>	A – Excellent	B – Good	C - Fair	D – Poor	E – Not Available
A – Excellent	B – Good	C - Fair	D – Poor	E – Not Available		
Renewal Funding Adequacy	<p>This indicates the extent to which the current renewal funding level dedicated to the asset group meets funding considered necessary to:</p> <ul style="list-style-type: none"> • address any known backlog of "poor" condition assets, and • retain the current condition distribution of the asset class (i.e. keep pace with the natural rate of asset deterioration) <p>As noted above, this is dependent on the quality of the underlying asset data (quantities, condition, replacement costs and life estimates.)</p>					
	<table border="1"> <tr> <td>A – Excellent</td> <td>B – Good</td> <td>C - Fair</td> <td>D – Poor</td> <td>E – Very Poor</td> </tr> </table>	A – Excellent	B – Good	C - Fair	D – Poor	E – Very Poor
A – Excellent	B – Good	C - Fair	D – Poor	E – Very Poor		

Figure 12 summarises the status of data reliability, documentation quality and renewal funding adequacy for Council assets (including open space assets) based on the assessment approach as at 2014.

Figure 12: Current Asset Performance Summary

Asset Class / Sub-Class	Data Reliability			Service & Asset Planning Document Quality					Renewal Funding Adequacy
	Asset Quantity	Valuation (Est. Life & Replacement Cost)	Asset Condition	Service Plan	Community Service Levels	Asset Management Plan	Renewal Service Levels	Maintenance Service Levels	
Property									
Land	B	B	NA	D	D	C	NA	C	NA
Buildings	B	B	B	D	D	C	D	C	B
Infrastructure									
Bridges & Structures	A	A	A	D	D	C	B	B	A
Streetscape Infrastructure	C	C	C	D	D	C	B	A	C
Stormwater Infrastructure	B	B	A	D	D	C	B	A	C
Pathways	C	C	B	D	D	C	B	B	C
Open Space Infrastructure	D	D	D	D	C	C	D	D	D
Plant & Equipment									
Furniture & Equipment	D	E	NA	D	D	E	E	E	D
Plant & Machinery	B	B	NA	D	D	C	C	B	B

The Open Space Infrastructure asset class received a poor performance assessment overall and was the worst performing asset class of the five assessed.

The lack of asset condition audits for open space has resulted in significant gaps in the asset data, particularly in park furniture and sports infrastructure assets, which is represented by the poor performance ratings.

Improvement recommendations for Open Space Infrastructure at the time of this report are detailed in the 'Frankston City Council State of the Assets Report 2014'.

Throughout the development and implementation of the Frankston Asset Management Information System (FAMIS), Asset Management Policy and Strategy, Council has prioritised the establishment of other asset classes above Open Space.

Council's initial focus has been on the development and rationalisation of Roads, Bridges, Facilities, Drainage and Footpath asset data, based on the relative risk, value and criticality of these asset classes.

Improvement in open space data reliability is essential to driving asset planning, service planning and renewal funding requirements, which is necessary for the maturity of Council's asset management practices.

A condition audit has been undertaken on open space assets in response to Improvement Action 18 of the Asset Management Strategy 2013 – 2017; the development of open space condition audit methodology and the implementation of a rolling audit program.

The Open Space Asset Condition Audit was conducted in July 2015 on all Council owned park furniture, sports infrastructure and playground assets within reserves, to address this known gap in open space asset data.

The audit was intended to guide and inform the process and methodology for all future collection of open space asset condition data. Repeatability in the audit methodology will ensure data integrity, resulting in improved knowledge of physical assets, long term asset planning applications and help to inform future revisions of this Asset Management Plan.

Open space asset data available for each asset type is shown in Appendix I.

Table 19 shows the condition data source of assets which were assessed as part of the Council's recent internal and external audits, and those which have been derived based on the year of construction or installation.

Table 19: Asset Condition Data Source

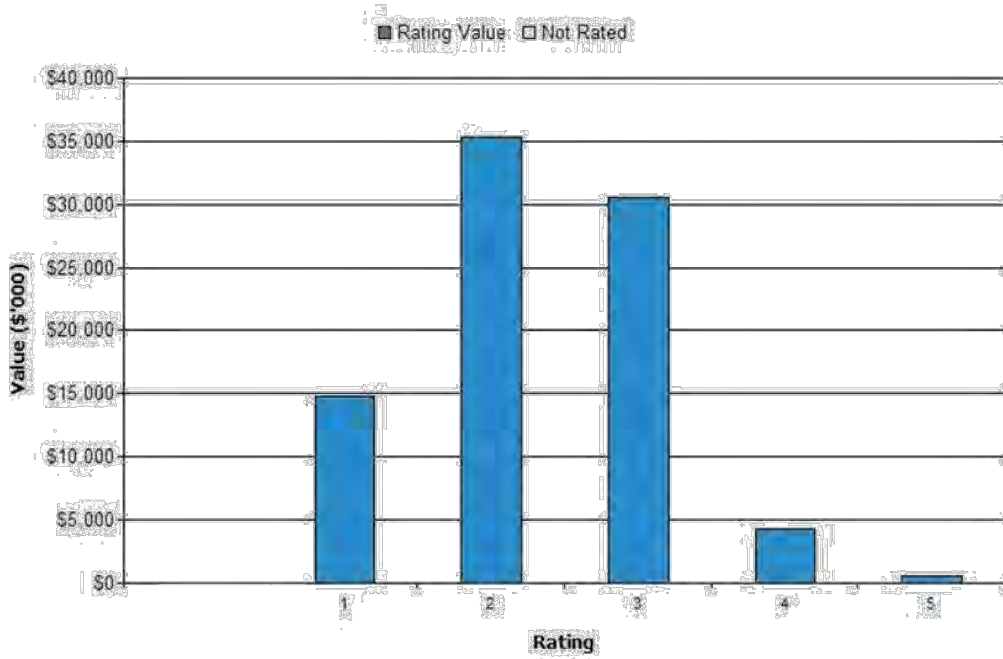
Asset Component	Asset Condition Data Source
Athletics Track	Derived from construction/installation date.
Barbeque	2015 – Open Space Condition Audit
Bike Rack	2015 – Open Space Condition Audit
Cricket Pitch (Grass & Synthetic)	2015 – Internal Audit
Cricket Practice Net	2014 – Internal Audit
Drinking Fountain and Shower	2015 – Open Space Condition Audit
Fencing & Gates	2015 – Open Space Condition Audit
Fitness Equipment	2015 – Open Space Condition Audit
Flagpole	2015 – Open Space Condition Audit
General Open Space Lighting	2015 – Open Space Condition Audit
Irrigation System – Other	Derived from construction/installation date.
Irrigation System – Sporting Field	2013 – Sports Field Condition Audit
Memorial Monuments	2015 – Open Space Condition Audit
Picnic Table	2015 – Open Space Condition Audit
Playground Equipment and Softfall	2015 – Open Space Condition Audit
Playing Surface – Basketball, Tennis, Lawn Bowls, Netball, Croquet	2015 – Open Space Condition Audit & derived from construction/installation date.
Retaining Wall/Feature Wall/Rebound Wall	2015 – Open Space Condition Audit
Rubbish and Recycling Bins	2015 – Open Space Condition Audit
Sand Pit	2015 – Open Space Condition Audit
Seats and Benches	2015 – Open Space Condition Audit
Shade Structure, Shelter, Gazebo, Information hut	2015 – Open Space Condition Audit
Sign	2015 – Open Space Condition Audit
Skate Park and BMX Track	Derived from construction/installation date.
Sport Goal – Football, Soccer, Rugby, Basketball, Netball	2015 – Internal Audit
Sports Field – Football, Soccer, Rugby, Equestrian, Softball	2013 – Sports Field Condition Audit
Sports Ancillary	2015 – Open Space Condition Audit
Sports Ground Lighting	2015 – Sports Lighting Audit & derived from construction/installation date.
Staircases	2015 – Open Space Condition Audit

Condition data sourced from recent condition audits have a medium to high level of data confidence.

Condition data derived from construction / installation dates have a low level of data confidence.

The condition profile of Council's open space infrastructure assets based on condition audits listed in 5.1.1 is shown in Figure 13.

Figure 13: Asset Condition Profile



Council has adopted a standard ‘top-down’ approach where asset condition is measured using a 1 – 5 grading system¹⁷ as detailed in Table 20.

This ‘Core’ level approach is suitable for Council’s open space assets if data currency is maintained and visual assessment procedures can be standardised in the future.

Table 20: Condition Grading Model

Condition Rating	Description	Action	Estimated Remaining Life
1 – Excellent	Asset is as new	No additional maintenance required Continue current maintenance programs	95%
2 – Good	Asset is functional and displays superficial defects only	Minor maintenance intervention may be required No component replacement required	75%
3 – Fair	Asset is functional but shows signs of moderate wear and tear	Minor maintenance intervention and/or minor component replacement maybe required	50%
4 – Poor	Asset functionality is reduced Asset has significant defects affecting major components	Significant ongoing maintenance intervention or major component or asset replacement required	25%
5 – Failed	Asset is not functional	Asset requires decommissioning and/or replacement	5%

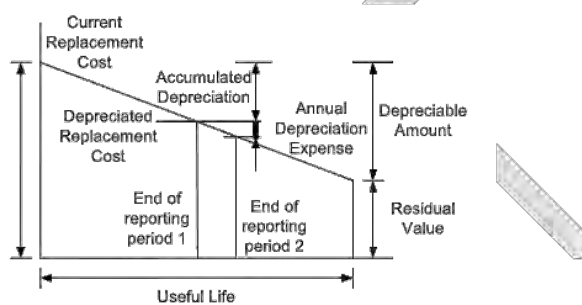
¹⁷ IPWEA, 2011, IIMM, Sec 2.5.4, p 2 | 79.

5.1.4 Asset valuations

The value of assets recorded in the asset register as at May 2016 covered by this asset management plan is shown below. Assets were last revalued in June 2014/15. Assets are valued based on Greenfield rates and are depreciated as shown in Figure 14.

Current Replacement Cost	\$85,487,091.00
Depreciable Amount	\$85,487,091.00
Depreciated Replacement Cost ¹⁸	\$51,405,995.00
Annual Depreciation Expense	\$3,460,642.00

Figure 14: Asset Depreciation



Frankston City Council currently completes valuations of open space assets as part of Land Improvements and Other Structures registers, by depreciating total project costs based on a 10 year useful life to obtain the project written down value.

This method of asset valuation has several drawbacks, but it has been used due to the absence of a consolidated open space asset register with sound asset data, and the inability to capitalise works at an asset level.

A blanket 10 year useful life is not appropriate for the variety of open space assets in Council's portfolio, and will show inflated depreciation amounts across the asset class. This can restrict Council's ability to determine accurate replacement costs and asset lifecycle requirements for planning purposes.

Additionally, this method results in a number of assets from different asset classes being capitalised together under a single project, reducing the confidence level behind asset valuations.

The Open Space Asset Condition Audit conducted in 2015 provided individual asset information on useful life, replacement cost, residual life, age and risk (low, med, high) for Council assets as listed in Table 19.

Useful lives for all other assets covered in this plan were reviewed as part of Council's valuation process.

An established library of asset design life estimates were utilised throughout the auditing process.¹⁹ Useful lives were calculated using the library of asset design life estimates as well as the asset residual/remaining life, which were determined from an asset condition assessment.

This provides vast improvements to Council's open space asset data and will help to address issues around the valuation of open space assets by establishing the basis of a consolidated open space asset register within FAMIS.

¹⁸ Also reported as Written Down Current Replacement Cost (WDCRC).

¹⁹ Refer to Open Space Asset Condition Audit Consultancy Agreement (REM Record Number – A1911065) for further detail

- 64 -

The consolidation of open space asset data within FAMIS will lead to immense benefits in condition modelling, renewal programming, works management and repeatability in collection of asset data, and is a significant step towards best practice asset management.

Council can now choose to utilise a Revaluation Model²⁰ for these assets provided that their fair value can be measured reliably (Australian Accounting Standards Board, 2009).

Key assumptions made in preparing the valuations were:

- Asset useful lives.
- Condition ratings had not changed since they were last reviewed.
- Condition ratings for assets without a rating (approximately 2% of the asset register) were determined using useful lives and straight-line depreciation methods.
- Overall completeness and accuracy of the condition audits in identifying and valuing all assets.

Major changes from previous valuations are due to:

- Valuation was undertaken on an individual asset level, and was not based on capitalised assets at a project level.
- The recognition of additional open space assets which were not previously valued and;
- A vast improvement to open space asset data accuracy following recent internal and external auditing.

Various ratios of asset consumption and expenditure have been prepared to help guide and gauge asset management performance and trends over time.

Rate of Annual Asset Consumption (Depreciation/Depreciable Amount)	4.0%
Rate of Annual Asset Renewal (Capital renewal exp/Depreciable amount)	5.7%
Rate of Annual Asset Upgrade/New (Capital upgrade exp/Depreciable amount)	2.8%
Rate of Annual Asset Upgrade/New (including contributed assets)	2.8%

In 2017, the organisation plans to renew assets at 140.7% of the rate they are being consumed due to the backlog of works, and will be increasing its asset stock by 2.8% in the year.

5.1.5 Historic Capital Expenditure

Since 2004/05 capital expenditure has been recorded and stored in TechnologyOne (T1 or Tech1), Council's corporate financial system.

The system stores specific project information such as transaction listings, account balances, commitments, order details, forecasts, budgets and actual expenditure.

A financial report was generated using capital works ledgers from 2005/06 to 2015/16 to assess Council's past open space capital expenditure trends including both discretionary and non-discretionary expenditure across projects.

Many projects which were initially classified under the 'Parks & Leisure'²¹ asset class required reclassification as they did not involve works on open space assets (see Table 1 of this plan). Conversely, many projects initially classified under another asset class were moved to 'Parks & Leisure' based on project scope.

²⁰ Refer to the AASB 116 paragraph 31 – 42 and Frankston City Council Valuation Procedure.

²¹ Within the financial system, the 'Parks & Leisure' asset class encompasses all open space expenditure and can be considered one in the same for this analysis.

- 65 -

Common projects which were incorrectly classified under the 'Parks & Leisure' asset class included projects involving bridges and boardwalks, footpaths within reserves and facilities within reserves.

Following the reconciliation of project asset class classifications, annual budget and capital expenditure for the 'Parks & Leisure' asset class were determined.

In terms of expenditure, Council has achieved approximately 78.9% of its open space capital works program over the past 11 years.

Council's annual open space capital budget and expenditure for the previous 11 years is shown in Table 21.

Table 21 - Historical Open Space Capital Expenditure (Discretionary & Non-discretionary)

Financial Year	Adopted Budget (\$)	Revised Budget (\$)	Actual (\$)	Revised Budget & Actual Variance (\$)
2005/06	\$ 3,072,500.00	\$ 3,072,500.00	\$ 2,783,661.98	\$ 288,838.02
2006/07	\$ 3,621,200.00	\$ 3,621,200.00	\$ 2,480,353.99	\$ 1,140,846.01
2007/08	\$ 3,472,850.00	\$ 3,472,850.00	\$ 2,740,632.98	\$ 732,217.02
2008/09	\$ 4,027,500.00	\$ 4,027,500.00	\$ 2,306,761.40	\$ 1,720,738.60
2009/10	\$ 4,268,600.00	\$ 4,268,600.00	\$ 3,697,514.73	\$ 571,085.27
2010/11	\$ 3,180,080.00	\$ 3,180,080.00	\$ 3,295,241.53	-\$ 115,161.53
2011/12	\$ 3,093,500.00	\$ 4,062,576.00	\$ 3,082,846.68	\$ 979,729.32
2012/13	\$ 2,153,600.00	\$ 3,228,329.00	\$ 2,735,372.51	\$ 492,956.49
2013/14	\$ 3,176,894.00	\$ 3,176,894.00	\$ 2,440,488.95	\$ 736,405.05
2014/15	\$ 3,611,000.00	\$ 4,405,497.00	\$ 3,433,303.77	\$ 972,193.23
2015/16	\$ 6,010,100.00	\$ 7,900,027.00	\$ 6,045,264.32	\$ 1,854,762.68
11 Year Average	\$ 3,607,984.00	\$ 4,037,823.00	\$ 3,185,585.71	\$ 852,237.29
TOTAL (11 year period)	\$ 39,687,824.00	\$ 44,416,053.00	\$ 35,041,442.84	\$ 9,374,610.16

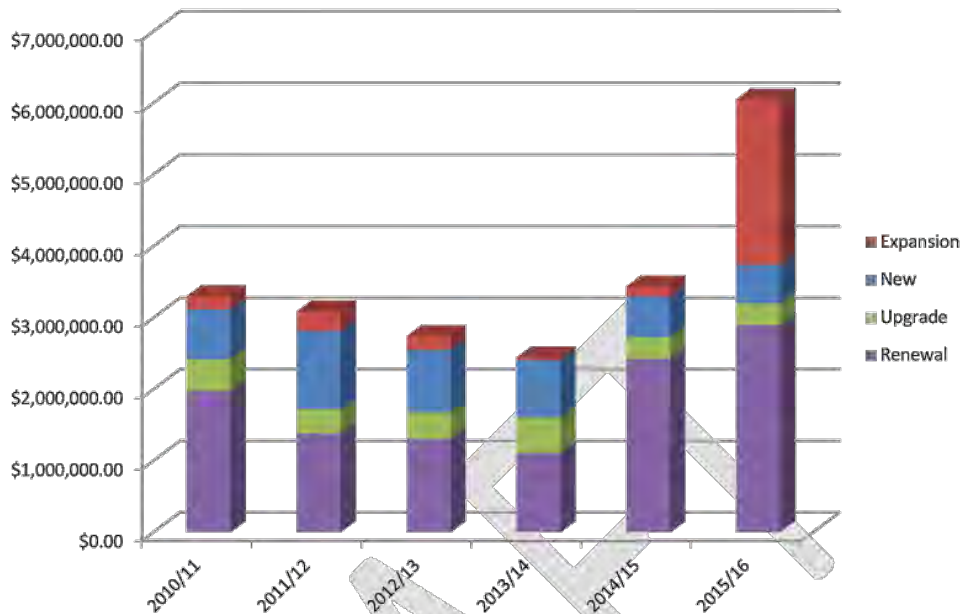
The most significant open space capital projects completed over the past 11 years include the Jubilee Park Outdoor Netball Court Development, Centenary Park Sporting Complex works and Sporting Ground - Surface Renewals.

Sporting open space and assets supporting structured recreational services such as sporting ovals, tennis courts and bowling greens, tend to absorb the most amount of capital funding due to pressures from various community and sporting groups.

Additionally, these assets often have a significantly greater replacement value in comparison to other assets within this asset class.

The breakdown of open space capital expenditure over the past six years is shown in Figure 15

Figure 15: Historic Capital Expenditure



There has been a large increase in renewal expenditure over the last two years due to the undertaking of significant renewal projects including the resurfacing of Ballam Park athletics track and Carrum Downs Recreation Reserve Oval 1.

New, upgrade and expansion works have been relatively consistent over this period with the exception of 2015/16 which saw the delivery of the Jubilee Park Netball Court Development at \$2.17M in expansion.

Over this period, open space renewals have accounted for 10% of Council's non-discretionary capital works program on average, whilst new, upgrade and expansion works accounted for 7.7% of Council's discretionary capital works program on average.

In terms of the open space capital works program, renewal (non-discretionary) works make up 53% of the program whilst new, upgrade and expansion (discretionary) works total 47%.

The breakdown of discretionary and non-discretionary spending is completed at a project level to accurately classify expenditure type.

Various internal stakeholders across multiple departments and service units including Asset Planning, Capital Works and Accounting Services are responsible for the classification of capital expenditure type against each individual project to identify non-discretionary and discretionary capital expenditure.

In many instances, projects involve both renewal and upgrade, new or expansion elements and expenditure needs to be apportioned accordingly. This is typically determined through staff expertise and by considering the overall project scope and the nature of works being undertaken.

An initial capital expenditure type for each capital project is determined annually in conjunction with the development of the capital works budget and prior to upload into Tech1. At the conclusion of the financial year, the capital expenditure type for each project is reviewed to ensure it is reflective of actual works delivered and to provide the greatest possible accuracy for end of year asset capitalisation and valuations.

Council is currently developing investment expenditure definitions, guidelines and rules to ensure the appropriate funding and classification of capital projects. This will remove some confusion and subjectivity from the process and assist in decision making during the capital planning stages.

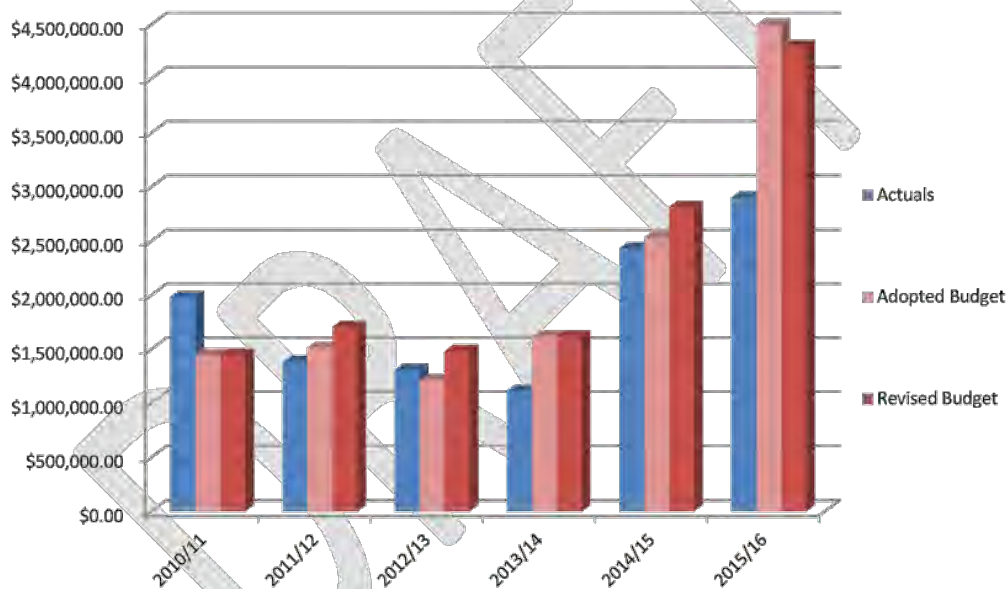
Renewal Expenditure (non-discretionary)

An assessment has been undertaken on Council’s renewal expenditure following the apportionment and classification of expenditure type to assess Council’s ability to deliver the budgeted works and meet the renewal requirements of open space assets.

Due to a lack of capital expenditure type information on projects conducted in 2009/10 and prior, a separation of discretionary and non-discretionary spending within each project was not possible, hence only projects undertaken since 2010/11 have been considered for this analysis.

Council’s renewal budget and expenditure over the past six years is shown in the graph below.

Figure 16: Historic Renewal Expenditure



Given the difference (11%) in adopted and revised budgets across the open space capital works program as seen in Table 21, the revised budget will be used for comparison against actual expenditure as it includes program adjustments and carry forwards as part of a midyear budget review process, which is more refined than the initial adopted budget.

Council has achieved 83.2% of the open space renewal program for this period based on the revised budget.

The most significant renewal projects/programs for the past six years include the Sporting Ground – Surface Renewal Program, Open Space Renewal Program, Fencing Replacement Program – Council Reserve Boundary Fences and the Playground Strategy Implementation.

The comparison of renewal budget and expenditure (based on capital expenditure type) and open space renewal targets from the past six years are shown in Table 22.

Table 22 - Capital Renewal Expenditure compared to Annual Renewal Targets

Financial Year	Total Asset Replacement Value (\$)	Revised Budget (\$)	Renewal Actual (\$)	Moloney Model Renewal Target (\$)	Renewal Target and Expenditure Variance (\$)
2010/11	\$ 31,239,000.00	\$ 1,445,475.00	\$ 1,978,225.14	\$ 808,425.00	\$ 1,169,800.14
2011/12	\$ 33,421,999.00	\$ 1,700,916.10	\$ 1,378,335.43	\$ 819,618.00	\$ 558,717.43
2012/13	\$ 32,524,569.00	\$ 1,476,579.80	\$ 1,303,423.29	\$ 590,589.00	\$ 712,834.29
2013/14	\$ 32,524,569.00	\$ 1,613,169.00	\$ 1,110,818.60	\$ 1,565,385.00	-\$ 454,566.40
2014/15	\$ 58,954,211.00	\$ 2,810,424.00	\$ 2,426,991.90	\$ 1,565,385.00	\$ 861,606.90
2015/16	\$ 85,487,092.00	\$ 4,296,740.00	\$ 2,897,680.22	\$ 2,655,186.00	\$ 242,494.22
6 Year Average	-	\$ 2,223,883.98	\$ 1,849,245.76	\$ 1,334,098.00	\$ 515,147.76
TOTAL	-	\$ 13,343,303.90	\$ 11,905,474.58	\$ 8,000,588.00	\$ 3,090,886.58

As shown in the table above, the annual renewal budget and expenditure has increased over time in line with the growing replacement value of the open space asset portfolio.

The substantial growth in the total asset replacement value is primarily due to improved asset data as opposed to the creation or upgrade of assets through discretionary works or gifted assets.

The asset groups that have seen the greatest increase in replacement value include fencing and gates, synthetic playing surfaces, park furniture, sports infrastructure and skate/bmx parks and concrete surfaces.

Actual renewal expenditure has fluctuated over the six year period, averaging \$1,849,245.76 p.a., whilst the Moloney Model Renewal Target has averaged \$1,334,098.00. Actual renewal expenditure has exceeded annual renewal targets by \$515,147.76 p.a. on average. Refer to Section 7 for more information on Moloney Modelling and renewal targets.

Possible reasons for expenditure exceeding annual renewal targets are likely to be a combination of the following:

1. Asset renewals have been undertaken based on perceived functionality, capacity or utilisation aspect as opposed to asset condition due to Councillor or community request, in particular playgrounds and sporting fields. This cannot be reflected in the asset condition modelling as discussed in Section 7 of this Plan.
2. Poor quality asset data and incomplete open space asset register informing renewal targets prior to 2015/16.
3. Capital expenditure for several asset classes being completed under a single project and hence being classified under a single asset class.

Despite these limitations, Council's past open space capital expenditure has been sufficient to maintain assets at an acceptable level.

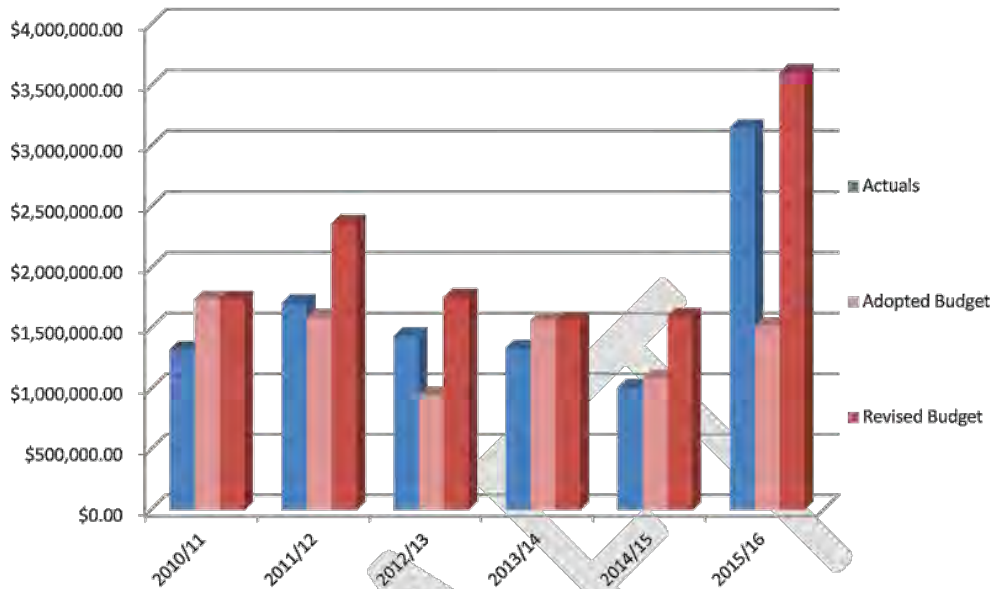
The relatively 'good' open space asset network condition is indicative of the additional renewal expenditure above the renewal targets over the past six years. Refer to Figure 13 for Council's current open space asset condition profile.

New, Upgrade and Expansion Expenditure (discretionary)

Council's past discretionary expenditure has varied over the past six years as projects are often heavily influenced by Councillors, community groups, sporting clubs and service demands.

Figure 17 shows Council's open space discretionary expenditure over the past six years.

Figure 17: Historic New, Upgrade & Expansion Expenditure



Due to the nature of discretionary projects, there has been significantly more variation to the adopted budget following the midyear review as opposed to the non-discretionary program over the six year period.

Major variance in the open space capital budget may be mitigated or reduced through the development of an open space service plan and improved capital project prioritisation to better govern and justify decision making at the project implementation planning phase. Refer to Section 5.5.1 for information on the capital works planning process.

The spike in 2015/16 is due to the delivery of the Jubilee Park Netball Court Development as part of the Jubilee Park Master Plan (2013) implementation.

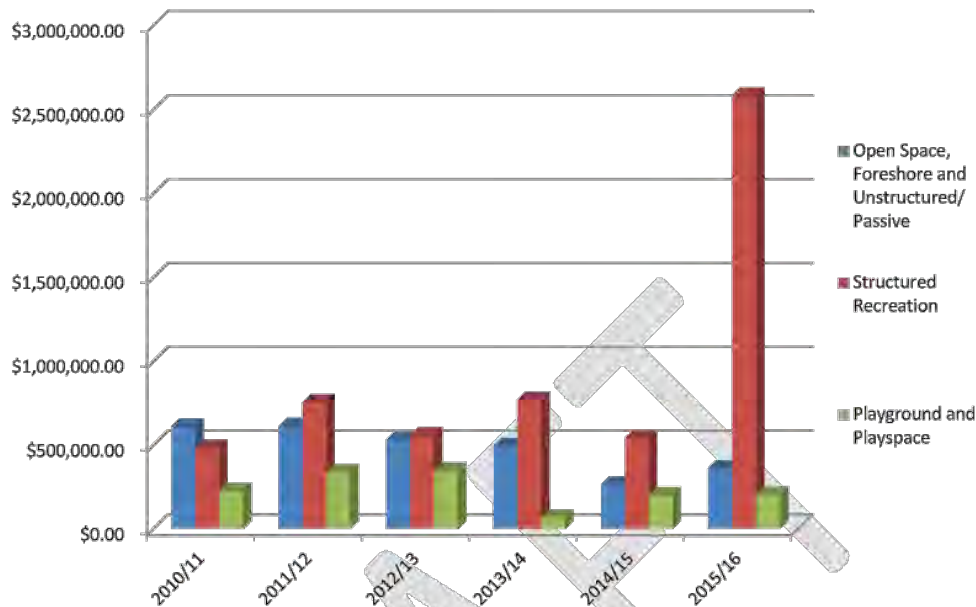
Other major open space discretionary works over this period includes the reconstruction of George Pentland Botanical Gardens Lake, reconfiguration of Skye Reserve playing surface and oval reconstruction and the Seaford Lifesaving Club Master Plan Implementation.

Open space discretionary projects are classified under one of three service initiatives being Open Space, Foreshore and Unstructured/Passive Initiatives, Playground and Playspace Initiatives or Structured Recreation Initiatives (refer to Section 5.5.1).

Projects have been confined to a single service classification depending of the nature of works involved, and therefore have not been apportioned across the three different service initiatives.

The following graph shows the breakdown of discretionary expenditure across the three service initiatives.

Figure 18: Historic Discretionary Expenditure based on the three Open Space Service Initiatives



As seen, Structured Recreation Initiatives account for the most expenditure of the three classifications totalling \$5.7M over the six years. Open Space, Foreshore and Unstructured/Passive Initiatives account for \$2.9M during this period, whilst Playground and Playspace Initiatives account for \$1.4M.

Council should ensure appropriate discretionary spending across these three service classifications to effectively meet service demands and community needs.

It is likely that due to the rate capped environment, Council will need to reduce discretionary spending across these categories to ensure renewal targets are met to maintain existing assets. The Service Manager should monitor actual expenditure across these categories to assist in future decision making, project selection and when submitting a bid for additional funding.

5.2 Infrastructure Risk Management Plan

An assessment of risks associated with service delivery from infrastructure assets has identified critical risks that will result in loss or reduction in service from infrastructure assets or a 'financial shock' to Council. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

Critical risks, being those assessed as 'Extreme' or 'High' - requiring immediate corrective action identified in Council's Strategic Risk Register, with the estimated residual risk after the selected treatment plan is operational are summarised in Table 23. These risks are reported to management and Council.

Risks identified in the risk assessment should be documented within an Infrastructure Risk Management Plan to ensure consequences are effectively mitigated or the risk is acknowledged and accepted by management and Council.

- 71 -

Table 23: Critical Risks and Treatment Plans

Service or Asset at Risk	What can Happen	Risk Rating (Extreme, High)	Risk Treatment Plan	Residual Risk*	Treatment Costs
Open Space Services	Reduction in open space service levels due to the overall funding shortfall from rate capping.	Extreme	<ul style="list-style-type: none"> Undertake appropriate service planning for open space services to allocate available resources effectively and plan for future demand. Develop and implement open space service standards with community involvement, through Council's Asset Management Information System. 	Medium	Allowance already made within existing resources.
Open Space Assets	Inadequate management of unsafe assets causing either an increasing likelihood of unexpected maintenance expenditure or asset failure resulting in service disruptions.	Extreme	<ul style="list-style-type: none"> Rollout of the open space asset register and works programming in FAMIS to create a centralised asset management system. Review the Asset Management Plan every four to five years and document asset requirements in line with Council's Asset Management Strategy. Undertake a rolling condition audit program to coincide with the review of the Asset Management Plan to ensure updated asset data and accurate financial forecasting is reported. 	Low	\$76K Consultancy Fees / Vendor Support \$153K licensing and mobile hardware.
Open Space Services	Renewal of assets prior to reaching their desired intervention level due to a decline in asset functionality or utilisation.	High	<ul style="list-style-type: none"> Assess open space functionality and utilisation as part of the development of an open space service plan to connect asset requirements with service levels and assist in capital works prioritisation. Utilise the Open Space Asset Management Plan to guide decision making and to inform the LTFP to achieve long term sustainability. 	Low	\$0 Staff Time
Open Space Services	Ineffective community engagement to support the decision making process regarding planning; service delivery and capital works.	High	<ul style="list-style-type: none"> Utilise the current Community Engagement Policy, Community Engagement Strategy and Local Area Plans. Undertake Service Planning and Service Review to address future demands. 	Medium	\$0 Staff Time
Recreational Services	Decrease in sporting participation due to the inability to access facilities or insufficient facilities to pursue sports and leisure activities.	High	<ul style="list-style-type: none"> Carry out recommendations identified within Council's Sports Development Plan, Open Space Strategy and undertake Feasibility Assessments. 	Medium	\$18M – Sports Development Plan ** \$19M – Open Space Strategy
Open Space Assets	Continued investment in infrastructure that is not fit for purpose or no longer needed by the community.	High	<ul style="list-style-type: none"> Endorse and implement the Asset Options Policy and Procedure. Undertake Service Planning and Service Review to identify assets which require rationalisation. Carry out a desktop review and detailed investigation of assets that are identified as not being fit for purpose as per the Asset Options Policy and Procedure. 	Medium	\$0 Staff Time
Open Space Services and Foreshore Region	Changing climate leading to more extreme weather events including sea level rise, storm surges, bushfires etc. (refer to Section 4.4).	High	<ul style="list-style-type: none"> Carry out the remaining prioritised Adaptation Actions listed within Council's Climate Change Impacts and Adaptation Plan 2011 (see Table 14) and review/develop a new plan. Continue to update and monitor Council's Strategic Risk Register and treatment plans. Ongoing progress reporting of climate change indicators and Council's Adaptation Actions. 	Medium	Approximately \$3 – 5M to deliver Adaptation Actions associated with open space over 10 years as of 2014/15.

- 72 -

Note * The residual risk is the risk remaining after the selected risk treatment plan is operational.

Note ** Given that this AM Plan has been developed after the Sports Development Plan and Open Space Strategy, several of the priority actions/treatments have already been delivered

Open space assets which have been assessed as having a high inherent risk are considered as critical assets and are described in Section 5.3.4.

5.2.1 Open Space Insurance Claims

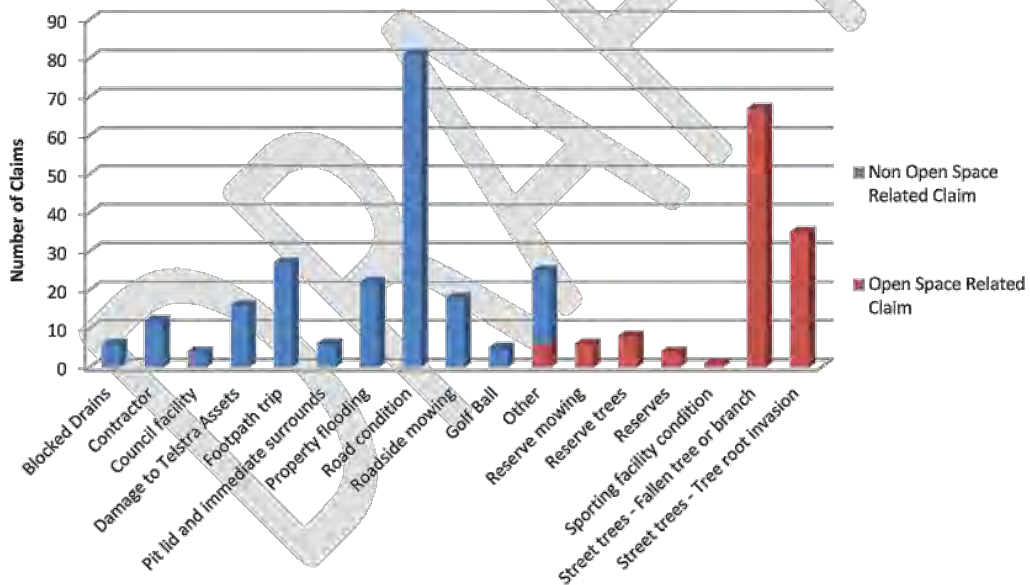
Insurance claims made against Council are managed by the Risk Management team under the Commercial Services department.

A public liability claim usually involves an injury to a person or damage to property whilst on Council land as a result of Council negligence which breaches their duty of care resulting in a claim for damages.

Council has received on average 50 public liability claims (under \$10,000 excess) per year, over the 7 year period between 2008 and 2015. Claims which exceed the \$10,000 excess are handled by Council’s insurer CGU.

Figure 19 below shows the breakdown of the 349 public liability claims made against Council from 1st July 2008 to 30th June 2015.

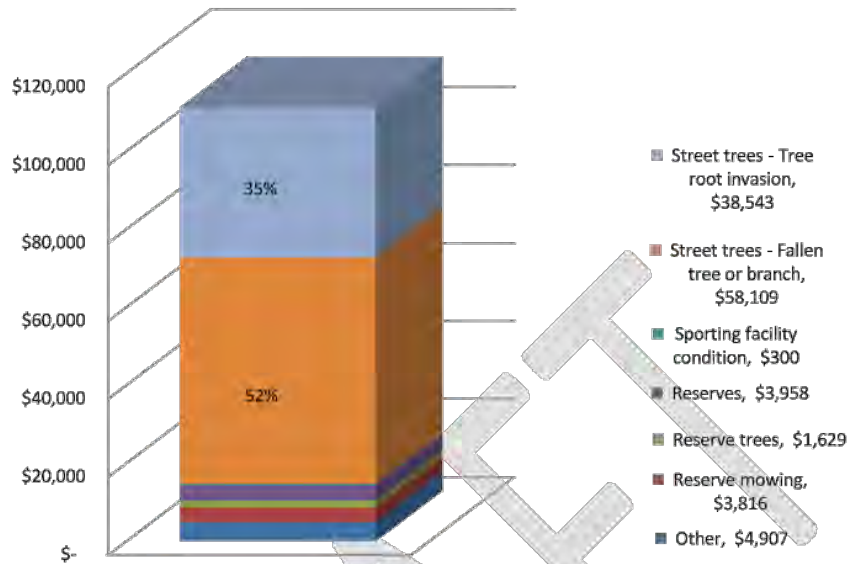
Figure 19: Breakdown of under excess (\$10,000) claims received between 2008 and 2015.



During this period, 155 of the 349 claims (44%) received by Council were ultimately denied and did not result in payment. Open Space related claims account for 39.4% or \$111,263 of all under excess claims received by Council.

Figure 20 shows the breakdown of open space under excess claims received by Council during this 7 year period.

Figure 20: Breakdown of under excess (\$10,000) open space claims received between 2008 and 2015.



As seen, street tree related claims make up 87% of all open space related claims received under \$10,000. All other open space related claims total \$14,611 or 5.2% of the \$282,484 received over this timeframe.

This summary demonstrates that open space has presented a relatively low risk to Council in the past when compared to other asset classes such as footpaths and roads, with the exception of street tree related claims.

The following table shows over excess claims received as a result of open space assets.

Figure 21: Over excess claims received relating to open space assets.

Year	Location/Asset	Cause/Injury	Claim Amount	Paid
1994	Seaford Oval – Playing Surface	Injured knee (damage to anterior cruciate ligament) whilst playing football.	\$ 35,806.59	✓
2015	Lawton Reserve - Pine Railing	Structural bolts had rusted and given way, crushing the claimant’s left foot and spraining the right foot.	Ongoing	Ongoing

Major amendments to the Wrongs Act 1958 (primary legislation in governing claims for damages from personal injury) have greatly affected the way negligence is judged, restricting the damages that can be awarded for personal injury related claims.

The three amendments to the Wrongs Act 1958 include:

- Wrongs and Other Acts (Public Liability Insurance Reform) Act 2002;
- Wrongs and Limitation of Actions Acts (Insurance Reform) Act 2003; and
- Wrongs and Other Acts (Law of Negligence) Act 2003 (Law of Negligence Act).

- 74 -

Key changes which affect public liability claims include:

- In determining the damages for economic loss (loss of earnings), the court must disregard any amount in which the claimant's weekly income exceeds 3 times their average weekly income at the time of the award of damages.
- Non-economic loss damages have a maximum amount of \$510,990 as of 1 July 2014, which is indexed annually.
- A claimant's injury must be considered a "significant injury" before they can claim on damages for non-economic loss.
- A claimant's impairment must exceed a minimum threshold of 5% for non-psychiatric injury and 10% for psychiatric injury as assessed by an approved medical practitioner, for recovery of damages.
- The claimant must be able to prove they were unaware of the risk if it was an "obvious risk".
- Claimants must now issue court proceedings (if required) within 3 years as opposed to 6 years from when the injury is discovered.
- A public authority is not liable for breach of statutory duties unless no public authority could consider the act as a reasonable duty.

These changes tend to broaden Council's defence against claims of negligence. Additionally, it is very difficult now for a person to claim damages for breach of statutory duty by Council.

Despite these changes it is important for Council to continue to optimise public open spaces to minimise risk to the community, and to use the savings generated from a reduced number of insurance claims to improve service delivery.

5.3 Operations and Maintenance

5.3.1 Operations and Maintenance Plan

Operations include regular activities to provide services such as public health, safety and amenity, e.g. cleansing, grass mowing and fire patrols.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating, e.g. tree limb trimming, but excluding rehabilitation or renewal. Maintenance may be classified into reactive, planned and specific maintenance work activities.

Routine maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again.

Reactive maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions such as fallen tree removal, graffiti management, fire break slashing and dumped rubbish removal.

Planned maintenance is repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Specific maintenance is replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including replanting, mulching and replacement of various infrastructure components that fall under Council's capitalisation threshold. This work falls below the capital/maintenance threshold but may require a specific budget allocation.

- 75 -

Traditionally Council has combined operational and maintenance expenditure under a single operational budget. In order to analyse operational and maintenance expenditure separately, expenditure associated with Council's Parks and Public Spaces service unit have been classified as an operational expenditure or as a maintenance expenditure based on the above definitions.

This disaggregates Council's 'operational' expenditure and creates the opportunity to identify planned maintenance expenditure required for living assets such as trees and garden beds, and other minor assets which have not been included in Council's capital renewal plan.

Expenditure has been classified as shown in Table 24 below.

Table 24: Operational and Maintenance Expenditure Classification

Maintenance Expenditure	Operational Expenditure
General Maintenance	Labour (incl. Oncosts)
Planting, Mulching, Top Dressing, Weeding and Spraying	Plant Hire and Equipment
Pest Animal Management	PPE, Uniforms, Tools, Equipment and Park Materials
Equipment Maintenance	Utilities
Fuel Reduction Works	Vehicle Expenses
Acacia Health	Overheads
Fire Hazard Removal and Prevention	Fire Patrols
Horticulture Maintenance	Cleaning
Fencing, Boat Ramp, Creek Wall, Turf and Sporting Infrastructure Repairs	Mowing (roadside and reserve)
Creek Dredging	Golf Management Contract
Vandalism	
Fertilising, Herbicide Application, Scarifying, Irrigation, and Chemical Application	
Waste Disposal	
Tree and Garden Maintenance	
Playground and Preschool Grounds Maintenance	
Athletics Track Maintenance	
Seasonal Changeovers	
Skate Park Management	

Based on the above classifications, Council's actual past maintenance expenditure is shown in Table 25.

Table 25: Maintenance Expenditure Trends

Year	Maintenance Expenditure (\$,000's)	Operational Expenditure (\$,000's)	Total Annual Expenditure (\$,000's)	Annual Budget (\$,000's)	Variance (\$,000's)
2012/13	\$ 2,276	\$ 7,342	\$9,619	\$ 9,893	+ \$274
2013/14	\$ 2,363	\$ 7,500	\$9,863	\$ 10,019	+ \$156
2014/15	\$ 2,277	\$ 7,218	\$9,496	\$ 9,575	+ \$79
2015/16	\$2,410	\$7,325	\$9,736	\$ 10,007	+ \$271

Note: Positive variance indicates annual expenditure short of the budget figure, whilst negative variance indicates annual expenditure over the budget figure.

Historic maintenance and operational expenditure was obtained through Council's financial accounting system, based on the actual costs to deliver services for the corresponding year.

- 76 -

Frankston City Council does not presently have reliable information on the split of actual planned and reactive maintenance expenditures for open space assets.

Information around the different types of maintenance expenditure (routine, reactive, planned, and specific) will become available following the rollout of open space data in FAMIS in 2017/18. This will allow all routine and reactive work orders to be generated and stored within a centralised system.

This stems from Improvement Action 14 – ‘Continue to Invest in Council’s Asset Management Information System (AMIS) & Associated Business Process Improvements,’ from Councils Asset Management Strategy 2013-2017.

Reactive maintenance is currently carried out in accordance with response levels of service detailed in Appendix A.

The levels of service detailed in Appendix A will be superseded by new and revised technical service levels following their adoption and implementation into Council’s FAMIS and Kern Mobile systems in the 2017/18 financial year.

Maintenance expenditure levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance expenditure levels are such that will result in a lesser level of service, the service consequences, risks and treatments have been highlighted in this AM Plan.

Customer Service Requests

Internal (staff or Councillor) and external (customer/community) service requests are currently recorded in Council’s customer request system; Pathway PCS.

For open space service requests, PCS serves as a “proxy” Maintenance Management System (MMS) whereby initial assessments, inspections and reactive works are performed and recorded against a given service request.

This inappropriate use of PCS makes it difficult to measure Council’s ability to achieve the adopted service standards due to the creation of some “proxy” service requests created by maintenance staff, and duplicate requests which distorts the data when assessing Council’s customer response.

PCS and Hansen8/FAMIS(Council’s MMS) have been integrated to allow customer service requests to automatically generate work orders within FAMIS if the service request is specific to an asset.

The Parks and Public Spaces service unit have not been able to benefit from this automatic process as the open space asset register was still in its infancy and has not been rolled out in FAMIS.

It is anticipated that future work orders will be received by operational staff through FAMIS and Kern Mobile following the rollout of open space asset data in FAMIS, assuming there are sufficient resources to support this function i.e. staff, mobile tablet devices etc. This will reduce data distortion from “proxy” requests and enable the accurate assessment of service performance and deliverability.

Significant changes have been made to open space customer request types during Council’s transition to FAMIS since 2014/15 and due to the organisational restructure throughout 2015. Changes to certain request types are necessary to ensure that the correct service unit receives the request and can respond accordingly.

Refer to Section 8.1.2 of this plan for further information on FAMIS.

The creation of new request types and deactivation of old or unused request types has made reporting on customer service requests difficult due to the large number of similar request types applicable to open space services.

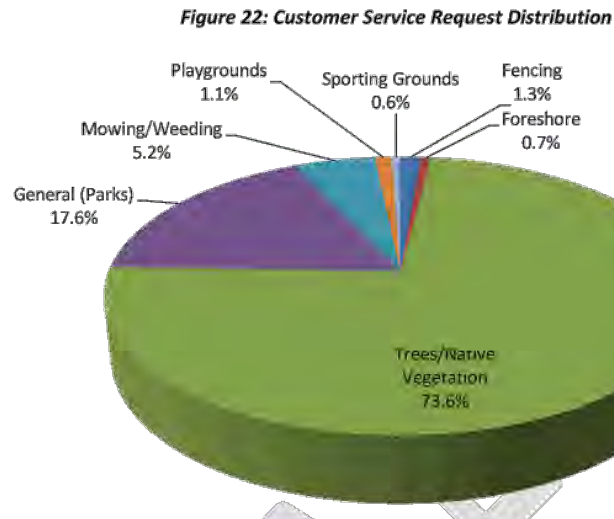
This can often cause confusion for staff trying to allocate a request to a specific request type given their limited knowledge of other teams, structures and activities that are carried out in the field. As a result, requests are often allocated to a ‘general’ park request type despite being better suited to a different, more specific request type.

Customer service request data has been compiled at a high level to help determine the distribution of open space related requests received by Council.

Internal and external open space service requests received 1st July 2010 to 30th June 2016 are shown in

Figure 22.

Internal customer service requests account for approximately 4% of all open space service requests over the six year period, whilst external requests account for the remaining 96%.



A total of 17,924 Tree/Native Vegetation related requests were made during this period followed by 4,276 in General (Parks), 1,262 in Mowing/Weeding, 324 in Fencing, 267 in Playgrounds, 161 in Foreshore and 136 in Sporting Grounds.

On average, Council receives 4,058 requests annually which relate to open space assets and services and nearly three quarters of them are related to trees or vegetation.

General (Parks) requests are comprised of a broad range of request types and often 'catch' requests which are convoluted and not easily classified²². These requests can include clearing dumped rubbish in parks, general cleaning/litter removal, reinstatement and repair of assets, installation of new assets and disposal of assets if damaged or non-functional.

To measure Council's customer service performance, PCS records the start date, due date and completion date of the Initial Assessment (IA) required for each request that is received.

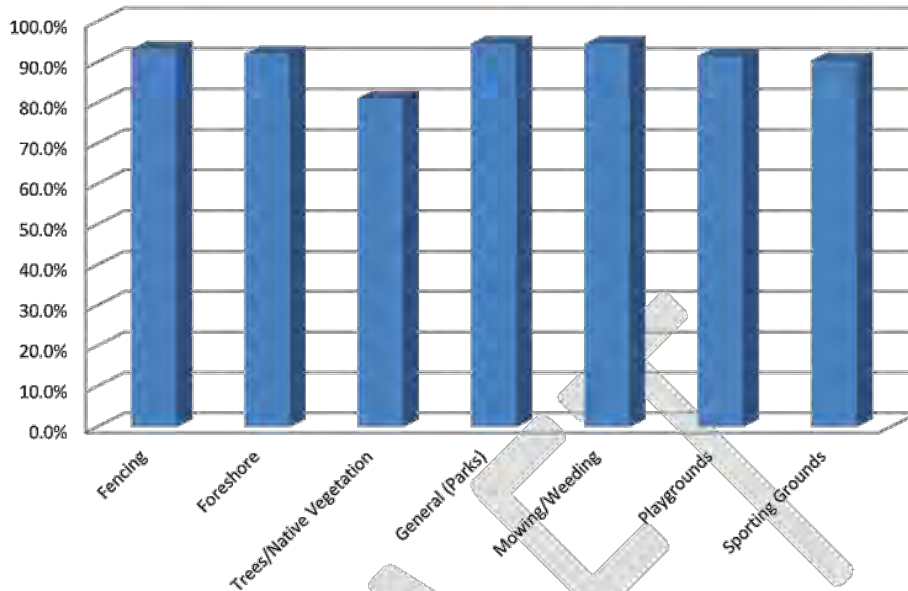
The 'due date' of the IA is determined in accordance with the timeframes and levels of service as stipulated in Council's State of the Assets Report 2014 as seen in Appendix A.

A high level assessment of IA performance for the various request types over the past six years is shown in Figure 23.

²² Refer to Appendix K for the high level classification of customer service request types.

- 78 -

Figure 23: IA Performance - Percentage of Requests Completed on Time



Requests across all categories have achieved an average successful completion of 80% or greater with Trees/Native Vegetation requests being the lowest at 81.0% successful completion whilst General (Parks) requests achieved the highest successful completion rate at 94.5%.

The lower successful completion rate of Trees/Native Vegetation requests is likely due to the large volume of requests received annually and not having the resources to carry out the IA in the given timeframe.

As part of the levels of service review, initial assessment and rectification timeframes should be reviewed to ensure they are achievable and realistic.

Appendix K shows IA performance for both inactive (deactivated) and active open space request types.

In order to improve Council's overall customer service response, PCS requires revamping to better align with the current organisational structure and to refine request types so they are more applicable and distinguishable.

Clearly defined procedures and checklists for staff logging requests will be of benefit to Council's customer service response through the accurate classification of different requests and distribution to the correct service units with minimal time delay.

The effective rollout of open space data and works management in FAMIS and Kern Mobile systems is dependent on the open space levels of service including reactive maintenance tasks aligning with typical requests received from the community to ensure an appropriate work flow is established for each request.

- 79 -

5.3.2 Operations and Maintenance Strategies

Council will operate and maintain assets to provide the defined level of service to approved budgets in the most cost-efficient manner. The operation and maintenance activities include:

- Scheduling operations activities to deliver the defined level of service in the most efficient manner,
- Undertaking maintenance activities through a planned maintenance system to reduce maintenance costs and improve maintenance outcomes. Undertake cost-benefit analysis to determine the most cost-effective split between planned and unplanned maintenance activities (50 – 70% planned desirable as measured by cost),
- Maintain a current infrastructure risk register for assets and present service risks associated with providing services from infrastructure assets and reporting Very High and High risks and residual risks after treatment to management and Council,
- Review current and required skills base and implement workforce training and development to meet required operations and maintenance needs,
- Review asset utilisation to identify underutilised assets and appropriate remedies, and over utilised assets and customer demand management options,
- Maintain a current hierarchy of critical assets and required operations and maintenance activities,
- Develop and regularly review appropriate emergency response capability,
- Review management of operations and maintenance activities to ensure Council is obtaining best value for resources used.

5.3.3 Asset hierarchy

An asset hierarchy assists in the prioritisation of asset renewal and upgrade works and provides a framework for structuring asset data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery.

Council's open space hierarchy is outlined within the Frankston Open Space Strategy 2016 – 2036 and is used to plan the provision, management and spatial distribution of the open space network. The hierarchy is based on broad community catchment and usage and identifies walking catchment gaps in residential areas, enabling Council to address potential future open space gaps in areas where land use may change.

Council's open space service hierarchy is shown in Table 26.

Table 26: Open Space Hierarchy

Open Space Hierarchy	Service Level Objective
Regional Open Space	<ul style="list-style-type: none"> • Open space serves entire Melbourne Region. • Provide way finding and connections to surrounding open space networks, bicycle and pedestrian paths, community facilities and public transport connections. • Provide publically available information such as maps, internet information and marketing of regional open space. • Establish relationships with stakeholders and governing authorities to ensure regional open space is integrated in the wider open space network. • Facilities and infrastructure provided should be of high quality, visually consistent and reflect site-specific requirements and use. • Undertake regular reviews of current facilities and assets. • Infrastructure should accommodate the visitor who wishes to stay for an extended period of time, i.e. barbecues, picnic facilities, public toilets, shade, shelter and kiosks as appropriate to the park use and environmental conditions. • Support biodiversity corridors and conservation values. • Commonly play an important role in the protection and improvement of the natural environment.
District Open Space	<ul style="list-style-type: none"> • Catchment - Up to two kilometres travel distance for residents. • Encourage way finding and connections to the wider open space network, bicycle and pedestrian paths, surrounding street networks, facilities and public transport. • Support biodiversity corridors and conservation values where appropriate. • Infrastructure and facilities on site should be of high quality and reflect the length of stay. • Infrastructure and facilities will vary depending on the primary function and management requirements of the open space. • Develop relationships with stakeholders and owners. • Provide multiple experiences and activities such as sporting facilities, relaxation/solitude, social interaction, education and floodway management.
Community Open Space	<ul style="list-style-type: none"> • Catchment - Up to 500 metres for local residents. • Encourage way finding and physical connections to the wider open space network, bicycle and pedestrian paths, urban context, schools, community facilities, activity centres and public transport. • Encourage partnership relationships. • Infrastructure should accommodate the local visitor who wishes to stay for an extended period of time. • Provide high quality open space facilities and infrastructure that reflect community need. • Range of activities for the neighbourhood to participate in and foster a spirit of community pride and well-being.
Large Local Open Space	<ul style="list-style-type: none"> • Within 400 metres safe walking distance of local residents • Ensure local park provision for urban areas. • The level of infrastructure provided will be minimal. Seating, informal play spaces and playground equipment are common facilities found in local parks whilst car parking and toilet facilities may not be present. • Commonly support at least two activities within the one reserve.

Open Space Hierarchy	Service Level Objective
Small Local Open Space	<ul style="list-style-type: none"> • Catchment - Within 300 metres safe walking distance of all residents. • The level of infrastructure provided will be minimal. • Management or landscape plans if required. • Commonly support one designated activity.
Linear Open Space	<ul style="list-style-type: none"> • Catchment - Within 400 metres safe walking distance of local residents. • Encourage way finding and connections to the wider open space network, bicycle and pedestrian paths, urban context and public transport. • Support biodiversity corridors, water management and conservation values where appropriate. • Develop partnership agreements where appropriate. • Provide an important physical link connecting parcels of open space for both people and wildlife.
Other Open Space	<ul style="list-style-type: none"> • Publicly accessible, yet isolated and undeveloped due to size, function, location and site constraints. • Currently unclassified.
Restricted	<ul style="list-style-type: none"> • Publicly inaccessible or privately owned open spaces. • Future open space planning should identify their potential contributing role, i.e. ecological corridors. • Stakeholder negotiations as required.

The provision of sporting facilities within the municipality is guided by the sports facility hierarchy.

Council's sport facility hierarchy is outlined within the Frankston City Sports Development Plan 2013 – 2019 and was used to assist the development of the open space hierarchy, however it focuses on sporting infrastructure within the facility as opposed to catchment and usage.

The sports facility hierarchy was used in establishing the different service level standards of sporting facilities within Frankston City.

The sports facility hierarchy is described in Appendix H.

5.3.4 Critical Assets

Critical assets are those assets which have a high consequence of failure but not necessarily a high likelihood of failure. By identifying critical assets and critical failure modes, organisations can target and refine investigative activities, maintenance plans and capital expenditure plans at the appropriate time.

Operations and maintenance activities may be targeted to mitigate critical assets failure and maintain service levels. These activities may include increased inspection frequency, higher maintenance intervention levels, etc.

Council's open space hierarchy assists in the determination of critical assets. For example, assets within regional or district open space experience far greater usage than assets within local open space, leading to a potentially greater consequence of failure affecting more people.

Critical assets failure modes and required operations and maintenance activities are detailed in Table 27.

Table 27: Critical Assets and Service Level Objectives

Critical Assets	Critical Failure Mode	Operations & Maintenance Activities as per Council's Open Space Service Standards
Playgrounds	Condition degradation can result in personal injury to playground users which can lead to corporate liability, and forced closure due to non-compliance. Entrapment of users is also a significant inherent risk resulting in similar consequences.	<ul style="list-style-type: none"> Regulatory playground inspection (annually) Playground inspections & maintenance (based on hierarchy) Reactive under-surfacing and equipment maintenance
Flagpoles, Lighting, Retaining Wall, Feature Wall, Rebound Wall	Failure/collapse of this asset can result in extreme injury or death, or significant damage to nearby property.	<ul style="list-style-type: none"> Minor infrastructure and banner/flag pole reactive maintenance
Shade Sails	Extreme injury or death if a person climbs the shade sail causing the cloth material to tear due to prolonged UV exposure and/or seaside weather causing deterioration.	<ul style="list-style-type: none"> Minor infrastructure/miscellaneous furniture reactive maintenance
Basketball Ring	Extreme injury or death from the failure of the asset. E.g. structural failure after a slam dunk.	<ul style="list-style-type: none"> Basketball ring inspections and repairs (annually) Reactive goal maintenance
Grassed Sporting Field	Flood, drought or fire resulting in loss of turf, poor ground hardness or significant surface undulations. This can require substantial capital outlay due to the high replacement costs of these assets.	<ul style="list-style-type: none"> Routine vertidrainage and rolling (based on reserve hierarchy and season) Routine oval renovation (based on reserve hierarchy and season) Sports field playing surface reactive repairs
Trees	Strong winds or a storm causing branches to fall, damaging private property or resulting in personal injury/death. Fire resulting from tree falling over power line or from a lightning strike resulting in wide spread damage to native reserves, housing, wildlife etc. and/or loss of life. Striking hazard due to insufficient clearance of tree limbs from footpaths or thoroughfares. Tripping hazards caused by protruding tree roots.	<ul style="list-style-type: none"> Electric Line Clearance Pruning in accordance with Tree Maintenance Services Contract Routine street tree maintenance Carpark tree inspections (biannually) Playground picnic area tree inspections (biannually) Paths tree inspections (biannually) Tree Maintenance Inspections (based on seasonal change) Routing and reactive tree pruning, watering and fertilising across various Council sites Routine maintenance for vegetation posing a fire risk (based on risk priority)

Future revisions of open space service levels and activities should make a provision for routine assessment of all critical assets. Currently flagpole, open space lighting, retaining wall, feature wall, rebound wall and shade sail assets are not routinely inspected and only have reactive maintenance activities as per the current service standards.

5.3.5 Standards and specifications

Maintenance work is carried out in accordance with the following Standards and Specifications.

- | | |
|--------------------|---|
| AS/NZS 4422 : 1996 | Playground surfacing - Specifications, requirements and test methods |
| AS/NZS 4486 : 1997 | Playgrounds and playground equipment - Development, installation, inspection, maintenance and operation |

- 83 -

AS 4685.1 : 2014	Playground equipment and surfacing - General safety requirements and test methods
AS 4685.2 : 2014	Playground equipment and surfacing - Additional specific safety requirements and test methods for swings
AS 4685.3 : 2014	Playground equipment and surfacing - Additional specific safety requirements and test methods for slides
AS 4685.4 : 2014	Playground equipment and surfacing - Additional specific safety requirements and test methods for cableways
AS 4685.5 : 2014	Playground equipment and surfacing - Additional specific safety requirements and test methods for carousels
AS 4685.6 : 2014	Playground equipment and surfacing - Additional specific safety requirements and test methods for rocking equipment
AS/NZS ISO 31000:2009	Risk management - Principles and guidelines
Frankston City Council Standard Drawings June 2013	
Legislation	
Local Government Act 1989	Workers Compensation Act 1958
Environmental Protection Act 1970	Wrongs Act 1958
Catchment and Land Protection Act 1994	Road Management Act 2004
Planning and Environmental Act 1987	Building Regulations 2006
Occupational Health and Safety Act 2004	Public Health and Wellbeing Act 2008
Occupational Health and Safety Regulations 2007	Water Act 1989

5.3.6 Summary of future operations and maintenance expenditures

Future operations and maintenance expenditure is forecast to vary in line with the changing condition of the asset portfolio as assets age and transition through the different condition ratings listed in Table 20.

Figure 24 shows Council's 20 year operations and maintenance expenditure forecast, excluding any necessary operations and maintenance costs associated with new or upgraded assets constructed in this period.

No assumption was made on additional costs associated with new/upgraded assets given the relatively low ongoing maintenance costs of the majority of open space infrastructure assets, with the exception of a new oval or a new major parkland development, which is unlikely to occur during this period given Frankston City's well established open space network.

Changes in technical service levels can dramatically influence the projected maintenance requirements below and should be carefully considered and agreed upon by relevant stakeholders prior to implementation.

Lifecycle costing should be undertaken for each discretionary capital works project in the future in order to inform future forecasts and operational budgets.

Forecasts have been generated through Moloney Modelling based on assets listed in Table 1 (including trees, garden beds and foreshore and bushland reserves). Note that all costs are shown in current 2016 dollar values (i.e. nominal values).

Figure 24: Projected Operations and Maintenance Expenditure

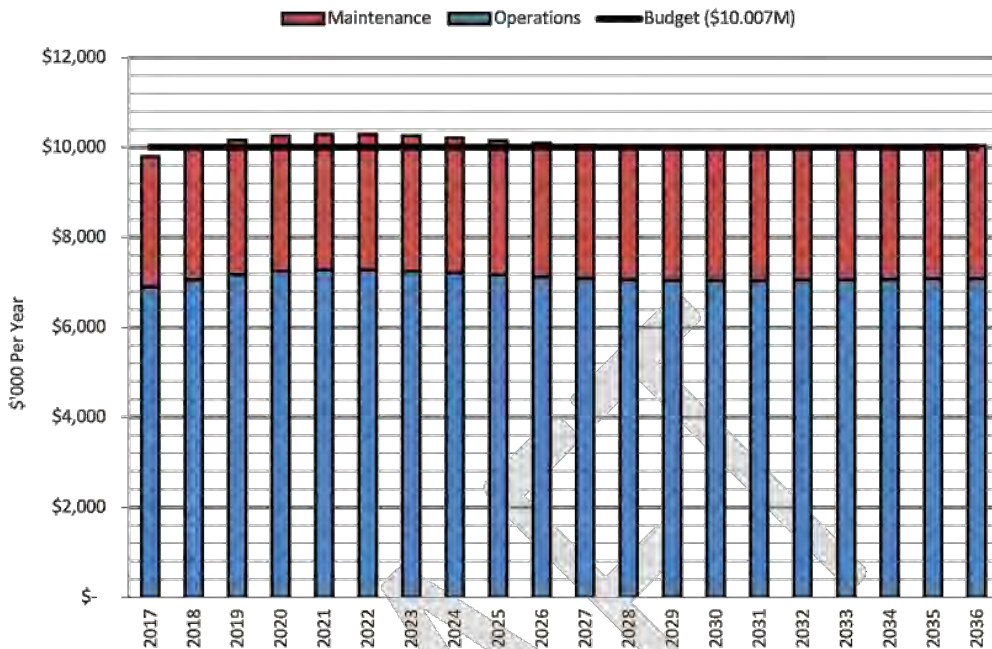


Figure 24 indicates an average operations and maintenance requirement of \$10,085M over the next 20 years based on Council's current open space asset stock.

A total of \$101,561,000.00 is required for the next 10 years averaging \$10.156M p.a., slightly higher than the 20 year average.

There is a shortfall between the required expenditure and the budgeted amount totalling \$1.573M by 2036 or \$78.6K p.a., hence Council's current budget is unable to sustain the ongoing asset requirements over the long term.

Deferred maintenance, i.e. works that are identified for maintenance and unable to be funded have been considered as part of the risk assessment and are documented within Section 5.7 of this Plan.

In order to improve the above forecasts, Council must undertake appropriate lifecycle analysis of discretionary capital projects at the planning phase to understand the the long term funding impacts. In particular, construction (planting) of 'living assets' in reserves such as new sporting ovals, trees, gardens etc. can have a significant impact on operational and maintenance requirements.

Further information will become available following the rollout of open space works management within FAMIS whereby specific maintenance for different assets can be monitored and more easily reported.

5.4 Renewal/Replacement Plan

Renewal and replacement expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original or lesser required service potential. Work over and above restoring an asset to original service potential is upgrade/expansion or new works expenditure.

5.4.1 Renewal plan

Assets requiring renewal/replacement are identified from one of three methods provided in the NAMS.Plus 'Expenditure Template'.

- Method 1 uses Asset Register data to project the renewal costs using acquisition year and useful life to determine the renewal year, or
- Method 2 uses capital renewal expenditure projections from external condition modelling systems (such as Pavement Management Systems and Moloney Models), or
- Method 3 uses a combination of average *network renewals* plus *defect repairs* in the *Renewal Plan* and *Defect Repair Plan* worksheets on the 'Expenditure template'.

Method 2 was used for this asset management plan.

Asset Useful Life

Useful lives have typically been assessed and assigned at an asset component level. Some asset useful lives have been determined at an asset sub-component level to differentiate between asset material types or functionality. An example of this is seen in playground equipment where decorative equipment, cubby houses and combo equipment each have different useful lives.

Moloney Condition Modelling has been utilised as part of Council's Method 2 approach for this Asset Management Plan.

Asset useful lives play an important role in the condition modelling and have a significant impact on the long term funding requirement for an asset. Further information on the background, limitations and assumptions of the Moloney modelling undertaken is provided in Section 7.

Moloney Condition Modelling completed as part of this Plan was based on an optimised scenario as discussed in Section 7, which closely resembles Council's current renewal practices.

Asset components have been categorised under a Moloney asset set to execute the condition modelling. Due to restrictions within the modelling input, asset components have been rolled up into one of nine asset sets which each have a nominated asset useful life, intervention level and asset degradation curve. Asset components with similar characteristics (useful life, asset degradation and intervention level) have been grouped to model accurate long term asset funding requirements.

The Moloney asset set and useful lives of assets used to develop projected asset renewal expenditures are shown in Table 28. Useful lives were last reviewed as part of the Open Space Condition Audit 2015 (refer to Table 19).

Useful lives for assets which were not included in the audit were established based on existing asset knowledge, staff expertise and with guidance from IPWEA Parks Asset Management Practice Note 10.2, 2016²³.

Table 28: Useful Lives of Assets

Moloney Asset Set	Asset Component	Useful life (Years)	Modelled Useful Life (Years)
Fencing & Gates	Fence	30	30
	Gate	30	
Grassed Sporting Field	Sport Field	25	25
Irrigation System	Irrigation System - Other	25	25
	Irrigation System – Sporting Field	25	
Open Space Structure	Information Hut	25	35
	Pergola Rotunda	25	
	Retaining Wall	35	
	Shade Structure	20	
	Shelter	25	
	Stairs	30	
	Wall	50	
Park Furniture	BBQ	20	20

²³ Refer to 3.4 'Common Industry Asset Lives' on page 12 of the IPWEA Parks Asset Management Practice Note 10.2.

Moloney Asset Set	Asset Component	Useful life (Years)	Modelled Useful Life (Years)
	Bench	20	
	Bike Rack	20	
	Bin	15	
	Drinking Fountain	20	
	Flagpole	50	
	Light	25	
	Memorial Monument	80	
	Picnic Table	20	
	Pole Post	20	
	Seat	20	
	Shower	20	
	Sign Panel	10	
	Sign Support	25	
	Tree Guard	40	
Playground	Playground	15	20
	Playground Equipment	20	
Skate/BMX Park & Concrete Surfaces	Playing Surface – Concrete	40	40
	Skate Park & BMX Track	35	
Sports Infrastructure	Cricket Pitch	15	25
	Cricket Practice Net	15	
	Exercise Station	20	
	Sports Ancillary	35	
	Sports Cage	30	
	Sports Goal	20	
	Sports Ground Lighting	25	
	Sports Net	30	
Synthetic Sporting Field	Athletics Track	25	25
	Playing Surface - Synthetic/Asphalt	25	
	Sports Run-up	20	

Asset useful lives should reflect the actual service performance of an individual asset, and not the design life (IPWEA, 2016). It is recommended that useful life assessments are undertaken in the future to ensure ongoing refinement to capital renewal and financial planning and reporting.

5.4.2 Renewal and Replacement Strategies

The organisation will plan capital renewal and replacement projects to meet level of service objectives and minimise infrastructure service risks by:

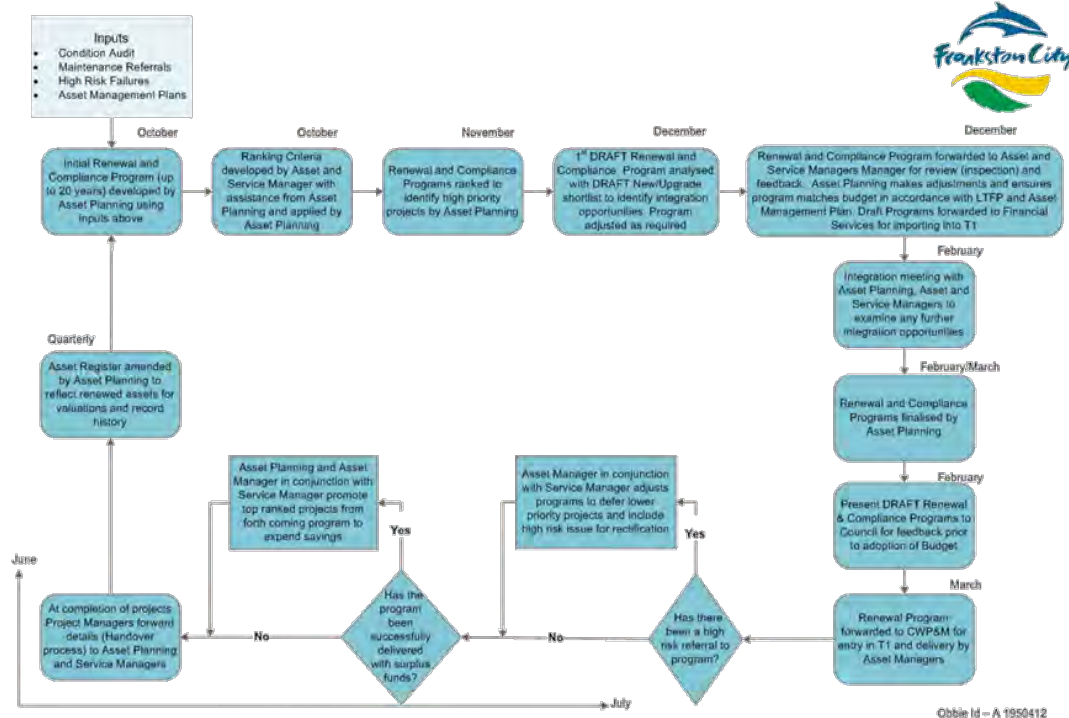
- Planning and scheduling renewal projects to deliver the defined level of service in the most efficient manner,
- Undertaking project scoping for all capital renewal and replacement projects to identify:
 - the service delivery 'deficiency', present risk and optimum time for renewal/replacement;
 - the project objectives to rectify the deficiency;
 - the range of options, estimated capital and life cycle costs for each option that could address the service deficiency;
 - evaluate the options against evaluation criteria adopted by the organisation;
 - select the best option to be included in capital renewal programs;
- Using 'low cost' renewal methods (cost of renewal is less than replacement) wherever possible;

- 87 -

- Maintain a current infrastructure risk register for assets and service risks associated with providing services from infrastructure assets and reporting Extreme and High risks and residual risks after treatment to management and Council;
- Review current and required skills base and implement workforce training and development to meet required construction and renewal needs;
- Maintain a current hierarchy of critical assets and capital renewal treatments and timings required; and
- Review management of capital renewal and replacement activities to ensure Council is obtaining best value for resources used.

Council's non-discretionary CWP development process is shown in Figure 25.

Figure 25: Non-Discretionary Capital Works Planning Process



Renewal ranking criteria

Asset renewal and replacement is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. reconstructing an elite sporting field which hosts elite sporting competitions), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. functional passive open space).²⁴

It is possible to get some indication of capital renewal and replacement priorities by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have a high utilisation and subsequent impact on users would be greatest,
- The total value represents the greatest net value to the organisation,
- Have the highest average age relative to their expected lives,
- Are identified in the AM Plan as key cost factors,
- Have high operational or maintenance costs compared to the cost to renew, and
- Where replacement with modern equivalent assets would yield material savings.²⁵

The ranking criteria used to determine priority of identified renewal and replacement proposals is detailed in Table 29.

Table 29: Renewal and Replacement Priority Ranking Criteria

Criteria	Weighting
Condition/Risk	No Ranking Criteria Adopted
Hierarchy	No Ranking Criteria Adopted
Functionality	No Ranking Criteria Adopted
Corporate/Strategic Objectives	No Ranking Criteria Adopted
Total	100%

It is recommended that the following quadruple bottom line renewal priority weightings are adopted to standardise open space renewal works programming:

- Condition/Risk 55%
- Hierarchy 15%
- Functionality 15%
- Corporate/Strategic Objectives 15%

Renewal of assets should primarily focus on those assets which are in poor condition and/or assets which are the greatest risk to users or Council. Typically assets in poor condition will often expose Council and the community to some form of risk.

²⁴ IPWEA, 2011, IIMM, Sec 3.4.4, p 3|60.

²⁵ Based on IPWEA, 2011, IIMM, Sec 3.4.5, p 3|66.

Hierarchy, corporate/strategic objectives and functionality should be secondary criteria which can be used to differentiate those assets of similar condition and risk factor.

It is important to identify the difference between an “aged” asset and an asset which is in a poor condition when considering the prioritisation of open space asset renewals.

“Aged” assets may be visually unappealing however may still be in a relatively good or fair condition, as supported by 2015 condition audit data, and may not require renewal for several years.

An asset which is in poor condition can be identified by having reduced functionality and/or significant defects to major components of the asset requiring prompt attention as described in Section 5.1.3.

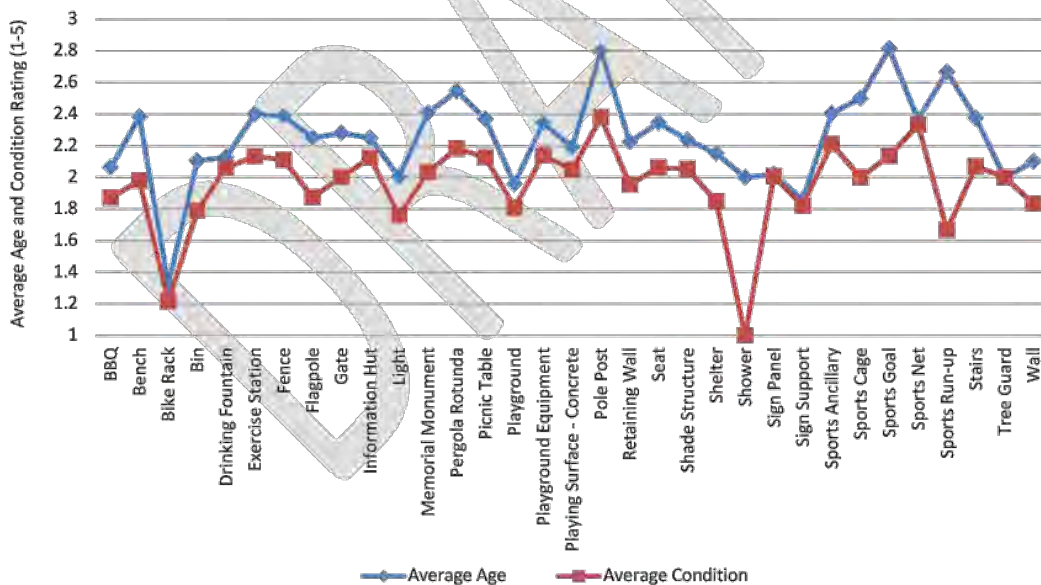
The similar visual characteristics shown in aged assets and poor condition assets have sometimes resulted in the premature renewal of an aged asset, particularly with minor open space assets i.e. park furniture and sports infrastructure.

It is important that future renewals are strictly based on the adopted renewal and replacement priority ranking criteria to ensure all aspects of an asset are considered prior to renewal.

An assessment of asset age against asset condition was undertaken on 2015 condition audit results and is shown in Figure 26.

Asset age was determined using the assigned useful life for each asset and the asset condition assessment as part of the condition audit.

Figure 26: Average Asset Age Assessment Compared to Average Asset Condition Assessment on a 1 – 5 Rating



As seen for every asset type assessed in the 2015 Open Space Asset Condition Audit, the 1 – 5 age assessment was higher than the 1 – 5 condition assessment. Given the large number of assets within the assessment, a difference of 0.3 or 0.4 in age as against condition can be substantial.

Council may wish to renew an old asset despite it being in acceptable condition, if it is of significant importance to the community or service it is supporting, in order to maintain high visual appearance, amenity and level of service to meet community expectations surrounding notable reserves and open space facilities.

The next step to developing advanced renewal programmes is to determine the priority and timing of works through assessing open space on an individual park basis, incorporating hierarchy, service planning and service levels, and combining this assessment with the asset information within each park.

The combination of a park specific assessment with an asset assessment will group works together more effectively and create a “holistic approach to renewal planning using levels of service as the primary driver” (IPWEA, 2016).

Renewal and replacement standards

Renewal work is carried out in accordance with the following Standards and Specifications.

Refer to ‘Standards and Specifications’ under Section 5.3.5.

5.4.3 Summary of future renewal and replacement expenditure

Projected future renewal and replacement expenditures are forecast to increase over time as the asset stock increases from growth.

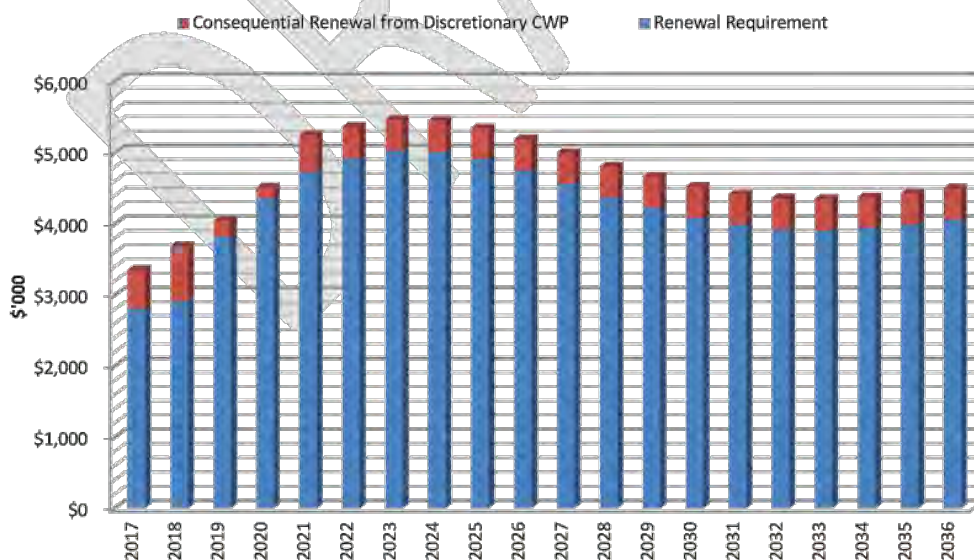
Replacement expenditure forecasts are expected to fluctuate annually as different assets reach the end of their useful lives at different times and require renewal, upgrade or disposal.

Figure 27 shows the capital renewal requirements over the next 20 years based on the Moloney Modelling as well as the expected consequential renewal as a result of discretionary capital works. Note that all amounts shown are nominal values which have not been adjusted for inflation.

As Council’s open space asset data improves overtime with superior maintenance management and asset capitalisation, renewal forecasts and targets should be based on the asset register using the acquisition year and useful life (Method 1) to determine future renewal requirements as discussed in 5.4.1.

The projected capital renewal and replacement program is shown in Appendix B.

Figure 27: Projected Capital Renewal and Replacement Expenditure



Deferred renewal and replacement, i.e. those assets identified for renewal and/or replacement and not scheduled in capital works programs are to be included in the risk analysis process in the risk management plan.

It is critical to ensure that there are sufficient resources to deliver renewal works as a significant risk to Council is being unable to deliver the required program.

Renewals and replacement expenditure in Council's capital works program will be accommodated in the long term financial plan. This is further discussed in Section 6.2.

5.5 Creation/Acquisition/Upgrade Plan

New works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost to Council from land development. These assets from growth are considered in Section 4.6.

Council constructs new assets or upgrades/expands existing assets based on the 20 year discretionary Capital Works Program (CWP). Discretionary capital works typically result from the need to address growing demands of the community, deliver higher levels of service, deliver a new service or address a known gap in an existing service.

Council's 20 year discretionary CWP requires several improvements beyond the 5 year planning period for open space initiatives, where projects and funding have not yet been nominated or committed to.

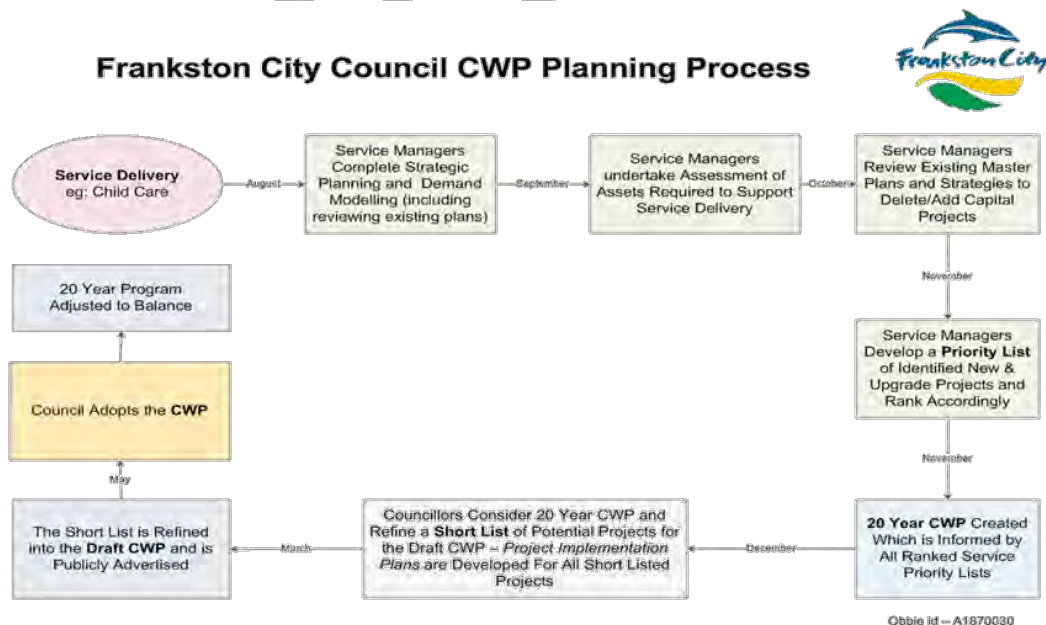
Approximately \$143M has been delivered through Council's discretionary CWP over the past 6 years comprising of 7% or \$9.93M in open space discretionary expenditure.

5.5.1 Selection criteria

New assets and upgrade/expansion of existing assets are identified from various sources such as councillor/executive or community requests, proposals identified by strategic plans and master plans or partnerships with other organisations. Candidate proposals are inspected to verify need and to develop a preliminary renewal estimate. Verified proposals are ranked by priority and available funds are scheduled in future works programmes.

Council's discretionary CWP planning process is shown in Figure 28.

Figure 28: Discretionary Capital Works Planning Process



- 92 -

Each Service Manager is responsible for the development of a quadruple bottom line ranking criteria for each of their sub programs to prioritise projects according to Governance, Environmental, Social and Economic factors.

The Manager of Infrastructure and Community Strengthening is the Service Manager responsible for the prioritisation of all open space discretionary projects.

Open space discretionary projects are ranked and prioritised based on one of three project classifications:

- Open Space, Foreshore and Unstructured/Passive Initiatives
- Playground and Playspace Initiatives
- Structured Recreation Initiatives

Priorities listed under Structure Recreation Initiatives have been further broken down and ranked according to major asset types such as pavilions, sports playing surfaces, sports lighting etc. as they are vastly different assets providing different services to the community.

The Service Managers may decide to create different ranking criterion for Open Space, Foreshore and Unstructured / Passive Initiatives and Playground and Playspace Initiatives based on varying asset types once service planning achieves greater maturity.

The priority ranking criteria for each project classification developed in 2016 is detailed in Table 30, Table 31 and Table 32.

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Table 30: Discretionary Open Space, Foreshore & Unstructured/Passive Initiatives Priority Ranking Criteria

Ranking Attribute	Ranking Criteria	Weighting (%)
Governance	Is the project a result of –	
	1. Council Plan Initiative	20
	2. Council Resolution	15
	3. Audit and Risk Committee Recommendation	10
	4. EMT Approved Business Case	8
	5. Nil or Unknown Approvals	0
Social	Need – Capacity to address current and future needs of the community	20
Social	Diversity – Ability to support a diversity of use across community needs	20
Social	Access – Contributes to optimal community access to open space	20
Economic	How will the project be funded –	
	1. External funding sources	10
	2. Partnership with Council (>50% contribution from external funding sources)	8
	3. Partnership with Council (<50% contribution from external funding sources)	5
	4. Council Rates	3
Environmental	How will the project benefit the environment –	
	1. Reduce Water and Energy Use, Waste Generation and Improve Biodiversity and Water Quality	10
	2. Reduce Waste Generation Only	7
	3. Reduce Water and Energy Use Only	7
	4. Improve Biodiversity and Water Quality Only	7
	5. Use of Recyclable Materials Only	5
	6. Nil	0
	TOTAL	100 %

Table 31: Discretionary Structured Recreation Initiatives Priority Ranking Criteria

Ranking Attribute	Ranking Criteria	Weighting (%)
Governance	Is the project a result of –	
	1. Council Plan Initiative	25
	2. Council Resolution	20
	3. Audit and Risk Committee Recommendation	18
	4. EMT Approved Business Case	16
	5. Nil or Unknown Approvals	0
Social	Who will benefit from the project –	
	1. Disadvantaged or Marginalised Community Groups	25
	2. Greater than 20,000 Residents	25
	3. 10,000 - 20,000 Residents	20
	4. 1,000 - 19,999 Residents	18
	5. Less than 1,000 Residents	16
Economic	How will the project be funded –	
	1. External funding sources	25
	2. Partnership with Council (>50% contribution from external funding sources)	20
	3. Partnership with Council (<50% contribution from external funding sources)	18
	4. Council Rates	16
Environmental	How will the project benefit the environment –	
	1. Reduce Water and Energy Use, Waste Generation and Improve Biodiversity and Water Quality	25
	2. Reduce Waste Generation Only	20
	3. Reduce Water and Energy Use Only	20
	4. Improve Biodiversity and Water Quality Only	20
	5. Use of Recyclable Materials Only	18
	6. Nil	0
	TOTAL	100 %

- 94 -

Table 32: Discretionary Playground and Playspace Initiatives Priority Ranking Criteria

Ranking Attribute	Ranking Criteria	Weighting (%)
Governance	Is the project a result of –	
	1. Council Plan Initiative	15
	2. Council Resolution	10
	3. Audit and Risk Committee Recommendation	9
	4. EMT Approved Business Case	8
	5. Nil or Unknown Approvals	0
Governance	Is the project currently achievable –	
	1. Highly achievable	10
	2. Likely achievable	7
	3. Difficult to achieve	4
Social	Play experience rating –	
	1. No playground	15
	2. Extremely poor range of equipment	10
	3. Poor range of equipment	5
	4. Good range of equipment	1
	5. Ideal range of equipment	0
Social	Play space walking gap –	
	1. Playground has no overlaps within walking network	10
	2. Minimal walking network overlap	7
	3. High overlap in walking network	3
Social	Playground Hierarchy –	
	1. Regional	10
	2. District	5
	3. Local	2
	4. Sub-local	1
Economic	How will the project be funded –	
	1. External funding sources	10
	2. Partnership with Council (>50% contribution from external funding sources)	8
	3. Partnership with Council (<50% contribution from external funding sources)	6
	4. Council Rates	4
Economic	Current condition –	
	1. No playground	15
	2. Replacement required	10
	3. Significant modification required	5
	4. Minor modification required	1
Environmental	How will the project benefit the environment –	
	1. Reduce Water and Energy Use, Waste Generation and Improve Biodiversity and Water Quality	15
	2. Reduce Waste Generation Only	8
	3. Reduce Water and Energy Use Only	8
	4. Improve Biodiversity and Water Quality Only	8
	5. Use of Recyclable Materials Only	6
	6. Nil	0
	TOTAL	100 %

5.5.2 Capital Investment Strategies

The organisation will plan capital upgrade and new projects to meet level of service objectives by:

- Planning and scheduling capital upgrade and new projects to deliver the defined level of service in the most efficient manner,
- Undertake project scoping for all capital upgrade/new projects to identify:
 - the service delivery 'deficiency', present risk and required timeline for delivery of the upgrade/new asset,

- the project objectives to rectify the deficiency including value management for major projects,
 - the range of options, estimated capital and life cycle costs for each options that could address the service deficiency,
 - management of risks associated with alternative options,
 - evaluate the options against evaluation criteria adopted by Council, and;
 - select the best option to be included in capital upgrade/new programs.
- Review current and required skills base and implement training and development to meet required construction and project management needs,
 - Review management of capital project management activities to ensure Council is obtaining best value for resources used.

5.5.3 Summary of future upgrade/new/expansion assets expenditure

Projected upgrade/new/expansion asset expenditures from Council's 20 year discretionary Capital Works Program (CWP) are summarised in Figure 29.

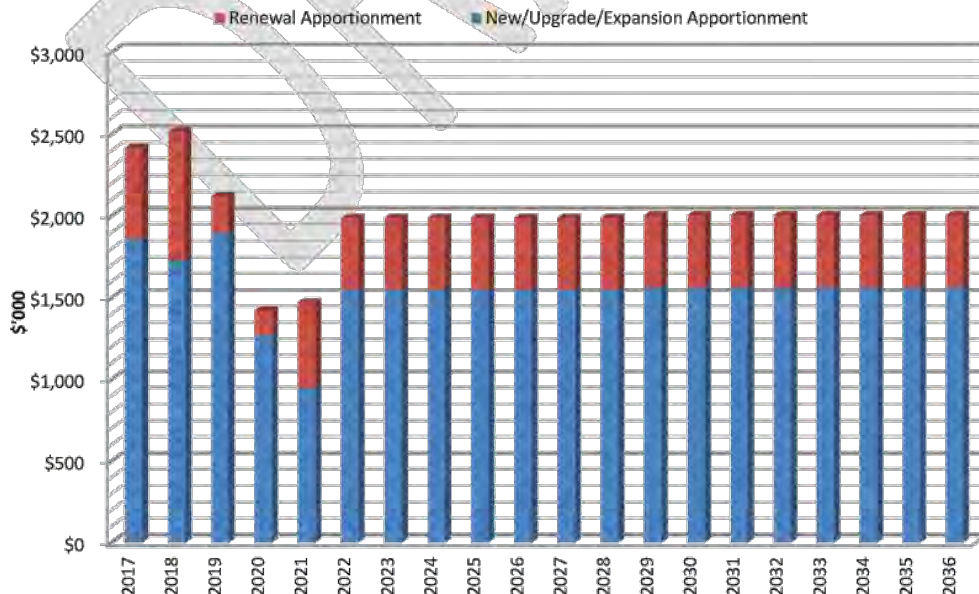
Forecasts for the first 5 years of the planning period have been determined directly from the CWP whilst the following 15 years are an average of the first 5 due to the lack of long term capital planning available.

The renewal component of the discretionary works has been highlighted to demonstrate the contribution to renewal expenditure through the discretionary CWP.

The renewal component of discretionary works has been estimated on an individual project basis according to the scope and nature of works involved.

The projected upgrade/new CWP is shown in Appendix C. All amounts are shown as nominal values.

Figure 29: Projected Capital Upgrade/New/Expansion Expenditure



- 96 -

Expenditure on new assets and services in the organisation's capital works program will be accommodated in the long term financial plan. This is further discussed in Section 6.2.

Discretionary projects and budgets will be most susceptible to change under the rate capped environment, with renewal and compliance (non-discretionary) capital works being a priority.

5.6 Disposal Plan

The disposal of assets is a critical part of the asset lifecycle and should be considered throughout service planning processes. It enables Council to reduce its asset management liabilities once assets have reached their useful lives, as well as create opportunity for new assets and services to fill the gaps identified within service plans.

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation. Any revenue gained from asset disposals is accommodated in Council's long term financial plan.

Where cash flow projections from asset disposals are not available, these will be developed in future revisions of this asset management plan.

Council's Asset Options Policy and Procedure are both currently under development and are planned for adoption in the 2016/17 financial year.

The Asset Options Policy is intended to guide decision making around the assessment, rationalisation and disposal of Council owned assets in line with community needs and expectations.

The Asset Options Procedure will provide guidance to Council officers implementing the Asset Options Policy, and will focus primarily on steps to take to assess, rationalise, transfer and dispose high value, physical assets.

No open space assets have been identified for disposal or rationalisation at this stage.

The adoption of the Policy and Procedure will provide the framework to determine assets which require rationalisation and disposal.

5.7 Service Consequences and Risks

Council has prioritised decisions made in adopting this AM Plan to obtain the optimum benefits from its available resources. Decisions were made based on the development of 3 scenarios of AM Plans.

Scenario 1 - What we would like to do based on asset register data

Scenario 2 - What we should do with existing budgets and identifying level of service and risk consequences (i.e. what are the operations and maintenance and capital projects we are unable to do, what is the service and risk consequences associated with this position). This may require several versions of the AM Plan.

Scenario 3 - What we can do and be financially sustainable with AM Plans matching long-term financial plans.

The development of scenario 1 and scenario 2 AM Plans provides the tools for discussion with the Council and community on trade-offs between what we would like to do (scenario 1) and what we should be doing with existing budgets (scenario 2) by balancing changes in services and service levels with affordability and acceptance of the service and risk consequences of the trade-off position (scenario 3).

Scenario 2 has been used for this AM Plan.

5.7.1 What we cannot do

There are some operations and maintenance activities that are unable to be undertaken within the next 20 years based on the current operational budget given the growth in new assets.

It is recommended that Council redistributes surplus renewal funding to the operations/maintenance budget in order to mitigate risks and achieve service outcomes.

- 97 -

A shortfall of approximately \$79K p.a. currently exists in the operational budget over the next 20 years as discussed in Section 5.3.6.

As a result of this shortfall, the following operational or maintenance activities (service standards) will need to be reduced in order to utilise funding on critical activities associated with the growing open space asset portfolio:

- Weed management services within passive and conservation reserves.
- Mowing frequency at Large Local, Small Local, Linear and Other open spaces, including Local level sporting grounds and surrounds.
- Reduced servicing of garden beds at the entrance to estates and within traffic management devices.
- Replanting of street trees which are removed, as Council is under no obligation to do so.
- Flora management within passive and conservation reserves including pruning, clearing and revegetation.

Operational staff determined that the above activities were least critical in the management of open space services and assets, and that service levels could be reduced without causing significant risk to the community or the organisation.

Table 33 shows the budget implications due to the 20 year operational funding shortfall of \$79K p.a.

Table 33: Operational Budget Implications due to Funding Shortfall

	Natural Reserves Maintenance	Foreshore Reserve Maintenance	Sporting Reserves Maintenance	Neighbourhood & Feature Parks	George Pentland Botanic Gardens	Centenary Park Golf Course	
Current Budget	\$1,716,246	1,352,307	2,636,006	2,994,828	348,370	958,865	
Activity							
Reduction of weed management services within passive and conservation reserves.		-\$9,000					-\$9,000
Reduction in mowing frequency at Large Local, Small Local, Linear and Other open spaces.			-\$10,000	-\$10,000			-\$20,000
Reduced servicing of garden beds at the entrance to estates and within traffic management devices.				-\$20,000			-\$20,000
Reduction in the number of street trees planted or replanted.				-\$10,000			-\$10,000
Reduced flora management within passive and conservation reserve.	-\$10,000	-\$10,000					-\$20,000
TOTAL	-\$10,000	-\$19,000	-\$10,000	-\$40,000	-\$0	-\$0	-\$79,000

- 98 -

5.7.2 Service consequences

Operations and maintenance activities that cannot be undertaken (as shown in Table 33) will maintain or create service consequences for users. These include:

- Large Local, Small Local, Linear and Other open spaces will receive 11 cuts per year instead of 12. This will leave the grass at a slightly longer length and could make leisure activities such as walking, cycling, playing ball sports or having a picnic difficult and unpleasant.
- Grassed sporting surfaces identified as Local level grounds as per the Sports Development Plan 2013 – 2019 will receive 38 cuts per year instead of 41 cuts. Some sports may be affected by the longer length grass such as cricket or football; however it is unlikely that there may be a need to postpone scheduled matches.
- Weed management services will be reduced from treating 458Ha p.a. to 452Ha p.a., translating to a 1.4% reduction. Users may see a slight decline in visual appearance of some passive open space as weed infestation increases.
- Roadside garden beds and garden beds within traffic management devices will receive approximately 1 less service each year from 8 to 7 services. As roadside garden beds become dilapidated they will likely be removed and replaced with a less maintenance intensive surface such as turf or a faux brick patterned concrete.
- A reduction of approximately 25% in the number of street trees planted annually. Street trees which are removed may not be replaced, affecting local streetscape aesthetics and potential disruption of bird and wildlife habitats.
- Flora management works at passive and conservation reserves will reduce by 8% from 458Ha p.a. to 421Ha p.a. This could result in unappealing overgrown areas of bushland/reserve and create accessibility issues for users of the passive space.

5.7.3 Risk consequences

The operations and maintenance activities and capital projects that cannot be undertaken may maintain or create risk consequences for the organisation. These include:

- Overgrown trees, grass or noxious weeds impeding footpaths, walking tracks, boardwalks, staircases etc. causing injury to users (cyclists/jogger) or extending into private property resulting in increasing customer service requests.
- Biodiversity issues from an increase in pests, snakes and targeted noxious weed species due to reduced flora management and overgrown bushland areas.
- Increase in the number of major medical incidents as a result of snake bites.
- Possible delay of sporting activities at active reserves due to the reduced number of cuts per year on Local level sporting grounds.
- Community use of passive open spaces may gradually reduce following the decrease in service levels, impacting on people's quality of life, health and wellbeing and social connectivity.
- Potential disruption to native plant and animal species i.e. less street trees and overgrown natural reserves with pest infestation.
- Increased probability and consequence of a bushfire or grassfire, particularly at conservation reserves and bushland areas due to a slight increase in flora density.

6. FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

For the purpose of this asset management plan, only Method 2, Scenario 2 will be considered. Scenario 3 (balancing operational and capital proposals with Council’s long term financial plan) has been reserved for later revisions of this Plan, where service planning has been undertaken, agreed service levels have been determined with the community and a 10 year LTFP or budget is adopted.

6.1 Financial Statements and Projections

The financial projections are shown in Figure 30 for projected operating (operations and maintenance) and capital expenditure (renewal and upgrade/expansion/new assets). Note that all costs are shown in current 2016 dollar values (nominal values) and no cost escalation factor for inflation has been applied.

Figure 30: Projected Operating and Capital Expenditure

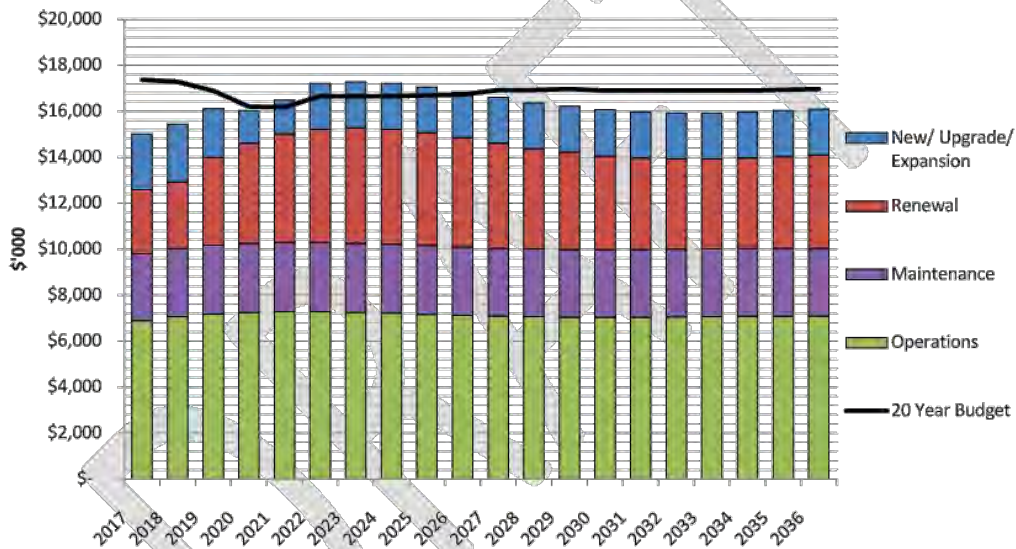


Figure 30 data is shown in Table 34.

- 100 -

Table 34: Projected Operating and Capital Expenditure (\$'000)

Year	Maintenance	Operations	20 Year Discretionary CWP	Capital Renewal (Moloney Model)	Required Expenditure (Optimal Scenario)	Previous Modelling (Budget)	Cumulative Shortfall / Surplus
2017	\$ 2,897	\$ 6,903	\$ 2,413	\$ 2,799	\$ 15,012	\$ 17,375	\$ 2,363
2018	\$ 2,952	\$ 7,070	\$ 2,512	\$ 2,909	\$ 15,443	\$ 17,289	\$ 4,209
2019	\$ 2,988	\$ 7,179	\$ 2,119	\$ 3,821	\$ 16,107	\$ 16,896	\$ 4,998
2020	\$ 3,010	\$ 7,246	\$ 1,420	\$ 4,363	\$ 16,039	\$ 16,197	\$ 5,156
2021	\$ 3,020	\$ 7,276	\$ 1,468	\$ 4,731	\$ 16,495	\$ 16,180	\$ 4,841
2022	\$ 3,019	\$ 7,275	\$ 1,986	\$ 4,923	\$ 17,203	\$ 16,658	\$ 4,296
2023	\$ 3,012	\$ 7,251	\$ 1,986	\$ 5,025	\$ 17,274	\$ 16,658	\$ 3,680
2024	\$ 2,999	\$ 7,213	\$ 1,986	\$ 5,010	\$ 17,208	\$ 16,658	\$ 3,130
2025	\$ 2,985	\$ 7,170	\$ 1,986	\$ 4,909	\$ 17,050	\$ 16,688	\$ 2,768
2026	\$ 2,971	\$ 7,127	\$ 1,986	\$ 4,750	\$ 16,834	\$ 16,723	\$ 2,657
2027	\$ 2,959	\$ 7,091	\$ 1,986	\$ 4,563	\$ 16,599	\$ 16,923	\$ 2,981
2028	\$ 2,950	\$ 7,064	\$ 1,986	\$ 4,370	\$ 16,370	\$ 16,923	\$ 3,534
2029	\$ 2,945	\$ 7,047	\$ 2,001	\$ 4,228	\$ 16,221	\$ 16,973	\$ 4,286
2030	\$ 2,943	\$ 7,041	\$ 2,001	\$ 4,083	\$ 16,068	\$ 16,908	\$ 5,126
2031	\$ 2,943	\$ 7,044	\$ 2,001	\$ 3,979	\$ 15,967	\$ 16,908	\$ 6,067
2032	\$ 2,946	\$ 7,052	\$ 2,001	\$ 3,922	\$ 15,921	\$ 16,908	\$ 7,054
2033	\$ 2,950	\$ 7,063	\$ 2,001	\$ 3,910	\$ 15,924	\$ 16,908	\$ 8,038
2034	\$ 2,953	\$ 7,074	\$ 2,001	\$ 3,936	\$ 15,964	\$ 16,908	\$ 8,982
2035	\$ 2,956	\$ 7,082	\$ 2,001	\$ 3,990	\$ 16,029	\$ 16,938	\$ 9,891
2036	\$ 2,957	\$ 7,085	\$ 2,001	\$ 4,061	\$ 16,104	\$ 16,973	\$ 10,760
TOTAL	\$ 59,355	\$ 142,353	\$ 39,842	\$ 84,282	\$ 325,832	\$ 336,592	\$ 10,760

Note * Value has been averaged based on the first 10 years of the 20 year planning period.

Forecast values were determined through a number of key inputs into the NAMS.Plus Expenditure Template Form 3 (see Appendix D).

Maintenance and operational forecasts were determined as per Section 5.3.6 and do not include the maintenance and operational requirement for new assets (constructed or gifted) acquired during the planning period.

Capital new and upgrade requirements have been determined using Council's 20 year discretionary CWP by summing all open space specific project budgets in a given year. The first 5 years of the planning period were determined and averaged across the next 15 years due to gaps in the long term planning after 5 years.

Capital renewal has been determined using Moloney Condition Modelling. Forecasts incorporate compliance requirements from Council's 20 year non-discretionary CWP along with capital renewal requirements of the current asset stock from the asset condition modelling.

Budget expenditure combines Council's discretionary and non-discretionary CWP including compliance and the 2015/16 open space operating budget of \$10.007M.

Figure 30 above shows a funding surplus of \$5.156M over the first 4 years between 2017 and 2021 of the planning period. This is indicative of the poor asset data used for condition modelling prior to the 2015 condition audit, which shows open space assets in relatively good condition and not requiring significant renewal during this period.

- 101 -

A funding gap exists over the next six years between 2021 and 2026 due to a rising maintenance requirement as assets age; followed by a spike in asset renewals once they have reached the intervention level²⁶.

Between 2027 and 2026 an average surplus of \$810K p.a. exists between the proposed (budget) expenditure and the projected (required expenditure).

A redistribution of renewal funding over the 20 year period is required to eliminate the funding gap between 2021 and 2026.

It is recommended that surplus renewal funds as identified in Section 6.1.1 be reallocated to match the projected expenditure to cover increasing operational costs associated with a growing asset portfolio.

6.1.1 Sustainability of service delivery

There are four key indicators for service delivery sustainability that have been considered in the analysis of the services provided by this asset category, these being the asset renewal funding ratio, long term life cycle costs/expenditures and medium term projected/budgeted expenditures over 5 and 10 years of the planning period.

It is important to note that the following financial indicators have been determined using Council's current budget (determined prior to 2015 modelling with a lack of credible data) and not actual expenditure (delivery) on asset renewals. Refer to Section 5.1.5 for historic expenditure.

Asset Renewal Funding Ratio

Asset Renewal Funding Ratio²⁷ 110%

The Asset Renewal Funding Ratio is the most important indicator and reveals that over the next 10 years, Council is forecasting that it will have 110% of the funds required for the optimal renewal and replacement of its assets.

Long term - Lifecycle Cost

Lifecycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the asset lifecycle. Lifecycle costs include operations and maintenance expenditure and asset consumption (depreciation expense). The lifecycle cost for assets covered in this asset management plan is \$13,617,000.00 per year (average operations and maintenance expenditure plus depreciation expense projected over 10 years).

Lifecycle costs can be compared to lifecycle expenditure to give an initial indicator of affordability of projected service levels when considered with age profiles. Lifecycle expenditure includes operations, maintenance and capital renewal expenditure. Lifecycle expenditure will vary depending on the timing of asset renewals. The lifecycle expenditure over the 10 year planning period is \$14,810,000.00 per year (average operations and maintenance plus capital renewal budgeted expenditure in the 20 year non-discretionary CWP over 10 years).

The difference between lifecycle cost and lifecycle expenditure is the lifecycle gap. The lifecycle gap for services covered by this asset management plan is +\$1,193,000.00 per year (-ve = backlog, +ve = surplus).

Lifecycle expenditure is 109% of lifecycle costs (based on asset depreciation expense).

The lifecycle costs and lifecycle expenditure comparison highlights any difference between present outlays and the average cost of providing the service over the long term. Given the lifecycle expenditure is more than the lifecycle cost; Council can continue to deliver the current service levels with the current budget.

Knowing the extent and timing of any required increase in outlays and the service consequences if funding is not available will assist the organisation in providing services to the community in a financially sustainable manner. This is the purpose of the asset management plans and long term financial plan.

²⁶ See section 7 for more information on intervention levels

²⁷ AIFMG, 2015, Asset Renewal Funding Ratio, Sec 2.6, p 2.7

Medium term – 10 year financial planning period

This asset management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall or surplus. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets, however it is evident that in this Plan, the gap is due to growing operational requirements from new or upgraded assets.

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is \$14,480,000.00 on average per year.

Current (budget) operations, maintenance and capital renewal funding is \$14,810,000.00 on average per year giving a 10 year funding surplus of \$330,000.00 per year.

This indicates that Council expects to have 102% of the projected expenditures needed to provide the service levels documented in the asset management plan.

Medium Term – 5 year financial planning period

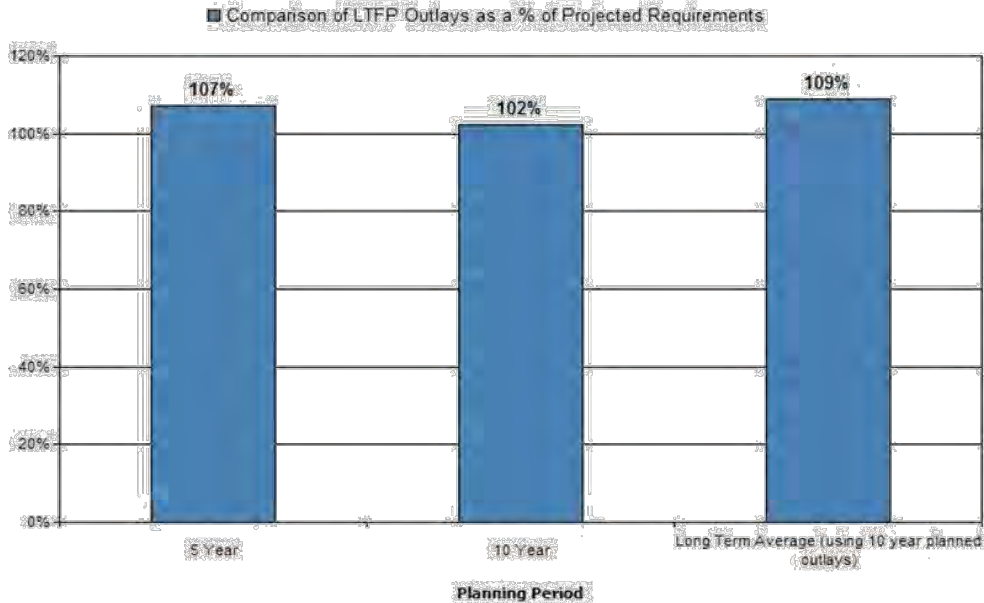
The projected operations, maintenance and capital renewal expenditure required over the first 5 years of the planning period is \$13,833,000.00 on average per year.

Current (budget) operations, maintenance and capital renewal funding is \$14,817,000.00 on average per year giving a 5 year funding surplus of \$984,000.00. This indicates that Council expects to have 107% of projected expenditures required to provide the services shown in this asset management plan.

Asset management financial indicators

Figure 31 shows the asset management financial indicators over the 10 year planning period and for the long term lifecycle based on the current budget.

Figure 31: Asset Management Financial Indicators

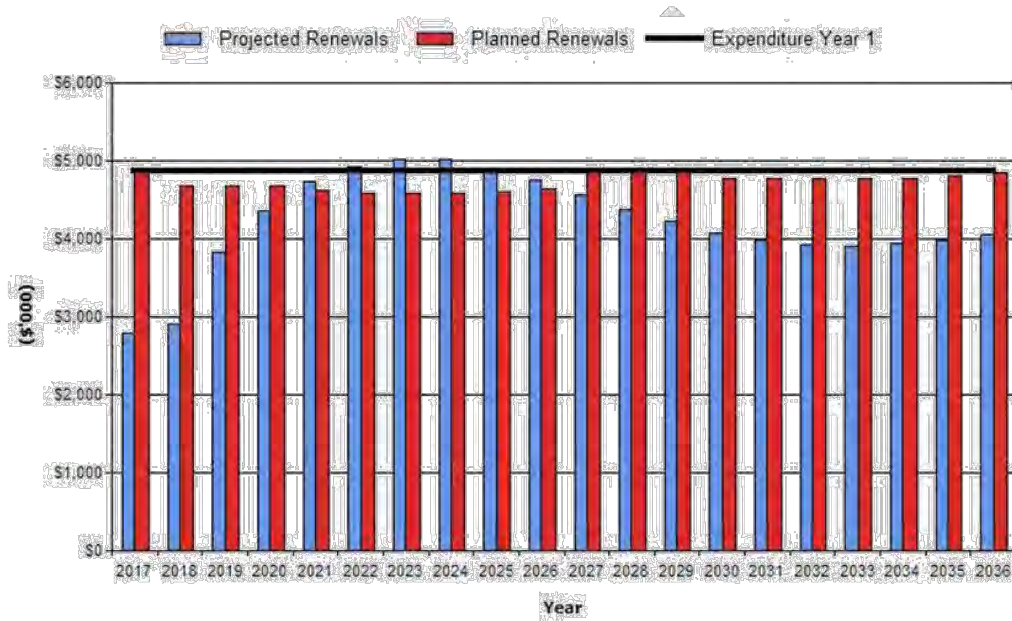


Providing services and associated infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and financing to achieve a financial indicator of approximately 1.0 (100%) for the first years of the asset management plan and ideally over the 10 year life of the Long Term Financial Plan.

Figure 32 shows the projected asset renewal and replacement expenditure over the 20 years of the AM Plan. The projected asset renewal and replacement expenditure is compared to renewal and replacement expenditure in the capital works program, which is accommodated in the long term financial plan.

Project asset renewal and replacement expenditure over the 20 year period have been determined through Moloney Condition Modelling as described in Section 5.4. Figure 32 represents Scenario 2 (Optimal Level Requirement) from the modelling scenarios described in Section 7.

Figure 32: Projected and LTFP Budgeted Renewal Expenditure



An overall surplus currently exists between budgeted renewal expenditure and the projected renewals (requirement), generated from the Moloney Condition Modelling.

Council's budget and forecasts were based on the best available asset information at the time, however it is evident that there are discrepancies between the long term budget/forecast and the new projected requirements following asset register and modelling improvements.

Asset data improvements which have significantly influenced the projected requirements include:

- Identification of 14,481 individual open space assets (excluding trees and garden beds) each with individual useful lives, replacement costs and condition ratings,
- Updated asset condition ratings in accordance with recent audit results,
- Updated asset useful lives to better represent today's industry standards,
- Replacement costs attained for each asset from the Open Space Asset Condition Audit, recent capital projects and common industry standards.

- 104 -

Prior condition models showed the peak renewal requirements occurring between 2016 and 2020, however the updated modelling shows the peak occurs between 2021 and 2026, and during this period the project renewals are exceeding the planned renewals.

This could mean Council has been renewing assets prior to reaching intervention level resulting in a higher level of service (particularly for regional parks), or assets are performing better than expected or a combination of both.

Table 35 shows the difference between projected renewal and replacement expenditures and expenditure accommodated in Council's 20 year non-discretionary CWP. Budget expenditures accommodated in the 20 year CWP or extrapolated from current budgets are shown in Appendix D.

Table 35: Projected and LTFP Budgeted Renewals and Financing Shortfall

Year	Scenario 2 Projected Renewals (\$000)	LTFP Renewal Budget (\$000)	Renewal Financing Shortfall (\$000) (-ve Gap, +ve Surplus)	Cumulative Shortfall (\$000) (-ve Gap, +ve Surplus)
2017	\$ 2,799	\$ 4,870	\$ 2,071	\$ 2,071
2018	\$ 2,909	\$ 4,685	\$ 1,776	\$ 3,847
2019	\$ 3,821	\$ 4,685	\$ 864	\$ 4,711
2020	\$ 4,363	\$ 4,685	\$ 322	\$ 5,033
2021	\$ 4,731	\$ 4,620	-\$ 111	\$ 4,922
2022	\$ 4,923	\$ 4,580	-\$ 343	\$ 4,579
2023	\$ 5,025	\$ 4,580	-\$ 445	\$ 4,134
2024	\$ 5,010	\$ 4,580	-\$ 430	\$ 3,704
2025	\$ 4,909	\$ 4,610	-\$ 299	\$ 3,405
2026	\$ 4,750	\$ 4,645	-\$ 105	\$ 3,300
2027	\$ 4,563	\$ 4,845	\$ 282	\$ 3,582
2028	\$ 4,370	\$ 4,845	\$ 475	\$ 4,057
2029	\$ 4,228	\$ 4,845	\$ 617	\$ 4,674
2030	\$ 4,083	\$ 4,780	\$ 697	\$ 5,371
2031	\$ 3,979	\$ 4,780	\$ 801	\$ 6,172
2032	\$ 3,922	\$ 4,780	\$ 858	\$ 7,030
2033	\$ 3,910	\$ 4,780	\$ 870	\$ 7,900
2034	\$ 3,936	\$ 4,780	\$ 844	\$ 8,744
2035	\$ 3,990	\$ 4,810	\$ 820	\$ 9,564
2036	\$ 4,061	\$ 4,845	\$ 784	\$ 10,348
20 Year Average	\$ 4,214	\$ 4,732	\$ 517	-
TOTAL	\$ 84,282	\$ 94,630	\$ 10,348	\$ 10,348

Note: A negative shortfall indicates a financing gap, a positive shortfall indicates a surplus for that year.

Providing services in a sustainable manner will require matching of projected asset renewal and replacement expenditure to meet agreed service levels with the corresponding capital works program accommodated in the long term financial plan.

6.1.2 Projected expenditures for long term financial plan

Table 36 shows the projected expenditures for the long term financial plan.

Expenditure projections are in current 2016 nominal values.

Table 36: Projected Expenditures for Long Term Financial Plan (\$000)

Year	Operations (\$000)	Maintenance (\$000)	Projected Capital Renewal (\$000)	Capital Upgrade/ New (\$000)	Disposals (\$000)
2017	\$ 6,903	\$ 2,897	\$ 2,799	\$ 2,413	\$ 0
2018	\$ 7,070	\$ 2,952	\$ 2,909	\$ 2,512	\$ 0
2019	\$ 7,179	\$ 2,988	\$ 3,821	\$ 2,119	\$ 0
2020	\$ 7,246	\$ 3,010	\$ 4,363	\$ 1,420	\$ 0
2021	\$ 7,276	\$ 3,020	\$ 4,731	\$ 1,468	\$ 0
2022	\$ 7,275	\$ 3,019	\$ 4,923	\$ 1,986	\$ 0
2023	\$ 7,251	\$ 3,012	\$ 5,025	\$ 1,986	\$ 0
2024	\$ 7,213	\$ 2,999	\$ 5,010	\$ 1,986	\$ 0
2025	\$ 7,170	\$ 2,985	\$ 4,909	\$ 1,986	\$ 0
2026	\$ 7,127	\$ 2,971	\$ 4,750	\$ 1,986	\$ 0
2027	\$ 7,091	\$ 2,959	\$ 4,563	\$ 1,986	\$ 0
2028	\$ 7,064	\$ 2,950	\$ 4,370	\$ 1,986	\$ 0
2029	\$ 7,047	\$ 2,945	\$ 4,228	\$ 2,001	\$ 0
2030	\$ 7,041	\$ 2,943	\$ 4,083	\$ 2,001	\$ 0
2031	\$ 7,044	\$ 2,943	\$ 3,979	\$ 2,001	\$ 0
2032	\$ 7,052	\$ 2,946	\$ 3,922	\$ 2,001	\$ 0
2033	\$ 7,063	\$ 2,950	\$ 3,910	\$ 2,001	\$ 0
2034	\$ 7,074	\$ 2,953	\$ 3,936	\$ 2,001	\$ 0
2035	\$ 7,082	\$ 2,956	\$ 3,990	\$ 2,001	\$ 0
2036	\$ 7,085	\$ 2,957	\$ 4,061	\$ 2,001	\$ 0
TOTAL	\$ 142,350.91	\$ 59,354.39	\$ 84,282.00	\$ 39,842.25	\$ 0

6.2 Funding Strategy

After reviewing service levels, as appropriate to ensure ongoing financial sustainability projected expenditures identified in Section 6.1.2 will be accommodated in the Council's 10 year long term financial plan.

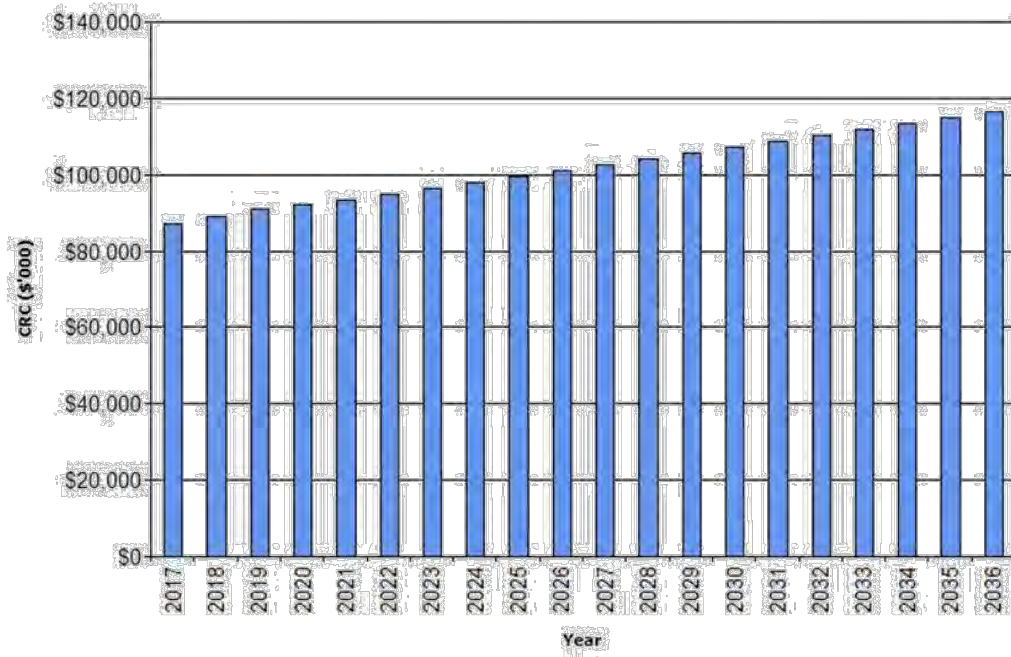
6.3 Valuation Forecasts

Asset values are forecast to increase as additional assets are added to the asset stock from construction and acquisition by Council and from assets constructed by land developers and others and donated to Council.

Council will continue to construct and implement new open space assets to support services and growing community demands as described in Section 4. Population growth is a primary driver for Council to improve and grow its open space asset base. Service plans will be used to guide open space discretionary works to meet service needs and to maintain adequate provision of quality open space assets.

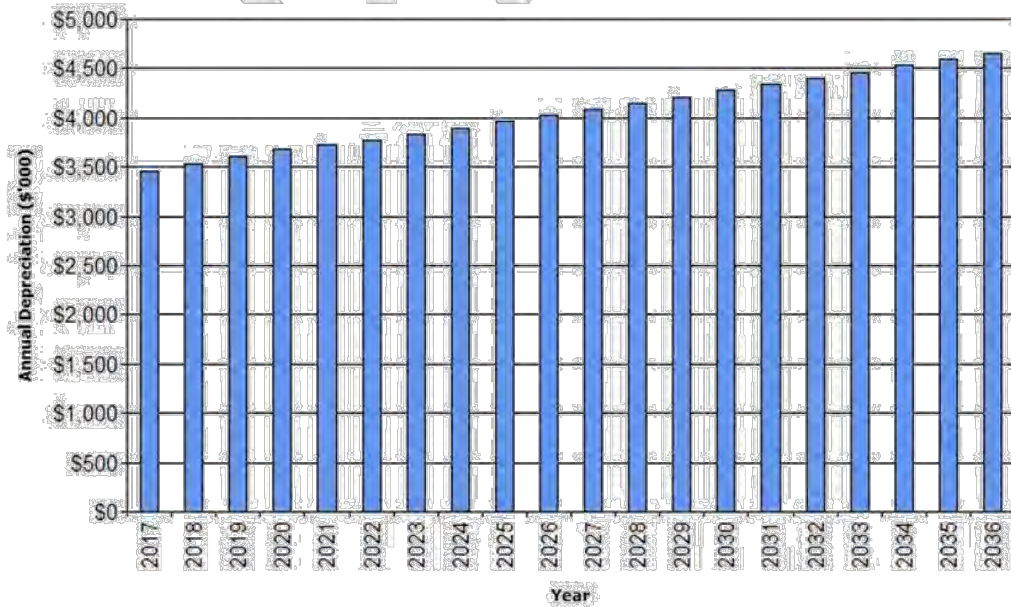
Figure 33 shows the projected asset values over the planning period (nominal values, not adjusted for inflation).

Figure 33: Projected Asset Value – Current Replacement Cost



Depreciation expense values are forecast in line with asset values as shown in Figure 34.

Figure 34: Projected Depreciation Expense – Annual Depreciation

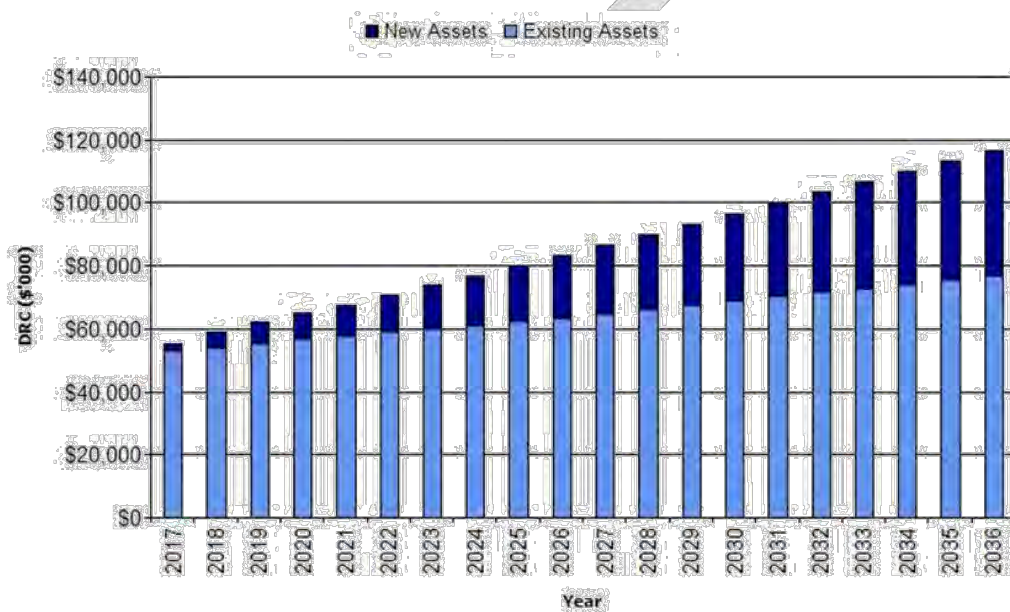


The increase in projected depreciation expense is due to additions to the asset stock from constructed assets based on Council's 20 year discretionary CWP. Discretionary expenditure for the first 5 years has been taken directly from the CWP, whilst projections for the next 15 years are based on the average of the first 5 years. This is due to insufficient project information for discretionary works beyond 5 years.

In order to accurately forecast projected asset values and depreciation expense, the renewal apportionment from the discretionary works was omitted to ensure only the upgrade, new and expansion aspects of the project were reflected in the forecasts.

The depreciated replacement cost will vary over the forecast period depending on the rates of addition of new assets, disposal of old assets and consumption and renewal of existing assets. Forecast of the assets' depreciated replacement cost is shown in Figure 35. The depreciated replacement cost of contributed and new assets is shown in the darker colour and in the lighter colour for existing assets.

Figure 35: Projected Depreciated Replacement Cost – Written Down Value



Existing asset depreciated replacement cost has been determined using the current depreciated replacement cost of assets plus budgeted renewal expenditure less their annual depreciation.

New asset depreciated replacement costs have been determined using Council's 20 year discretionary CWP.

An increasing projected depreciated replacement cost in existing assets (lighter colour), indicates that annual (budgeted) renewal funding is currently exceeding annual asset depreciation over the 20 year planning period, resulting in an increased carrying value of the asset portfolio.

To maintain existing asset depreciation replacement cost and hence maintain existing assets at their current condition/value, Council must consider redistributing current renewal funding to align more closely to the Average Annual Asset Consumption (AAAC). This will ensure the carrying value of Council's existing open space assets remain relatively constant.

6.4 Key Assumptions made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan and risks that these may change are shown in Table 37.

Table 37: Key Assumptions made in AM Plan and Risks of Change

Key Assumptions	Risks of Change to Assumptions
Utilising a Method 2 approach (Moloney Condition Model) to provide more accurate renewal funding requirements instead of Method 1 (Asset Register).	Moderate Risk Ideally, Method 1 would be utilised as it determines funding requirements based on the asset register and individual asset useful lives.
Forecasts within the Plan have been based on Scenario 2 (intervention level at 7 out of 10) as described in Section 7.	Low Risk Scenario 2 provides the most cost effective funding strategy for Council based on current asset condition.
0% asset growth from donated or contributed assets to the organisation free-of-cost.	Low Risk Frankston City is not experiencing significant growth and development.
All assets within Council's open space portfolio will remain in Council's ownership throughout the planning period.	Moderate Risk Open space land sale is a possibility however infrastructure assets are likely to remain under Council's ownership.
Additional maintenance and operational expenditure requirements from new/upgraded assets have been assumed negligible over this planning period due to the low ongoing costs required for most open space infrastructure assets.	Moderate Risk The addition of new living assets such as trees and sporting ovals can have a greater effect on operational/maintenance requirements; however the development of a brand new grassed sporting ground over the planning period is unlikely.
Agreed technical and community levels of service will remain constant throughout the planning period.	High Risk Significant budget constraints due to rate capping could result in the need to reduce some open space service standards.
Asset age and remaining life was assumed based on useful lives from industry standards and asset condition which was determined based on Council's condition grading model (Table 20) at the auditor's discretion.	Medium Risk Significant variance in asset useful lives and hence the remaining life of an asset can influence the renewal modelling and will affect asset funding requirements.
Capital renewal apportionment of new/upgrade capital works.	Medium Risk Assumed based on project scope and description of works.
Modelling assumed that an asset renewal returns the asset to an 'as new' condition.	Low Risk All open space assets are typically renewed to an 'as new' condition.
Capital works to renew assets based on perceived functionality have not been considered within forecasted requirements.	High Risk Council often renews assets such as playgrounds based on a perceived functionality aspect as opposed to condition.
Renewal works contained within Council's 20 year non-discretionary CWP has no upgrade or expansion component.	Low Risk Renewal programs can include some minor aspect of expansion or upgrade works.

6.5 Forecast Reliability and Confidence

The expenditure and valuations projections in this AM Plan are based on best available data. Currency and accuracy of data is critical to effective asset and financial management. Data confidence is classified on a 5 level scale²⁸ in accordance with Table 38.

Table 38: Data Confidence Grading System

Confidence Grade	Description
A Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and recognised as the best method of assessment. Dataset is complete and estimated to be accurate \pm 2%
B Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate \pm 10%
C Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated \pm 25%
D Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy \pm 40%
E Unknown	None or very little data held.

The estimated confidence level for data and reliability of data used in this AM Plan is shown in Table 39.

Table 39: Data Confidence Assessment for Data used in AM Plan

Data	Confidence Assessment	Comment
Demand drivers	C	Estimated and sourced from Council's Open Space Strategy and Sports Development Plan. Service planning is required to improve confidence.
Growth projections	B	Frankston City online profile and 2011 Census data used.
Operations expenditures	C	Service expenditures determined from functional analysis and 'Zero Base Budget' approach.
Maintenance expenditures	C	Service expenditures determined from functional analysis and 'Zero Base Budget' approach.
Projected renewal expenditure.	B	20 year non-discretionary capital works program based on asset condition modelling. Need to incorporate functionality and utilisation assessments to improve forecasting.
- Asset values	C	Estimated using straight line depreciation. Reliant on useful life asset data.
- Asset residual values	C	Sourced from external Open Space Assets Condition Audit 2015, staff knowledge and industry guidelines from the Parks Asset Management Practice Note 10.2, 2016.
- Asset useful lives	C	Based on Moloney Condition Modelling revised in August 2016.
- Condition modelling	B	Based on Moloney Condition Modelling revised in August 2016.
- Network renewals	B	Based on Moloney Condition Modelling revised in August 2016.
- Defect repairs	D	Currently ad hoc.
Upgrade/New expenditures	C	Short to medium term (5 years) planning available.
Disposal expenditures	D	Asset Options Policy & Procedure documents to be used to generate a 5 year rationalisation plan.

Data confidence is assessed as medium confidence level for data used in the preparation of this AM Plan.

In order to improve data confidence and reliability of this asset management plan, tasks in the Improvement Plan (Section 8.2) should be carried out within their given timelines and documented in future revisions of this Plan.

²⁸ IPWEA, 2011, IIMM, Table 2.4.6, p 2|59.

7. FINANCIAL MODELLING FOR LONG TERM SUSTAINABILITY

Under a rate-capped environment, the challenge for Council is to determine the level of service to be provided to the community and the corresponding expenditure requirements now and into the future.

To determine agreed sustainable levels of service between Council and the community, a range of factors need to be considered which influence the future funding requirements of service delivery.

Factors include:

- Current condition of the assets;
- Current maintenance and renewal expenditure;
- Current maintenance and capital works practice;
- Rate capping;
- Planned new and upgrade works;
- Planned asset disposals;
- Asset degradation;
- Land use; and
- Changing utilities (water, electricity and gas) costs.

7.1 Funding Scenario Models

Financial modelling for long term sustainability intends to guide Council decision making by comparing three funding scenarios over a 20 year period.

Table 40 provides a summary of the three funding scenarios undertaken including Council's Existing Level Requirements and two alternative scenario models.

Table 40: Long Term Capital Funding Scenarios

	Scenario 1	Scenario 2	Scenario 3
Model Name	Existing Level Requirement	Optimal Level Requirement	High Level Requirement
Model Description	Long term funding requirements to maintain Council's current open space asset condition portfolio.	Achievable long term funding requirements for Council to maintain open space assets at a condition level 4 or better.	Increased open space service level to maintain assets at a condition level of greater than 3.
Retreatment Intervention Condition Level (RICL) 0 – 10	8.0 (7.0 for Playground category*)	7.0	6.0
Renewal	Assets are renewed when they have failed or have less than 5% remaining life and are non-functional.	Assets are renewed prior to failure once functionality has been significantly reduced (prior to reaching condition 5).	Assets are renewed before major defects are evident and before functionality is reduced (prior to reaching condition 4).

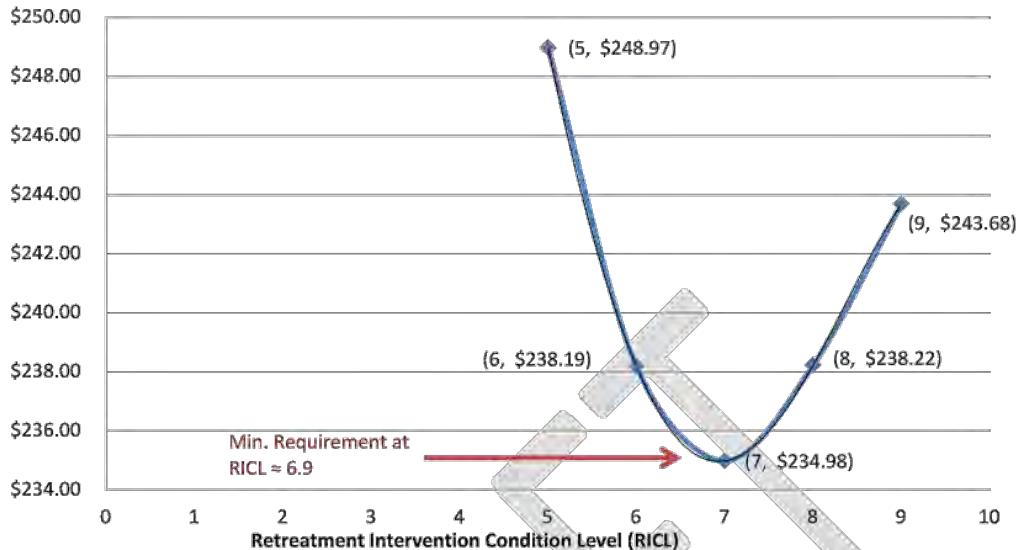
*Note: A RICL 7.0 has been taken for Playgrounds to demonstrate Council's current commitment to higher levels of service than other asset categories due to the inherent risks associated with playground assets.

The Retreatment Intervention Condition Level (RICL) is the condition at which Council would intervene and renew or rehabilitate the asset rated on a scale from 0 (new) to 10 (unserviceable).

Scenario 2 (Optimal Level Requirement) has been determined by conducting a series of models based on different RICL values. Results are shown in Figure 36.

- 111 -

Figure 36: 20 Year Funding Requirements for different RICL (\$'M)



The graph shows a minimum of approximately \$235M in combined expenditure required (capital renewal, operations and maintenance) over the 20 year planning period occurs at a RICL of 6.9.

A RICL of 7 (4 on Council's 1 – 5 scale rating) was selected for the Optimal Level Requirement as it presents the lowest cost to Council over the 20 year period.

7.2 Moloney Model Limitations and Assumptions

Moloney model assumptions are documented within Appendix F.

The Moloney model enables Council to effectively manage infrastructure assets to analyse their future asset renewal requirements and to understand the renewal shortfall.

The software has been used by Councils and other responsible authorities for over 15 years, and has undergone several updates and refinements.

Moloney model version N 3.0 has been utilised for this Plan's renewal modelling.

Limitations involved with this version of the Moloney model include:

- Restricted to renewal and maintenance modelling;
- Unable to model more than 10 asset sets under a single asset group number, requiring a greater number of asset components to be grouped under an asset set and hence restricting the possible spread of asset useful lives;
- Limited number of default asset degradation curves which can be applied to the asset sets;
- Unable to model isolated decisions made to accelerate or postpone asset renewal;
- Unable to model new assets constructed or gifted to Council over the 20 year modelling period;
- Conversion of Council's 1 – 5 asset condition rating as described in Table 20 to the 0 – 10 condition rating the Moloney model uses (refer to Appendix F for grading model). The conversion tool is unable to convert any asset distribution to condition 10 (failed). This means Councils condition 5 (failed) assets are distributed

- 112 -

between condition rating 8 and 9 following the conversion, and condition 4 assets are converted to a condition rating of 6 or 7 and so on. The conversion will result in some minor data inaccuracies but will not have any significant impact on the modelling results and;

- Modelling is based solely on asset condition and doesn't take into account renewal requirements for asset functionality or capacity/utilisation.

7.3 Moloney Model Exclusions

Several elements including budget figures and maintenance expenditures have been excluded from the modelling analysis due to a number of different reasons.

The modelling input requires annual maintenance expenditure across each asset set to determine fluctuations in maintenance requirements as assets pass through their lifecycle. Maintenance expenditures that cannot be attributed to an asset set have been omitted from the modelling. The reason for this could be due to either of the following:

- The asset associated with the maintenance expenditure belongs to a different asset class and is not included in the open space asset register; however the maintenance activity is being carried out by the Parks and Public Spaces service unit and is therefore reflected in financial accounts. This includes boat launching, Kananook Creek dredging, creek wall repairs and boat ramp maintenance.
- The asset is a "living asset" which has been intentionally left out of the renewal planning process due to poor confidence asset data or ambiguity around the way Council intends to treat their ongoing renewal or replacement. These assets include all trees (street, reserve, significant), garden beds and other native flora.

These maintenance expenditures have simply been added to the maintenance forecasts (i.e. not modelled) to ensure the forecasts are comparable to the current budget of \$10.007M.

2015/16 maintenance expenditures which have not been included in the modelling (but have been added on top of the modelling forecasts) total \$2.4M based on an evaluation of expenditure accounts.

The budget data has been adjusted from the 20 Year Non-Discretionary Program to reflect the 'true' budget allocated to renew only open space assets covered within the modelling.

Renewal projects from the 20 year program that have been excluded from the budget figures are:

- \$1.3M – 2016/17 Frankston Waterfront Safety Renewal - including boat ramps, playground, shade structures & furniture.
- \$250K – 5 Year Foreshore Pedestrian Trails and Beach Entrances Renewal Program.
- \$400K – 2016/17 Karingal Place Neighbourhood House - Playground Redevelopment (compliance project).

These programs or projects have been excluded as this funding was predominantly used to renew assets that are not covered within the scope of this Plan and/or fall under a different asset class.

7.4 Open Space Asset Condition Distribution

The categorisation of asset components into Moloney asset sets is shown in Table 28.

The assets were categorised into the following Moloney asset sets for modelling:

- Park Furniture;
- Fencing & Gates;
- Open Space Structure;
- Playground;
- Irrigation System;

- Sports Infrastructure;
- Grassed Sporting Field;
- Synthetic Sporting Field and;
- Skate/BMX Park & Concrete Surfaces.

The current condition distribution of asset sets following the conversion from Council's 1 – 5 condition rating to Moloney's 0 – 10 rating are shown in Figure 37 to Figure 45.

Figure 37: Park Furniture

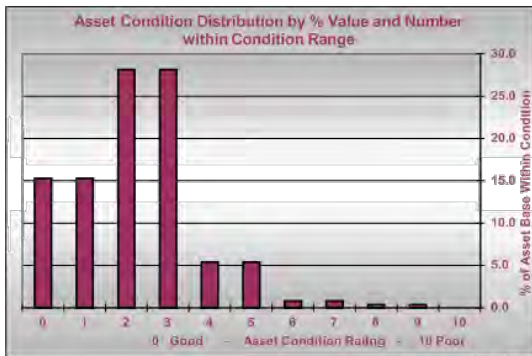


Figure 39: Fencing & Gates

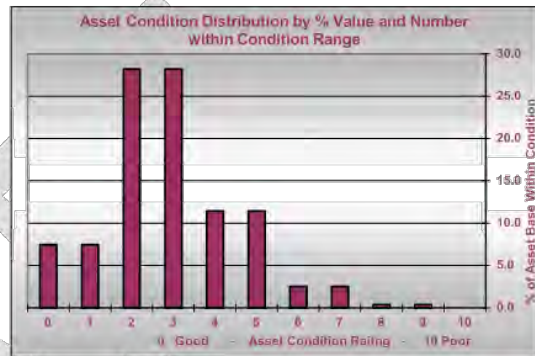


Figure 38: Open Space Structure

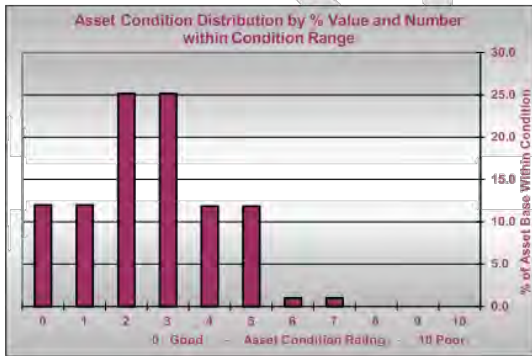


Figure 40: Playground

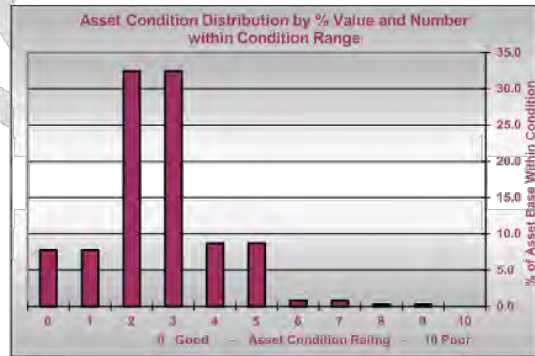


Figure 41: Irrigation System

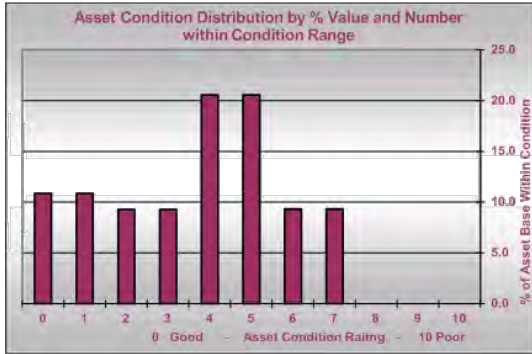


Figure 44: Sports Infrastructure

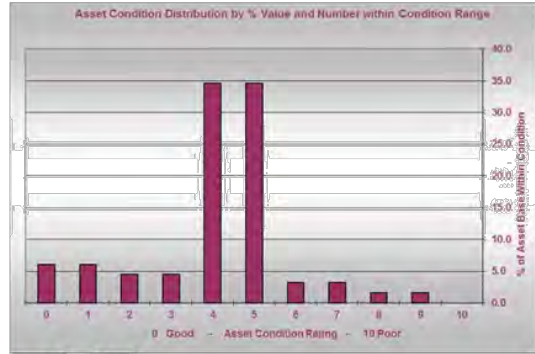


Figure 42: Grassed Sporting Field

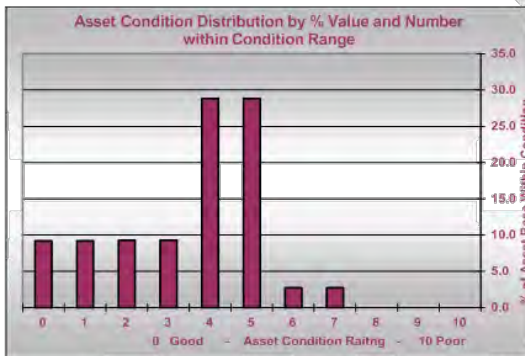


Figure 45: Synthetic Sporting Field

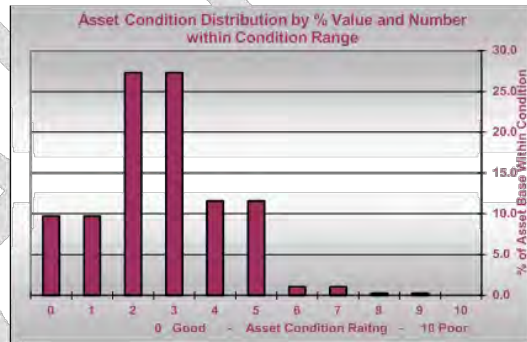
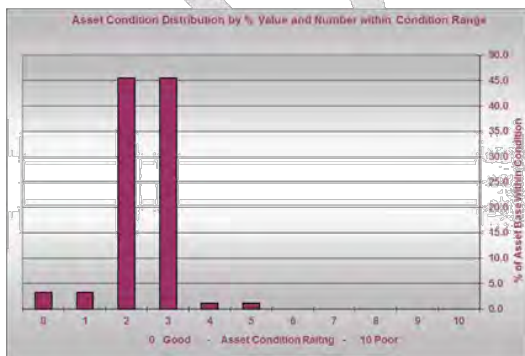


Figure 43: Skate/BMX Park & Concrete Surfaces

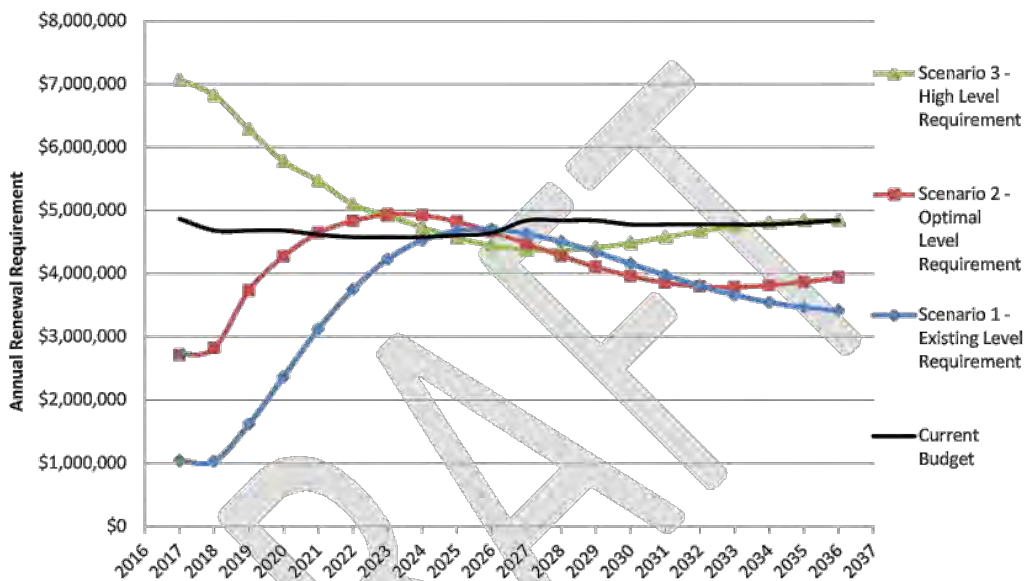


7.5 Scenario Modelling Renewal Requirements

20 year renewal requirements for the three scenarios are shown in the graph below based on intervention levels as described in Table 40.

These renewal forecasts do not include renewal requirements associated with new or upgraded assets Council may acquire or construct in the 20 year period (refer to Moloney Model Assumptions Appendix F) as well as excluded assets identified in Section 2.2.

Figure 46: Predicted Annual Renewal Requirements for each Scenario



Average annual renewal requirements for the next 20 years are as follows:

- Existing Level Requirement - \$ 3,530,794.00
- Optimal Level Requirement - \$ 4,115,017.00
- High Level of Requirement - \$ 5,067,243.00
- 20 Year Budget (Pre AM Plan budget figures) - \$ 4,731,500.00

Council commonly renews open space assets based on a condition or perceived functionality aspect.

Unlike several other asset classes in which Council manages such as drainage, open space assets often require renewal for a number of different reasons as they play a key role in delivering open space values and benefits to the community. This primarily involves asset renewals to meet the changing needs of the community and their expectations on functional, diverse and vibrant open space.

Given many open space asset renewals are undertaken based on a perceived functionality aspect as opposed to condition, it is difficult to quantify Council's current renewal methods for input into the condition modelling software.

- 116 -

Factors that influence an asset renewal based on functionality can include the open space hierarchy, sport facility hierarchy, changing needs of the community, demographics, changing trends in open space development, accessibility, climate change, minimum open space provisions and leisure trends.

Open space assets which are often renewed based on a functionality aspect include playgrounds, grassed and synthetic sporting fields and park furniture.

As seen in Figure 46, there are significant differences between renewal funding requirements over the next three to five years for the scenarios. In 2017, a difference of \$6,032,148 exists between Scenario 1 and Scenario 3, before converging in 2025. This is due to a large number of assets initially exceeding the intervention level of the higher service level scenario.

Each scenario has similar funding requirements between 2024 and 2029 before plateauing after the 20 year period.

Council's current renewal budget for the 20 year period more closely aligns to renewal requirements of the optimal and high scenarios. The difference between the budget and Scenario 1 (Existing Level Requirement) indicates Council's financial commitment to providing not only quality open space, but also open space that is functional, fit for purpose and community driven.

Council has the option of funding Scenario 1, which will maintain the current condition profile of the open space assets at a reduced renewal cost; however it is important to consider the increased maintenance costs and risk associated with condition 5 assets (condition 8 according to the Moloney condition rating).

7.6 Scenario Modelling Maintenance Requirements

Consequential maintenance requirements need to be considered alongside asset renewal as the asset deteriorates throughout its lifecycle in order to understand the relationship between asset renewal and maintenance requirements.

This is particularly important for open space assets as many of Council's 'living assets' are very operationally intensive and don't often prompt renewal for some time, assuming they are well maintained.

The Moloney model requires a Maintenance Adjustment Factor (MAF) which inflates the maintenance costs for an asset as it rises and falls through the 0 – 10 condition levels. This 'maintenance cost – asset condition' relationship is used to predict future maintenance requirements based on the predicted movement in future asset condition.

Table 41 lists the MAFs used for the scenario modelling. These are the default MAFs which are predetermined in the Moloney model.

Table 41: Maintenance Adjustment Factors

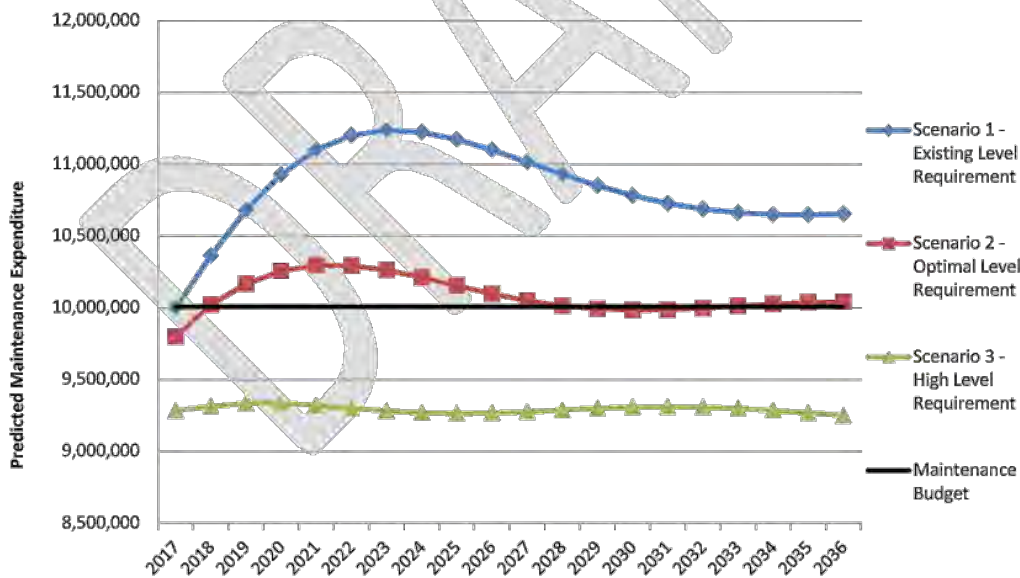
Moloney Asset Set	Maintenance Expenditure (\$ p.a.)*	Maintenance Adjustment Factor (MAF)
Park Furniture	\$ 728,438.41	1.20
Fencing & Gates	\$ 1,238,345.30	1.20
Open Space Structure	\$ 218,531.52	1.20
Playground	\$ 364,219.21	1.40
Irrigation System	\$ 509,906.89	1.20
Sports Infrastructure	\$ 582,750.73	1.20
Grassed Sporting Field	\$ 2,549,534.44	1.10
Synthetic Sporting Field	\$ 728,438.41	1.20
Skate/BMX Park & Concrete Surfaces	\$ 364,219.21	1.60
	\$ 7,284,384.10	

*Note: Maintenance expenditure is based on 2015/16 actual expenditure. Refer to Appendix F for further information on maintenance expenditure.

Figure 47 shows the consequential maintenance requirements (including operational) according to the maintenance expenditures and adjustment factors listed in Table 41.

Maintenance for new or upgraded assets Council may acquire or construct within this 20 year period is not considered in these forecasts.

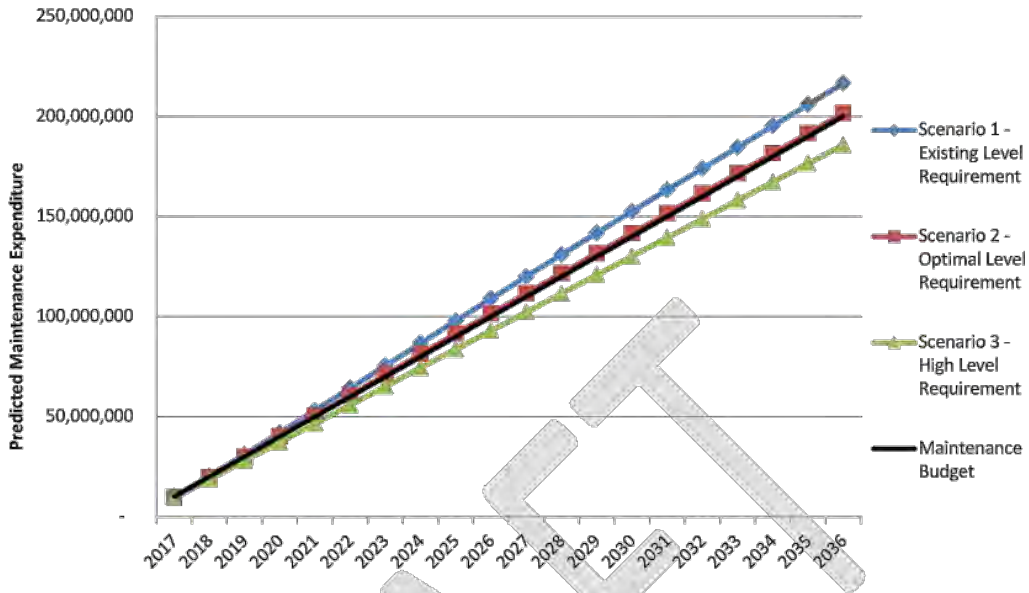
Figure 47: Consequential Maintenance Requirements for each Scenario



Annual maintenance requirements have been determined through the modelling process along with the addition of approximately \$2.4M p.a. in tree, garden, foreshore etc. maintenance which was not allocated to an asset set as discussed in 7.3 Moloney Model Exclusions.

Figure 48 shows the cumulative consequential maintenance requirements.

Figure 48: Cumulative Consequential Maintenance Requirements for each Scenario



The total maintenance requirement over the 20 year planning period for Scenario 1, Scenario 2 and Scenario 3 are \$216.6M, \$201.7M and \$185.9M respectively.

When comparing the three scenarios it is evident that an increased renewal frequency will result in heavily a reduced maintenance requirement over the long term.

Despite the renewal budget being sufficient to sustain the Optimal Level Scenario, a shortfall of approximately \$1.58M over the 20 year period exists between the current maintenance budget and the optimal level requirements corresponding to \$79K p.a. Provision for an additional \$79K p.a. must be made to achieve the Scenario 2 level. The service consequences of this shortfall are shown in Section 5.7.

Reducing the renewal budget by \$1.2M p.a. to align with Scenario 1 will mean assets deteriorate further before renewal, exposing Council and the community to greater risk and requiring substantially more maintenance than the other scenarios.

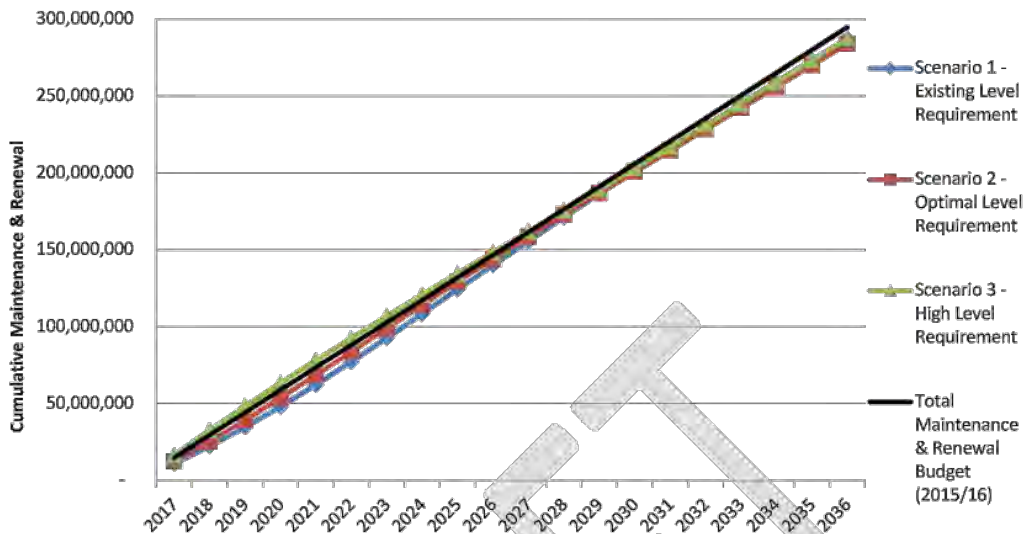
7.7 Combined Renewal and Maintenance Analysis

An assessment of combined renewal and maintenance requirements has been developed to highlight lifecycle costs for the three funding scenarios.

Figure 49 shows the cumulative renewal and maintenance requirement of each of the scenarios in comparison to Council's current budget.

- 119 -

Figure 49: Predicted Cumulative Renewal and Maintenance for each Scenario



The graph shows that the current budget is sufficient to maintain service levels for all scenarios, including the High Level Requirement over the 20 year outlook.

The current budget is unable to sustain the High Level Requirement for the first 12 years until 2028.

Funding requirements for each scenario begin to taper away from the budget line in 2029 once the majority of short-life assets have been renewed, this causes the annual maintenance requirements to stabilise and remain relatively constant.

The variability in the earlier years between the funding scenarios and the budget is a result of the renewal requirement to bring assets within the nominated intervention level for each scenario.

Lifecycle costs for each scenario are listed in Table 42 below.

Table 42: Scenario Lifecycle Costs

	Scenario 1 - Existing Level Requirement	Scenario 2 – Optimal Level Requirement	Scenario 3 – High Level Requirement
Cumulative 20 Year Renewal Forecast	\$70,615,879.00	\$82,300,334.52	\$101,344,852.71
Cumulative 20 Year Maintenance Forecast	\$216,627,256.00	\$201,707,000.00	\$185,867,339.48
Total 20 year Lifecycle Cost	\$287,243,135.00	\$284,007,334.52	\$287,212,192.19
Current 20 Year Budget (Excluding discretionary budget)	\$294,762,460		

Note - These lifecycle costs do NOT include costs associated with new or upgraded assets constructed or acquired within the 20 year period.

Out of the three scenarios analysed in this Plan, Scenario 2 provides the lowest cost to Council over the next 20 years.

Scenario 2 requires \$161.8K p.a. less than Scenario 1 on average, and \$160.2K p.a. less than Scenario 3.

Council's current 20 year budget exceeds the Optimal Level Requirement by \$10.75M or \$538K p.a.

Improved data and modelling had identified savings which can be allocated to other needy assets.

Scenario 1 imposes the greatest cost to Council over the 20 year period despite the lower initial costs and intervention levels than the optimum and high service options. This is due to the increased maintenance costs associated with assets moving into poorer condition ratings.

The following graphs show a predicted condition profile for each asset set following a 10 year period under the optimal funding scenario. This scenario is most effective at distributing asset condition to ensure consistent and predictable future renewal requirements. This will help to reduce Council's financial burden by 'levelling out' the spikes in renewal requirement for the extent of the planning period.

Figure 50: Park Furniture 10 Year Condition Profile

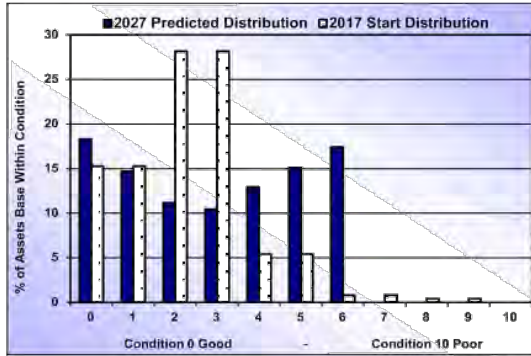


Figure 52: Open Space Structure 10 Year Condition Profile

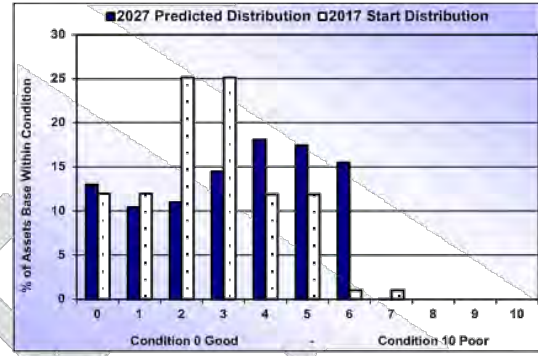


Figure 51: Fencing & Gates 10 Year Condition Profile

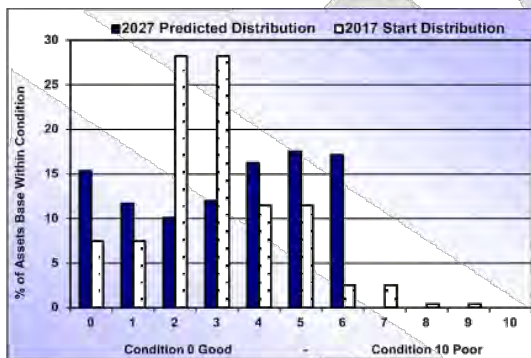


Figure 53: Playground 10 Year Condition Profile

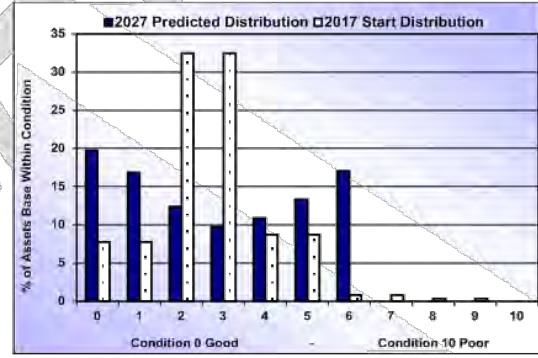


Figure 54: Irrigation System 10 Year Condition Profile

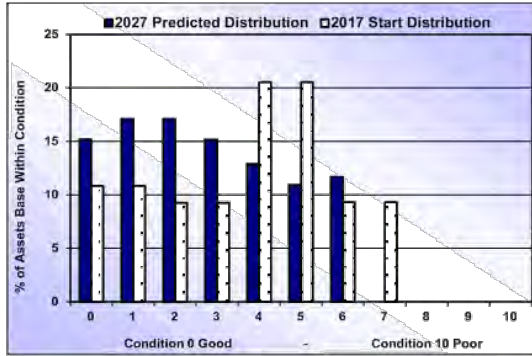


Figure 57: Synthetic Sporting Field 10 Year Condition Profile

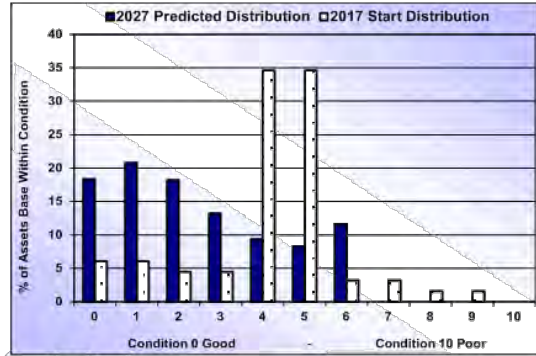


Figure 55: Sports Infrastructure 10 Year Condition Profile

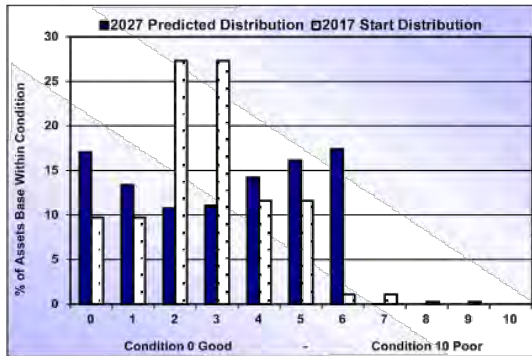


Figure 58: Skate/BMX Park & Concrete Surfaces 10 Year Condition Profile

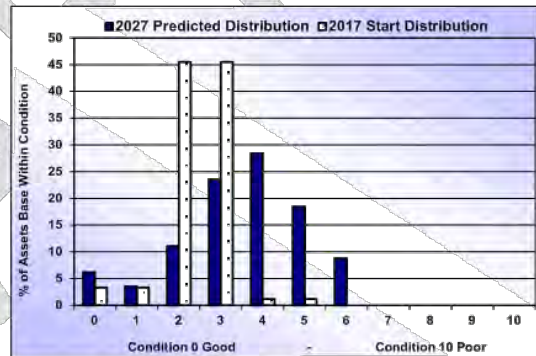
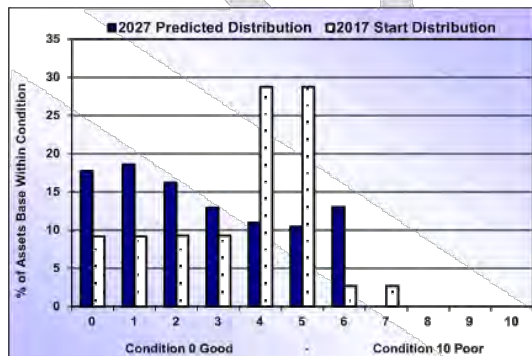


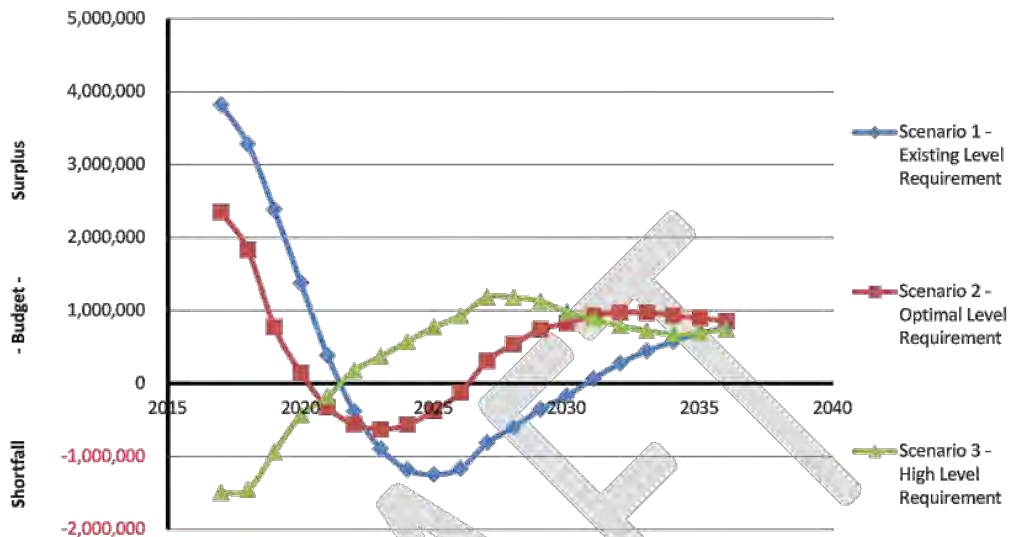
Figure 56: Grassed Sporting Field 10 Year Condition Profile



- 122 -

The graph below highlights the variance between annual requirement and current budget for each of the three scenarios, to identify where Council can improve utilisation of available funding.

Figure 59: Annual Budget Comparison for each Scenario (Maintenance & Renewal)



Scenario 3 shows a significant shortfall of \$4.5M in the first five years which is a result of needing to address the backlog of condition 4 and 5 assets.

When adopting a funding scenario, it will be important to consider the above graph to reallocate funds across years with significant surplus or shortfall as the current budget stands.

7.8 Recommendation for Long Term Sustainability

In order for Council to achieve improved open space asset management outcomes, a long term commitment is necessary for the provision of sufficient renewal, maintenance and upgrade/new funding.

Under a rate capped environment, greater emphasis is placed on the maintenance and renewal of existing assets as opposed to the development of new and upgrade assets. It is therefore recommended that Council continues to prioritise non-discretionary capital works over discretionary capital works, to maintain existing infrastructure.

Additionally, Council should ensure the total lifecycle costs of any discretionary works are considered throughout the planning phase and prior to the undertaking of each project within the discretionary CWP. This will ensure Council's commitment to future operational and renewal requirements involved with the project.

Funding Scenario 2 will provide Council with the most cost effective strategy over the next 20 years. This Scenario will allow Council to address the backlog of condition 5 assets, and maintain assets at a condition 4 or lower into the future. It is recommended that Council adopts this funding strategy to ensure long term sustainability and to maintain acceptable service standards.

This can be achieved within existing budget constraints by reallocating \$79K p.a. (on average) from the renewal budget to the operational budget, meeting both capital renewal and operational/maintenance requirements in the long term.

A redistribution of renewal funding over the 20 year period will also be necessary to avoid any shortfall in 2021 and 2026 as identified in Figure 59.

- 123 -

This scenario is most effective at smoothing the projected renewal funding requirement making it easier to plan and deliver capital works.

Funding Scenario 1 will likely result in Council being exposed to risks and increases in reactive maintenance requests due to some assets reaching a condition rating of 5.

Funding Scenario 3 provides an increase in service level through improved asset condition. Under this scenario, assets will be funded prior to exceeding condition 3, which could be seen as over servicing given the assets are still functional, not posing any significant risk, and still have roughly one third of their useful life remaining. Council must commit an additional \$3.2M over the 20 year planning period to achieve Scenario 3 outcomes.

It is important to establish clear agreed levels of service with the community so that a decision can be made on whether to raise the current service level to achieve the Scenario 3 outcome, reduce the current service level to achieve Scenario 1 outcome or to utilise existing funding to achieve the Scenario 2 outcome. A better understanding of the risks, consequences and drawbacks of adopting each scenario can then be assessed.

Table 43 shows the proposed 10 year funding strategy based on Scenario 2 which highlights the annual requirements to maintain assets at an acceptable level and to satisfy the community's current and future needs.

This is based on Council's current knowledge and best understanding of existing asset requirements.

This does not include annual renewal and maintenance requirements associated with Council's discretionary works or gifted assets received during the 10 year period. The funding implications of these assets will not be fully realised in this timeframe as all of the open space assets covered in this Plan have a useful life of 15 years or more with the exception of Sign Panels (see Table 28), and will not require renewal.

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- 124 -

Table 43: Proposed 10 Year Funding Outlay to meet Scenario 2 Service Levels (\$'M)

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Operational Requirements (\$'M)²⁹										
Operations	7.07	7.179	7.246	7.276	7.275	7.251	7.213	7.17	7.127	7.091
Maintenance	2.952	2.988	3.01	3.02	3.019	3.012	2.999	2.985	2.971	2.959
<i>Sub Total</i>	10.022	10.167	10.256	10.296	10.294	10.263	10.212	10.155	10.098	10.05
Capital Works – Non Discretionary (\$'M)										
Renewal	2.824	3.736	4.278	4.646	4.838	4.940	4.925	4.824	4.665	4.478
Compliance (renewal component)	0.085	0.085	0.085	0.085	0.085	0.085	0.085	0.085	0.085	0.085
<i>Sub Total</i>	2.909	3.821	4.363	4.731	4.923	5.025	5.010	4.909	4.750	4.563
Capital Works – Discretionary (\$'M)										
New, Upgrade and Expansion	2.497	2.104	1.405	1.453	1.971	1.971	1.971	1.971	1.971	1.971
Compliance (new/upgrade component)	0.015	0.015	0.015	0.015	0.015	0.015	0.015	0.015	0.015	0.015
<i>Sub Total</i>	2.512	2.119	1.42	1.468	1.986	1.986	1.986	1.986	1.986	1.986
Current Budget (\$'M)	17.289	16.896	16.197	16.18	16.658	16.658	16.658	16.688	16.723	16.923
Variance (\$'M)	-1.846	-0.789	-0.158	+0.315	+0.545	+0.616	+0.55	+0.362	+0.111	-0.324
Proposed Budget (\$'M)	15.443	16.107	16.039	16.495	17.203	17.274	17.208	17.05	16.834	16.599

Note: It is assumed that discretionary projects within the discretionary CWP are fully budgeted and there is no variance with regard between the budget and the discretionary requirement

A total surplus of \$618K or 61.8K p.a. exists according to the proposed funding outlay. This translates to 0.37% variance in budget and requirement over the 10 year period.

²⁹ Operational requirements have not been adjusted for growth in the asset base from discretionary works. The impact of discretionary works on operational and renewal expenditure would be minimal over this short period. The lifecycle costs of new assets are expected to be considered and committed to at the time of project acceptance.

- 125 -

8. PLAN IMPROVEMENT AND MONITORING

8.1 Status of Asset Management Practices

8.1.1 Accounting and financial systems

Financial transactions, budgets and forecasts are recorded in Council's corporate financial system TechnologyOne (T1).

Accountabilities for financial systems

Finance Officers and Financial Accountants under the Financial Services Department are accountable for the management of the financial system.

Accounting standards, regulations and guidelines

Local Government Act 1989, Section 131 Annual report – contents

Australian Accounting Board Standards (AASB):

- AASB 13 Fair Value Measurement
- AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors
- AASB 116 Property, Plant and Equipment
- AASB 2015-7 Amendments to Australian Accounting Standards – Fair Value Disclosures of Not-for-Profit Public Sector Entities
- Interpretation 1030 Depreciation of Long-Lived Physical Assets: Condition Based Depreciation and Related Methods

Australian Infrastructure Financial Management Guidelines, IPWEA Australian Edition 2015

Capital/maintenance threshold

Where work is carried out on an asset which increases the capacity beyond its original design capacity or service potential and is greater than \$1,000 in value, it will be considered as capital improvement under Council's current threshold.

This capitalisation threshold is subject to change prior to the next revision of this Plan.

Required changes to accounting financial systems arising from this AM Plan

- The chart of accounts can be improved through enabling the clear separation of operational expenditure and maintenance expenditure.
- Allow the split of maintenance expenditures into planned, reactive and cyclic classification.
- Improved reporting on capital expenditures as renewal or upgrade/new/expansion including the apportionment of renewal expenditure from discretionary projects, and the apportionment of new/upgrade/expansion expenditure from renewal projects.
- Continued input and development of a single corporate open space asset register to provide transparency in asset data, and to allow for financial calculations such as depreciation, for asset valuations.

8.1.2 Asset management system

Currently, Council's open space assets are managed using inventory situated in Microsoft Excel spreadsheets and in Council's Geographical Information System MapInfo. A consolidated open space asset register does not yet exist within Council's asset management system.

- 126 -

Council is in the process of implementing an Asset Management Information System (AMIS) **Hansen8** from the vendor 'Infor'. This system will be known to internal Council staff as the Frankston Asset Management Information System (FAMIS).

FAMIS will act as an asset register and Maintenance Management System, and will be facilitated by Kern Mobile enabling staff to log maintenance and inspection data whilst in the field. Additionally, the system can be used to undertake condition audits, store, verify and analyse asset data.

In 2011, a four-phase implementation process was adopted with the following asset categories: Roads, Drains, Facilities, Parks (Open Space). Implementation of the Open Space phase into FAMIS was expected to occur by 2016/17, and is the final phase of the FAMIS rollout.

It is recognised that ongoing system improvements will be required after the initial system rollout as business processes and reporting requirements evolve.

Asset registers

Historically no open space asset register has existed. The development of a centralised open space asset register is driven by Improvement Action 15 of Council's Asset Management Strategy 2013 – 2017.

This will be accommodated with the rollout of open space data in FAMIS.

Linkage from asset management to financial system

- Identification and accountability of Council asset data and financial transactions to ensure compliance with accounting standards and other regulatory requirements.
- Provision of an asset register that stores the data needed for asset valuations and predictive condition-based asset deterioration modelling.
- Support asset valuation processes including updates of the asset register details and inputs into financial reports.
- Integration of FAMIS with relevant financial information systems i.e. TechnologyOne.

Accountabilities for asset management system and data maintenance

AMIS Officers and Asset Planning Officers under the Sustainable Assets Department are accountable for the management and data maintenance of the AMIS.

Required changes to asset management system arising from this AM Plan

- Open space asset data load into FAMIS to establish a centralised asset register.
- Generate open space works programs through FAMIS for the Parks and Public Spaces service unit to streamline and enhance maintenance operations.
- Appropriate capitalisation of open space assets to capture construction/renewal dates.
- Monitor and record useful lives of individual assets to refine valuations and renewal modelling.

8.2 Improvement Plan

The asset management improvement plan generated from this asset management plan is shown in Table 44.

- 127 -

Table 44: Improvement Plan

Task No	Task	Responsibility	Resources Required	Timeline
1.	Complete the implementation of Phase 4 of the FAMIS rollout as stipulated in Council's Asset Management Strategy 2013-17.	Technical Staff	Staff Time	2017/18
2.	Consolidate asset data in a single register to provide transparency for asset management and financial accounting.	Technical Staff	Staff Time, FAMIS	2017/18
3.	Implement Council's Asset Options Policy and Procedure to govern asset disposals.	Executive & Technical Staff	Staff Time	2017/18
4.	Endorse renewal ranking criteria and weightings to prioritise asset renewals.	Executive & Technical Staff	Staff Time	2017/18
5.	Identify significant open space asset repairs/replacements for funding under the capital renewal program for the next 5 years.	Technical Staff	Staff Time	2017/18
6.	Implement asset handover processes to enable 100% asset data capture and asset capitalisation following the completion of capital works.	Executive & Technical Staff	Staff Time	2017/18
7.	Review the open space capitalisation threshold of \$1,000 using Council's Capitalisation Policy and Procedure to ensure to appropriate capitalisation of open space assets following the completion of capital works.	Technical Staff	Staff Time	2017/18
8.	Improve internal processes around the collection of reactive request information to attain all necessary information to carry out the works without delays.	Technical Staff	Staff Time	2017/18
9.	Establish a committee of internal stakeholders to annually review, monitor and amend Council's construction standards.	Executive & Technical Staff	Staff Time	2017/18
10.	Undertake community satisfaction surveys to determine preferences around rate/service cuts and to obtain qualitative data around the provision of open space services.	Technical Staff	Staff Time	2018/19
11.	Determine additional operations and maintenance requirements as a result of new or upgraded open space assets.	Technical Staff	Staff Time	2018/19
12.	Establish a clear framework and methodology around valuation and renewal planning of "living assets".	Executive & Technical Staff	Staff Time	2018/19
13.	Develop a Maintenance Management Plan to identify maintenance strategies and requirements to achieve park management goals in an efficient manner.	Executive & Technical Staff	Staff Time	2018/19
14.	Review which 'living' assets are included within renewal planning and modelling i.e. assets which are expected to be consistently renewed after a specific time such as sporting ovals.	Technical Staff	Staff Time	2018/19
15.	Undertake asset condition auditing on assets which have no historical condition data, or data older than 4 years.	Technical Staff	Staff Time	2019/20
16.	Undertake annual independent playground condition audits with a focus on asset management information such as useful life, remaining life, component condition, functionality and capacity/utilisation.	Technical Staff	Staff Time, independent auditor	2019/20
17.	Update accounting structure so that the associated renewal cost and upgrade cost for each capital project can be determined.	Technical Staff	Staff Time	2019/20
18.	Update accounting structure to allow for the split of reactive and planned maintenance expenditures.	Technical Staff	Staff Time	2019/20
19.	Componentise lighting assets to separate poles, globes and metering for improved renewal planning and asset capitalisation.	Technical Staff	Staff Time	2019/20
20.	Develop detailed renewal program for sports lighting due to their high capital value, greater level of service than general open space lighting and for better integration with sports field renewals.	Technical Staff	Staff Time	2019/20
21.	Develop an Open Space Infrastructure Risk Management Plan.	Technical Staff	Staff Time	2019/20
22.	Undertake service planning to manage demand and provide strategic direction for Council's open space services.	Executive & Technical Staff	Staff Time	2019/20
23.	Refine Council's 10-20 year open space discretionary capital works program and align with the Long Term Financial Plan.	Executive & Technical Staff	Staff Time	2020/21

- 128 -

Task No	Task	Responsibility	Resources Required	Timeline
24.	Carry out community consultation to determine community levels of service and agreed technical levels of service, following trade-offs and consideration of risks.	Executive & Technical Staff	Staff Time	2020/21
25.	Develop a 5 year asset rationalisation plan to identify significant assets for disposal or re-purposing.	Executive & Technical Staff	Staff Time, Asset Options Policy & Procedure	2020/21
26.	Refine 'scenario' based modelling to inform future revisions of this asset management plan.	Technical Staff	Staff Time	2020/21
27.	Develop a useful life assessment report for all open space assets using the IPWEA template. Assessment conducted based on individual asset circumstances including asset type, desired level of service, financial consideration and environmental factors.	Technical Staff	Staff Time, IPWEA Template	2020/21
28.	Review the Maintenance Adjustment Factors (MAF) associated with the renewal modelling to refine lifecycle costings.	Technical Staff	Staff Time	2020/21
29.	Incorporate performance based renewal planning by undertaking capital renewal on a park-by-park basis, linking the specific park level of service and performance/functionality with individual asset condition and remaining life to create a holistic approach.	Executive & Technical Staff	Staff Time, Open Space Service Plan	2020/21
30.	Embed Universal Design principles and develop Universal Design guidelines for the implementation of all open space capital works to focus on creating an inclusive environment for people of all abilities, in particular, people with mobility challenges.	Executive & Technical Staff	Staff time	2020/21
31.	Continue to improve the accuracy and validity of open space asset data to improve confidence levels.	Technical Staff	Staff Time	Ongoing
32.	Continue to monitor Council's energy and water usage and costs associated with its open space assets, and install separate authority meters where possible to identify and better allocate usage and costs.	Technical staff	Staff Time, Capital Works	Ongoing
33.	Continue to monitor deliverability across capital works and maintenance programs to ensure Council is reaching defined Key Performance Indicators (KPIs).	Technical Staff	Staff Time, FAMIS	Ongoing

8.3 Monitoring and Review Procedures

This asset management plan will be reviewed during annual budget planning processes and amended to recognise any material changes in service levels and/or resources available to provide those services as a result of budget decisions.

The AM Plan will be updated every 4-5 years in line with the rolling condition audit program, to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into Council's long term financial plan.

The AM Plan has a life of 4-5 years (Council election cycle) and is due for complete revision and updating within 2 years of each Council election.

8.4 Performance Measures

The effectiveness of the asset management plan can be measured in the following ways:

- The degree to which the required projected expenditures identified in this asset management plan are incorporated into Council's long term financial plan,
- The degree to which 1-5 year detailed works programs, budgets, business plans and organisational structures take into account the 'global' works program trends provided by the asset management plan,
- The degree to which the existing and projected service levels and service consequences (what we cannot do), risks and residual risks are incorporated into the Council's Strategic Plan and associated plans,

- 129 -

- The ability to identify and address the renewal backlog,
- Improvement of asset condition rating across the open space network,
- The ability to deliver on Improvement Actions,
- Changes in community satisfaction with regards to open space services,
- Changes in internal staff awareness of AM practices and their ability to implement AM principles in decision making,
- The Asset Renewal Funding Ratio achieving the target of 1.0.

DRAFT

- 130 -

9. REFERENCES

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10. APPENDICES

- Appendix A Technical Service Standards – State of the Assets Report 2014
- Appendix B Projected 10 year Capital Renewal and Replacement Works Program
- Appendix C Projected 10 year Upgrade/Expansion/New Capital Works Program
- Appendix D LTFP Budgeted Expenditures Accommodated in AM Plan
- Appendix E Frankston Population and Demographics
- Appendix F Moloney Model Assumptions
- Appendix G Identified Climate Change Risks
- Appendix H Sports Facility Hierarchy
- Appendix I Open Space Asset Data
- Appendix J Open Space Asset/Service Relationship
- Appendix K Customer Service Requests
- Appendix L Abbreviations
- Appendix M Glossary

OPEN SPACE Reactive
 Maintenance Activities

- 132 -

Appendix A Technical Service Standards – State of the Assets Report 2014

Asset_Class	Activity_Code	Maintenance_Activity	Description	Current Level Of Service			Number of requests per annum	Operating Budget Account No.	Current 2013/14 Budget	Desired Level Of Service			Budget Required to Deliver Desired Level of Service
				Current_Service_Standard	Target Response Time - Initial Assessment (Working Days)	Target Response Time - Rectify (Working Days)				Desired_Service_Standard	Target Response Time - Initial Assessment (Working Days)	Target Response Time - Rectify (Working Days)	
SPORTING RESERVES		Sign Maintenance - Sporting Reserves		As required	1 to 2 days	1 week		43728	\$10,800	As required	1 to 2 days	1 week	
SPORTING RESERVES		Oval Repairs	Verti – Drain Repair Fertilize Coring Seeding Slicing Top Dressing Turf Replacement Rolling	As per works program based on oval hierarchy	1 to 2 days	1 week		43736	\$31,529	As per works program based on oval hierarchy	1 to 2 days	1 week	
SPORTING RESERVES		Sporting Infrastructure Repair		As required	1 to 2 days	1 week		43741	\$30,282	As required	1 to 2 days	1 week	\$130,213
SPORTING RESERVES		Sportsground Path & Hardstand Repairs		As required	1 to 2 days	1 week		43742	\$18,428	As required	1 to 2 days	1 week	
SPORTING RESERVES		Cricket Wicket Repair		As required	1 to 2 days	1 week		43747	\$8,000	As required	1 to 2 days	1 week	
SPORTING RESERVES		Sportsground Fencing Repairs		As required	1 to 2 days	1 week		43749	\$5,500	As required	1 to 2 days	1 week	\$24,000
SPORTING RESERVES		Sportsground Weed Control	Herbicide Application	Annually	1 to 2 days	1 week		43750	\$63,200	Annually	1 to 2 days	1 week	
ARBORETUM		Fencing Repairs		As required	1 to 2 days	1 week		44133	\$1,545	As required	1 to 2 days	1 week	\$5,000
FENCING		Replanting		Annually	1 to 2 days	up to 6 months		44132	\$6,798	Annually	1 to 2 days	up to 6 months	
RESERVE VEGETATION		N'hood Parks - Repair Path		As required	1 to 2 days	1 week		44135	\$4,000	As required	1 to 2 days	1 week	
PASSIVE RESERVES		N'hood Parks - Vandalism		As required	1 to 2 days	1 week		44136	\$55,750	As required	1 to 2 days	1 week	\$60,000.00
RESERVE VEGETATION		N'hood Parks - Replanting		Annually	1 to 2 days	up to 6 months		44137	\$42,000	Annually	1 to 2 days	up to 6 months	
STRUCTURES		N'hood Parks - Structures		As required	1 to 2 days	1 week		44138	\$8,000	As required	1 to 2 days	1 week	\$35,000
		Playgrounds High profile		5 times a week	1 to 2 days	1 week				5 times a week	1 to 2 days	1 week	
PLAYGROUNDS		Playgrounds Low profile		Fortnightly inspection	1 to 2 days	1 week		44139	\$31,895	Fortnightly inspection	1 to 2 days	1 week	\$40,000



OPEN SPACE Reactive
 Maintenance Activities

- 133 -

Asset_Class	Activity_Code	Maintenance Activity	Description	Current Level Of Service				Desired Level Of Service				Budget Required to Deliver Desired Level of Service	
				Current_Service_Standard	Target Response Time - Initial Assessment (Working Days)	Target Response Time - Rectify (Working Days)	Number of requests per annum	Operating Budget Account No.	Current 2013/14 Budget	Desired_Service_Standard	Target Response Time - Initial Assessment (Working Days)		Target Response Time - Rectify (Working Days)
FENCING		Fencing Repairs		As required	1 to 2 days	1 week		44141	\$10,400	As required	1 to 2 days	1 week	\$45,000
ROADSIDE VEGETATION		Roadside Mowing		12 times annually	1 to 2 days	1 week		44147	\$211,067	12 times annually	1 to 2 days	1 week	
SIGNS		Neighbourhood Parks/Signs		As required	1 to 2 days	1 week		44149	\$5,400	As required	1 to 2 days	1 week	
FACILITIES VEGETATION		Depot Grounds Maintenance		As required	1 to 2 days	1 week		44150	\$2,300	As required	1 to 2 days	1 week	
FACILITIES VEGETATION		Pre-School Grounds Maint.		12 times annually	1 to 2 days	1 week		44152	\$122,374	12 times annually	1 to 2 days	1 week	\$135,000
ROADSIDE VEGETATION		VicRoads Service Road Mowing		12 times annually	1 to 2 days	1 week		44153	\$328,648	12 times annually	1 to 2 days	1 week	
ROADSIDE VEGETATION		Traffic Island Maint		12 times annually	1 to 2 days	1 week		44154	\$101,708	12 times annually	1 to 2 days	1 week	
RESERVE TREES		Tree Reserve Maint		8 times annually	1 to 2 days	1 week		44155	\$7,210	8 times annually	1 to 2 days	1 week	
RESERVE VEGETATION		Herbicide Application		4 times annually	1 to 2 days	1 week		44156	\$149,469	4 times annually	1 to 2 days	1 week	
PASSIVE RESERVES		Botanic Gdn - Vandalism		As required	1 to 2 days	1 week		44226	\$3,399	As required	1 to 2 days	1 week	\$7,000
RESERVE VEGETATION		Botanic Gdn - Replanting		Annually	1 to 2 days	1 week		44227	\$14,000	Annually	1 to 2 days	1 week	
RESERVE TREES		Botanic Gdn - Trees		As required	1 to 2 days	1 week		44228	\$16,171	As required	1 to 2 days	1 week	
STRUCTURES		Botanic Gdn - Structure Repairs		As required	1 to 2 days	1 week		44229	\$10,000	As required	1 to 2 days	1 week	
FENCING		Botanic Gdn - Fencing Repairs		As required	1 to 2 days	1 week		44231	\$3,296	As required	1 to 2 days	1 week	\$4,000
PLAYGROUNDS	PG-REA-003	Playground Under surfacing Maintenance		Annually	1 to 2 days	1 week		44122 70%	\$60,000.00	Annually	1 to 2 days	1 week	\$80,000
								43726 30%	\$30,000.00				\$40,000
PLAYGROUNDS	PG-REA-004	Litter Clearing - Dumped/ Dangerous		Weekly	1 to 2 days	1 week		44122 70%	?	Weekly	1 to 2 days	1 week	
								43726 30%	?				



- 134 -

Asset_Class	Activity_Code	Maintenance Activity	Description	Current Level Of Service				Desired Level Of Service				Budget Required to Deliver Desired Level of Service	
				Current_Service_Standard	Target Response Time - Initial Assessment (Working Days)	Target Response Time - Rectify (Working Days)	Number of requests per annum	Operating Budget Account No.	Current 2013/14 Budget	Desired_Service_Standard	Target Response Time - Initial Assessment (Working Days)		Target Response Time - Rectify (Working Days)
RESERVES	OS-REA-013C	Litter Clearing - Dumped/ Dangerous		As required	1 to 2 days	1 week		44122	?	As required	1 to 2 days	1 week	
RESERVES	POS-REA-041	Mowing - undeveloped Blocks & Reserves		As required	1 to 2 days	1 week		Unfunded		As required	1 to 2 days	1 week	
RESERVES	OS-REA-043	Weed Control / Edge trimming		12 times annually	1 to 2 days	1 week		44156	\$149,469.00	12 times annually	1 to 2 days	1 week	
RESERVES	POS-REA-044	Lawn Maintenance		12 times annually	1 to 2 days	1 week		44122	General Maintenance	12 times annually	1 to 2 days	1 week	
RESERVES	OS-REA-005	Graffiti Removal		As required	1 to 2 days	1 week			?	As required	1 to 2 days	1 week	
RESERVES	OS-REA-032	Information Sign Maintenance		As required	1 to 2 days	1 week			?	As required	1 to 2 days	1 week	
RESERVES	OSF-REA-023	Unsealed Pathway Maintenance		6 times annually	1 to 2 days	1 week			?	6 times annually	1 to 2 days	1 week	
RESERVES	OSF-REA-008	Brick Paved Footpath Maintenance		As required	1 to 2 days	1 week			?	As required	1 to 2 days	1 week	
RESERVES	OSF-REA-029	Asphalt Footpath Maintenance		As required	1 to 2 days	1 week			?	As required	1 to 2 days	1 week	
RESERVES	OSF-REA-046	Edge/ Shoulder Repair		As required	1 to 2 days	1 week			?	As required	1 to 2 days	1 week	
RESERVES	OSF-REA-012	Footpath Sweeping/ Cleaning		As required	1 to 2 days	1 week			?	As required	1 to 2 days	1 week	
RESERVES	OS-REA-074	Retaining Walls, Stairs & Minor Structure Maintenance		As required	1 to 2 days	1 week		44138	\$8,000.00	As required	1 to 2 days	1 week	
					1 to 2 days	1 week		43741	\$29,400.00		1 to 2 days	1 week	\$40,000.00
RESERVE FURNITURE	FUR-REA-001	Irrigation Sprinkler Maintenance		30 times annually	1 to 2 days	1 week		43752	\$55,000.00	30 times annually	1 to 2 days	1 week	
RESERVE FURNITURE	FUR-REA-001	Drinking Fountain Maintenance		As required	1 to 2 days	1 week		44122	\$4,700.00	As required	1 to 2 days	1 week	\$6,500.00
RESERVE FURNITURE	FUR-REA-032	Maintain Fencing		As required	1 to 2 days	1 week		44141	\$10,400.00	As required	1 to 2 days	1 week	\$45,000.00
					1 to 2 days	1 week		43749	\$5,500.00		1 to 2 days	1 week	\$24,000.00
RESERVE FURNITURE	FUR-REA-056	Maintain Bins		As required	1 to 2 days	1 week				As required	1 to 2 days	1 week	

Attachment A: DRAFT Open Space Asset Management Plan



OPEN SPACE Reactive
 Maintenance Activities

- 135 -

Asset_Class	Activity_Code	Maintenance Activity	Description	Current Level Of Service				Desired Level Of Service				Budget Required to Deliver Desired Level of Service	
				Current_Service_Standard	Target Response Time - Initial Assessment (Working Days)	Target Response Time - Rectify (Working Days)	Number of requests per annum	Operating Budget Account No.	Current 2013/14 Budget	Desired_Service_Standard	Target Response Time - Initial Assessment (Working Days)		Target Response Time - Rectify (Working Days)
RESERVE FURNITURE	FUR-REA-060	Maintain External Reserve Lighting Infrastructure		As required	1 to 2 days	1 week				As required	1 to 2 days	1 week	
RESERVE FURNITURE	FUR-REA-061	Miscellaneous Furniture - Structural Maintenance		As required	1 to 2 days	1 week		43741	\$29,400.00	As required	1 to 2 days	1 week	\$40,000.00

Attachment A: DRAFT Open Space Asset Management Plan

OPEN SPACE Reactive
Maintenance Activities

- 136 -

Asset_Class	Activity_Code	Maintenance_Activity	Description	Current Level Of Service				Operating Budget Account No.	Current 2013/14 Budget	Desired Level Of Service			Budget Required to Deliver Desired Level of Service
				Current_Service_Standard	Target Response Time - Initial Assessment (Working Days)	Target Response Time - Rectify (Working Days)	Number of requests per annum			Desired_Service_Standard	Target Response Time - Initial Assessment (Working Days)	Target Response Time - Rectify (Working Days)	
					1 to 2 days	1 week		44138	\$8,000.00		1 to 2 days	1 week	\$20,000.00
RESERVE TREES / PLANTS	OSV-REA-039	Pruning - Trees & Shrubs		As required	1 to 2 days	1 week		44155	Line 25	As required	1 to 2 days	1 week	
RESERVE TREES / PLANTS	OSV-REA-034	Tree & Stump Removal		As required	1 to 2 days	1 week		44155	Line 25	As required	1 to 2 days	1 week	
RESERVE TREES / PLANTS	OSV-REA-035	Fallen Limb or Fallen Tree Removal		As required	1 to 2 days	1 week		44155	Line 25	As required	1 to 2 days	1 week	
RESERVE TREES / PLANTS	OSV-REA-001	Replanting Trees & Shrubs		Annually	1 to 2 days	1 week		43744	\$20,000.00	Annually	1 to 2 days	1 week	
					1 to 2 days	1 week		44137	\$42,000.00		1 to 2 days	1 week	
RESERVE TREES / PLANTS	OSV-REA-002	Tree Basin/ Grate/ Guard Maintenance		As required	1 to 2 days	1 week		44132	\$6,600.00	As required	1 to 2 days	1 week	
					1 to 2 days	1 week		44122	General Maintenance		1 to 2 days	1 week	
RESERVE TREES / PLANTS	OSV-REA-047	Garden Bed Maintenance		12 times annually	1 to 2 days	1 week		44122	General maintenance	12 times annually	1 to 2 days	1 week	
					1 to 2 days	1 week					1 to 2 days	1 week	
RESERVE TREES / PLANTS	OSV-REA-043	Pest and/or Vegetation Disease Control		As required	1 to 2 days	1 week		44122	General Maintenance	As required	1 to 2 days	1 week	
RESERVE TREES / PLANTS	OSV-REA-048	Blackberry Removal		As required	1 to 2 days	1 week		44122	General Maintenance	As required	1 to 2 days	1 week	
SKATEBOWL	SK-REA-001	Litter Clearing - Dumped/ Dangerous			1 to 2 days	1 week		43739	\$36,800.00		1 to 2 days	1 week	
SKATEBOWL	SK-REA-002	Graffiti Removal		As required	1 to 2 days	1 week		43739	As above	As required	1 to 2 days	1 week	
SKATEBOWL	SK-REA-003	Skate bowl Cleaning		Weekly	1 to 2 days	1 week		43739	As above	Weekly	1 to 2 days	1 week	
SPORTSFIELDS	AOS-REA-008	Granitic Gravel Softball Diamonds & Cricket Net Run Ups		Annually	1 to 2 days	1 week				Annually	1 to 2 days	1 week	
SPORTSFIELDS	AOS-REA-041	Sports Oval Mowing		45 times per annum	1 to 2 days	1 week		43726	\$296,125.00	45 times per annum	1 to 2 days	1 week	
		Sports Oval Mowing - Couch		45 times per annum	1 to 2 days	1 week				45 times per annum	1 to 2 days	1 week	

Attachment A: DRAFT Open Space Asset Management Plan

OPEN SPACE Reactive
Maintenance Activities

- 137 -

Asset_Class	Activity_Code	Maintenance_Activity	Description	Current Level Of Service				Desired Level Of Service				Budget Required to Deliver Desired Level of Service	
				Current_Service_Standard	Target Response Time - Initial Assessment (Working Days)	Target Response Time - Rectify (Working Days)	Number of requests per annum	Operating Budget Account No.	Current 2013/14 Budget	Desired_Service_Standard	Target Response Time - Initial Assessment (Working Days)		Target Response Time - Rectify (Working Days)
SPORTSFIELDS	AOS-REA-041	Sports Field Surrounds Mowing		45 times per annum	1 to 2 days	1 week		43726	As above	45 times per annum	1 to 2 days	1 week	
SPORTSFIELDS	AOS-REA-013	Bike Rack Repair		N/A	1 to 2 days	1 week				N/A	1 to 2 days	1 week	
SPORTSFIELDS	AOS-REA-001	Sports Field Surface Maintenance		Annually	1 to 2 days	1 week		43738	\$137,389.00	Annually	1 to 2 days	1 week	
SPORTSFIELDS	FUR-REA-062	Basketball Ring Maintenance		Annually	1 to 2 days	1 week		3584	\$50,000.00	Annually	1 to 2 days	1 week	
					1 to 2 days	1 week		Playground demolitions			1 to 2 days	1 week	
					1 to 2 days	1 week					1 to 2 days	1 week	
TURF WICKETS	TW-REA-003	Concrete Cricket Pitch Maintenance		Annually	1 to 2 days	1 week		43747	\$8,000.00	Annually	1 to 2 days	1 week	
WETLANDS/ LAKES/ FOUNTAINS & PONDS	WF-REA-001	Treat Algal Bloom		As required	1 to 2 days	1 week				As required	1 to 2 days	1 week	
WETLANDS/ LAKES/ FOUNTAINS & PONDS	WF-REA-002	Litter Clearing - Dumped		As required	1 to 2 days	1 week				As required	1 to 2 days	1 week	
WETLANDS/ LAKES/ FOUNTAINS & PONDS	WF-REA-003	Maintain Light Infrastructure		As required	1 to 2 days	1 week				As required	1 to 2 days	1 week	

Infrastructure Maintenance 14/15

Account/ Budget

Desired Budg

Structures	42830 \$10k	\$35k
Fencing + Bollards	42831 \$20k	\$65k
General Infrastructure	42832 \$37.6k	\$100k
Boardwalks + Jetties	42833 \$25k	\$45k
Skate Park	42838 \$10k	\$15k
Vandalism	42839 \$60k	\$80k
Parks - Seats + Tables	42940 \$15k	\$80k
GPBG - Fences	42841 \$5k	\$10k
GPBG - Seats + Tables	42842 \$5k	\$5k
TOTAL	\$187,500.00	\$395k

OPEN SPACE
 Routine Maintenance Activities

- 138 -

Asset_Class	Activity_Code	Maintenance Activity	Current Level Of Service		Operating Budget Account No.	Current 2013/14 Budget	Desired Level Of Service		Budget Required to Deliver
			Current Service Standard	Frequency			Desired Service Standard	Frequency	
ROADSIDE VEGETATION		Mowing - Centre Median Strip & Chicanes	Mow at the following 13 locations to ensure lawn height 75mm - 250mm, Brushcut all edges to lawn boundary and around all infrastructure Brett Dve/Jack St Currawong Dr/Hall Road Hall Rd Centre Medium inc RAB cm McCormicks Hartnett Dve Helvetia Ct Frankston Karingal Dr/Cranbourne Lathams Rd/Fston Gardens Dr Lyrebird/Hall Overton Islands Pascal Is Rosedale Gv Yarralumla medium strip Golf links /Robinsons rd x 2	4 week cycle	44110	\$997,925.00			
ROADSIDE VEGETATION		Mowing - VicRoads Roadsides - Monthly cycle	Mow roadsides at the following 8 locations to ensure lawn height 75mm - 250mm, Brushcut all edges to lawn boundary and around all infrastructure: Frankston/Dandenong rd Seaford Rd/Ballarto Rd Wells Rd Nepean Hwy (excl. Long Island Tennis Club to O'Grady's Rd) Cranbourne Rd Davey - Hasting Rd (excl. Davey/Yuille) Moorooduc Hwy(excl. Beyond Caltex Fire Strip; and Moorooduc Rail Crossing Nature Strip) Frankston Filinders Rd	4 week cycle	44153	\$350,466.00			
ROADSIDE VEGETATION		Mowing - Council Roadsides - 4 week cycle	Mow roadsides at 62 locations to ensure lawn height 75mm - 250mm, Brushcut all edges to lawn boundary and around all infrastructure: SKYE - 9 locations SEAFORD - 14 locations PINES - 1 location LANGWARRIN - 19 locations KARRINGAL - 5 locations HEIGHTS - 7 locations FRANKSTON - 9 locations FRANKSTON SOUTH - 7 locations	4 week cycle	44147	\$211,067.00			
ROADSIDE VEGETATION		Mowing - Council Roadsides - Reach Mowing	Mow roadsides at 111 locations to ensure lawn height 40mm - 100mm, Brushcut all edges to lawn boundary and around all infrastructure: SKYE - 4 locations SEAFORD - 8 locations LANGWARRIN - 33 locations LANGWARRIN SOUTH - 16 locations FRANKSTON - 6 locations	Twice yearly cycle	44147	Same account as above			

Attachment A: DRAFT Open Space Asset Management Plan

OPEN SPACE
Routine Maintenance Activities

- 139 -

Asset_Class	Activity_Code	Maintenance Activity	Current Level Of Service		Operating Budget Account No.	Current 2013/14 Budget	Desired Level Of Service		Budget Required to Deliver Desired Level of Service
			Current Service Standard	Frequency			Desired Service Standard	Frequency	
ROADSIDE VEGETATION		Mowing - Reserves - Steep Slope	Mow roadsides at 19 locations to ensure lawn height 75mm - 150mm, Brushcut all edges to lawn boundary and around all infrastructure:	6 week cycle	44147	Same account as above			
PLAYGROUNDS		Playground Inspection Playground Maintenance Program	Inspection and repair of 116 playgrounds	Hierarchy 1H - 5 times a week Hierarchy 2H - 2 week cycle Hierarchy 1M - 2 week cycle Hierarchy 2M - 2 week cycle Hierarchy 1L - 2 week cycle Hierarchy 2L - 2 week cycle	42820	\$40,000.00			
GOLF COURSE		Centenary Park Golf Course Maintenance	maintenance of greens, tees and Fairway	Daily	44910 to 44999	\$75,499			
BOTANIC GARDENS		George Penland Botanic Gardens	Horticultural and mowing maintenance	Daily	44226 to 44231	\$354,637			
SPORTING RESERVES		General Maintenance - Sporting Reserves	Horticultural and mowing maintenance		43726	\$265,290			
SPORTING RESERVES		Athletics Track Maintenance	Mowing of surrounds	Every 3 weeks	43727	\$10,300			
SPORTING RESERVES		Turf Wicket Maintenance (including Wicket Table)	VCA Standards - 13 centre wickets & 12 practice wickets	Weekly - October to April	43732 & 43710	\$32,866			
SPORTING RESERVES		Skate Park Manage	Litter collection & vandalism repairs - 5 skate parks	weekly	43737	\$141,511			
SPORTING RESERVES		Herbicide Application	Spraying around park infrastructure	4 times per year	43750	\$63,200.00			
SPORTING RESERVES		Belvedere Oval (StKilda FC) maintenance	Mowing & turf maintenance	Mowing - Twice weekly, Audit - 12 per year, vertidrain x 12, renovation x 1	43743	\$50,000.00			
SPORTING RESERVES		Sporting Reserve - Tree Planting	Planting of trees	Annually	43744	\$20,000.00			
PASSIVE RESERVES		General Maintenance - Passive Reserves	Horticultural and mowing maintenance	12 times per annum	44122	\$316,825.00			
ROADSIDE		VicRoads - Litter Clean Up	Vegetation removal	Annually	44124	\$25,224			
ROADSIDE		Council Road - Litter Clean Up	Weekend Litter Patrol	Monthly	44125	\$6,028			
ARBORETUM		Replanting		Annually	44132	\$6,600.00			

- 140 -

OPEN SPACE
 Routine Maintenance Activities

Asset_Class	Activity_Code	Maintenance Activity	Current Level Of Service		Operating Budget Account No.	Current 2013/14 Budget	Desired Level Of Service		Budget Required to Deliver Desired Level of Service
			Current Service Standard	Frequency			Desired Service Standard	Frequency	
		Mowing - Preschools/Community Centres & Other Council Sites		12 times per annum	44152	\$121,658.00			
		Roadside Mowing – Council Roads		12 times per annum	44147	Same as account above			
		Roadside Mowing – VicRoads Roads		12 times per annum	44153	Same as account above			
		Reserve Herbicide Spraying		4 times per year	44156	\$149,469.00			
		Sports Surrounds/General Reserves Mowing	Horticultural and mowing maintenance - 29 Reserves & 69 ovals	Surrounds every 3 weeks, ovals 45 times per year.	43710 and 43716	\$409,800.00			
		Laneways/Drains/Flats mowing		12 times per annum	44151	\$88,068			
		Stealth Mowing Round		12 times per annum	44122 and 44116				
		Pre-school / Community Centre Maintenance		12 times per annum	44152	\$121,658			
		Horticulture Maintenance - LATMs (Including Roundabouts)	HORTICULTURE MAINTENANCE	Monthly	44154	\$108,977.00			
		Horticulture Maintenance - High Profile Sites	HORTICULTURE MAINTENANCE	Monthly Priority 1 Weekly visits high maintenance level required Priority 2 Fortnightly visits medium maintenance level required Priority 3 Monthly visits low maintenance level required Priority 4 6 week native plantations minor works required	44122	Deducted from General Maintenance			
Cemetery		Open Space Maintenance	a) Removal of unsightly litter dumped in Cemetery b) Top up graves, dig graves c) Mow lawn areas d) Maintain garden beds e) Repair pathways f) Clean signs to maintain readability g) Ashes interments, and associated customer service and administration activities. Refer Clause 18.53 - Contract 25547	Daily	3125,448 Memorial Park Maintenance	\$250,000.00	As per current service level	Daily	\$250,000.00

- 141 -

OPEN SPACE
 Routine Maintenance Activities

Asset_Class	Activity_Code	Maintenance Activity	Current Level Of Service		Operating Budget Account No.	Current 2013/14 Budget	Desired Level Of Service		Budget Required to Deliver Desired Level of Service
			Current Service Standard	Frequency			Desired Service Standard	Frequency	
RESERVES	OS-ROU-043	Weed Control / Edge trimming			43750	Herbicide Budget.			
RESERVES	OSF-ROU-019	Footpath Weed Control /Edge Trimming			43750	As above			
RESERVE FURNITURE	FUR-ROU-001	Irrigation Sprinkler Maintenance			43752-131	\$55,000.00			
					43752-154	\$5,000.00			
RESERVE FURNITURE	FUR-ROU-032	Maintain Fencing			44141 and 43749	\$10,400.00 and \$5,500.00			
RESERVE TREES / PLANTS	OSV-ROU-040	Tree Watering			44132	\$6,798.00			
RESERVE TREES / PLANTS	OSV-ROU-002	Tree Basin & Grate Maintenance			44132	As above			
RESERVE TREES / PLANTS	OSV-ROU-048	Garden Bed Maintenance			44122	General Maintenance Budget			
RESERVE TREES / PLANTS	OSV-ROU-043	Pest and/or Vegetation Disease Control			44122	As above			
SKATEBOWL	SK-ROU-001	Litter Clearing - Dumped/ Dangerous		Daily 1H Samuel Sherlock and Langwarrin Skate P	43739	\$36,600.00			
				Weekly 2H Sandfield, North Seaford and Monterey Skate Parks.					
SPORTSFIELDS	AOS-ROU-043A	Weed Control / Sports Oval Lawn Maintenance			43753	\$65,000.00			
SPORTSFIELDS	AOS-ROU-041A	Sports Oval Mowing				Same line item as line 28			
SPORTSFIELDS	AOS-ROU-041B	Sports Field Surrounds Mowing				Same line item as line 28			
SPORTSFIELDS	AOS-ROU-001	Sports Field Surface Maintenance			43738	\$141,511.00			
SPORTSFIELDS	FUR-ROU-062	Basketball Ring Maintenance			3584-776	\$50,000.00 Playground audits			
WETLANDS/ LAKES/ FOUNTAINS & PONDS	WF-ROU-004	Pump/ Filter Maintenance - Arboretum & Cemetery			44122	General Maintenance Budget.			
SIGNS	SI-OPS-001	Miscellaneous Sign Installation/ relocation			43728	\$10,800.00			

Attachment A: DRAFT Open Space Asset Management Plan

- 142 -

OPEN SPACE
 Routine Maintenance Activities

Asset_Class	Activity_Code	Maintenance Activity	Current Level Of Service		Operating Budget Account No.	Current 2013/14 Budget	Desired Level Of Service		Budget Required to Deliver Desired Level of Service
			Current Service Standard	Frequency			Desired Service Standard	Frequency	
					44149	\$5,400.00			
SIGNS	SI-OPS-002	DDA Device Installation & Maintenance				City works			
SIGNS	SI-OPS-003	Sign Relocation				City Works			

Appendix B Projected 10 year Capital Renewal and Replacement Works Program

Frankston CC			
Projected Capital Renewal Works Program			
			(\$000)
Year	Item	Description	Estimate
2017		Network Renewals	
	1	Predicted Renewal Expenditure Requirement - Moloney Model	\$2,714
2017		Defect Repairs	
	1	Risk Management Works Within Council Reserves	\$50
	2	Playground Improvements/Demolitions	\$35
2017		Total	\$2,799
2018		Network Renewals	
	1	Predicted Renewal Expenditure Requirement - Moloney Model	\$2,824
2018		Defect Repairs	
	1	Risk Management Works Within Council Reserves	\$50
	2	Playground Improvements/Demolitions	\$35
2018		Total	\$2,909
2019		Network Renewals	
	1	Predicted Renewal Expenditure Requirement - Moloney Model	\$3,736
2019		Defect Repairs	
	1	Risk Management Works Within Council Reserves	\$50
	2	Playground Improvements/Demolitions	\$35
2019		Total	\$3,821
2020		Network Renewals	
	1	Predicted Renewal Expenditure Requirement - Moloney Model	\$4,278
2020		Defect Repairs	
	1	Risk Management Works Within Council Reserves	\$50
	2	Playground Improvements/Demolitions	\$35
2020		Total	\$4,363
2021		Network Renewals	
	1	Predicted Renewal Expenditure Requirement - Moloney Model	\$4,646
2021		Defect Repairs	
	1	Risk Management Works Within Council Reserves	\$50
	2	Playground Improvements/Demolitions	\$35
2021		Total	\$4,731

- 144 -

			(\$000)
Year	Item	Description	Estimate
2022		Network Renewals	
	1	Predicted Renewal Expenditure Requirement - Moloney Model	\$4,838
2022		Defect Repairs	
	1	Risk Management Works Within Council Reserves	\$50
	2	Playground Improvements/Demolitions	\$35
2022		Total	\$4,923
2023		Network Renewals	
	1	Predicted Renewal Expenditure Requirement - Moloney Model	\$4,940
2023		Defect Repairs	
	1	Risk Management Works Within Council Reserves	\$50
	2	Playground Improvements/Demolitions	\$35
2023		Total	\$5,025
2024		Network Renewals	
	1	Predicted Renewal Expenditure Requirement - Moloney Model	\$4,925
2024		Defect Repairs	
	1	Risk Management Works Within Council Reserves	\$50
	2	Playground Improvements/Demolitions	\$35
2024		Total	\$5,010
2025		Network Renewals	
	1	Predicted Renewal Expenditure Requirement - Moloney Model	\$4,824
2025		Defect Repairs	
	1	Risk Management Works Within Council Reserves	\$50
	2	Playground Improvements/Demolitions	\$35
2025		Total	\$4,909
2026		Network Renewals	
	1	Predicted Renewal Expenditure Requirement - Moloney Model	\$4,665
2026		Defect Repairs	
	1	Risk Management Works Within Council Reserves	\$50
	2	Playground Improvements/Demolitions	\$35
2026		Total	\$4,750

Appendix C Projected 10 Year Upgrade/Expansion/New Capital Works Program

Frankston CC Projected Capital Upgrade/New Works Program			(\$000)
Year	Item	Description	Estimate
2017	1	Open Space, Foreshore and Unstructured/passive Initiatives Budget	\$698
	2	Playground and Playspace Initiatives Budget	\$980
	3	Structured Recreation Initiatives Budget	\$720
2017	Total		\$2,398
2018	1	Open Space, Foreshore and Unstructured/passive Initiatives Budget	\$1,397
	2	Playground and Playspace Initiatives Budget	\$330
	3	Structured Recreation Initiatives Budget	\$770
2018	Total		\$2,497
2019	1	Open Space, Foreshore and Unstructured/passive Initiatives Budget	\$1,479
	2	Playground and Playspace Initiatives Budget	\$375
	3	Structured Recreation Initiatives Budget	\$250
2019	Total		\$2,104
2020	1	Open Space, Foreshore and Unstructured/passive Initiatives Budget	\$900
	2	Playground and Playspace Initiatives Budget	\$205
	3	Structured Recreation Initiatives Budget	\$300
2020	Total		\$1,405
2021	1	Open Space, Foreshore and Unstructured/passive Initiatives Budget	\$400
	2	Playground and Playspace Initiatives Budget	\$250
	3	Structured Recreation Initiatives Budget	\$803
2021	Total		\$1,453
2022	1	Average First 5 Years of Open Space Discretionary CWP	\$1,971
2022	Total		\$1,971
2023	1	Average First 5 Years of Open Space Discretionary CWP	\$1,971
2023	Total		\$1,971
2024	1	Average First 5 Years of Open Space Discretionary CWP	\$1,971
2024	Total		\$1,971
2025	1	Average First 5 Years of Open Space Discretionary CWP	\$1,971
2025	Total		\$1,971
2026	1	Average First 5 Years of Open Space Discretionary CWP	\$1,971
2026	Total		\$1,971

Appendix D LTFP Budgeted Expenditures Accommodated in AM Plan

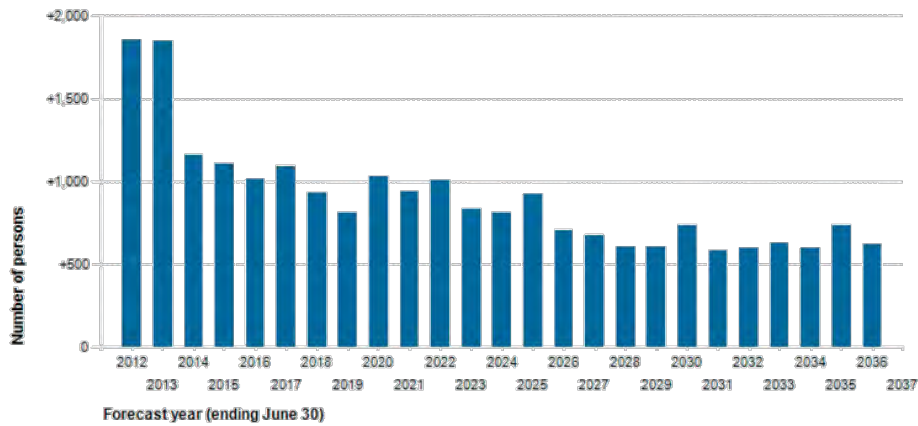
NAMS.PLUS3 Asset Management Frankston CC										
© Copyright. All rights reserved. The Institute of Public Works Engineering Australasia										
Open Space_S2_V11 Asset Management Plan										
First year of expenditure projections 2017 (financial yr ending)										
Open Space		Asset values at start of planning period		Calc CRC from Asset Register		Operations and Maintenance Costs for New Assets				
						% of Asset value				
		\$35,487 (000)		\$0 (000)	Additional operations costs					0.00%
		\$35,487 (000)		This is a check for you.	Additional maintenance					0.00%
		\$51,906 (000)			Additional depreciation					4.05%
		\$3,461 (000)			Planned renewal budget (information only)					
Planned Expenditures from LTFP										
20 Year Expenditure Projections Note: Enter all values in current 2017 values										
Financial year ending	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Expenditure Outlays included in Long Term Financial Plan (in current \$ values)										
Operations										
Operations budget	\$6,903	\$7,070	\$7,179	\$7,246	\$7,276	\$7,275	\$7,251	\$7,213	\$7,170	\$7,127
Management budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AM systems budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total operations	\$6,903	\$7,070	\$7,179	\$7,246	\$7,276	\$7,275	\$7,251	\$7,213	\$7,170	\$7,127
Maintenance										
Reactive maintenance budget	\$2,897	\$2,952	\$2,988	\$3,010	\$3,020	\$3,019	\$3,012	\$2,999	\$2,985	\$2,971
Planned maintenance budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Specific maintenance items budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total maintenance	\$2,897	\$2,952	\$2,988	\$3,010	\$3,020	\$3,019	\$3,012	\$2,999	\$2,985	\$2,971
Capital										
Planned renewal budget	\$4,870	\$4,685	\$4,685	\$4,685	\$4,620	\$4,580	\$4,580	\$4,580	\$4,610	\$4,645
Planned upgrade/new budget	\$2,413	\$2,512	\$2,119	\$1,420	\$1,468	\$1,986	\$1,986	\$1,986	\$1,986	\$1,986
Non-growth contributed asset value	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Asset Disposals										
Est Cost to dispose of assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Carrying value (DRC) of disposed assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Additional Expenditure Outlays Requirements (e.g from Infrastructure Risk Management Plan)										
Additional Expenditure Outlays required and not included above	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Renewal	to be incorporated into Forms 2 & 2.1 (where Method 1 is used) OR Form 2B Defect Repairs (where Method 2 or 3 is used)									
Capital Upgrade	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15
User Comments #2										
Forecasts for Capital Renewal using Methods 2 & 3 (Form 2A & 2B) & Capital Upgrade (Form 2C)										
Forecast Capital Renewal from Forms 2A & 2B	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Forecast Capital Upgrade from Form 2C	\$2,799	\$2,909	\$3,821	\$4,363	\$4,731	\$4,923	\$5,025	\$5,010	\$4,909	\$4,750
	\$2,398	\$2,497	\$2,104	\$1,405	\$1,453	\$1,971	\$1,971	\$1,971	\$1,971	\$1,971

Appendix E Frankston Population and Demographics

Forecasts show continued population growth across the municipality over the next 20 years particularly in Seaford, Carrum Downs, Sandhurst and Frankston neighbourhoods. Significant growth in people aged 5 to 9, 30 to 34 and over 60 years is expected in the next 10 years. The population growth rate is expected to gradually decrease over the 20 year period. All population and demographic forecasts were sourced from forecast.id.com.au.

Forecast population change

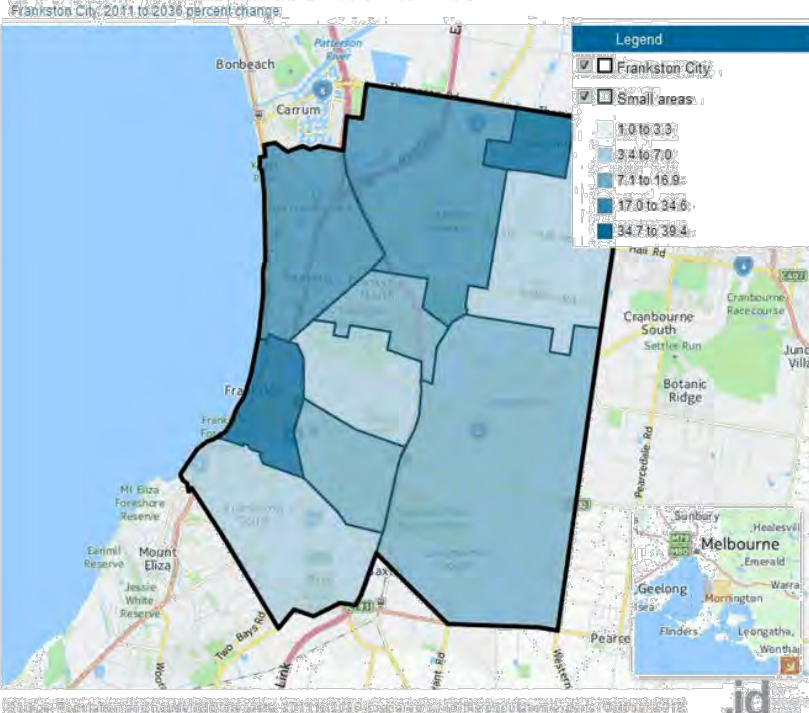
Frankston City



Population and household forecasts, 2011 to 2038, prepared by .id the population experts, October 2013.



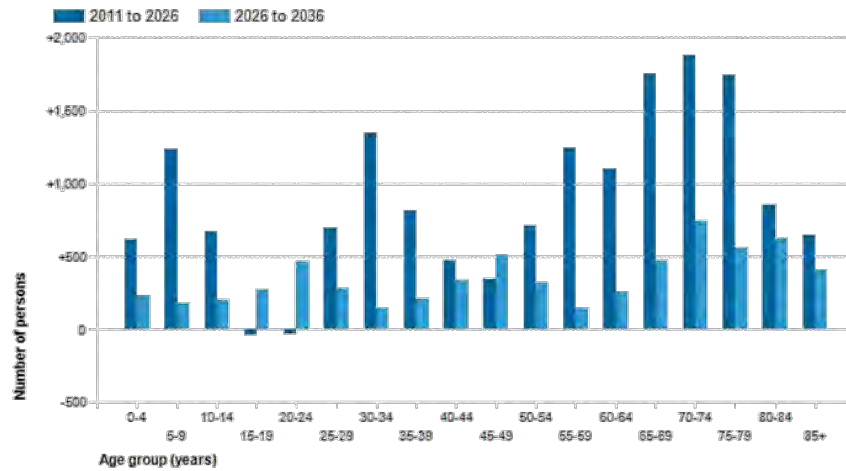
Population and age structure map - 0 to 85



- 148 -

Forecast change in age structure - 5 year age groups

Frankston City - Total persons



Population and household forecasts, 2011 to 2036, prepared by JDS population experts, October 2016.

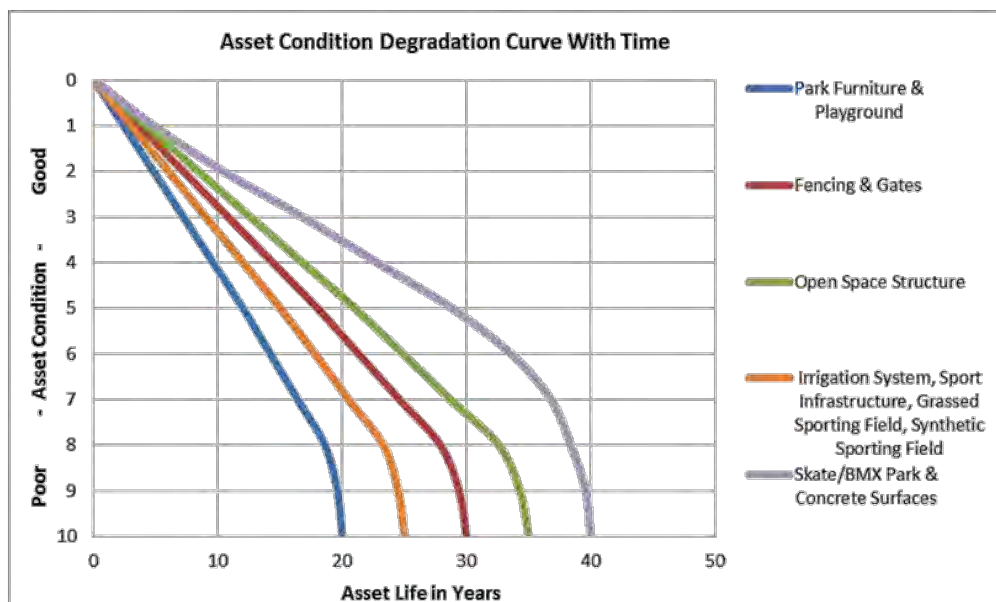


Frankston City forecast population, households and dwellings						
Summary	Forecast year					
	2011	2016	2021	2026	2031	2036
Population	130,055	137,041	141,843	146,121	149,315	152,494
Change in population (5yrs)		6,986	4,802	4,278	3,194	3,178
Average annual change		1.05%	0.69%	0.60%	0.43%	0.42%
Households	51,161	54,511	56,922	58,991	60,608	62,117
Average household size	2.51	2.48	2.46	2.44	2.43	2.42
Population in non-private dwellings	1,525	1,705	1,825	1,945	2,065	2,185
Dwellings	53,840	57,353	59,878	62,042	63,754	65,349
Dwelling occupancy rate	95.02%	95.04%	95.06%	95.08%	95.07%	95.05%

Appendix F Moloney Model Assumptions

Assumptions involved with the long term scenario modelling and asset data include:

- Asset types which were not assigned a useful life under the 2015 – Open Space Condition Audit were assumed using professional judgement and knowledge of the assets and with guidance from industry standards from within IPWEA Parks Asset Management Practice Note 10.2 2016.
- Unit rates were developed for grassed sporting fields, skate parks, BMX and motorcycle parks where no replacement value was known. Rates were developed based on similar projects that have been delivered recently.
- Condition ratings for assets without a known condition were assumed based on the average condition of the relevant asset type. 259 assets have an assumed condition rating.
- Council's current service delivery is based on an RICL of 8.0 which indicates that assets are being renewed when they are in extremely poor condition with severe serviceability problems and could be a risk to remain in service, except for playground which are based on an RICL of 7.0.
- Default asset degradation curves built into the Moloney model software were utilised for the modelling. The degradation curves are used to determine how the model predicts the deterioration of an asset's condition over its useful life. The graph below illustrates the various asset sets used for modelling and their respective asset degradation curves where condition score 0 is "New" and condition score 10 is "Unserviceable". As seen, several asset sets utilise the same asset degradation curve.



- Growth in maintenance and renewal requirements from the construction or adoption of new, upgrade and expand assets has not been included in the modelling as the impact would be insignificant over the period which this Plan pertains.
- Maintenance and operational expenditure were combined for the purpose of developing maintenance requirements for each modelling scenario.

- 150 -

- Actual maintenance and operation expenditure from the 2015/16 financial year were used.
- The modelling assumed that asset renewal returns an asset to a condition score 0 or "New" condition.

To determine maintenance expenditure which is applicable to the open space infrastructure assets included within the modelling, expenditure associated with trees and garden maintenance was excluded, as these assets have not been captured in the condition modelling.

A percentage split was applied to the total 2015/16 maintenance expenditure (excl. tree and garden expenses) based on the replacement value of each Moloney asset set to determine the maintenance expenditure across each category. The following percentage split was applied:

Moloney Asset Set	Replacement Value Percentage (%)
Park Furniture	8
Fencing & Gates	21
Open Space Structure	3
Playground	8
Irrigation System	7
Sports Infrastructure	8
Grassed Sporting Field	27
Synthetic Sporting Field	11
Skate/BMX Park & Concrete Surfaces	7
	100

Council's 1 – 5 asset condition rating based on the condition grading model was converted to the Moloney 1 – 10 asset condition rating for modelling purposes. Condition description for this rating model is shown below.

Cond 0-10	<i>Generalised Generic Description of asset condition</i>
0	A new asset or an asset recently rehabilitated back to new condition.
1	A near new asset with no visible signs of deterioration often moved to condition 1 based upon the time since construction rather than observed condition decline.
2	An asset in excellent overall condition. There would be only very slight condition decline but it would be obvious that the asset was no longer in new condition.
3	An asset in very good overall condition but with some early stages of deterioration evident, but the deterioration still minor in nature and causing no serviceability problems.
4	An asset in good overall condition but with some obvious deterioration evident, serviceability would be impaired very slightly.
5	An asset in fair overall condition deterioration in condition would be obvious and there would be some serviceability loss.
6	An asset in Fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance cost would be rising.
7	An asset in poor overall condition deterioration would be quite severe and would be starting to limit the serviceability of the asset. Maintenance cost would be high.
8	An asset in very poor overall condition with serviceability now being heavily impacted upon by the poor condition. Maintenance cost would be very high and the asset would at a point where it needed to be rehabilitated.
9	An asset in extremely poor condition with severe serviceability problems and needing rehabilitation immediately. Could also be a risk to remain in service.
10	An asset that has failed is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the asset in service.

Appendix G Identified Climate Change Risks

- 1.02** Coastal inundation can increase the risk of the flooding of Kananook Creek.
- 1.03** Coastal inundation can increase the risk of flooding of the Central Activity District (CAD).
- 1.04** Coastal inundation can cause a loss of beaches and foreshore reserves
- 1.08** Exposure to legal liability for Council's function as the Planning Authority and issue of building permits.

- 2.06** Inland flooding can increase the risk of overwhelming the drainage system.
- 2.07** Inland flooding from flood prone areas left uncontrolled from responsibilities insufficiently delineated.
- 2.08** Inland Flooding can increase the risk of property being affected by flooding.
- 2.10** Inland flooding may impact old landfill sites and septic tanks and cause contamination.
- 3.02** Increased fire weather can increase the community perception of bushfire risk rising
- 4.02** Increased air temperature can increase occupational health and safety risks to outdoor staff.

- 4.04** Increased temperatures poses a health risk to the community
- 4.05** Changes to average rainfall and temperature will increase the risk of degradation to sports grounds.
- 4.06** Increased temperatures can increase risks of insect infestation
- 4.06** Changes to average rainfall and temperature resulting in community dissatisfaction due to inability to use open space and reduced experiences.

- 4.07** Changes in average rainfall and temperature can increase the risk of complaints regarding increased airborne dust.
- 4.11** Increased temperatures and concurrent trends will increase the risk of loss of biodiversity.
- 4.17** Changes to average temperature and rainfall will reduce water availability.

- 5.01** Changes to average rainfall can cause the degradation of Seaford Wetlands.
- 5.04** Changes in average rainfall can increase the risk of blockage and damage to the drainage system.
- 6.02** Concurrent trends can increase the risks of shortage of personnel to deliver community services.

- 6.05** Peak Oil

- 7.01** Future climate change increases the risk that planning decisions made now prove to have been incorrect.
- 7.01** From other impacts Council decisions made now may prove to be incorrect

Appendix H Sports Facility Hierarchy

Sports Facility Hierarchy –Local Level

Local sporting facilities primarily cater for junior training and competition, and in some instances may be used as overflow facilities for senior teams. Local sports facilities are generally built and maintained to a basic level, and are typically school facilities being used as joint-use facilities with the community, or are Council-owned facilities located adjacent to schools.

Local level sports fields contain one oval or rectangular sports field, and supporting infrastructure will generally be restricted to a basic pavilion or public toilet block, and a small off-street car park. For basketball and netball, Local level facilities would be those built to a standard to accommodate training needs, and junior and social matches, whilst for tennis, Local level facilities will comprise less than four courts and will in most instances not have a dedicated clubhouse.

Examples of Local level sports fields are Worland Park Reserve (Karingal) and Banyan Reserve (Carrum Downs), whilst for tennis, the Kananook tennis courts would be considered Local.

Sports Facility Hierarchy- District Level

District level sporting facilities are designed and maintained to a standard to cater primarily for club training and competition, and are usually regarded as the "headquarter" facility for clubs and/or associations. They comprise of good standard playing surface/s and a pavilion, and can include a range of supporting infrastructure such as floodlighting, practice facilities and formal car parking.

District level sporting facilities are generally multipurpose in function and are designed and managed to cater for at least two sports, where appropriate and practical. A majority of the sporting reserves and sporting facilities in Frankston City would be considered District level facilities, and examples include Lloyd Park (Langwarrin), Overport Park (Frankston South), Carrum Downs Recreation Reserve, Bruce Park Tennis Club, and the Seaford Bowls Club.

A separate category of Sub District has been created for Soccer Facilities, this has been necessary due to the variance in standard of current facilities.

Sports Facility Hierarchy- Regional Level

Regional level sporting facilities principally attract people from within the City of Frankston; however, will cater for those clubs affiliated with Melbourne-wide competitions, or associations/leagues which are based within the City of Frankston.

Regional sports facilities will serve a municipal-wide catchment for specific sports, such as athletics, hockey, softball, baseball and BMX track racing. Facility provision will be a higher level than is available at other facilities within Frankston City in order to accommodate a higher level of competition or activity. For basketball and netball, Regional level facilities would be those built to a standard to accommodate competition needs.

Examples of existing sports facilities in Frankston City that would be considered Regional, include the Frankston Basketball Stadium, Robinson Road Reserve (softball & baseball), Frankston BMX Track and the Ballam Park Athletics Track.

Sports Facility Hierarchy- Elite.

Elite level facilities are built and maintained to a premier or elite standard. They cater for regional, State and National standard teams for training and competition. Belvedere Park, Frankston Park and the main oval (AH Butler) at Jubilee Park are examples of Elite level facilities within Frankston City.

Attachment A: DRAFT Open Space Asset Management Plan

- 153 -

Appendix I Open Space Asset Data

Asset Type	Available Asset Data									
	Asset Attributes (name, ID, description, location, etc.)	Component Attributes	Material	Dimensions / Size	Photo(s)	Condition Rating (1-5)	Functionality Rating (1-5)	Capacity Rating (1-5)	Replacement Cost	Useful Life, Year Acquired & Age
Athletics Track	✓		✓	✓	✓	✓*			✓*	✓
BBQ	✓		✓	✓	✓	✓			✓	✓
Bench	✓		✓	✓	✓	✓			✓	✓
Bike Rack	✓		✓	✓	✓	✓			✓	✓
Bin	✓		✓	✓	✓	✓			✓	✓
Cricket Pitch	✓		✓	✓		✓*			✓*	✓*
Cricket Practice Net	✓		✓	✓		✓*			✓*	✓*
Drinking Fountain	✓		✓	✓	✓	✓			✓	✓
Exercise Station	✓		✓	✓	✓	✓			✓	✓
Fence	✓		✓	✓	✓	✓			✓	✓
Flagpole	✓		✓	✓	✓	✓			✓	✓
Gate	✓		✓	✓	✓	✓			✓	✓
Information Hut	✓		✓	✓	✓	✓			✓	✓
Irrigation System - Other	✓		✓	✓		✓*			✓*	✓*
Irrigation System – Sporting Field	✓		✓	✓		✓*			✓*	✓*
Light	✓		✓	✓	✓	✓			✓	✓
Memorial Monument	✓		✓	✓	✓	✓			✓	✓
Pergola Rotunda	✓		✓	✓	✓	✓			✓	✓
Picnic Table	✓		✓	✓	✓	✓			✓	✓
Playground	✓		✓	✓	✓	✓			✓	✓
Playground Equipment	✓	✓	✓	✓	✓	✓			✓	✓
Playing Surface - Concrete	✓		✓	✓	Some	✓*			✓*	✓*

Attachment A: DRAFT Open Space Asset Management Plan

- 154 -

Asset Type	Available Asset Data									
	Asset Attributes (name, ID, description, location, etc.)	Component Attributes	Material	Dimensions / Size	Photo(s)	Condition Rating (1-5)	Functionality Rating (1-5)	Capacity Rating (1-5)	Replacement Cost	Useful Life, Year Acquired & Age
Playing Surface - Synthetic/Asphalt	✓		✓	✓	Some	✓*			✓*	✓*
Pole Post	✓		✓	✓	✓	✓			✓	✓
Retaining Wall	✓		✓	✓	✓	✓			✓	✓
Seat	✓		✓	✓	✓	✓			✓	✓
Shade Structure	✓		✓	✓	✓	✓			✓	✓
Shelter	✓		✓	✓	✓	✓			✓	✓
Shower	✓		✓	✓	✓	✓			✓	✓
Sign Panel	✓		✓	✓	✓	✓			✓	✓
Sign Support	✓		✓	✓	✓	✓			✓	✓
Skate Park & BMX Track	✓		✓	✓	Some	✓*			✓*	✓*
Sport Field	✓		✓	✓	Some	✓*			✓*	✓*
Sports Ancillary	✓		✓	✓	✓	✓			✓	✓
Sports Cage	✓		✓	✓	✓	✓			✓	✓
Sports Goal	✓		✓	✓	✓	✓			✓	✓
Sports Ground Lighting	✓		✓	✓		✓*			✓*	✓*
Sports Net	✓		✓	✓	✓	✓			✓	✓
Sports Run-up	✓		✓	✓	✓	✓			✓	✓
Stairs	✓		✓	✓	✓	✓			✓	✓
Tree Guard	✓		✓	✓	✓	✓			✓	✓
Wall	✓		✓	✓	✓	✓			✓	✓

Note:

* Data may involve a level of assumption, derivation, estimation, conversion etc. outside the scope of the audit

'Some' means that select assets of this type have data available whilst others do not

Appendix J Open Space Asset/Service Relationship

Asset Type	Open Space Service							
	Health and wellbeing	Social connectivity	Community development	Enhanced public amenity	Passive green spaces	Structured recreation	Education in sports and the natural environment	Enhanced quality of life
Athletics Track	✓	✓	✓			✓	✓	✓
BBQ	✓	✓			✓			
Bench	✓				✓	✓		
Bike Rack	✓							
Bin	✓			✓	✓	✓		
Cricket Pitch	✓	✓				✓	✓	
Cricket Practice Net	✓	✓				✓	✓	
Drinking Fountain	✓				✓	✓		✓
Exercise Station	✓						✓	✓
Fence	✓				✓	✓		
Flagpole		✓	✓	✓				
Gate	✓				✓	✓		
Information Hut		✓	✓				✓	
Irrigation System - Other					✓	✓		
Irrigation System – Sporting Field					✓	✓		
Light	✓			✓	✓			✓
Memorial Monument		✓	✓				✓	
Pergola Rotunda		✓		✓	✓			
Picnic Table	✓	✓			✓			✓
Playground	✓	✓	✓	✓	✓			✓
Playground Equipment	✓	✓	✓	✓	✓			✓
Playing Surface - Concrete	✓	✓	✓			✓	✓	✓

Attachment A: DRAFT Open Space Asset Management Plan

- 156 -

Asset Type	Open Space Service							
	Health and wellbeing	Social connectivity	Community development	Enhanced public amenity	Passive green spaces	Structured recreation	Education in sports and the natural environment	Enhanced quality of life
Playing Surface - Synthetic/Asphalt	✓	✓	✓			✓	✓	✓
Pole Post		✓	✓					
Retaining Wall				✓	✓			
Seat	✓				✓	✓		
Shade Structure	✓			✓				
Shelter	✓			✓				
Shower	✓							✓
Sign Panel		✓	✓					
Sign Support		✓	✓					
Skate Park & BMX Track	✓	✓	✓			✓	✓	✓
Sport Field	✓	✓	✓	✓	✓	✓	✓	✓
Sports Ancillary		✓				✓		
Sports Cage		✓				✓	✓	
Sports Goal		✓			✓	✓		
Sports Ground Lighting	✓	✓				✓		✓
Sports Net		✓				✓	✓	
Sports Run-up	✓	✓				✓	✓	
Stairs		✓			✓	✓		
Tree Guard				✓	✓			
Wall					✓	✓		

Appendix K Customer Service Requests

Request	Request Description	High Level Classification
BCAE	Foreshore - Beach Access	Foreshore Maintenance
BCBC	Foreshore - Beach Cleaning	Foreshore Maintenance
EPWPAR	Parks/Reserves	General Parks Maintenance
EPWTRE	Trees	Trees/Native Vegetation Maintenance
FALLEN	Fallen Limb or Fallen Tree Removal	Trees/Native Vegetation Maintenance
FALLNS	Fallen Limb or Fallen Tree Removal (Nature Strip)	Trees/Native Vegetation Maintenance
FBFC	Fence - Property Adjoining Council Land	Fencing Maintenance
FBFO	Fence - Oval Perimeter	Fencing Maintenance
FBFP	Fence - Park and Road Boundary	Fencing Maintenance
FIFH-N	Fire Hazard - Natural Reserve / Public Area	General Parks Maintenance
GEOS	General Enquiry - Park Plan and Development	General Parks Maintenance
GEPS	General Enquiry - Parks	General Parks Maintenance
PRCI	Coastal Infrastructure - Pier / Seawall / Beach	Foreshore Maintenance
PRGM	General Parks Maintenance	General Parks Maintenance
PRML	Mowing of Long Grass (Parks)	Mowing/Weeding
PRODM	Open Space Planning and Development	General Parks Maintenance
PRPI	Park Improvement or New Equipment	General Parks Maintenance
PRPLBR	Playgrounds - Vandalism	Playground Maintenance
PRPLEM	Playgrounds - Equipment Maintenance	Playground Maintenance
PRPLND	Playgrounds - New Design	Playground Maintenance
PRPLNE	Playgrounds - New Equipment	Playground Maintenance
PRPLUS	Playgrounds - Under-surfacing	Playground Maintenance
PRSG	Sports Ground	Sports Ground Maintenance
PRSP	Inactive - Skate Park Maintenance	Sports Ground Maintenance
PRUNPK	Pruning Trees or Shrubs (Parks/Reserves)	Trees/Native Vegetation Maintenance
PRUNSN	Pruning - Sign Obstructions	Trees/Native Vegetation Maintenance
PRUNST	Pruning - Street Trees & Shrubs	Trees/Native Vegetation Maintenance
PRVS	Vandalism - Stolen / Missing	General Parks Maintenance
PRWC	Inactive - Weed Control	Mowing/Weeding
PWRCLR	Pruning - Power Line Clearance	Trees/Native Vegetation Maintenance
RBDP	Clear Dumped Rubbish - Parks	General Parks Maintenance
RMVSMP	Stump Removal	Trees/Native Vegetation Maintenance
RMVTR	Tree Removal/Assessment	Trees/Native Vegetation Maintenance
TRPPCT	Council Tree Over Private Property	Trees/Native Vegetation Maintenance
TRPPRP	Council Tree Affecting Private Property	Trees/Native Vegetation Maintenance
TRRPL	Tree Protection Local Law	Trees/Native Vegetation Maintenance
TRRPN	Native Vegetation Removal for Private Development	Trees/Native Vegetation Maintenance
TRRPS	Street Tree Removal for Private Development	Trees/Native Vegetation Maintenance
TRRVT	Vandalism to Street Trees and Trees in Parks	Trees/Native Vegetation Maintenance
TRTHDT	Debris from Council Tree	Trees/Native Vegetation Maintenance
TRTHFO	Fallen Council Tree or Branch - Park	Trees/Native Vegetation Maintenance

- 158 -

Request	Request Description	High Level Classification
TRTHFP	Fallen Council Tree/Branch-Footpath, Road, Property	Trees/Native Vegetation Maintenance
TRTHFR	Fallen Council Tree or Branch on Road	Trees/Native Vegetation Maintenance
TRTHFT	Fallen Council Tree or Branch on Footpath	Trees/Native Vegetation Maintenance
TRTHLC	Tree Low Over Footpath or Road	Trees/Native Vegetation Maintenance
TRTHLR	Council Tree Low Over Road / Vision Obscured	Trees/Native Vegetation Maintenance
TRTHSB	Split or Broken Council Tree or Branch	Trees/Native Vegetation Maintenance
TRTPDN	Damage to New Council Trees	Trees/Native Vegetation Maintenance
TRTPNT	New Council Tree/s Requested	Trees/Native Vegetation Maintenance
Z_GETR	General Enquiry - Trees	Trees/Native Vegetation Maintenance
ZPROMD	Open Space Major Developments	General Parks Maintenance
ZTRSAT	Assessment of Tree Required	Trees/Native Vegetation Maintenance
ZTRSDD	Tree Dead/Dying	Trees/Native Vegetation Maintenance
ZTRSPD	Trees - Pests and Diseases	Trees/Native Vegetation Maintenance
ZTRSTE	Trees - Termites (White Ants)	Trees/Native Vegetation Maintenance
ZTRTIW	Council Tree In Wires	Trees/Native Vegetation Maintenance
ZTRTST	Council Tree Stump	Trees/Native Vegetation Maintenance

- 159 -

Request	Request Type	Status	Number of Requests					
			2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
PRGM	General Parks Maintenance	Active	544	390	402	388	465	581
TRTHFO	Fallen Council Tree or Branch - Park	Active	362	272	199	474	187	69
PRML	Mowing of Long Grass (Parks)	Active	221	163	148	216	207	152
RBDP	Clear Dumped Rubbish - Parks	Active	150	166	168	196	172	231
TRTPNT	New Council Tree/s Requested	Active	94	91	94	75	94	133
PRPI	Park Improvement or New Equipment	Active	22	27	15	19	25	18
BCBC	Foreshore - Beach Cleaning	Active	16	6	8	32	13	11
PRPLEM	Playgrounds - Equipment Maintenance	Active	15	25	18	15	58	45
FBFP	Fence - Park and Road Boundary	Active	15	3	8	9	18	12
FBFC	Fence - Property Adjoining Council Land	Active	14	18	22	31	71	52
BCAE	Foreshore -Beach Access	Active	7	5	8	10	13	14
PRPLBR	Playgrounds - Vandalism	Active	7	8	7	3	6	5
FBFO	Fence - Oval Perimeter	Active	6	4	3	5	7	26
PRCI	Coastal Infrastructure - Pier / Seawall / Beach	Active	6	0	1	3	5	3
PRSG	Sports Ground	Active	5	5	18	50	23	23
TRRPS	Street Tree Removal for Private Development	Active	5	6	7	18	14	6
TRRPL	Tree Protection Local Law	Active	2	8	6	8	8	17
GEOS	General Enquiry - Park Plan and Development	Active	2	0	0	14	8	15
EPWTRE	Trees	Active	2	3	2	0	2	7
PRPLNE	Playgrounds - New Equipment	Active	2	0	0	0	2	3
PRVS	Vandalism - Stolen / Missing	Active	2	0	0	0	0	0
PRODM	Open Space Planning and Development	Active	1	0	2	2	0	1
PRPLND	Playgrounds - New Design	Active	1	0	0	0	0	0
RMVTR	Tree Removal/Assessment	Active	0	0	0	1	441	797
PRUNST	Pruning - Street Trees & Shrubs	Active	0	0	0	0	332	447
FALLEN	Fallen Limb or Fallen Tree Removal	Active	0	0	0	0	181	340
PRUNPK	Pruning Trees or Shrubs (Parks/Reserves)	Active	0	0	0	0	73	92
RMVSMP	Stump Removal	Active	0	0	0	0	16	28
PRPLUS	Playgrounds - Under-surfacing	Active	0	1	0	2	37	7
FIFH-N	Fire Hazard - Natural Reserve / Public Area	Active	0	0	0	8	5	5
EPWPAR	Parks/Reserves	Active	0	4	3	0	0	4
FALLNS	Fallen Limb or Fallen Tree Removal (Nature Strip)	Active	0	0	0	0	344	654
PRUNSN	Pruning - Sign Obstructions	Active	0	0	0	0	19	16
PWRCLR	Pruning - Power Line Clearance	Active	0	0	0	0	72	93
GEPS	General Enquiry - Parks	Deactivated 2014/15	52	68	99	1	0	0

- 160 -

Request	Request Type	Status	Number of Requests					
			2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
TRPPCT	Council Tree Over Private Property	Deactivated 2014/15	54	66	73	41	0	0
TRTHDT	Debris from Council Tree	Deactivated 2014/15	146	151	104	92	0	0
TRTHFR	Fallen Council Tree or Branch on Road	Deactivated 2014/15	241	283	210	272	0	0
TRTHFT	Fallen Council Tree or Branch on Footpath	Deactivated 2014/15	340	316	186	257	0	0
TRTHLR	Council Tree Low Over Road / Vision Obscured	Deactivated 2014/15	215	147	253	195	0	0
TRTHSB	Split or Broken Council Tree or Branch	Deactivated 2014/15	106	121	81	96	0	0
TRTPDN	Damage to New Council Trees	Deactivated 2014/15	61	43	54	26	0	0
ZTRSDD	Tree Dead/Dying	Deactivated 2014/15	119	132	140	103	0	0
ZTRSPD	Trees - Pests and Diseases	Deactivated 2014/15	20	16	24	21	0	0
ZTRSTE	Trees - Termites (White Ants)	Deactivated 2014/15	11	13	19	10	0	0
ZTRTST	Council Tree Stump	Deactivated 2014/15	30	20	17	30	0	0
TRPPRP	Council Tree Affecting Private Property	Deactivated 2015/16	12	10	10	22	58	0
TRRVTV	Vandalism to Street Trees and Trees in Parks	Deactivated 2015/16	79	63	63	54	31	0
TRTHFP	Fallen Council Tree/Branch-Footpath, Road, Property	Deactivated 2015/16	141	113	86	276	381	0
TRTHLC	Tree Low Over Footpath or Road	Deactivated 2015/16	180	153	131	178	293	0
ZTRSAT	Assessment of Tree Required	Deactivated 2015/16	708	788	843	945	534	0
ZTRTIW	Council Tree In Wires	Deactivated 2015/16	120	102	89	98	45	0
PRSP	Inactive - Skate Park Maintenance	Deactivated 2016/17	1	1	3	3	3	1
PRWC	Inactive - Weed Control	Deactivated 2016/17	18	19	34	25	36	23
Z_GETR	General Enquiry - Trees	Deactivated 2016/17	0	0	15	58	71	4
ZPROMD	Open Space Major Developments	Deactivated	1	0	0	0	0	0
TOTAL			4156	3830	3673	4382	4370	3935

- 161 -

Request	Request Type	Requests Completed On Time						Average
		2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	
PRGM	General Parks Maintenance	95.4%	95.9%	96.3%	95.4%	99.4%	97.8%	96.7%
TRTHFO	Fallen Council Tree or Branch - Park	90.3%	91.5%	92.5%	90.1%	98.9%	94.2%	92.9%
PRML	Mowing of Long Grass (Parks)	88.7%	96.9%	95.9%	94.9%	97.1%	96.7%	95.0%
RBDP	Clear Dumped Rubbish - Parks	91.3%	93.4%	94.0%	95.4%	97.1%	97.8%	94.8%
TRTPNT	New Council Tree/s Requested	100.0%	98.9%	98.9%	100.0%	97.9%	100.0%	99.3%
PRPI	Park Improvement or New Equipment	90.9%	88.9%	93.3%	84.2%	92.0%	72.2%	86.9%
BCBC	Foreshore - Beach Cleaning	87.5%	100.0%	100.0%	93.8%	100.0%	90.9%	95.4%
PRPLEM	Playgrounds - Equipment Maintenance	100.0%	92.0%	94.4%	100.0%	98.3%	100.0%	97.5%
FBFP	Fence - Park and Road Boundary	80.0%	100.0%	87.5%	77.8%	100.0%	66.7%	85.3%
FBFC	Fence - Property Adjoining Council Land	57.1%	100.0%	95.5%	96.8%	100.0%	100.0%	91.6%
BCAE	Foreshore -Beach Access	85.7%	100.0%	87.5%	100.0%	92.3%	92.9%	93.1%
PRPLBR	Playgrounds - Vandalism	100.0%	87.5%	100.0%	100.0%	100.0%	100.0%	97.9%
FBFO	Fence - Oval Perimeter	83.3%	100.0%	33.3%	100.0%	100.0%	100.0%	86.1%
PRCI	Coastal Infrastructure - Pier / Seawall / Beach	100.0%	N/A	100.0%	33.3%	100.0%	66.7%	80.0%
PRSG	Sports Ground	80.0%	100.0%	77.8%	92.0%	91.3%	100.0%	90.2%
TRRPS	Street Tree Removal for Private Development	100.0%	100.0%	71.4%	100.0%	85.7%	33.3%	81.7%
TRRPL	Tree Protection Local Law	100.0%	100.0%	66.7%	100.0%	75.0%	76.5%	86.4%
GEOS	General Enquiry - Park Plan and Development	50.0%	N/A	N/A	71.4%	62.5%	26.7%	52.6%
EPWTRE	Trees	100.0%	100.0%	100.0%	N/A	100.0%	85.7%	97.1%
PRPLNE	Playgrounds - New Equipment	50.0%	N/A	N/A	N/A	50.0%	66.7%	55.6%
PRVS	Vandalism - Stolen / Missing	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
PRODM	Open Space Planning and Development	100.0%	N/A	100.0%	100.0%	N/A	100.0%	100.0%
PRPLND	Playgrounds - New Design	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
RMVTR	Tree Removal/Assessment	N/A	N/A	N/A	100.0%	70.1%	67.5%	79.2%
PRUNST	Pruning - Street Trees & Shrubs	N/A	N/A	N/A	N/A	59.0%	63.8%	61.4%
FALLEN	Fallen Limb or Fallen Tree Removal	N/A	N/A	N/A	N/A	87.3%	84.4%	85.9%
PRUNPK	Pruning Trees or Shrubs (Parks/Reserves)	N/A	N/A	N/A	N/A	54.8%	56.5%	55.7%
RMVSMP	Stump Removal	N/A	N/A	N/A	N/A	87.5%	75.0%	81.3%
PRPLUS	Playgrounds - Under-surfacing	N/A	100.0%	N/A	100.0%	67.6%	85.7%	88.3%
FIFH-N	Fire Hazard - Natural Reserve / Public Area	N/A	N/A	N/A	75.0%	80.0%	100.0%	85.0%
EPWPAR	Parks/Reserves	N/A	75.0%	100.0%	N/A	N/A	100.0%	91.7%
FALLNS	Fallen Limb or Fallen Tree Removal (Nature Strip)	N/A	N/A	N/A	N/A	91.9%	84.7%	88.3%
PRUNSN	Pruning - Sign Obstructions	N/A	N/A	N/A	N/A	73.7%	68.8%	71.2%
PWRCLR	Pruning - Power Line Clearance	N/A	N/A	N/A	N/A	80.6%	87.1%	83.8%
GEPS	General Enquiry - Parks	92.3%	77.9%	78.8%	0.0%	N/A	N/A	62.3%
TRPPCT	Council Tree Over Private	79.6%	84.8%	93.2%	85.4%	N/A	N/A	85.7%

- 162 -

Request	Request Type	Requests Completed On Time						Average
		2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	
	Property							
TRTHDT	Debris from Council Tree	89.7%	89.4%	93.3%	91.3%	N/A	N/A	90.9%
TRTHFR	Fallen Council Tree or Branch on Road	60.2%	66.1%	66.2%	52.6%	N/A	N/A	61.3%
TRTHFT	Fallen Council Tree or Branch on Footpath	94.4%	92.1%	96.8%	93.4%	N/A	N/A	94.2%
TRTHLR	Council Tree Low Over Road / Vision Obscured	86.0%	87.8%	69.6%	88.7%	N/A	N/A	83.0%
TRTHSB	Split or Broken Council Tree or Branch	98.1%	98.3%	100.0%	100.0%	N/A	N/A	99.1%
TRTPDN	Damage to New Council Trees	85.2%	67.4%	74.1%	57.7%	N/A	N/A	71.1%
ZTRSDD	Tree Dead/Dying	82.4%	88.6%	87.9%	84.5%	N/A	N/A	85.8%
ZTRSPD	Trees - Pests and Diseases	95.0%	87.5%	100.0%	95.2%	N/A	N/A	94.4%
ZTRSTE	Trees - Termites (White Ants)	90.9%	84.6%	89.5%	90.0%	N/A	N/A	88.7%
ZTRTST	Council Tree Stump	90.0%	85.0%	94.1%	86.7%	N/A	N/A	88.9%
TRPPRP	Council Tree Affecting Private Property	83.3%	90.0%	90.0%	100.0%	96.6%	N/A	92.0%
TRRVT	Vandalism to Street Trees and Trees in Parks	97.5%	93.7%	87.3%	94.4%	96.8%	N/A	93.9%
TRTHFP	Fallen Council Tree/Branch-Footpath, Road, Property	44.7%	59.3%	53.5%	56.5%	98.7%	N/A	62.5%
TRTHLC	Tree Low Over Footpath or Road	84.4%	86.3%	93.1%	97.2%	99.3%	N/A	92.1%
ZTRSAT	Assessment of Tree Required	82.3%	85.4%	87.0%	89.9%	98.9%	N/A	88.7%
ZTRTIW	Council Tree In Wires	85.0%	93.1%	94.4%	94.9%	100.0%	N/A	93.5%
PRSP	Inactive - Skate Park Maintenance	100.0%	0.0%	100.0%	100.0%	100.0%	100.0%	83.3%
PRWC	Inactive - Weed Control	100.0%	78.9%	97.1%	84.0%	100.0%	100.0%	93.3%
Z_GETR	General Enquiry - Trees	N/A	N/A	73.3%	89.7%	94.4%	100.0%	89.3%
ZPROMD	Open Space Major Developments	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Average		87.53%	87.60%	87.90%	86.79%	89.09%	83.95%	

- 163 -

Appendix L Abbreviations

AAAC	Average annual asset consumption
AM	Asset management
AM Plan	Asset management plan
ARI	Average recurrence interval
ASC	Annual service cost
BOD	Biochemical (biological) oxygen demand
CRC	Current replacement cost
CWMS	Community wastewater management systems
CWP	Capital Works Program
DA	Depreciable amount
DRC	Depreciated replacement cost
EF	Earthworks/formation
FAMIS	Frankston Asset Management Information System
IRMP	Infrastructure risk management plan
LCC	Life Cycle cost
LCE	Life cycle expenditure
LTFP	Long term financial plan
MMS	Maintenance management system
PCI	Pavement condition index
RICL	Retreatment Intervention Condition Level
RV	Residual value
SoA	State of the Assets
SS	Suspended solids
vph	Vehicles per hour
WDCRC	Written down current replacement cost

Appendix M Glossary

Annual service cost (ASC)

- 1) Reporting actual cost
The annual (accrual) cost of providing a service including operations, maintenance, depreciation, finance/opportunity and disposal costs less revenue.
- 2) For investment analysis and budgeting
An estimate of the cost that would be tendered, per annum, if tenders were called for the supply of a service to a performance specification for a fixed term. The Annual Service Cost includes operations, maintenance, depreciation, finance/opportunity and disposal costs, less revenue.

Asset

A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Infrastructure assets are a sub-class of property, plant and equipment which are non-current assets with a life greater than 12 months and enable services to be provided.

Asset category

Sub-group of assets within a class hierarchy for financial reporting and management purposes.

Asset class

A group of assets having a similar nature or function in the operations of an entity, and which, for purposes of disclosure, is shown as a single item without supplementary disclosure.

Asset condition assessment

The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

Asset hierarchy

A framework for segmenting an asset base into appropriate classifications. The asset hierarchy can be based on asset function or asset type or a combination of the two.

Asset management (AM)

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

Asset renewal funding ratio

The ratio of the net present value of asset renewal funding accommodated over a 10 year period in a long term financial plan relative to the net present value of projected capital renewal expenditures identified in an asset management plan for the same period [AIFMG Financial Sustainability Indicator No 8].

Average annual asset consumption (AAAC)*

The amount of an organisation's asset base consumed during a reporting period (generally a year). This may be calculated by dividing the depreciable amount by the useful life (or total future economic benefits/service potential) and totalled for each and every asset OR by dividing the carrying amount (depreciated replacement cost) by the remaining useful life (or remaining future economic benefits/service potential) and totalled for each and every asset in an asset category or class.

Borrowings

A borrowing or loan is a contractual obligation of the borrowing entity to deliver cash or another financial asset to the lending entity over a specified period of time or at a specified point in time, to cover both the initial capital provided and the cost of the interest incurred for providing this capital. A borrowing or loan provides the means for the borrowing entity to finance outlays (typically physical assets) when it has insufficient funds of its own to do so, and for the lending entity to make a financial return, normally in the form of interest revenue, on the funding provided.

Capital expenditure

Relatively large (material) expenditure, which has benefits, expected to last for more than 12 months. Capital expenditure includes renewal, expansion and upgrade. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly. Capital expenditure includes discretionary expenditure (optional) and non-discretionary expenditure (required).

Capital expenditure - expansion (discretionary)

Expenditure that extends the capacity of an existing asset to provide benefits, at the same standard as is currently enjoyed by existing beneficiaries, to a new group of users. It is discretionary expenditure, which increases future operations and maintenance costs, because it increases the organisation's asset base, but may be associated with additional revenue from the new user group, e.g. extending a drainage or road network, the provision of an oval or park in a new suburb for new residents.

- 165 -

Capital expenditure - new (discretionary)

Expenditure which creates a new asset providing a new service/output that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operations and maintenance expenditure.

Capital expenditure - renewal (non-discretionary)

Expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it generally has no impact on revenue, but may reduce future operations and maintenance expenditure if completed at the optimum time, e.g. resurfacing or resheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval.

Capital expenditure - upgrade (discretionary)

Expenditure, which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operations and maintenance expenditure in the future because of the increase in the organisation's asset base, e.g. widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility.

Capital funding

Funding to pay for capital expenditure.

Capital grants

Monies received generally tied to the specific projects for which they are granted, which are often upgrade and/or expansion or new investment proposals.

Capital investment expenditure

See capital expenditure definition

Capitalisation threshold

The value of expenditure on non-current assets above which the expenditure is recognised as capital expenditure and below which the expenditure is charged as an expense in the year of acquisition.

Carrying amount

The amount at which an asset is recognised after deducting any accumulated depreciation / amortisation and accumulated impairment losses thereon.

Class of assets

See asset class definition

Component

Specific parts of an asset having independent physical or functional identity and having specific attributes such as different life expectancy, maintenance regimes, risk or criticality.

Core asset management

Asset management which relies primarily on the use of an asset register, maintenance management systems, job resource management, inventory control, condition assessment, simple risk assessment and defined levels of service, in order to establish alternative treatment options and long-term cash flow predictions. Priorities are usually established on the basis of financial return gained by carrying out the work (rather than detailed risk analysis and optimised decision-making).

Cost of an asset

The amount of cash or cash equivalents paid or the fair value of the consideration given to acquire an asset at the time of its acquisition or construction, including any costs necessary to place the asset into service. This includes one-off design and project management costs.

Critical assets

Assets for which the financial, business or service level consequences of failure are sufficiently severe to justify proactive inspection and rehabilitation. Critical assets have a lower threshold for action than non-critical assets.

Current replacement cost (CRC)

The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

Deferred maintenance

The shortfall in rehabilitation work undertaken relative to that required to maintain the service potential of an asset.

Depreciable amount

The cost of an asset, or other amount substituted for its cost, less its residual value.

- 166 -

Depreciated replacement cost (DRC)

The current replacement cost (CRC) of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Depreciation / amortisation

The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.

Economic life

See useful life definition.

Expenditure

The spending of money on goods and services. Expenditure includes recurrent and capital outlays.

Expenses

Decreases in economic benefits during the accounting period in the form of outflows or depletions of assets or increases in liabilities that result in decreases in equity, other than those relating to distributions to equity participants.

Fair value

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties, in an arms length transaction.

Financing gap

A financing gap exists whenever an entity has insufficient capacity to finance asset renewal and other expenditure necessary to be able to appropriately maintain the range and level of services its existing asset stock was originally designed and intended to deliver. The service capability of the existing asset stock should be determined assuming no additional operating revenue, productivity improvements, or net financial liabilities above levels currently planned or projected. A current financing gap means service levels have already or are currently falling. A projected financing gap if not addressed will result in a future diminution of existing service levels.

Heritage asset

An asset with historic, artistic, scientific, technological, geographical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture and this purpose is central to the objectives of the entity holding it.

Impairment Loss

The amount by which the carrying amount of an asset exceeds its recoverable amount.

Infrastructure assets

Physical assets that contribute to meeting the needs of organisations or the need for access to major economic and social facilities and services, e.g. roads, drainage, footpaths and cycleways. These are typically large, interconnected networks or portfolios of composite assets. The components of these assets may be separately maintained, renewed or replaced individually so that the required level and standard of service from the network of assets is continuously sustained. Generally the components and hence the assets have long lives. They are fixed in place and are often have no separate market value.

Investment property

Property held to earn rentals or for capital appreciation or both, rather than for:

- (a) Use in the production or supply of goods or services or for administrative purposes; or
- (b) Sale in the ordinary course of business.

Key performance indicator

A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.

Level of service

The defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability and cost.

Life Cycle Cost *

1. **Total LCC** The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
2. **Average LCC** The life cycle cost (LCC) is average cost to provide the service over the longest asset life cycle. It comprises average operations, maintenance expenditure plus asset consumption expense, represented by depreciation expense projected over 10 years. The Life Cycle Cost does not indicate the funds required to provide the service in a particular year.

- 167 -

Life Cycle Expenditure

The Life Cycle Expenditure (LCE) is the average operations, maintenance and capital renewal expenditure accommodated in the long term financial plan over 10 years. Life Cycle Expenditure may be compared to average Life Cycle Cost to give an initial indicator of affordability of projected service levels when considered with asset age profiles.

Loans / borrowings

See borrowings.

Maintenance

All actions necessary for retaining an asset as near as practicable to an appropriate service condition, including regular ongoing day-to-day work necessary to keep assets operating, e.g. road patching but excluding rehabilitation or renewal. It is operating expenditure required to ensure that the asset reaches its expected useful life.

- **Planned maintenance**

Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

- **Reactive maintenance**

Unplanned repair work that is carried out in response to service requests and management/supervisory directions.

- **Specific maintenance**

Maintenance work to repair components or replace sub-components that need to be identified as a specific maintenance item in the maintenance budget.

- **Unplanned maintenance**

Corrective work required in the short-term to restore an asset to working condition so it can continue to deliver the required service or to maintain its level of security and integrity.

Maintenance expenditure *

Recurrent expenditure, which is periodically or regularly required as part of the anticipated schedule of works required to ensure that the asset achieves its useful life and provides the required level of service. It is expenditure, which was anticipated in determining the asset's useful life.

Materiality

The notion of materiality guides the margin of error acceptable, the degree of precision required and the extent of the disclosure required when preparing general purpose financial reports. Information is material if its omission, misstatement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or governing body of the entity.

Modern equivalent asset

Assets that replicate what is in existence with the most cost-effective asset performing the same level of service. It is the most cost efficient, currently available asset which will provide the same stream of services as the existing asset is capable of producing. It allows for technology changes and, improvements and efficiencies in production and installation techniques

Net present value (NPV)

The value to the organisation of the cash flows associated with an asset, liability, activity or event calculated using a discount rate to reflect the time value of money. It is the net amount of discounted total cash inflows after deducting the value of the discounted total cash outflows arising from e.g. the continued use and subsequent disposal of the asset after deducting the value of the discounted total cash outflows.

Nominal Value *

The face value or original value which has not been adjusted for inflation.

Non-revenue generating investments

Investments for the provision of goods and services to sustain or improve services to the community that are not expected to generate any savings or revenue to the Council, e.g. parks and playgrounds, footpaths, roads and bridges, libraries, etc.

Operations

Regular activities to provide services such as public health, safety and amenity, e.g. street sweeping, grass mowing and street lighting.

Operating expenditure

Recurrent expenditure, which is continuously required to provide a service. In common use the term typically includes, e.g. power, fuel, staff, plant equipment, on-costs and overheads but excludes maintenance and depreciation. Maintenance and depreciation is on the other hand included in operating expenses.

- 168 -

Operating expense

The gross outflow of economic benefits, being cash and non-cash items, during the period arising in the course of ordinary activities of an entity when those outflows result in decreases in equity, other than decreases relating to distributions to equity participants.

Operating expenses

Recurrent expenses continuously required to provide a service, including power, fuel, staff, plant equipment, maintenance, depreciation, on-costs and overheads.

Operations, maintenance and renewal financing ratio

Ratio of estimated budget to projected expenditure for operations, maintenance and renewal of assets over a defined time (e.g. 5, 10 and 15 years).

Operations, maintenance and renewal gap

Difference between budgeted expenditures in a long term financial plan (or estimated future budgets in absence of a long term financial plan) and projected expenditures for operations, maintenance and renewal of assets to achieve/maintain specified service levels, totalled over a defined time (e.g. 5, 10 and 15 years).

Pavement management system (PMS)

A systematic process for measuring and predicting the condition of road pavements and wearing surfaces over time and recommending corrective actions.

PMS Score *

A measure of condition of a road segment determined from a Pavement Management System.

Rate of annual asset consumption *

The ratio of annual asset consumption relative to the depreciable amount of the assets. It measures the amount of the consumable parts of assets that are consumed in a period (depreciation) expressed as a percentage of the depreciable amount.

Rate of annual asset renewal *

The ratio of asset renewal and replacement expenditure relative to depreciable amount for a period. It measures whether assets are being replaced at the rate they are wearing out with capital renewal expenditure expressed as a percentage of depreciable amount (capital renewal expenditure/DA).

Rate of annual asset upgrade/new *

A measure of the rate at which assets are being upgraded and expanded per annum with capital upgrade/new expenditure expressed as a percentage of depreciable amount (capital upgrade/expansion expenditure/DA).

Real Value *

The nominal value adjusted for inflation over a given time series.

Recoverable amount

The higher of an asset's fair value, less costs to sell and its value in use.

Recurrent expenditure

Relatively small (immaterial) expenditure or that which has benefits expected to last less than 12 months. Recurrent expenditure includes operations and maintenance expenditure.

Recurrent funding

Funding to pay for recurrent expenditure.

Rehabilitation

See capital renewal expenditure definition above.

Remaining useful life

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining useful life is useful life.

Renewal

See capital renewal expenditure definition above.

Residual value

The estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

Revenue generating investments

Investments for the provision of goods and services to sustain or improve services to the community that are expected to generate some savings or revenue to offset operating costs, e.g. public halls and theatres, childcare centres, sporting and recreation facilities, tourist information centres, etc.

Risk management

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

Section or segment

A self-contained part or piece of an infrastructure asset.

Service potential

The total future service capacity of an asset. It is normally determined by reference to the operating capacity and economic life of an asset. A measure of

- 169 -

service potential is used in the not-for-profit sector/public sector to value assets, particularly those not producing a cash flow.

Service potential remaining

A measure of the future economic benefits remaining in assets. It may be expressed in dollar values (Fair Value) or as a percentage of total anticipated future economic benefits. It is also a measure of the percentage of the asset's potential to provide services that is still available for use in providing services (Depreciated Replacement Cost/Depreciable Amount).

Specific Maintenance

Replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, replacement of air conditioning equipment, etc. This work generally falls below the capital/ maintenance threshold and needs to be identified in a specific maintenance budget allocation.

Strategic Longer-Term Plan

A plan covering the term of office of councillors (4 years minimum) reflecting the needs of the community for the foreseeable future. It brings together the detailed requirements in the Council's longer-term plans such as the asset management plan and the long-term financial plan. The plan is prepared in consultation with the community and details where the Council is at that point in time, where it wants to go, how it is going to get there, mechanisms for monitoring the achievement of the outcomes and how the plan will be resourced.

Sub-component

Smaller individual parts that make up a component part.

Useful life

Either:

- (a) The period over which an asset is expected to be available for use by an entity, or
- (b) The number of production or similar units expected to be obtained from the asset by the entity.

It is estimated or expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the Council.

Value in Use

The present value of future cash flows expected to be derived from an asset or cash generating unit. It is deemed to be depreciated replacement cost (DRC) for those assets whose future economic benefits are not primarily dependent on the asset's ability to generate

net cash inflows, where the entity would, if deprived of the asset, replace its remaining future economic benefits.

Source: IPWEA, 2009, Glossary

Additional and modified glossary items shown *



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Open Space Asset Management Plan – Internal Consultation Feedback

Issue	Date	Internal Staff Member	Feedback	Response
1	10/3/2017	Michael Craighead (Manager Administration & Corporate Projects)	<p>Total replacement value of assets does not seem to add up and \$85.5M seems undervalued. Referenced St Kilda sporting oval cost of \$750K and Lloyd Park Sports Lighting \$464K.</p> <p>Some legislative Acts that have been listed in the document are NSW legislation and are not applicable to Victoria.</p> <p>Other minor document edits.</p>	<p>Changes Made The cost of most open space capital projects include surrounding works which are not associated with open space assets such as footpaths, landscaping, car parking, artwork etc. which is not captured within this plan. Replacement value was not adjusted.</p> <p>NSW legislation listed within the plan was changed to the appropriate Victorian equivalent.</p>
2	21/3/2017	Mark Foley (Asset Inspector)	<p>Various suggestions relating to spelling mistakes, formatting, re-wording and other minor report edits.</p>	<p>Changes Made Changes were made where necessary.</p>
3	03/4/2017	Markus Vorster (Asset Planning Officer)	<p>Some figures within the executive summary require further explaining including the budget surplus overall and the operational budget shortfall.</p> <p>Current weeding service levels are inadequate for clearing around bridge & pedestrian structures. Suggested to reduce funding in other areas prior to weeding.</p> <p>Future revision of the plan should include a sensitivity analysis on the impact of rate capping on capital and operational expenditure.</p>	<p>Changes Made Wording around the figures in the executive summary were adjusted to ensure they are clearly distinguishable.</p>
4	03/4/2017	Rachel Weaver (Coordinator Resource Efficiency)	<p>Various comments regarding sustainability, water use, energy consumption, climate change and the reference of strategic documents such as the Integrated Water Action Plan 2016 and the Climate Change Impacts and Adaptation Plan 2011.</p>	<p>Changes Made Added a new demand driver being "water, gas and electricity costs" to the Demand Management Plan section as these greatly impact service delivery into the future, particularly mains water.</p> <p>Other minor document edits and additions were made around spelling, grammar and environmental notes.</p>

Attachment B: DRAFT Open Space Asset Management Plan - Internal Consultation

Issue	Date	Internal Staff Member	Feedback	Response
5	03/04/2017	Craig Dinsdale (Manager Sustainable Assets)	<p>General comments and feedback throughout the Plan.</p> <p>Key aspects included long-term financial indicators and alignment with Council's Asset Management Policy and Strategy.</p>	<p>Changes Made</p> <p>Changes were made in accordance with the feedback received.</p>
6	04/04/2017	Luke Ure (Coordinator Asset Planning)	<p>General comments and feedback throughout the Plan.</p> <p>Key aspects included structure and presentation of the Plan's scenario modelling, refinement of the expenditure history and the improvement actions consistent with Council's Asset Management Strategy Improvement Plan.</p>	<p>Changes Made</p> <p>Changes were made in accordance with feedback received.</p>

Open Space Asset Management Plan – Public Consultation Feedback

Issue	Date	Community Member/Group or Organisation	Feedback	Response
1	12/05/2017	Local Resident	No mention of Seaford North Reserve playground works when this playground needs budget allocation next year to be safe and useable by the community.	No changes recommended to DRAFT This playground has already been identified and prioritised for renewal in 2017/18 due to asset performance and utilisation. \$160K is budgeted for the renewal of North Seaford Reserve playground in 2017/18 under the 3587 – Playground Strategy Implementation capital works program. The budget details for Council’s capital works program can be seen in annual budget documents on Council’s website.
2	12/05/2017	Local Resident	Armata Park is ‘pretty shabby’ and could do with some maintenance to make it more attractive and safer for families.	No changes recommended to DRAFT Feedback has been referred to Council’s operational staff and open space and recreation teams for consideration.
3	15/05/2017	Internal Staff Feedback – Malcolm Merrett – Metro Access Officer	The plan should include an improvement action pertaining to the development of a universal design approach to include accessibility and inclusion outcomes. It is critical for Council to embed the consideration of accessibility at the project design phase across all open space projects to ensure accessible and inclusive environments throughout the municipality through a standardised approach.	Changes recommended to the DRAFT Feedback will be implemented within the document to highlight the need for the consideration of accessibility and inclusivity at the design phase of open space projects in order to formalise a standard approach to implementing accessibility outcomes within public open space areas.
4	16/05/2017	Local Resident	Seaford North Reserve playground is in need of renewal or upgrade as it is currently non-functional, not family friendly and highly utilised.	No changes recommended to DRAFT As per response to Issue 1 on this form.

Attachment C: DRAFT Open Space Asset Management Plan - External Consultation

Issue	Date	Community Member/Group or Organisation	Feedback	Response
5	17/05/2017	Local Resident	Seaford North Reserve playground is unsafe, requires fencing, toilets are poorly lit, playground does not cater for pram and wheelchair accessibility, requires improved lighting and there is a lack of shelter throughout the reserve.	No changes recommended to DRAFT As per response to Issue 1 on this form.
6				
7				

Executive Summary

12.6 Foreshore Parking Permit Guidelines

Enquiries: (Leonie Reints: Community Development)

Council Plan

Community Outcome:	2. Liveable City
Strategy:	2.2 Improve the municipality's safety, image and pride
Priority Action	2.2.1 Promote the natural attributes and family friendly lifestyle qualities of Frankston locally, nationally and internationally

Purpose

To recommended amendments to the Foreshore Parking Guidelines to manage residential foreshore parking for whole of community benefit.

Recommendation (Director Community Development)

That Council adopts the Foreshore Parking Permit Guidelines.

Key Points / Issues

- Currently Foreshore Parking Permits are issued to all rate payers of Frankston City and tenants.
- Rate payers are receiving 2 foreshore parking permits for each property they own (but may not reside at)
- The current process has allowed a "black market" for excess permits to be sold to people outside of the municipality
- The current process is difficult to manage and a significant cost to Council
- This report proposes to only issue 2 permits to owner occupier rate payers and tenants. Additional permits can be purchased with a maximum of 5 allocated per property
- Permits will be issued and monitored through council's corporate systems
- The Waves and Frankston Yacht Club carparks be included in this permit program.
- It should be noted that officers are in discussion with the yacht club regarding permits for members on sailing days.

Financial Impact

For the 2017-2018 financial year, the State Government Minister for Local Government has announced a limit on the amount Victorian Councils may increase rates. The cap for the 2017-2018 financial year is 2%. The cap is based on the Consumer Price Index expected for the financial year.

This cap has a significant effect on Council's current Long Term Financial Planning, with rate revenue being \$9 million less than anticipated over the first four years, growing to \$17 million over five years. This reduction will have a severe impact on Council's financial capacity to maintain service levels and deliver key capital projects.

12.6 Foreshore Parking Permit Guidelines**Executive Summary**

Currently two (2) Foreshore Parking Permits (FPP's) are issued to every residential rate payer in Frankston City and are valid for 3 years. Tenants are able to apply for a permit that is valid for a 12 month period. As an example a ratepayer of Frankston City may own 6 investment properties and would receive 12 FPP's resulting in a loss of revenue at the foreshore ticket machines. Furthermore, officers have noted Frankston City FPP's for sale on websites namely Gumtree and permits have been sold for up to \$180.00.

With the review of the FPP guidelines it is recommended that Residential Foreshore Parking Permits are only issued to owner occupiers and tenants, suggested fees & charges are below:

- Residential Owner Occupier (rate payer) first two permits free - \$80 for additional permits with a maximum of 5 per address (3 Year Permit). With proof of vehicle registration at that address
- Residential Tenants first two permits free by application with proof of residency – additional \$80 per permit – with a maximum of 2 per address. (1 Year Permit)
- Replacement fee - \$60 per permit
- Formalisation of the above support a monitoring system that will ensure equitable and effective allocation of foreshore permits

Consultation**1. External Stakeholders**

Officers have received complaints from residents about FPP's being sold online and congested parking conditions at our foreshore. It is understood that this is a direct result of an excessive amount of permits being issued and no robust guideline for the issuing of permits.

Correspondence and follow-up discussions with the yacht club are ongoing to identify suitable arrangement for parking on member sailing days.

2. Other Stakeholders

During the review and development of the Foreshore Parking Permit process, internal departments namely, Governance, Customer Relations and Media have been consulted and feedback has been provided for the development of the guidelines and this report. Governance has advised that there is no legal restrictions in place preventing the Long Island & Yacht Club Car-parks being included as "Foreshore Parking", however it is recommended to keep the Long Island Car-park at a 2 hour limit to ensure people can use the Waves restaurant.

Bench marking with neighbouring Municipalities. Recommendations within this report and the FPP's guidelines directly reflect what other LGA's have implemented namely, Kingston & Bayside.

Analysis (Environmental / Economic / Social Implications)

It may be expected to receive some negative feedback from people that had been taking advantage of the inappropriate use of previous FPP's. However officers believe this negative feedback would be short lived and:

- Provide a framework to manage foreshore parking to satisfy the needs of the community
- Promote a safe, accessible and sustainable road & parking environment for all users

12.6 Foreshore Parking Permit Guidelines**Executive Summary**

- Ensure foreshore parking improves community safety, amenity and economic activity

Legal / Policy / Council Plan ImpactCharter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered in the preparation of this report but is not relevant to the content of the report.

Legal

Whilst there is no direct legal responsibility to provide these permits / service, providing the service is of benefit to the community and promotes the natural amenities of Frankston. In order for the recommended changes to take effect a new resolution is required encompassing:

Council Continue "Pay & Display" Car parking at designated Foreshore Parking locations under the following conditions:

- *Residential owner occupiers to receive two (2) complimentary Foreshore Parking Permits. (3 year permit)*
- *Residential tenants receive two (2) complimentary Foreshore Parking Permits, upon application and proof of residency (1 year permit)*

All Foreshore Parking Permits are only valid at designated foreshore parking locations.

Policy Impacts

No other Policy would be impacted by this change as no FPP Policy had been adopted previously.

Officer's Declaration of Interests

Council officers involved in the preparation of this report have no Conflict of Interest in this matter.

Risk Mitigation

The recommended changes strengthen the current equity for resident rate payers and tenants and will reduce the risk of improper use of the FPP's. Currently excess permits are sold for profit.

Conclusion

Improved management of Foreshore Parking Permits enables Frankston City Council to effectively manage and monitor the distribution of the foreshore parking permits which will benefit of the whole community and all road users. It provides guidance for the issue of Residential Foreshore Parking Permits.

The guideline sets out the approach, tools, principles and procedures to administer foreshore permits.

ATTACHMENTS

Attachment A: Residential Foreshore Parking Permits Guidelines - DRAFT

Foreshore Parking Permits



Policy for Residential Foreshore Parking Permits

opportunity » growth » lifestyle

APPROVAL: Council – Meeting 00/00/0000

VERSION NO: 1.0

REM REF: A3322587

REVIEW: April 2017

POLICY OWNER: Frankston City Council – Community Safety

Contents

- 1. Introduction – Page 3**
- 2. Definitions – Page 3**
- 3. Foreshore Car parks – Page 4**
- 4. Conditions of Use – Page 7**
- 5. Eligibility – Page 8**
- 6. Fees & Charges - Page 8**
- 7. Endorsement of this policy – Page 8**

1. Introduction

Purpose

The purpose of this document is to provide Frankston City Council with a framework to manage residential foreshore parking for the benefit of the whole community and road users. It provides guidance for the issue of Residential Foreshore Parking Permits.

This document sets out the approach, tools, principles and procedures that Council will follow in order to manage foreshore parking to ensure consistent, equitable and transparent outcomes.

Objectives

The objects of this document are to:

Provide a framework to manage foreshore parking to satisfy the needs of the community.

Promote a safe, accessible and sustainable road & parking environment for all users.

Ensure foreshore parking improves community safety, amenity and economic activity.

Review of Policy

This Policy will be reviewed every five years from the date of its adoption.

2. Definitions

Area of interest

Road link or collection of roads with the same parking issue; a section of road 150m or greater in length; or a section of road with the same existing parking restrictions.

Car Park

An area or building where cars or other vehicles may be left temporarily.

Residential Foreshore Parking permit

A parking permit issued by the Frankston City Council to residents living within the municipality of Frankston to facilitate parking within designated foreshore car parks.

3. Foreshore Car parks

Residential Foreshore Parking permits are valid only for the car parks listed below.

- Waterfront North and South Car parks, Frankston (Melway Ref: 102, B3).
- Waterfront No.2 – off Nepean Highway - opposite the service station (Melway Ref: 102, B4).
- Nepean Highway, Frankston – Beach side between Oliver’s Hill and Pier Promenade (Melway Ref: 102, B4).
- Wells Street Beach (Frankston Surf Life Saving Club), Frankston (Melway Ref: 100A, B6).
- Seaford Life Saving Club, Seaford (Melway Ref: 99, D4).
- Keast Park, Seaford (Melway Ref: 97, D10).



Waterfront North and South Car parks, Frankston (Melway Ref: 102, B3).



Waterfront No.2 – off Nepean Highway - opposite the service station (Melway Ref: 102, B4).

Attachment A: Residential Foreshore Parking Permits Guidelines - DRAFT



Nepean Highway, Frankston – Beach side between Oliver's Hill and Pier Promenade (Melway Ref: 102, B4).



Wells Street Beach (Frankston Surf Life Saving Club), Frankston (Melway Ref: 100A, B6).



Seaford Life Saving Club, Seaford (Melway Ref: 99, D4).



Keast Park, Seaford (Melway Ref: 97, D10).

4. Conditions of Use.

A Residential Foreshore Parking Permit allows the vehicle to park free of charge at Frankston City Council's foreshore car parks for the time limit specified on the car park entry signs. Permits do not guarantee the availability of a parking space to the permit holder or allow all day parking.

Residential Foreshore Parking Permits will only be issued to residential ratepayers in the municipality or a registered tenant of a residential property who has completed an application form which included the identification of the applicant and the garaging address of the vehicle has been included. Residents receive a 3 year permit; residential tenants receive a 1 year permit.

Non-residents of Frankston City Council are not able to purchase a Residential Foreshore Parking permit.

Ratepayers of commercial properties are not eligible for a Residential Foreshore Parking Permit.

Residential Foreshore Parking Permits are not to be transferred to persons or vehicles not listed on the application form.

Owner Occupier (rate payer) will receive the first two permits free, additional permits are available for a fee (see fees & charges) a maximum of 5 permits can be applied for. Residential tenants are eligible for Foreshore Parking Permits for a set fee (see fees & charges) and a maximum of 2 permits applies. Residential tenant permits are valid for 1 Year.

Residential Foreshore Parking Permits must be affixed to the lower left corner of the front windscreen and must be clearly visible from the outside of the vehicle. Permits not attached to the window will not be seen to be conforming to the requirements of the permit and will be considered invalid. Parking infringement notices may not be withdrawn if a permit is not correctly displayed.

Residential Foreshore Parking Permits are not valid in any other location and do not allow the holder to park in prohibited spaces such as Loading Zones, Disability Parking bays and No stopping areas. Vehicles must park in marked bays only.

Permits remain the property of Frankston City Council and Council reserves the right to withdraw the permit at its discretion.

The use of parking spaces or permits may be suspended by members of the Victoria Police and/or by an authorised officer of the council.

Permits must not be copied, reproduced or tampered with, residential tenants are required to provide the registration of the vehicle that the permit applies to. The registration will be printed on to the issued permit and is not be transferable.

All permits issued will be registered against the permit holders residential address is Councils corporate systems.

5. Eligibility

To be eligible to receive a Residential Foreshore Parking Permit an applicant must:

Be a resident of Frankston City (owner occupier or tenant) and produce evidence of residency in the form of a current Drivers Licence, Utility Bill (not a mobile telephone), residential lease agreement or rates notice indicating the applicants name and their residential address in Frankston City; and

Have an applicable vehicle(s), which is not a boat, bus, trailer, truck, caravan or motorcycle.

6. Fees and Charges

- Owner Occupier (rate payer) first two permits free - \$80 for additional permits maximum of 5 per address. (3 Year Permit)
- Tenant fee – first permit \$20.00 additional \$80 per permit – 2 maximum per address. (1 Year Permit)
- Replacement fee - \$60 per permit.

(Above fees are current for financial year 2017/2018 for current fees and charges please refer to www.frankston.vic.gov.au)

Residential Foreshore Parking Permits Policy

The notice of motion moved on **(Insert Date)** regarding Foreshore Parking Permits states the following:

Council Continue "Pay & Display" Car parking at designated foreshore Parking locations under the following conditions:

- Residential owner / occupiers to receive two (2) complimentary Foreshore Parking Permits.
- Residential tenants receive one (1) permit for a fee set by Council upon request.

All Foreshore Parking Permits are only valid at designated foreshore parking locations.

For any further information call Compliance & Safety Department on 9784 1917.

Executive Summary**12.7 Audit and Risk Management Committee Charter**

Enquiries: (Kim Jaensch: Corporate Development)

Council Plan

Community Outcome:	3. Sustainable City
Strategy:	3.3 Ensure good governance and management of Council resources
Priority Action	3.3.2 Implement a schedule of reviews of services, plans, policies and protocols to ensure good governance

Purpose

To present to Council the Audit and Risk Management Committee Charter, as reviewed, for adoption.

Recommendation (Director Corporate Development)

That Council adopts the Audit and Risk Management Committee Charter.

Key Points / Issues

- At its Ordinary Meeting on Monday 24 March 2014, Council adopted the revised Charter for the Audit and Risk Management Committee (Attachment A).
- Section 3.10.3 of the Charter requires that other responsibilities of the Committee is to 'Review and assess annually the adequacy of the audit committee charter, making any appropriate recommendations to Council.
- Officers prepared a Charter which is consistent with the "Audit Committees – A Guide to Good Practice for Local Government – Local Government Victoria, January 2011". This Charter clearly identified the roles and responsibilities of the Independent Members and Council officers.
- The Chairman sought feedback from the Committee members on proposed changes to the existing Charter. There were three areas that Members have identified in the Charter for improvement:
 - To further clarify the role of the Committee;
 - Expansion and clarity of the Committee's role in relation to risk management and corporate compliance; and
 - The Committee's responsibility to review Council's oversight of any subsidiaries.
- The suggested amendments were discussed and endorsed at the Committee meeting held on Friday 26 May 2017. Also note that the draft Charter is now in a format that complies with the Corporate Branding Guidelines 2015.
- Recommended changes have been included within the draft Charter (Attachment B) and it is now recommended that the Charter be adopted by Council.

12.7 Audit and Risk Management Committee Charter**Executive Summary****Financial Impact**

For the 2017-2018 financial year, the State Government Minister for Local Government has announced a limit on the amount Victorian councils may increase rates. The cap for the 2017-2018 financial year is 2%. The cap is based on the Consumer Price Index expected for the financial year.

This cap has a significant effect on Council's current Long Term Financial Planning, with rate revenue being \$9 million less than anticipated over the first four years, growing to \$17 million over five years. This reduction will have a severe impact on Council's financial capacity to maintain service levels and deliver key capital projects.

There are no applicable financial impacts resulting from this report.

Consultation**1. External Stakeholders**

Not applicable

2. Other Stakeholders

The Committee members and appropriate management representatives have been consulted.

Analysis (Environmental / Economic / Social Implications)

Not applicable.

Legal / Policy / Council Plan ImpactCharter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered in the preparation of this report but is not relevant to the content of the report.

Legal

The Committee is an independent advisory Committee to Council established under Section 139 of the *Local Government Act* 1989.

The Committee Charter has been developed with regard to 'Audit Committees – A Guide to Good Practice for Local Government', January 2011 issued by the Minister of Local Government.

This Charter sets out the Committee's objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Policy Impacts

Not applicable.

Officer's Declaration of Interests

Council officers involved in the preparation of this report have no Conflict of Interest in this matter.

Risk Mitigation

There are no identified risk issues.

Conclusion

It is recommended that Council adopt the Committee Charter to ensure that good governance practices are in place.

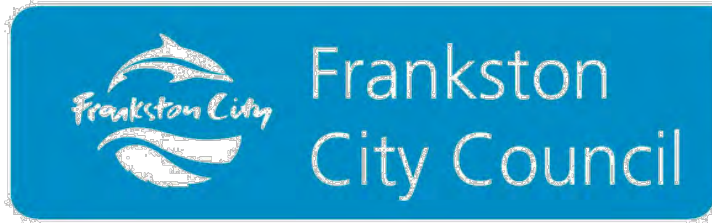
12.7 Audit and Risk Management Committee Charter

Executive Summary

ATTACHMENTS

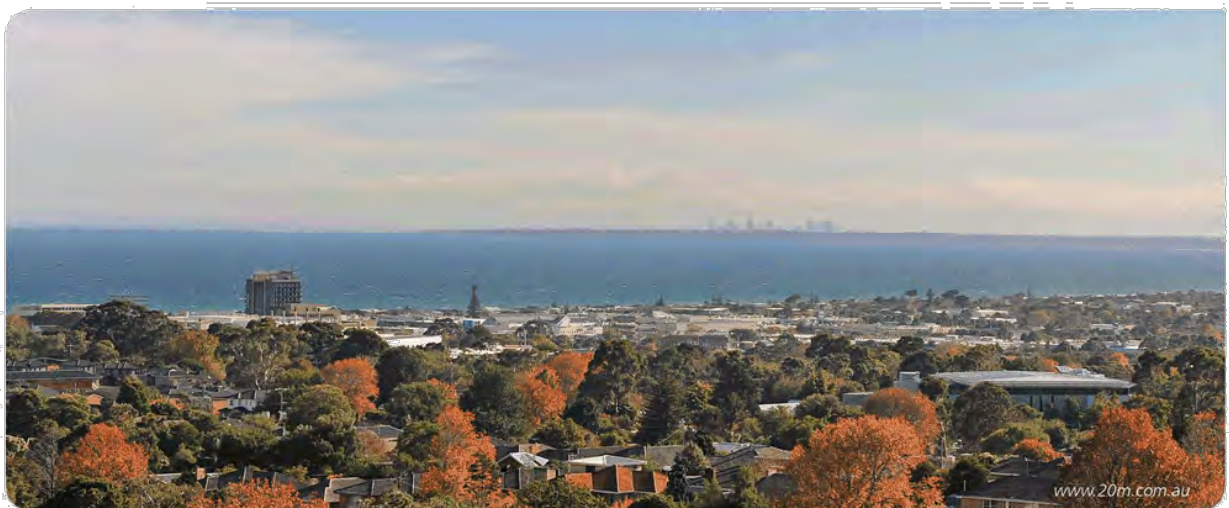
Attachment A: Adopted March 2014 - Audit and Risk Management Committee Charter

Attachment B: Proposed 2017 - Audit and Risk Management Committee Charter



Audit and Risk Management Committee

CHARTER



Adopted by Council on 24 March 2014

**Frankston City Council
Audit & Risk Management Committee**

Committee Charter

1.	Background	1
2.	Corporate Governance	2
3.	Duties and Responsibilities.....	2
3.1.1.	General	2
3.1.2.	Budget	2
3.1.3.	Annual Financial Statements.....	2
3.1.4.	External Audit.....	3
3.1.5.	Internal Audit.....	3
3.1.6.	Risk Management	3
3.1.7.	Control Framework.....	4
3.1.8.	Corporate Compliance	4
3.1.9.	Ethics and Conduct	4
3.1.10.	Other Responsibilities	5
4.	Membership.....	5
5.	Terms of Appointment	6
6.	Role of Chairperson.....	6
7.	Meetings.....	7
8.	Performance Evaluation	7
9.	Primary and Ordinary Returns	8
10.	Use of Information and Confidentiality	8
11.	Conflict of Interest.....	8

1. Background

The Audit and Risk Management Committee (the Committee) is an independent advisory Committee to Council established under section 139 of the *Local Government Act 1989*.

The Committee Charter and Terms of Reference have been developed with regard to 'Audit Committees - A Guide to Good Practice for Local Government', January 2011 issued by the Minister of Local Government.

This Charter sets out the Committee's objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

The Committee's objective is to provide appropriate independent advice and recommendations to Council on matters relevant to its Charter in order to facilitate decision-making by Council in relation to the discharge of its accountability requirements.

The Committee is an Advisory Committee of Council and has no delegated authority.

The Committee has been established to monitor and report on the systems and activities of Council in ensuring:

- Reliable financial reporting and management information;
- Standards of corporate governance;
- Appropriate application of accounting policies;
- Compliance with applicable laws and regulations;
- Effective monitoring and control of all identified risks;
- Effective and efficient internal and external audit functions;
- Measures to provide early warning of any issues affecting the organisation's financial well-being;
- The level and effectiveness of appropriate Business Continuity and Disaster Recovery planning; and
- Maintenance and fostering an ethical environment.

The internal, external auditors and other assurance providers support the Committee by providing independent and objective assurance on internal corporate governance, risk management, internal control and compliance.

A Committee Work Plan is established and reviewed annually to ensure the Committee effectively discharge its responsibilities.

2. Corporate Governance

Council recognises the importance of good corporate governance and is committed to ensuring high standards are set and maintained. The Committee plays a significant role in monitoring and promoting these standards.

3. Duties and Responsibilities

3.1 General

As required, the Committee will review significant changes in accounting and reporting issues, including legislative, professional and regulatory standards and pronouncements and establish their impact on the financial reports.

3.2 Budget

As required, the Committee will assess that all appropriate processes are in place, that all legislative aspects have been complied with in terms of budget preparation and that the budget has been approved by Council.

3.3 Annual Financial Statements

The Committee will:

- 3.3.1 Review with management and the external auditors the results of the audit, including any:
- difficulties encountered;
 - complex and/or unusual transactions;
 - related-party transactions; and
 - any judgmental areas for adjustments recommended by External Auditors, for example, those involving valuation of assets and liabilities; environmental liability and other commitments and contingencies.
- 3.3.2 Review the annual financial statement, and consider whether it is complete, consistent with information known to the Committee members, and reflects appropriate accounting principles and standards.
- 3.3.3 Be satisfied that all regulatory compliance matters have been considered in the preparation of the Financial Statements.
- 3.3.4 Review with management and the External Auditors all matters required to be communicated to the Committee under the Australian Accounting and Auditing Standards

3.4 External Audit

The Committee will:

- 3.4.1 Review the annual External Audit Strategy, and advise Council on significant issues identified.
- 3.4.2 Review the External Audit report, and advise Council on significant issues identified.
- 3.4.3 Review the appropriateness and effectiveness of the management responses to the recommendations by the External Auditor.
- 3.4.4 Meet annually with the External Auditor in an “in-camera” session.
- 3.4.5 Review annually the performance of the External Auditors.

3.5 Internal Audit

The Committee will:

- 3.5.1 Develop and review the audit forward plan on an annual basis.
- 3.5.2 At each meeting, review progress on the annual internal audit program.
- 3.5.3 Review all Internal Audit reports and advise Council on significant issues identified.
- 3.5.4 Review the effectiveness of the internal audit function.
- 3.5.5 Annually review, with management and the Internal Auditor, the Internal Audit Charter.
- 3.5.6 At least annually, meet with the Internal Auditor in an “in-camera” session.

3.6 Risk Management

The Committee will:

- 3.6.1 Annually review the appropriateness of Council’s risk management framework and its application to the organisations operations.
- 3.6.2 Review and confirm procedures are in place for the effective identification, and management of operational and financial risk.
- 3.6.3 Review whether a sound and effective approach has been adopted in developing risk management plans for all aspects of the Council’s operations.

3.7 Control Framework

The Committee will:

- 3.7.1 Review managements approach to maintaining an effective “control culture” by communicating the importance of internal control and the management of risk, so that all employees have an understanding of their roles and responsibilities in respect of internal control and risk management.
- 3.7.2 Review and consider the effectiveness of the Fraud Control Strategy in mitigating, preventing, investigating and prosecuting fraud or other illegal acts.
- 3.7.3 Review whether appropriate policies and procedures are in place for the management and exercising of delegations.
- 3.7.4 Consider the effectiveness of internal controls for the security of information technology systems and applications.

3.8 Corporate Compliance

The Committee will:

- 3.8.1 Review the effectiveness of the system for monitoring compliance with and changes to legislation and regulations and the results of management’s investigation and follow-up of any instances of non-compliance.
- 3.8.2 Review the organisations policies and legislative framework.

3.9 Ethics and Conduct

The Committee will:

- 3.9.1 Periodically review the Ethics Framework in place within Council.
- 3.9.2 Assess the internal process for management’s identification and control of unethical behaviours or conduct.
- 3.9.3 Ensure the Internal Auditors have regard to ethics in the development of the internal audit plan and in the conduct of internal audit projects.
- 3.9.4 Review the outcomes of independent investigations into ethical matters and monitor the outcomes.

3.10 Other Responsibilities

- 3.10.1 Consider the findings and recommendations of relevant Performance Audits and other specific audits undertaken by the Victorian Auditor-Generals Office and make any appropriate recommendations.
- 3.10.2 Within its purpose and authority, review and assess any other matter deemed necessary by the Committee or requested by the Council or Chief Executive Officer.
- 3.10.3 Review and assess annually the adequacy of the audit committee charter, making any appropriate recommendations to Council.
- 3.10.4 Evaluate the Committee's own performance on at least an annual basis, confirming that all responsibilities outlined in this charter have been carried out.

4. Membership

The Committee will be comprised of five (5) members as follows:

- One (1) Independent Chairperson;
- Two (2) Independent Members; and
- Two (2) Councillors (with a substitute Council appointee).

At least one Independent Member of the Committee must have current, formal accounting or audit qualifications.

All members shall have full and equal voting rights unless a member is unable to vote due to a conflict of interest.

The following requirements will apply to members and the appointment thereof:

- 4.1 Council will appoint Committee members.
- 4.2 Council will appoint the Chairperson after calling for an expression of interest in the position from Independent Members.
- 4.3 The Chairperson shall be an Independent Member of the Committee and shall have a casting vote on occasions where there is an equal tally of votes on a matter. In the absence of the appointed Chairperson from a meeting, the meeting will appoint an acting Chairperson from the Independent Members present.
- 4.4 A quorum of any meeting will be at least two (2) Independent Members and at least one (1) Councillor member.

5. Terms of Appointment

- 5.1. At the cessation of a term, appointments will be advertised and applications for membership will be assessed against appropriate criteria.
- 5.2. The Recruitment and Selection panel will take into account the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills and will make a recommendation for appointment to Council.
- 5.3. Councillor members are appointed by Council annually at the time Council considers the Councillor Delegates for Committees at its Statutory Meeting. Councillors will be appointed for a term of one (1) year. A mid-term vacancy for the Councillor Representative will be filled by the substitute Councillor nomination.
- 5.4. Independent Members shall be appointed for a term of up to three (3) years. The terms of each member should be arranged so that there is an orderly rotation of membership and avoidance of more than one (1) member retiring at the same time. It is anticipated that each members term will cease on 31st October.
- 5.5. At the conclusion of their first three (3) year term, existing members will be eligible for reappointment with the approval by Council.
- 5.6. The Chief Executive Officer has the discretion to extend appointments for no longer than three (3) months, in circumstances where situations may arise, which prevent the appointment of a new member (i.e. delay in the appointment or inability to attract a suitable candidate).
- 5.7. If the Council proposes to remove a member of the Committee, it must give written notice to the member of its intention to do so and provide that member with the opportunity to be heard at a Council meeting.
- 5.8. Remuneration will be reviewed as part of the annual budget process.
- 5.9. No further allowances will be made for reimbursement of expenses, including travel, however, reimbursement of extraordinary expenses will be at the discretion of the Chief Executive Officer.
- 5.10. Independent Members will be paid after each meeting and must provide an invoice.

6. Role of Chairperson

The role of the Committee chairperson should include, but not be limited to:

- 6.1. The Chairperson shall chair meetings of the Committee in accordance with the formal meeting Agenda.
- 6.2. The meetings shall be carried in a manner that promotes participation, communication, involvement, consensus, mutual respect and listening.
- 6.3. The Chairperson has no executive authority on behalf of Council but can be used as required, as a sounding board by Council and or management.

- 6.4. The Chairperson will allow time during Committee Meetings for any Committee member to raise any issues they believe relevant.
- 6.5. Meetings are to be minuted and signed by the Chairperson.
- 6.6. At the end of each calendar year, the Chairperson will formally report to Council on the operations and findings of the Committee.
- 6.7. The Chairperson shall circulate the annual self assessment and collate the results of the members and other invited officers for the Chairpersons report to Council.

7. Meetings

The following requirements shall apply to meetings of the Committee:

- 7.1. The Committee shall meet five (5) times per year, one (1) of these meetings to be dedicated to the draft annual financial statements.
- 7.2. It is intended that the meetings be held at least quarterly and the meeting to discuss financial statements will be held in August each year.
- 7.3. The Chief Executive Officer and any appropriate management representatives will be required to attend all meetings, except when the Committee chooses to meet in camera or otherwise requested by the Chair of the Committee.
- 7.4. The Committee extends an open invitation to all Councillors to attend any meeting of the Committee.
- 7.5. The Agenda and Supporting Documentation will be circulated to members of the Committee at least one (1) week in advance of each meeting.
- 7.6. Minutes will be prepared within one (1) week of the meeting for approval by the Chairperson and to Committee members within two (2) weeks of the meeting.
- 7.7. The Chair at the subsequent meeting will sign the minutes.
- 7.8. The draft minutes will be circulated to the Council at a subsequent Council meeting following the Committee meeting.
- 7.9. Council shall provide secretarial and administrative support to the Committee.

8. Performance Evaluation

The Committee will evaluate its own performance on an annual basis, using a Self Assessment tool which will be completed by Committee members and appropriate and relevant Council representatives.

9. Primary and Ordinary Returns

There are two (2) types of interest returns that must be lodged under section 81 of the *Local Government Act 1989*. These are:

- Primary Returns, which must be lodged within 30 days of commencement in the role; and
- Ordinary Returns, which must be lodged within 40 days of 30 June and 31 December each year.

Committee members are required to complete these returns.

10. Use of Information and Confidentiality

- 10.1 Upon appointment and reappointment to the Committee, Independent Members will be required to sign a confidentiality agreement.
- 10.2 The nature of the work of the Committee will provide its members with access to information about the day to day operations of Council including information that may be commercial in confidence. Accordingly, it is important that members of the Committee recognise the responsibilities associated with their access to this information, in particular with regard to its use or misuse.
- 10.3 In the event that an Independent Member resigns or is removed from the Committee, any documents and papers relating to Council, must be returned.

11. Conflict of Interest

In accordance with Section 79 of the *Local Government Act 1989*, members of the Committee will be required to disclose all conflict of interest.

- Members of the Committee must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as a member of the Committee. Management of interests includes the proper disclosure of any conflicts of interest as and when they may arise.
- Members of the Committee must also be fully aware of the statutory definitions of direct and indirect interests which may give rise to a conflict of interest. These are set out in sections 77A, 77B, 78, 78A, 78B, 78C and 78D of the *Local Government Act 1989*.
- Failure to comply with the provisions of the *Local Government Act 1989* with regard to conflicts of interest may result in the member's appointment being terminated.

Audit and Risk Management Committee



Committee Charter



Adopted by Council on 13 June 2017



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Contents

1. Background	4
2. Corporate Governance.....	5
3. Duties and Responsibilities	5
3.1 General	5
3.2 Budget	5
3.3 Annual Financial Statements.....	5
3.4 External Audit	6
3.5 Internal Audit.....	6
3.6 Risk Management	6
3.7 Control Framework.....	7
3.8 Corporate Compliance	7
3.9 Ethics and Conduct	7
3.10 Other	8
4 Membership	8
5 Terms of Appointment.....	9
6 Role of Chairperson	9
7 Meetings.....	10
8 Performance Evaluation.....	10
9 Primary and Ordinary Returns	11
10 Use of Information and Confidentiality.....	11
11 Conflict of Interest	11



1. Background

1.1 Purpose

The Audit and Risk Management Committee (the Committee) is an independent advisory Committee to Council established under section 139 of the *Local Government Act 1989*.

The Committee Charter and Terms of Reference have been developed with regard to 'Audit Committees - A Guide to Good Practice for Local Government', January 2011 issued by the Minister of Local Government.

This Charter sets out the Committee's objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

The Committee's objective is to provide appropriate independent advice and recommendations to Council on matters relevant to its Charter in order to facilitate decision-making by Council in relation to the discharge of its accountability requirements.

The Committee is an Advisory Committee of Council and does not have delegated powers to make binding decisions. has no delegated authority.

1.2 Role of the Committee

The Committee has been established to monitor and report on the systems and activities of Council in ensuring:

- Reliable financial reporting and management information;
- Standards of corporate governance;
- Appropriate application of accounting policies;
- Compliance with applicable laws and regulations;
- Effective monitoring and control of all identified risks;
- Effective and efficient internal and external audit functions;
- Measures to provide early warning of any issues affecting the organisation's financial well-being;
- The level and effectiveness of appropriate Business Continuity and Disaster Recovery planning; and
- Maintenance and fostering an ethical environment.

The internal, external auditors and other assurance providers support the Committee by providing independent and objective assurance on internal corporate governance, risk management, internal control and compliance.

A Committee Work Plan is established and reviewed annually to ensure the Committee effectively discharge its responsibilities.



The Audit Committee does not have:

- Executive powers;
- Authority to implement actions in areas over which management has responsibility;
- Any delegated financial responsibility; and
- Any management functions and is therefore independent of management.

2. Corporate Governance

Council recognises the importance of good corporate governance and is committed to ensuring high standards are set and maintained. The Committee plays a significant role in monitoring and promoting these standards.

3. Duties and Responsibilities

3.1 General

As required, the Committee will review significant changes in accounting and reporting issues, including legislative, professional and regulatory standards and pronouncements and establish their impact on the financial reports.

3.2 Budget

As required, the Committee will assess that all appropriate processes are in place, that all legislative aspects have been complied with in terms of budget preparation and that the budget has been approved by Council.

3.3 Annual Financial Statements

The Committee will:

- 3.3.1 Review with management and the external auditors the results of the audit, including any:
 - difficulties encountered;
 - complex and/or unusual transactions;
 - related-party transactions; and
 - any judgmental areas for adjustments recommended by External Auditors, for example, those involving valuation of assets and liabilities; environmental liability and other commitments and contingencies.
- 3.3.2 Review the annual financial statement, and consider whether it is complete, consistent with information known to the Committee members, and reflects appropriate accounting principles and standards.
- 3.3.3 Be satisfied that all regulatory compliance matters have been considered in the preparation of the Financial Statements.
- 3.3.4 Review with management and the External Auditors all matters required to be communicated to the Committee under the Australian Accounting and Auditing Standards.



3.4 External Audit

The Committee will:

- 3.4.1 Review the annual External Audit Strategy, and advise Council on significant issues identified.
- 3.4.2 Review the External Audit report, and advise Council on significant issues identified.
- 3.4.3 Review the appropriateness and effectiveness of the management responses to the recommendations by the External Auditor.
- 3.4.4 Meet annually with the External Auditor in an “in-camera” session.
- 3.4.5 Review annually the performance of the External Auditors.

3.5 Internal Audit

The Committee will:

- 3.5.1 Develop and review the audit forward plan on an annual basis.
- 3.5.2 At each meeting, review progress on the annual internal audit program.
- 3.5.3 Review all Internal Audit reports and advise Council on significant issues identified.
- 3.5.4 Review the effectiveness of the internal audit function.
- 3.5.5 Annually review, with management and the Internal Auditor, the Internal Audit Charter.
- 3.5.6 At least annually, meet with the Internal Auditor in an “in-camera” session.

3.6 Risk Management

The Committee will:

- 3.6.1 Annually review the appropriateness of Council’s risk management framework and its application to the organisations operations to ensure risks are being dealt with appropriately.
- 3.6.2 Review and confirm procedures are in place for the effective identification, and management of operational and financial risk.
- 3.6.3 Review whether a sound and effective approach has been adopted in developing risk management plans for all aspects of the Council’s operations.
- 3.6.4 Receive and review reports on significant incidents, breaches of policy or appetite limits, risk treatment actions and risk profile updates.
- 3.6.5 Review Council’s assessments of its material strategic and operational risks.
- 3.6.6 Review the appropriateness and effectiveness of Council’s business continuity plan (including disaster recovery).



3.7 Control Framework

The Committee will:

- 3.7.1 Review managements approach to maintaining an effective “control culture” by communicating the importance of internal control and the management of risk, so that all employees have an understanding of their roles and responsibilities in respect of internal control and risk management.
- 3.7.2 Review and consider the effectiveness of the Fraud Control Strategy in mitigating, preventing, investigating and prosecuting fraud or other illegal acts.
- 3.7.3 Review whether appropriate policies and procedures are in place for the management and exercising of delegations.
- 3.7.4 Consider the effectiveness of internal controls for the security of information technology systems and applications.

3.8 Corporate Compliance

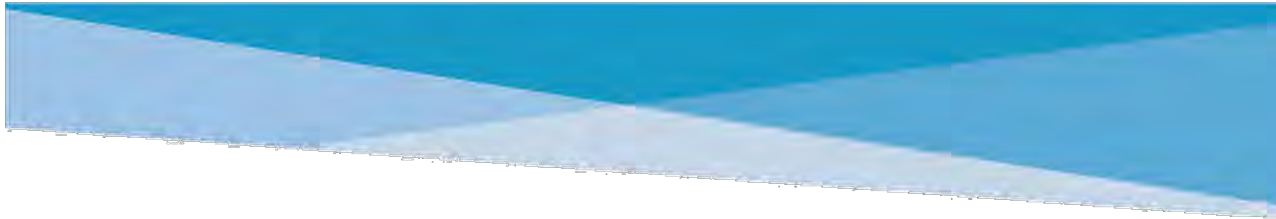
The Committee will:

- 3.8.1 Review the effectiveness of the system for monitoring compliance with and changes to legislation and regulations and the results of management’s investigation and follow-up of any instances of non-compliance.
- 3.8.2 Review the organisations policies and legislative framework.
- 3.8.3 Review any non-compliance examinations and/or investigations by other agencies and any auditor observations.
- 3.8.4 Review compliance with internal policies, plans and procedures.

3.9 Ethics and Conduct

The Committee will:

- 3.9.1 Periodically review the Ethics Framework in place within Council.
- 3.9.2 Assess the internal process for management’s identification and control of unethical behaviours or conduct.
- 3.9.3 Ensure the Internal Auditors have regard to ethics in the development of the internal audit plan and in the conduct of internal audit projects.
- 3.9.4 Review the outcomes of independent investigations into ethical matters and monitor the outcomes.



3.10 Other

The Committee will:

- 3.10.1 Consider the findings and recommendations of relevant Performance Audits and other specific audits undertaken by the Victorian Auditor-Generals Office and make any appropriate recommendations.
- 3.10.2 Within its purpose and authority, review and assess any other matter deemed necessary by the Committee or requested by the Council or Chief Executive Officer.
- 3.10.3 Review and assess annually the adequacy of the audit committee charter, making any appropriate recommendations to Council.
- 3.10.4 Evaluate the Committee's own performance on at least an annual basis, confirming that all responsibilities outlined in this charter have been carried out.

3.10.5 At least annually, the Committee must review the Council's oversight of any subsidiaries as may be required. This should include, but is not limited to, Council approval of budgets, annual and strategic plans, governance of the subsidiary and reporting arrangements.

4 Membership

The Committee will be comprised of five (5) members as follows:

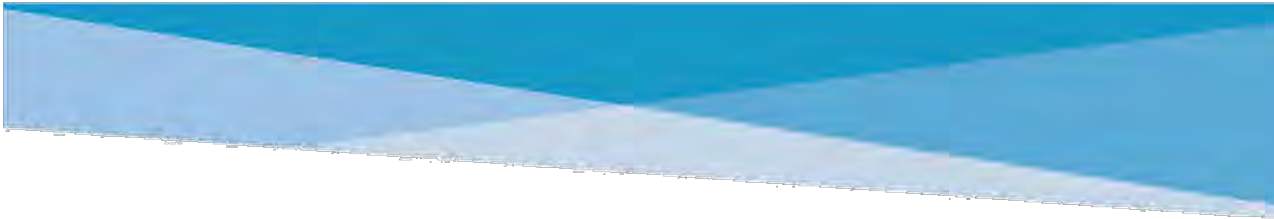
- One (1) Independent Chairperson;
- Two (2) Independent Members; and
- Two (2) Councillors (with a substitute Council appointee).

At least one Independent Member of the Committee must have current, formal accounting or audit qualifications.

All members shall have full and equal voting rights unless a member is unable to vote due to a conflict of interest.

The following requirements will apply to members and the appointment thereof:

- 4.1 Council will appoint Committee members.
- 4.2 Council will appoint the Chairperson after calling for an expression of interest in the position from Independent Members.
- 4.3 The Chairperson shall be an Independent Member of the Committee and shall have a casting vote on occasions where there is an equal tally of votes on a matter. In the absence of the appointed Chairperson from a meeting, the meeting will appoint an acting Chairperson from the Independent Members present.
- 4.4 A quorum of any meeting will be at least two (2) Independent Members and at least one (1) Councillor Member.



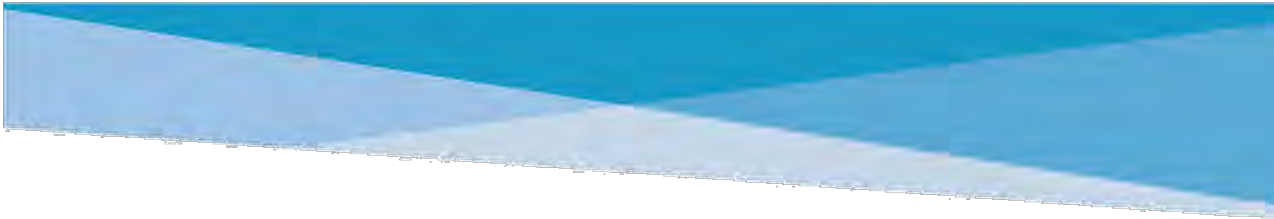
5 Terms of Appointment

- 5.1. At the cessation of a term, appointments will be advertised and applications for membership will be assessed against appropriate criteria.
- 5.2. The Recruitment and Selection panel will take into account the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills and will make a recommendation for appointment to Council.
- 5.3. Councillor members are appointed by Council annually at the time Council considers the Councillor Delegates for Committees at its Statutory Meeting. Councillors will be appointed for a term of one (1) year. A mid-term vacancy for the Councillor Representative will be filled by the substitute Councillor nomination.
- 5.4. Independent Members shall be appointed for a term of up to three (3) years. The terms of each member should be arranged so that there is an orderly rotation of membership and avoidance of more than one (1) member retiring at the same time. It is anticipated that each members term will cease on 31st October.
- 5.5. At the conclusion of their first three (3) year term, existing members will be eligible for reappointment with the approval by Council.
- 5.6. The Chief Executive Officer has the discretion to extend appointments for no longer than three (3) months, in circumstances where situations may arise, which prevent the appointment of a new member (i.e. delay in the appointment or inability to attract a suitable candidate).
- 5.7. If the Council proposes to remove a member of the Committee, it must give written notice to the member of its intention to do so and provide that member with the opportunity to be heard at a Council meeting.
- 5.8. Remuneration will be reviewed as part of the annual budget process.
- 5.9. No further allowances will be made for reimbursement of expenses, including travel, however, reimbursement of extraordinary expenses will be at the discretion of the Chief Executive Officer.
- 5.10. Independent Members will be paid after each meeting and must provide an invoice.

6 Role of Chairperson

The role of the Committee chairperson should include, but not be limited to:

- 6.1. The Chairperson shall chair meetings of the Committee in accordance with the formal meeting Agenda.
- 6.2. The meetings shall be carried in a manner that promotes participation, communication, involvement, consensus, mutual respect and listening.



- 6.3. The Chairperson has no executive authority on behalf of Council but can be used as required, as a sounding board by Council and or management.
- 6.4. The Chairperson will allow time during Committee Meetings for any Committee member to raise any issues they believe relevant.
- 6.5. Meetings are to be minuted and signed by the Chairperson.
- 6.6. At the end of each calendar year, the Chairperson will formally report to Council on the operations and findings of the Committee.
- 6.7. The Chairperson shall circulate the annual self-assessment and collate the results of the members and other invited officers for the Chairpersons report to Council.

7 Meetings

The following requirements shall apply to meetings of the Committee:

- 7.1. The Committee shall meet five (5) times per year, one (1) of these meetings to be dedicated to the draft annual financial statements.
- 7.2. It is intended that the meetings be held at least quarterly and the meeting to discuss financial statements will be held in August each year.
- 7.3. The Chief Executive Officer and any appropriate management representatives will be required to attend all meetings, except when the Committee chooses to meet in camera or otherwise requested by the Chair of the Committee.
- 7.4. The Committee extends an open invitation to all Councillors to attend any meeting of the Committee.
- 7.5. The Agenda and Supporting Documentation will be circulated to members of the Committee at least one (1) week in advance of each meeting.
- 7.6. Minutes will be prepared within one (1) week of the meeting for approval by the Chairperson and to Committee members within two (2) weeks of the meeting.
- 7.7. The Chair at the subsequent meeting will sign the minutes.
- 7.8. The draft minutes will be circulated to the Council at a subsequent Council meeting following the Committee meeting.
- 7.9. Council shall provide secretarial and administrative support to the Committee.

8 Performance Evaluation

The Committee will evaluate its own performance on an annual basis, using a Self-Assessment tool which will be completed by Committee members and appropriate and relevant Council representatives.



9 Primary and Ordinary Returns

There are two (2) types of interest returns that must be lodged under section 81 of the *Local Government Act 1989*. These are:

- Primary Returns, which must be lodged within 30 days of commencement in the role; and
- Ordinary Returns, which must be lodged within 40 days of 30 June and 31 December each year.

Committee members are required to complete these returns.

10 Use of Information and Confidentiality

- 10.1 Upon appointment and reappointment to the Committee, Independent Members will be required to sign a confidentiality agreement.
- 10.2 The nature of the work of the Committee will provide its members with access to information about the day to day operations of Council including information that may be commercial in confidence. Accordingly, it is important that members of the Committee recognise the responsibilities associated with their access to this information, in particular with regard to its use or misuse.
- 10.3 In the event that an Independent Member resigns or is removed from the Committee, any documents and papers relating to Council, must be returned.

11 Conflict of Interest

In accordance with Section 79 of the *Local Government Act 1989*, members of the Committee will be required to disclose all conflict of interest.

- Members of the Committee must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as a member of the Committee. Management of interests includes the proper disclosure of any conflicts of interest as and when they may arise.
- Members of the Committee must also be fully aware of the statutory definitions of direct and indirect interests which may give rise to a conflict of interest. These are set out in sections 77A, 77B, 78, 78A, 78B, 78C and 78D of the *Local Government Act 1989*.
- Failure to comply with the provisions of the *Local Government Act 1989* with regard to conflicts of interest may result in the member's appointment being terminated.

Executive Summary

12.8 Council response to Councils and Emergencies Directions Paper

Enquiries: (Leonie Reints: Community Development)

Council Plan

Community Outcome:	2. Liveable City
Strategy:	2.2 Improve the municipality's safety, image and pride
Priority Action	2.2.1 Promote the natural attributes and family friendly lifestyle qualities of Frankston locally, nationally and internationally

Purpose

To brief Council on the Victorian Government's Directions Paper proposing the role statement for municipal councils in emergency management and to seek Council's endorsement on the draft submission made by officers in response to the Directions Paper.

Recommendation (Director Community Development)

That Council endorses the attached draft submission to Local Government Victoria which was submitted by officers subject to Council endorsement.

Key Points / Issues

- At its meeting on 22 May 2017, Council resolved:
"That the matter be deferred to the 13 June 2017 Ordinary Meeting."
- Local Government Victoria (**LGV**) and Emergency Management Victoria (**EMV**) recently released the Councils and Emergencies Directions Paper (**Directions Paper**). The Directions Paper is attached (**Attachment C**).
- The Directions Paper is one part of the Councils and Emergencies Project being led by LGV which is purposed to clarify Council's current emergency management responsibilities and actions and enhance the capability and capacity of each Council.
- The Directions Paper was drafted by LGV and EMV following workshops in early 2016 with Council representatives. Officers from Frankston City Council participated in this initial workshop.
- Within the Directions Paper is 154 individual activities that are alleged to be the responsibility of Councils in the before, during and after phases of an emergency.
- The Directions Paper seeks submissions from Councils about whether the current emergency management responsibilities and actions described in the Directions Paper accurately reflect the role Council plays in emergency management.
- Many of the activities listed demonstrate a cost shift by State Government to increase Council's role in emergency management without adequate recurrent funding to support the raised expectations.
- Officers have prepared a draft submission to the Directions Paper. The response to the Directions Paper acknowledges the work of LGV and EMV as a step towards better clarifying the role of Councils in emergency management and the work undertaken to better align the expected actions of Council with the business as usual activities it undertakes.

12.8 Council response to Councils and Emergencies Directions Paper**Executive Summary**

- However, the response also highlights that due to each municipality having a differing risk profile and community demographics, the role each Council plays will vary. The response also advocates that where one Council can undertake additional activities in emergency management because it has the extra capacity and its risk level and community demographics justify so, this should not translate to a blanket expectation on all Councils to do the same as the Directions Paper suggests.
- Some of the activities listed in the Directions Paper are also grossly inappropriate for council to undertake being that we are not an emergency service and are not subject matter experts on particular hazards. Where this is so, it has been clearly articulated in the draft submission.
- The draft response includes a table which categorises each of the 154 activities into either, (a) an essential activity which Council undertakes; (b) an activity which Council can undertake if additional adequate recurrent funding is provided; or (c) an activity which is clearly out of scope.
- The draft response is attached (**Attachments A and B**).
- Due to the timing of the release of the Directions Paper being concurrent with other major emergency management policy updates and the extensive internal consultation undertaken in order to prepare the response, Council's draft response has been submitted pending Council endorsement with the ability to amend or withdraw the submission at any time.

Financial Impact

For the 2017-2018 financial year, the State Government Minister for Local Government has announced a limit on the amount Victorian councils may increase rates. The cap for the 2017-2018 financial year is 2%. The cap is based on the Consumer Price Index expected for the financial year.

This cap has a significant effect on Council's current Long Term Financial Planning, with rate revenue being \$9 million less than anticipated over the first four years, growing to \$17 million over five years. This reduction will have a severe impact on Council's financial capacity to maintain service levels and deliver key capital projects.

The submission highlights that the capacity and capability of Council to undertake many of the activities suggested in the Directions Paper. The paper represents a potential cost shift which, in a rate capped environment may have an impact on services.

Consultation**1. External Stakeholders**

External consultation has occurred informally with neighbouring municipalities who are similarly making a response to the Directions Paper. Council officers have also participated in forums facilitated by LGV which allowed representatives to discuss and share views on the Directions Paper.

2. Other Stakeholders

As the Directions Paper describes activities which involve multiple Council Departments and Units, extensive consultation has occurred internally. A presentation was delivered with the following Departments and Units invited:

- Business and Information Technology

12.8 Council response to Councils and Emergencies Directions Paper**Executive Summary**

- Community Relations (including Customer Relations and Communications Units)
- Facilities
- Commercial Services (specifically Business Continuity Planning)
- Human Resources
- Community Safety (including Local Laws, Environmental Health, and Building Services Units)
- Community Strengthening
- Family Health and Support Services
- Infrastructure
- Operations (including Parks and reserves, and One Stop Squad Units)
- Planning and Environment

These Departments and Units were also given an opportunity to review the tasks identified as being relevant to their Department/ Unit and provide feedback.

Analysis (Environmental / Economic / Social Implications)

It is not anticipated that there will be any environmental, economic or social implications if the response to the Discussion Paper is endorsed.

Legal / Policy / Council Plan ImpactCharter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered in the preparation of this report but is not relevant to the content of the report.

Legal

There are no statutory obligations impacted by the endorsement of the submission

Policy Impacts

There are no Council policies impacted by the endorsement of the submission.

Officer's Declaration of Interests

Council officers involved in the preparation of this report have no Conflict of Interest in this matter.

Risk Mitigation

There are no inherent risks affected by the endorsement of the submission.

12.8 Council response to Councils and Emergencies Directions Paper**Executive Summary****Conclusion**

LGV has released the Councils and Emergencies Directions Paper as part of a broader State Government project to clarify Council's role in emergency management and enhance the capacity and capability of Council in emergencies. The Directions Paper suggests 154 individual activities as being the responsibility of Council. Council officers have prepared the draft submission which acknowledges the work of LGV and EMV to clarify Council's role in emergency management but also highlights concern over the significant expectation being placed on Council in emergency management without matched recurrent adequate funding. There may be an impact on services if increased emergency management responsibilities are transferred to Councils without funding. Due to the deadline for responses to the Directions Paper, the draft response has been submitted by council officers pending Council endorsement.

ATTACHMENTS

- Attachment A: Councils and Emergencies Directions Paper Letter Response
- Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)
- Attachment C: Councils and Emergencies Directions Paper



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Councils and Emergencies Directions Paper Consultation
Local Government Victoria
Department of Environment, Land, Water and Planning
PO Box 500
MELBOURNE VIC 8002

1 June 2017

Dear Sir/ Madam

Frankston City Council response to the Councils and Emergencies Directions Paper

We welcome the opportunity to provide a response to the Councils and Emergencies Directions Paper (**Directions Paper**) and provide Frankston City Council's perspective on its role in emergency management. This submission is provided in draft pending Council endorsement at its Ordinary Meeting on 22 May 2017.

We acknowledge the positive work of Local Government Victoria and Emergency Management Victoria in this step towards clarifying the role of municipal councils in emergency management and the work undertaken to better align council's emergency management role with normal business activities.

We have concern however, that some of the activities listed in the Directions Paper are based on individual councils' responses they had additional capability to undertake the activities in the 2016 workshops. This should not then translate to a blanket expectation that all councils undertake the same activities. The inherent nature of different municipality's emergency risk profile and community demographics mean that the role each council plays in emergency management will differ. Therefore, whilst clarifying the role of councils in emergency management is important, it must be balanced with the need for flexibility. Each council's activities in emergency management will be ultimately relative to the risk profile of the municipality, capability and available resources.

Council operates in a fiscal and resource challenged environment, which is further exaggerated by rate capping. Councils must balance the priority of emergency management activities with other competing priorities resolved by Council.

Some overarching comments about the 154 activities listed in the Directions Paper are as follows:

- We understand the activities are grouped according to the core capabilities from the Victorian Preparedness Goal; however the description of the core capability is, in many

instances, inappropriate for inclusion in a document describing council's role in emergency management. In particular, the description of the fire management & suppression, community information and warnings, and logistics and supply chain management capabilities;

- Many of the references to the *Emergency Management Act* or the Emergency Management Manual Victoria (EMMV) inaccurately reflect what is in these documents as the activity listed in the Directions Paper is not quoted word for word from what is provided in the legislation;
- Many of the blue texted activities in the Directions Paper, indicating they are a required responsibility of council, are provided in non-binding policy or guidelines. For example, council's role statement provided in Part 7 of the EMMV, pages 76 & 77, is preceded by a statement that the role of council "depend[s] on their capability, capacity and particular circumstances of an event". Therefore, while the activities in the Directions Paper, which reference Part 7 of the EMMV may be expected of council, they are not statutory obligations and are subject to the individual council's ability;
- The use of the word "support", generally describes Council's involvement in the Directions Paper, but lacks clarity about the exact role of each Council. Consequently, 'role creep' and unrealistic expectation of a Council's capacity is a significant risk. If the final paper is to clarify council's current emergency management activities then descriptors of such activities should be specific and not in general terms. These specific descriptors should be agreed to through further consultation;
- Council is not an emergency agency and emergency response is not a part of council's normal business. Therefore regardless of measures put in place there will remain significant impacts to council business continuity despite best planning, if response arrangements (including relief and recovery) are enacted, particularly for a protracted event.

We have provided more detailed feedback in respect of the 154 activities identified in the Directions Paper in the enclosed table and categorise them as either (a) appropriately undertaken by council; (b) able to be undertaken by council where adequate recurrent additional resources are provided and the needs of the community require their delivery; or (c) not appropriate for council to undertake/ continue undertaking.

Yours faithfully

Dennis Hovenden
CHIEF EXECUTIVE OFFICER

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

Responsibilities and actions as per Councils and Emergencies Directions Paper (pages 18-34)	Categorisation	Comments/ Feedback
PLANNING		
Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical level approaches to meet defined objectives.		
Before		
Lead an all-agencies approach to community-based risk assessment and planning including compliance with relevant legislation and policy at the municipal level. ¹	Appropriately undertaken by Council	Council's role in relation to the MEMPC should be as facilitator with all agencies equally accountable for compliance with the legislative and policy requirements. However, often Council is treated as the sole "owner" of the MEMPC and therefore wholly responsible for meeting planning requirements. Council should not lead risk assessments as we are not the hazard control agency/ subject matter expert. Leading risk assessment to inform planning should be done by the control agency with Council assisting the process.
Prepare and maintain municipal emergency management plans and subplans. ²	Appropriately undertaken by Council	Council should only be required to maintain the main emergency management plan including general information about the municipality, community information, relief and recovery arrangements. Identified risks for the municipality should be included as a sub-plan to the MEMPC with the control agency for that hazard being the main contributor to the sub-plan.
Appoint a municipal emergency management planning committee. ³	Appropriately undertaken by Council	Councils roles with the MEMPC should be as convener, providing secretariat support. Contributions to the MEMPC should be equally shared amongst all agencies.
Support hazard-specific risk assessment to inform plans and community resilience-building strategies, using local knowledge and information based on community needs. ⁴	Appropriately undertaken by Council	Should be just support as Council is not the subject matter expert or control agency for the hazards. This supporting role should also be reflected in the accountability for the hazard specific sub-plans in audits.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

<p>Lead implementation and coordination of specific risk treatments on private and Council land in partnership with emergency management agencies, including flood/fire management, maintaining a register of at-risk groups.⁵</p>	<p>Unable to categorise because the description is too broad and its implications are wrong.</p>	<p>Council leads some fire risk reduction activities on private and Council land. Fire risk reduction activities on private land are limited to the issuance of fire prevention notices and arranging compulsory clearance. We conduct risk treatments on Council land such as planned burning and reserve maintenance.</p> <p>Other risk treatments are limited to those in line with business as usual municipal functions such as land-use planning, building control, infrastructure works and a range of community safety or community strengthening programs.</p> <p>Activity description implies that Council is the lead for all risk mitigation on private property which is grossly inappropriate.</p>
<p>Lead the maintenance and administration of the Vulnerable Persons Register (VPR).</p>	<p>Not appropriate for Council to undertake/ continue undertaking</p>	<p>Council currently checks the VPR to ensure that agencies are revalidating their clients. However we have no ability to update client details, we can only contact the servicing agency to ask them to do it (unless agency has removed their assignment to the client). Sometimes this can cause unnecessary double up as we have to go through DHHS to get response from the servicing agency.</p> <p>As many of the responsible agencies are DHHS funded service providers it would be more efficient for DHHS to check the agency is revalidating the client through their existing relationship with the agency and use the service agreement to leverage compliance.</p>
<p>Support the profiling of the community to identify and record what makes people vulnerable in emergencies and work with Red Cross, DHHS and other agencies to establish a plan to support vulnerable people in the community</p>	<p>Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery</p>	<p>Council maintains a demographic profile of its community to guide service and infrastructure planning. However statistics are on a local area level that identify and compare different data in local areas. Whilst this will show socio-economic indexes for areas (SEIFA) levels of disadvantage, it does not identify individuals. The only vulnerable persons that Council does identify are part of its HACC service where this is delivered directly by Council.</p> <p>Working with Red Cross, DHHS and other agencies to establish a plan to support vulnerable people in the community will require recurrent State Government funding.</p>
<p>Develop Council business continuity plans detailing procedures and systems to maintain core business and emergency management activities, including:</p> <ul style="list-style-type: none"> • backfilling for staff with emergency management expertise when they are on leave • planning to identify and address gaps in Council's emergency knowledge 	<p>Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery</p>	<p>Given limited MERP resourcing Council only has one dedicated emergency management staff member. When they are on leave there is no one to backfill their position. Due to lack of competency based training available MERO and MRM don't have adequately skilled and knowledgeable deputies to take over if they are on leave.</p> <p>Resourcing needed for delivering of State-wide consistent MERO and MRM position training to be able to up-skill staff.</p>

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper and action		
Improve recovery plans and procedures by exercising and reviewing them.	Appropriately undertaken by Council	Relief plans tested and exercise as part of annual MEMP exercise requirements. Often exercising the MEMP is limited to brief tabletop/ discussion exercises.
Develop settlement and issue-based policies and strategies in planning schemes that clearly express and give direction to urban change, including implementing risk-mitigation strategies (such as flood and bushfire management overlays).	Appropriately undertaken by Council	This is done by Council as part of business as usual.
Apply local planning schemes and building controls including development assessments, inspections and advice. ⁶	Appropriately undertaken by Council	This is done by Council as part of business as usual.
During		
Prepare local recovery plans after emergencies. ⁷	Appropriately undertaken by Council	This should state <i>during</i> . Recovery plans would be developed as an emergency progresses depending on the impacts caused by the emergency and the level of recovery coordination required. Although Council is lead for <i>coordination</i> of recovery at the local level, this includes involvement of multiple other organisations that should also be expected to contribute to the planning. EMMV Part 7 does not explicitly state that Council must prepare local recovery plans although generally Council can undertake this function if the scale of the event required it.
Assess capability and capacity needs for undertaking relief and recovery activities, determine Councils' ability to meet these needs and plan to obtain additional staff and resources as required.	N/A	In a rates capping environment where emergency management is only one of many of Council's priorities it is a hard case to justify extra staff and resource allocation purely for relief and recovery. Especially so if we have no history of large events where relief and recovery arrangements have been fully enacted. Further, as per Part 4 of the EMMV, State Relief and Recovery Plan, if the local level capability and capacity for undertaking relief and recovery activities is exceeded then Council can escalate and be aided by additional support from region.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

COMMUNITY INFORMATION AND WARNINGS		
Deliver public information and warnings that are authoritative, consistently constructed and relevant for all Victorians and visitors in all emergencies. Provide timely and tailored information that supports the community to make informed decisions before, during and after emergencies.		
Before		
Support agencies to plan, prepare and deliver consistent, all-hazards customised information and messages to the community, using Council communication networks. ⁶	Unable to be categorised as descriptor is partially wrong.	<p>The Directions Paper references page 32 of Part 4 of the EMMV, however that relates to Councils leading the provision of community information in recovery, which is an <i>after</i> activity.</p> <p>In the before phase we provide limited support in the delivery of information and messages through sharing community safety campaigns on Council's corporate communication channels.</p> <p>However supporting the planning and preparation of community information is not able to be undertaken by Council without additional resourcing.</p>
Plan, together with neighbouring Councils and regionally, community information.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	<p>This activity is inconsistent across the state. Frankston participates in regional emergency forums. However work with neighboring Councils is an informal arrangement done in good faith. It must be remembered that each Local Government Authority is a different entity accountable to its Rate Payers.</p> <p>Collaboration with neighbouring councils should not be listed as a responsibility of Council but rather is a local level decision where resources permit.</p>
Identify appropriate and preferred communication channels for the community and particular groups and people (such as those who are vulnerable and those who are culturally and linguistically diverse). ⁹	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	<p>In Part 4, pg. 30 it states:</p> <p>"Municipal Councils and other service providers are responsible for considering how they will best engage with vulnerable groups, which can include the bereaved; isolated households; those who are physically injured or impaired; parents with young children; and culturally and linguistically diverse communities.</p> <p>Municipal Councils are also responsible for working with individuals and communities to develop appropriate recovery programs that recognise and respond effectively to gender differences noting that men and women respond to emergencies differently.</p> <p>DHHS can assist with all these activities if requested."</p> <p>Page 30 provides that we are to identify/ consider how we would communicate with vulnerable groups, if necessary in an emergency. We do this in a limited way as part of MEMP Communications Sub-</p>

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

		plan arrangements.
Support agencies to develop emergency management communications that are relevant and credible to the community.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	More clarification needed on what level of support this is. We currently share emergency preparedness messages wherever possible using our corporate channels, but we don't have the resources to support agencies with planning and developing their own communications.
Support implementation of flood warning systems in at-risk areas of the municipality.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Council's involvement in implementing flood warning systems, including Flood Watch and Flood Warnings, is limited to sharing flood watch and warnings from State on Council's corporate communication channels.
Support a whole-of-government approach to emergency preparedness and awareness campaigns.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	As above, supporting preparedness and awareness campaigns is limited to only sharing information developed at the State level (by the control agency) such as stocking hard copy information in Council buildings (customer service centres, libraries, visitor info centres, community centres), and adding campaigns/ information to website and sharing on social media.
During		
Communicate with elected Councillors and the senior/executive management team to keep them informed and up-to-date.	Appropriately undertaken by Council	This is done as per internal procedure.
Support agencies to develop and disseminate information and warnings that are relevant and credible to the community by: ¹⁰ <ul style="list-style-type: none"> disseminating information through Council communication channels and local networks developing accurate, timely risk information tailored to community needs. 	Not appropriate for Council to undertake/continue undertaking	EMMV, Part 7 states: Council provides, "facilitation of the delivery of warnings to the community; provision of information to public and media". Dissemination of relevant information and warnings during an emergency is limited to <i>only</i> sharing info and warnings on Council social media; also linkages to VicEmergency on Council website. However <i>developing</i> accurate, timely risk information is not Council – we are not the subject matter experts on specific risks and as such will not deviate from agency messaging.
Respond to community calls for local relief and recovery assistance (including assistance with equipment, food, clothing, accommodation and health needs) and be the central point to identify resources and information.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Council is responsible for coordinating local relief and recovery. The provision of relief and recovery assistance such as equipment, food, clothing, and health needs involves multiple relief and recovery partners identified in the EMMV, Part 7. Council is not responsible nor does it have capacity to provide the relief and recovery assistance (except for emergency accommodation at an ERC) in the absence of the responsible organisation.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

		If we don't have the required resources ourselves we won't be able to respond to the community's "call" for assistance.
After		
Deliver timely, coordinated, accessible and tailored information to the community so it understands relief and recovery assistance mechanisms and processes including through community briefings and meetings. ¹¹	Appropriately undertaken by Council	Councils will lead community information about the support, services and assistance that are available for recovery.
Assess community needs, to inform recovery information.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Assessing the community needs will depend on the capacity of Council to undertake this. It may be done informally and not necessarily formal analysis of needs or be based on existing demographic data.
Organise local broadcasts through the mayor and/or chief executive officer (for example, recovery newsletters).	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	More clarification is needed for what is considered as 'broadcasts'. Generally Council will focus on information sharing through social media, web-based information.
Support agencies to provide community-led recovery information (for example using social media or notice boards).	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Depend on what support is required. If the support anticipated is just utilising Council's corporate communication channels to share information this would generally be okay. Support beyond this would depend on capacity and would be limited.
Provide and staff a recovery centre. ¹²	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	This is not automatic and would depend on the scale and location of an emergency; in some communities it would be needed, in others not. There would be significant impacts on business continuity of Council if a recovery centre was required for an extended period – we are not an emergency service, we don't have staff readily available to be redeployed into operational roles. Staffing a recovery centre should be a shared accountability between all recovery organisations.
Support agencies to analyse community needs to inform recovery messages and planning from a range of sources (such as public meetings, a call centre, a recovery centre and debriefings).	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their	This depends on what the support required is. If Council has done its own community needs analysis then supporting agencies could be in the form of sharing the data from the analysis.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

	delivery	
Support evaluators and researchers to better understand community information needs and the effectiveness of local warnings.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	As above, this depends on the support required. Also depends who are the evaluators/ researchers, what information, what time/ capacity Council has to support them. If Council staff are busy staffing recovery centres etc. may not have capacity to support evaluators and researchers. Further, Council can provide feedback on its experience with the community information and warnings however the particular research is a State government responsibility.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

OPERATIONAL MANAGEMENT		
Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities, including operational communications.		
Before		
Appoint a municipal emergency resource officer. ¹³	Appropriately undertaken by Council	This role is historical, based on time when Council's predominate role in emergency management was to coordinate the provision of plant and equipment to assist emergency services responding. Role should now be a Council Emergency Management Coordinator/ Manager or similar who's role it is to oversee/ coordinate all of Council's response to the emergency including ensuring communications, liaising with the MRM for relief and recovery, contributing to emergency planning and risk treatment.
Appoint a municipal recovery manager. ¹⁴	Appropriately undertaken by Council	This is done by Council however State could assist this process by providing competency based training and development opportunities for Council staff coming into MRM role.
Identify Council-owned and-operated resources, assets and services available for emergency prevention, response or recovery; specify their preparedness; and plan to deploy them.	Appropriately undertaken by Council	This is more of a historical role as per above. We can still provide some resources Council own however, Council equipment is limited (most services requiring heavy plant and equipment are now contracted out). Identification of ERC facilities and arrangements for their activation are still undertaken by the MEMPC.
Support agencies to develop procedures to use Council resources. ¹⁵	Unable to categorise because descriptor inaccurately reflects what is in the legislation.	Legislation states that the MEMP must identify municipal resources and specify how they are to be used. Therefore Council does not support agencies to develop their own procedures on how they will use Council resources. This includes ERC facilities. Rather Council will have such procedures set out in the MEMP.
Lead risk-mitigation measures through business-as-usual works by: <ul style="list-style-type: none"> where Council is a road authority, managing vegetation on roadsides to ensure a safe, efficient road network¹⁶ mitigating risks to Council-owned assets and infrastructure. 	Appropriately undertaken by Council	
Manage and maintain a Council emergency coordination system and/or Council operations and facilities that can be used during emergencies.	Appropriately undertaken by Council	Although requirements to establish MECCs have been removed from the EMMV Council would still maintain an emergency coordination function/ facility for its own benefit depending on the scale of the event.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

<p>Ensure Council staff are trained to safely undertake emergency management roles and responsibilities (such as traffic management, emergency management liaison officer and municipal recovery manager).</p>	<p>Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery</p>	<p>Depends on availability of trainers and resourcing for training. State-wide competency based training, or providing training to some Council EM staff who can train others would be beneficial especially for Councils where resources are limited and don't have experienced emergency management staff to conduct training.</p>
<p>Develop response, relief and recovery activities and participate in those led by agencies and other Councils.</p>	<p>Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery</p>	<p>It is not understood why this is listed as a before activity. This should be during and after (for recovery). This descriptor is too broad. Further, response, relief and recovery activities will depend on the emergency event and will be limited to Council's capability. For example, activities may include: Response – EMLO attendance at incident control centre, provision of plant and equipment (limited capacity), intelligence sharing (maps, community demographics); Relief – establishing relief centre or coordinating relief services at another location – coordinating the provision of material needs only (food, water, psychological assistance, register.find.reunite) Recovery – activities will depend on impacts from the emergency. Participation in other Council and agencies' activities will be very limited and depends on capacity. If Council wants to participate in other Council and agencies' activities it will be a local level decision and should not be mandated in policy.</p>
<p>Engage relevant stakeholders in gathering, analysing and sharing recovery information.</p>	<p>Unable to be categorised</p>	<p>Unable to comment as more clarification on what the scope of this activity is needed.</p>
<p>During</p>		
<p>Implement Council's business continuity plan.</p>	<p>Appropriately undertaken by Council</p>	<p>Although Council has and can implement a business continuity plan there will still be unavoidable impacts to Council's business continuity as Council is not an emergency agency with staff easily redeployed into operational roles. If staff are allocated to assist with relief and recovery there will be significant impacts to their business as usual role, particularly for a long protracted event.</p>
<p>Implement collaborative plans and arrangements to maintain Council's capacity, including by using neighbouring (partner) Councils' resources.</p>	<p>Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their</p>	<p>All Councils operate independently and are accountable to its Rate Payers. Council therefore has to balance the priorities of the Rates Payers and their elected representatives with the desire to assist neighbouring Council's. As each local government is a separate entity, this is a decision that</p>

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

	delivery	needs to be made at a local level and is the Council management's prerogative. It should not be a mandated activity.
<p>Support response agencies to effectively deliver emergency response services locally by:¹⁷</p> <ul style="list-style-type: none"> • after consultation, making Council resources, facilities and services available to agencies during response, relief and recovery phases • providing Council resources as requested by agencies to secure affected areas • providing a Council liaison officer (emergency management liaison officer) to an emergency management team to: <ul style="list-style-type: none"> ○ share knowledge, data and information about community needs and consequences ○ ensure Council is consulted and involved in emergency decisions that will affect the Council and community. 	Appropriately undertaken by Council	We support emergency service response within capability and capacity constraints. All of the activities listed in the descriptor will depend on the scale of the emergency and the needs of the community.
Support response agencies to access affected areas.	Unable to categorise as descriptor not specific	This descriptor is too broad for Council to be able to fully appreciate what support is expected. Onus on agencies to have necessary keys, access information from non-Council facilities, parks reserves etc. We can assist in access to Council land, reserves etc.
Provide agencies with resources and information to partially or fully close roads and determine alternative transport routes. ¹⁸	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	EMMV, Part 7 states "provision of available municipal resources needed by the community and response agencies", doesn't explicitly specify provision of resources for road closures. Provision of specific resources to close road and determine alternative transport routes will be dependent on resources available and if in relation to Council owned roads. VicRoads is responsible for larger roads/ arterials.
After		
Conduct local recovery activities. ¹⁹	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Very broad statement. Recovery activities will be implemented in line with the scale and location of the event. Council is responsible for the coordination of local recovery activities. It does not conduct all of these on its own. Some recovery activities such as provision of financial support is not the responsibility of Council.
Support the transition from relief to recovery with relevant emergency	Able to be undertaken by	The level of support Council can provide depends on the particular

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

management teams.	Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	circumstances of the event and the capacity of Council however generally, Council would be involved in the handover from the response control agency to the recovery phase.
When safe, deploy Council staff to affected communities to deliver recovery services.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Again, this activity is very dependent on the particular circumstances and Council capacity.
Work with the community and recovery agencies to adapt recovery plans to reflect newly identified or changing community needs and priorities.	Appropriately undertaken by Council	This could be done through the community recovery committees if the scale of the emergency event required their implementation.
Scope requirements for planning to establish a municipal / community recovery committee and if necessary form, lead and support the committee. ²⁰	Appropriately undertaken by Council	Arrangements for establishing municipal and/or community recovery committees are included in the MEMP and are implemented if the emergency event requires it.
Support agencies to analyse community needs for the planning of service provision.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	More clarification is needed as to what this support envisaged is. A similar activity is mentioned above as well in Community Information/ Warnings. Council may provide support in the form of sharing our community analysis data if appropriate and Council has such data available.
Establish processes to gather information from a range of sources (such as public meetings, a call centre, a recovery centre and debriefings) to inform recovery planning.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Undertaking tasks such as these is dependent on the nature and scale of the emergency. Council will coordinate the recovery at the local level based on the needs of the community and context of the emergency situation when the time requires.
Continually assess recovery needs, redeploy staff to recovery roles and implement surge arrangements to fill gaps.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Council does not have surplus staff waiting to be deployed to an emergency as part of "surge arrangements". It is a difficult case to justify extra staff and resourcing to emergency management in a rates capping environment.
Establish a recovery centre, coordinating across agencies to ensure sufficient staff, resources and equipment.	Able to be undertaken by Council where adequate recurrent additional resources	Whether or not Council establishes a recovery centre would depend on the nature and scale of the emergency and the recovery activities occurring. Need matched support from recovery partner agencies for

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

	are provided and the needs of the community require their delivery	their attendance at the recovery centre for staffing and resource provision.
Support recovery case management and gather data from relevant agencies locally.	Not appropriate for Council to undertake/continue undertaking	Frankston City Council has already indicated that it is not prepared to undertake case management as this has not been aided by adequate funding in the past. During the recovery from Black Saturday limited funding was providing however this activity has not been funded since.
Conduct post-emergency needs assessments, coordinating with response and recovery agencies locally.	Appropriately undertaken by Council	Council conducts the Municipal Secondary Impact Assessment in line with requirements in legislation and policy to inform its own recovery coordination. Council can share the impact assessment data with other agencies where appropriate.
Coordinate local outreach with relief and recovery agencies to undertake the initial assessment of relief needs.	Unable to categorise based on descriptor of activity	Council needs further clarification and parameters here – depending on the size and location of event (and whether an Emergency Recovery Centre was established) – we are not case managers and have indicated we won't do this.
Work with local services including psychosocial services to utilise existing services and programs to support recovery efforts and reassure the community.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	This will be determined at the local level depending on Council capacity and community needs.
Support agencies to take a coordinated approach to recovery at the regional level.	Unable to categorise without a more specific descriptor of the activity	More clarification is needed as to what support is expected of Council.
Conduct the transition of local recovery arrangements back to the previous management arrangements.	Appropriately undertaken by Council	As Council is the lead for coordinating recovery at the local level it is appropriate for Council to determine when and lead the transition back to business as usual.
Clear blocked drains and local roads including by removing trees on Council land and on roads. ²¹	Appropriately undertaken by Council	We clear blocked Council-owned drains, but not private drains or those belonging to other authorities. Similarly, we clear trees impeding Council-owned roads.
Lead the management of environmental health issues (such as food and sanitation safety, vector control and animal disposal) with relevant agencies.	Appropriately undertaken by Council	This is done by Council as part of business as usual. We still do Vector control where environmental health issues are identified for example, recent clusters of Ross River.
Support agencies to coordinate volunteer efforts after emergencies. ²²	Not appropriate for Council to undertake/continue undertaking	Managing spontaneous volunteers is a huge resource burden. Volunteering Victoria (HelpOut) should be better resourced to manage this statewide. Due to our limited capacity, Frankston's arrangements for

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

		<p>spontaneous volunteers are to refer them to another service provider which can register and manage them. This should not be a core requirement of Council.</p> <p>Further, page 34 of Part 4 states, "DHHS is responsible for capturing and provide offers of spontaneous emergency volunteers to municipal Councils... Volunteering Victoria supports DHHS in this activity"</p> <p>Municipal Councils are only responsible for coordinating local volunteer efforts after emergencies, for private fencing damage (as per page 40).</p>
<p>Coordinate animal welfare within Council resources.²³</p>	<p>Unable to categorise based on descriptor of activity.</p>	<p>Coordinating animal welfare is too broad of a description. We support animal welfare, through the provision of housing for those displaced companion animals as per the requirements of EMMV Part 7.</p>
<p>Support agencies to coordinate and manage services to meet the immediate needs of affected livestock locally.²⁴</p>	<p>Unable to categorise based on descriptor of activity.</p>	<p>Again, too broad of a description. We are mentioned for the disposal of livestock (as part of clean up in recovery) in Part 7 EMMV.</p> <p>In Part 4, pg 24, states Councils supports DEDJTR as the lead for livestock welfare.</p> <p>However we don't support meeting the immediate needs of affected livestock, this should not be a mandated requirement.</p>
<p>Support agencies to monitor emerging needs and adapt services to minimise the long-term consequences on health and wellbeing.</p>		<p>More clarification is required as to what level of support is anticipated. Agencies performing this work would have the expertise to manage their own services and Council is not funded to do this.</p>

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

INTELLIGENCE AND INFORMATION-SHARING		
<p>To provide timely, accurate and actionable decision support information, resulting from the planning, collecting, processing, analysis and evaluation from multiple data sources, which is needed to be more proactive in anticipating hazard activity and informing mitigation, response or recovery activities. It also includes the assessment of risks, threats and hazards so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.</p>		
Before		
<p>Implement standardised systems and processes to facilitate surge arrangements and exchange staff between neighbouring (partner) Councils to maintain capability and capacity during and after emergencies by:</p> <ul style="list-style-type: none"> identifying data needs for relief provision and planning for data management establishing data-sharing agreements and procedures with agencies 	<p>Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery</p>	<p>In line with other comments made in relation to this type of activity above, Council is not in a position to resource surge arrangements, particularly in a rates capping environment. Participation in staff exchange arrangements with neighbouring Councils should be an individual Council decision and not mandated in any policy.</p>
<p>Collect, analyse and share information about current and emerging local risks, hazards and consequences with agencies, businesses, service providers, the community and other emergency management partners.</p>	<p>Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery</p>	<p>This is done as part of the MEMPC and emergency relief and recovery committee and at regional planning meetings.</p>
<p>Clarify and communicate Council's emergency management role locally, to develop a shared understanding of emergency management activities with agencies and the community.</p>	<p>Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery</p>	<p>Done through general stakeholder networking and collaborating through MEMPC, emergency relief and recovery committee and regional meetings.</p> <p>Community understanding of Council's EM role built through community engagement activities where resources permit.</p>
<p>Work with other organisations to integrate information systems, tools and networks of trained personnel to deliver intelligence requirements (such as by using Crisisworks and Emergency Management Common Operating Picture (EM-COP)).</p>	<p>Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery</p>	<p>Difficult to integrate information systems when each agency uses different system. An agency would need to take the lead in driving integration of all information systems. Council is not in a position to take on such responsibility.</p>
<p>Support regional and state information-sharing forums, committees and meetings.</p>	<p>Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of</p>	<p>Support is provided through attendance of Council representative at regional/ state forums</p>

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

	the community require their delivery	
During		
Support agencies by providing Council-owned data and intelligence about properties, residents, assets, facilities, community demographics, needs and consequences.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Where this data is available and appropriate to be shared then Council can do so subject to privacy restrictions. Legislation which permits the sharing of data in emergency situations would be beneficial to avoid privacy breaches.
Capture, process and manage large volumes of data from multiple sources to share with the community and stakeholders.	Unable to categorise based on current activity descriptor	This activity descriptor is too vague. In any event Council would not generally undertake this task.
After		
Capture and analyse lessons, share the findings with other Councils and agencies, and work cooperatively to identify and implement solutions.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Subject to Council's capacity, sharing information informally with neighbouring Councils would generally be undertaken. However this is an area where State Government should facilitate sharing lessons /information so all Councils can learn for future events.
Conduct ongoing intelligence-gathering and information-sharing activities about local mitigation and recovery activities.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	This is limited to information sharing through the MEMPC, emergency relief and recovery committee and regional committee meetings.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

PUBLIC ORDER AND COMMUNITY SAFETY		
Provide a safe, secure and orderly society through the active prosecution of regulations and laws related to the prevention of serious emergencies and to afford a safe environment for those communities affected by an emergency and any responding personnel engaged in emergency operations.		
Before , during & after		
Undertake municipal functions as required by local government, building, electricity, water and land use planning legislation and regulations. ²⁵	Appropriately undertaken by Council	This is very general. However where a function is specified in legislation for Council to undertake as a core business function it is a given that this would be carried out.
Proactively enforce relevant regulations and laws that relate to emergency management. ²⁶	Appropriately undertaken by Council	As above, where enforcement functions are specified in legislation for Council to undertake as a core business function then it would be undertaken. However, Council doesn't necessarily <i>proactively</i> enforce all regulations and laws. Some enforcement may be done reactive to a customer complaint or intelligence received.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

BUILDING COMMUNITY RESILIENCE		
Communities strengthen their lifelines by better connecting and working together with appropriate support.		
Before		
Build local partnerships with businesses and not-for-profit organisations.	All of these activities are able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	More clarification required for what sort of partnerships are envisaged. We have some arrangements in the MEMP for NFP organisations to support relief and recovery activities.
With other partners, support agencies to empower individuals and the community to exercise choice about and take responsibility for risks.		This is very limited depending on Council's capacity beyond general community strengthening activities. As Council is not the subject matter expert for particular hazards, agencies need to work with communities to build their resilience.
Encourage and assist the community to participate in emergency management education and training programs provided by Council and agencies.		This may be limited to advertising about agency emergency management education and training programs available on Council's corporate communication channels.
Advocate for community needs at the regional and state level including for: <ul style="list-style-type: none"> • community preparedness and local leadership • adequate emergency management funding and resources • compatible and consistent emergency management information systems • consistent and streamlined legislation that supports Council's role in emergency management at all stages of an emergency. 		Council advocates for community needs as part of its core business. However the advocacy will be determined by the priorities of highest need in a municipality; this may or may not relate to emergency management.
Gather knowledge about local assets, values and support systems including about the community's history and what people value as important, now and for the future.		Most Councils undertake some form of community visioning however it may not be in quite the same form as is envisioned here.
Develop and deliver emergency management and community resilience training for Council staff.		Don't always have the resources and expertise to develop and deliver own internal training. Council relies on neighbouring Councils to provide training in good faith. More support is needed from State Government for the development of training packages which can be delivered state-wide or by each Council in-house.
Monitor and evaluate the community's engagement with emergency management		Don't have capacity to specifically monitor and evaluate community's engagement level and resilience in detail. Have general awareness

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper and its capacity to prepare for, act during and recover from emergencies.

		through interaction with community and understanding its demographics.
During		
Support emergency management teams by ensuring local information and contacts are provided as part of community decision-making during emergencies.	Appropriately undertaken by Council	Local information and contacts are available in MEMP however Council not always notified of contact changes within emergency agencies therefore makes accuracy difficult.
After		
Conduct community engagement activities to implement lessons learned about community resilience.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Depends on resourcing available as to extent of community engagement activities able to be implemented.
Engage the community in developing and delivering recovery activities including by appointing community development and/or community recovery officers. ²⁷	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	EMMV Pt 4, Councils responsible for provision of community development services – “responsible for engaging community members in the development and delivery of shared community activities. Municipal Councils provide and manage community development services and activities. This can include the appointment of community development officers” EMMV Part 4 states Councils can appoint a community development officer, doesn't state it is mandatory. This requires redeploying existing community development workers. It should be noted this is usually a finite resource and additional funding will be required depending on the size and scale of the event.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

FIRE MANAGEMENT & SUPPRESSION

Provide firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting lives, property, and the environment in the affected (land and water) area.

Before & during

Support agencies in line with relevant fire legislation and regulations by:

- appointing a municipal fire prevention officer²⁸
- developing and maintaining a municipal fire prevention plan²⁹
- identifying, designating, signing, maintaining and annually reviewing bushfire safer places and their plans, and (for Councils in Country Fire Authority [CFA] areas) reporting back annually to the CFA³⁰
- issuing permits to burn³¹
- taking all practicable steps (including with planned burning) to prevent the occurrence and spread of fires and minimise their danger on land that Council manages or is responsible for³²
- providing pillar fire hydrants in reticulated areas when the CFA issues written notice to do so³³
- meeting the costs of providing, installing, marking and maintaining all fire plugs in the municipality.³⁴

Council should no longer be responsible for designating neighbourhood safer places; issuing schedule 13 permits to burn; and hydrant related activities .

Further, section 165(2) of the Water Act states that a Council must meet the costs of providing, installing, marking and maintaining all fire plugs that the Council requires under subsection (1) to be installed in its municipal district. Therefore it is incorrect to state that Council is responsible for meeting the costs of *all* fire plugs in the municipality.

Development and maintenance of a municipal fire prevention plan is a shared responsibility amongst all fire agencies and not a sole responsibility of Council.

Council generally not involved in fire suppression activities; this is a role for the control agency. However on Council-owned reserves, Frankston does have limited supporting capability for suppression activities where appropriately skilled staff are available.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

LOGISTICS AND SUPPLY CHAIN MANAGEMENT		
Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains, including removal of debris.		
Before		
Develop emergency management resource-sharing protocols between Councils.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	As similarly mentioned above, this should be an individual Council decision and not mandated in policy.
Maintain and store essential equipment and materials to support emergency management activities and meet the needs of affected communities (such as sandbags).	Unable to categorise due to clarification needed on what is meant by this descriptor	Clarification is needed as to what "essential equipment and materials" this refers to and what purposes it is to be used for. Response and relief/ recovery agencies should procure the essential equipment they need in order to undertake their responsibilities in emergency management.
During		
Support agencies to source and supply personnel, equipment, materials, services and facilities to support emergency management activities and meet the needs of affected communities.	Not appropriate for Council to undertake/ continue undertaking	Again, more clarification is needed as to the scope of this activity. In any event it is generally not appropriate; Council cannot be responsible for the operational needs of other agencies.
Manage, coordinate, supply and deliver resources promptly and efficiently using best-practice methods locally.	Unable to categorise due to clarification needed on what is meant by this descriptor	This activity is very generally worded. More clarification is needed as to the scope of this activity and what resources are envisaged.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

IMPACT ASSESSMENT		
Provide all decision-makers with relevant information regarding the nature and extent of the hazard and any potential consequences during and after an emergency to ensure efficient, timely and appropriate support for communities.		
Before		
Develop impact-assessment processes and data-collection systems.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Frankston City Council use SMR region MSIA guidelines and training and Crisisworks for data collection. Do not have current capacity to develop comprehensive processes and system beyond this.
Lead Council's impact-assessment processes, systems and tools for core Council services.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Council is the lead in the MSIA process, this is an 'after' activity.
During		
Collect secondary impact-assessment data about the scale and characteristics of the impact on the social, economic, built and natural environments. ³⁵	Appropriately undertake by Council	Council does this to the extent that capacity allows.
Initially assess impacts on essential infrastructure and services. ³⁵	Unable to categorise based on current activity descriptor	Part 4 of EMMV states that Council coordinates the initial impact assessments for essential infrastructure and services at the local level. This doesn't equate to Council necessarily undertaking and being responsible for this activity itself.
Support agencies to gather information about how the emergency is affecting animals.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	More clarification is needed as to what level of support is required. Generally support could be in the form of information sharing subject to Council's capacity and what information gathering Council has already undertaken.
Support agencies to use Council's spatial data to verify property losses.	Appropriately undertake by Council	This can be undertaken by Council through the supply of maps using available spatial data as part of intelligence/ information sharing.
After		
Conduct a process to gather incident and impact intelligence from initial and	Appropriately undertake by	Council would undertake this depending on scale of the emergency

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

secondary impact assessments to inform relief and recovery planning.	Council	event.
Conduct longitudinal mapping of the impact focusing on wellbeing, liveability, sustainability and viability.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery.	This activity would depend on Council's capacity to undertake long term impact monitoring. Also this activity related to environments from proposed future policy and not a current emergency management activity.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

HEALTH PROTECTION		
The coordination and implementation of legislation, programs and monitoring procedures to minimise public health risk from infectious disease, contaminated food, and contaminated drinking water supplies, radiation and human environmental health hazards. This includes the development and implementation of strategies to promote and protect public health.		
Before, during & after		
Undertake municipal functions as required by public health and wellbeing legislation and regulations. ³⁷	Appropriately undertaken by Council	Where the function is specified in legislation for Council to undertake as a core business function it is a given that this would be carried out.
Include emergency management in Council plans including in the municipal public health and wellbeing plan and the Council plan.	N/A	Development of a Municipal Health and Wellbeing Plan is legislated. The plan focuses on upstream health promotion activities to improve community wellbeing founded on community feedback. Therefore plan contents will be specific to community needs at the local level. It is not appropriate to mandate inclusion of emergency management.
Establish programs to detect and identify risks to public health locally (such as through heatwave planning).	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	All hazard/ risk identification is done through the CERA process led by VicSES.
Conduct epidemiological and other investigations.	Appropriately undertaken by Council	This is undertaken by Council as part of business as usual.
Communicate information about public health locally.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	We share information about health after received from Chief Health Officer through Council corporate communications channels, for example recent Ross River Virus campaign.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

RELIEF ASSISTANCE		
The provision of well-coordinated, integrated and timely assistance to meet the immediate health, wellbeing and essential needs of affected communities, during and immediately after an emergency event, with the aim to support social cohesion and build resilience.		
Before		
Coordinate relief agencies and the community to develop local relief plans. ³⁸	Unable to categorise as descriptor of activity inaccurately describes the actual role of Council.	Council is responsible for coordinating relief services to the community, we cannot be responsible for coordinating the relief agencies and/ or the community themselves; they need to be able to adequately do this. We have general arrangements in the MEMP for relief and recovery however relief agencies who provide the relief services to the community do so in line with State policy requirements (i.e. Part 7 role statements). Therefore this activity should not state coordinating the relief agencies and the community as this implies something else.
Develop protocols and procedures that are agreed with relief agencies.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery.	Where capability and the need exists protocols and MOUs can be agreed to and drafted.
Design a scalable organisational structure to deliver relief services.		In line with other comments made in relation to this type of activity above, Council is not in a position to resource surge arrangements/ scalable organisation structure, particularly in a rates capping environment.
Work with other Councils to develop a collaborative approach to relief.		Working with neighbouring Councils should be an individual Council decision and not mandated in any policy.
Contribute to regional relief planning.		Council's contribution is limited to attendance and participation in regional relief planning committee meetings.
Identify, plan and document relief centres or other locations to provide emergency relief services that meet health and other community needs.		ERC locations are identified in restricted versions of the MEMP and only advertised when activated.
Develop plans and procedures for emergency shelter.		Arrangements for an ERC are in the MEMP.
Plan for the needs of domestic animals as part of relief activities.		Council is responsible for housing displaced companion animals in an emergency. More clarification is required as to what extent other aspects of domestic animal welfare such as medical, food etc. expected to be covered by Councils.
Support service providers and local groups to educate the community about donated goods and volunteering and develop messages and procedures about donated goods and volunteers.		Not appropriate for Council to undertake continuous undertaking

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

		should not be undertaken by Council.
Work with health practitioners to understand the health and psychosocial implications of emergencies and the implications for relief.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Council's arrangements include for the provision of psychological support by VCC and Red Cross. This is a more appropriate and efficient way to provide this assistance.
Develop surge arrangements for relief, recovery and business-as-usual activities in the short, medium and long-terms.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	As above, Council does not have extra staff available for surge arrangements.
During		
Coordinate relief services locally. ³⁹	Appropriately undertaken by Council	As part of the ERC we have arrangements to meet the immediate needs of affected communities in terms of shelter and food. These include Salvation Army (bedding); Red Cross (food, registration); VCC (personal support). Council will coordinate relief services based on the circumstances of the emergency event and the community impacts within the remits of its resources and the resources of the relief partners.
Establish and manage relief centres where appropriate, including: ⁴⁰ <ul style="list-style-type: none"> • register relief centre attendees • coordinate the provision of food, water and materials to affected communities⁴¹ • provide temporary shelter options for displaced local people • coordinate and manage services to meet the physical and psychosocial needs of affected local people.⁴² 	Appropriately undertaken by Council	Council may establish and manage a relief centres where appropriate for the scale and context of the emergency event. This includes coordinating other emergency relief services for the community such as food, water, other material needs and psychological support.
Start recovery case management by gathering data from relevant agencies.	Not appropriate for Council to undertake/ continue undertaking	As above, Frankston City Council has already indicated that it is not prepared to undertake case management as this has not been aided by adequate recurrent funding in the past.
Inform the community about financial hardship assistance payments.	Not appropriate for Council to undertake/ continue undertaking	Council is not involved in provision of financial hardship assistance payments and does not have capacity to become involved.

Frankston City Council response to Council and Emergencies Directions Paper

<p>Manage enquiries about donations of goods and offers to volunteer.</p>	<p>Not appropriate for Council to undertake/ continue undertaking</p>	<p>As above, Council is not in a position to manage donations and spontaneous volunteers.</p>
<p>Support efforts to reunify family and others separated during an emergency.</p>	<p>Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery</p>	<p>Support efforts to reunify families would be limited to providing a ERC where Red Cross can provide the Register.Find.Reunite service.</p>
<p>Support a coordinated approach to relief at the regional level.</p>	<p>Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery</p>	<p>This would be limited to Council participation at regional relief meetings and forums.</p>

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

ECONOMIC RECOVERY		
Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in a sustainable and economically viable community.		
After		
Help affected businesses to access information and advice locally.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Helping businesses access information would be limited to Council sharing information/ advice through Council's corporate communications channels and the provision of a recovery information centre (if one is opened)
Support the community to work with insurers.	Not appropriate for Council to undertake/ continue undertaking	Council can refer community members to Insurance Council of Victoria but is not resourced to manage individual claims.
Support organisations to offer technical advice about re-establishing local businesses.	Unable to categorise these activities due to lack of specificity in description	More clarification is needed as to what support is envisaged that Council would provide.
Assess business and economic needs.		This is too broad of a description to be able to understand what is specifically required.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

NATURAL AND CULTURAL HERITAGE REHABILITATION		
Protect natural and cultural heritage resources through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and heritage preservation laws.		
Before		
As part of emergency planning, identify at-risk cultural heritage sites.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery.	Could be done as part of MEMP, not done currently.
After		
Coordinate natural environment rehabilitation works locally.		<p>The descriptors provided are too broad to provide a categorisation. These actions are appropriate for Council owned land only. Council's activities in relation to private land natural and cultural heritage rehabilitation are very limited in comparison to what these descriptors imply.</p> <p>Council does not <i>coordinate</i> natural environment rehabilitation works locally for non-Council owned land. The use of 'coordination' implies that Council would be responsible for private land rehabilitation.</p> <p>Council is involved in private land rehabilitation in a limited capacity of providing expert advice on environmental/ biodiversity issues or enforcement where vegetation protection overlays and/or planning permit conditions are breached.</p> <p>Restoration of local cultural heritage sites is limited to Council owned land only. Cultural heritage requires very specialist knowledge. Council does not have capacity to employ Indigenous Cultural Heritage Officers, we use consultants if required. Council cannot be expected to be involved in private cultural heritage sites.</p> <p>Further, Council does not <i>coordinate</i> remediation and stabilisation works on private land. This implies a greater role for Council that what is actually performed. Council provides remediation and stabilisation advice and can perform regulatory/ enforcement services.</p> <p>Council would only be involved in coordination of natural and cultural heritage sites beyond Council-owned sites where it had a legislated responsibility to.</p>
Restore local cultural heritage sites.		
Assess impacts to natural and cultural heritage sites.		
Coordinate remediation and stabilisation works on private and public land.		
Monitor natural and cultural heritage sites.		

Frankston City Council response to Council and Emergencies Directions Paper

With the support of Heritage Victoria, develop ways to mitigate or avoid adverse impacts to cultural heritage sites during recovery, reconstruction or rehabilitation works.

If required, Council can seek advice from Heritage Victoria for mitigation of Council-owned heritage sites.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

BUILT RECOVERY		
To restore essential infrastructure and establish safe areas during and following an emergency, ensuring the provision of facilities and services to support and benefit communities.		
Before		
Identify community needs and priorities for restoring the built environment including essential services, commercial and industrial facilities, public buildings and assets and housing.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Done to a limited extent prior to an event. Would be also done as part of a community recovery committee if the scale of the event justified the implementation of one.
Identify standards for clean-up and recovery.	Need further clarification in order to categorise.	This descriptor is too broad for comment. We require further clarification of what is envisaged by this activity.
Identify likely resource and equipment requirements for Council recovery activities in the short, medium and long terms and determine supply chains in consultation with other agencies to ensure adequate resourcing.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	This highlights the importance of striking balance between comprehensive strategic planning for emergency recovery in the future with other priorities of Council dictated by the Rates Payers and their elected representatives. Council does not necessarily have resources to maintain all equipment requirements for recovery activities.
After		
Survey and determine the occupancy of damaged buildings. ⁴³	Appropriately undertaken by Council	Undertaken by Municipal Building Surveyors.
Conduct stabilisation and remediation works on Council or community infrastructure and land to prevent further damage to the built environment.	Appropriately undertaken by Council	Where Council owned/ managed only.
Support safety assessments for essential and critical assets and infrastructure.	Unable to categorise without further clarification	More clarification is needed as to what level of support is expected. Many essential/ critical assets (i.e. power and telecommunications) are privately owned therefore safety assessments should be carried out by the owner/ responsible authority.
Working with the community, prioritise the restoration of local assets and infrastructure, ensuring the restored assets and infrastructure are sustainable and more resilient to future emergencies.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Working with the community to establish priorities for restoration can be done through the establishment of a community recovery committee if the scale of the emergency event requires it. Restoring local assets and infrastructure to higher standard (more resilient) than before is not always possible when funding only covers exact replacement.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

Coordinate the rebuilding and redevelopment of Council and private assets. ⁴⁴	Unable to categorise due to inaccurate description of what is in the EMMV	Not what the EMMV says, instead EMMV, Part 7 states, "oversee and inspect rebuilding/ redevelopment" which would include things such as issuing planning/ building permits and conducting building inspections. <i>Coordinating</i> the rebuilding/ redevelopment implies much more for private assets.
Restore Council-owned assets, prioritising business operations and commercial or community facilities essential for community wellbeing or recovery activities. ⁴⁵	Appropriately undertaken by Council	Council will restore Council-owned assets based on its priorities and what the needs of the local community are.
Coordinate clean-up activities including the disposal of dead animals. ⁴⁶	Appropriately undertaken by Council	As per EMMV Part 7, Council is responsible for coordination of cleanup activities
Support the restoration of private and non-Council assets within the scope of existing Council services.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Supporting the restoration of private assets would be in the limited form of issuing permits/ approvals and inspections.
Review physical infrastructure needs and establish long-term recovery infrastructure where necessary.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	More clarification required as to what infrastructure this refers to. Is this Council infrastructure only?
Support agencies to restore essential assets and infrastructure.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	More clarification required as to what level of support is required. Council's support will be limited to issuing planning and building permits as below
Establish planning scheme exemptions for emergency accommodation and clean-up works, and streamline planning and building construction approvals.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Would depend on context of emergency situation but generally Council would endeavor to streamline the planning and building approvals and strive to issue the approvals in a timely manner to assist community recovery.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

SOCIAL RECOVERY		
The longer term provision of assistance and access to services that allows individuals, families and communities to achieve an effective level of functioning after an emergency event. This includes safety, security, shelter, health and psychosocial wellbeing and re-establishment of those elements of society necessary for well-being.		
After		
Coordinate health programs to ensure the continuity and availability of advice and activities.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Currently Council provides Maternal and Child Health & Immunization as health programs. Other health services are included in the MEMP but will be coordinated within their own operational structure (ie. not an appropriate role for Council).
Assess and deliver services for the medium- to long-term psychosocial needs of the community.	Not appropriate for Council to undertake/ continue undertaking	This is a role for a counselling service; not Council. Psychological support is coordinated by Council as part of immediate emergency relief needs. Medium to long term support is too resource burdensome on Councils.
Provide access to short-, medium- and long-term housing options for displaced people.	Not appropriate for Council to undertake/ continue undertaking	Councils will work with state government for the provision of short, medium and long term housing options who own housing stock.
Assess and deliver financial re-establishment assistance.	Not appropriate for Council to undertake/ continue undertaking	We don't assess/ deliver financial re-establishment assistance, it is not a Council responsibility – this is state government grant funding.
Support community services to provide shelter, food, counselling and other assistance to people at socioeconomic disadvantage.	Not appropriate for Council to undertake/ continue undertaking	More clarification is required as to what level of support is envisaged. In any event, these community services are services funded by State and Commonwealth Governments. Service Level Agreements should be developed to trigger roles of funded agencies in emergency scenarios rather than pushing this to local government who has limited capacity to influence their operations.

Attachment B: Frankston City Council Response to Councils and Emergencies Directions Paper (Actions Table)

Frankston City Council response to Council and Emergencies Directions Paper

ASSURANCE AND LEARNING		
Support continuous improvement to improve emergency management practice and community safety by extracting understanding from experience and research, reviewing community consequences, investigating causes and outcomes, providing assurance and translating lessons into behaviour change.		
After		
Conduct after-action reviews of Council operations during emergencies, to inform future planning.	Able to be undertaken by Council where adequate recurrent additional resources are provided and the needs of the community require their delivery	Undertaking these activities would depend on the scale of the event and the capacity of Council. Remembering that the MEMP is not a Council plan, there should be input from all agencies to help modify local emergency plans and procedures based on lessons learned.
Conduct incident management reviews and modify Council plans and procedures to draw on lessons learned.		
Assess and review outcomes for the community after an emergency, looking for opportunities to improve outcomes in future.		

Frankston City Council response to Council and Emergencies Directions Paper

Legislation, policy and plan references

¹ s59B Amendment Bill to the Emergency Management Act 2013 will change this to support, but until then as per s21 of the Emergency Management Act 1986 Councils lead this function by developing and maintaining the municipal emergency management plan

² s20(1) Emergency Management Act 1986

³ s21(3) *Emergency Management Act 1986*

⁴ MEMPC guidelines, EMMV Part 6, p.6–5; MEMPC guidelines, EMMV Part 6, pp. 6-4, 5 & 6

⁵ Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77

⁶ s212 Building Act 1993, BMO, clause 52.47 Bushfire protection: planning requirements (BF5) & clause 44.06 Planning provisions

⁷ Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77

⁸ State Emergency Relief and Recovery Plan, EMMV Part 4, p.32

⁹ State Emergency Relief and Recovery Plan, EMMV Part 4, ~~Appendix 2, p. 4–23~~; p.30

¹⁰ Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77

¹¹ State Emergency Relief and Recovery Plan, EMMV Part 4, pp.32

¹² Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77

¹³ ~~s59G Amendment Bill to the 2013 Emergency Management Act, this section replaces s21 (1) of the Emergency Management Act 1985~~ 1986

¹⁴ State Emergency Relief and Recovery Plan, EMMV Part 4 p.4–8 p. 13

¹⁵ s20(2) Emergency Management Act 1986

¹⁶ s20, s34, s40 Road Management Act 2004

¹⁷ Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77

¹⁸ Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77

¹⁹ ~~State Emergency Relief and Recovery Plan, EMMV Part 4~~; Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77

²⁰ Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77

²¹ Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77

²² State Emergency Relief and Recovery Plan, EMMV Part 4, ~~Appendix 6, p.4–39~~; p. 4-34 & 40

²³ Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77

²⁴ ~~Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77~~; State Emergency Relief and Recovery Plan, EMMV Part 4, p. 24

²⁵ Emergency Management Act 1986, Emergency Management Act 2013, Local Government Act 1989, Country Fire Authority Act 1958, Metropolitan Fire Brigades Act 1958, Public Health and Wellbeing Act 2008, Water Act 1989, Water Industry Act 1994, Electricity Safety Act 1998, Planning and Environment Act 1987 and the Building Act 1993

²⁶ Emergency Management Act 1986, Emergency Management Act 2013 and the EMMV

²⁷ State Emergency Relief and Recovery Plan, EMMV Part 4, ~~Appendix 2, p. 4–23~~; p. 33

²⁸ s96A Country Fire Authority Act 1958 and s5A Metropolitan Fire Brigades Act 1958; MEMPC guidelines, EMMV Part 6, p.6–28

²⁹ s55A, Country Fire Authority Act 1958

³⁰ ss50G, H, I & J Country Fire Authority Act 1958

³¹ s38 Country Fire Authority Act 1958

³² s5 Metropolitan Fire Brigades Act 1958, s43 Country Fire Authority Act 1958

³³ s36 Country Fire Authority Act 1958

³⁴ s81 Water Industry Act 1994

³⁵ State Emergency Relief and Recovery Plan, EMMV Part 4, p.4–8; p. 6

Frankston City Council response to Council and Emergencies Directions Paper

³⁶ State Emergency Relief and Recovery Plan, EMMV Part 4, ~~p.4-26~~; p. 40

³⁷ s24 Public Health and Wellbeing Act 2008

³⁸ ~~Emergency Management Agency Roles, EMMV Part 7, pp.7-76 & 77~~; State Emergency Relief and Recovery Plan, EMMV Part 4, p. 16

³⁹ State Emergency Relief and Recovery Plan, EMMV Part 4, ~~pp.4-11, 4-20 & 4-32~~; p. 13

⁴⁰ State Emergency Response Plan, EMMV Part 3, ~~pp.3-15 & 3-36~~; p. 27

⁴¹ Emergency Management Agency Roles, EMMV Part 7, pp.7-76 & 77

⁴² Emergency Management Agency Roles, EMMV Part 7, pp.7-76 & 77

⁴³ Emergency Management Agency Roles, EMMV Part 7, pp.7-76 & 77

⁴⁴ Emergency Management Agency Roles, EMMV Part 7, pp.7-76 & 77

⁴⁵ Emergency Management Agency Roles, EMMV Part 7, pp.7-76 & 77

⁴⁶ Emergency Management Agency Roles, EMMV Part 7, pp.7-76 & 77

Councils and emergencies directions paper



Department of Environment,
Land, Water and Planning
(Local Government Victoria) with
Emergency Management Victoria

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Contents

Foreword	4		
Introduction	6		
Legislative, policy and planning framework	6		
Emergency Management Strategic Action Plan Update 2016–19	6	Intelligence and information-sharing	22
Victorian Preparedness Goal	6	Public order and community safety	23
Core capabilities	6	Building community resilience	24
Councils and Emergencies Project	7	Fire management & suppression	25
Councils' strengths and capabilities	7	Logistics and supply chain management	26
About this directions paper	11	Impact assessment	27
Other emergency management reform initiatives	11	Health protection	28
	13	Relief assistance	29
	13	Economic recovery	30
	14	Natural and cultural heritage rehabilitation	31
	14	Built recovery	32
	14	Social recovery	33
	16	Assurance and learning	34
	16	Principles for defining responsibilities and actions	35
	18		
	18	How to provide feedback	36
	19	Legislation, policy and plan references	37
	20		
Councils' current emergency management responsibilities and actions			
Introduction			
Current responsibilities and actions			
Planning			
Community information and warnings			
Operational management			

Foreword

Victoria's 79 councils play an essential role in the state's emergency management arrangements by preparing communities to respond to and recover from emergencies. However, current emergency management responsibilities are often not well-understood inside and outside the emergency management sector. Emergency management capability and capacity also differs greatly from council to council.

The emergency management and local government sectors recognise the need for clarity about councils' emergency management responsibilities and actions. Clarity ensures councils know what resources they need and also helps agencies and local communities understand what they can rely on their council to deliver and what they must do themselves.

Identifying and agreeing on councils' current emergency management responsibilities and actions is the essential first step of the Councils and Emergencies Project, which aims to improve the capability and capacity of councils to manage emergencies. The project will help the local government sector align with Victoria's overall emergency management system, in particular the Victorian Preparedness Goal. The Councils and Emergencies Project is being led by Local Government Victoria, which is part of the Department of Environment, Land, Water and Planning. The department works to ensure the ongoing viability of councils' normal business and emergency management responsibilities and actions through governance and funding support. The project is also a priority of the *Emergency Management Strategic Action Plan Update 2016–19*. Agencies have worked as one to progress the strategic action plan's priorities and to continue the reform journey, responding to new opportunities and challenges as they arise.

This directions paper describes councils' current emergency management responsibilities and actions, based on their current legislative, policy and planning obligations. The paper acknowledges councils' strengths and their capacity to overcome the challenges they face in undertaking their emergency management role. It reflects extensive consultation with council officers, emergency management agencies and emergency management experts.

As the Emergency Management Commissioner and Executive Director of Local Government Victoria, we ask the local government and emergency management sectors to confirm or suggest amendments to how this paper describes councils' current emergency management responsibilities and actions. Then, Local Government Victoria will work with councils to understand the skills and resources councils need to successfully deliver emergency management services to their community.

Thank you for reading this paper and we look forward to your feedback.



Dr Graeme Emanson
Executive Director
Local Government Victoria



Craig Lapsley PSM
Emergency Management
Commissioner







Introduction

Legislative, policy and planning framework

Emergency Management Strategic Action Plan Update 2016–19

The Emergency Management Acts of 1986 and 2013 as well as the *Emergency Management Strategic Action Plan Update 2016–19* underpin Victoria's emergency management arrangements. Together, they provide the vision, priorities, investment framework and principles for the statewide emergency management system.

The *Emergency Management Strategic Action Plan Update 2016–19* lists eight statewide strategic priorities and 31 actions to achieve safer and more resilient communities. The priorities seek to strengthen the collective capacity and capability of all those with emergency management responsibilities — the state government, councils, public sector agencies, community organisations, businesses and the public — to learn from experience, meet evolving challenges and build the governance, leadership and systems to support their efforts.

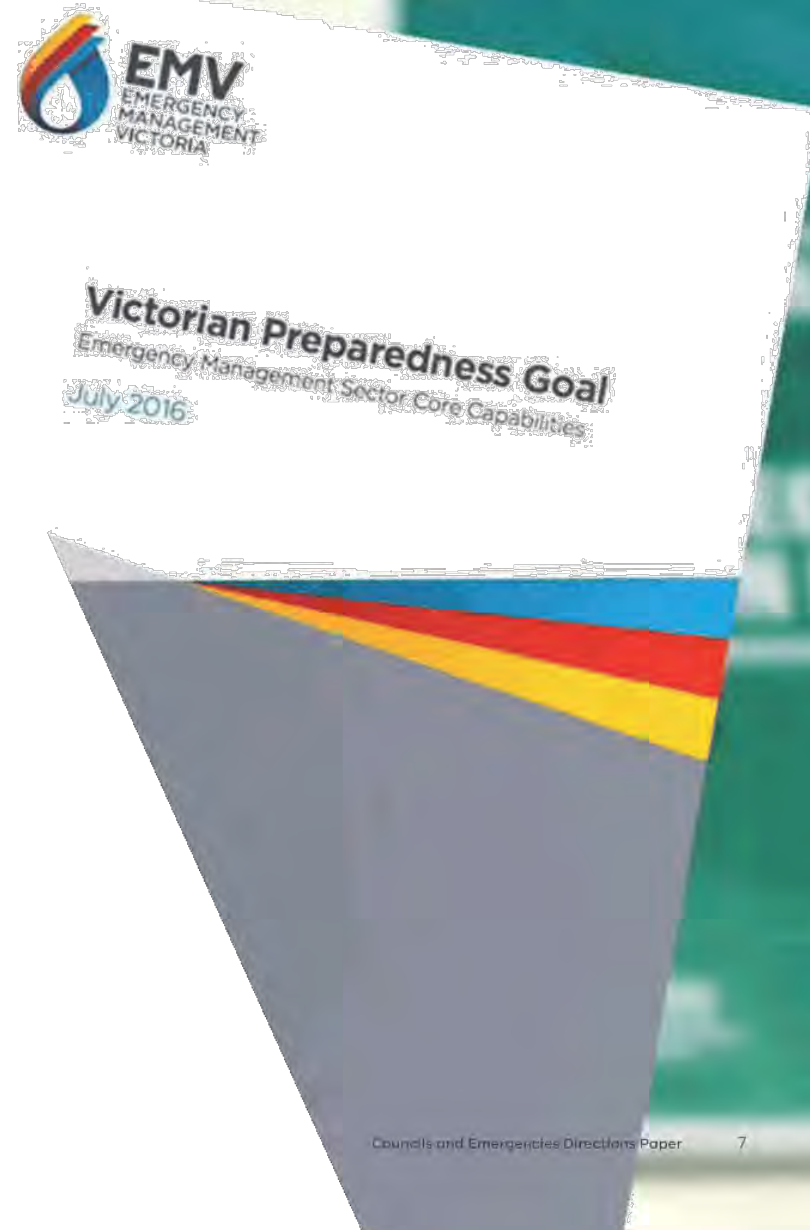
Victorian Preparedness Goal

The Victorian Preparedness Goal, published in August 2016, provides the foundation for an emergency management preparedness system including:

- state planning systems that support an integrated planning approach across all communities
- a state preparedness framework that identifies risk scenarios and critical tasks to deliver core capabilities
- a state preparedness report that explains progress building and sustaining the core capabilities.

The goal includes the *Victorian Emergency Management Capability Blueprint 2015–2025*, which aligns to Priority G in the strategic action plan. The blueprint's three objectives are:

- shared understanding: appreciation and understanding of the emergency management sector's capabilities, capacity and underlying responsibilities
- improved integration for the future: maximise current emergency management capabilities while building and developing future capabilities based on emerging risks
- connected community, business and government partnerships: enhancing capability across community, business and government.



The blueprint describes **capability** as our collective ability to reduce the likelihood and consequences of an emergency before, during and after it occurs. The core elements of capability are:

- people: people and personnel
- resources: physical equipment and assets
- governance: the enabling factors including legislation, funding, authorising environment, arrangements, doctrine and policy
- systems: learning and development, information technology, financial, infrastructure and assets management, workforce management, workplace health and safety, quality control and incident management systems
- processes: capacity planning, risk management, continuous improvement, information flow and planning.

The blueprint describes **capacity** as the extent to which the core elements of capability can be sustained before, during and after an emergency.

Core capabilities

The goal identifies 21 core capabilities the emergency management sector needs to manage emergencies, coordinate efforts and improve training. Table 1 lists and describes each core capability, and it shows when organisations exercise the capability: before, during or after an emergency.

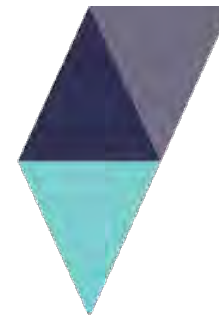
Of the 21 core capabilities, councils have some responsibility or take action in sixteen. The 21 core capabilities are described below, those capabilities of which councils are not involved are in italics in the following table.

Table 1: Victorian preparedness goal core capability descriptions - as they relate to Victorian councils

Core capability	When	Description
Planning	Before, during, after	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical level approaches to meet defined objectives.
Community information and warnings	Before, during, after	Deliver public information and warnings that are authoritative, consistently constructed and relevant for all Victorians and visitors in all emergencies. Provide timely and tailored information that supports the community to make informed decisions before, during and after emergencies.
Operational management	Before, during, after	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities, including operational communications.
Intelligence and information-sharing	Before, during, after	To provide timely, accurate and actionable decision support information, resulting from the planning, collecting, processing, analysis and evaluation from multiple data sources, which is needed to be more proactive in anticipating hazard activity and informing mitigation, response or recovery activities. It also includes the assessment of risks, threats and hazards so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.
Public order and community safety	Before, during, after	Provide a safe, secure and orderly society through the active prosecution of regulations and laws related to the prevention of serious emergencies and to afford a safe environment for those communities affected by an emergency and any responding personnel engaged in emergency operations.
Building community resilience	Before, during, after	Communities strengthen their lifelines by better connecting and working together with appropriate support.
Fire management & suppression	Before, during	Provide firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting lives, property, and the environment in the affected (land and water) area.

Core capability	When	Description
Fatality management	No council involvement	Provide fatality management services, including search, recovery, victim identification (following Interpol Standards), and repatriation. As well as the sharing of accurate and timely information with other agencies and the community, and the provision of support to the bereaved.
Critical transport	No council involvement	Plan for and provide response and recovery services during emergencies that affect the road network including alternative routes, emergency permits and escorts for responders, clearing, restoration of damaged roads. Provide response to major public transportation emergencies including infrastructure access and accessible transportation services to ensure community movement including coordination of all private rail, tram and bus services to support response priority objectives.
Logistics and supply chain management	During, after	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains, including removal of debris.
Impact assessment	During, after	Provide all decision-makers with relevant information regarding the nature and extent of the hazard and any potential consequences during and after an emergency to ensure efficient, timely and appropriate support for communities.
Search and rescue	No council involvement	Deliver traditional and atypical search and rescue capabilities including people and resources with the goal of saving the greatest number of endangered lives in the shortest time possible.
Health protection	During	The coordination and implementation of legislation, programs and monitoring procedures to minimise public health risk from infectious disease, contaminated food, and contaminated drinking water supplies, radiation and human environmental health hazards. This includes the development and implementation of strategies to promote and protect public health.

Core capability	When	Description
Health emergency response	No council involvement	<i>The planning, provisioning, response and coordination of pre hospital and health emergency care, including triage, treatment and distribution of patients, in a timely and structured manner, using all available resources to maximise positive health outcomes.</i>
Relief assistance	During	The provision of well-coordinated, integrated and timely assistance to meet the immediate health, wellbeing and essential needs of affected communities, during and immediately after an emergency event, with the aim to support social cohesion and build resilience.
Environmental response	No council involvement	<i>To assess and manage the consequences to the community, environmental values, domestic animals and livestock of a hazardous materials release, naturally occurring pests or biological hazard.</i>
Economic recovery	After	Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in a sustainable and economically viable community
Natural and cultural heritage rehabilitation	After	Protect natural and cultural heritage resources through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and heritage preservation laws.
Built recovery	After	To restore essential infrastructure and establish safe areas during and following an emergency, ensuring the provision of facilities and services to support and benefit communities.
Social recovery	After	The longer term provision of assistance and access to services that allows individuals, families and communities to achieve an effective level of functioning after an emergency event. This includes safety, security, shelter, health and psychosocial wellbeing and re-establishment of those elements of society necessary for well-being.
Assurance and learning	After	Support continuous improvement to improve emergency management practice and community safety by extracting understanding from experience and research, reviewing community consequences, investigating causes and outcomes, providing assurance and translating lessons into behaviour change.



Councils and Emergencies Project

The Councils and Emergencies Project, led by Local Government Victoria (LGV) and working with councils and the emergency management sector, is a project under 'Priority B: Enhance the capability and capacity of local governments to meet their obligations in the management of emergencies' of the strategic action plan. Figure 1 shows the strategic action plan and Priority B.

Figure 1: Strategic Action Plan Priority B



The Councils and Emergencies Project is using the core capabilities and their descriptions set out in the Victorian Preparedness Goal. These are the core capabilities that all organisations involved in emergency management need to prepare for, respond to and recover from emergencies. This will ensure there is consistency between the capabilities required by the emergency management sector and the capabilities required by councils for emergency management. It will also ensure councils are smoothly integrated into Victoria's service delivery model before, during and after emergencies.

The Councils and Emergencies Project will run for three years and has three phases:

- **phase 1** is identifying and agreeing council's current emergency management responsibilities and actions
- **phase 2** will assess the capability and capacity of the local government sector, to determine capability and capacity gaps (in terms of skills and expertise) that prevent it from adequately discharging its emergency management responsibilities and taking emergency management action
- **phase 3** will develop strategies and plans to address emergency management capability and capacity gaps.

Phase 1, of which this directions paper is a part, has involved extensive consultation with councils and the emergency management sector.

LGV held eight planning days in early 2016 to define the objectives of municipal emergency management enhancement groups, also considering the *Municipal Emergency Management Enhancement Group Strategic Plan 2015-2020*.

LGV also held 16 workshops with staff of councils and emergency management agencies to examine councils' current and future emergency management responsibilities and actions. It subsequently made the workshop report — *Councils and Emergencies – Workshop Feedback Analysis Report* — available online (search for 'Councils and Emergencies – Workshop Feedback Analysis Report').

Craig Lapsley, Emergency Management Commissioner and Dr Graeme Emonson, Executive Director, LGV hosted nine forums for council chief executive officers between September and December 2016. They explained emergency management legislative requirements and the objectives of the *Emergency Management Strategic Action Plan Update 2016–19*, the Victorian Preparedness Goal, emergency management collaborations and the Councils and Emergencies Project.

The consultation activities sought to identify council's current emergency management responsibilities and actions before, during and after emergencies. These are described in the next chapter.

Table 2 shows the main steps in the Councils and Emergencies Project.

Table 2: Councils and Emergencies Project Steps

Phase	Step	Timeframe
1	<ul style="list-style-type: none"> Consultation with councils and the emergency management sector about councils' current responsibilities and actions and the emergency management sectors' expectations of councils 	May – December 2016
	<ul style="list-style-type: none"> Produce directions paper 	December 2016
	<ul style="list-style-type: none"> Seek feedback to agree on current responsibilities, actions and expectations 	January – May 2017
	<ul style="list-style-type: none"> Produce final paper on councils' current emergency management responsibilities and actions 	June 2017
2	<ul style="list-style-type: none"> Investigate councils' capability and capacity 	2017
3	<ul style="list-style-type: none"> Develop strategies and plans to address capability and capacity gaps 	2018





Councils' strengths and capabilities

While councils' current emergency management responses are in part a result of legislative, policy and planning obligations, their ability to take action largely derives from their strengths and capabilities and their capacity to overcome the challenges they face undertaking their emergency management role.

The consultation activities identified councils' emergency management strengths in place-based community development and action. Councils:

- are skilled in building and maintaining local networks and relationships across their communities and across many sectors including the emergency management sector
- are knowledgeable about their communities and their unique characteristics, and in particular about local needs and priorities, and can advocate for these at the regional and state levels
- have wide-ranging skill sets which enable them to provide diverse services and implement federal, state and local laws and policies
- are dedicated to and invested in their communities, willing to step up when their communities are in need and are present in their communities beyond particular events
- are skilled in engaging with their communities and able to build community connectedness and social cohesion, build resilience against chronic stressors and acute shocks and work across all communities and all emergencies
- can work together and support each other before, during and after events.

The consultation activities also identified challenges councils face with their emergency management responsibilities and actions. These include that:

- councils' financial capacity, skills and expertise to provide emergency management services before, during and after emergencies varies
- councils need to balance community priorities across all service areas including emergency management when budgeting and reviewing service provision
- councils need to maintain essential council services during and after an emergency, which needs good business continuity planning
- emergency management is one part of the legal and policy environment within which councils operate, and this environment is constantly changing
- communities have various risk profiles and various needs.

About this directions paper

This directions paper draws on the consultation activities described above and on research about the current legislative, policy and planning framework. It aims to identify councils' current emergency management responsibilities and actions including how they collaborate with each other and with emergency management agencies. The responsibilities and actions are described in the next chapter.

LGV seeks feedback from the local government and emergency management sectors to confirm or suggest amendments to the list of responsibilities and actions. Note the request is about **current** responsibilities, actions and expectations and not those that are desired, foreshadowed or anticipated in future.

At the close of the consultation period, the Councils and Emergencies Project will review submissions and prepare a final paper about councils' current emergency management responsibilities and actions.

The final paper will inform the next phases of the project. It will also help councils, emergency management agencies and communities share an understanding of what can and cannot be currently expected of councils before, during and after emergencies.

Details about how you can provide feedback are in the final chapter (see page 36).

Other emergency management reform initiatives

In recent times there has been (and will continue to be) considerable reform of the emergency management legislative, policy and planning framework. Whilst this directions paper deals with (and feedback should address) councils' current emergency management responsibilities and actions, councils should be aware of the key initiatives driving changes.

There are currently two emergency management Acts operating in tandem:

- the *Emergency Management Act 1986*
- the *Emergency Management Act 2013*.

In mid-2016, submissions on the exposure draft of the *Emergency Management Legislation Amendment (Planning) Bill 2016* closed. The exposure draft proposes amendments to the 2013 Act to underpin new emergency management planning arrangements for Victoria. It envisages the *Emergency Management Act 1986* will be gradually repealed and new arrangements prescribed in the *Emergency Management Act 2013*. Councils should be familiar with these proposed legislative changes and should keep their knowledge up-to-date.

The *Emergency Management Manual Victoria* contains policy and planning documents for emergency management in Victoria and details the emergency management responsibilities of relevant organisations. Emergency Management Victoria (EMV) maintains the manual in collaboration with Victoria's emergency management agencies. The Councils and Emergencies Project is working with EMV to ensure future versions of the manual reflect councils' strengths and clearly define their responsibilities and actions.

EMV in partnership with the emergency management sector is developing new emergency management planning guidelines with practical advice about requirements under the proposed *Emergency Management Legislation Amendment (Planning) Act 2016*. The guidelines will cover core concepts, processes, content and standards to develop emergency management plans at the state, regional and municipal levels. EMV is developing the guidelines in consultation with a reference group comprising over 40 emergency management experts from a broad range of agencies, councils, departments and other organisations. The draft guidelines should be available by August 2017. The Councils and Emergencies Project will inform the guidelines, particularly those about emergency management planning arrangements at the municipal level.





Councils have a long history of supporting their communities during times of emergency

Councils' current emergency management responsibilities and actions

Introduction

This chapter describes the 154 identified current emergency management responsibilities and actions of councils before, during and after emergencies. The descriptions have been compiled by:

- examining requirements of councils in current legislation, regulations, policy and plans
- analysing the feedback from the consultation activities: the planning days, workshops and forums.

The descriptions are preliminary. The purpose of this directions paper is to make them available to councils and the emergency management sector so they can provide feedback about them. There is advice about how to provide feedback in the last chapter.

The descriptions are organised according to the core capabilities explained in the 'Introduction' chapter and according to whether they are responsibilities and actions that arise before, during or after an emergency. Some responsibilities and actions are required across several stages of an emergency or could be placed across a number of core capabilities. To avoid duplication they have been organised into the most relevant capability and stage of an emergency.

Colouring of descriptions

Some descriptions are coloured **blue**; others are coloured **black**.

Blue descriptions are responsibilities deriving from current emergency management legislation (such as the *Emergency Management Act 1986* and the *Country Fire Authority Act 1958*), regulations, policy (such as the *Emergency Management Manual Victoria*) and plans (such as the *State Emergency Response Plan* and *State Emergency Relief and Recovery Plan*). Each description has an endnote number which refers to the relevant document in the chapter 'Legislation, policy and plan references' showing the source of the requirement (the reference to the particular Act, policy or plan).

Black descriptions are actions that are not a responsibility under legislation, regulations, policy or plans, but which some councils consider to be appropriate emergency management actions for them to undertake. They may not be appropriate for every council; there is no suggestion they are suitable or relevant for all councils. This raises the question of whether they are an appropriate responsibility for local government or not.



Clarifying and agreeing on councils' responsibilities and actions

A council's role

The choice of active verb that starts each description reflects the role we understand a council takes, and about which we ask for feedback.

Lead: signifies a council provides overall direction and coordination of the responsibility or action: it plans, implements, directs, funds and resources most aspects of it. It is usually also the point of contact with government agencies, non-government groups, businesses and the community.

Support: signifies a council may contribute to the action, but responsibility is with another agency. It makes sure the other agency takes account of and respects its interests and those of its community. It may provide resources for some aspects of the responsibility or action. Often, involvement and resourcing is at the council's discretion.

Other active verbs: (such as 'appoint', 'develop' and 'improve') indicate council will usually directly take the action, often with community or other external participation.

Some descriptions are core business for councils, as well as being emergency management responsibilities and actions. For example, aspects of land use planning, compliance, regulatory services and infrastructure maintenance are core services that councils provide that also have an emergency management outcome, particularly in mitigating, preventing or leading into an emergency.

Other

Each description is numbered so respondents can refer to its number when providing feedback.

'Community' means the community within the municipality: the local community.

Current responsibilities and actions

Planning

Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical level approaches to meet defined objectives.

Before

1. Lead an all-agencies approach to community-based risk assessment and planning including compliance with relevant legislation and policy at the municipal level.¹
2. Prepare and maintain municipal emergency management plans and subplans.²
3. Appoint a municipal emergency management planning committee.⁹
4. Support hazard-specific risk assessment to inform plans and community resilience-building strategies, using local knowledge and information based on community needs.⁴
5. Lead implementation and coordination of specific risk treatments on private and council land in partnership with emergency management agencies, including flood/fire management, maintaining a register of at-risk groups.⁵
6. Lead the maintenance and administration of the Vulnerable Persons Register (VPR).
7. Support the profiling of the community to identify and record what makes people vulnerable in emergencies and work with Red Cross, DHHS and other agencies to establish a plan to support vulnerable people in the community.
8. Develop council business continuity plans detailing procedures and systems to maintain core business and emergency management activities, including:
 - backfilling for staff with emergency management expertise when they are on leave
 - planning to identify and address gaps in council's emergency knowledge and action.
9. Improve recovery plans and procedures by exercising and reviewing them.
10. Develop settlement and issue-based policies and strategies in planning schemes that clearly express and give direction to urban change, including implementing risk-mitigation strategies (such as flood and bushfire management overlays).
11. Apply local planning schemes and building controls including development assessments, inspections and advice.⁹

During

12. Prepare local recovery plans after emergencies.⁷
13. Assess capability and capacity needs for undertaking relief and recovery activities, determine councils' ability to meet these needs and plan to obtain additional staff and resources as required.

Community information and warnings

Deliver public information and warnings that are authoritative, consistently constructed and relevant for all Victorians and visitors in all emergencies.

Provide timely and tailored information that supports the community to make informed decisions before, during and after emergencies.

Before

14. Support agencies to plan, prepare and deliver consistent, all-hazards customised information and messages to the community, using council communication networks.⁸
15. Plan, together with neighbouring councils and regionally, community information.
16. Identify appropriate and preferred communication channels for the community and particular groups and people (such as those who are vulnerable and those who are culturally and linguistically diverse).⁹
17. Support agencies to develop emergency management communications that are relevant and credible to the community.
18. Support implementation of flood warning systems in at-risk areas of the municipality.
19. Support a whole-of-government approach to emergency preparedness and awareness campaigns.

During

20. Communicate with elected councillors and the senior/executive management team to keep them informed and up-to-date.
21. Support agencies to develop and disseminate information and warnings that are relevant and credible to the community by:¹⁰
 - disseminating information through council communication channels and local networks

- developing accurate, timely risk information tailored to community needs.

22. Respond to community calls for local relief and recovery assistance (including assistance with equipment, food, clothing, accommodation and health needs) and be the central point to identify resources and information.

After

23. Deliver timely, coordinated, accessible and tailored information to the community so it understands relief and recovery assistance mechanisms and processes including through community briefings and meetings.¹¹
24. Assess community needs, to inform recovery information.
25. Organise local broadcasts through the mayor and/or chief executive officer (for example, recovery newsletters).
26. Support agencies to provide community-led recovery information (for example using social media or notice boards).
27. Provide and staff a recovery centre.¹²
28. Support agencies to analyse community needs to inform recovery messages and planning from a range of sources (such as public meetings, a call centre, a recovery centre and debriefings).
29. Support evaluators and researchers to better understand community information needs and the effectiveness of local warnings.

Operational management

Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities, including operational communications.

Before

30. Appoint a municipal emergency resource officer.¹³
31. Appoint a municipal recovery manager.¹⁴
32. Identify council-owned and-operated resources, assets and services available for emergency prevention, response or recovery; specify their preparedness; and plan to deploy them.
33. Support agencies to develop procedures to use council resources.¹⁵
34. Lead risk-mitigation measures through business-as-usual works by:
 - where council is a road authority, managing vegetation on roadsides to ensure a safe, efficient road network¹⁶
 - mitigating risks to council-owned assets and infrastructure.
35. Manage and maintain a council emergency coordination system and/or council operations and facilities that can be used during emergencies.
36. Ensure council staff are trained to safely undertake emergency management roles and responsibilities (such as traffic management, emergency management liaison officer and municipal recovery manager).
37. Develop response, relief and recovery activities and participate in those led by agencies and other councils.
38. Engage relevant stakeholders in gathering, analysing and sharing recovery information.

During

39. Implement council's business continuity plan.
40. Implement collaborative plans and arrangements to maintain council's capacity, including by using neighbouring (partner) councils' resources.
41. Support response agencies to effectively deliver emergency response services locally by:¹⁷
 - after consultation, making council resources, facilities and services available to agencies during response, relief and recovery phases
 - providing council resources as requested by agencies to secure affected areas
 - providing a council liaison officer (emergency management liaison officer) to an emergency management team to:
 - share knowledge, data and information about community needs and consequences
 - ensure council is consulted and involved in emergency decisions that will affect the council and community.
42. Support response agencies to access affected areas.
43. Provide agencies with resources and information to partially or fully close roads and determine alternative transport routes.¹⁸

After

44. Conduct local recovery activities.¹⁹
45. Support the transition from relief to recovery with relevant emergency management teams.
46. When safe, deploy council staff to affected communities to deliver recovery services.
47. Work with the community and recovery agencies to adapt recovery plans to reflect newly identified or changing community needs and priorities.
48. Scope requirements for planning to establish a municipal / community recovery committee and if necessary form, lead and support the committee.²⁰
49. Support agencies to analyse community needs for the planning of service provision.
50. Establish processes to gather information from a range of sources (such as public meetings, a call centre, a recovery centre and debriefings) to inform recovery planning.
51. Continually assess recovery needs, redeploy staff to recovery roles and implement surge arrangements to fill gaps.
52. Establish a recovery centre, coordinating across agencies to ensure sufficient staff, resources and equipment.
53. Support recovery case management and gather data from relevant agencies locally.
54. Conduct post-emergency needs assessments, coordinating with response and recovery agencies locally.
55. Coordinate local outreach with relief and recovery agencies to undertake the initial assessment of relief needs.
56. Work with local services including psychosocial services to utilise existing services and programs to support recovery efforts and reassure the community.
57. Support agencies to take a coordinated approach to recovery at the regional level.
58. Conduct the transition of local recovery arrangements back to the previous management arrangements.
59. Clear blocked drains and local roads including by removing trees on council land and on roads.²¹
60. Lead the management of environmental health issues (such as food and sanitation safety, vector control and animal disposal) with relevant agencies.
61. Support agencies to coordinate volunteer efforts after emergencies.²²
62. Coordinate animal welfare within council resources.²³
63. Support agencies to coordinate and manage services to meet the immediate needs of affected livestock locally.²⁴
64. Support agencies to monitor emerging needs and adapt services to minimise the long-term consequences on health and wellbeing.



Intelligence and information-sharing

To provide timely, accurate and actionable decision support information, resulting from the planning, collecting, processing, analysis and evaluation from multiple data sources, which is needed to be more proactive in anticipating hazard activity and informing mitigation, response or recovery activities. It also includes the assessment of risks, threats and hazards so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.

Before

65. Implement standardised systems and processes to facilitate surge arrangements and exchange staff between neighbouring (partner) councils to maintain capability and capacity during and after emergencies by:
 - identifying data needs for relief provision and planning for data management
 - establishing data-sharing agreements and procedures with agencies.
66. Collect, analyse and share information about current and emerging local risks, hazards and consequences with agencies, businesses, service providers, the community and other emergency management partners.
67. Clarify and communicate council's emergency management role locally, to develop a shared understanding of emergency management activities with agencies and the community.
68. Work with other organisations to integrate information systems, tools and networks of trained personnel to deliver intelligence requirements (such as by using Crisisworks and Emergency Management Common Operating Picture ([EM-COP])).
69. Support regional and state information-sharing forums, committees and meetings.

During

70. Support agencies by providing council-owned data and intelligence about properties, residents, assets, facilities, community demographics, needs and consequences.
71. Capture, process and manage large volumes of data from multiple sources to share with the community and stakeholders.

After

72. Capture and analyse lessons, share the findings with other councils and agencies, and work cooperatively to identify and implement solutions.
73. Conduct ongoing intelligence-gathering and information-sharing activities about local mitigation and recovery activities.

Public order and community safety

Provide a safe, secure and orderly society through the active prosecution of regulations and laws related to the prevention of serious emergencies and to afford a safe environment for those communities affected by an emergency and any responding personnel engaged in emergency operations.

Before, during & after

74. Undertake municipal functions as required by local government, building, electricity, water and land use planning legislation and regulations.²⁵
75. Proactively enforce relevant regulations and laws that relate to emergency management.²⁶



**Being prepared for
future emergencies**

Building community resilience

Communities strengthen their lifelines by better connecting and working together with appropriate support.

Before

76. Build local partnerships with businesses and not-for-profit organisations.
77. With other partners, support agencies to empower individuals and the community to exercise choice about and take responsibility for risks.
78. Encourage and assist the community to participate in emergency management education and training programs provided by council and agencies.
79. Advocate for community needs at the regional and state level including for:
 - community preparedness and local leadership
 - adequate emergency management funding and resources
 - compatible and consistent emergency management information systems
 - consistent and streamlined legislation that supports council's role in emergency management at all stages of an emergency.
80. Gather knowledge about local assets, values and support systems including about the community's history and what people value as important, now and for the future.
81. Develop and deliver emergency management and community resilience training for council staff.
82. Monitor and evaluate the community's engagement with emergency management and its capacity to prepare for, act during and recover from emergencies.

During

83. Support emergency management teams by ensuring local information and contacts are provided as part of community decision-making during emergencies.

After

84. Conduct community engagement activities to implement lessons learned about community resilience.
85. Engage the community in developing and delivering recovery activities including by appointing community development and/or community recovery officers.²⁷

Fire management & suppression

Provide firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting lives, property, and the environment in the affected (land and water) area.

Before & during

86. Support agencies in line with relevant fire legislation and regulations by:
- appointing a municipal fire prevention officer²⁸
 - developing and maintaining a municipal fire prevention plan²⁹
 - identifying, designating, signing, maintaining and annually reviewing bushfire safer places and their plans, and (for councils in Country Fire Authority [CFA] areas) reporting back annually to the CFA³⁰
 - issuing permits to burn³¹
 - taking all practicable steps (including with planned burning) to prevent the occurrence and spread of fires and minimise their danger on land that council manages or is responsible for³²
 - providing pillar fire hydrants in reticulated areas when the CFA issues written notice to do so³³
 - meeting the costs of providing, installing, marking and maintaining all fire plugs in the municipality.³⁴



Logistics and supply chain management

Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains, including removal of debris.

Before

87. Develop emergency management resource-sharing protocols between councils.
88. Maintain and store essential equipment and materials to support emergency management activities and meet the needs of affected communities (such as sandbags).

During

89. Support agencies to source and supply personnel, equipment, materials, services and facilities to support emergency management activities and meet the needs of affected communities.
90. Manage, coordinate, supply and deliver resources promptly and efficiently using best-practice methods locally.



Impact assessment

Provide all decision-makers with relevant information regarding the nature and extent of the hazard and any potential consequences during and after an emergency to ensure efficient, timely and appropriate support for communities.

Before

91. Develop impact-assessment processes and data-collection systems.
92. Lead council's impact-assessment processes, systems and tools for core council services.

During

93. Collect secondary impact-assessment data about the scale and characteristics of the impact on the social, economic, built and natural environments.³⁵
94. Initially assess impacts on essential infrastructure and services.³⁶
95. Support agencies to gather information about how the emergency is affecting animals.
96. Support agencies to use council's spatial data to verify property losses.

After

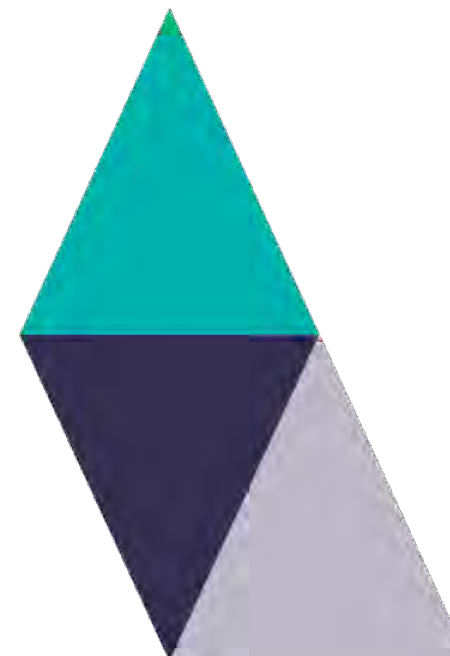
97. Conduct a process to gather incident and impact intelligence from initial and secondary impact assessments to inform relief and recovery planning.
98. Conduct longitudinal mapping of the impact focusing on wellbeing, liveability, sustainability and viability.

Health protection

The coordination and implementation of legislation, programs and monitoring procedures to minimise public health risk from infectious disease, contaminated food, and contaminated drinking water supplies, radiation and human environmental health hazards. This includes the development and implementation of strategies to promote and protect public health.



99. Undertake municipal functions as required by public health and wellbeing legislation and regulations.⁹⁷
100. Include emergency management in council plans including in the municipal public health and wellbeing plan and the council plan.
101. Establish programs to detect and identify risks to public health locally (such as through heatwave planning).
102. Conduct epidemiological and other investigations.
103. Communicate information about public health locally.



Relief assistance

The provision of well-coordinated, integrated and timely assistance to meet the immediate health, wellbeing and essential needs of affected communities, during and immediately after an emergency event, with the aim to support social cohesion and build resilience.

Before

104. Coordinate relief agencies and the community to develop local relief plans.³⁹
105. Develop protocols and procedures that are agreed with relief agencies.
106. Design a scalable organisational structure to deliver relief services.
107. Work with other councils to develop a collaborative approach to relief.
108. Contribute to regional relief planning.
109. Identify, plan and document relief centres or other locations to provide emergency relief services that meet health and other community needs.
110. Develop plans and procedures for emergency shelter.
111. Plan for the needs of domestic animals as part of relief activities.
112. Support service providers and local groups to educate the community about donated goods and volunteering and develop messages and procedures about donated goods and volunteers.
113. Work with health practitioners to understand the health and psychosocial implications of emergencies and the implications for relief.
114. Develop surge arrangements for relief, recovery and business-as-usual activities in the short, medium and long-terms.

During

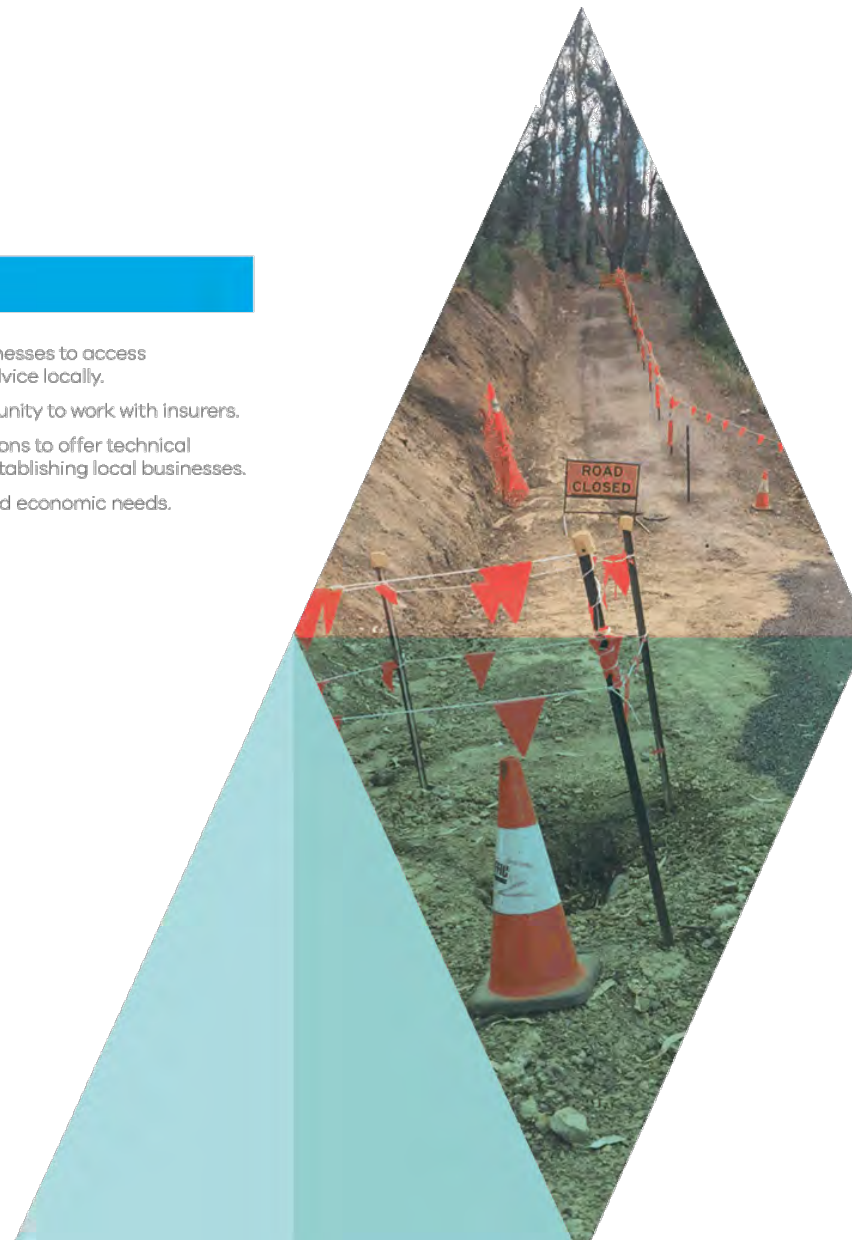
115. Coordinate relief services locally.³⁹
116. Establish and manage relief centres where appropriate, including:⁴⁰
 - register relief centre attendees
 - coordinate the provision of food, water and materials to affected communities⁴¹
 - provide temporary shelter options for displaced local people
 - coordinate and manage services to meet the physical and psychosocial needs of affected local people.⁴²
117. Start recovery case management by gathering data from relevant agencies.
118. Inform the community about financial hardship assistance payments.
119. Manage enquiries about donations of goods and offers to volunteer.
120. Support efforts to reunify family and others separated during an emergency.
121. Support a coordinated approach to relief at the regional level.

Economic recovery

Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in a sustainable and economically viable community.

After

- 122. Help affected businesses to access information and advice locally.
- 123. Support the community to work with insurers.
- 124. Support organisations to offer technical advice about re-establishing local businesses.
- 125. Assess business and economic needs.



Natural and cultural heritage rehabilitation

Protect natural and cultural heritage resources through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and heritage preservation laws.

Before

126. As part of emergency planning, identify at-risk cultural heritage sites.

After

127. Coordinate natural environment rehabilitation works locally.
128. Restore local cultural heritage sites.
129. Assess impacts to natural and cultural heritage sites.
130. Coordinate remediation and stabilisation works on private and public land.
131. Monitor natural and cultural heritage sites.
132. With the support of Heritage Victoria, develop ways to mitigate or avoid adverse impacts to cultural heritage sites during recovery, reconstruction or rehabilitation works.

Built recovery

To restore essential infrastructure and establish safe areas during and following an emergency, ensuring the provision of facilities and services to support and benefit communities.

Before

133. Identify community needs and priorities for restoring the built environment including essential services, commercial and industrial facilities, public buildings and assets and housing.
134. Identify standards for clean-up and recovery.
135. Identify likely resource and equipment requirements for council recovery activities in the short, medium and long terms and determine supply chains in consultation with other agencies to ensure adequate resourcing.

After

136. Survey and determine the occupancy of damaged buildings.⁴⁹
137. Conduct stabilisation and remediation works on council or community infrastructure and land to prevent further damage to the built environment.
138. Support safety assessments for essential and critical assets and infrastructure.
139. Working with the community, prioritise the restoration of local assets and infrastructure, ensuring the restored assets and infrastructure are sustainable and more resilient to future emergencies.

140. Coordinate the rebuilding and redevelopment of council and private assets.⁴⁴
141. Restore council-owned assets, prioritising business operations and commercial or community facilities essential for community wellbeing or recovery activities.⁴⁵
142. Coordinate clean-up activities including the disposal of dead animals.⁴⁹
143. Support the restoration of private and non-council assets within the scope of existing council services.
144. Review physical infrastructure needs and establish long-term recovery infrastructure where necessary.
145. Support agencies to restore essential assets and infrastructure.
146. Establish planning scheme exemptions for emergency accommodation and clean-up works, and streamline planning and building construction approvals.

Social recovery

The longer term provision of assistance and access to services that allows individuals, families and communities to achieve an effective level of functioning after an emergency event. This includes safety, security, shelter, health and psychosocial wellbeing and re-establishment of those elements of society necessary for well-being.

After

147. Coordinate health programs to ensure the continuity and availability of advice and activities.
148. Assess and deliver services for the medium- to long-term psychosocial needs of the community.
149. Provide access to short-, medium- and long-term housing options for displaced people.
150. Assess and deliver financial re-establishment assistance.
151. Support community services to provide shelter, food, counselling and other assistance to people at socioeconomic disadvantage.



Assurance and learning

Support continuous improvement to improve emergency management practice and community safety by extracting understanding from experience and research, reviewing community consequences, investigating causes and outcomes, providing assurance and translating lessons into behaviour change.

After

152. Conduct after-action reviews of council operations during emergencies, to inform future planning.
153. Conduct incident management reviews and modify council plans and procedures to draw on lessons learned.
154. Assess and review outcomes for the community after an emergency, looking for opportunities to improve outcomes in future.



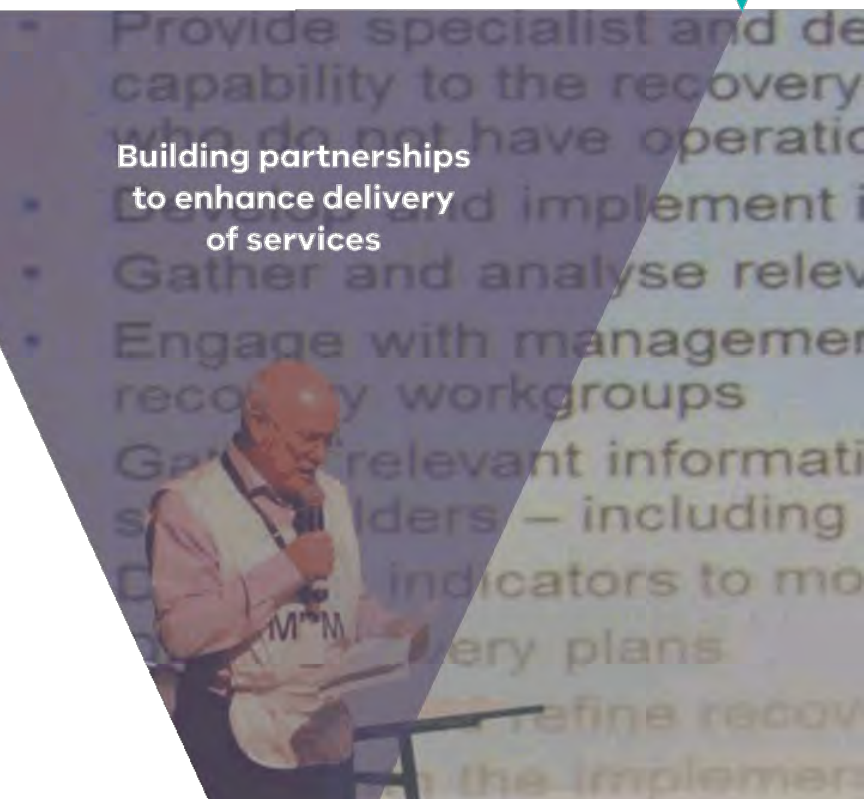
Principles for defining responsibilities and actions

The consultation activities also brought forward ideas for principles to use when assessing whether councils' emergency management responsibilities are appropriate. These principles might have application when considering any future changes to council's current emergency management responsibilities and actions.

These principles are that a council's emergency management responsibilities and actions should:

- reflect the council's strengths and capabilities and align to its normal business functions
- complement those of other agencies, businesses and the public
- be engaged only where the council is the best-placed organisation to do so (meaning it should not be used as an intermediary on behalf of other agencies, particularly for processes over which it has no control or ownership)
- be applicable to emergencies of different scales and complexity
- be consistent with its capability and capacity, along with its other legislative responsibilities and core business
- provide a platform to collaborate and build partnerships with other councils to enhance the delivery of services.

Building partnerships to enhance delivery of services

- 
- Provide specialist and de
 - capability to the recovery
 - who do not have operatio
 - and implement i
 - Gather and analyse relev
 - Engage with managemen
 - recovery workgroups
 - Gather relevant informati
 - s...lders – including
 - indicators to mo
 - ery plans
 - Refine recov
 - the implemen

How to provide feedback

LGV invites submissions from councils about whether the current emergency management responsibilities and actions described in this directions paper are correct and correctly described. We also invite submissions from state government and emergency management agencies about whether the descriptions meet their current expectations of councils. In particular, we are interested in hearing about whether the choice of action verb — reflecting as it does a council's degree of responsibility, initiative and involvement — is accurate.

Note that the requested feedback is about **current** responsibilities, actions and expectations and not those that are desired, anticipated or expected in future. The requested feedback is also about whether the descriptions are **appropriate**, not whether councils currently engage in them or not, or a council's capability and capacity to discharge their responsibilities or engage in the actions. LGV recognises that emergency management capability and capacity varies between councils due to a range of factors including resourcing, size, location and risk profile. Phase 2 of the project includes assessing capability and capacity, but there first needs to be agreement about appropriate responsibilities and actions.

When providing feedback, please:

- refer to the relevant description number for feedback about that description
- include feedback about the principles for defining responsibilities and actions under a separate heading, 'Principles'
- include any other feedback under a heading, 'Other'.

The deadline for making a submission is **8 May 2017**. A number of information sessions will be held throughout Victoria for those wishing to discuss the directions paper in more detail. Information session dates and locations are available by visiting: <http://delwp.vic.gov.au/councils-and-emergencies>.

LGV has also produced an explanatory video which can also be viewed at: <http://delwp.vic.gov.au/councils-and-emergencies>.

Feedback can be made:

- online, at <https://engage.vic.gov.au/councils-and-emergencies-consultation>
- by email, to LGV.emergencies@delwp.vic.gov.au
- by post, to 'Councils and emergencies directions paper consultation', Local Government Victoria, Department of Environment, Land, Water and Planning, PO Box 500, Melbourne Victoria 8002.

Legislation, policy and plan references

- 1 s59B Amendment Bill to the *Emergency Management Act 2013* will change this to support, but until then as per s21 of the *Emergency Management Act 1986* councils lead this function by developing and maintaining the municipal emergency management plan
- 2 s20(1) *Emergency Management Act 1986*
- 3 s21(3) *Emergency Management Act 1986*
- 4 MEMPC guidelines, EMMV Part 6, p.6–5
- 5 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 6 s212 *Building Act 1993*, BMO, clause 52.47 Bushfire protection: planning requirements (BF5) & clause 44.06 Planning provisions
- 7 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 8 State Emergency Relief and Recovery Plan, EMMV Part 4, p.32
- 9 State Emergency Relief and Recovery Plan, EMMV Part 4, Appendix 2, p. 4–23
- 10 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 11 State Emergency Relief and Recovery Plan, EMMV Part 4, pp.32
- 12 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 13 s59G Amendment Bill to the *2013 Emergency Management Act*, this section replaces s21 (1) of the *Emergency Management Act 1985*
- 14 State Emergency Relief and Recovery Plan, EMMV Part 4 p.4–8
- 15 s20(2) *Emergency Management Act 1986*
- 16 s20, s34, s40 *Road Management Act 2004*
- 17 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 18 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 19 State Emergency Relief and Recovery Plan, EMMV Part 4
- 20 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 21 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 22 State Emergency Relief and Recovery Plan, EMMV Part 4, Appendix 6, p.4–39
- 23 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 24 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 25 *Emergency Management Act 1986, Emergency Management Act 2013, Local Government Act 1989, Country Fire Authority Act 1958, Metropolitan Fire Brigades Act 1958, Public Health and Wellbeing Act 2008, Water Act 1989, Water Industry Act 1994, Electricity Safety Act 1998, Planning and Environment Act 1987 and the Building Act 1993*
- 26 *Emergency Management Act 1986, Emergency Management Act 2013 and the EMMV*
- 27 State Emergency Relief and Recovery Plan, EMMV Part 4, Appendix 2, p. 4–23
- 28 s96A *Country Fire Authority Act 1958* and s5A *Metropolitan Fire Brigades Act 1958*; MEMPC guidelines, EMMV Part 6, p.6–28
- 29 s55A, *Country Fire Authority Act 1958*
- 30 ss50G, H, I & J *Country Fire Authority Act 1958*
- 31 s38 *Country Fire Authority Act 1958*
- 32 s5 *Metropolitan Fire Brigades Act 1958*, s43 *Country Fire Authority Act 1958*
- 33 s36 *Country Fire Authority Act 1958*
- 34 s81 *Water Industry Act 1994*
- 35 State Emergency Relief and Recovery Plan, EMMV Part 4, p.4–8
- 36 State Emergency Relief and Recovery Plan, EMMV Part 4, p.4–26
- 37 s24 *Public Health and Wellbeing Act 2008*
- 38 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 39 State Emergency Relief and Recovery Plan, EMMV Part 4, pp.4–11, 4–20 & 4–32
- 40 State Emergency Response Plan, EMMV Part 3, pp.3–15 & 3–36
- 41 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 42 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 43 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 44 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 45 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77
- 46 Emergency Management Agency Roles, EMMV Part 7, pp.7–76 & 77

**Safer and more resilient
communities are flexible
and resourceful, with
the capacity to accept
uncertainty and proactively
respond to change**





Photo supplied, Claire Spicer 2016



Executive Summary**12.9 Progress of Council Resolutions resulting from Notice of Motions**

Enquiries: (Dennis Hovenden: Chief Executive Office)

Council Plan

Community Outcome:	3. Sustainable City
Strategy:	3.3 Ensure good governance and management of Council resources
Priority Action	3.3.3 Continue to build organisational capability and a customer service culture

Purpose

To brief Council on the current status of Notice of Motion Resolutions.

Recommendation (Chief Executive Office)

That Council:

1. Receives the Notice of Motion Report as at 13 June 2017.
2. Notes that the following Notice of Motion be archived from the Notice of Motion Report:
 - NOM 1310 - Notice of Rescission - NOM 1308 - Port of Hastings

Key Points / Issues

- At the Ordinary Council Meeting OM295 held on 19 December 2016, Cr Sandra Mayer moved the Notice of Motion *NOM1240 - Progress of Council Resolutions resulting from Notices of Motion*, which was subsequently carried unanimously:
“That the Chief Executive Officer is directed to provide regular updates to Council on the progress or status of Council’s resolutions resulting from Notices of Motion raised by Councillors. In order to facilitate this, a brief progress report (detailing the status of each outstanding resolution) is required to be presented to Council at each of its Ordinary Meetings in future commencing with Ordinary Meeting 296 (scheduled for the 30 January 2017).”
- The Notice of Motion Report as at 13 June 2017 is attached and will continue to be updated and reported at each Ordinary Council Meeting.
- Correspondence received by Council as a result of actions from Notice of Motions are attached to this report.
- Once Notice of Motion actions are reported ‘complete’, they will be archived from the document.

Financial Impact

For the 2017-2018 financial year, the State Government Minister for Local Government has announced a limit on the amount Victorian councils may increase rates. The cap for the 2017-2018 financial year is 2%. The cap is based on the Consumer Price Index expected for the financial year.

This cap has a significant effect on Council’s current Long Term Financial Planning, with rate revenue being \$9 million less than anticipated over the first four years, growing to \$17 million over five years. This reduction will have a severe impact on Council’s financial capacity to maintain service levels and deliver key capital projects.

12.9 Progress of Council Resolutions resulting from Notice of Motions**Executive Summary****Consultation****1. External Stakeholders**

Nil.

2. Other Stakeholders

Nil.

Analysis (Environmental / Economic / Social Implications)

Making the written records available may provide some confidence in transparency in decision making and is in keeping with best practice advice from the Office of the local Government Inspectorate.

Legal / Policy / Council Plan ImpactCharter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered in the preparation of this report but is not relevant to the content of the report.

Legal

Under Section 76AA of the *Local Government Act 1989*, Council is required to make a written record of all Councillors who participate in;

- An Advisory Committee where at least one (1) Councillor and a member of Council staff is present; and
- A planned or scheduled meeting where at least half the Councillors and a member of staff is present.

Policy Impacts

There are no impact to Council Policies.

Officer's Declaration of Interests

Council officers involved in the preparation of this report have no Conflict of Interest in this matter.

Risk Mitigation

There are no significant risks.

Conclusion

It is recommended that the written records as attached be received.

ATTACHMENTS

Attachment A: Notice of Motion Report as at 13 June 2017

Attachment B: Notice of Motion Report - Confidential as at 13 June 2017 (*Under Separate Cover*)

Attachment C: Notice of Motion Correspondence as at 13 June 2017

**Notice of Motions Estimated Costs
 By Councillor
 2016 – 2020 Term**

Table 1

Councillor	Number	Primary Cost	Ongoing Cost	Outcome Cost
Cr Cunial	5	\$4,649	\$500	\$190,500
Cr McCormack	6	\$3,735	\$0	\$0
Cr Toms	12	\$2,825	\$0	\$0
Cr Aitken	10	\$8,799	\$0	\$0
Cr Bolam	30	\$4,786	\$0	\$0
Cr O'Connor	10	\$2,980	\$0	\$0
Cr Mayer	3	\$2,450	\$0	\$0
Cr Hampton	7	\$4,000	\$700	\$0
Cr O'Reilly	0	\$0	\$0	\$0
TOTAL	83	\$ 34,224	\$ 1,200	\$ 190,500

Notice of Motion Report

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
28-Nov-16	13.4	NOM 1232 - Additions to Domestic Animal Plan Cr Mayer	<p>Moved: Mayer Seconded: Bolam</p> <p>That the Chief Executive Officer arrange for officers to investigate the following additions and associated costs to the Domestic Animal Management Plan:</p> <ul style="list-style-type: none"> • When owners pay for their cats and dogs registration fees, Council staff do a complimentary check to see if microchip details are up to date. • All registered and chipped dogs/cats are returned to their owners by vets and/or rangers FREE of charge. • All health card holders can register their animal for minimal fee or free. • Council shouldn't spend any money on Pets Day Out but all funding should come from sponsorship and be outsourced to an event organisation company. Monies raised should pay for the event. • Leash free fencing zones should be built and funded in place of Pets Day Out. • Council should create an allocated section on their website to post lost and found dogs. • Dead animals cats or dogs should be scanned and reported to the owner. • Animal owners should get a discounted registration fee if they take an online test outlining responsible animal ownership welfare. • A committee should be formed to assist in implementing these ideas made up of residents. • Initiate a campaign (e.g. go fund me) to raise funds for a day holding facility for lost animals such as Bayside City Council currently run. • An exemption from desexing for select breeds with an additional registration charge such as neighbouring Councils. • These issues be raised with animal welfare and interest groups to request their feedback, including local facebook forums. <p>CARRIED UNANIMOUSLY</p>	Leonie Reints	<p>22 May 2017 - No further update.</p> <p>1 May 2017 - Responses to the DAMP NON were provided to Councillors on Monday 10 April 2017 and addressed as part of the Domestic Animal Management Plan (DAMP). Councillors were advised that some of the suggestions in the NOM are in breach of legislation and cannot be considered and the other suggestions have been incorporated in the DAMP. The DAMP goes back to Council in July and will then go out for community exhibition.</p> <p>3 April 2017 - No change to the status.</p> <p>09 Mar 2017 - 2:46 PM - Leonie Reints</p> <p>Estimated Completion Date changed by: Tracee Hall-davis From: 11 Nov 2017 To: 15/10/2017</p> <p>06 Mar 2017 - 10:06 AM - Tracee Hall-davis</p> <p>Provisional responses were provided to a briefing of Councillors 5 December. Some of the suggestions are in breach of the legislation. These were:</p> <p>3) & 8) - Registration is a statutory requirement, any registration fees are determined under the provision of the Domestic Animals Act</p> <p>11) - Desexing exemptions are provided for under the provisions of the Domestic Animals Act. Some exemption already apply for pure breed dogs registered with Dogs Victoria. However, for those that are possible - animal welfare groups and members of the public have been consulted.</p> <p>A report is due to go to a Councillor Briefing in May 2017 as part of the Domestic Animal Management Plan.</p> <p>The Plan is due to be exhibited and reported by to Council by September 2017.</p> <p>20 Feb 2017 - 3:03 PM - Tracee Hall-davis</p> <p>The issues raised in the NOM will be where legislatively possible, addressed through the development of the DAMP. Animal Welfare Groups will be consulted as part of this process.</p> <p>23 Jan 2017 - 11:57 AM - Leonie Reints</p> <p>Estimated Completion Date changed by: Tracee Hall-davis From: 23 Mar 2017 To: 11/11/2017</p> <p>19 Dec 2016 - 10:33 AM - Tracee Hall-davis</p> <p>Provisional responses were provided to a briefing of Councillors 5 December. Some of the suggestions are in breach of the legislation. These were:</p> <p>3) & 8) - Registration is a statutory requirement, any registration fees are determined under the provision of the Domestic Animals Act</p> <p>11) - Desexing exemptions are provided for under the provisions of the Domestic Animals Act. Some exemption already apply for pure breed dogs registered with Dogs Victoria. However, for those that are possible - animal welfare groups and members of the public will be consulted.</p> <p>A report is due to go to a Councillor Briefing in March 2017 as part of the Domestic Animal Management Plan.</p> <p>The Plan is due to be exhibited and reported by to Council by September 2017.</p>	<p>Primary Cost: Officers Investigations and reporting - \$450</p>
28-Nov-16	13.8	NOM 1236 – Support to Traders CAA Development Cr Toms	<p>Moved: Toms Seconded: Mayer</p> <p>That the Chief Executive Officer request officers to brief Councillors on how disruption to traders is being minimised during works in Wells Street and Young Street, detailing lessons learnt and plans/recommendations for the future on how Council can be more effective in this area. Following this the Mayor meet with the State MP, Mr Paul Edbrooke to relay findings from the Council Briefing.</p> <p>CARRIED</p>	Kate Jewell	<p>13 June 2017 - Discussions continue with individual traders.</p> <p>22 May 2017 - Ongoing</p> <p>3 April 2017 - Ongoing - Business Resilience package 2 roll out delivery dates and Business as Usual marketing campaign part 2 is continually raised with State Government and VicRoads at all levels.</p> <p>21 Dec 2016 - 1:56 PM - Director of CAA Development briefed the Councillors on the 30 November 2016 and a meeting was held with the Mayor and the Member for Frankston, Mr Paul Edbrooke.</p> <p>Outcome of the meeting was that the State Government would deliver a promotional campaign focusing on that Frankston City Centre is open for business as usual during the Young Street works.</p>	<p>Primary Cost: Officers time preparing and presenting - \$300</p>

Notice of Motion Report

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
19-Dec-16	13.2	NOM 1241 - Centenary Park Golf Course Committee Cr Hampton	Moved: Hampton Seconded: Toms That: 1. Council notes that the pro shop and golf course at Centenary Park remain as separate entities to the Centenary Park sporting complex. 2. A Committee of interested Councillors and appropriate officers be appointed to develop a future 10 year business plan for the Centenary Park Golf Course. 3. Regular reports be provided to Council on the development of the draft business plan including consultation undertaken with key stakeholders. 4. The final draft business plan be presented to Council for consideration and adoption by the end of 2017 at the latest. 5. Council notes that D&S Golf have previously been advised that their current contract will not be extended. 6. Notwithstanding the previous advice to D&S Golf, Council now advises D&S Golf that their current contract (expiry 30 June 2017) will now be extended to the 30 June 2018. This will allow for the development of the draft business plan for Centenary Park Golf Course and guarantee no interruption to the management and viability of the golf course. CARRIED UNANIMOUSLY	Dennis Hovenden	13 June 2017 - Additional costs \$226 added to Primary Cost 24 March 2017 – Tracee Hall-Davis Evaluation of Business Plan submissions was undertaken 22 March 2017. 14 March 2017 – Dennis Hovenden Committee has met. Established timeline to achieve Council resolution. Discussed brief for the development of the business plan. Will meet again mid-March 2017 Costs To Date - \$500 – ongoing costs. 10 Feb 2017 - 11:53 AM - Andrea Gaynor Business Plan Sub Committee will meet for the first time on 27th February 2017 at 4.30pm. Terms of reference of the Committee will be presented. 05 Jan 2017 - 4:53 PM - Andrea Gaynor 1. Noted 2. Committee meeting to be established with first meeting early in 2017 to discuss what is required. 3. Reports will be provided. 4. Will work to presenting plan by end of 2017. 5. Noted 6. Letter sent advising.	Primary Cost: \$2,350 plus consultants cost.
19-Dec-16	13.4	NOM 1243 - Pedestrian Crossing Fletcher Road Cr Aitken	Moved: Aitken Seconded: Mayer That Council make representation to VicRoads to formalise a pedestrian crossing on Fletcher Road between the Police Station and Law Courts and Bayside Shopping Centre and that Council request Mr Paul Edbrooke MP, Member for Frankston to make appropriate representation on our behalf. CARRIED UNANIMOUSLY	Dennis Hovenden	13 June 2017 - No change to the status. 22 May 2017 - No change to the status. 1 May 2017 - No change to the status. 3 April 2017 - No change to the status. 10 Feb 2017 - 11:55 AM - No change in status. 05 Jan 2017 - 3:36 PM - Letter has been forwarded to VicRoads (A3271611). Awaiting for a response.	Primary Cost: \$75
19-Dec-16	13.5	NOM 1244 - Criminal Asset Forfeitures Cr Bolam	Moved: Bolam Seconded: Aitken That Council writes to the Federal MP for Dunkley, Mr Chris Crewther, Federal Minister for Justice The Hon. Michael Keenan, State MP Mr Paul Edbrooke and State Minister for Justice The Hon. Martin Pakula, advocating that asset forfeitures for/from criminal proceeds be better channelled into the local communities (crime prevention programs, victim support programs, etc) where the proceeds of crime were claimed. CARRIED UNANIMOUSLY	Dennis Hovenden	22 May 2017 - No change to the status. 1 May 2017 - Letter of response received from Mr Paul Edbrooke MP and The Hon Martin Pakula MP, Attorney-General (A3334438) 3 April 2017 - No change to the status. 14 March 2017 – No response 10 Feb 2017 - 11:56 AM - Member for Frankston has written to the State Justice Minister. No other response. 05 Jan 2017 - 3:05 PM - Letters have been written (A3271154). Waiting on a response.	Primary Cost: \$75
19-Dec-16	13.6	NOM 1245 - Frankston Volunteer Coastguard Cr Bolam	That a report be provided to Council at the May 2017 Ordinary Meeting on non-marina / non-safe boat harbour options for the Frankston Volunteer Coastguard headquarters (HQ). These options should include: · Retrofitting of existing HQ; · Wholesale reconstruction of existing HQ; · Permanent and secure Mooring for the Coastguard's primary rescue vessel; · Relocation of existing HQ to an existing venue; and/or · Relocation of existing HQ to a newly constructed venue. The report should consider local, state, federal and philanthropic funding routes for any of the above options plus total anticipated costs for the most viable long-term option. Consultation should take place with the Executive of the Frankston Volunteer Coastguard, and the "most viable long-term option" explored within the context of this report must have the support of the organisation. The Frankston Volunteer Coastguard organisation plays a crucial role in maritime rescues in our municipality and deserves the full ongoing support of council. CARRIED UNANIMOUSLY	Dennis Hovenden	13 June 2017 - Further consultation with the coastguard is required re. spatial requirements. Hydrographic information is being confirmed to better inform the report and briefing of Councillors prior to a report being presented to the August Ordinary Meeting. 22 May 2017 - Report submitted to this meeting. 1 May 2017 - Council report will be provided to the 22 May 2017 Meeting. 3 April 2017 - Council report will be prepared for the May 2017 meeting. 14 March 2017 – Dennis Hovenden Report will be prepared for May 2017 meeting based on all of the available information. 10 Feb 2017 - 11:59 AM - Meeting conducted with the Coast Guard representatives to discuss requirements to include in report for May 2017 meeting. Coast Guard preferred location at Olivers Hill. Plans and costings to be redefined on the Olivers Hill site. 05 Jan 2017 - 4:54 PM - Meeting being organised for early in New Year. Councillors will be invited to attend.	Primary Cost: \$750

Notice of Motion Report

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
19-Dec-16	13.9	NOM 1248 - Gretana Park Karingal Cr Aitken	Moved: Aitken Seconded: Bolam That Council make a formal submission to the State Government in relation to the restoration of the hard surface playing area at Gretana Park with a view to some form of assistance in funding and that a communication to Mr Paul Edbrooke MP, Member for Frankston be sent accordingly seeking his support. That Council investigates the option of the sale of a portion of the site with the view of proceeds of the sale be reinvested into the Gretana Park. CARRIED UNANIMOUSLY	Dennis Hovenden	22 May 2017 - Report submitted to this Meeting. 1 May 2017 - Council Report will be provided to 22 May 2017. 3 April 2017 Council report will be prepared following a briefing of options to Councillors. 14 Mar 2017 - 11:57 AM - Valuation obtained. Report on options to be presented to April 2017 meeting. Advice from Minister to be included in report. 03 Mar 2017 - 9:18 AM - Councillors to be briefed in March/April 2017 10 Feb 2017 - 12:04 PM - Member for Frankston has written to appropriate Minister. 05 Jan 2017 - 3:01 PM - Letters have been written (A3271224 and A3271352). Waiting for a response. Valuation of portions of land to be obtained.	Primary Cost: \$1,700
19-Dec-16	13.1	NOM 1249 - Police Station in Langwarrin or Frankston North Cr Bolam	Moved: Bolam Seconded: O'Connor That Council writes to the (state) Minister for Police and the Victoria Police Commissioner vigorously advocating for increased police resources in both Langwarrin and Frankston North on the basis of geographical displacement from Central Frankston and increased localised crime. CARRIED UNANIMOUSLY	Dennis Hovenden	13 June 2017 - No change to the status. 22 May 2017 - No change to the status. 1 May 2017 - No change to the status. 3 April 2017 No change to the status. 14 Mar 2017 - 11:58 AM - No response received. 10 Feb 2017 - 12:04 PM - Member for Frankston has written letters to Minister and Police Commissioner. No other response. 05 Jan 2017 - 2:02 PM - Letters have been written (A3271494 and A3271361). Awaiting response.	Primary Cost: \$75
30-Jan-17	13.3	NOM 1258 - Civic Reception for CFA Volunteers Cr O'Connor	Moved: Hampton Seconded: Toms That letters under seal be presented to all emergency services congratulating them on the wonderful work they do in our community and these letters be presented at the 2017 mayoral picnic. CARRIED UNANIMOUSLY	Dennis Hovenden	22 May 2017 - No change to the status 3 April 2017 - No change to the status. 214 Mar 2017 - 1:53 PM - No further action until September 2017. 21 Feb 2017 - 2:29 PM - Letters will be available for the Mayor's Picnic in September 2017.	Primary Cost: Nil
30-Jan-17	13.4	NOM 1261 - Frankston 'Longest Lunch' Cr O'Connor	Moved: O'Connor Seconded: Aitken That a report be provided to Council on the annual 'Longest Lunch' event conducted by Frankston-based Rotary clubs and the 'Proudly Frankston' community group. The report is to consider the following: 1. Improved future advertising for the event; 2. Improved future funding for the event; 3. Improved cooperation and communication between the aforementioned organisers and councils marketing and events staff; 4. Reduced red tape and/or council assistance to the organisers in mitigating time spent on administrative prepping; and 5. Annual debrief between the organisers and Council on the successes/failures of the event. 6. A report be provided to the 14 March 2017 Ordinary Meeting. CARRIED UNANIMOUSLY	Gill Kay	13 June 2017 - Actions adopted and will be implemented. There are costs to be confirmed. 22 May 2017 - Report submitted to this meeting. 1 May 2017 - Council Report will be provided to 22 May 2017 Council meeting. 3 April 2017 - Council report was deferred to May 2017 pending a Councillor Briefing. 23 March 2017 - Another briefing has been scheduled for 24/4/17. 14 Mar 2017 - 1:55 PM - Report on track to be presented to May 2017 meeting after discussion with Councillors at the Briefing on 27 February 2017. 21 Feb 2017 - 2:30 PM - Officers have had an initial discussion and preparing a draft report. Proudly Frankston representatives meeting Councillors and Officers on the 27 February 2017.	Primary Cost: \$1,000
30-Jan-17	13.6	NOM 1263 - Hoon Driving in Frankston Cr Bolam	Moved: Bolam Seconded: Aitken That a report is provided to Council at the May 2017 Ordinary Meeting to consider additional initiatives in concert with existing Council programs which could curtail the prevalence of careless driving/hoon driving in Frankston. CARRIED UNANIMOUSLY	Gill Kay	13 June 2017 - The report was deferred for further consultation. Primary cost of \$1,000 added. 22 May 2017 - Report submitted to this meeting. 1 May 2017 - Council Report will be provided to 22 May 2017. 3 April 2017 - Council report currently being prepared for the May 2017 meeting. 14 Mar 2017 - 1:58 PM - Report on track to be presented to the May 2017 meeting. 21 Feb 2017 - 2:31 PM - Report will be prepared in accordance with the NOM.	Primary Cost: 1,000

Notice of Motion Report

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
30-Jan-17	13.7	NOM 1264 - Frankston History taught in Local Schools Cr Bolam	Moved: Bolam Seconded: Aitken That a report be provided to Council at the May Ordinary Meeting in relation to the introduction of local (Frankston) history as curriculum for primary school students. The report should consider: 1. Council's capacity with local community groups and historians to put together a yearly curriculum package (including any recurrent costings such as research, subsidies and paperwork); 2. The inclusion of history in a potential curriculum package which spans from Frankston's initial indigenous inhabitants (the Boonerwung and Bunurong people) to Frankston's modern European settlement; 3. The receptiveness of the Department of Education and public, private and denominational schools within the Frankston LGA to embrace such curriculum; and 4. The introduction of a resource portal / website section on the Frankston City Council website for residents (beyond primary school students) interested in learning more about diverse Frankston's history CARRIED	Gill Kay	13 June 2017 - At the meeting held on 8 May 2017 the Regional Director DET was open to involvement and was to confirm in writing. No correspondence to date received and follow up has occurred. A report to August Ordinary Meeting has been scheduled. 22 May 2017 - Meeting with the Department of Education representatives was held on 8 May 2017. As per Community Development Division Resolution Progress Report dated 22 May 2017, a report will be presented to the 13 June 2017 Ordinary Meeting. 1 May 2017 - Council Report will be provided to 22 May 2017. 3 April 2017 A meeting has been scheduled with the Department of Education on 8 May 2017. 23 March 2017 - No response has been received. 21 Feb 2017 - 2:32 PM - A letter has been sent by the Mayor to the Regional Director, South East Region of the Department of Education and Training on 7 February 2017. Council is now awaiting advice.	Primary Cost: \$175
30-Jan-17	13.8	NOM 1265 - Cleanliness of Frankston City Cr Bolam	Moved: Bolam Seconded: Aitken To ensure the cleanliness of our streets, parks and reserves - Council resolves that the following measures occur: 1. That the CEO reviews the management of the cleaning maintenance of all council land and presents a maintenance model to Council's satisfaction in May 2017. The model must ensure Council land is maintained to an agreed service level which also includes random audits against the service levels. 2. That a letter be sent to Frankston MP, Mr Paul Edbrooke and the relevant government Ministers expressing concern about the presentation and cleanliness of land belonging to VicRoads in the Frankston LGA. The letter outline the proposal of a pilot project between Council and VicRoads to implement a cleaning maintenance program at an appropriate and similar service level to that endorsed by Council as a consequence of the maintenance service review and further, the council undertake maintenance works on their behalf on the proviso that VicRoads be invoiced for services rendered. 3. That a letter be sent to Frankston MP Paul Edbrooke and the relevant government Ministers expressing concern about the presentation and cleanliness of VicTrack land and that Council, should there be no improvements by May 2017, considers it option to pursue issuing infringement notices for unsightly land under the General Local Law No. 8. 4. That the outcome of the responses from VicRoads, VicTrack and the State Government be included in the report to council in May 2017. If the responses are not to the satisfaction of council it considers options including a public campaign to State Government to compel VicRoads and or VicTrack to improve its cleaning regime on the land for which they are responsible. 5. That a 'rapid response' team be established to improve responsiveness to community requests for maintenance of a reactive nature. Such a team would be able to respond to reactive requests quickly, which in turn would ensure programmed maintenance activities remain on track. The team also report any unsightly private land to Council's Authorised Officers for follow up investigation and infringement. 6. It be noted that council formally impounds abandoned trolleys found on council/common land under the appropriate subject to General Local Law Number 8. Council officers are to seek formal Australian Tax Office advice to assess Council's ability to 'donate' a proportion of shopping trolley impound and or release fees to the Frankston Charitable Fund and include the advice in the May 2017 report to Council. 7. That state legislative provisions to curtail rubbish dumping outside private properties are included in the May 2017 report. If considered necessary recommendations regarding the need for further legislative change also be included. 8. That a detailed letter be prepared and included in the next rates notice to all property owners on the rates register to remind them of the council's expectations that they ensure no rubbish is placed the nature strip outside of the provisions for hard waste collections. 9. That officers improve and provide a supportive customer service response to public reports of dumped rubbish and abandoned shopping trolleys and this also be considered in the May 2017 report. 10. The document titled "Possible Initiatives to Rid the City of Trolleys and Rubbish" (Seiffert, B. 2017) also be considered in the May 2017 report to Council. CARRIED UNANIMOUSLY	Gill Kay	13 June 2017 - Report deferred for further discussion with Cr Bolam. 22 May 2017 - Report submitted to this meeting. 1 May 2017 - Council Report will be provided to 22 May 2017. 3 April 2017 Council report will be provided to May 2017 meeting. 21 Feb 2017 - 1. Noted - a report will be prepared 2. A letter has been sent. 3. A letter has been sent. 4. Noted 5. A Rapid Response Team had been established by the time of the January OM. 6. Advice from the ATO has been sought. 7. Noted 8. Finance Department has been requested to include a reminder in the next rates notices. 9. Officers have been requested to revise advice to customers. 10. A copy of the document has been requested.	Primary Cost: \$462

Notice of Motion Report

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
30-Jan-17	13.12	NOM 1269 - Self Funded Retirees Eligibility for 'concession' discount on/for Frankston City Council Rates Cr O'Connor	Moved: O'Connor Seconded: O'Reilly: That the matter be deferred pending further investigations. CARRIED	Dennis Hovenden	13 June 2017 - No change to the status. 22 May 2017 - No response received. 1 May 2017 - Refer to NOM 1296 - Support for Self-Funded Retirees which was passed by Council at 3 April 2017 OM299 Council Meeting. Letters written and forwarded to State Government. 3 April 2017 - A new Notice of Motion is being considered. 21 Feb 2017 - 2:44 PM - Tracee Hall-davis Deferred	Primary Cost: \$100
30-Jan-17	13.13	NOM 1270 - Funding for Life Saving Clubs Cr Toms	Moved: Aitken Seconded: Hampton: That Council consider the best and most reasonable means to acknowledge volunteers in the city. CARRIED UNANIMOUSLY	Dennis Hovenden	13 June 2017 - No change to the status. 22 May 2017 - No change to the status. 3 April 2017 - No change to the status.	Primary Cost: \$100
30-Jan-17	13.15	NOM 1272 - Acknowledgement of Traditional Owners Cr McCormack	Moved: McCormack Seconded: Hampton That Council ensure forthwith that an acknowledgement of Traditional Owners is included in all printed itineraries advertising for events and festivals co-ordinated by Council and that Traditional Owners are invited to perform a Welcome to Country at events such as, but not limited to, the Lighting of the Tree and Waterfront Festivals. CARRIED UNANIMOUSLY	Dennis Hovenden	13 June 2017 - Council has been advised of spelling change for the Boonwurrung. A clear outcome of the meeting was we remain committed to acknowledge both groups Bunurong and Boonwurrung. 22 May 2017 - Meetings with the traditional owners, respected elders were held on 20 April and 27 April 2017. 3 April 2017 - Arrangements for a meeting are underway. Discussion with Councillors scheduled on Monday 27 March 2017. 23 March 2017 - A meeting has been scheduled with officers and elders for 13/4/17. A briefing has been scheduled for 27/3/17. 21 Feb 2017 - 2:35 PM - Acknowledgement of traditional owners will be incorporated into written material. Meeting with traditional owners, respected elders being arranged.	Primary Cost: \$300 Meeting Cost \$2,000
30-Jan-17	13.17	NOM 1274 - Procurement Policies and Contracts Cr McCormack	Moved: McCormack Seconded: Mayer That a review be undertaken of all procurement policies and contracts for goods and service provision to Council and a report be provided to Council within 12 weeks detailing where efficiencies could be achieved and where further local investment can be promoted. CARRIED UNANIMOUSLY	George Vass	22 May 2017 - Report submitted to this meeting. 1 May 2017 - Council Report will be provided to 22 May 2017. 3 April 2017 No change to the status. 24 March 2017 - Action reassigned to George Vass 14 Mar 2017 - 2:12 PM - Report will be presented to May 2017 meeting. 21 Feb 2017 - 2:36 PM - Review process will be undertaken in accordance with NOM.	Primary Cost: \$400
30-Jan-17	13.18	NOM 1275 - Support to Traders in CAD Cr Toms	Moved: Toms Seconded: Aitken Businesses within the city centre are currently experiencing significant impacts from the construction phase of the Young Street streetscape works. Given the impact of this and other imminent major public infrastructure projects, e.g. Frankston Interchange Project, Council seeking ongoing commitment from the State Government for: 1. Improved communications of disruptions to the broader community. 2. The development and ongoing rollout of an "Open for Business" campaign. 3. The development and implementation of two further stages of the Business resilience program (that focus on maintaining a business through the works and leveraging the completed works). CARRIED UNANIMOUSLY	Dennis Hovenden	22 May 2017 - Ongoing 1 May 2017 - Response received from Geoff Oulton (A3328446). Ongoing support being provided. 3 April 2017 - No change to the status. 21 Feb 2017 - 2:36 PM - Officers and Councillors continue to meet to develop and implement an action plan. Ongoing.	Primary Cost: \$1,400
20-Feb-17	13.2	NOM 1277 - Strategy for advocacy for next State Election Cr Hampton	Moved: Hampton Seconded: Mayer That the Council form a sub-committee consisting of a Councillor from each ward, the CEO and appropriate officers to overview a strategy for this Council to advocate for funding in the next state election and report back to the full Council with its outcomes and a report for ratification at every Ordinary Meeting. That the first meeting of this sub-committee be held before the next ordinary meeting. CARRIED UNANIMOUSLY	Dennis Hovenden	13 June 2017 - Ongoing 22 May 2017 - Ongoing 1 May 2017 - Ongoing advocacy and reports to Council. 3 April 2017 Council report provided. 14 Mar 2017 - 2:14 PM - Ongoing costs Sub Committee meeting booked for 1 March 2017. First Council report will be provided to April 2017 meeting.	Primary Cost: \$150

Notice of Motion Report

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
20-Feb-17	13.4	NOM 1279 – Local Government/State Government Financial Arrangements Cr Hampton	Moved: Hampton Seconded: Mayer That: 1. The Council write to the Premier of Victoria, the Treasurer of Victoria and the Minister for Local Government, to again highlight the future loss of revenue to Local Government as a result of the introduction of Rate Capping and that it will diminish Council's capacity to provide services and major projects. 2. The Council call upon the Premier of Victoria and the Treasurer of Victoria, to undertake an urgent review of all current legislation that imposes financial burdens on Local Government in having to pay levies to the State Government eg, Waste Levy, Building Levy, Dog and Cat Registration Levy due to the impact of the Rate Capping legislation and that support for the legislative review be sought from the Minister for Local Government on the basis of the commitment to the State/Local Government Accord. 3. The Premier of Victoria be requested to review the legislation whereby Local Government is required to pay annually for Fire Plug Maintenance on the basis that the Fire Services Levy pool of funding is significantly higher now due to it being linked to Local Government rate bases and the Fire Plug Maintenance could be funded from this fund and the Minister for Local Government be requested to support this request in the spirit of the State/Local Government Accord and recognising the impact of Rate Capping on Councils. 4. The Premier of Victoria and the Treasurer of Victoria be requested to urgently review the prohibition placed upon Local Government to not be able to apply rates charges on State Government property in recognition of the impact rate capping and amend legislation to allow for rates to be levied on State Government properties. 5. The Member for Frankston and the Member for Carrum be called upon to support Council in its efforts to address the imbalances and requirements that the current legislation imposes on Local Government in having to pay levies to the State Government and not being able to impose charges on State Government. 6. Council writes to all members of State Parliament representing the municipality raising its concerns and seeking support for legislative change to address the imbalance. 7. Council reconsider its membership with the VLGA so as to have a vehicle to promote these recommendations within the Local Government forum and also with the State Government. 8. A decision be made at the next Ordinary Meeting on our VLGA membership. CARRIED UNANIMOUSLY	Dennis Hovenden	13 June 2017 - No change to status. Council voted against rejoining the VLGA at 22 May 2017 OM301. 22 May 2017 - No change on State Government matters. Letter received from VLGA dated 5 May 2017 (A3349018). VLGA report submitted to this meeting. 1 May 2017 - Councillor Briefing on VLGA membership held on 18 April 2017. No response to report to 1 May 2017 from letters sent. Additional Cost \$150. 3 April 2017 - Working towards a briefing to Council by VLGA. Report will be provided following the Councillor Briefing. 14 Mar 2017 - 2:18 PM - Letters have been written to all nominated in the various recommendations.	Primary Cost: \$600
20-Feb-17	13.9	NOM 1285 – Pop-up Vans/ Stalls Cr Bolam	Moved: Bolam Seconded: Mayer That a report be provided to council at the May Ordinary meeting in relation to the creation of a 'pop up' food / beverage precinct on the Frankston foreshore. The report should consider: 1. Whether there is market interest from food/beverage stall operators; 2. How a precinct could work – logistically and practically; 3. Additional seating near the foreshore / adjacent the Frankston Yacht Club for residents and visitors to enjoy food and beverages; 4. Regular (currently un-introduced) summertime entertainment on the Frankston foreshore; 5. Whether similar precincts could be considered at the Seaford foreshore and Keast Park foreshore; and 6. The report should also touch upon permit fees, the number of 'pop up' stalls that could be utilised in the area/s and any other issues pertinent to the motion CARRIED	Sam Jackson	22 May 2017 Preparation of Council report cost - \$924.10. Report submitted to this meeting. 3 April 2017 - Report will be provided to May 2017 Council meeting. Estimated Completion Date changed by: Sam Jackson From: 13 Mar 2017 To: 22 May 2017 14 Mar 2017 - 2:18 PM - Report will be presented to the May 2017 meeting. 03 Mar 2017 - 9:20 AM - Sam Jackson Action reassigned to Sam Jackson	Primary Cost: \$1,074
14-Mar-17	13.1	NOM 1286 – Marriage Equality Cr Toms	Moved: Councillor O'Connor Seconded: Councillor Aitken That Frankston City Council writes to the Prime Minister of Australia, Malcolm Turnbull and the Opposition Leader of Australia, Bill Shorten, as well as Dunkley MP Chris Crewther, Isaacs MP Mark Dreyfus QC and all twelve of Victoria's federal senators, in relation to the following: 1. The formal request - without providing an official position - that a conscience vote take place in the Parliament of Australia on the contemporary definition of marriage in Australia; and 2. Support for same-sex couples insofar societal 'status equality'. This includes the same access to services, entitlements and privileges that are provided to heterosexual couples (i.e. access to the deceased estate of a spouse, superannuation benefits and taxation concessions etc). CARRIED	Gill Kay	13 June 2017 - No change to the status. No response received. 22 May 2017 - No change to the status 1 May 2017 - No response received. 3 April 2017 Letters are currently being prepared. 23 March 2017 – Letters will be prepared in accordance with the NOM.	Primary Cost: \$100
14-Mar-17	13.4	NOM 1289 – Female Participation in Sports Cr O'Connor	Moved: Councillor O'Connor Seconded: Councillor Hampton That a report be provided at the June Ordinary Meeting outlining Frankston City Council and intergovernmental options (i.e. funding, grants etc) to further encourage female participation in sporting endeavours and/or sporting activities, including those that are traditionally dominated by the opposite sex. CARRIED UNANIMOUSLY	Liz Daley	13 June 2017 - A report will be submitted to this meeting. 22 May 2017 - Report is being prepared 1 May 2017 - Report is being prepared. 3 April 2017 A report will be submitted to OM 13/6/17.	Primary Cost: \$

Notice of Motion Report

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
14-Mar-17	13.5	NOM 1290 – New Closed Council Rules Cr Bolam	Moved: Councillor Bolam Seconded: Councillor Aitken 1. That Council works towards achieving no less than 90% (i.e. an 18% improvement) of all decisions being made in Open Council, and the Chief Executive Officer highlight this annual result in future LGPRF reports to Council, and in future annual reports. 2. In the public meeting agenda and minutes section relating to Closed Council Items, in addition to the existing description field describing the Closed Council Items, a new section be created summarising the exact reasoning for referral under LGA Sec. 89 (h) (2). 3. That the matter return to (open) council with recommendation/s for implementation in the next three months. CARRIED	Michael Craighead	13 June 2017 - A report will be submitted to this meeting. 22 May 2017 - Report is being prepared 1 May 2017 - Report is being prepared. 3 April 2017 Report will be prepared for the June 2017 meeting.	Primary Cost: \$
14-Mar-17	13.6	NOM 1291 – Frankston & Seaford Piers – Use of Water Illumination Technology Cr Bolam	Moved: Councillor Bolam Seconded: Councillor Aitken That a report be provided to Council at the May Ordinary Meeting exploring the use of water illumination technology at either, or both, Frankston and Seaford piers. The report should consider: 1. The use of underwater illumination lighting such as LED and fish lighting. This is to include costings, maintenance and installation; 2. The use of intermittent multi-coloured lighting on the external facade of the piers. This is to include costings, maintenance and installation; and 3. Include maritime and touristic funding opportunities from other levels of government if council so wishes to formally pursue grant opportunities. CARRIED UNANIMOUSLY	Gill Kay	13 June 2017 - This report has been deferred to review Mornington Peninsula operation of pier lighting. 22 May 2017 - Report submitted to this meeting. 1 May 2017 - Report is being prepared. 3 April 2017 Report will be prepared for the May 2017 meeting. 23 March 2017 – A report will be prepared.	Primary Cost: \$
14-Mar-17	13.8	NOM 1294 – Renewed Advocacy for Frankston Magistrates Court Name Change Cr Bolam	Moved: Councillor Bolam Seconded: Councillor Aitken That Frankston City Council renews its previous resolution in 2011 to call on the State Government to rename the Frankston Magistrates Court. The reasoning for this was, and remains, the reputational damage that is done to Frankston is great when new stories invoke the municipality by virtue of the court name. Much like the Frankston train line, many of the negative incidents reported are not committed by people (or occur) within the municipality. However the invocation of the Frankston name continues to create a negative perception of/for the Frankston area. Council seeks a bipartisan approach from the State MP, Mr Paul Edbrooke and Federal MP, Mr Chris Crewther in support for the renaming of the court. Once support has been ascertained, a report be presented to Council during May 2017 on the way forward. CARRIED	Dennis Hovenden	13 June 2017 - Letters forwarded to the Attorney General, Premier. 22 May 2017 - Letter of response from Mr Paul Edbrooke received (A3346262). No further change. 1 May 2017 - No response received. 3 April 2017 CEO preparing letters to be sent.	Primary Cost: \$75
3-Apr-17	13.1	NOM 1295 - Mental Health Cr O'Connor	Moved: Councillor O'Connor Seconded: Councillor Toms That Frankston City Council writes to both the (State) Minister for Mental Health, The Hon. Martin Foley, and the (Federal) Minister for Health, the Hon. Greg Hunt, advocating for improved local mental health services and increased local mental health awareness. Prior to this occurring, the CEO is to instruct officers to identify specific service shortfalls in Frankston which require rectification. This should be reflected in the letter to the relevant ministers. The final draft of this letter is to be provided at the May Council meeting for consideration. This letter should form the basis of Frankston City Council's future advocacy relating to mental health based outcomes in the Frankston municipality. Carried Unanimously	Dennis Hovenden	13 June 2017 - Letter approved by Council and sent to all intended recipients. Primary cost of \$1,580 added. 22 May 2017 - No change to the status. 1 May 2017 - Letters being prepared along with report.	Primary Cost: \$1,580
3-Apr-17	13.2	NOM 1296 - Support for Self-Funded Retirees	Moved: Councillor O'Connor Seconded: Councillor Toms Council writes to the State Government formally seeking their support for a discount scheme for self-funded retirees relative to municipal rates. Council's support for this advocacy measure would allow self-funded retirees access to the same discounts that pensioners receive on their annual council rates. The Minister, in potentially allowing self-funded retirees a discount on their annual council rates, should devise a mechanism which prevents self-funded retirees with exceptional liquidity / assets from having access to the proposed discount. CARRIED	Dennis Hovenden	22 May 2017 - No change to the status. 1 May 2017- Letters being sent.	Primary cost: \$100

Notice of Motion Report

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
3-Apr-17	13.3	NOM 1297 - Frankston Hall of Fame Resumption Cr Bolam	Moved: Councillor Bolam Seconded: Councillor Aitken That a report be provided to Council on the resumption of the 'Frankston Hall of Fame' (HoF) to recognise people and organisations that have indelibly impacted upon the Frankston municipality - both internally and externally. The report should consider: 1. The regularity of any rejuvenated HoF process; 2. Costings and staff resourcing associated with any rejuvenated HoF (ie. plaques, ceremony etc); 3. Strength of the potential recipient pool relative to any rejuvenated HoF; and 4. Potentially partnering with the Frankston business community to administer aspects of any rejuvenated HoF model. The report should return for consideration in June. CARRIED	Sam Jackson	13 June 2017 - This matter is still being investigated and will be report to Council at 24 July Council Meeting. 22 May 2017 - Report will be submitted to the June 2017 Ordinary meeting. 1 May 2017 - Report being prepared.	
3-Apr-17	13.4	NOM 1298 - Food Security in Frankston Cr Bolam	Moved: Councillor Bolam Seconded: Councillor Aitken 1. That Council continues to adhere to 53D and 53E of the Victorian Food Act 1984 – all local food premises convicted of food safety contraventions be put on the Victorian Department of Health's 'Convictions Register'; 2. That all food premises be informed (in writing) of this process and be encouraged to practice adequate food practices; 3. Furthermore, all Councillors are to be supplied with the outcome of food businesses inspections (including any breaches and fines issued) in the form of either a report or briefing annually; and 4. The total number of convictions, breaches and fines be released publicly annually. Carried Unanimously	Dennis Hovenden	1 May 2017 Letters being sent . Actions to be undertaken at appropriate time.	Primary Cost: \$100
3-Apr-17	13.5	NOM 1299 - Level Crossing Removal Cr McCormack	Moved: Councillor McCormack Seconded: Councillor Bolam 1. Requests from the Level Crossing Removal Authority and the Hon Jacinta Allen MP, Minister for Transport, as a matter of urgency, the release of all technical reports and associated information to the Council and community, which provides justification for the chosen options for treatments at the Frankston railway line grade separations located within the Frankston municipality. 2. Notes that the State Government has failed to provide all of the information as requested previously by Council to date. 3. Technical information also be sought on the proposed – and council opposed – Seaford/Kananook train stabling yard. Carried Unanimously	Dennis Hovenden	13 June 2017 - No change to the status. 22 May 2017 - No change to the status. 1 May 2017 - Letters have been sent.	Primary Cost: \$100
1-May-17	13.1	NOM 1300 - Reinstatement of Full Voting Rights for Frankston City Council Cr Bolam	Moved: Councillor Bolam Seconded: Councillor Aitken That Frankston City Council writes to the Australian Local Government Association (ALGA) in relation to the Association bylaw which requires municipal member councils in Victoria to also be a member of the Municipal Association of Victoria (MAV). Municipal councils in Victoria that are not members of the MAV are currently prevented from voting at all ALGA conferences. As Frankston City Council is not presently a member of the MAV, this bylaw effectively leaves Frankston City Council - and its 137,000 residents - disenfranchised. Therefore, the Council formally requests that this bylaw be amended to allow all municipal councils throughout Australia to partake in voting on national matters under the ALGA umbrella regardless of state-based membership/s. Carried Unanimously	Dennis Hovenden	22 May 2017 Letter prepared and sent (A3349749)	Primary Cost: \$100

Notice of Motion Report

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
1-May-17	13.2	NOM 1301 - Eel Race Road Closure Opposition Cr Bolam	Moved: Councillor Bolam Seconded: Councillor Aitken That Frankston City Council writes to LXRA, the Premier of Victoria (The Hon. Daniel Andrews), the Opposition Leader of Victoria (The Hon. Matthew Guy), the Minister for Transport (The Hon. Jacinta Allan) and the State Member for Carrum (Ms. Sonya Kilkenny), expressing concern of the closure of Eel Race Road. Much like the recent decisions relating to Overton Road (Seaford), Seaford Road (Seaford) and the sudden announcement of a train stabling facility at the Kananook Railway Station (Seaford), the process has once again failed Frankston residents in that no consultation and no justification was evident in arriving at this decision. Frankston City Council formally opposes the closure of Eel Race Road on a number of grounds including the increase of congestion, particularly on Railway Parade (Seaford), Armstrongs Road (Seaford) and Station St (Seaford); and the impact that this will have on the amenity/character of Seaford and pedestrian safety. Council commits to this new position given contemporary community feedback. Carried Unanimously	Dennis Hovenden	22 May 2017 Letters prepared and sent (A3349564, A3349536, A3349544).	Primary Cost: \$100
1-May-17	13.3	NOM 1302 - Financial Literacy Classes Cr Bolam	Moved: Councillor Bolam Seconded: Councillor Aitken That a report be provided to Council at the July Ordinary Meeting detailing the use of financial literacy classes/workshops to allow interested residents to consider methods to gain better control and understanding of their finances. The report is to consider providers – Governmental, private and Not for Profit – who are able to appeal to residents of varying ages and societal circumstances. The report should consider areas of the municipality in high need of these classes/workshops; and how to attract residents to such classes/workshops. The report is to also consider subsidies (by Council and local businesses such as community banks) to support such classes/workshops occurring within the municipality on a consistent basis. That a section be made available on the FCC Website with a list of existing financial literacy programs in Frankston. Carried	Gill Kay	22 May 2017 - Report will be prepared Estimated Completion Date changed by: Tracee Hall-davis From: 22 May 2017 To: 15/6/2017 10 May 2017 - A meeting of Managers who have potential involvement in the funding, promotion or delivery of the classes has been arranged to inform the report.	
1-May-17	13.4	NOM 1303 - Quality of Life / Anti Social Behaviour in the Frankston LGA Cr Bolam	Moved: Councillor Bolam Seconded: Councillor Toms 1. Council officers identify the scope and costs of commissioning the preparation of a formal 'white paper' to both tiers of government detailing particulars on the type of crimes most prevalent in Frankston. The White Paper should explore potential legislative and Local Law reforms and what new funding options might be available to improve the municipality's liveability. Interested Councillors, key groups and individuals would also form a consultative group for the preparation of the paper which should include but not be limited to: • The status of the once successful Neighbourhood Watch program. • An analysis of the types of crime and crime rates currently committed in Frankston and the capacity of state legislation and local laws to respond effectively. • The Victorian Police regime of monitoring CCTV cameras and their consideration of the CCTV network's shortfalls. • A review the graffiti clauses in General Local Law Number 8 to consider potential enhancements to the Local Law and opportunities for state government grants funding. • Consideration of existing e referral systems and opportunities for Council's field staff, in their day to day work, to refer vulnerable people to services. The cost of the 'white paper' should be included in the Community Development Progress report to Council's June Ordinary Meeting. 2. Council authorises the Mayor to write to the Victorian Attorney General, the Honourable Martin Pakula, congratulating him and the Government for the prohibition of synthetic psychoactive drugs such as Kronic and further seek prohibition of selling glue with mind altering effects to children under the age of 18 years using Council's Local Law Number 8, Clause 3.3 as an analogy. This would reflect the existing regulatory requirement regarding the refusal of sale of aerosol/spray canisters to those under the age of eighteen in Victoria. ('Graffiti Prevention Act 2007'). 3. That Council encourages residents and ratepayers of the municipality to promote downloading (free of charge) the official 'Crime Stoppers Victoria' smartphone and the 'MyFrankston' apps which will improve reporting suspected offences to Police. Increased use of both smartphone apps will assist the Police in growing intelligence gathering and holdings. Opportunities to promote the app include council's website, Facebook webpage and in the 'What's On' printed advertisements as well as through University of the Third Age, community centres and the library. Carried Unanimously	Gill Kay	13 June 2017 - An update has been included in the Resolution Progress report for 13 June highlighting the time and cost of preparing the 'white paper'. 22 May 2017 - Report will be prepared for June 2017 Ordinary Meeting. Estimated Completion Date changed by: Tracee Hall-davis From: 22 May 2017 To: 30/6/2017 10 May 2017 - A letter has been drafted for the Mayor's signature to the Attorney General seeking the prohibition of selling glue with mind altering effects to children under 18 year of age. The scope for the 'white paper' is under consideration to enable the costs to be reported back to Council. A digital and print format to promote the use of reporting applications is being prepared.	

Notice of Motion Report

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
1-May-17	13.6	NOM 1305 - Ban the Bag Cr Toms	Moved: Councillor Toms Seconded: Councillor Aitken That Frankston City Council writes to Frankston Labour MP Paul Edbrooke, Environment Minister Lily D'Ambrosio and Victorian Premier Daniel Andrews MP to lobby the Andrews Labour Government to ban single use plastic bags in Victoria. Carried Unanimously	Craig Dinsdale	22 May 2017 - Letters prepared and sent 1. A briefing was scheduled on the 17 May to present to Councillors options to manage the distribution of plastic bags within Frankston City. A memorandum will now be forwarded to Councillors to provide advice on the available options. 2. Officers have now completed drafting the letters as specified in the adopted Notion of Motion from the 1 May and will shortly forward them to the Premier and Minister for Environment.	Primary Cost: \$100
1-May-17	13.7	NOM 1307 - Bullying in Frankston Cr O'Connor	Moved: Councillor O'Connor Seconded: Councillor Mayer That Council requests that the Frankston Youth Council consider a package of recommendations to present to both tiers of government on methods to decrease bullying. All forms of bullying – particularly 'cyber bullying – is having a catastrophic impact on our youth. The suite of suggestions by the Frankston Youth Council return to Frankston City Council in the form of a report at the July Ordinary Meeting. Carried Unanimously	Gill Kay	13 June 2017 - The Youth Council has been asked to consider an approach to this issue. Remains scheduled for July 2017 Ordinary Meeting.10 May 2017 10 May 2017 - This item has been included on the Agenda for the next meeting of the Youth Council scheduled for 30/5/2017. Estimated Completion Date changed by: Tracee Hall-davis From: 22 May 2017 To: 5/6/2017	
1-May-17	13.8	NOM 1308 - Port of Hastings Cr McCormack	Moved: Councillor McCormack Seconded: Councillor Toms That: 1. Frankston City Council writes to the Victorian Government and Infrastructure Victoria resolving not to support a second container Port at Hastings including the following: (a) Opposing any form of capital dredging, widening, or deepening of channels in Westernport Bay. (b) Outlining that any change in, or continuation of, the Port of Hastings operations must result in no net loss for the economy, environment and amenity. (c) Requesting that they demonstrate and justify the need and timing for a second major container port in Victoria through comprehensive, evidence based assessment, including consideration of the current port capacity in Victoria and via a national approach. (d) Requesting independent research be undertaken to determine the impact on inter alia: (i) coastline including increased erosion and inundation; (ii) tourism and the impact on visitation; (iii) fishing and the impact to the recreational fishing industry; and (iv) Marine life impact including penguins and whales that enter Westernport. 2. Frankston City Council removes the Port of Hastings expansion from its advocacy program. Carried	Sam Jackson	13 June 2017 - Letters have been prepared and sent. Ref A3365413 and A3365543. Primary Cost added \$75.00. 22 May 2017 - On hold pending outcome of Rescision Motion.	Primary Cost: \$75.00
22-May-17	13.1	NOM 1310 - Notice of Rescission - NOM 1308 - Port of Hastings - Ordinary Meeting 300 - 1 May 2017 Crs Cunial, Hampton, O'Reilly	<u>LOST</u>	Andrea Gaynor	13 June 2017 - Archive	
22-May-17	13.2	NOM 1312 - Unemployment in Frankston Cr Bolam	Moved: Councillor Bolam Seconded: Councillor Hampton In light of unsatisfactory unemployment statistics which put Frankston in the upper tier of municipalities with significant local unemployment, a report be provided at the September Ordinary Meeting in relation to the following: 1. How the Frankston City Council could increase apprenticeships, pre-vocational work experience, traineeships, cadetships and tertiary work experience; 2. How the Council could lobby other major local employers (i.e. Peninsula Health, South East Water etc) to consider additional apprenticeships, pre-vocational work experience, traineeships, cadetships and tertiary work experience; 3. How the Council could work with local media, local businesses and the Frankston Business Network to encourage businesses and industries to consider additional apprenticeships, pre-vocational work experience, traineeships, cadetships and tertiary work experience; and 4. Identify employment programmes currently not in effect in Frankston – new and existing – which would be beneficial; and prepare a letter (for adoption in September) to relevant state and federal ministers requesting the implementation of such programmes. The report is to provide specific options including costings and resourcing considerations, particularly in relation to Frankston City Council's potential to increase placements. Carried Unanimously	Dennis Hovenden	13 June 2017 - A report will be prepared.	

Notice of Motion Report

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
22-May-17	13.3	NOM 1313 - Solar Panels Installation on Civic Centre Cr Mayer	Moved: Councillor Mayer Seconded: Councillor Aitken That Council: 1. Receive a report at its June 2017 Council meeting on the options available to install solar panels on the roof of the Civic Centre in line with the Carbon Neutral Action Plan. The report is to consider updated information on previous reports presented to Council on solar panels including new technologies and Council's ability to fund the installation of the solar panels in the 2017/18 financial year if the project proceeds; 2. The Chief Executive Officer be requested to have a staff member, as a matter of priority, review and monitor Council's energy bills to ensure that Council are not being over charged; and 3. The findings are to be reported to Council at a briefing every six months. Carried Unanimously	Dennis Hovenden	13 June 2017 - A report will be prepared.	
22-May-17	13.4	NOM 1314 - Seaford Road Level Crossing Funding Cr O'Connor	Moved: Councillor O'Connor Seconded: Councillor Toms 1. a) That a report be provided to Council at the July Ordinary Meeting identifying potential projects, concepts, designs and plans, including upgrades to the RF Miles Reserve, to revitalise the Seaford community as part of the State Government's Seaford Road Level Crossing Removal Project. The report should also consider projects and funding not currently earmarked by the State Government which could be greatly assisted by further funding within the Seaford Road proximity; b) That Council write to the Victorian Minister for Transport, Hon Jacinta Allan MP and State Member for Carrum, Sonya Kilkenny MP seeking additional funding, on top of the current amount earmarked by the State Government, to revitalise the Seaford community as part of the Level Crossing Removal Project at Seaford Road. Once the Council resolves what additional monies and projects should be considered, this be properly articulated in the funding request letter. 2. a) In light of the State Government's decision to seal Eel Race Road, and the subsequent fiscal savings that undertaking no level crossing removal works at Eel Race Road will achieve, Frankston City Council formally requests that the State Government commit to new funding opportunities for Seaford based projects within proximity of Eel Race Road, such as Riviera Reserve and ageing sport facilities; b) Notwithstanding Council's opposition to the proposed Eel Race Road closure, a report be provided to Council (which may be the same report stipulated in 1(a) at the July Ordinary Meeting) identifying potential projects, concepts, designs and plans, which should be considered given the State Government's decision to not contribute to level crossing removal works at Eel Race Road; and the sealing of Eel Race Road, which will create various access and egress implications for both pedestrians and commuters; c) That Council write to the Victorian Minister for Transport, Hon Jacinta Allan MP and State Member for Carrum, Sonya Kilkenny MP seeking new funding, based on the Eel Race Road decision, to revitalise the Seaford community. Once the Council resolves what additional monies and projects should be considered, this be properly articulated in the funding request letter. 3. That for both Items 1 and 2 of this recommendation, the building of a new facility for 1st Seaford Scouts be heralded by Frankston City Council. This advocacy must occur given the dismal conditions at 1st Seaford Scouts' existing Station Street site. The relocation of the 1st Seaford Scouts site is to be factored into the report back to Council (per Items 1 and 2) with the preferred location being the RF Miles Reserve. Council should in advocating for the relocation, relay to the State Government that the relocation of the 1st Seaford Scouts facility from the car park of the Seaford Railway Station has the potential to unlock multiple car parking spaces for an area severely lacking in car park spaces. 4. That Council carries out a survey of the height from the flood level in the creek to the railway line. Carried Unanimously	Dennis Hovenden	13 June 2017 - Report will go to July 2017 Meeting.	
22-May-17	13.5	NOM 1315 - Police Numbers in Frankston Cr Toms	Moved: Councillor Toms Seconded: Councillor Aitken That Council writes to the Premier of Victoria The Hon Daniel Andrews, Minister for Police The Hon Lisa Neville, Police Commissioner Graham Ashton AM, Shadow Minister for Police The Hon Edward O'Donohue, Leader of the Opposition The Hon Matthew Guy and State Member for Frankston Paul Edbrooke, to advocate for an increase in police officers in the Frankston municipality. The Labor Government announced a \$2 billion boost for Police which will allow 3,135 new police officers to be delivered over a five (5) year period. Additional police officers at Frankston and Carrum Downs stations would ensure they are adequately resourced to provide a safe place for our community. Carried Unanimously	Dennis Hovenden	13 June 2017 - Letters have been prepared.	Primary Cost added \$75.00 Primary Cost: \$75.00

Notice of Motion Report

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
22-May-17	13.6	NOM 1317 - Frankston Nature Conservation Reserve Cr Bolam	Moved: Councillor Bolam Seconded: Councillor Aitken That in light of the State Government's precipitous decision, without Council and community consultation, to discontinue the Frankston Nature Conservation Reserve Committee; 1. Council writes to Frankston MP, Paul Edbrooke and the Victorian Minister for the Environment, Lily D'Ambrosio MP seeking confirmation that the Frankston Reservoir will remain open to the public as per existing access arrangements upon the transfer of reserve stewardship to Parks Victoria; and 2. Letters of Appreciation be presented to members of the Frankston Nature Conservation Reserve Committee appointed in March 2014 and its volunteers, expressing appreciation for their tireless dedication to the Frankston Reservoir. Letters of appreciation be presented to the committee members and volunteers at the next 'Mayor's Picnic' event (in the spirit of NOM 1258). 3. That Council writes to the State Government and asks that the volunteers that are currently preserving the Frankston Nature Conservation Reserve be part of the future management of the reserve. Carried Unanimously	Dennis Hovenden	13 June 2017 - Letters have been prepared. Primary Cost added \$75.00 Letter from Mr Paul Edbrooke received (A3363269).	Primary Cost: \$75.00
22-May-17	13.7	NOM 1318 - Metropolitan Waste and Resource Recovery Group Cr Hampton	Moved: Councillor Hampton Seconded: Councillor Aitken That Council formally endorse the Notice of Motion carried at last meeting of the Metropolitan Waste and Resource and Recovery Group (MWRRG) which read as follows: "That the MWRRG write to the Minister for Energy, Environment and Climate Change and Shadow Minister for Energy and Resources requesting that funding generated through the collection of the Municipal and Industrial Landfill Levy be constrained to the purpose for which the Levy was introduced and raising concerns with the Levy funds being allocated to supplement Park Victoria initiatives not related to the purpose of the Levy" Also forward to the MWRRG this endorsement along with all the amounts of money collected by this Council and which has been passed on to the State Government over the last 10 years from the Levy and what this Council has received back from the Government in programs associated directly with this Levy over this same period." Carried Unanimously	Dennis Hovenden	13 June 2017 - Letters have been prepared. Primary Cost added \$75.00 (A3365636 and A3367373)	Primary Cost: \$75.00
22-May-17	13.8	NOM 1319 - Access to Hindu Temple via Boundary Lane Cr Hampton	Moved: Councillor Hampton Seconded: Councillor Mayer That the CEO investigates the cost required to open Boundary Lane to one way vehicular traffic as an alternate entry into the Hindu temple on Boundary Road and that a report be provided to the 13 June Ordinary Meeting. Carried Unanimously	Dennis Hovenden	13 June 2017 - An update has been included in the Resolution Progress report for 13 June indicating costs for the investigation to occur.	
22-May-17	13.9	NOM 1320 - 360 Degrees Video Platform Cr Toms	Moved: Councillor Toms Seconded: Councillor Aitken That Council Officers prepare a report into the options available to install a 360 degree video platform to showcase Frankston City whilst enhancing the tourism market and local economy. That the report be presented to Council at its July 2017 meeting. Carried Unanimously	Dennis Hovenden	13 June 2017 - Report will be prepared for July 2017 Council meeting.	
22-May-17	13.1	NOM 1321 - Wells Street Lighting Cr Aitken	Moved: Councillor Aitken Seconded: Councillor Toms That the Chief Executive Officer oversee the works required to ensure all lighting in Wells Street is made fully operational and that this be completed within four weeks of this motion being adopted by Council. Carried Unanimously	Dennis Hovenden	13 June 2017 - In order to effectively action an electrical engineer is required to assess the cause of persistent problems. Identifying of remaining issues occurring.	
22-May-17	13.11	NOM 1323 - Young Street Precinct Cr McCormack	Moved: Councillor McCormack Seconded: Councillor Aitken That Council writes to the Member for Frankston, Paul Edbrooke MP and the Minister for Transport, the Hon Jacinta Allen MP requesting updated information with respect to expected completion of the works affecting traffic movement in Young Street; expressing Council's dissatisfaction with the ongoing state of construction which has had and will continue to have disastrous impacts on businesses in the affected Young Street precinct; and seeking financial assistance from the State Government for those affected businesses Carried Unanimously	Dennis Hovenden	13 June 2017 - Letters have been prepared and sent (A3355696 and A3355663). Primary Primary Cost: \$75.00 Cost added \$75.00	
22-May-17	C.7	NOM 1311 - St Kilda Football Club Withdrawal Cr Bolam	Under Separate Cover	Dennis Hovenden	13 June 2017 - Report will be prepared for August 2017 Council meeting.	
22-May-17	C.8	NOM 1322 - Peninsula Leisure Core Obligations Cr Hampton	Moved: Councillor Hampton Seconded: Councillor Aitken That Council write to the Chairman and Directors of Peninsula Leisure Pty Ltd instructing them not to enter into or tender for projects outside of their core obligation, that being management of PARC and the Pines Pool. Carried	Dennis Hovenden	13 June 2017 - Letters have been prepared. Primary Cost added \$75.00	Primary Cost: \$75.00

PAUL EDBROOKE MP
STATE MEMBER FOR FRANKSTON



Mr Dennis Hovenden
CEO Frankston City Council
30 Davey Street
Frankston VIC 3199



cc:

Cr Brian Cunial – Mayor

Cr Steve Toims

Cr Quinn McCormack

Cr Sandra Mayer

Cr Glenn Aitken

Cr Lillian O’Conner

Cr Colin Hampton

Cr Michael O’Reilly

Cr Kris Bolam

COPY

Dear Dennis

I am writing to you in regard to a **13.6 NOM 1317 – Frankston Nature Conservation Reserve** at The Frankston City Council meeting on Monday 22 May 2017

That in light of the State Government’s precipitous decisions lacking community and council consultation, to discontinue the Frankston Nature Conservation Reserve Committee... (cont. attached)

After investigation and taking into account previous history, no community consultation was done as it was an unnecessary procedure and cost as explained below.

As I understand, the Reserve was previously offered to Frankston City Council to manage but was rejected by Council with no community consultation and given to Parks Victoria to manage. A Committee of Management was then elected by the sitting MP at the time.

I was elected and the same Committee of Management was re-appointed and a budget provided. The current Committee of Management was deemed unworkable and Parks Victoria was then reinstated to manage the Reserve.

In light of your commentary and strong interest in this State Government land, I think there is an opportunity for council to fund and manage this land which should most certainly be explored by council once more.

To ensure that this opportunity is not missed I have requested a budget brief and a hand over package to be provided to me by the department today for Frankston City Council. At your request I can arrange a meeting with The Hon. Lily D’Ambrosio MP, Minister for Energy, Environment and Climate Change to further discuss this exciting option for Frankston Council.

I encourage you pass a motion in open council at your earliest convenience to ensure the public and the Minister know your intentions. In the meantime I will advise Parks Victoria.

Yours sincerely

Paul Edbrooke MP
State Member for Frankston
29 / 5 / 2017



Notices of Motion

653

22 May 2017
OM301

13.6 NOM 1317 - Frankston Nature Conservation Reserve

On 9 May 2017, Councillor Kris Bolam gave notice of his intention to move the following motion:

That in light of the State Government's precipitous decision, without Council and community consultation, to discontinue the Frankston Nature Conservation Reserve Committee:

1. Council write to Frankston MP, Paul Edbrooke and the Victorian Minister for the Environment, Lily D'Ambrosio MP seeking confirmation that the Frankston Reservoir will remain open to the public as per existing access arrangements upon the transfer of reserve stewardship to Parks Victoria; and
2. Letters of Appreciation be presented to members of the Frankston Nature Conservation Reserve Committee appointed in March 2014 and its volunteers, expressing appreciation for their tireless dedication to the Frankston Reservoir. Letters under seal be presented to the committee members and volunteers at the next 'Mayor's Picnic' event (in the spirit of NOM 1256).

COMMENTS BY CHIEF EXECUTIVE OFFICER

In the event the Notice of Motion is passed, the letters will be prepared to seek information from the Minister regarding:

- The decision to no longer have a committee of management that had been appointed through the Ministerial appointment process and the benefits that the Minister believes Parks Victoria will bring to the facility.
- Arrangements for the park going forward to allow community access.
- What level of funding will be provided to Parks Victoria to maintain the reserve and where that funding will be sourced?

It should be noted that Council has had minimal input into the reserve in the past and occasional contact with the former Committee of Management.

Appointments to the Committee of Management were made by the Minister of the Day after being called through a public notice process.

There are numerous examples of where a Minister has not reappointed committees and this decision is at the discretion of the Minister.

What usually follows is a public debate of the merits of the decision, with the Minister usually moving towards new appointments.

On this occasion the Minister has appointed a State Government Department, Parks Victoria and there could be merit in Council engaging with Parks Victoria to discuss their plans.

Letters under seal can be prepared for committee members and volunteers.

Executive Summary

12.10 Record of Assemblies of Councillors

Enquiries: (Dennis Hovenden: Chief Executive Office)

Council Plan

Community Outcome:	3. Sustainable City
Strategy:	3.3 Ensure good governance and management of Council resources
Priority Action	3.3.3 Continue to build organisational capability and a customer service culture

Purpose

To table the written records of the Assembly of Councillors (as defined by the *Local Government Act 1989*).

Recommendation (Chief Executive Office)

That Council receives the following written records:

- 20 December 2016 (Frankston City News Editorial Committee)
- 10 April 2017 (Councillor Briefing)
- 12 April 2017 (Councillor Briefing)
- 18 April 2017 (Councillor Briefing)
- 19 April 2017 (Councillor Briefing)
- 24 April 2017 (Councillor Briefing)
- 1 May 2017 (Councillor Briefing)
- 3 May 2017 (Councillor Briefing)
- 8 May 2017 (Councillor Briefing)
- 10 May 2017 (Councillor Briefing)
- 15 May 2017 (Councillor Briefing)
- 15 May 2017 (Frankston City News Editorial Committee)
- 17 May 2017 (Councillor Briefing)
- 23 May 2017 (Councillor Briefing)
- 29 May 2017 (Councillor Briefing)

Key Points / Issues

Council is required under the *Local Government Act 1989* to keep a written record of the names of all Councillors and members of Council staff attending, the matters considered, any conflict of interest disclosures made by a Councillor attending and whether the Councillor who disclosed a conflict of interest, left the meeting.

Financial Impact

For the 2017-2018 financial year, the State Government Minister for Local Government has announced a limit on the amount Victorian councils may increase rates. The cap for the 2017-2018 financial year is 2%. The cap is based on the Consumer Price Index expected for the financial year.

12.10 Record of Assemblies of Councillors**Executive Summary**

This cap has a significant effect on Council's current Long Term Financial Planning, with rate revenue being \$9 million less than anticipated over the first four years, growing to \$17 million over five years. This reduction will have a severe impact on Council's financial capacity to maintain service levels and deliver key capital projects.

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

As it is a statutory requirement to present all written records of all Councillors who participate in an advisory committee, a planned or scheduled meeting to the next practicable Council meeting, it is not necessary to consult with external stakeholders.

2. Other Stakeholders

As it is a statutory requirement to present all written records of all Councillors who participate in an advisory committee, a planned or scheduled meeting to the next practicable Council meeting, it is not necessary to consult with internal stakeholders.

Analysis (Environmental / Economic / Social Implications)

Making the written records available to the public may provide some confidence in transparency in decision making and is in keeping with best practice advice from the Office of the Local Government Inspectorate.

Legal / Policy / Council Plan ImpactCharter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered in the preparation of this report but is not relevant to the content of the report.

Legal

Under Section 76AA of the *Local Government Act 1989*, Council is required to make a written record of all Councillors who participate in;

- An Advisory Committee where at least one (1) Councillor and a member of Council staff is present; and
- A planned or scheduled meeting where at least half the Councillors and a member of staff is present.

Policy Impacts

There are no policies that will impact the decision of this report.

Officer's Declaration of Interests

Council officers involved in the preparation of this report have no Conflict of Interest in this matter.

Risk Mitigation

There are no risks associated with this report.

12.10 Record of Assemblies of Councillors

Executive Summary

Conclusion

It is recommended that the written records as attached to the report be received.

ATTACHMENTS

Attachment A: Record of Assembly of Councillors - 20 December 2016 & 10 April 2017 to 29 May 2017



RECORD OF ASSEMBLY OF COUNCILLORS

Date of Meeting: 20 December 2016		
Commencement Time: 9.30am Finish Time: 10.25am	Venue: Acacia Room	
Matters Considered: (Heading only) Frankston City News Editorial Committee meeting		
Councillors	Yes / No	Arrival and Departure
Mayor, Cr Brian Cunial	Yes	9.30am – 10.25am
Cr Colin Hampton	Yes	9.30am – 10.25am
Cr Kris Bolam	No	
Cr Sandra Mayer	Yes	9.30am – 10.25am
Cr Glenn Aitken	No	
Cr Quinn McCormack	No	
Cr Michael O'Reilly	No	
Cr Lillian O'Connor	No	
Cr Steve Toms	Yes	9.30am – 10.25am
Councillors who Participated by Telephone Conference / other: Nil		
Members of Council Staff Present: Natalie Cincotta, Debbie Coffey, Fiona Dalla-Rosa, Sheree McClelland, Nathalie Nunn, Nadine Roberts, Katrina Bowman		
Other persons (include titles) present:		
Conflict of Interest Disclosures: Nil		
Whether a Councillor(s), having disclosed a conflict of interest, left the assembly: Nil		
Name Council Staff Member responsible for this written record: Katrina Bowman Title: Communications Officer		



RECORD OF ASSEMBLY OF COUNCILLORS

Date of Meeting: 10 April 2017		
Commencement Time: 5.30pm	Venue: Acacia Room / Council Chambers	
Finish Time: 8.15pm		
Matters Considered: (Heading only) Domestic Animal Management Plan Draft Frankston Housing Strategy FDBA Lifegate Food Stand		
Councillors	Yes / No	Arrival and Departure
Mayor, Cr Brian Cunial	Yes	5.30pm – 8.15pm
Cr Colin Hampton	No	
Cr Kris Bolam	Yes	5.30pm – 8.15pm
Cr Sandra Mayer	Yes	5.40pm – 8.05pm
Cr Glenn Aitken	Yes	5.50pm – 8.15pm
Cr Quinn McCormack	Yes	6.05pm – 8.15pm
Cr Michael O'Reilly	No	
Cr Lillian O'Connor	Yes	5.50pm – 8.15pm
Cr Steve Toms	Yes	5.30pm – 8.15pm
Councillors who Participated by Telephone Conference / other: Nil		
Members of Council Staff Present: Dennis Hovenden, Gillian Kay, Tim Frederico Jarrod Stevens, Leonie Reints, Michael Papageorgiou, Robert Lean		
Other persons (include titles) present: Nil		
Conflict of Interest Disclosures: Cr Bolam – noted previous association with LifeGate (not a conflict)		
Whether a Councillor(s), having disclosed a conflict of interest, left the assembly: Nil		
Name Council Staff Member responsible for this written record: Tim Frederico Title: Director, Corporate Development		



RECORD OF ASSEMBLY OF COUNCILLORS

Date of Meeting: 12 April 2017		
Commencement Time: 5.30pm	Venue: Acacia Room / Council Chambers	
Finish Time: 8.06pm		
Matters Considered: (Heading only) Special Meeting Agenda Review IT Strategy / Capital Works Quality Street Parking		
Councillors	Yes / No	Arrival and Departure
Mayor, Cr Brian Cunial	Yes	5.30pm – 7.30pm
Cr Colin Hampton	Yes	5.30pm – 7.30pm
Cr Kris Bolam	Yes	5.30pm – 8.00pm
Cr Sandra Mayer	Yes	5.30pm – 7.10pm
Cr Glenn Aitken	Yes	5.30pm – 8.00pm
Cr Quinn McCormack	Yes	6.15pm – 8.06pm
Cr Michael O'Reilly	Yes	5.50pm – 8.06pm
Cr Lillian O'Connor	No	
Cr Steve Toms	Yes	5.30pm – 8.06pm
Councillors who Participated by Telephone Conference / other: Nil		
Members of Council Staff Present: Dennis Hovenden, Gillian Kay, Tim Frederico Craig Dinsdale, Andrew Gaynor, Simone Wickes, Kim Jaensch, Brianna Alcock, Sam Jackson, Natalie Cincotta		
Other persons (include titles) present: Mark Hayes – Maddocks		
Conflict of Interest Disclosures: Nil		
Whether a Councillor(s), having disclosed a conflict of interest, left the assembly: Nil		
Name Council Staff Member responsible for this written record: Tim Frederico Title: Director, Corporate Development		



RECORD OF ASSEMBLY OF COUNCILLORS

Date of Meeting: 18 April 2017		
Commencement Time: 5.30pm	Venue: Acacia Room / Council Chambers	
Finish Time: 8.00pm		
Matters Considered: (Heading only) VLGA Discussion Amendment C123 Green Wedge Management Plan		
Councillors	Yes / No	Arrival and Departure
Mayor, Cr Brian Cunial	No	
Cr Colin Hampton	No	
Cr Kris Bolam	Yes	5.30pm – 8.00pm
Cr Sandra Mayer	No	
Cr Glenn Aitken	Yes	5.50pm – 8.00pm
Cr Quinn McCormack	Yes	6.10pm – 8.00pm
Cr Michael O'Reilly	No	
Cr Lillian O'Connor	No	
Cr Steve Toms	Yes	5.30pm – 8.00pm
Councillors who Participated by Telephone Conference / other: Nil		
Members of Council Staff Present: Dennis Hovenden, Gillian Kay, Tim Frederico Kate Jewell, Michael Papageorgiou, James Smith, George Vass, Ashely Grice		
Other persons (include titles) present: Bo Li, Kathryn Arnot, James Farrell – VLGA Amanda Roberts – SJB Planning Consultants		
Conflict of Interest Disclosures: Nil		
Whether a Councillor(s), having disclosed a conflict of interest, left the assembly: Nil		
Name Council Staff Member responsible for this written record: Tim Frederico Title: Director, Corporate Development		



RECORD OF ASSEMBLY OF COUNCILLORS

Date of Meeting: 19 April 2017		
Commencement Time: 5.30pm	Venue: Acacia Room / Council Chambers	
Finish Time: 7.50pm		
Matters Considered: (Heading only) Code of Conduct Communications Policy Frankston District Basketball Association		
Councillors	Yes / No	Arrival and Departure
Mayor, Cr Brian Cunial	Yes	5.30pm – 7.50pm
Cr Colin Hampton	Yes	6.00pm – 7.50pm
Cr Kris Bolam	Yes	5.30pm – 7.50pm
Cr Sandra Mayer	No	
Cr Glenn Aitken	No	
Cr Quinn McCormack	Yes	6.00pm – 7.50pm
Cr Michael O'Reilly	No	
Cr Lillian O'Connor	Yes	6.15pm – 7.50pm
Cr Steve Toms	Yes	5.30pm – 7.50pm
Councillors who Participated by Telephone Conference / other: Nil		
Members of Council Staff Present: Dennis Hovenden, Tim Frederico Sam Jackson, Michael Craighead		
Other persons (include titles) present: Nil		
Conflict of Interest Disclosures: Nil		
Whether a Councillor(s), having disclosed a conflict of interest, left the assembly: Nil		
Name Council Staff Member responsible for this written record: Tim Frederico Title: Director, Corporate Development		



RECORD OF ASSEMBLY OF COUNCILLORS

Date of Meeting: 24 April 2017		
Commencement Time: 5.30pm	Venue: Acacia Room / Council Chambers	
Finish Time: 9.15pm		
Matters Considered: (Heading only)		
Agenda Review		
Long Lazy Lunch		
General Business		
Councillors	Yes / No	Arrival and Departure
Mayor, Cr Brian Cunial	Yes	5.30pm – 9.15pm
Cr Colin Hampton	Yes	5.30pm – 8.10pm
Cr Kris Bolam	Yes	5.35pm – 9.15pm
Cr Sandra Mayer	Yes	5.30pm – 9.15pm
Cr Glenn Aitken	No	
Cr Quinn McCormack	Yes	6.10pm – 9.15pm
Cr Michael O'Reilly	Yes	6.05pm – 9.15pm
Cr Lillian O'Connor	Yes	5.30pm – 9.15pm
Cr Steve Toms	Yes	5.30pm – 9.15pm
Councillors who Participated by Telephone Conference / other: Nil		
Members of Council Staff Present:		
Dennis Hovenden, Gillian Kay, Tim Frederico		
Michael Papageorgiou, Andrew Moon, Vera Roberts		
Other persons (include titles) present:		
Alan Wickes, Eric Campbell – Long Lazy Lunch		
Conflict of Interest Disclosures: Mayor, Cr Brian Cunial declared a conflict of interest in Item 11.7 on the Draft Agenda – the Mayor has made his declaration to the CEO.		
Cr Bolam declared an interest in item C2 of the Draft Agenda advising that he was a previous board member of LifeGate.		
Whether a Councillor(s), having disclosed a conflict of interest, left the assembly: Nil		
Name Council Staff Member responsible for this written record: Tim Frederico		
Title: Director, Corporate Development		



RECORD OF ASSEMBLY OF COUNCILLORS

Date of Meeting: 1 May 2017		
Commencement Time: 5.30pm	Venue: Acacia Room	
Finish Time: 7.00pm		
Matters Considered: (Heading only)		
Agenda Review		
Councillors	Yes / No	Arrival and Departure
Mayor, Cr Brian Cunial	Yes	5.30pm – 7.00pm
Cr Colin Hampton	No	
Cr Kris Bolam	Yes	5.35pm – 7.00pm
Cr Sandra Mayer	Yes	5.30pm – 7.00pm
Cr Glenn Aitken	Yes	5.30pm – 7.00pm
Cr Quinn McCormack	Yes	5.30pm – 7.00pm
Cr Michael O'Reilly	Yes	6.15pm – 7.00pm
Cr Lillian O'Connor	Yes	5.30pm – 7.00pm
Cr Steve Toms	Yes	5.30pm – 7.00pm
Councillors who Participated by Telephone Conference / other: Nil		
Members of Council Staff Present: Dennis Hovenden, Gillian Kay, Tim Frederico Natalie Cincotta, Michael Papageorgiou, James Smith, Oliver Rees, Vera Roberts		
Other persons (include titles) present: Nil		
Conflict of Interest Disclosures: Mayor, Cr Brian Cunial declared an interest on Item 11.7 of the Agenda and has advised the CEO in writing. Cr Bolam declared an interested in item C2 of the Agenda – he was a former board member of LifeGate		
Whether a Councillor(s), having disclosed a conflict of interest, left the assembly: Nil		
Name Council Staff Member responsible for this written record: Tim Frederico		
Title: Director, Corporate Development		



RECORD OF ASSEMBLY OF COUNCILLORS

Date of Meeting: 3 May 2017		
Commencement Time: 5.30pm	Venue: Acacia Room / Frankston Football Club	
Finish Time: 8.00pm		
Matters Considered: (Heading only) Community Budget Briefing		
Note: Other business scheduled was not conducted.		
Councillors	Yes / No	Arrival and Departure
Mayor, Cr Brian Cunial	Yes	5.30pm – 8.00pm
Cr Colin Hampton	Yes	5.30pm – 8.00pm
Cr Kris Bolam	No	
Cr Sandra Mayer	Yes	6.15pm – 8.00pm
Cr Glenn Aitken	No	
Cr Quinn McCormack	Yes	6.25pm – 8.00pm
Cr Michael O'Reilly	No	
Cr Lillian O'Connor	No	
Cr Steve Toms	Yes	5.30pm – 8.00pm
Councillors who Participated by Telephone Conference / other: Nil		
Members of Council Staff Present: Dennis Hovenden, Tim Frederico Craig Dinsdale, Luke Ure, Jack Ellis, Simone Wickes, Kim Jaensch		
Other persons (include titles) present: Nil		
Conflict of Interest Disclosures: Nil		
Whether a Councillor(s), having disclosed a conflict of interest, left the assembly: Nil		
Name Council Staff Member responsible for this written record: Tim Frederico		
Title: Director, Corporate Development		



RECORD OF ASSEMBLY OF COUNCILLORS

Date of Meeting: 8 May 2017		
Commencement Time: 5.30pm	Venue: Acacia Room / Council Chambers	
Finish Time: 9.00pm		
Matters Considered: (Heading only) Capital Works Biosphere Tourism BVSR Centenary Park Sports Complex		
Councillors	Yes / No	Arrival and Departure
Mayor, Cr Brian Cunial	Yes	5.30pm – 9.00pm
Cr Colin Hampton	Yes	5.30pm – 9.00pm
Cr Kris Bolam	Yes	5.45pm – 9.00pm
Cr Sandra Mayer	Yes	5.40pm – 9.00pm
Cr Glenn Aitken	No	
Cr Quinn McCormack	Yes	6.20pm – 9.00pm
Cr Michael O'Reilly	No	
Cr Lillian O'Connor	Yes	6.20pm – 9.00pm
Cr Steve Toms	Yes	5.30pm – 9.00pm
Councillors who Participated by Telephone Conference / other: Nil		
Members of Council Staff Present: Dennis Hovenden, Gillian Kay, Tim Frederico Craig Dinsdale, Sam Jackson, Amy Parsons, Michael Papageorgiou, Liz Daley, Byron Douglas		
Other persons (include titles) present: Cecelia Witton and Duncan Malcolm – Westernport Biosphere		
Conflict of Interest Disclosures: Nil		
Whether a Councillor(s), having disclosed a conflict of interest, left the assembly: Nil		
Name Council Staff Member responsible for this written record: Tim Frederico		
Title: Director, Corporate Development		



RECORD OF ASSEMBLY OF COUNCILLORS

Date of Meeting: 10 May 2017		
Commencement Time: 5.30pm	Venue: Acacia Room / Council Chambers	
Finish Time: 7.00pm		
Matters Considered: (Heading only)		
Cruden Farm		
Frankston District Basketball Association		
Councillors	Yes / No	Arrival and Departure
Mayor, Cr Brian Cunial	Yes	5.40pm – 7.00pm
Cr Colin Hampton	Yes	5.30pm – 7.00pm
Cr Kris Bolam	Yes	5.40pm – 7.00pm
Cr Sandra Mayer	Yes	5.30pm – 7.00pm
Cr Glenn Aitken	No	
Cr Quinn McCormack	No	
Cr Michael O'Reilly	No	
Cr Lillian O'Connor	No	
Cr Steve Toms	No	
Councillors who Participated by Telephone Conference / other: Nil		
Members of Council Staff Present:		
Dennis Hovenden, Gillian Kay, Tim Frederico Michael Papageorgiou and Kate Jewell		
Other persons (include titles) present: Nil		
Conflict of Interest Disclosures: Nil		
Whether a Councillor(s), having disclosed a conflict of interest, left the assembly: Nil		
Name Council Staff Member responsible for this written record: Tim Frederico		
Title: Director, Corporate Development		



RECORD OF ASSEMBLY OF COUNCILLORS

Date of Meeting: Monday 15 May 2017		
Commencement Time: 4pm	Venue: Casuarina Room, Frankston Civic Centre	
Finish Time: 4.35pm		
Matters Considered: Frankston City News Editorial Committee		
Councillors	Yes / No	Arrival and Departure
Mayor, Cr Brian Cunial	Yes	
Cr Colin Hampton	Yes	
Cr Kris Bolam	No	
Cr Sandra Mayer	No	
Cr Glenn Aitken	No	
Cr Quinn McCormack	No	
Cr Michael O'Reilly	No	
Cr Lillian O'Connor	No	
Cr Steve Toms	No	
Councillors who Participated by Telephone Conference / other: Nil		
Members of Council Staff Present: Nicole Biber, Katrina Bowman, Natalie Cincotta, Michelle Firmager, Joanne Griffin, Ken Liddicoat, Nathalie Nunn, Kristen Thomson		
Other persons (include titles) present: Nil		
Conflict of Interest Disclosures: Nil		
Whether a Councillor(s), having disclosed a conflict of interest, left the assembly: Nil		
Name Council Staff Member responsible for this written record: Katrina Bowman		



RECORD OF ASSEMBLY OF COUNCILLORS

Date of Meeting: 15 May 2017		
Commencement Time: 5.30pm	Venue: Acacia Room / Council Chambers	
Finish Time: 9.10pm		
Matters Considered: (Heading only) Peninsula Leisure Agenda Review		
Councillors	Yes / No	Arrival and Departure
Mayor, Cr Brian Cunial	Yes	5.30pm – 9.10pm
Cr Colin Hampton	Yes	5.30pm – 9.10pm
Cr Kris Bolam	Yes	5.30pm – 9.10pm
Cr Sandra Mayer	Yes	5.45pm – 9.10pm
Cr Glenn Aitken	Yes	5.30pm – 9.10pm
Cr Quinn McCormack	Yes	5.50pm – 7.30pm
Cr Michael O'Reilly	No	
Cr Lillian O'Connor	Yes	6.45pm – 9.10pm
Cr Steve Toms	Yes	5.30pm – 9.10pm
Councillors who Participated by Telephone Conference / other: Nil		
Members of Council Staff Present: Dennis Hovenden, Gillian Kay, Tim Frederico Sam Jackson, Michelle Tipton, Michael Papageorgiou, Stuart Calowell		
Other persons (include titles) present: Roseanne Healy, Tim Gledhill (Peninsula Leisure Pty Ltd)		
Conflict of Interest Disclosures: The Mayor, Cr Brian Cunial declared a conflict of interest on Item 11.4 of the Council Meeting Agenda and has advised the CEO in writing of his conflict.		
Whether a Councillor(s), having disclosed a conflict of interest, left the assembly: Yes, the Mayor left the room whilst discussion on Item 11.4 took place.		
Name Council Staff Member responsible for this written record: Tim Frederico Title: Director, Corporate Development		



RECORD OF ASSEMBLY OF COUNCILLORS

Date of Meeting: 17 May 2017		
Commencement Time: 5.30pm	Venue: Acacia Room / Frankston Football Club	
Finish Time: 8.30pm		
Matters Considered: (Heading only) Frankston Tennis Club MOU / Hospital MOU Frankston City News Guidelines SRV Grant Applications Foreshore Parking Permit Guidelines		
Councillors	Yes / No	Arrival and Departure
Mayor, Cr Brian Cunial	Yes	5.30pm – 8.30pm
Cr Colin Hampton	Yes	5.30pm – 8.30pm
Cr Kris Bolam	Yes	5.50pm – 8.30pm
Cr Sandra Mayer	Yes	6.15pm – 8.30pm
Cr Glenn Aitken	Yes	5.50pm – 8.30pm
Cr Quinn McCormack	Yes	5.55pm – 8.30pm
Cr Michael O'Reilly	No	
Cr Lillian O'Connor	No	
Cr Steve Toms	Yes	5.30pm – 8.30pm
Councillors who Participated by Telephone Conference / other: Nil		
Members of Council Staff Present: Dennis Hovenden, Dr Gillian Kay Michael Papageorgiou, Sam Jackson, George Vass, Byron Douglas, Natalie Cincotta, Leonie Reints		
Other persons (include titles) present: Nil		
Conflict of Interest Disclosures: Nil		
Whether a Councillor(s), having disclosed a conflict of interest, left the assembly: Nil		
Name Council Staff Member responsible for this written record: Dennis Hovenden		
Title: Chief Executive Officer		



RECORD OF ASSEMBLY OF COUNCILLORS

Date of Meeting: 23 May 2017		
Commencement Time: 5.30pm	Venue: Acacia Room	
Finish Time: 6.30pm		
Matters Considered: (Heading only) Staff Engagement Survey.		
Councillors	Yes / No	Arrival and Departure
Mayor, Cr Brian Cunial	Yes	5.30pm – 6.30pm
Cr Colin Hampton	Yes	5.30pm – 6.30pm
Cr Kris Bolam	Yes	5.50pm – 6.30pm
Cr Sandra Mayer	Yes	6.00pm – 6.30pm
Cr Glenn Aitken	Yes	5.50pm – 6.30pm
Cr Quinn McCormack	Yes	6.00pm – 6.30pm
Cr Michael O'Reilly	No	
Cr Lillian O'Connor	Yes	6.10pm – 6.30pm
Cr Steve Toms	Yes	5.30pm – 6.30pm
Councillors who Participated by Telephone Conference / other: Nil		
Members of Council Staff Present: Dennis Hovenden, Tim Frederico, Dr Gillian Kay Michael Papageorgiou, Michelle Tipton, Kristen Thomson, Russell Joiner		
Other persons (include titles) present: Nil		
Conflict of Interest Disclosures: Nil		
Whether a Councillor(s), having disclosed a conflict of interest, left the assembly: Nil		
Name Council Staff Member responsible for this written record: Tim Frederico		
Title: Director, Corporate Development		



RECORD OF ASSEMBLY OF COUNCILLORS

Date of Meeting: 29 May 2017		
Commencement Time: 5.30pm	Venue: Acacia Room / Council Chambers	
Finish Time: 8.50pm		
Matters Considered: (Heading only) Governance Local Law; Cricket Victoria; Green Wedge; MAV Act Review; Governance Local Law.		
Councillors	Yes / No	Arrival and Departure
Mayor, Cr Brian Cunial	Yes	5.30pm – 8.50pm
Cr Colin Hampton	Yes	5.30pm – 8.50pm
Cr Kris Bolam	Yes	5.30pm – 8.50pm
Cr Sandra Mayer	Yes	5.30pm – 8.50pm
Cr Glenn Aitken	Yes	5.30pm – 8.50pm
Cr Quinn McCormack	Yes	5.50pm – 8.50pm
Cr Michael O'Reilly	No	
Cr Lillian O'Connor	Yes	5.30pm – 8.50pm
Cr Steve Toms	Yes	5.30pm – 8.50pm
Councillors who Participated by Telephone Conference / other: Nil		
Members of Council Staff Present: Dennis Hovenden, Tim Frederico, Dr Gillian Kay		
Other persons (include titles) present: Tony Dodemaide, Brett Wood – Cricket Victoria; David Cross (Chair Frankston Environmental Friends Network); Diana Donohue (Assistant Secretary Defenders of the South East Green Wedge) and Jenny Hattingh (Committee Member Defenders of the South East Green Wedge)		
Conflict of Interest Disclosures: Nil		
Whether a Councillor(s), having disclosed a conflict of interest, left the assembly: Nil		
Name Council Staff Member responsible for this written record: Tim Frederico		
Title: Director, Corporate Development		

Executive Summary**12.11 Response to NOM 1290 - New Rule for Closed Council Decisions**

Enquiries: (Brianna Alcock: Corporate Development)

Council Plan

Community Outcome:	3. Sustainable City
Strategy:	3.3 Ensure good governance and management of Council resources
Priority Action	3.3.2 Implement a schedule of reviews of services, plans, policies and protocols to ensure good governance

Purpose

To brief Council on options to increase the percentage of decisions being made in open council, and to demonstrate Council's commitment to transparency.

Recommendation (Director Corporate Development)

That Council:

1. Notes that the 2015/16 transparency result of 27.53% is within the expected range set by the Victorian Government;
2. Notes that 57% of all closed council decisions were considered in closed council due to the 'contractual matters' exception; and that this figure could be improved by increasing delegations including the CEO's financial delegation.
3. Endorses the following improvements to the existing Council agenda processes:
 - A. Introducing a requirement for a specific reason to be given when any matter is considered in closed council on the basis of the section 89 (h) exception (ie '*any other matter which the Council or Special Committee considers would prejudice the Council or any other person*'); and
 - B. Reinforcing the preference for matters to be considered in open council wherever possible.

Key Points / Issues

- At Ordinary Meeting OM 298 on 14 March 2017, Council considered Notice of Motion 1290 and made the following resolution:
 1. *That Council works towards achieving no less than 90% (i.e. an 18% improvement) of all decisions being made in Open Council, and the Chief Executive Officer highlight this annual result in future LGPRF reports to Council, and in future annual reports.*
 2. *In the public meeting agenda and minutes section relating to Closed Council Items, in addition to the existing description field describing the Closed Council items, a new section be created summarising the exact reasoning for referral under LGA Sec. 89 (h) (2).*
 3. *That the matter return to (open) council with recommendation/s for implementation in the next three months.*

12.11 Response to NOM 1290 - New Rule for Closed Council Decisions

Executive Summary

- The Local Government Performance Reporting Framework ('LGPRF') is a mandatory system of performance reporting, which was established by the Victorian Government in 2014 to ensure that councils are measuring and reporting on their performance in a consistent way. Each council's performance can be viewed as an annual performance summary on the KnowYourCouncil website: <https://knowyourcouncil.vic.gov.au>
- An indicator included in the LGPRF for the area of Governance is transparency: the measure 'Council decisions made at meetings closed to the public' is calculated by the number of council resolutions made in closed council, divided by the total number of council resolutions. The 'expected range' is between 0.0% and 30.0% (Local Government Victoria, *Local Government Better Practice Guide 2016-17, Performance Reporting Framework Indicator Workbook – Version 1.0*, released 26 April 2017).
- Frankston City Council's performance summary for 2015/16 reports transparency at 27.53%*. Although this figure is within the 'expected range', it is higher than the equivalent figure for similar councils (9.45%), and the figure for all councils (11.57%). The Know Your Council website includes the following comment from Council in response to the measure: 'During the year there were a significant number of contracts over the delegation limit which were required to go to closed council meetings for decision.'

*27.53% is the reported figure in Council's Annual Report and on the Know Your Council website. The actual result has been calculated at 21.58% and will be noted in the reporting of results for 2016/17.

- The Victorian Ombudsman recently made the following observations regarding the LGPRF transparency indicator:

'While this is a useful means of drawing attention to meeting closures, it does not necessarily provide an accurate comparator without consideration of the wider processes and decision-making structures at each council, including the level of staff delegation and any release of information after a closed meeting.'

(Victorian Ombudsman, *Investigation into the transparency of local government decision making*, December 2016, www.ombudsman.vic.gov.au, paragraph 19)

- The table below summarises the Frankston City Council decisions that were made in closed council during the 2015/16 reporting period, and the reasons given as to why the matters were considered in closed council:

Section 89 exception stated as reason for closure	No.	%
(a) personnel matters;	1	1%
(b) the personal hardship of any resident or ratepayer;	-	-
(c) industrial matters;	-	-
(d) contractual matters;	50	57%
(e) proposed developments;	5	6%
(f) legal advice;	1	1%
(g) matters affecting the security of Council property;	-	-

12.11 Response to NOM 1290 - New Rule for Closed Council Decisions

Executive Summary

Section 89 exception stated as reason for closure	No.	%
(h) any other matter which the Council considers would prejudice the Council or any person;	26	30%
(i) a resolution to close the meeting to members of the public.	-	-
(a) and (h) – personnel matters and ‘any other matter’	3	3%
(d) and (h) – contractual matters and ‘any other matter’	1	1%
TOTAL	87	

Figures in the ‘percentage’ column have been rounded to the nearest whole number.

- The table shows that the most common reason for reports to be listed in closed council during the 2015/16 reporting period was the subsection (d) ‘contractual matters’ exception.
- Of course, every decision about whether a matter should be considered in open or closed council must be made following consideration of Council’s obligations to protect individuals’ rights to privacy and reputation, the integrity of confidential processes and commercially sensitive information, against the competing requirement of transparency.
- Frankston’s transparency measure result must be considered in the context of Council’s overall decision making structure. Factors which have contributed to the number of closed council decisions at Frankston include:
 - legal and Councillor conduct issues which have arisen;
 - the current operating environment and uncertainty of outcomes; and
 - the CEO’s low financial delegation, which precludes the CEO from making decisions regarding contracts valued at above \$500,000, and necessitates these matters being referred to council for decision.
- Historically, the relationship between the Council and the Executive has influenced the delegations from Council to the CEO. Raising the CEO’s financial delegation, and delegations generally, would contribute to increasing the percentage of decisions made in open council. Increasing delegations would also remove the need for some of the more routine contractual matters to be referred to Council for decision, freeing up space in council meeting agendas to enable Councillors to focus on more strategic and high level issues. A review of the CEO’s delegations has been completed and a report on this matter will be referred to Council for consideration in the near future.
- Councillor conduct issues in the past have also affected the percentage of decisions being made in open council.
- The following improvements could be made to the Council agenda process:
 - Introducing a requirement for a specific reason to be given when any matter is considered in closed council on the basis of the section 89 (h) exception (ie ‘any other matter which the Council or Special Committee considers would prejudice the Council or any other person’); and
 - Reinforcing the preference for matters to be considered in open council wherever possible.

12.11 Response to NOM 1290 - New Rule for Closed Council Decisions**Executive Summary**

- The Ombudsman's report explores some of the other ways in which councils can improve the transparency of their decision making, such as:
 - Eliminating unseen influences on council decision making, including undeclared personal interests, intimidating Councillor behaviour, undeclared external influences and factions (see Ombudsman's report, paragraphs 293 to 294);
 - Agreements reached outside meetings, eg. during pre-agenda reviews, Councillor briefing sessions and councillor only meetings (see Ombudsman's report, paragraphs 295 to 383);
 - Reducing the potential for notices of motion to be used inappropriately, resulting in decisions being made without appropriate background information or officer advice (see paragraphs 109 to 129).
- The target of 90% of decisions being made in open Council is achievable, however may require some changes to delegations to reduce the number of contractual matters that come before Council.

Financial Impact

For the 2017-2018 financial year, the State Government Minister for Local Government has announced a limit on the amount Victorian councils may increase rates. The cap for the 2017-2018 financial year is 2%. The cap is based on the Consumer Price Index expected for the financial year.

This cap has a significant effect on Council's current Long Term Financial Planning, with rate revenue being \$9 million less than anticipated over the first four years, growing to \$17 million over five years. This reduction will have a severe impact on Council's financial capacity to maintain service levels and deliver key capital projects.

Consultation**1. External Stakeholders**

Not applicable.

2. Other Stakeholders

Not applicable.

Analysis (Environmental / Economic / Social Implications)

The Victorian Ombudsman recently made the following comments:

'Every decision to close a council meeting to protect a specific interest comes, to some degree, at the expense of the broader public interest in being able to hold elected representatives to account. Meeting closures can therefore decrease public trust in council decisions – particularly those which are already controversial.

...

Transparent decision making ... supports accountability, encourages high performance and builds public confidence in councils and their processes. Individuals will not always agree with their council's decisions, but transparent decision making allows them to understand their council's reasoning and it can address any suspicions of impropriety.'

12.11 Response to NOM 1290 - New Rule for Closed Council Decisions**Executive Summary**

(Victorian Ombudsman, *Investigation into the transparency of local government decision making*, December 2016, www.ombudsman.vic.gov.au – paragraphs 3 & 4)

Legal / Policy / Council Plan ImpactCharter of Human Rights and Responsibilities

Decisions about whether to consider a matter in open or closed council must be made in a manner that is compatible with the Victorian *Charter of Human Rights and Responsibilities Act 2006* ('the Charter'). For example, the public's right to 'take part in public life' (section 18(1) of the Charter) and to 'freedom of expression' (section 15(2) of the Charter) must be balanced against the obligation to respect the 'right to privacy and reputation' (section 13 of the Charter).

Legal

Section 89 of the *Local Government Act 1989* ('the Act') requires Council meetings to be open to members of the public, unless the meeting is considering matters that are subject to one of the exceptions set out in subsection (2), as follows:

- (a) *personnel matters;*
- (b) *the personal hardship of any resident or ratepayer;*
- (c) *industrial matters;*
- (d) *contractual matters;*
- (e) *proposed developments;*
- (f) *legal advice;*
- (g) *matters affecting the security of Council property;*
- (h) *any other matter which the Council considers would prejudice the Council or any person;*
- (i) *a resolution to close the meeting to members of the public.*

However, section 89 should be read in the context of section 3C of the Act, which sets out the objectives of a council as follows:

- (1) *The primary objective of a Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions.*
- (2) *In seeking to achieve its primary objective, a Council must have regard to the following facilitating objectives –*
 - ...
 - (g) *to ensure transparency and accountability in Council decision making.*

Where a meeting is closed to the public, the reason for the closure must be recorded in the meeting minutes (section 89(3) of the Act).

Policy Impacts

Not applicable.

Officer's Declaration of Interests

Council officers involved in the preparation of this report have no conflict of interest in this matter.

12.11 Response to NOM 1290 - New Rule for Closed Council Decisions**Executive Summary****Risk Mitigation**

Every decision about whether a matter should be considered in open or closed council must be made following consideration of Council's obligations to protect individuals' rights to privacy and reputation, the integrity of confidential processes and commercially sensitive information, against the competing requirement of transparency.

Conclusion

Notwithstanding Council's obligations to protect individuals' rights to privacy and reputation, the integrity of confidential processes and commercially sensitive information, there is scope to improve Frankston City Council's 'transparency' rating by reducing the number of decisions made in closed council meetings. This could be achieved by increasing delegations and making minor amendments to the Council agenda process to demonstrate Council's commitment to transparency.

ATTACHMENTS

Nil

13.1 NOM 1309 - New signature event for Frankston

On Tuesday 25 April 2017 Councillor Kris Bolam gave notice of his intention to move the following motion:

That:

1. Officers continue to pursue opportunities to expand the calendar of tourism events within the City through attracting a new signature event. In accordance with Council's Destination Development Plan any additional event should, where practical:
 - be delivered outside of peak event season (December – March);
 - give consideration to utilising other venues throughout the municipality;
 - complement Frankston City's visitor offering locations; and
 - provide demonstrated economic benefit through increased visitation.
2. Officers bring a report to the August 2017 Ordinary meeting of Council outlining the process required to seek market interest in holding an event that meets the above objectives.

COMMENTS BY CHIEF EXECUTIVE OFFICER

In the event the Notice of Motion is passed a detailed report will be prepared for the August 2017 Council meeting.

The report will explore all aspects of attracting a new major to complement the very successful events already staged.

ATTACHMENTS

Nil

13.2 NOM 1316 - Frankston Ambassador

On 9 May 2017, Councillor Kris Bolam gave notice of his intention to move the following motion:

That the following be actioned in regard to the Frankston Ambassador site.

- 1 A quarterly report to councillors and relevant officers highlighting the numbers of Notices to Comply and Infringements issued relating to unsightly and dilapidated building be prepared.
- 2 Council officers meet with the new owner of the vacant land at the Ambassador site to enable an understanding of their plans for redeveloping the site and any short term options to improve the appearance of the site
- 3 Subject to credible advice and reasonable cause, Authorised Officers inspect accommodation units at the Ambassador to ensure all compliance codes are being met. The findings from the initial audit of this site be provided to Councillors and relevant officers.
- 4 Council officers survey residents in the vicinity of the Ambassador about their perceptions of safety, amenity and quality of life as neighbours of the Ambassador. The results of the survey should contribute to exploration of 'eminent domain' (compulsory acquisition) of the Ambassador site with the local MP and relevant Ministers.
- 5 Council officers source examples of unsightly and dilapidated clauses in other municipal local laws to determine if improvements can be made to Frankston general local law No. 8.
- 6 Council officers investigate and infringe dumped rubbish and also explore opportunities to work with Victoria Police and Sherriff's office to address anti-social and criminal behaviour in and around the Ambassador site.
- 7 All directives are to be responded to in the form of a report no later than November 2017.

COMMENTS BY CHIEF EXECUTIVE OFFICER

1. A quarterly report will be prepared
2. A meeting will be arranged and plans and improvements discussed
3. Inspections have been conducted previously. 'Reasonable cause' information or complaints will be responded to as a priority.
4. Eminent domain has been explored with and rejected previously by State Government. Notwithstanding this a survey will be conducted to indicate the level of neighbour support for 'eminent domain' and the local MP and relevant ministers will subsequently be contacted to seek a meeting to discuss interest.
5. Other municipal examples of 'dilapidated and unsightly' clauses will be sourced.
6. Council has increased its resources in this area with a view to addressing these circumstances and where possible prosecute those responsible for illegal dumping of rubbish. Council has also had ongoing discussions with key stakeholders including police about ways to address anti-social and criminal behaviour and will continue to work in conjunction with them, sharing information wherever appropriate.
7. In the event the Notice of Motion is adopted, a report will be prepared no later than November 2017.

13.3 NOM 1325 - Student Action Grants

On 21 May 2017 Councillor Bolam gave notice of his intention to move the following motion:

That a report be provided to Council at the September 2017 Ordinary Meeting on the introduction of a new grants route for primary and secondary student representative councils and/or local youth movements (i.e. Scouts) designed for such groups to identify local advocacy campaigns to bring about positive improvements.

Grant inclusions are to include minor funding for appropriate projects and/or in-kind support by officers to assist in progressing appropriate projects (i.e. assisting with submission writing / advocacy / advertising / hiring of facilities). Any grant considered must be deemed appropriate and should be accompanied with sufficient information to demonstrate the need basis, as well as forward planning (i.e. 'action plan').

The model to base this report upon should be the work done by the Student Representative Council of Karingal Park Secondary College in the early 2000's to bring about the creation of 'Nats Track' in Karingal. This was a community-wide beneficial project and greatly enhanced students feelings of belonging in the area (i.e. they felt they were listened to).

The report should consider the overall grants mechanism (i.e. grants vs. in-kind support vs. hybrid), the monetary amount that a fiscal grant amount will carry per representative council/association, and the role the Frankston Youth Council could perform in either authorising such grants or referring such grants to Council for approval.

COMMENTS BY DIRECTOR COMMUNITY DEVELOPMENT

Should the Notice of Motion be carried, exploration of a 'youth grants' program will be explored with the Youth Council. A report will be scheduled for September 2017.

ATTACHMENTS

Nil

13.4 NOM 1326 - Creation of Frankston Junior / Youth Mayor

On Tuesday 30 May 2017 Councillor Lillian O'Connor gave notice of her intention to move the following motion:

That Council authorises the establishment of a 'Junior / Youth Mayor' position. The voluntary role is to have civic and ceremonial precedence. The position is to be term limited at a single twelve month term. The occupant of the role is to be determined by a majority vote of the Frankston Youth Council; and then re-affirmed by a majority vote of the Frankston City Council.

A report be provided at the August Ordinary Meeting with full scope of what the role should entail, the formal name of the role, expected behaviours to be exhibited by those who serve in the position and any nominal costings (ie. name tag, honour board, medallion/robes and ceremonial roles etc).

COMMENTS BY ACTING CHIEF EXECUTIVE OFFICER

The current Frankston Youth Council Terms of Reference outlines their Mission Statement; Purpose; Functions; Membership; Code of Ethics; Code of Conduct; Structure; Chairperson; Operating Procedures; Media Policy; Power and Duties; Conflict of Interest; Administration and Resourcing; and Review process.

The Terms of Reference were developed and agreed by the Youth Council. These provide for a roster to be established at the first meeting of the calendar year to share the duties of Chairperson and minute taker. The intention is to provide leadership opportunities to all members of the Youth Council and to embed governance and public speaking skills. It also provides flexibility for Youth Councillors to balance their study, work and social commitments. Youth Council meets monthly with additional meetings called depending on need.

Should the NOM be adopted the resolution will be listed at their next meeting for discussion and agreement.

It is recommended that the Mayor or Deputy Mayor attend the meeting to brief the Youth Council on the role.

A report will be brought to the August meeting of Council for consideration.

ATTACHMENTS

Nil

13.5 NOM 1327 - Support for new and existing Planned Activity Groups

On Tuesday 30 May 2017 Councillor Lillian O'Connor gave notice of her intention to move the following motion:

That Council considers additional resourcing, advertising, advocacy and funding for planned activity groups – new and existing – in the Frankston municipality.

A report is to be provided at the August Ordinary Meeting with suggestions on how to support such groups with in-kind support, advertising, state-federal advocacy and financial assistance. The report is to also consider the need for any new planned activity groups based on demographics and other empirical demands.

Finally, the report is to consider the following:

1. The creation or enhancement of a social group for young people with disabilities and/or may be socially isolated;
2. The creation or enhancement of a social group for middle aged people with disabilities and/or may be socially isolated;
3. The creation or enhancement of a social group for senior citizens who may be socially isolated, disabled or have difficulties with mobility; and
4. Improved advertising and regularity of council mandated bus services for senior citizens and people with disabilities wishing to access library services in either Carrum Downs or Frankston.

RATIONALE:

Data has shown that people with disabilities, social anxieties and suffering the ravages of ageing are best placed to improve their mental and emotional wellbeing through social inclusion. This is why 'planned activity groups' are so important, and are fantastic in helping people feeling marginalised regain their confidence and sense of belonging. The report seeks the Council to consider what support can be provided to new and existing groups within the municipality to ensure residents with the aforementioned ailments receive the support they deserve.

COMMENTS BY DIRECTOR COMMUNITY DEVELOPMENT

Council currently provides an extensive range of support options for people who would benefit from social inclusion activities and or programs, which include events, festivals and activities for young people, particularly in the schools holidays and weekends, people with disabilities and over 65's.

Should the NOM be endorsed by Council a report will be presented to the August Ordinary Council Meeting.

ATTACHMENTS

Nil

13.6 NOM 1328 - Consultants Register

On Friday 2 June 2017, Councillor Colin Hampton gave notice of his intention to move the following motion:

That:

1. Council produce a register of consultants and or any companies which have invoiced Council for services provided and the amounts invoiced for the work they have undertaken;
2. A brief description of the services and the name of the officer(s) who initiated the consultancy and or services, also the department(s) who used them, be included in the register;
3. This is to include any legal advice obtained;
4. This register be updated on a monthly basis and be made available to Councillors.
5. Tenders that have come before Council for approval are to be included in this register.

COMMENTS BY ACTING CHIEF EXECUTIVE OFFICER

Council's current system set up does not allow for the automated production of a report as requested in this Notice of Motion.

To enable the production of an automated report will require significant changes to Council's systems, and these changes will need to be appropriately scoped and costed prior to implementation.

One option would be to manually collate the report. It is estimated that it would take approximately 2 weeks work by one person to establish the processes and requirements, and an ongoing resource of 1 day's work per month. This is not recommended.

A payments report which provides some of the information requested is currently produced, and it is suggested this report could be used as an interim measure until the automated production of the full report is scoped and costed for Council's approval. This current report includes the payee, a broad description of the type of work completed, amount paid, and the originating department.

It is recommended that Council trials this report initially until further details and costs to develop the complete report are known.

ATTACHMENTS

Nil

13.7 NOM 1329 - Quality of Life / Anti Social Behaviour II

On 5 June 2017 Councillor Bolam gave notice of his intention to move the following motion:

1. That the additional items be added to the purview of the consultative group assisting with the proposed Community Safety 'White Paper' per NOM 1303:
 - a. *The prospect of the Minister for Gaming authorising a moratorium / covenant (ban) on any further gaming machines within the municipality;*
 - b. *Exploring the establishment of 'Police Beats' (semi-manned shopfronts for specific localities within a municipality) as is practiced in Queensland. Given the Council's past concern with the lack of physical law enforcement presence in the Frankston town centre, Frankston North and Langwarrin; this course of action would be consistent with previous council resolutions, and a more cost effective alternative for the State Government than the present approach of building central command structures (i.e. fully fledged police stations);*
 - c. *Exploration of bylaws practiced by other municipalities outside of Frankston, as well as bylaws not currently practiced in Australia but if (potentially) incorporated could have beneficial value; and*
 - d. *Determine whether Frankston Police require any specific bylaws to enable them (via delegation) to have the means to infringe in the absence of legislative and/or statutory powers*
2. That the Chief Executive Officer (CEO) be requested to increase the prominence of Local Laws Authorising Officers during peak day-time hours. This includes the Frankston town centre, the Seaford town centre; and other locations within the municipality where there is either significant public traffic and/or low perceptions of public safety.
3. That a report be provided to Council on the number of infringement notices cancelled prior to progression to the Magistrates Court. The report should consider the number of infringement notices issued (and then cancelled) per department, the types of infringements issued (and then cancelled) per department including the accrued penalty amounts rescinded, the general reasons for the cancellation of infringements and the officer/s responsible for approving infringement revocations.
4. That in the same report, officers devise a strategy/campaign for council's consideration to encourage local traders (and their staff) to report criminal activities / anti-social behaviours. The strategy / campaign should contribute to an increase in police and local laws intelligence holdings courtesy of the intelligence gathering by local traders. Methods for local traders (and their staff) to relay such information should also be considered in the report.
5. Again at the request of the CEO, authorised officers are to patrol in groups and engage with local stakeholders (local traders, the public etc.) as a part of this increased effort. Vehicle patrols are to also increase in isolated areas of the municipality with a view to increasing visibility.

13.7 NOM 1329 - Quality of Life / Anti Social Behaviour II**COMMENTS BY DIRECTOR COMMUNITY DEVELOPMENT**

1. Should Council resolve to endorse NOM 1329, which is an addition to NOM 1303 it is recommended that a Councillor nominates to chair the proposed consultative group. The consultative Committee should comprise key community members, police and Council's enforcement officer/s; the composition of which will be determined subject to the resolution and minutes of OM302.

An informal quote for the 'white paper' indicated a cost of \$66K for NOM 1303. The additional elements outlined in NOM 1329 are likely to increase this cost, however, written quotes will be required subject to the scope being agreed by the Consultative Committee and Council.

2. Placement of additional Authorised Officers in the city centre, Seaford town centre and potentially other locations will require an increase of at least 4 EFT at an estimated recurrent cost of \$360K per annum plus additional transport, uniforms and equipment. It should be noted that to redeploy officers from programmed investigations and enquiries including but not limited to animal attacks, unsightly and dilapidated properties. This will have an overall impact on the safety and amenity of the municipality and Council activity reporting to State Government and the community.
3. Infringements are managed subject to the Infringements Act. The report can be provided as part of the quarterly performance report to Council and include the number of infringements issued and cancelled and general reasons for cancellation. Only Review Officers, the Prosecutor and the Manager have the delegation to withdraw infringements.
4. It is recommended that the Consultative Committee consider and recommend a strategy /campaign to encourage local traders to report criminal activities and antisocial behaviour to Police.
5. The response to item 5 is as per Number 2

ATTACHMENTS

Nil

13.8 NOM 1331 - Mayoral Election

On 7 June 2017 Councillor Glenn Aitken gave notice of his intention to move the following motion:

That a report be brought to Council for consideration as to the opportunity for the public to vote for the Mayoral Position as opposed to that position being solely decided upon by Councillors at its annual Statutory Meeting held in November, and that same be reported to Council at the Ordinary Meeting of 14 August 2017.

COMMENTS BY ACTING CHIEF EXECUTIVE OFFICER

Frankston City Council, along with 77 of Victoria's 79 councils*, is subject to the electoral provisions set out in the Local Government Act 1989 and the Local Government (Electoral) Regulations 2016.

Introduction of a direct-election model at Frankston would require legislative change. If Council resolved to initiate this process, the first step would be to write to the Minister for Local Government and the Shadow Minister of Local Government to elicit such a change. Upon receipt of a response a report could then be presented to Council.

* The City of Melbourne Act 2001 provides for a directly elected Mayor. Further, the City of Greater Geelong has also had a directly elected Mayor. However, with the dismissal of the elected Council in April 2016, this is now under review.

ATTACHMENTS

Nil

13.9 NOM 1332 - Councillor's Party Membership

On 7 June 2017 Councillor Glenn Aitken gave notice of his intention to move the following motion:

That Councillors be required to publicly announce any membership of a political party and that this be made openly available on Council's website and further that this be put in place within seven days of this resolution being accepted by Council.

COMMENTS BY DIRECTOR CORPORATE DEVELOPMENT

The *Privacy and Data Protection Act 2014* categorises information and opinion about an identifiable person's:

- political opinions
- membership of a political association

as 'sensitive information'.

Sensitive information can only be collected by an organisation in specified circumstances, usually either with the person's consent or when the collection is authorised by law. In this example, as information about the political affiliations of councillors is not required to be collected and published under law, it could only occur with the consent of the relevant councillors. In effect this would mean that it would have to be optional for councillors to provide the information.

ATTACHMENTS

Nil

13.10 NOM 1333 - Enquiry to Wells Street Lighting

On 7 June 2017 Councillor Glenn Aitken gave notice of his intention to move the following motion:

That an immediate and a full enquiry be made into the special effect lighting in Wells Street and that a working party be established comprising the Mayor, CEO and interested Councillors who will work harmoniously together to oversee the project to achieve a satisfactory outcome.

COMMENTS BY DIRECTOR COMMUNITY DEVELOPMENT

The original installer of the lights has undertaken to investigate the faults and address them where these were part of the original contract, however, additional work has been requested (re tree uplights) for which a quote will be sought.

The lighting is based on theatrical lighting and as such the Arts Centre technicians will be briefed by the installer on the operational aspects of the lighting enabling the potential for future opportunities.

The installer has advised that he is not available until the second week of July.

It is suggested that this work is completed prior to Council making a decision on the governance of any rectification works.

ATTACHMENTS

Nil

13.11 NOM 1334 - Recognition of Indigenous Australians in Frankston and Australia-Wide

On 7 June 2017 Councillor Quinn McCormack gave notice of her intention to move the following motion:

1. That a report be provided at the September Ordinary Meeting providing a road-map for the introduction and implementation of a Frankston City 'Reconciliation Action Plan'. The report should explore costs, the prioritisation of tasks within any 'action plan', comparisons to/of other similar 'action plans' in effect throughout Victoria and how to better improve dialogue with Indigenous Australians within the Frankston municipality;
2. That Frankston City Council writes to the Prime Minister of Australia, The Hon. Malcolm Turnbull, Opposition Leader, The Hon. Bill Shorten, Dunkley MP, Chris Crewther, Isaacs MP The Hon. Mark Dreyfus QC, as well as Victoria's twelve federal senators, formally expressing support for the recognition of Aboriginal and Torres Strait Islander people in the Australian Constitution. Frankston City Council calls on the Parliament of Australia to allow a national referendum to be conducted to determine nation-wide sentiments on this matter; and
3. That Frankston City Council writes to the Premier of Victoria, The Hon. Daniel Andrews, Opposition Leader of Victoria, The Hon. Matthew Guy, Frankston MP Paul Edbrooke, Carrum MP Sonya Kilkenny and Hastings MP Neale Burgess requesting them to join Frankston City Council in lobbying their federal counterparts in relation to the previous directive (support for the recognition of Aboriginal and Torres Strait Islander people in the Australian Constitution)

COMMENTS BY DIRECTOR COMMUNITY DEVELOPMENT

Should Council resolve to prepare a Reconciliation Action Plan and seek support for it from State and Federal Government it is requested a Councillor nominate to lead working party enabling a report to be prepared for the October Ordinary Council Meeting. The request to defer the report until October is in recognition of the statutory work currently being undertaken on the Health and Wellbeing Plan. The report will also outline resources required including additional unbudgeted expenditure to prepare the Plan.

ATTACHMENTS

Nil

16. CONFIDENTIAL ITEMS

Section 89(2) of the Local Government Act 1989 enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

Recommendation

That the Ordinary Council Meeting be closed to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the Local Government Act (LGA) 1989 for the reasons indicated:

C.1 Remuneration of Audit and Risk Management Committee Members

Agenda Item C.1 Remuneration of Audit and Risk Management Committee Members is designated confidential as it relates to Any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)