



COUNCIL MEETING AGENDA 2022/CM2 Monday 21 February 2022

In accordance with the Minister's Good Practice Guidelines, from 1 May 2020 until 26 April 2022, Councils can conduct virtual meetings which must be streamed live through its website. Frankston City will continue to stream its Council Meetings.

To best manage the current COVID-19 impacts, this meeting will be closed to public attendance.

Verbal Submissions

If you have registered or intend to register to speak to an item on the Council Meeting Agenda, speakers now only have the option of making a verbal submission via telephone. Officers will make contact and the speaker will be greeted by the Chair who will invite the speaker to make their verbal submission.

There are no changes to the limit on speakers i.e. the limit is still a maximum of 10 speakers and it will be at the discretion of the Chair, if further speakers are permitted. Speakers still have 3 minutes to address Council, with the exception of S223 submitters who will receive 5 minutes.

Live streaming is available from the below link:

<https://www.facebook.com/FrankstonCityCouncil>



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 Councillors 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 the Councillors Office 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. **This Council Meeting will be held in the Council Chambers, Frankston Civic Centre, 30 Davey Street**. Due to the current COVID-19 restrictions, this meeting is closed to public attendance. Livestream footage can be viewed via our website, www.frankston.vic.gov.au.

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.

Frankston City Council Governance Rules (adopted 31 August 2020)

25. Chair's Duty

Any motion which is determined by the *Chair* to be:

- 25.1 *defamatory of or embarrassing to any Councillor, member of Council staff or other person;*
- 25.2 *abusive or objectionable in language or nature;*
- 25.3 *a direct negative of the question before the Chair;*
- 25.4 *vague or unclear in intention;*
- 25.5 *outside the powers of Council; or*
- 25.6 *irrelevant to the item of business on the agenda and has not been admitted as*

79. Chair May Remove

- 79.1 *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 given under sub-Rule 78.2, or cause the removal of any object or material that is deemed by the Chair as being objectionable or disrespectful.*
- 79.2 *Any person removed from the meeting under sub-Rule 79.1 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

Live Streaming of Council Meetings

Frankston City Council is now Live Streaming its Council Meetings.

During the COVID-19 crisis, Council is strongly encouraging residents to view the meetings via the live streaming.

Live Streaming allows you to watch and listen to the meeting in real time, giving you greater access to Council decision making and debate and improving openness and transparency.

There are three (3) fixed cameras in the Council Chambers and it is intended that the cameras will only provide vision of the Councillors who are present at the meeting.

Every care will be taken to maintain privacy and as far as practically possible, it is not intended that there be either live or recorded footage of the public or Media personnel, however, there might be incidental capture; for example footage of a person exiting the building depending on which camera is being used at the time, or audio recording of a person who interjects the meeting. Council officers who address Council will be heard on the live audio stream, and audio of them speaking will be recorded.

Archives of meetings will be published on Council's website generally within three (3) business days after the meeting date for the public's future reference. Council will make every reasonable effort to ensure that a live stream and recording is available. However technical difficulties may arise in relation to live streaming or access to Council's website.

Appropriate signage will be placed at the entrance to the meeting location notifying all attendees that the meeting will be streamed live and recorded.

It is not intended that public speakers will be visible in a live stream of a meeting. Cameras are to be positioned so that these members of the public are not visible. If you do not wish to be recorded you will need to contact the Councillors Office on telephone (03) 9768 1632 or via email councillors.office@frankston.vic.gov.au to discuss alternative options prior to the meeting.

The Formal Meeting Agenda

The Council meeting agenda is available for public inspection immediately after it is prepared, which is normally on the Thursday afternoon four (4) clear 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.

- **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 with Notice” are to be submitted before 12 noon on the Friday before the relevant Ordinary Meeting either in person at the Frankston Civic Centre, online using the Question Time web form or via email to questions@frankston.vic.gov.au.

“Questions without Notice” are to be submitted between 12 noon on the Friday before the relevant Ordinary Meeting up until 4pm on the day of the relevant Ordinary Meeting either in person via the designated Question Time box located at the Frankston Civic Centre front reception or the after-hours mail box or via email to questions@frankston.vic.gov.au.

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 Councillors 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 available 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. If the members of the public wish to clarify any of the items on the Agenda, please contact the relevant manager by phoning 1300 322 322.

- **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”.

The Council Meeting cont.....

- **Closed Meetings**

Because of the sensitive nature of some matters, such as personnel issues, contractual matters 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 Councillors 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 Councillors 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 will be made available to members of the public. 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.

MAYOR



NOTICE PAPER

ALL COUNCILLORS

NOTICE is hereby given that a Council Meeting of the Council will be held at the Civic Centre, Davey Street, Frankston, on 21 February 2022 at 7.00pm.

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

I acknowledge the Traditional Custodians of the land on which we meet today, the Bunurong People of the Kulin Nation, and pay my respect to Elders past, present and future. I would like to extend that respect to Elders of other communities who may be here today.

BUSINESS

1. **PRESENTATION TO COMMUNITY GROUPS**
Nil
2. **CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
Council Meeting No. CM1 held on 31 January 2022.
3. **APOLOGIES**
Nil
4. **DISCLOSURES OF INTEREST AND DECLARATIONS OF CONFLICT OF INTEREST**
5. **PUBLIC QUESTIONS**
Nil
6. **HEARING OF SUBMISSIONS**
7. **ITEMS BROUGHT FORWARD**
8. **PRESENTATIONS / AWARDS**
9. **PRESENTATION OF PETITIONS AND JOINT LETTERS**
Nil
10. **DELEGATES' REPORTS**
Nil
11. **CONSIDERATION OF CITY PLANNING REPORTS**
Nil
12. **CONSIDERATION OF REPORTS OF OFFICERS**
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13. RESPONSE TO NOTICES OF MOTION

Nil

14. NOTICES OF MOTION

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15. REPORTS NOT YET SUBMITTED

Nil

16. URGENT BUSINESS

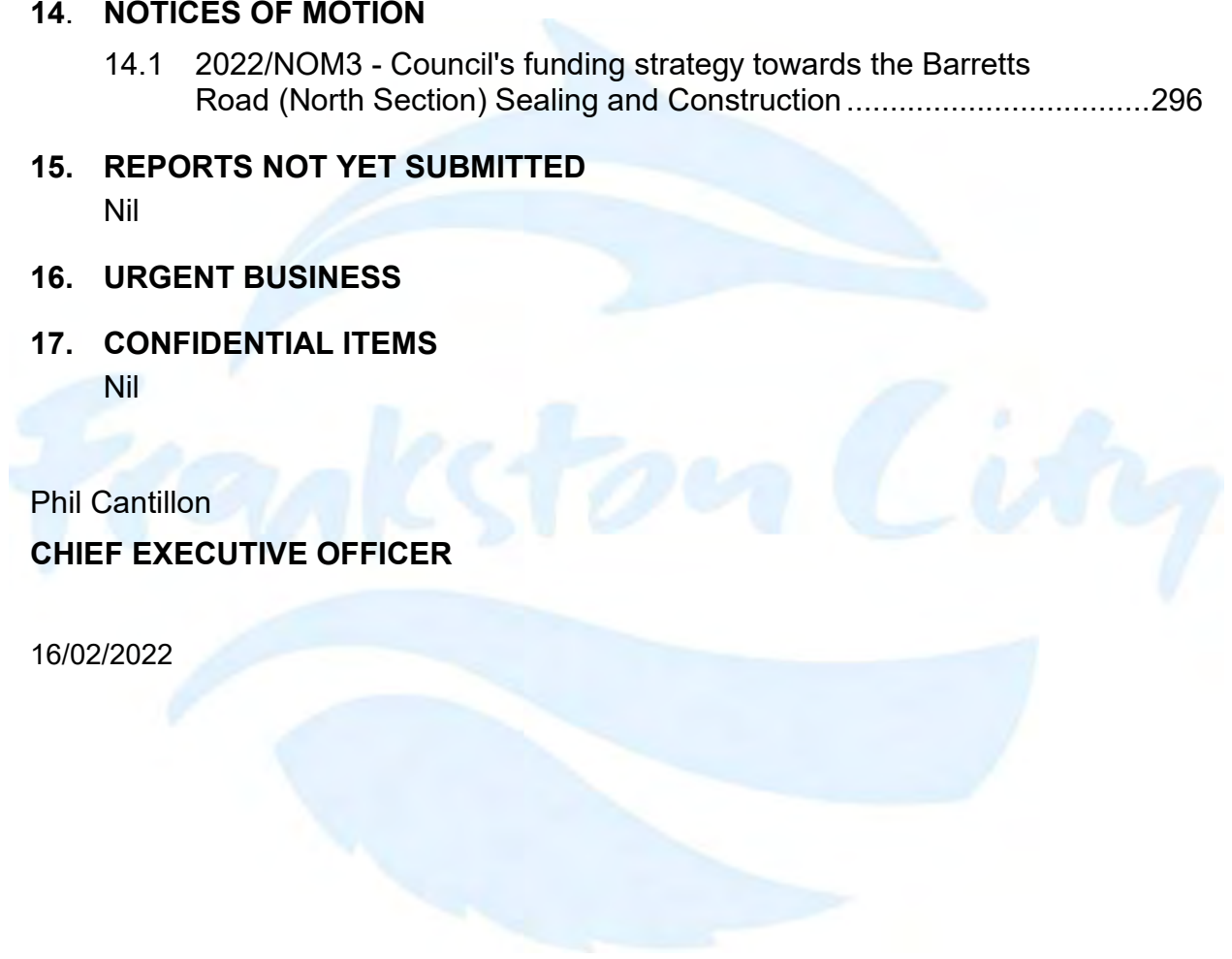
17. CONFIDENTIAL ITEMS

Nil

Phil Cantillon

CHIEF EXECUTIVE OFFICER

16/02/2022



Executive Summary

12.1 Council Resolution Status Update for 21 February 2022

Enquiries: (Brianna Alcock: Corporate and Commercial Services)

Council Plan

Level 1:	6. Progressive and Engaged City
Level 2:	6.5 Support transparent and evidenced based decision making through sharing council data and clear reporting on our measures of success to the community

Purpose

To update and brief Council on the current status of resolutions.

Recommendation (Chief Executive Officer)

That Council:

1. Receives the Notice of Motion Report for 21 February 2022;
2. Notes there are no open Urgent Business items, as such this report has not been included;
3. Notes there are two Notice of Motion actions that have been reported as being complete;
 - o 2021/NOM7 - Bringing Forward Council's Net Zero Emissions Target
 - o 2021/NOM12 – Establishment of 'Friendship City' with Tenby, United Kingdom
4. Notes there are no reports that will be delayed in its presentation to Council;
5. Notes, since the Council Meeting held on 31 January 2022, 20 resolutions have been completed, as listed in the body of the report;
6. Notes the *Chief Executive Officer's Quarterly Report – October to December 2021 period*, was received at its 31 January 2022 Council Meeting. Due to an administrative error, the below reports were omitted from the *CEO's quarterly report - public version - October to December 2021 period*:
 - o Accountability and Transparency Reform Report (Attachment D)
 - o Action Plan – Final Report - Council Response to Monitor Recommendations – October 2021 (Attachment E)
7. Endorses Attachments D and E be attached to the *CEO's quarterly report - public version - October to December 2021 period* and be released to the public following this Council Meeting; and
8. Resolves for Attachment C to remain confidential indefinitely on the grounds that it includes confidential meeting information, being the records of meetings closed to the public under section 66(2)(a) (*Local Government Act 2020, s.3(1)(h)*). These grounds apply because the information concerns updates on resolutions made by Council in meetings closed to the public and would, if prematurely released, impact on Council's ability to properly perform its functions.

Key Points / Issues

- At its meeting on 19 December 2016, Council resolved that:

12.1 Council Resolution Status Update for 21 February 2022**Executive Summary**

“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).”

- Additionally, at its meeting on 22 July 2019, Council resolved that:
 - “4. a) Includes in the attached monthly report (Notice of Motion Cost Summary), the number of Urgent business items per councillor*
 - b) Includes the updates of the status of Urgent Business items in the attached monthly report (Notice of Motion Report)”*
- The Notice of Motion Report for 21 February 2022 is attached and will continue to be updated and reported at each Council Meeting. Note there are no items listed under confidential, as such this report has not been attached.
- As there are no open Urgent Business items, this update report has not been included.
- There are two Notice of Motion actions that have been reported as complete:
 - 2021/NOM7 - Bringing Forward Council's Net Zero Emissions Target
 - 2021/NOM12 – Establishment of ‘Friendship City’ with Tenby, United Kingdom
- Due to various factors, it is sometimes not possible for reports to be brought back before Council in accordance with the time frames resolved. There are no reports listed as being delayed in its presentation to Council:
- Since 2022/CM1 on 31 January 2022, the following 20 resolution actions have been reported as ‘complete’. A detailed report has been provided in Attachment C (*CONFIDENTIAL*).
 - Policies Policies & Planning Progress Report
 - Proposed Planning Scheme Amendment C141 - Planning Policy Framework Translation
 - Blue Carbon Proposal
 - Frankston Business Chamber
 - Frankston Arts Advisory Committee - Report
 - Update on Coronavirus (COVID-19) and Recovery Grants Program report - 11 October 2021
 - 2021/NOM9 - Councillor Call-In Protocol
 - 2021/NOM10 - National Asbestos Awareness Week 2021
 - Frankston North Education Plan - Review of Mahogany Rise
 - Update on Coronavirus (COVID-19) and Recovery Grants Program report - 6 December 2021
 - 2021/NOM5 - Greening of Residential Nature-Strips
 - Statutory Planning Progress Report - November and December 2021
 - Planning Reforms Introduced by the Victorian Government

12.1 Council Resolution Status Update for 21 February 2022**Executive Summary**

- Council Resolution Status Update for 31 January 2022
- Outcomes of the Audit & Risk Committee Meeting - 19 November 2021
- Audit and Risk Committee - Chairperson's second half-yearly report to Council in 2021
- Appointment of Independent Member to the Audit and Risk Committee
- 2021-2022 Mid-Year Budget Review
- Adoption of Privacy Policy
- 2022/NOM2 - Kananook Station Precinct Advocacy
- At its 31 January 2022 Council Meeting, the *Chief Executive Officer's Quarterly Report – October to December 2021 period* was received and endorsed for the public version to be released. Due to an administrative error, the below reports were omitted from its Attachment A – *CEO's quarterly report - public version - October to December 2021 period*, and are hereby provided for Council's information:
 - Accountability and Transparency Reform Report (Attachment D)
 - Action Plan – Final Report - Council Response to Monitor Recommendations – October 2021 (Attachment E)

The reports will hereby be attached to the *CEO's quarterly report - public version - October to December 2021 period* and be made publicly available on Council's website.

Financial Impact

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

Nil.

2. Other Stakeholders

Nil.

Analysis (Environmental / Economic / Social Implications)

Making the written records available may provide some confidence regarding transparency in decision making, and is in keeping with best practice advice from the Victorian Ombudsman.

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

There are no legal implications associated with this report.

Policy Impacts

There is no impact on Council policies.

12.1 Council Resolution Status Update for 21 February 2022**Executive Summary**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.

Conclusion

The purpose of this report is to brief and update Council on the implementation and status of resolutions including Notices of Motion and Urgent Business items. Council Officers are continuously working to implement a range of Council resolutions and in addition to noting the work completed. It is recommended that Council note the report and endorse for the Chief Executive Officer Quarterly Report – October to December 2021 attachment reports be released to the public.

ATTACHMENTS

- Attachment A: [↓](#) Notice of Motion Cost Summary
- Attachment B: [↓](#) Notice of Motion Status Update for 21 February 2022
- Attachment C: Closed/Completed Actions since 31 January 2022 -
CONFIDENTIAL
- Attachment D: [↓](#) Accountability and Transparency Reform Report
- Attachment E: [↓](#) Action Plan - Final Report - Council Response to Monitor Recommendations - October 2021

Notice of Motion Report - 2022 - CM2 - for the 21 February Council Meeting (A4624827).XLSX

**Notice of Motions Estimated Costs
 By Councillor
 2020 - 2024 Term**

Councillor	Number	Primary Cost	Ongoing Cost	Outcome Cost	Urgent Business
Cr David Asker	0	\$0	\$0	\$0	1
Cr Sue Baker	1	\$0	\$0	\$0	0
Cr Kris Bolam	2	\$0	\$0	\$0	0
Cr Nathan Conroy	0	\$0	\$0	\$0	0
Cr Claire Harvey	2	\$420	\$0	\$0	1
Cr Brad Hill	3	\$0	\$0	\$0	0
Cr Liam Hughes	1	\$0	\$0	\$0	1
Cr Steven Hughes	1	\$0	\$0	\$0	0
Cr Suzetter Tayler	1	\$0	\$0	\$0	1
TOTAL	11	\$ 420	\$ -	\$ -	4

NOTE: There may be occasions when the Ongoing Cost is ALSO reported under Outcome costs: this is on the occasions when the ongoing cost has a KNOWN FINITE total. This is to note for budgeting purposes (for eg: \$121,000 total over 11 years = \$11,000 budgeted per year). Notes/comments are provided in the report when this occurs

Notice of Motion Report - 2022 - CM2 - for the 21 February Council Meeting (A6524827)X15X

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
30-Aug-21	14.1	2021/NOM7 - Bringing Forward Council's Net Zero Emissions Target Cr Harvey	<p>Council Decision Moved: Councillor Harvey Seconded: Councillor Gray That Council:</p> <p>1. Notes that Council:</p> <p>a) Declared a climate emergency in November 2020 recognising the urgent need to advance and accelerate actions to address climate change and support the restoration of a safe climate;</p> <p>b) Has a long and proud history of delivering actions to mitigate greenhouse gas emissions and address climate change focusing on Council and the community actions;</p> <p>c) In 2019 adopted a 4-year Towards Zero Emissions Plan (2019-2023) which sets out Council's priorities for reducing emissions in its own operations and supporting our community to transition to a low carbon future;</p> <p>d) Since 2020 has committed to a net zero emissions (carbon neutral) target for Council operations by 2025 (reaffirmed in the Towards Zero Emissions Plan);</p> <p>e) In 2020 ran a Community Climate Change Survey which showed that of the 610 respondents, 80% are extremely or very concerned about climate change.</p> <p>2. Recognises that:</p> <p>a) Our climate is changing and acting now will help to avert the worst impacts on our economy, our community and the environment;</p> <p>b) The long-awaited report from the Intergovernmental Panel on Climate Change (IPCC), the leading global scientific body on climate science, warns of unprecedented increases in climate extremes for Australia as a result of a warming planet, including bushfires, floods and droughts, in addition to rising sea levels;</p> <p>c) To avert the worst impacts of climate change we must keep global temperatures well below 2°C above pre-industrial levels and pursue efforts to limit the temperature increase to 1.5°C;</p> <p>d) The Earth's surface has warmed by 1.0°C since pre-industrial times, while average concentrations of all the major long-lived greenhouse gases continue to rise in the atmosphere. Australia's average temperatures have already increased by 1.4°C since 1910;</p> <p>e) By 2050 global warming could likely increase to 1.5°C. Limiting human-induced global warming will therefore require deep and sustained cuts in greenhouse gas emissions.</p> <p>3. Investigates:</p> <p>a) Options to bring forward Council's net zero emissions target to FY2023-24 (or earlier), from the original adopted target of FY2024-25, in response to the climate emergency and recent findings of the IPCC, and in line with community expectations that Council will continue to demonstrate bold leadership in this important area;</p> <p>b) The feasibility, costs and benefits of each option, including how these options will deliver value for money to Council and the community, as well as the ongoing investment required to maintain a net zero emissions target over time;</p> <p>c) Options including:</p> <ul style="list-style-type: none"> - Status quo: Continue reporting on Council's annual emissions including assets where Council pays the utility costs (electricity, gas), plus Peninsula Aquatic Recreation Centre (PARC) and Peninsula Aquatic Centre (managed by Peninsula Leisure, a subsidiary company owned by Council); - Exclude subsidiaries: Report on assets where Council pays the utility costs but exclude PARC and Peninsula Aquatic Centre; - Full certification: In addition to the current reporting methodology, include emissions from relevant Council tenanted facilities (where Council does not pay the utility costs) and other sources, to enable Council to claim carbon neutrality under the Australian Government's Climate Active Carbon Neutral Certification program; and 	Luke Ure & Clare Warren	07 Feb 2022 - An update on items 3 & 4 was provided to Councillors on 13th December 2021. This item can now be closed.	
20-Sep-21	14.1	2021/NOM8 - Humanitarian Support for Fiji Cr Bolam	<p>Council Decision Moved: Councillor Bolam Seconded: Councillor Baker That Council:</p> <p>1. Notes the letter from the Victorian Multicultural Sports Association seeking a \$50,000 contribution from Council for humanitarian support in Fiji;</p> <p>2. Notes that Frankston and Suva (Fiji) have provisionally agreed to form a Friendship City relationship;</p> <p>3. Given Suva (Fiji) is Frankston's geographic closest 'Sister City' / Friendship City, this agreement is to be formally upgraded to a 'Sister City' relationship, pending advice from Sister Cities Australia;</p> <p>4. Notes the letter of appreciation from the Fijian Government's Minister for Local Government, Housing and Community Development, in appreciation for the \$5000 donation for the delivery of hospital beds to Fiji to assist with their response to the second wave of the COVID-19 pandemic;</p> <p>5. Acknowledges the relationships and contribution of the Fijian community to the diversity in Frankston and notes the impact of the pandemic on our Pacific neighbours;</p> <p>6. Supports the facilitation of this humanitarian initiative under the stewardship of the Mayor to work with Rotary Club of Frankston/Suiva (who have deductible gift recipient status) to receive all goods and donations with respect to the humanitarian aid relating to the Fijian community;</p> <p>7. Notes the Mayor has driven a community stewardship campaign for donations, \$8,400 has been raised in the past two weeks to provide sanitary products for women and baby products for newborns, together with donations of children's clothing, toiletries and PPE. This includes:</p> <ul style="list-style-type: none"> • Golea Karlingal - \$300 gift card; • Woolworths Karlingal - \$100 gift card; • Woolworths Frankston - \$100 gift card; • Olchasin Frankston - \$100 cash donation; • DC Urban - \$1000 cash donation; • Stilda Football Club - \$1000 cash donation; • Rotary Frankston - \$1000 cash donation; • Rotary Suva - \$1000 cash donation; • Rotary 2.0 - \$1000 cash donation; • Private resident - \$500 cash donation; • Private resident - \$500 cash donation; • Monash University - \$500 cash donation <p>In addition, the following businesses have also provided, in writing, commitments for discounts and/or additional stock upon purchase to assist in the relief effort:</p> <ul style="list-style-type: none"> • Target Frankston - bulk discount; • Libra (Avalon Gate) - bulk discount; • Australian Dairy Park, Gorman Downs - excess product/sold; • Golden Fields Nutrition, Dandenong - excess product/sold; • Kellogg's - volunteered pallets of infant breakfast cereal; • Community Support Frankston - volunteered pallets of infant <p>8. That formal letters of thanks be sent to the aforementioned donors;</p> <p>9. Supports a Council donation of \$2000 to the Rotary Club of Frankston/Suiva towards the shipping of humanitarian aid to Fiji (\$1999), and product/sold (\$401);</p> <p>10. Funds the humanitarian aid from the Mayor's Events Budget that was initially allocated to fund the 'COVID Hero's' Appreciation Event, but is no longer proceeding due to restrictions on mass gatherings;</p> <p>11. With as to the Hon. Frank Bainimarama, the Prime Minister of Fiji, the Hon. Franki Kumar, the Local Government Minister Fiji, the Fijian High Commissioner to Australia His Excellency Luke Baulobulu and the Australian High Commissioner to Fiji, His Excellency Mr John Peeler; to advise of Council's decision and note the total donation of \$14,400 (comprising \$8,400 community donations and \$6,000 Frankston City Council donation) plus donated/volunteered product/sold that collectively represents an overall charitable effort surpassing \$15,000.</p>	Fiona McQueen	08 Feb 2022 1. Complete. Noted. The letter from the Victorian Multicultural Sports Association seeking a \$50,000 contribution for humanitarian support in Fiji; 2. Complete. Noted. The Frankston and Suva (Fiji) have provisionally agreed to form a Friendship City relationship; 3. In progress. A Memo of Understanding to become a Sister Cities between Suva (Fiji) and Frankston has been signed by the Mayor and Cr Bolam has arranged personal travel to Fiji on 1 March 2022 and plans to facilitate the official signing of the MOU; 4. Complete. Noted. The letter of appreciation from the Fijian Government's Minister for Local Government, Housing and Community Development, in appreciation for the \$5000 donation for the delivery of hospital beds to Fiji to assist with their response to the second wave of the COVID-19 pandemic; 5. Complete. Acknowledged and noted the relationships and contribution of the Fijian community to the diversity in Frankston and notes the impact of the pandemic on our Pacific neighbours; 6. Complete. Supports the facilitation of this humanitarian initiative under the stewardship of the Mayor to work with Rotary Club of Frankston/Suiva (who have deductible gift recipient status) to receive all goods and donations with respect to the humanitarian aid relating to the Fijian community; 7. Complete. Noted. The Mayor has driven a community stewardship campaign for donations. \$8,400 has been raised in the past two weeks to provide sanitary products for women and baby products for newborns, together with donations of children's clothing, toiletries and PPE; 8. Complete. Letters to acknowledge the relief efforts have been approved, signed and sent as follows: • Target Frankston - bulk discount; • Libra (Avalon Gate) - bulk discount; • Australian Dairy Park, Gorman Downs - excess product/sold; • Golden Fields Nutrition, Dandenong - excess product/sold; • Kellogg's - volunteered pallets of infant breakfast cereal; • Community Support Frankston - volunteered pallets of infant; 9. Complete. The Council donation of \$2000 to the Rotary Club of Frankston/Suiva towards the shipping of humanitarian aid to Fiji (\$1999), and product/sold (\$401); 10. Completed. Funds the humanitarian aid from the Mayor's Events Budget that was initially allocated to fund the 'COVID Hero's' Appreciation Event, but is no longer proceeding due to restrictions on mass gatherings; 11. Complete. Letter has been sent to the Hon. Frank Bainimarama, the Prime Minister of Fiji, the Hon. Franki Kumar, the Local Government Minister Fiji, the Fijian High Commissioner to Australia His Excellency Luke Baulobulu and the Australian High Commissioner to Fiji, His Excellency Mr John Peeler; to advise of the charitable effort surpassing \$15,000.	
11-Oct-21	14.3	2021/NOM11 - Nepean Highway Revitalisation Cr Tayler	<p>Council Decision Moved: Councillor Tayler Seconded: Councillor Hill That Council:</p> <p>1. Supports the priority work being undertaken as part of the new Council Plan to revitalise the Nepean Highway, with its vision to create a vibrant and iconic boulevard and memorable sense of arrival to Frankston as a city by the Bay;</p> <p>2. Notes the benefits anticipated to flow onto property owners and tenants along the highway with the opportunity for new development to capitalise on the success of Frankston's principal public address. It will also contribute to improved pedestrian connections across the Nepean Highway to better connect the city centre to the waterfront, Frankston's greatest tourism asset;</p> <p>3. Notes the staged process to realise the Nepean Highway vision comprising:</p> <p>i. Stage 1, Beach Street to Davey Street, which provides for creative accent lighting to median trees and median landscaping improvements at a cost of \$550,000. Through the work of the Frankston Revitalisation Board and the continued support of its Chair, Paul Edbrooke MP, the State Government has contributed \$475,000 towards the project, which is expected to be completed towards the end of 2022;</p> <p>Coinciding with this are the current works underway by the Department of Transport to reduce the speed limit of the Nepean Highway to 40kmph between Fletcher Road and Plowman Place. These works will enable safer journeys for vehicles and improved pedestrian experience and are expected to be completed in December 2021;</p> <p>ii. A further two stages, being Mile Bridge to Davey St and Davey St to Olivers Hill, are being progressed as a part of Council's development of its FMAC Structure Plan and Revitalisation Action Plan. Emerging ideas are expected to be presented to Council no later than early 2022, followed by community consultation and review and adoption by Council around mid-2022;</p> <p>4. Supports the concepts developed for these further two stages to be added to Council's key advocacy priorities for the upcoming Federal and State elections;</p> <p>5. Notes that Council's Long Term Infrastructure Plan 2021 to 2031 commits an initial \$1M towards these further two stages over financial years 2022/23 and 2023/24 to enable detailed design and delivery in part, noting overall completion of delivery of these further two stages may be subject to the successful outcome of Council's advocacy efforts; and</p> <p>6. Notes that the boundary of the FMAC Structure Plan does not extend to Olivers Hill.</p> <p>Carried</p>	Clare Warren	07 Feb 2022 RFQ has been released for consultant team. Early draft ideas will be presented to Council by April 2022.	
15-Nov-21	14.1	2021/NOM12 - Establishment of 'Friendship City' with Tenby, United Kingdom Cr Bolam	<p>Council Decision Moved: Councillor Bolam Seconded: Councillor Hill That Council:</p> <p>1. Endorses the creation of a Friendship City Relationship between Frankston and Tenby, Wales, United Kingdom to be established;</p> <p>2. Notes correspondence from Tenby Town Council in Wales committing to establishing a 'Friendship City' relationship with Frankston City Council;</p> <p>3. Endorses \$500 from the Advocacy and Partnership budget to establish the 'Friendship City' relationship between Frankston and Tenby, Wales;</p> <p>4. Endorses \$3,500 from the Mayor's Events budget for a large tourist sign to be placed in a prominent location calculating the distance between Frankston, Australia and Tenby, Wales, noting that similar signage will be placed by Tenby Town Council; and</p> <p>5. Supports for Suva, Fiji and Tenby, Wales to be given priority consideration for future street naming (as has previously been done for Wuxi, China and Suzhou, Japan) in accordance with the principles under Council's Road, Locality and Feature Naming Policy and the Naming rules for places in Victoria 2015.</p> <p>Carried</p>	Fiona McQueen	08 Feb 2022 - 1. Complete. Endorsed the creation of a Friendship City Relationship between Frankston and Tenby, Wales, United Kingdom to be established; 2. Complete. Noted correspondence from Tenby Town Council in Wales committing to establishing a 'Friendship City' relationship with Frankston City Council; 3. Complete. Endorsed \$500 from the Advocacy and Partnership budget to establish the 'Friendship City' relationship between Frankston and Tenby, Wales; 4. Complete. Endorsed \$3,500 from the Mayor's Events budget for a large tourist sign to be placed in a prominent location calculating the distance between Frankston, Australia and Tenby, Wales, noting that similar signage will be placed by Tenby Town Council; and 5. Completed - Officers will consider Suva Fiji and Tenby Wales in conjunction with relevant Council and Victorian Government policies and protocols where opportunities arise; Director recommends closure of this completed NOM.	

Notice of Motion Report - 2022 - CM2 - for the 21 February Council Meeting (A6524827)X15X

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
31-Jan-22	14.1	2022/NOM2 - Kananook Station Predinct Advocacy Cr Bolam	<p>Council Decision Moved: Councillor Bolam Seconded: Councillor Taylor That Council:</p> <p>1. Seeks the CEO to have basic in-house concept drawings prepared for presentation to the Frankston Revitalisation Board relating to the Kananook Railway Station. The intention of this action is to persuade the State Government/Frankston Revitalisation Board to fund a relatively minor aesthetic upgrade of the Quinn Street overpass entrance to the Kananook Railway Station via its annual funding allocation (2022/2023 allotment). Drawings and planning is to include:</p> <p>i. Removal of the cyclone fencing with either no fencing or alternative decorative fencing; ii. Infill the entrance of the Quinn Street entrance with new plantings and prominent ornamental trees; and iii. Limited public consultation on the sought works.</p> <p>2. a) Notes that access to Kananook Railway Station is reliant upon the pedestrian overpass. Given this, Kananook Railway Station would not classify as a disability compliant public asset and requires improved accessibility and usability. This would enable better access for people with mobility limitations, including but not limited to, people with a medical condition or injury, elderly people, parents with prams, people carrying a suitcase, etc; b) Notes that contemporary practice would have elevated railway stations with lifts for public use to improve accessibility and usability access; c) Notes recent correspondence from the Minister for Public Transport The Hon. Ben Carroll MP confirming that there is \$25.4 million dollars available in the 2021-2022 Victorian Budget for improved accessibility and usability access to railway stations across Victoria; d) Is to formally write to Paul Edbrooke MP and Sonya Kilkenny MP to implore them to actively pursue the installation of disability access at Kananook Railway Station, as has been previously requested by Council due to public feedback; and 3. Seeks an update on all matters to be provided at the May 2022 Council Meeting in the form of a public report.</p> <p>Carried Unanimously</p>	Fiona McQueen	<p>08 Feb 2022 - 1. In progress. In-house concept drawings prepared for presentation to the Frankston Revitalisation Board relating to the Kananook Railway Station will be prepared. Drawings and planning is to include: , 2. In progress. a) Complete. Noted that access to Kananook Railway Station is reliant upon the pedestrian overpass. Given this, Kananook Railway Station would not classify as a disability compliant public asset and requires improved accessibility and usability. This would enable better access for people with mobility limitations, including but not limited to, people with a medical condition or injury, elderly people, parents with prams, people carrying a suitcase, etc; b) Complete. Noted that contemporary practice would have elevated railway stations with lifts for public use to improve accessibility and usability access; , c) Complete. Noted recent correspondence from the Minister for Public Transport The Hon. Ben Carroll MP confirming that there is \$25.4 million dollars available in the 2021-2022 Victorian Budget for improved accessibility and usability access to railway stations across Victoria; , d) In progress. A draft letter for Paul Edbrooke MP and Sonya Kilkenny MP to implore them to actively pursue the installation of disability access at Kananook Railway Station, has been prepared and is currently being reviewed for Mayoral signature; and , 3. In progress. A report is being prepared for the May 2022 Council Meeting.</p>	

ATTACHMENT A

Accountability and Transparency Reform

January 2022 – Quarterly Update



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Action	Responsible Officer	Progress Comments	Status
<p>Item 2: That the CEO’s Report is to be expected of all future CEOs of Frankston City Council.</p>	<p>Chief Executive Officer</p>	<p>This report has been presented quarterly since April 2020 and since 2021, has been able in Open Council with two attachments, a public version and a confidential version recommended not to be released to the public.</p>	<div style="background-color: green; width: 100%; height: 100%;"></div>
<p>Item 3: The CEO is to review existing consultancy usage and report back to Council on any identified ‘knowledge deficits’ within the organisation (areas requiring staff training, additional staff) based on consultancy expenditure.</p>	<p>Chief Executive Officer</p>	<p>Incorporated as a heading within the CEO's quarterly report and last presented in October 2021 for the June to August 2021 period.</p>	<div style="background-color: green; width: 100%; height: 100%;"></div>
<p>Item 5: Where Councillors fail to attend less than 50% of briefings in a quarterly period, a report is to be provided to Council with an explanation as to why such Councillors are not attending said briefings.</p>	<p>Manager Governance and Information</p>	<p>Overall Councillor Briefing attendance for the period October to December 2021 was 92%, with no Councillor failing to attend less than 60% of briefings.</p>	<div style="background-color: green; width: 100%; height: 100%;"></div>



■ On track
 ■ Recoverable
 ■ Off track

<p>Item 6: That all advisory committees be required to report before Council once per year, at a briefing, to advise Council of their activities.</p>	<p>Manager Governance and Information</p>	<p>Council recently resolved not to report Committee minutes at Council Meetings due to the complexity of confidential provisions under the LGA 2020. Instead Committee minutes are to be provided to Councillors internally via the Councillor Portal. Councillors, as delegates on advisory committees, may still report to Council under Delegates Reports agenda item.</p>	<div style="background-color: green; width: 60px; height: 60px; margin: 0 auto;"></div>
<p>Item 8: Where the CEO and/or EMT serve on any external committees outside of Frankston City Council (but in relation to Frankston City Council duties), he/she is to provide a report to Council. This can be done in the form of the quarterly report to Council.</p>	<p>Manager Governance and Information</p>	<p>Council resolved at its meeting on 20 September 2021 that reporting is no longer required for this item.</p>	<p>No longer applicable</p>
<p>Item 10: That online databases (accessible by the public) be created for the following: a) Council submissions to State and Federal governments; b) Funding council has applied or to State and Federal governments.</p>	<p>Manager Governance and Information</p>	<p>Submissions for funding that Council has applied for to State and Federal Governments may be viewed on Council's website under Advocacy - Budget and Grant Submissions. This information has been available since February 2020.</p>	<div style="background-color: green; width: 60px; height: 60px; margin: 0 auto;"></div>
<p>Item 11: Officers are to provide written reports to Council, as Councillors do, for interstate and international trips advising of findings.</p>	<p>Manager Governance and Information</p>	<p>There has been no interstate or international travel during the October to December 2021 quarter due to COVID-19 pandemic restrictions.</p>	<div style="background-color: green; width: 60px; height: 60px; margin: 0 auto;"></div>



■ On track
 ■ Recoverable
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Item 12:
 External advocacy bodies (i.e. MAV, Anti-Gambling Alliance), where Council provides an annual contribution, must provide a written report to Council on the external organisation's activities in the past twelve months. These reports are then clustered and presented to Council.

Manager Governance and Information

Some of the external advocacy bodies have reported annually to Council, including MAV and the NGA over the last 12 months. There are some challenges with requiring external bodies to present to Council due to it not being a requirement for them to do so. This item may be reviewed to determine alternatives going forward.



Item 15:
 That a lobbyist/developers register be created for officers and Councillors to declare when they have met with lobbyists and/or developers. Furthermore the terms 'lobbyist' and 'developer' be properly defined so Councillors and staff are not vague on the terms.

Manager Governance and Information

The Lobbyist and Developer Register is updated when interactions occur and is current. It is shared to quarterly to Councillors via the Councillor Portal and was last uploaded in November 2021.



Item 16:
 Per the 'Diageo' approach, the Annual Report is to record all Councillor and EMT Code of Conduct breaches for that given year.

Manager Governance and Information

Any potential breaches by CEO or Councillor are reported as confidential information via the CEO's quarterly report to Council and subsequently the Audit and risk committee.





■ On track
 ■ Recoverable
 ■ Off track

<p>Item 17: That a database, similar to the one in operation at the City of Rochester, New York (United States), to allow the wider public to peruse Freedom of Information outcomes (or the alternative proposition proposed in .58) online ('Reading Room') be adopted at Frankston City Council.</p>	<p>Manager Governance and Information</p>	<p>An FOI Summary was provided to Council at its meeting on 15 February 2021 and was well received, with over 70% of requests being processed outside of the FOI statutory timeframes. The next summary is due by 31 March 2022.</p>	<div style="background-color: green; width: 60px; height: 50px; margin: 0 auto;"></div>
<p>Item 18: A process, similar to City of Redlands, where Councillor complaints (against Code of Conduct, Meeting Local Law, Staff Interaction Policy, Media Policy, Act etc.) are recorded on the website.</p>	<p>Manager Governance and Information</p>	<p>Councillor complaints are reported via the CEO's Quarterly 'confidential' report to Council and the Audit and Risk Committee in 2021-2022.</p>	<div style="background-color: green; width: 60px; height: 50px; margin: 0 auto;"></div>
<p>Item 19: City of Gold Coast: A process, similar to the Gold Coast, where Councillor interests and conflicts of interest (for briefings, meetings etc.) are recorded on the website.</p>	<p>Manager Governance and Information</p>	<p>A Conflict of Interest Policy was adopted by Council at its meeting on 14 December 2020. A register of Councillor declared conflicts of interests is available on Council's website and an Officer conflict of interests register is maintained and available for public inspection upon request.</p>	<div style="background-color: green; width: 60px; height: 50px; margin: 0 auto;"></div>
<p>Item 20: Better disclosure of remuneration arrangements for senior officers Example Melbourne City Council does this in their annual report.</p>	<p>Manager Governance and Information</p>	<p>A review of the contents of Council's Annual Report remuneration arrangements for senior officers was compared with City of Melbourne's Annual Report and the content is the same due to the LGPRF prescribed requirements. The Annual Report is available on Council's website.</p>	<div style="background-color: green; width: 60px; height: 50px; margin: 0 auto;"></div>

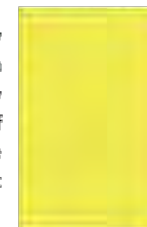


■ On track
 ■ Recoverable
 ■ Off track

Item 24:
That a quarterly briefing be provided to Councillors on the greatest organisational risks that require attention (strategic and organisationally)

Manager Procurement, Property and Risk

Comment as at 10 May 2021: Council has partially complied with this obligation. A report was been prepared for the Audit and Risk Committee on 14 May 2021, which provides detail on the status of organisational risks. Minutes from the ARC are presented to Councillors via a Council Report subsequent to the ARC meeting.



Item 25:
In light of the Frankston Football Club insolvency, the CEO is to demand that community sporting groups produce annual documentation to determine the fiscal health of said club. This information will then be presented to Councillors, at a briefing, in the form of a 'solvency scale' per sporting club. This information may be helpful insofar determining whether to renew leases and the Council playing a role in rallying the community to assist clubs that may be severely struggling.

Manager Procurement, Property and Risk

All tenancy agreements are now subject to financial analysis to ensure the tenant is able to meet the obligations contained in their agreement.

Seasonal tenancy agreements are reviewed annually and changes are made to improve operational efficiencies, where required.

All lease and licence agreements that have been entered into in the last 18 months, now include a provision for tenants to provide annual financial statements.



Item 26:
Availability of a Frankston City Council Lease Register (including terms) to the public upon request.




Manager Procurement, Property and Risk

The updated Lease Register has been uploaded to Council's website, and a copy provided to Governance.





■ On track
 ■ Recoverable
 ■ Off track

<p>Item 27: Availability of a Frankston City Council Service Contracts Register (for contracts over \$999,000) to the public upon request.</p>	<p>Manager Procurement, Property and Risk</p>	<p>Awarded Contracts are published on Council's websites each quarter</p>	
<p>Item 28: As is practiced by the City of Gardner in Massachusetts (United States), upon a certain period, tender outcomes (including tender bids) on goods and services are made available online to the public.</p>	<p>Manager Financial and Corporate Planning</p>	<p>See above - items 27 and 28 merged on RelianSys under approval of DCCS on 6 January 2022</p>	<p>Reporting no longer required</p>
<p>Item 31: That a report be provided to Councillors annually on the number of public complaints received and which departments they are emanating from. The report should also be comparative and juxtapose results from previous years</p>	<p>Manager Community Relations</p>	<p>Annual reports includes all commentary</p>	
<p>Item 32: That an end of year media report be made available on Councils website Example: Melbourne City Council comprehensive media report for the 2015-16 year.</p>	<p>Manager Community Relations</p>	<p>Annual reports includes all commentary</p>	



■ On track
 ■ Recoverable
 ■ Off track

<p>Item 37: As is practiced by the City of Gardner in Massachusetts (United States), quarterly figures are made available online to the public regarding departmental spending on goods and services (Open Check database).</p>	<p>Manager Financial and Corporate Planning</p>	<p>The Quarterly September Financial Performance Report was presented to and noted by Council in November 2021. The report is available on Council website.</p>	
<p>Item 38: Calling for more transparency in audit committee process Example: Melbourne City Council provides up to 4 years of performance reports.</p>	<p>Manager Financial and Corporate Planning</p>	<p>The Chair of the Audit and Risk Committee will present the second half-yearly report to Council on 31 January 2022</p>	
<p>Item 39: That every term a 'transparency review' is to occur of the FCC website, the review is to cover, and assess, the types of information openly available via the Council's website to help gauge how open the organisation is, learn about how it can be more transparent and compare its performance in this area with its peer Councils.</p>	<p>Manager Business Transformation</p>	<p>Migration of website completed. Redesign of content underway. An additional project aimed at addressing transparency concerns is also underway due for stage one completion by 30/06/2022. This is will assist in completing this obligation.</p>	



■ On track
 ■ Recoverable
 ■ Off track

Item 41:
 That all reports to Council which relate to funding for major projects must include 'probability' costs which anticipate additional costs beyond the line-item amount being considered (i.e. Frankston Yacht Club).

Director Infrastructure and Operations

Projects that are presented to MPAC will include the probability costs. The trend of the probability cost will be highlighted in the presentation.



Item 42:
 Greater quarterly disclosure of developer contributions as they are made, e.g. Melbourne City Council releases a quarterly report on developer contributions.

Manager Statutory Planning

Quarter 1 (2021/22) included disclosure of total developer contributions received, namely open space and car parking contributions. Information for Quarter 2 will become available for input at the end of this month.



ATTACHMENT A

Action Plan with progress report Implementation of Municipal Monitor's recommendations

October 2021

This Action Plan with progress report ensures the five key recommendations from the Municipal Monitor's Report 2019 are addressed to improve Council's overall performance by October 2021. The progress is reported to Council every quarter as part of the CEO's Quarterly Report and a copy made available on Council's website.

Progress made over the last 12 months has resulted in implementation of all actions completed by October 2021.



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Overview



Municipal monitor's recommendations	Quarterly Achievements	Progress to completion	Overall status
<p>1. Streamline Agendas</p> <p>Ensure that agendas for assemblies of Councillors continue to be structured and streamlined to create opportunities for discussion amongst Councillors to resolve issues and accommodate different points of view.</p>	<p><i>The status of listed reports for the agenda to Council and the Councillor Schedule are reviewed weekly. This has reduced the number of reports and items scheduled in the Council Meeting agenda. Councillors are more engaged and have more time for discussion and consideration of items. Council Report writing training for staff was delayed and has since been completed during October 2021.</i></p>	<p>100% Completed</p>	
<p>2. Reduce Notice of Motions</p> <p>Reduce the number of complexity of notices of motion and alternate motions including by engaging in discussions with the CEO and Executive Team as well as fulsome discussion at assemblies of Councillors.</p>	<p><i>The number of Notice of Motions has reduced throughout 2020. A NOM protocol was discussed with Councillors in 2020. The Governance Rules, adopted in August 2020, includes the process for Notice of Motions.</i></p>	<p>100% Completed</p>	
<p>3. Improve Community Satisfaction Survey Results</p> <p>Recognise the significant improvement over the past 12 months in the community satisfaction survey results and take steps towards further improvement.</p>	<p><i>The Local Government Community Satisfaction Survey Results were released in August 2021. Improvements were made over the last 12 months to transform services and improve customer experience. Overall performance has increased by 17.5%, consultation and engagement increased by 7.2%, and significant improvements were highlighted in community decisions, up 16.7% and lobbying and advocacy, up 10.9%.</i></p>	<p>100% Completed</p>	
<p>4. Improve staff engagement survey results</p> <p>Continue Councillors and management's commitment and efforts to improve the staff engagement survey results.</p>	<p><i>The staff survey results were received in July 2020, an increased response rate from 48% to 69%, with 63% of staff saying Frankston City Council is a 'truly great place to work'. Culture Improvement Plans were developed and a pulse survey was conducted in June 2021. A Senior Leadership Program, Performance Management Program and Staff Recognition Procedure were launched and staff engaged to develop the Community Vision, Council Plan and Budget to set Council's direction. Results released in July 2021 indicated consistent performance over the last 12 months.</i></p>	<p>100% Completed</p>	
<p>5. Increase trust and communication between management and Councillors</p> <p>Continue to find mechanisms to increase trust and effective communication between management and Councillors.</p>	<p><i>The Councillor Induction Program was completed over six months by May 2021 which provided opportunities for Councillors to build trust and relationships. Ward Meetings were scheduled for 2021 and community engagement pop ups, openings and events were held with Councillors and Council officers. Communication improved through regular memorandums and opportunities for discussion to make informed decisions.</i></p>	<p>100% Completed</p>	



1. Streamline Agendas



Monitor's recommendations	Council's response	Expected completion date	Progress comments	Status
Ensure that agendas for assemblies of Councillors continue to be structured and streamlined to create opportunities for discussion amongst Councillors to resolve issues and accommodate different points of view.	1.1 Improve the structure of Council reports and assembly papers, by removing unnecessary content and headings.	October 2020	<i>A new draft Council Report structure was reviewed and considered. In order to streamline the process effectively, the volume of the reports have been reduced to less than 3 pages.</i>	
	1.2 Invest in essential training for staff to build their expertise in clear and concise report writing, and the construction of solid report recommendations.	October 2020	<i>Developed and implemented a guidance document for staff to use when preparing reports. Training sessions were delayed and since completed during October 2021.</i>	
	1.3 Strengthen the Council Meeting processes, improving report recommendations and to maintain timely production of agendas and minutes.	June 2020	<i>Draft agendas are reviewed and recommendations are being revised prior to being released. The process for approval of minutes has been revised and improved.</i>	
	1.4 Limit presentation times during briefings and allowing more open discussion amongst Councillors and Council staff on the issues at hand.	June 2020	<i>Councillor Schedule reviewed weekly and times have been reduced. The Draft Agenda is the only item reviewed on the night.</i>	
	1.5 Strengthen governance support at the Agenda Review of Council Briefings and Council Meetings to assist in the construction of alternate motions, and other general advice in relation to meeting procedure.	June 2020	<i>The Manager Governance and Information supports the Mayor with meeting procedures during the meeting. The Coordinator Governance, along with the Team Leader Governance, alternatively attends each Agenda Review and Council Meeting to oversee the governance arrangements.</i>	
	1.6 Continue the reflective practice of a meeting debrief at the end of each Council Briefing and Council Meeting.	June 2020	<i>A debrief discussion is held at the end of every Council Meeting. Debrief minutes are presented to Council to be noted at the following Council Meeting and included in the CEO's Quarterly Report.</i>	



2. Reduce Notice of Motions



Monitor's recommendations	Council's response	Expected completion date	Progress comments	Status
<p>Reduce the number of complexity of notices of motion and alternate motions including by engaging in discussions with the CEO and Executive Team as well as fulsome discussion at assemblies of Councillors.</p>	<p>2.1 Develop a Notice of Motion Protocol to provide clarity around the process for lodging and actioning notice of motions, including: timeframes, types of matters, volume of notice of motions and format.</p>	October 2020	<p><i>A draft Notice of Motion Protocol was developed and the previous term of Councillors provided input at a Briefing. The Governance Rules, adopted in August 2020, include the NOM process.</i></p>	
	<p>2.2 Invest in and encourage more open dialogue amongst Councillors and Council staff during Pre-Agenda meetings and Council Briefings, to allow for Councillors to better understand the issues at hand, leading to better decision making and community confidence in Council.</p>	October 2020	<p><i>The Mayor facilitates deliberative discussion during the Councillor Briefings on each report to clarify and resolve any issues raised. Councillors are better informed for any upcoming decision making.</i></p>	
	<p>2.3 Continue reviewing the number of Notices of Motion considered by Council through discussions with the CEO and Management.</p>	October 2020	<p><i>The CEO and Executive Team discuss notice of motions with Councillors before they are submitted to Council. In 2016-2017 there were 110 Notices of Motions (NOMs) and these reduced to 33 NOMs by 2018-2019. In 2019-2020 it increased to 64 but for this current financial year, it has reduced significantly, with only 12 NOMs being recorded for consideration.</i></p>	



3. Improve Community Satisfaction Survey Results



Monitor's recommendations	Council's response	Expected completion date	Progress comments	Status
Recognise the significant improvement over the past 12 months in the community satisfaction survey results and take steps towards further improvement.	3.1 Explore means to better engage the community in the long term planning, strategic direction setting and decision making of Council.	October 2021	<i>The Community Engagement Policy was adopted by Council in March 2021 and the Community Engagement Framework was adopted in June 2021. Council used deliberative engagement practices, including a community panel, online and local pop ups, to develop Council's Community Vision, four year Council Plan and Budget to set the strategic direction. These were adopted by Council in June 2021.</i>	
	3.2 Engage the community through regular feedback to implement changes to our service delivery.	June 2021	<i>Work undertaken over the last 12 months to improve Council's services and provide regular feedback, particularly online during COVID restrictions. The 2021 Community Satisfaction Survey results were released in August with overall performance increasing by 17.5% and consultation and engagement increasing by 10.5%.</i>	
	3.3 Investigate options to streamline Council services to create a better customer experience for its community.	June 2021	<i>A Continuous Improvement Team was established in 2020-2021 and played a key role in transforming the customer service experience. A Future Ready strategy was adopted which includes a roadmap for transformation, with initiatives already underway.</i>	



3. Improve Community Satisfaction Survey Results



Monitor's recommendations	Council's response	Expected completion date	Progress comments	Status
Recognise the significant improvement over the past 12 months in the community satisfaction survey results and take steps towards further improvement.	3.4 Improve transparency in its decision making through the reduction of Closed Council agenda items by moving contractual matters into Open Council.	June 2021	<i>In 2019-2020 Council's result for the Local Government Performance Reporting measure 'Decisions made in Closed Council' was 18.84%. In 2020-2021 an aspirational target of 10% was set by Council. Contractual matters, along with the agendas and reports being streamlined, were presented in open Council Meetings. The result for 2020-2021 was 8.92%, which achieved the target and demonstrated better transparent decision making for the community.</i>	
	3.5 Enhance advocacy priorities by building relationships and leveraging the advocacy role.	March 2021	<i>Council's Advocacy Strategy was adopted in June 2021. The advocacy priorities were informed by customer research to better understand community's expectations and provide opportunities to campaign to stakeholders. In May and June Councillors and Council officers attended sessions in Canberra to advocate for Council's priorities.</i>	
	3.6 Continue to invest in the organisation to develop a strong service culture.	June 2021	<i>The Future Ready Strategy has been launched and is aimed at improved ways of working for staff and a better customer experience for the community. Investing in uplifting staff capability part of the roadmap of initiatives.</i>	
	3.7 Develop protocols for behaviours to align with the new organisational values of "Kinder, Smarter and Fairer".	June 2021	<i>A staff pulse survey was conducted in June 2021 and results indicated consistent performance with staff engagement over the last 12 months. The Senior leaders developed a set of behaviours to align, manage and reward behaviour in line the values.</i>	



4. Improve Staff Engagement Survey Results



Monitor's recommendations	Council's response	Expected completion date	Progress comments	Status
Continue Councillors and management's commitment and efforts to improve the staff engagement survey results.	4.1 Continue the organisation's cross-functional team to progress the implementation of actions.	June 2020	<i>The cross-functional team met in April 2020 to progress implementation. The themes worked on have carried through to the new staff survey for 2020.</i>	
	4.2 Engage the staff through regular pulse surveys to identify any improvements in workplace culture.	June 2021	<i>A staff survey was conducted in April 2020 and Councillors were briefed on the results in July 2020. Culture improvement plans were developed by November 2020. A pulse survey was conducted in June 2020 to indicate progress over the last 12 months.</i>	
	4.3 Focus on "Building our Future" through engaging staff in open and transparent discussions when making decisions.	June 2021	<i>The CEO circulates a weekly email update on key issues and achievements and holds a CEO quarterly virtual session for all staff. Councillor Briefings engage staff and Councillors in the lead up to decisions made by Council.</i>	
	4.4 Continue to embed the values and behaviours of "Kinder, Smarter and Fairer" through positive interactions and initiatives.	June 2021	<i>The values and behaviours continue to be embedded across the organisation. A new performance development program and an employee recognition procedure were launched.</i>	
	4.5 Continue to embed the Leadership Capability Framework, Staff Recognition Program and Learning and Development Program.	June 2021	<i>A Future Ready Senior Leadership Program is in progress and a Performance Management Program was rolled out to all Coordinators and Team Leaders. A broader Learning Development Framework was also developed.</i>	
	4.6 Explore means to engage staff in the development of its Council Plan 2021-2025 and Service Planning Framework, to help set the strategic direction of Council.	October 2021	<i>Councillors and staff were engaged on the Council Plan 2021-2025. Service Plans informed the Council Plan and Budget development and community engagement which set the strategic direction of Council.</i>	



5. Increase trust and communication between management and Councillors



Monitor's recommendations	Council's response	Expected completion date	Progress comments	Status
Continue to find mechanisms to increase trust and effective communication between management and Councillors.	5.1 Promote a positive feedback culture through improvements in induction training to build trust and ensure a collegiate approach.	June 2021	<i>The Councillor Induction Program commenced in November 2020 and was completed by May 2021. Councillors provided positive feedback on the quality of the Program. This has built a good foundation of trust and relationships in the Council.</i>	
	5.2 Establish the practice of prioritising the discussion, listening, conversing and debriefing by asking more questions, acknowledging each other's points and being respectful of each other.	June 2020	<i>The Mayor has given each Councillor opportunities to raise their points, listen to each other and converse at Council Briefings and Meetings before making decisions.</i>	
	5.3 Continue with the current practice of open communication and engagement through memorandums.	June 2020	<i>Memorandums are used as formal communication to inform and engage Councillors in the lead up to Councillor Briefings and Meetings. These generate opportunities for further discussions and engagement.</i>	
	5.4 Explore more opportunities for information sharing amongst Councillors and Management to enhance the relationship.	June 2020	<i>Communication amongst Management and Councillors has occurred on all key issues and items presented. These contributed to more informed decision making, relationship building and trust amongst Council.</i>	
	5.5 Involve the management in local community engagement sessions, Ward meetings (brief Councillors), openings and events that Councillors may already be in attendance to build trust and improve relationships.	June 2021	<i>Benchmarking was conducted for Ward meetings which are scheduled to be held during 2021. Management have worked closely with Councillors to hold community engagement sessions, including successful local pop ups, openings and events.</i>	
	5.6 Implement debriefing sessions as a component of the Closed Council Agenda, to identify any issues that arose, or areas for improvement to build strength, resilience and collegiality within the Council.	June 2020	<i>A debrief discussion is held at the end of every Council Meeting. Debrief minutes are presented to Council, noted at the following Council Meeting and included in the CEO Quarterly Report.</i>	

Executive Summary**12.2 Update on Coronavirus (COVID-19) and Recovery Grants Program report - 21 February 2022**

Enquiries: (Phil Cantillon: Chief Executive Office)

Council Plan

- | | |
|----------|-----------------------------------------------------------------------------|
| Level 1: | 1. Healthy and Safe Communities |
| Level 2: | 1.2 Maintain systems and capacity to manage and respond to emergency events |

Purpose

To update Council on its response to the impacts of the Coronavirus (COVID-19) and Recovery Grants Program.

Recommendation (Chief Executive Officer)

That Council:

1. Notes this report which outlines an update of its response to the impacts of the Coronavirus (COVID-19) and Recovery Grants Program.
2. Notes the status of the 2021-2022 Relief and Recovery package was presented and discussed at the February 9, 2022 budget briefing.
3. Reallocate activities within the Relief and Recovery Package to the value of \$26,662 as follows:
 - Allocates \$18,373 to fund the Commercial Tenancy Relief Scheme. (\$18,373 funded from under-utilised activities);
 - Allocates \$8,289 to fund the additional Kerbside trading permit fee relief and the A frame signage fee relief. (\$8,289 funded from under-utilised activities);
4. Reduces activities within the Relief and Recovery Package to the value of \$950,337. Total 2021-2022 package value reduces to \$2,911,663 by approving the financial adjustment in this report:
 - a) Set aside \$373,000 from the following activities pending discussion with Councillors on their application towards further COVID-19 Package activities or otherwise:
 - Reduce the mental health support programs by \$68,000;
 - Reduce the Frankston Business Chamber activity by \$35,000;
 - Reduce the Invest Frankston Business Grant Funding Pool by \$20,000;
 - Reduce the Ratepayer Reward Redemption program by \$250,000;
 - b) Reduce the 2021-2022 Relief and Recovery package by \$577,377 and return the funds to the Strategic Asset Reserve for consideration during the 2022-2023 Annual Budget process:
 - Reduce the Loyalty and Marketing Campaign by \$137,000;
 - Reduce the Ratepayer Reward Redemption program by \$438,441;
 - Reduce the school and personal trainer fee waiver by \$1,936.
5. Notes the ongoing communication of all activities included in the adopted 2021-2022 Relief and Recovery package; including the recovery grants program and ratepayer reward voucher scheme on relevant council channels; and
6. Notes this report provides an officer assessment of current Councillor Initiatives which will be considered during the further development of the 2022-2023 Operating Budget.

12.2 Update on Coronavirus (COVID-19) and Recovery Grants Program report - 21 February 2022**Executive Summary****Key Points / Issues**

- At its meeting on 29 April 2021, Council resolved that:
 1. *This report which outlines its response to the impacts of the Coronavirus (COVID 19); and*
 2. *Notes an update will be provided at every second Council meeting moving forward during the Pandemic, with the exception of additional Council Meetings that may be called for the purpose of considering a specific matter.*
- At its meeting on 6 December 2021, Council resolved (extract) that:
 4. *Provides a report to the February 2022 Council Meeting on the status of the delivery progress of the activities contained within the adopted 2021-2022 COVID Recovery package and consideration be given to fund alternative activities from any identified unspent monies. The report is to include an officer assessment of Councillor Initiatives.*

A list of initiatives were provided and considered with an officer assessment in **Attachment A**.

- Councillors were updated at the 9 February 2022 Councillor Briefing on the status of the delivery progress of all activities contained in the 2021-2022 Relief and Recovery Package. Based on this status review the following recommendations were proposed for consideration and approval:

Reallocate activities within the Relief and Recovery Package to the value of \$26,662 as follows:

- Allocates \$18,373 to fund the Commercial Tenancy Relief Scheme. (\$18,373 funded from under-utilised activities);
- Allocates \$8,289 to fund the additional Kerbside trading permit fee relief and the A frame signage fee relief. (\$8,289 funded from under-utilised activities);

Reduces activities within the Relief and Recovery Package to the value of \$950,337. Total 2021-2022 package value reduces to \$2,911,663 by approving the financial adjustment in this report:

a) Set aside \$373,000 from the following activities pending discussion with Councillors on their application towards further COVID-19 Package activities or otherwise:

- Reduce the mental health support programs by \$68,000;
- Reduce the Frankston Business Chamber activity by \$35,000;
- Reduce the Invest Frankston Business Grant Funding Pool by \$20,000;
- Reduce the Ratepayer Reward Redemption program by \$250,000;

b) Reduce the 2021-2022 Relief and Recovery package by \$577,377 and return the funds to the Strategic Asset Reserve for consideration during the 2022-2023 Annual Budget process:

- Reduce the Loyalty and Marketing Campaign by \$137,000;
- Reduce the Ratepayer Reward Redemption program by \$438,441;
- Reduce the school and personal trainer fee waiver by \$1,936.

12.2 Update on Coronavirus (COVID-19) and Recovery Grants Program report - 21 February 2022**Executive Summary**

- The Relief and Recovery Grants Program comprises two groups of grants: COVID-19 Community Support Grants and COVID-19 Rapid Response Grants. The total pool of Council funded COVID-19 Response and Recovery Grants for 2021-22 is \$118K including the \$18K for Youth Grants funded through the State Government Engage Program.
- The 2022-23 Community Grants and Standing Grants review is now complete with a Council report being considered separately at this February meeting to inform the 2022-23 budget period.

Key inclusions and actions update

Some key inclusions with actions to date are listed below:

- As at 31 January 2022, Council had delivered \$6.62M in support to the community and continue to ensure the ongoing activities are delivered in a timely manner.
- Details are included in the COVID-19 Relief and Recovery Status Report (**Attachment B**). Any variations required will firstly be offset from within the package. If this cannot be accommodated, then the variation will be considered through the Budget Review process.
- A summary of the current grants relating to the COVID-19 Relief and Recovery package is listed in the COVID-19 Community Grants report (**Attachment C**). The assessment and approvals have been undertaken in compliance with the delegations approved by Council at its Council meeting held on 15 June 2020.
- Early January 2022, wearing masks in the workplace (office) was introduced along with advice to work from home if you can due to the spread of the new variant of COVID-19 (Omicron). Staff who could work from home were encouraged to continue and the Council's return to the workplace plan was delayed.
- All staff were fully vaccinated by 24 December 2021, in line with Council's Mandatory Vaccination Policy. This policy includes requirements for regular booster shots in line with Government guidelines. To ensure we keep our community and staff safe, all staff and volunteers are required to have their third booster shot by 31 March 2022.
- The CEO regularly meets with the Executive Management Team to discuss and manage the impacts of staff with COVID in the workplace and those who are close contacts ensuring service levels to the Community are not impacted.
- Council continues to provide hand sanitising equipment and cleaning products for staff to use in all its facilities. Work stations have been reconfigured as part of the new COVID-safe measures to achieve physical distancing requirements as part of council's COVID Safe Plan. The Facilities Management team has arranged for an occupational hygienist to review the Civic Centre and provide recommendations regarding improvements to the Heating Ventilation and Air Conditioning system. These are currently being considered for implementation.

COVID-19 lockdown financial impacts

- A detailed review of impacts on Council's financial position due to COVID-19 lockdowns will be presented at a future Councillor Briefing allowing for the financial impact including funding options resulting from the continuation of COVID-19 lockdowns to be considered. The financial impact was presented to Council at its meeting held on 11 October 2021 and included in the 2021-22 Mid-year Budget Review (adopted on 31 January 2022).

12.2 Update on Coronavirus (COVID-19) and Recovery Grants Program report - 21 February 2022**Executive Summary**

- PARC and the Pines Aquatic Facility continues to operate although recent pressures of staff isolating or awaiting COVID test results are putting a strain on the services provided such as lifeguards available to allow for slides etc. to be opened. They continue to following the Victorian Government's Roadmap allowing for an increase in revenue in the Summer period.
- Council facilities such as the Frankston Arts Centre, Library, Community Halls and the Visitor Information Centre are slowly reopening following the State reaching the vaccinated target outlined in the Roadmap allowing for an opportunity for an increase in fees/charges.
- Council continues to recognise the continued financial hardship on the community including community groups, sporting clubs and businesses. Council is mindful of the hardship these community groups are facing in these challenging times.

Provision of Customer Service, Communication and Events during COVID

- Since our customer service touch points reopened in early November 2021, customer traffic has been steady with an average of 4,000 customers a month across all sites.
- Between 1 December 2021 and 31 January 2022, Council recorded 2478 people in the Civic Centre, 2872 at Langwarrin, 2427 in the Visitor Information Centre (VIC) and 687 at Seaford. This is almost now at pre-COVID levels.
- In January 2022, Seaford and the VIC have been the only sites impacted by closers due to COVID – Seaford has been closed since mid-January 2022 and the VIC is operating on reduced operating hours and days. Both sites are hoping to return to normal operating hours by the end of February.
- Council is continuing to work closely with Peninsula Health in regards to vaccinations, boosters, testing and providing information for those who test positive. A new testing site has also been established at Bruce Park Hall and this is being communicated regularly.
- Communications have also centred on acknowledging the work frontline workers have done throughout the pandemic via promoting the Citizen of the Year special community award.
- Events for 2022 are now well underway. The Waterfront Festival, Ventana and Big Picture Festival will take place at full scale throughout February and March plus a new Sunset Twilight market at the foreshore will run twice per month in March and April. The Summer Carnival continues until the end of February. Planning for South Side Festival is well underway running from 6-15 May 2022.

Economic Development Activities during COVID

Officers have undertaken a thorough review of Council's COVID Relief and Recovery package as part of this report. As can be seen in Attachment B, the economic development (including place activation) activities are largely on track. With regard to the Loyalty and Marketing Campaign, officers are preparing to launch a 'business to business' voucher system to assist businesses registered in the municipality to access professional services from other businesses, also registered in the municipality. These professional services will include IT, marketing etc and will provide practical supports to local businesses. Of the money allocated to this particular program, it is proposed to use \$100,000 this financial year and return the balance (\$237,000) to the strategic asset reserve.

12.2 Update on Coronavirus (COVID-19) and Recovery Grants Program report - 21 February 2022**Executive Summary**

The Frankston Business grant program is opening in February. This timeframe was later than anticipated, as lockdown periods last calendar year delayed the program. Given this, it is recommended that the budget this financial year be slightly reduced to \$150,000, with the balance (\$20,000) transferred to next financial year. This recommendation is made having regard to the shortened period in which to deliver the program before 30 June 2022.

With regard to the examples of activities that could be accommodated within Council's existing COVID Relief and Recovery package, many of these are already included in the economic development COVID Relief and Recovery program. This includes examples (a), (b), (d) and (f) whereby the suggested activities are including in the business mentoring program, and through the Loyalty and Marketing Campaign (described above) which will shortly be launched. Attachment A contains a more detailed assessment of these examples.

Financial Impact

\$3.86M was allocated to recovery in the 2021–25 Council Plan and Budget following extensive community consultation and engagement. Recently Management reviewed the 2021-22 package and identified under-utilised activities totalling \$0.950 million. This report recommends setting aside \$0.373 million for a pending discussion with the Councillors on their application towards a further COVID-19 package or otherwise. In addition, it is recommended that \$0.578 million is transferred back into the strategic asset reserve for consideration during the 2022-2023 Annual Budget development briefings. The new total package value for 2021-2022 is \$2.91 million. This adjustment is included for endorsement in this council report.

Actual spend for 2021-22 as at January 2022 was \$1.31 million. A total of \$6.62M has been spent since 2020. Planned total spend over three years to the COVID-19 Relief and Recovery support for residents, businesses, community and sporting organisations to \$9.129M.

Any variations required will firstly be offset from within the package. If this cannot be accommodated, then the variation will be considered through the Budget Review process.

Consultation**1. External Stakeholders**

Consultation relating to the Recovery Grants will be undertaken as part of the review and this will include the Mayor, Councillors and relevant Council teams.

2. Other Stakeholders

External consultation with residents, community groups and organisations will be undertaken as part of this review.

Analysis (Environmental / Economic / Social Implications)

Council's Recovery Grants should alleviate some of the impacts and provide support to community services and activities, although it is important to note, the impacts of the Pandemic 2020 - 2022 have caused huge stress points within our community with many individuals and organisations affected.

12.2 Update on Coronavirus (COVID-19) and Recovery Grants Program report - 21 February 2022**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

There are no legal issues associated with this report.

Policy Impacts

There are no policy impacts.

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 clear agreed process for distributing grants ensures it is fair for all.

Conclusion

The COVID-19 Relief and Recovery grants program will continue to provide much needed support to vulnerable people and organisations in the municipality. It is recommended the report be noted and received.

ATTACHMENTS

Attachment A: [↓](#) Potential Councillor Initiatives for COVID Package with officer assessment

Attachment B: [↓](#) Relief and Recovery Package Status Report - January 2022

Attachment C: [↓](#) COVID-19 Community Support Grants Update

Potential Councillor Initiatives for COVID Package with officer assessment

- a) Online tools and face-to-face support for businesses to develop e-commerce online services and/or to refresh antiquated business models.

Officer assessment: This is already partly covered within the business mentors program. Mentors can provide a range of specialised advice, including advice on of e-commerce solutions for businesses. There is also a digital marketing master class scheduled for the second half of this financial year. This type of program could be something that the Chamber may wish to develop once established.

- b) Access to free capped financial counselling services for businesses and residents experiencing hardship.

Officer assessment: This is already covered as part of the business mentor program. Financial hardship services for residents should be considered as part of community based programs.

- c) Top-up of the Invest Frankston Business Grants given the exacerbation caused by multiple lockdowns since the adoption of Council's 2021/2022 Annual Budget;

Officer assessment: The business grant pool for 2021/2022 is already \$350,000, which is considerably more than the usual \$160-180,000 budget. Any additional \$ are unlikely to be able to allocated.

- d) Business Support Vouchers to assist local businesses to improve capability through free capped access to local professionals and services (see LaTrobe City's model);

Officer assessment: Similar to the buy local business vouchers program we are about to roll out. No extra budget required as this can be covered in an existing budget line.

- e) A second round of Miscellaneous, Community and Urgent grants for community groups and sporting clubs given the exacerbation caused by multiple lockdowns since the adoption of Council's 2021/2022 Annual Budget;

Officer assessment: Yes, a second round could be undertaken in March-April and this would be a valuable way to further support the community. This would be well received by community groups. The recommended approach is to apply the same criteria and methodology as the previous round. If proceeding, the recommended amount would be a \$70K - \$100K allocation to ensure reasonable coverage of applicants.

- f) A top-up contribution to the Frankston Charitable Trust given the exacerbation caused by multiple lockdowns since the adoption of Council's 2021/2022 Annual Budget.

Officer assessment: Certainly, this is always an option. Increasing the principle amount held would further enhance Council's ongoing grant making activities in the long term through this fund.

- g) Careers and Lifestyles Strategy aimed at workforce attraction and retention. This strategy is intended to entice more people to live and work throughout the Frankston municipality. This strategy will also support our local tertiary education sector and provide a localised workforce to fill existing and future skills and workforce gaps i.e. high-end hospitality, events management, hoteliers and accommodation staff, decentralised white-collar workers operating remotely, the brain drain of businesses and industries leaving the state capital etc (see Greater Shepparton's model).

Officer assessment: This is already reflected within the Invest Frankston Campaign, which aims to change perceptions of Frankston and attract new businesses and entrepreneurs to the city. The second element of this however, could be linked to the work of the Frankston City Job Seeker Alliance and an action plan that has been developed. This includes a range of projects

that would benefit from additional resources, including developing online tools to assist job creation and skills development projects. ~\$30k

- h) Support to international students studying at Monash (Peninsula Campus) and Chisholm (Frankston Campus) who may be experiencing significant hardship.

Officer assessment: Before COVID-19 Frankston did have international students at Monash University, Chisholm Institute and also at a number of schools such as Frankston High. It is understood that a significant percentage of these have returned home and those that remain now have potential opportunities to get part time work given the acute shortages of workers across many sectors. One idea that could benefit the sector is a undertaking a collaborative marketing campaign working with local institutions to get students back, now that borders are beginning to re-open. Chisholm Institute, for example, have recently approached Council with something like this in mind. ~\$50K.

Relief and Recovery Package Monthly Financial Report as at 31 January, 2022

Activities	Description	May 2020 - June 2021	2021-2022		Forecast 30 June 2022	Required in 2022-2023	Status update	Total Package \$9.128m
		Actuals \$5.27m	Budget \$9.86m	Actuals				
1. Residential rates relief – Unemployed Owner/Occupier	Approves residents (owner/occupiers) that can demonstrate they are experiencing financial hardship relating to the pandemic, beyond those receiving Jobseeker, can apply for a one-off rate waiver per household of \$200 during May 2020 through June 2022.	446,000	400,000	273,800	400,000	-	1,369 waiver applications have been approved. Council endorsed the continuation of the rate relief as part of the endorsed 2021-2022 Recovery Package included in the adopted 2021-2025 Council Plan and Budget. It is expected that the activity will be fully expended by the end of the financial year.	846,000
7. Crisis support service to socially isolated and elderly individuals (outgoing)	Delivery of care packages, supporting volunteer food services and provision of wellbeing phone checks for the elderly and lone person households.	446,252	150,000	80,969	150,000	-	Meals on Wheels continues to be supported with provision of a Driver Concierge role to ensure Covid Safe principles are applied within the essential meal delivery service. Casual staff are currently being utilised to replace existing staff and volunteers that are unable to attend the workplace.	596,252
8. Support triage call centre / health chat room (incoming)	To manage the flow of calls for help and advice during a time when the community is experiencing significant stress	300,000	150,000	26,315	150,000	-	Referrals to the Community Recovery Call Centre continue to be received from the community, other Council departments and local agencies. Wellbeing calls to elderly, lone person households and other identified vulnerable residents continue to be conducted by support staff in the Call Centre.	450,000
Mental Health support programs	Provide training to community groups to support their members and the community with mental health issues.	-	100,000	545	33,000	68,000	Course providers for Mental Health First Aid Training for members of the community have been sourced and a schedule of online/face to face training is being developed.	100,000
12. Emergency backup and support for Community Support Frankston (CSF)	Material Aid Continued grant for Community Support Frankston in order to extend their ability to respond to the needs of the most vulnerable members of the Frankston community.	825,000	500,000	311,146	500,000	-	Council officers are working with Community Support Frankston (CSF) spent in accordance with the grant requirements. This grant is significantly helping CSF to meet unprecedented community demand for emergency relief and material aid assistance from a growing number of financially disadvantaged community members.	1,325,000
14. Student Scholarship program	Provide support to Frankston City students to support the purchase of text books and other necessities for study at higher education institutes (eg via the Carolyn Chisholm Scholarship program)	1,000	10,000	-	10,000	-	The grant guidelines have been established and released to the community for applications.	11,000

Relief and Recovery Package Monthly Financial Report as at 31 January, 2022

Activities	Description	May 2020 - June 2021	2021-2022		Forecast 30 June 2022	Required in 2022-2023	Status update	Total Package \$9.128m
		Actuals \$5.27m	Budget \$3.86m	Actuals				
18. b) Creative Industries and Artists Grants	Local Artist Grants to develop new work that can be presented online or digitally or the development of a new work to be presented at Cube when FAC reopens.	32,000	25,000	17,750	25,000		The grant guidelines have been established and released to the community for applications.	57,000
25. Repurpose Community Grants Program	Continue the funding pool and review existing criteria of the Community Grants Program to support the efforts of groups and organisations that are responding to the impacts of COVID-19	370,350	100,000	69,379	100,000		Criteria related to the community grants program was endorsed at the 28 June 2021 Council meeting and allocations have been ongoing.	470,350
36. Council car parking relief	First two hours of parking in Council owned and managed city centre off street car parks is provided for free (2020-2022). (Please note this excludes on-street parking in the city centre which is already provided for free and has localised time-restrictions)	49,506	93,000	44,596	31,000		People returning to shop in Frankston post lock down is generating more activity including "Do it Outdoors" in the city centre.	142,506
Frankston Business Chamber	Re-establish the Frankston Business Chamber: transition to an incorporated association over a 12 to 14 month period	-	200,000	49,682	165,000	35,000	Recruitment has been completed for a temporary resource to re-establish the Frankston Business Chamber. Engagement with the community has begun.	200,000
40. Business Concierge (crisis package)	Rebadge and expand business training, mentoring, resilience training, concierge and network services, tender and business case writing and initiatives (Activity amended at the December 6, 2021 Council meeting to transfer funding to the Food and Health annual registration waiver \$102,750)	58,892	97,125	700	97,125		Council continues to provide a dedicated Business Concierge - funding for this service in 2021/2022 has been received from a Victorian Government Grant (resulting in 120K saving). At the December 6, 2021 Council meeting \$102,750 was transferred to fund the annual health and food registrations.	156,017
41. Business Support (crisis package)		23,005					Activity merged with the Business concierge	23,005
44. Loyalty and marketing campaigns	Support the business community through social distancing restrictions and then the recovery period by developing loyalty programs that target local businesses and a range of campaigns to guide and encourage residents to explore locally rather than leave the municipality.		237,000	-	100,000		Council's Buy Local campaign will focus on a business to business voucher program modelled on successful programs elsewhere in Melbourne.	237,000
45. Place Activation	Develop a calendar of (seasonal) activations and events	27,888	100,000	34,234	100,000		A calendar of activation is currently being programmed as part of Council's response to the Outdoor Dining and Entertainment Project.	127,888
47. Kerbside Trading Permit fee relief	Waive Kerbside Trading fees for 2020-2022	70,545	50,000	61,074	61,074		Fee relief mechanism in place, waiver reflected	120,545
A frame signage fee relief	Financial relief for Businesses waive A frame signage fee for 2021-2022	0	27,000	24,215	24,215		Fee relief mechanism in place, waiver reflected	27,000
Food and Health Registration fees	Financial relief for Businesses to waive the annual food and health registration fees (Council meeting 6 December 2021)		127,875	127,875	127,875		Fee relief mechanism in place, waiver reflected	127,875

Relief and Recovery Package Monthly Financial Report as at 31 January, 2022

Activities	Description	May 2020 - June 2021	2021-2022		Forecast 30 June 2022	Required in 2022-2023	Status update	Total Package \$9.128m
		Actuals \$5.27m	Budget \$3.86m	Actuals				
48. Food Act Registration fees	Provide free registration for new businesses	117,100	25,000	-	25,000		Fee relief mechanism in place, waiver to be reflected	142,100
49. Expansion of Invest Frankston Business Grant funding pool	Continue to provide grant opportunities and expand funding pool to support investment attraction and activate commercial and industrial premises to stimulate all sectors of the economy – including local manufacturing	232,000	170,000	0	150,000	20,000	Council continues to support invest Frankston Business grant program. Now that restrictions have eased the program is expected to be fully implemented. The program launched 1 February 2022.	402,000
50. Investment Attraction	Re-ignite interest from existing leads to fast track new investments, including fast track permits and activation grants		100,000	59,496	100,000		Council has developed a series of pro-active campaigns designed to attract investment into Frankston City and change the perception of the city as a place for entrepreneurs.	100,000
61. Long Term vacant shop fronts	"Top up" existing grants to attract businesses to operate long term vacant shop fronts in the municipality.	50,000	100,000	-	100,000		Council continues to support invest Frankston Business facade grant program. The program launched February 2022.	150,000
Ratepayer Reward Redemption	3.1 Discount voucher provided for: o an additional at call hard rubbish collection o PARC visit pass o Arts centre show	-	915,063	10,000	200,000	250,000	The Ratepayer Reward program was launched with the 2021-2022 rates notice in August 2021. With the easing of restrictions, facilities opening and the communications plan is fully activated, we have seen an increment in redemption. As a result of the unplanned facility closures, we are recommending that the program be extended into the first half of the 2022-2023 financial year. This will enable the community to take advantage of the program.	915,063
Sports club tenancy and ground allocation fees	Waiving of winter seasonal sports club tenancy and ground allocation fees	149,516	149,337	149,337	149,337		This approved waiver has been applied to support these local groups/activities to navigate through a difficult period impacted by COVID restrictions.	298,853
School and Personal Trainer fees	Waiving school and personal trainer ground hire fees	0	9,500	7,564	7,564		This approved waiver has been applied to support these local groups/activities to navigate through a difficult period impacted by COVID restrictions.	9,500
Community Centre Fees	Waiving license fees and charges for licenced occupiers in Council-run community centres for the period 1 July 2021 – 30 September 2021	0	26,100	2,363	26,100		This approved waiver has been applied to support these local groups/activities to navigate through a difficult period impacted by COVID restrictions.	26,100
Commercial Tenancy Relief Scheme	The Government has implemented a commercial tenancy relief scheme that entitles businesses to claim a rent reduction and deferment when a certain set of criteria are met.				16,373		Council is required to provide tenancy relief to our commercial properties as specified in the tenancy relief scheme. Three businesses have successfully applied for relief under the scheme.	
	Other package activities fully delivered and complete in 2020-2021 and not continued into 2021-2022	2,067,896						2,067,896
	Total Relief and Recovery packages	5,266,950	3,862,000	1,350,040	2,911,663	373,000		9,128,950

COVID-19 COMMUNITY RECOVERY GRANTS

As part of Council's COVID-19 Relief and Recovery Package,

- a funding pool of \$100K (or \$118K including reference to the \$18K for Youth Grants funded through the State Government Engage Program) under the Community Recovery Grants have been made available to support individuals, community groups and businesses survive and recover from the impacts of COVID-19
- a funding pool of \$25K under the Economic grants have been made available to support local artists.
- a funding pool of \$10K under Student grants program have been made available to assist retention of students in education and training

The categories of grants, their purpose and the total value of the grant category are outlined below:

COVID-19 Recovery Grants \$60,000 (\$60,000 has been awarded for the period 2/8/2021 to 30/08/2021 capped at \$3,000): A one-off funding of up to \$3,000 designed to assist community groups and organisations that are responding to the impacts of COVID-19. This grant covers a broad range of items including equipment, rent, utilities and community recovery initiatives. 49 applications were received for COVID-19 Recovery Grants FY21/22.

COVID-19 Urgent Relief Grants \$15,000 (\$8,000.00 has been awarded for the period of 2/08/2021 to 31/1/2022): This grant assists grassroots community groups to access urgent funding of up to \$1,000 for a range of items including equipment, rent, utilities, training and materials. The category also enables organisations to provide emergency community care such as the provision of food, mental health and well-being initiatives, and activities that connect residents. 13 total applications have been received. Five rounds have been assessed, next round closed 31 January 2021.

Inclusion Support Grants \$20,000 (\$4,013.03 has been awarded to 27 recipients for the period 2/8/21 to 31/12/21): Grants up to 75% of club fees, capped at \$200 are available for school-aged children up to 18 years to cover fees associated with participation in local sporting clubs. Five rounds have been assessed, next round closed 31 January 2021.

Youth Grants \$18,000 (\$8,190.00 awarded to 14 recipients for the period of 12/07/21 to 17/08/21): Grants are up to \$600 to support young people aged 12 to 24 years to purchase education resources and materials, and gain qualifications and accreditations to further develop their skills and improve the likelihood of obtaining long term future employment. Remaining grant pool has been repurposed to COVID-19 Youth Grants.

COVID-19 Youth Grants \$9,800 (\$9,270.00 awarded to 16 recipients for the period of 12/10/21 to 21/10/21): This grant supports young people experiencing disadvantage limiting their ability to gain financial support for materials, equipment and courses for their education, training and career aspirations, support around mental health and wellbeing and community connection.

Environmental Sustainability Grants \$5,000 (\$2,000.00 awarded for the period of 1/11/21 to 31/11/21, Round 2 opened 20 December 2021 and will close 28 February 2022): This grant supports community groups and organisations fund environmental and sustainability projects that align with the strategic vision for Frankston City's future. The four key assessment themes are: protecting and enhancing natural assets, wise use of natural resources, minimising environmental impacts and educating and engaging the community. 4 applications were received. Remaining funding will be used for a second round of the Environmental Sustainability Grant.

Arts Project Grants \$5,000 x 6 Projects (\$30,000 awarded - recipients will receive 50% on the return of their funding agreements in October and the balance will be paid to the artist on the conclusion of projects. This is for the period 1/7/21 to 30/6/22): The key objectives of the program are to support projects that build Frankston's profile as a Creative City, create bold, innovative and exciting works that foster experimentation, expression and excellence, are relevant and engaging for Frankston residents and visitors, foster collaboration and partnerships

and contribute to artistic and cultural outcomes that celebrate diversity, accessibility and inclusion.

Student Scholarship Grants \$10,000 (\$750.00 has been awarded for the period of 1/10/2021 to 31/1/2022): Grants up to \$750 to provide support to students to purchase text books and other necessities for study at a higher education institution. Two total applications have been received.

Council would like to congratulate the following successful applicants who are listed in accordance with the relevant category of grant. Please note that the names of young people have not been included in the public report.

SUCCESSFUL RECIPIENTS BY GRANT CATEGORY

COVID-19 Recovery Grants

COVID-19 Recovery Grants are now closed for FY 21/22

COVID-19 Urgent Relief Grants

Urgent Relief Grants applications are assessed monthly. For the period of 1/11/21 to 1/12/21 2 grant applications received and 2 were awarded funding in December 2021. For the period of 2/12/21 to 31/12/21 2 grant applications received, 1 ineligible and 1 withdrawn to reapply therefore none awarded.

Congratulations to the successful applicants:
Frankston Pines Football Club - \$1,000
Vision Impaired People's Aid Foundation - \$1,000

Inclusion Support Grants

Inclusion Support Grants applications are assessed monthly. For the period of 1/11/21 to 30/11/21 7 grant applications received and 7 were awarded funding in December 2021. For the period of 1/12/21 to 31/12/21 4 grant applications received and 4 were awarded funding in January 2022. Please note that the names of young people have not been included for privacy reasons.

Congratulations to the successful applicants:

Inclusion Support Recipient 1 (ISG212231) – \$157.50
Inclusion Support Recipient 2 (ISG212230) – \$157.50
Inclusion Support Recipient 3 (ISG212227) – \$127.50
Inclusion Support Recipient 4 (ISG212233) – \$168.75
Inclusion Support Recipient 5 (ISG212226) – \$131.25
Inclusion Support Recipient 6 (ISG212235) – \$131.25
Inclusion Support Recipient 7 (ISG212234) – \$131.25
Inclusion Support Recipient 8 (ISG212240) – \$131.25
Inclusion Support Recipient 9 (ISG212237) – \$200.00
Inclusion Support Recipient 10 (ISG212239) – \$157.50
Inclusion Support Recipient 11 (ISG212242) – \$150.00

Youth Grants

Youth Grants are now closed for FY 21/22

COVID-19 Youth Grants

In the period 12/10/21 and 21/10/21 sixteen grant applications were approved by Manager Community Strengthening and awarded funding in December 2021. Please note that the names of young people have not been included for privacy reasons.

Congratulations to the successful applicants:

COVID-19 Youth Grant Recipient 1 (CGP161700120) – \$600
COVID-19 Youth Grant Recipient 2 (CGP161700124) – \$549
COVID-19 Youth Grant Recipient 3 (CGP161700133) – \$605
COVID-19 Youth Grant Recipient 4 (CGP161700133) – \$607.50
COVID-19 Youth Grant Recipient 5 (CGP161700143) – \$380
COVID-19 Youth Grant Recipient 6 (CGP161700150) – \$600
COVID-19 Youth Grant Recipient 7 (CGP161700145) – \$600
COVID-19 Youth Grant Recipient 8 (CGP161700146) – \$600
COVID-19 Youth Grant Recipient 9 (CGP161700144) – \$600
COVID-19 Youth Grant Recipient 10 (CGP161700135) – \$600
COVID-19 Youth Grant Recipient 11 (CGP161700127) – \$600
COVID-19 Youth Grant Recipient 12 (CGP161700128) – \$600
COVID-19 Youth Grant Recipient 13 (CGP161700138) – \$600
COVID-19 Youth Grant Recipient 14 (CGP161700141) – \$600
COVID-19 Youth Grant Recipient 15 (CGP161700140) – \$600
COVID-19 Youth Grant Recipient 16 (CGP161700123) – \$600

Environmental Sustainability Grants

Of the 4 applications received between 1 November 2021 and 30 November 2021, 2 applications were awarded funding in December 2021. Round 2 of the Environmental Sustainability Grant opened 20/12/21 and will close 28/02/2022.

Congratulations to the successful applicants:

South East Environment Network - \$1,000
Mornington Peninsula Koala Conservation - \$1,000

Arts Project Grants

Arts Project Grants are now closed for FY 21/22

Student Scholarship Grants

Student Scholarship Grants are assessed monthly. In the period 1/10/21 and 31/10/21 two applications were received and one was awarded funding in January 2022. For the period of 1/11/21 and 31/01/22, no grant applications were received. Please note that the names of young people have not been included for privacy reasons.

Congratulations to the successful applicant(s):

Student Scholarship Grant Recipient 1 (0005) - \$750.00

Executive Summary**12.3 Capital Works Quarterly Report - Q2 - October to December 2021**

Enquiries: (Luke Ure: Infrastructure and Operations)

Council Plan

Level 1:	4. Well Planned and Liveable City
Level 2:	4.3 Provide well designed, fit for purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate

Purpose

To brief Council on the quarterly progress (October to December 2021) of the 2021/22 Capital Works Program.

Recommendation (Director Infrastructure and Operations)

That Council:

1. Receives and notes the quarterly progress report for the second quarter (October 2021 to December 2021) of the 2021/22 Capital Works Program;
2. Notes there are no projects to report for the second quarter where variations have exceeded the pre-approved variation amount in accordance with S7 Instrument of Sub-Delegation by CEO;
3. Notes that there is an impact on program delivery as a result of COVID-19 restrictions and construction industry disruptions which could potentially result in cost escalations and timing delays. These impacts are currently being closely monitored and will be managed in accordance with Council's Long Term Infrastructure Plan (LTIP) governance framework;
4. Endorses the revised Major Projects Advisory Committee Terms of Reference detailed in Attachment E; and
5. Endorses the revised Schedule of Major Projects for 2021/22 detailed in Attachment F.

Key Points / Issues

- The 2021/22 Capital Works Program (CWP) comprises a total of 243 projects, including 62 projects carried over from financial year 2020/21.
- The Adjusted Capital Works Budget following the Adopted Budget and subsequent approved variations is \$66.503 million and actual capital expenditure is \$14.798 million as at the end of December 2021 (see Attachment A).
- Due to COVID-19 and construction industry disruptions, several capital works projects in the current program have been impacted. These impacts will continue to be monitored over the course of the 2021/22 financial year.

Total Adopted Budget including Carry Over	\$70.285 million
Adjusted Budget (end of December 2021)	\$66.503 million
Forecast (EOFY)	\$74.662 million
Forecast Variance	\$8.159 million
Actual Expenditure	\$14.798 million
Actuals + Current Year Commitments	\$50.243 million

12.3 Capital Works Quarterly Report - Q2 - October to December 2021**Executive Summary**

- The Major Projects Advisory Committee (MPAC) Terms of Reference have been recently reviewed and minor amendments made (Attachment E). Changes include updates to position titles, recognition of virtual meetings, project updates provided via memorandum and the circulation of minutes.
- Additional projects have been added to the Schedule of Major Projects for 2021/22 due to recent funding announcements / agreements signed (Attachment F).

Financial Impact

The delivery of the 2021/22 CWP is progressing well with an End of Financial Year (EOFY) forecast expenditure of \$74.662 million against an adjusted budget of \$66.503 million.

Currently, there is \$50.243 million in actuals and current year commitments, which equates to 76% of the Adjusted Budget. In addition, there is an additional \$8.159 million in forecast variance which has now been addressed with the Mid-Year Budget Review. This variance can be attributed to an accelerated construction program for the delivery of the Jubilee Park Indoor Multipurpose Netball Complex following tender award.

Consultation**1. External Stakeholders**

Council officers responsible for the delivery of individual projects consult with key stakeholders directly during the delivery of the projects.

2. Other Stakeholders

The Major Projects Advisory Committee last met on 1 December 2021.

Governance group meetings are also held monthly and include a Program Review Group meeting, EMT Capital Works Review meeting and a Program Sponsor Group meeting. Program Control Group meetings are held on a monthly basis. Many Project Advisory Group meetings were also held for major projects during the quarter.

Analysis (Environmental / Economic / Social Implications)

Many Council assets underpin economic systems and provide a vehicle for economic growth and prosperity. Some Council assets seek to improve the environment and amenity of the municipality. Council assets also support services to the community. Better infrastructure asset management practices will enhance these services to the community and promote better health and wellbeing.

Legal / Policy / Council Plan Impact**Charter 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.

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 or legal implications relevant to the content to the report.

12.3 Capital Works Quarterly Report - Q2 - October to December 2021**Executive Summary**Policy Impacts

Council's Asset Management Policy, Long Term Infrastructure Plan Governance Structure, Financial Plan and Project Management Framework are relevant to 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 Capital Works Program is managed actively in accordance with relevant Council policies and the Long Term Infrastructure Plan Governance Structure.

Conclusion

At the completion of the second quarter of the 2021/22 financial year (October to December 2021), Council has a year-to-date (YTD) expenditure of \$14.798 million against an Adjusted Budget of \$66.503 million.

ATTACHMENTS

- Attachment A: [↓](#) 2021/22 Capital Works Program - Overall Program Summary
Attachment B: [↓](#) 2021/22 Capital Works Program - Ongoing Multi-Year Projects
Attachment C: [↓](#) 2021/22 Capital Works Program - Service Program Summary
Attachment D: [↓](#) 2021/22 Capital Works Program - Schedule of Capital Works
Attachment E: [↓](#) Major Projects Advisory Committee - Terms of Reference
Attachment F: [↓](#) 2021/22 Capital Works Program - Major Capital Works Projects

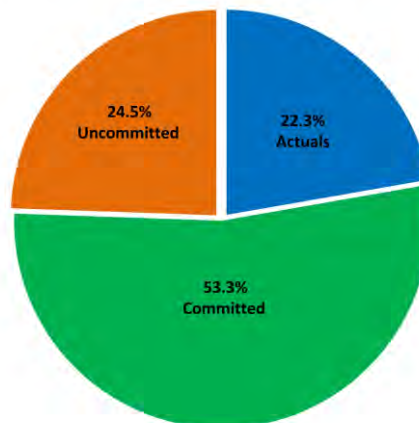
12.3 Capital Works Quarterly Report - Q2 - October to December 2021**Officers' Assessment****Issues and Discussion**

The Capital Works Budget of \$64.885 million was adopted by Council at its Ordinary Meeting on 28 June 2021. Subsequently the Budget, which has been adjusted to include \$5.400 million of carry over projects from 2020/21 and other adjustments due to approved variations, now amounts to \$66.503 million (see Attachment A).

2021/22 CWP – Status as at end of December (second quarter)

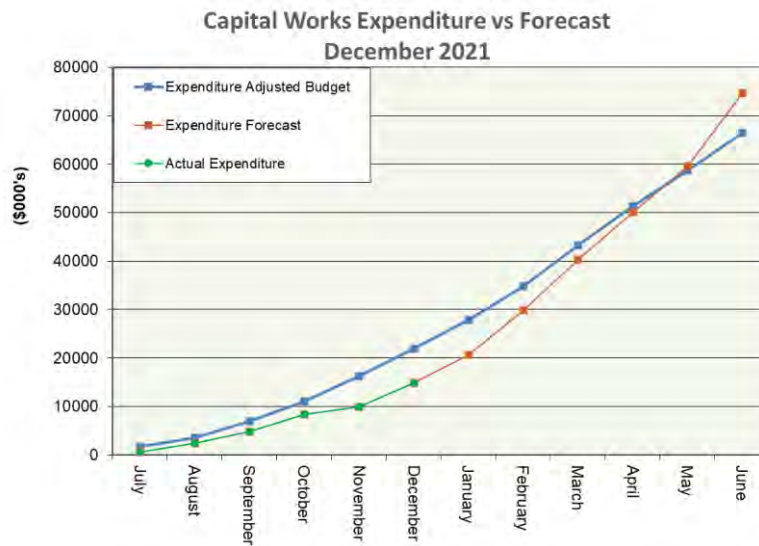
- The delivery of the 2021/22 CWP is projecting over-expenditure of \$8.159 million against the Adjusted Budget (EOFY forecast expenditure of \$74.662 million). This variance can be attributed to an accelerated construction program for the delivery of the Jubilee Park Indoor Multipurpose Netball Complex (project forecast variance as at the end of December of \$8.291 million). The change in forecast reflects a cash flow adjustment only, there is no change to the overall project budget. This variance has been addressed via the Mid-Year Budget Review (Item 12.9, 2022/CM1 – 31 January 2022).
- The following graphs compare actuals & current year commitments against the Adjusted Budget. The variance between YTD Actual and YTD Budget as at the end of December is \$7.155 million. This variance can be attributed to construction industry shutdown and ongoing COVID-19 related restrictions affecting overall construction sector.

Capital Works Program Delivery Rate
December 2021

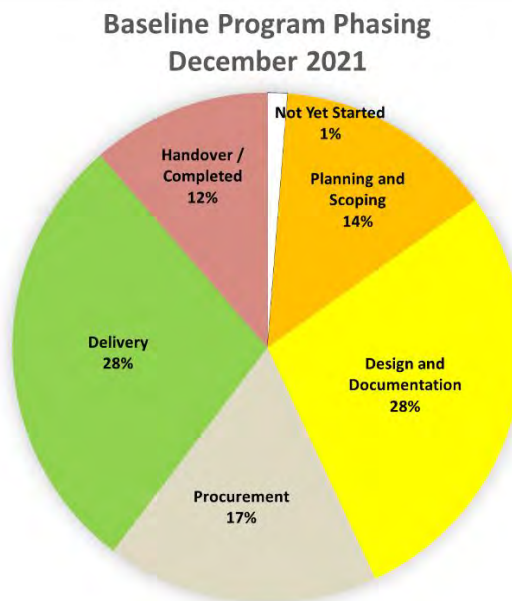


12.3 Capital Works Quarterly Report - Q2 - October to December 2021

Officers' Assessment

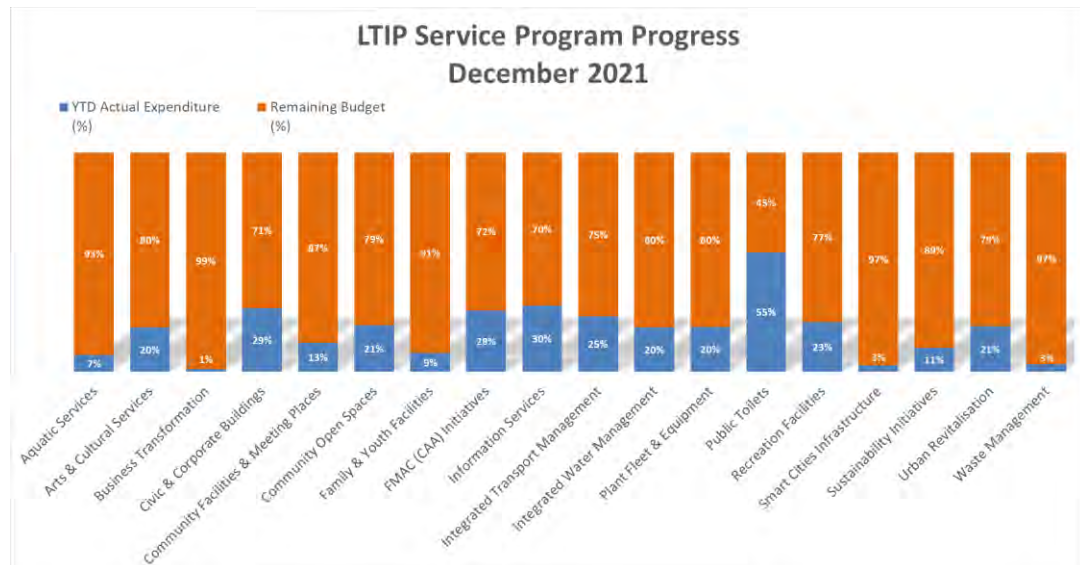


- The Overall Program Summary (see Attachment A) details of the 243 projects in the CWP, there are 42 projects ongoing / multi-year projects (see Attachment B) and 6 projects have been either withdrawn or re-allocated. There are 237 active projects in the following phases at the end of December 2021:



- There are 15 projects that have been completed.
- The Service Program Summary provides a breakdown of the allocation of Projects including budget, expenditure and forecasts for each service program involved (see Attachment C). The following graph provides the status of delivery within each service program as at the end of December 2021.

12.3 Capital Works Quarterly Report - Q2 - October to December 2021

Officers' Assessment

- The detailed Schedule of Capital Works Delivery as at the end of December 2021 is shown in Attachment D. Note, Councillor nominated projects are highlighted in blue in this schedule.

Major Projects in the 2021/22 Capital Works Program

Council has a Major Projects Advisory Committee (MPAC) which receives reports on the performance major projects and receives / provides advice on projects for best practice project delivery and improved community outcomes. The Terms of Reference for MPAC have been recently reviewed and minor amendments made as shown in Attachment E. Changes include updates to position titles, recognition of virtual meetings, project updates provided via memorandum and the circulation of minutes.

MPAC meets on a bi-monthly basis to discuss major projects.

Additional projects have also been added to the Schedule of Major Projects for 2021/22 due to recent funding announcements / agreements signed:

- 14676 – LXP Community Assets Improvements
- 13354 – Monterey Recycled Water Scheme

The revised list of major projects for 2021/22 is shown in Attachment F. The status of these projects as at the end of December 2021 is detailed below:

- 14619 – Frankston Pines Aquatic Centre Upgrade Concept Design – Concept design to assist with advocacy for an upgrade of the Aquatic Centre at Pines. Preliminary concepts and cost estimates are complete. Currently scoping an ESD feasibility study for the site that looks at the options and lifecycle costs / benefits. Procurement to occur in February.
- 14642 – Smart Cities Implementation – Tender has closed evaluation in progress.
- 11987 – Frankston Yacht Club Fit-out – An architect has been appointed to undertake the first-floor restaurant design and is progressing conceptual design. Finalising compliance work with the building surveyor to obtain a final certificate.

RFQ for facade work out to market in January 2022. Restaurant tenant EOI scheduled for February 2022.

Ground floor café due to be open February / March 2022.

12.3 Capital Works Quarterly Report - Q2 - October to December 2021**Officers' Assessment**

- 14600 – Nairm Marr Djambana Gathering Place Building Upgrade – Concept design completed for minor fit-out works. Detailed Design to follow with procurement for construction in March 2022.
- 14191 – Ballam Park Regional Playspace Upgrade – Design complete. Tender advertised, closing in mid-January 2022. Construction anticipated to start in March / April 2022.
- 14565 – Evelyn Park Open Space – Construction contract awarded and works to commence in February 2022 with an anticipated completion date in June 2022.
- 14603 – Seaford Wetlands Improvements – Scope of works and funding agreement with DELWP finalised. Bridge design is underway. Project briefs developed and commencing procurement for other components of the project.
- 14181 – Langwarrin Child & Family Centre – A feasibility study has commenced. Council briefing to be scheduled for February / March 2022.
- 14117 – Seaford Local Area Traffic Management – Eel Race Road roundabout at Railway Parade completed. Design of another two roundabouts along Railway Parade underway with one to be constructed in the 2021/22.
- 14408 – Barretts Road (Robinsons Road to Golf Links Road) Road Construction Special Charge Scheme – Virtual property owner meeting was held in October 2021 and a report to Council will be presented at a meeting in March 2022 to proceed with the project.
- 14581 – Frankston Revitalisation Action Plan – Monash Greenlink (Baxter Trail, City Centre - Monash University) – Concept design work and community consultation completed. Detailed design in progress. Lighting RFQ to occur in January 2022 and tender for civil works in February / March 2022.
- 14660 – Oliver's Hill Trail Boardwalk – Feasibility and project scope discussions have commenced with Mornington Peninsula Shire and DELWP.
- 14676 – LXRP Community Assets Improvements – Project team has been formed. Project scope being finalised, and delivery plan currently under development.
- 13354 – Monterey Recycled Water Scheme – South-East Water has lodged a funding submission to DEWLP. Detailed design to commence in early 2022.
- 14395 – Frankston and Beauty Parks Stormwater Treatment and Harvesting – Concept plans and community engagement completed for the proposed bio-filtration basin to improve water quality in the lake and for potential re-use. No major Community issues received. Detailed design and estimate in progress. Construction to commence in 2022 / 2023.
- 11906 – Upgrade to Centenary Park Tennis Centre – Pavilion and septic tank works complete. Landscape works contract awarded. Contractor will commence onsite in January 2022. Completion scheduled for May 2022.
- 14102 – Overport Park - Pavilion Upgrade – Pavilion works complete. Landscape and civil works at detail design stage. Contractor scheduled to be engaged for delivery of works in March 2022.
- 14221 – Jubilee Park Indoor Multipurpose Netball Complex – Construction contract was awarded to Lloyd Group in October 2021. Sod turning held on 10 November 2021. Construction started on 15 November 2021.

12.3 Capital Works Quarterly Report - Q2 - October to December 2021**Officers' Assessment**

Tree removal work was completed in December 2021. First stage of car park construction commenced in December 2021. Car park anticipated to be completed and opened to the public in March 2022.

Existing stadium was demolished in December 2021 and new stadium building construction has been commenced. The new stadium is anticipated to be completed in January 2023 and opened to the Public in March 2023.

Land management work at existing bushland conservation zone commenced in November 2021. First stage of land management work completed.

The overall project is scheduled for completion in June 2023.

- 14225 – RF Miles - Pavilion & Oval Redevelopment and Precinct Works – Construction works reached practical completion and the pavilion handed over to the clubs in June 2021. Defects rectification and minor additional works being undertaken.
- 14247 – Eric Bell Reserve Pavilion Upgrade – Design phase underway. Construction scheduled to commence by mid-2022.
- 14280 – Kevin Collopy Pavilion Upgrade at Jubilee Park – Design completed. Finalising the procurement process and tender award. Project to be awarded January 2022 and to commence construction March 2022.
- 14282 – Monterey Reserve Soccer Pavilion Upgrade – Construction commenced in May 2021 with expected completion in June 2022. Construction is approaching lockup stage with wall framing and internal lining underway. Experiencing some materials supply delays due to COVID-19.
- 14355 – Linen House Upgrade at Belvedere Reserve – Conceptual layout plans have been prepared. Detailed design phase underway with tender process scheduled for autumn 2022 and construction to commence mid-2022.
- 14358 – Pat Rollo Reserve Pavilion Upgrade – Construction is underway. Pavilion is at lock-up stage with roof and external cladding completed. Internal fit-out underway. Delivery program has been impacted by COVID-19 restrictions. Scheduled completion by March 2022. Experiencing some materials supply delays due to COVID-19.
- 14500 – Lloyd Park Football Pavilion Upgrade – Design complete. Construction contract awarded in December 2021. Construction onsite to commence in February 2022.
- 14597 – Nat's Track Lighting & Beautification Works – Detailed design complete and construction commenced at the end of October 2021. Construction works will be completed by the end of January 2022. Opening event is scheduled for late February 2022.
- 14616 – Long Island Tennis Club Upgrade – In planning and scoping phase with discussions underway with Sponsors. Submitted concept plan to DELWP in November 2021 and have received comments. Town Planner to be engaged to provide legal advice for the Planning Permit process. Further feasibility work required to support project.
- 14636 – Basketball & Gymnastics Centre Concept Design – Feasibility Report is completed and was endorsed by Council on 15 November 2021. Advocacy with major stakeholders to occur in February 2022.
- 14673 – Frankston Park Grandstand Design – Early stage feasibility has commenced for proposed new grandstand at Frankston Park.

12.3 Capital Works Quarterly Report - Q2 - October to December 2021**Officers' Assessment**

- 14654 – Urban Forest Action Plan - Tree Planting on Major Roads – Planning and scoping underway. Consultant engaged. Tree planting to occur from March 2022 onwards.
- 14663 – Frankston Revitalisation Action Plan - Nepean Highway (Davey Street - Beach Street) Median Revitalisation – Procurement of a consultant to provide a lighting concept for the Frankston Clock Tower, Moreton Bay Figs on the Nepean Highway and Frankston Pier is underway. Design to commence in February 2022.

Contract Variations Greater Than Council Awarded Value

The accumulative value of variations for the following contracts exceeded the pre-approved variation amount stated in the Resolution:

- 14361 – Belvedere Bowls Club (Contract 20/21-12) reported in Q1

Key Issues Encountered in the Delivery of the Program

The COVID-19 pandemic continues to impact the Capital Works Program delivery. The recent construction industry shutdown has further delay works on top of the challenges already being experienced including:

- Restrictions on community engagement activities
- Delays in delivery timelines and securing suitable contractors to undertake works at a competitive price / cost escalations due to:
 - Recent Increased costs and shortages in materials
 - Shipment – logistic supply chain delays
 - Restrictions on number of workers able to work onsite
 - Changes in site management practices
 - Mandatory vaccination regime in construction
 - COVID Marshalls required for high-risk industries
 - Worldwide shortage on microchips
- Increased costs will be passed on by contractors to Council.

Projects impacted are:

- RF Miles Pavilion and Precinct Redevelopment
- Lawton Reserve Sportsfield Lighting
- Frankston South Drainage – Williams Stage 1 – The Esplanade
- Ballam Park Entrance Precinct Works
- Local Area Traffic Management Works – Various
- Nat's Track Lighting & Beautification Works
- Barretts Road Special Charge Scheme
- Monterey Reserve - Soccer Pavilion
- Kananook Creek Arboretum

12.3 Capital Works Quarterly Report - Q2 - October to December 2021**Officers' Assessment**

- Monterey Reserve Soccer Pavilion Upgrade
- Pat Rollo Reserve Pavilion Upgrade
- Digital Wayfinding

Details of the scope of these projects is outlined in the Schedule of Capital Works Delivery in Attachment D.



Summary "Health Check" 2021/22 Capital Works Program - as at end December 2021

Project Category	Total Number of Projects	Withdrawn	Reallocated	Revised No. of Projects to be Delivered in 2021/22	EOY Project Completion Target (excl. ongoing projects in 2022/23)	EOY % Completion (vs Delivery Rate)	Projects to be Carried Forward into 2022/23
Due to be completed in 2021/22							
Adopted 2021/22 (excluding adopted on-going works into 2022/23)	133	2	4	132	132	100%	
Carry Over from 2020/21 (excluding adopted on-going works into 2022/23)	54	0	0	54	54	100%	
New (excluding adopted on-going works into 2022/23)	0	0	0	0	0	100%	
Total Projects Due to be Completed	201	2	4	195	195	100%	
On-going projects into 2022/23							
Adopted Ongoing (multi-year Projects)	28						EOY PROJECT DELIVERY RATE - 100%
Carried Over from 2020/21 (including multi year on-going projects into 2022/23)	30						
New Ongoing	0						
Total On-going Projects	42						
Total Projects	243						

Project Status as at end December 2021	Total Active Projects	Not Yet Started	Planning and Scoping	Design and Documentation	Procurement	Delivery	Handover / Completed
Targets	222	3	33	66	41	67	27
% Spent	100%	3%	14%	28%	17%	28%	11%
Completed	15	0	0	0	0	0	15
OK (Ahead of schedule or within 1 month of schedule)	215	0	33	63	41	66	12
Watch (Delayed by 1-2 months of schedule)	4	0	0	2	0	1	0
Intervene (Delayed beyond 2 months of schedule)	0	0	0	0	0	0	0
Not Started	3	3	0	0	0	0	0

PROGRAM OVERVIEW	FULL YEAR							
	Adopted Budget 2021/22	Carry Over from 2020/21	Revised Budget at Start FY	Movement	Adjusted Budget (EOY)	Forecast (EOY)	YTD Actual	Expenditure & Commitments (YTD)
TOTALS	64,885,000	5,400,128	70,285,128	-	3,781,892	66,503,436	74,662,381	14,798,072

Ongoing / Multi-Year Projects

The following list of 42 projects are projects are continuing into 2022/23 and not due for completion by end of June 2022.

1. 14525 – Frankston Arts Centre Cube Forecourt Renewal
2. 14641 – Future Ready Frankston Implementation
3. 14642 – Smart Cities Implementation
4. 14666 – Transparency Hub Implementation
5. 14592 – Frankston Memorial Park – Caretaker’s Residence
6. 14600 – Nairn Marr Djambana Gathering Place Building Upgrade
7. 14329 – Carrum Downs Recreation Reserve Master Plan Implementation
8. 14530 – Monterey Reserve Master Plan & Playspace Upgrade
9. 14541 – Open Space Strategy - Oliver’s Hill Landscape and Lookout Plan, Frankston South
10. 14672 – Ballam Park Storm Water Treatment & Park Improvements
11. 14181 – Langwarrin Child & Family Centre
12. 14665 – Baden Powell Kindergarten & Maternal Child Health Centre Refurbishment
13. 14440 – New Systems Implementation
14. 14622 – Finance System Renewal
15. 14117 – Seaford Local Area Traffic Management
16. 14210 – Taylors Road (Ballarto Road to Hall Road) Road Investigation
17. 14408 – Barretts Road (Robinsons Road to Golf Links Road) - Roadway - Special Charge Scheme
18. 14549 – McCormicks Precinct Local Area Traffic Management
19. 14618 – Belvedere Local Area Traffic Management
20. 14395 – Frankston and Beauty Parks Stormwater Treatment and Harvesting
21. 14655 – Baxter Park Dam Safety Improvements
22. 13591 – Frankston BMX Track Redevelopment
23. 14221 – Jubilee Park Indoor Multipurpose Netball Complex
24. 14247 – Eric Bell Reserve Pavilion Upgrade
25. 14280 – Kevin Collopy Pavilion Upgrade at Jubilee Park
26. 14355 – Linen House Upgrade at Belvedere Reserve
27. 14500 – Lloyd Park Football Pavilion Upgrade
28. 14576 – Jubilee Park Master Plan Implementation (West Precinct)
29. 14610 – McClelland Reserve (Soccer 1) Sports Lighting
30. 14616 – Long Island Tennis Club Upgrade
31. 14620 – Lloyd Park Netball Pavilion Upgrade
32. 14636 – Basketball & Gymnastics Centre Concept Design
33. 14544 – Street Lighting Renewal Program (1,423 Mercury Vapour Lights to 17W LED Lights)
34. 14621 – Facility Energy Efficiency Upgrades
35. 14626 – Frankston North Gateway Treatment
36. 14647 – Kerbside Residual Bin Lid Replacement
37. 14649 – Closed Landfill Leachate Extraction System
38. 14676 – LXP Community Assets Improvements

39. 13354 – Monterey Recycled Water Scheme
40. 14677 – Carrum Downs Recreation Reserve - Carpark & Traffic Management
41. 14678 – Pathway Upgrade & Integration
42. 14680 – Pat Rollo Reserve Playing Surface Alterations & Associated Infrastructure



Service Delivery 2021/22 Capital Works Program - Status at end December 2021

LTIP Service Program	Total Number of Projects	Adopted Budget (\$)	Adjusted Budget (\$)	YTD Actual Expenditure (\$)	YTD Actual & (Locked - F/Y) Commitments (\$)	Forecast Expenditure (\$)	Forecast Carry Forward (\$)	YTD % of Adj. Budget (Actual + Commitments Vs Budget)	EOY % of Adj. Budget (Actual + Commitments Vs Budget)
Aquatic Services	3	400,000	450,000	33,507	160,401	429,999	-	36%	96%
Arts & Cultural Services	17	2,734,000	2,965,548	599,109	1,154,439	2,961,578	-	39%	100%
Business Transformation	4	1,300,000	1,219,562	13,939	26,306	1,219,562	-	2%	100%
Civic & Corporate Buildings	8	1,313,000	1,805,173	521,052	980,168	1,783,205	-	54%	99%
Community Facilities & Meeting Places	12	2,505,000	2,686,831	353,902	769,504	2,670,190	-	29%	99%
Community Open Spaces	32	8,299,000	6,853,410	1,453,915	3,632,066	6,954,568	-	53%	101%
Family & Youth Facilities	4	203,000	265,017	22,656	33,401	264,999	-	13%	100%
FMAC (CAA) Initiatives	1	100,000	146,008	40,634	62,151	146,009	-	43%	100%
Information Services	15	3,142,000	3,180,648	959,475	1,424,607	3,180,777	-	45%	100%
Integrated Transport Management	40	14,820,000	15,203,974	3,859,853	11,748,566	15,312,979	-	77%	101%
Integrated Water Management	12	1,056,000	1,401,123	282,482	1,070,536	1,525,120	-	76%	109%
Plant Fleet & Equipment	7	2,653,000	2,530,513	516,903	2,032,846	2,607,053	-	80%	103%
Public Toilets	5	566,000	827,409	451,488	492,903	533,497	-	60%	64%
Recreation Facilities	46	20,989,000	22,248,794	5,037,176	25,615,891	30,322,193	-	115%	136%
Smart Cities Infrastructure	4	431,000	567,409	16,289	44,191	566,165	-	8%	100%
Sustainability Initiatives	9	1,213,000	1,240,507	135,758	151,084	1,235,506	-	12%	100%
Urban Revitalisation	17	2,575,000	2,316,730	479,260	761,795	2,377,542	-	33%	103%
Waste Management	7	586,000	594,780	20,677	82,154	571,441	-	14%	96%
TOTALS	243	64,885,000	66,503,436	14,798,072	50,243,008	74,662,381	-	76%	112%



SCHEDULE OF CAPITAL WORKS DELIVERY - 2021/22 - Status at end of December 2021

Project Phase

Not Started
Planning and Scoping
Design and Documentation
Procurement
Delivery
Handover and Closure

Status

OK	Ahead of schedule or within 1 month
Watch	Delayed beyond 1 month but within 2 months of schedule
Intervene	Delayed beyond 2 months of schedule
Completed	Completed
✓	Checked

	Progress status of the project at the time of assessment
	Month of assessment

Councillor Nominated Projects

Program Total **66,503,436**

Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Status
Aquatic Services																
14401	Peninsula Aquatic and Recreation Centre Renewal Program	Renewal works at the Peninsula Aquatic and Recreation Centre as per the facility Asset Management Plan.	300,000													OK
14479	Pines Aquatic Centre Renewal Program	Renewal works at the Frankston Pines Aquatic Centre as per the facility Asset Management Plan.	50,000													OK
14619	Frankston Pines Aquatic Centre Upgrade Concept Design	Concept designs for potential future upgrade of the Frankston Pines Aquatic Centre.	100,000													OK
Arts & Cultural Services																
11446	Frankston Arts Centre - Technical Equipment Renewal (Lighting and Audio)	Renewal of technical equipment at the Frankston Arts Centre (FAC). Future works include: • New PA (audio) system for Cube 37 • Upgrade of Auditorium Lighting & dimming system • Upgraded Foyer Audio system for announcements • Install of new audio system for Theatre • Moving Light package • Continued upgrade of Flying Systems components – synthetic rope, turnbuckles etc • Ongoing replacement of smaller items as they reach 'end of life'	134,000													OK
11469	Library Collection Renewal	Annual purchase of collection stock to provide access to relevant and useful information to the community.	726,000													OK
12808	Library Furnishing & Equipment Renewal	Library furniture need to be renewed and replaced including shelving, lounge chairs, desks, chairs, tables and library trolleys.	150,000													OK
13433	Christmas Tree Lights	Replace existing christmas tree lights and rehabilitate the frame surrounding the tree in front of the Civic Centre.	99,000													OK
13586	Carrum Downs Library Furniture Renewal	Library furniture need to be renewed and replaced including shelving, lounge chairs, desks, chairs, tables and library trolleys.	0													Re-allocated
13705	Arts & Culture Facilities Renewal Program	Renewal works at facilities based on asset condition and occupant requests.	200,000													OK
14209	Laneway Activation - Big Picture Festival	Annual Street Art Commissions, to bring Frankston lanes to life and encourage diversity of activities; retail, bars and restaurants.	147,000													OK
14417	Sculpture Public Artwork Development	Commission works and develop sculpture infrastructure. Include minor planting works at plinth of new and existing citywide sculptures. Include sites at Pines Pool, Cranbourne Road-Beach Road, Baxter Street, Gnome site opposite Monash University and Frankston Dandenong Road - Peninsula Link as per Council resolution	585,000													OK
14523	Frankston Arts Centre Façade Panel Art Renewal on Davey Street Façade	Bi-Annual commission, print and installation of a replacement art work for the panel art piece on Davey Street façade of the FAC.	0													Withdrawn
14525	Frankston Arts Centre Forecourt Renewal	Redevelopment of the forecourt to include outdoor meeting / events spaces, improved accessibility and forecourt amenity, altered vehicle access and renew landscaping and lighting.	112,548													OK
14615	Carrum Downs and Frankston Libraries Service Desk Area Upgrade	Replace the service desks to improve accessibility and customer service.	137,000													OK
14624	Seaford Mural Installation (Cnr Station Street & Nepean Highway)	Mural to be on the IGA Building facing Station Street. Officers to obtain IGA permission. Support from Frankston Arts Board to be sought.	30,000													OK
14627	Electric Boxes Beautification	Painting of artwork on electric boxes.	10,000													OK
14629	Seaford Village Illuminated Blade - Coastal Banksia Motif	Installation of public art.	150,000													OK
14637	Library RFID Automated Sorting Returns Equipment	Automated sorting machine for Frankston Library returns room - ensures service meets meet Covid-19 restriction requirements and improve OH&S through reduced manual handling of library items.	330,000													OK
14659	Dandenong Road Underpass at Fletcher Road - Murals & Planting Installation	Installation of murals and planting to improve the amenity at the underpass.	75,000													OK
14675	McCombs Reserve Electricity Supply Upgrade	Upgrade the electricity supply to the site to enable larger events to be held at McCombs Reserve.	80,000													OK
Business Transformation																
14548	Digital Strategy Implementation	Implement digital tools identified in the Future Ready Frankston corporate strategy.	14,971													Completed
14641	Future Ready Frankston Implementation	Implement digital tools identified in the Future Ready Frankston corporate strategy.	414,591													OK

		Program Total													Status	
Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Status
			66,503,436													
14642	Smart Cities Implementation	Implement smart city technology as identified in the Future Ready Frankston corporate strategy.	440,000													OK
14666	Transparency Hub Implementation	Implement a transparency hub providing a portal for the community to access information Council's activities.	350,000													OK
Civic & Corporate Buildings																
11288	Office Furniture & Equipment Renewal	The replacement of office furniture including shelving, lounge chairs, desks, chairs, tables and trolleys in Civic and Operations facilities.	53,000													OK
13532	Civic & Operations Facilities Renewal Program	Renewal works at facilities based on asset condition and occupant requests.	330,000													OK
13859	Facilities Painting Program	Programmed repainting of external and interior surfaces on facilities based on the predicted life cycle of the surfaces treatments and service levels at Council owned facilities.	210,000													OK
14143	Facility Maintenance Contract Renewal Program	Recurrent funding for maintenance referrals via Ventia that satisfy Council's capex thresholds including renewal referrals from internal service managers.	345,000													OK
14480	Storm and Vandalism Renewal Program	Reactive replacement and repair of components of facilities that have been damaged from storms or vandalism.	105,000													OK
14568	Asbestos Eradication Program	Removal of asbestos from Council facilities in accordance with the priorities held in Council's Asbestos Register. 2 to 5 facilities per year are treated under the program.	270,000													OK
14592	Frankston Memorial Park - Caretakers Residence	Refurbishment of the caretakers residence into the administration for the cemetery.	302,173													OK
14679	Fleet Services Workshop Alterations	Works to address OHS issues identified in through a workplace inspection including: • Supply and install replacement of fit for purpose racking system for drum storage and other motor products • Replacement of all florescent lighting including cage covers • Removal of fittings and fixtures in unused pit and fill-in permanently to provide load bearing floor space for mechanics • Alterations to wash-up sink and surrounding area.	190,000													New
Community Facilities & Meeting Places																
11987	Frankston Yacht Club & Frankston Coast Guard Fitout	Fit-out of the first floor of the Frankston Yacht Club facility for a restaurant and alterations to the ground floor café.	600,000													OK
12641	Community Facilities Renewal Program	Renewal works at facilities based on asset condition and occupant requests.	345,000													OK
14134	Pines Mens Shed Heating	Installation of a heating system to the mens shed including alterations to the building to meet current standards.	220,223													OK
14524	Bdale Hub - Building - Upgrade	Building improvements as per BRT Consulting P/L report.	1,000													Completed
14558	Upgrade for Frankie's Café, Frankston South Community and R	Upgrade including the installation of bifold doors and a servery with supporting HVAC system at Frankie's Café in Frankston South Community and Recreation Centre	78,835													OK
14563	Karingal PLACE Re-purposing - Stage 2 - Conversion of Storage	Re-purposing Karingal PLACE - Stage 2 - Conversion of storage rooms to a meeting room.	71,773													OK
14600	Nairn Marr Djambana Gathering Place Building Upgrade	Internal fit-out and building upgrade to existing premises at Nairn Marr Djambana.	100,000													OK
14630	Lyrebird Community Centre Emergency Exit & Outdoor Space Upgrade	Reconfiguration of the outdoor space and emergency exit.	70,000													OK
14631	Orwil Street Community House Shadedail & Playground Renewal	Renewal to the playground and install of a shade sail over the area.	40,000													OK
14668	Mechanics Institute Hall Floor Renewal	Replacement of the floor at the Mechanics Institute.	450,000													OK
14669	Frankston Yacht Club Commercial Kitchen Fitout	Installation of a new commercial kitchen to support the restaurant space on the first floor of the Frankston Yacht Club.	500,000													OK
14674	Frankston Mechanics Institute Coast Guard Accommodation	Reconfiguration of the floor plan to accommodate the Frankston Coast Guard at the Mechanics Institute.	210,000													OK
Community Open Spaces																
11286	BBQ Renewal Program	Renewal of BBQs based on asset condition.	26,000													OK
11299	Risk Management Works within Council Reserves	Risk management program to alleviate reactive high risk issues within Council reserves and Open Space. Ongoing program on risk assessment safety program on Council's reserve inventory.	41,000													OK
13030	Minor Open Space Asset Renewal Program	Renewal of park furniture assets across all Council Reserves and open space. Implementation of the recommendations of the Parks Assets Condition Audit undertaken during 2020/21, as per Council's Asset Management Strategy. Renewal works are undertaken in accordance with the Levels of Service Framework within reserves.	53,000													Completed
13421	Reserves Boundary Fencing Renewal Program	Renewal of boundary fencing where residents contribute half the cost for fence replacement that abuts Council reserves. Identification of projects based on reactive requests from residents dealing with safety and access issues on reserves including cars, playground protection and disabled access.	105,000													OK
13584	Playground Minor Works Program	Renewal works to be implemented across Council's playgrounds.	53,000													OK
13585	Playground Undersurfacing Renewal Program	Playground undersurfacing renewal program. Renewal works to be completed across Council's playgrounds	42,000													OK
13587	Playground Strategy Implementation	Implementation of the Playground Strategy through the design and renewal of play spaces (including Senior Playspaces) throughout Frankston Council. This strategy is based on the categorisation of playgrounds into district, regional and local parks. Program includes Whistletop Reserve.	1,122,453													OK
13687	Foreshore Minor Infrastructure Renewal Program	Annual works on minor infrastructure will be undertaken and will be prioritised based on risk, actions within Park Management / Master Plans, public use of the reserve / asset, and Community / Friends Group requests.	25,000													OK
13771	Foreshore & Wetlands Erosion Control Fence Renewal Program	Renewal of the Erosion Control Fencing along Frankston & Seaford Foreshores following storm events and subsequent failures to the existing fencing. Works also include fencing renewal throughout the Seaford Wetlands to address a known backlog of defective fencing.	53,000													OK

			Program Total															
			66,503,436															
Projed No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Status		
13992	Foreshore Pedestrian Trails and Beach Entrances Renewal Program	Many of the east-west tracks have reached a renewal intervention level beyond basic maintenance. A renewal program addresses trails and entrances across the municipality (~55 entrances staged over a 5 year program) to get them to a safe gradient, made of materials that cope with foot traffic and erosion and present the reserve to the public as a well maintained space, as identified in the Coastal Management Plan.	53,000													OK		
14191	Ballam Park Regional Playspace Upgrade	Staged implementation of the Ballam Park Master Plan: Prepare a Landscape Plan for internal connections, signage, furniture and plantings. Extensively plant the area with new native trees for shade amenity. Upgrade connections, facilities, infrastructure and recreational activities within Ballam Park. Proposed improvements to the park are in line with the Ballam Park Master 1996, works include Complete path network, where connecting links are missing. Improvements to connecting space between the senior and junior playground. Establish link between park and Ballam Homestead. Significant tree planting throughout reserve. Front entrance upgrade including central fountain.	744,816													OK		
14325	Downs Estate Infrastructure Upgrade	Upgrade at Downs Estate: • CCTV installation • Fencing • Welcome sign and drinking fountain • Veranda (backing onto shed)	26,363													OK		
14329	Carrum Downs Recreation Reserve Master Plan Implementation	Master Plan Implementation at Carrum Downs Recreation Reserve including a district level playspace upgrade containing inter-generational play and higher level play facilities.	616,000													OK		
14332	George Pentland Botanic Gardens Master Plan Implementation	Enhance connections from George Pentland Botanic Gardens to the Foreshore through Beauty Park and Frankston Park. In 21/22, primary (DOA) and secondary access paths will be installed.	195,000													OK		
14398	Frankston Foreshore - Aquatic Risk Assessment	Aquatic risk assessment to determine risk management priorities on the foreshore.	17,100													Completed		
14400	Coastal Management Plan - Foreshore Signage and Pathway Implementation	New foreshore signage for wayfinding and safety information. Undertake a signage audit to inform the development of a signage and pathway action plan.	14,940													OK		
14415	Local Park Upgrade Program	Implementation of the Local Parks Action Plan. Locations in Seaford, Frankston, Frankston South, Skye identified for 21/22.	382,297													OK		
14461	Witternberg Reserve Play Space Upgrade	Installation of a district level play space at Witternberg Reserve.	568,478													OK		
14485	Shade Sali for Seaford Pier	Installation of a shade sali for Seaford Pier.	45,000													OK		
14515	Kananook Creek Environmental & Cultural Learning Park	Stage 1 works to improve Kananook Creek Reserve as an environmental and cultural learning park.	513,791													OK		
14530	Monterey Reserve Master Plan & Playspace Upgrade	Implement outstanding recommendations from the existing master plan to the southern part of Monterey Reserve. Integrate northern half of the reserve with community activities in the southern half of the reserve to improve amenity and access and consult community around participation needs and improving park amenities. Concise connections to surrounding precinct. Installation of a district level playspace incorporating seniors / adult and intergenerational play.	139,688													OK		
14541	Frankston Open Space Strategy - Olivers Hill Landscape and Lookout Plan, Frankston South	Develop an Olivers Hill Landscape Plan and include: Indigenous vegetation management and improvements; Pedestrian flow through the space including links to the existing foreshore reserve boardwalk to the north, Sweetwater Creek, and potential future walkways to the south; Improvements to car parking layout, drop off zones and car access and egress points; Links to off-site boat trailer parking; Potential positioning of a multi-purpose facility that may house the Volunteer Coast Guard and increase access to water based recreational activity; Improvements to visitor access and amenity of the lookout including installation of binoculars and signage.	62,000													OK		
14565	Evelyn Park Open Space	Develop a large community open space on Evelyn Street including the installation of paths, paved / picnic areas, park furniture.	1,370,000													OK		
14569	Lawton & Langwarrin Equestrian Reserves Masterplans	Development of masterplans for Lawton Reserve and Langwarrin Equestrian Reserve.	72,125													OK		
14572	Shade Sali Retrofit Program	Instal new shade sails at local playgrounds as required.	100,000													OK		
14574	Seaford Grand Rotunda Design	Design of a grand rotunda for Seaford.	15,000													OK		
14598	Frankston Revitalisation Action Plan - Frankston City Park Concept (Young Street, Frankston)	Concept Development for City Park to VicTrack and MTM requirements.	62,359													OK		
14603	Seaford Wetlands Improvements	Funded by DELWP, improvements to the Seaford Wetlands include, construction of a shared use path along Iel Race Road, a combined pedestrian and cycle bridge across Kananook Creek, revegetation and habitat improvements, installation of interpretive and wayfinding signage and the installation of a livestreaming station within the wetland.	150,000													OK		
14612	Wingham Park Upgrade	Upgrade to the park includes: • Construct an accessible adult/senior outdoor activity centre including accessible adult fitness equipment and floor space for ground fitness activities (e.g. Yoga, Pilates); • Improved pedestrian connectivity; • Park amenity (seats and drinking fountain); • Improved horticulture and tree planting; • Better connections to the park, Karinga Place and car park.	40,000													OK		
14644	Sandfield Reserve Improvements	Improvements in accordance with Play Strategy, Sandfield Landscape Plan and Open Space Strategy.	70,000													OK		
14667	Landmark Water Feature	Installation of a landmark water feature in one of Frankston's premium parks.	25,000													OK		

			Program Total													
			66,503,436													
Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Status
14672	Ballam Park Storm Water Treatment & Park Improvements	Installation of an integrated water management system and improvements to the southern entrance of the park including: • Enhanced Park Entry • Water Play & Features • Pocket lawns for picnics • Event/Performance lawn • Heritage Garden • Adventure Playspace • New Shelters • New Pathways • Improved BBQ facilities.	50,000													OK
Family & Youth Facilities																
13766	Family Support & Aged Services Facilities Renewal Program	Renewal works at facilities based on asset condition and occupant requests.	50,000													OK
14181	Langwarrin Child & Family Centre	Provision of a new (3 playrooms) kindergarten facility and MCHC along with a (community) meeting room.	53,000													OK
14580	Frankston North Community Centre Playground Upgrade	Remove rubberoc, upgrade playground and equipment and improve linkages with other areas of FNCC (inc fencing). Improve front entrance garden.	62,017													OK
14665	Baden Powell Kindergarten & Maternal Child Health Centre Refurbishment	Refurbishment of the Baden Powell Kindergarten & Maternal Child Health Centre.	100,000													OK
FMAC (CAA) Initiatives																
14451	City Centre Greening and Improvement Program	Frankston Central Activities Area - greening and improvement program.	146,008													OK
Information Services																
11294	Hardware & Device Renewal	Renewal of computer hardware and devices at end of life.	269,000													OK
11309	GIS Mapping Renewal	Aerial Photography, IntraMaps and MyAddress renewal.	23,000													OK
11312	Asset Management Information System (FAMIS)	Improvements to the Asset Management Information System (FAMIS) including the rollout of mobile works management.	150,000													OK
14033	Document Management System Renewal	Installation of upgrades to the document management system.	4,940													Completed
14317	Human Resources & Payroll System Renewal	Replacement of the human resources and payroll system including processes improvements.	535,948													OK
14373	Mobile Device Management Renewal Program	Renewal of mobile devices at end of life.	50,000													OK
14374	Wifi Network Renewal Program	Replacement of the Wifi network within Council facilities.	11,000													OK
14440	New Systems Implementation	New Systems Implementations	535,760													OK
14455	Network & Comms Renewal Program	Network & Comms Renewal Program: Scope is to replace or renew fibre links and WAN according to highest need, these will be assessed throughout the year an works may be partially determined by the Core Infrastructure project requirements.	153,000													OK
14457	Reporting System Renewal	Renewal of the reporting system.	20,000													Not Started
14622	Finance System Renewal	Renewal of the Finance System.	660,000													OK
14638	Library Print Management System	Renewal of the library print management system.	115,000													OK
14639	Library RFID System Implementation	Replacement of the RFID system for libraries.	203,000													OK
14671	Live Chat Functionality	Install live chat functionality on Council's website.	100,000													OK
14678	Pathway Upgrade & Integration	Upgrade of the Pathway system.	350,000													New
Integrated Transport Management																
11260	Street Lighting Upgrades	New street lights as requested to improve safety.	30,000													OK
12657	Road Renewal Program	This program is for the renewal of road pavements and surfaces as identified by Council's Pavement Management System and as identified in site inspections by City Works and Asset Planning.	2,688,000													OK
12812	Footpath Renewal Program	Renewal of asphalt and concrete footpaths as identified by Council's Road Management Plan (RMP) inspections and Civil Infrastructure Maintenance (CIM) referrals. Programme includes renewal of both private and Council vehicle crossings damaged by Council assets across the municipality as well as renewal of tram crossings to achieve DOA compliance as identified from RMP inspections.	1,124,000													OK

			Program Total													
			66,503,436													
Projed No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Status
13328	Carpark Renewal Program	Renewal of carparks based on asset condition and parking studies.	50,000													Completed
13563	Shared Path Safety Upgrades	Safety upgrades of bicycle paths as identified by a bicycle safety survey running from February 2016 to April 2016 across a number of Councils in Melbourne. From the survey, Council will receive a list of safety issues and suggestions from the public that will be integrated with crash history and recommendations of the Bicycle Strategy for capital works implementation.	10,000													OK
13565	Kerb Renewal Program	This program is for the renewal of kerbs as identified by the 2017/18 kerb condition audit and maintenance referrals from City Works. Works may also be prioritised to align with the Road Renewal Program.	650,000													OK
13723	Barrier & Guard Rail Renewal Program	This program is for the renewal of road safety barriers as identified by Council's as identified in site inspections by City Works, Capital Works Delivery and Asset Planning. Works are to be prioritised as per the VicRoads guidelines and barrier rail products should be updated to meet approved VicRoads products where possible.	111,446													OK
13846	Major Bridge Renewal Program	Major renewal works for bridge and pedestrian structures as identified in the Level Two inspections conducted in 2019. This project includes major renewal such as replacement of a full structure or a significant component such as a bridge deck renewal or major refurbishment. This project is ongoing and the works program is determined by the outcomes of the Level Two structure inspections, performed every two years	100,000													Completed
13847	Minor Bridge & Path Structures Renewal Program	Minor renewal works for bridge and pedestrian structures as identified in the Level Two inspections conducted in 2019. This project includes minor renewal works such as replacement of railings, piles, members in poor condition, and is to be implemented for structures (pedestrian & vehicle bridges, boardwalks and staircase) across the municipality. This project is ongoing and the works program is determined by the outcomes of the Level Two structure inspections, performed every two years	100,000													OK
13925	Minor Traffic Treatment Installation	Minor traffic treatments installed following investigation of resident complaints.	249,000													OK
13958	Reserves Pathway Renewal Program	Renewal of Council pathways located in Council reserves as identified by Council's asset inspections, condition audit data and maintenance referrals. Programme includes pathway renewals for both standard and shared path widths and consists primarily of concrete, exposed aggregate, asphalt and granitic sand material types. Priorities based on 2017 condition data results include: - Sweetwater Creek Upper & Lower (239m) - Southgateway Reserve (123m) - Shearwater Reserve (80m) - Robinsons Park (130m) - Laurel Reserve (135m) - Kananook Creek reserve (653m)	82,000												OK	
13972	City Centre Pathway Renewal Program	Renewal Program for footpath areas throughout Frankston Central Activities Area precinct in support of priority locations identified by the Frankston Futures Team, in conjunction with the Transit Interchange redevelopment.	50,000													OK
13982	VicRoads Black Spot	Address Pedestrian Safety Issues include Skye/McClelland roundabout	19,525													OK
14117	Seaford Local Area Traffic Management	Local Area Traffic Management study and implementation - Seaford Precinct Construction 2019/20 - 2021/22 On ground Local Area Traffic Management (LATM) Treatments include splitter islands, raised school and pedestrian crossings, speed humps, raised pavement intersection treatments, roundabout modifications, new roundabouts, speed limit changes, signage and linemarking improvements. The project will also advocate to other authorities including VicRoads for improvement on declared main roads such as signal installations and speed limit changes and Level Crossing Removal Projects for improvement associated with level crossing works such as pedestrian rail and road crossing improvements.	600,000												OK	
14210	Taylor's Road (Ballarto Road to Hill Road) Road Investigation	Taylor's Road - Ballarto Road to Hill Road - Road Construction to upgrade existing unsealed road to sealed. Reshape road and asphalt. Potential external funding opportunities to be sought via Special Charge Scheme or grant funding.	35,500													OK
14408	Barretts Road (Robinsons Road to Golf Links Road) - Roadway - Special Charge Scheme	Special Charge Scheme - Barretts Road (Robinsons Road to Golf Links Road) Sealed road construction, kerb and channel and underground drainage	50,000													OK
14411	Brighton Street Reconstruction (Humphries Rd - Baden Powell Dr)	Construction of a pedestrian footpath, kerb and channel and indented parking, drainage upgrades, road resurfacing and traffic management	451,986													OK
14413	Kerb and Channel Construction Program	Construction of small sections of missing kerb and channel.	50,000													OK

			Program Total													
			66,503,436													
Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Status
14425	Shared Path Renewal Program	Safety upgrades of bicycle paths and chicanes as identified by a bicycle safety survey running from February 2016 to April 2016 across a number of Councils in Melbourne. From the survey, Council will receive a list of safety issues and suggestions from the public that will be integrated with crash history and recommendations of the Bicycle Strategy for capital works implementation. Priorities based on 2017 condition audit results are: - McClelland Dve (Cranbourne Road to Beech St) 45m - Hazeldene Place (Monique bushland reserve) 200m - Southgateway Reserve - Skye Road (roundabout to Gairloch drive to Amber ave)	69,000													OK
14431	Street Lighting Renewal Program	Replacement of street lighting throughout the municipality in conjunction with the energy provider. Program includes re-instatement of standard lighting poles and all non-standard public lighting.	32,000													OK
14441	Sweetwater Local Area Traffic Management	Local Area Traffic Management study and implementation - Sweetwater Precinct Local Area Traffic Management Treatments (LATH), speed humps, raised pavement intersection treatments, modification of existing roundabouts, parking restriction signage, indented parking, one-way traffic movement, modified T-intersections, footpath. Construction 2019/20 - 2020/21	450,000													OK
14465	Roads to Recovery Program	Renewal or rehabilitation of roads funded from the Federal Government Roads to Recovery Program.	694,000													OK
14477	Cranbourne Road Retaining Wall Upgrade Stage 2	Cranbourne Road Bluestone Retaining Walls	200,000													OK
14534	Stotts Lane Shared Pathway (Golf Links Rd - Escarpment Dr)	Golf Links Road to Escarpment Drive	240,461													Completed
14536	Minor Pathway Program	To construct small sections of footpath identified through the year by community, officers and Councillor that address accessibility and DDA concerns	53,000													OK
14549	McCormicks Precinct Local Area Traffic Management	Installation of traffic management devices as detailed in the McCormicks Precinct Local Area Traffic Management study.	150,000													OK
14550	Hartnett Local Area Traffic Management	Installation of traffic management devices as detailed in the Hartnett Local Area Traffic Management study.	127,000													OK
14559	Warrandyte Road Safety and Congestion Improvements	Warrandyte Road Safety and congestion improvements	50,000													OK
14581	Frankston Revitalisation Action Plan - Greenlink (Baxter Trail, City Centre - Monash University)	Shared User Path, Baxter Trail, Monash University to City Centre	1,172,407													Warn
14601	Hall Road Reconstruction	Reconstruction of Hall Road.	4,113,649													OK
14614	Sunny Vale Drive Local Area Traffic Management	Installation of traffic management devices as detailed in the Sunny Vale Drive Local Area Traffic Management study.	78,000													OK
14618	Belvedere Local Area Traffic Management	Installation of traffic management devices as detailed in the Belvedere Local Area Traffic Management study.	50,000													OK
14628	Black Spot Program - Claude Street - Quinn Street, Seaford	Installation of traffic management treatments to improve safety under the Black Spot Program.	103,000													OK
14643	Open Space Connections	Municipal wide program for open space walking and cycling connections as per Paths Development Plan and Open Space Strategy. Year 1 priorities include East Seaford Reserve - Seaford, John Link - Langwarrin, Jubilee Park - Frankston, Pat Rolko Reserve - Frankston North, Southgateway Reserve - Langwarrin	200,000													OK
14657	Golf Links Road Shared Pathway (Peninsula Link to Baxter Trail)	Design and construction of a shared path on Golf Links Road	40,000													OK
14660	Oliver's Hill Trail Boardwalk	Concept design for the Oliver's Hill boardwalk.	40,000													OK
14664	Minor Asphalt Patching Renewal Program	Minor renewal works on roads - asphalt patching.	250,000													OK

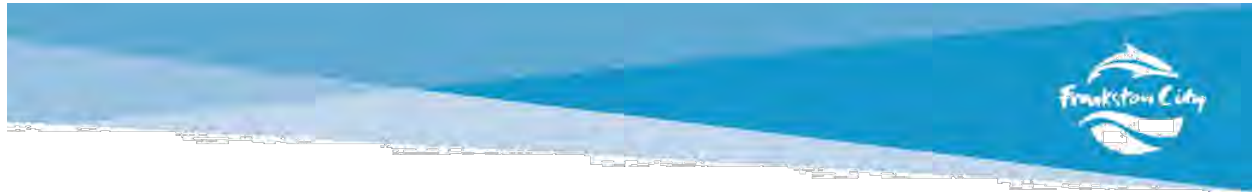
			Program Total															
			66,503,436															
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14670	Pathway Development Plan Implementation Program	Installation of new paths as prioritised under the Pathway Development Plan.	500,000													OK		
14676	LXRP Community Assets Improvements	The following projects are to be designed (21/22) & constructed (22/23 & 23/24) using funding provided by LXRP: 1. Shared use path between Slye Road and Frankston Station 2. Kananook Creek Interpretative trail 3. Shared use path connections on Seaford Road and Slye Road 4. Car parking and kerb works along Bardia Avenue, Seaford 5. Other related projects.	50,000													New		
14677	Carrum Downs Recreation Reserve - Carpark & Traffic Management Improvements	Design documentation for improvements to the carparking provision and traffic management at Carrum Downs Recreation Reserve including: • Traffic engineering services to prepare a functional lay-out and construction package • Drainage and water sensitive urban design documentation • Lighting design and electrical engineering for public lighting	90,000													OK		
Integrated Water Management																		
13354	Monterey Recycled Water Scheme	Council's contribution to Monterey Recycled Water Scheme delivered by South-East Water. Funding to deliver detailed designs for the scheme.	60,000													New		
13458	Easement Drainage Pit Alterations	Works identified during the inspection of drainage within easements. Pits to be raised is expected to be approx. 700 per year.	68,000													OK		
13525	Minor Drainage Improvement Works	To address ad hoc drainage issues arising out of major storm events in Frankston. Work involve replacing pits, pit lids, installation of aggie drains and minor pipe works. Undefined miscellaneous work as it raised due to unforeseen circumstances.	50,000													OK		
13971	Drainage Renewal & Upgrade Program	Ageing drainage assets across the municipality have been identified and require further investigation of their condition and ability to provide expected level of service. An aged based condition assessment and investigation will provide a program of works for stormwater drainage asset renewal. This program will also be used for drainage renewal referrals from Council's Civil Infrastructure Maintenance (CIM) team as they undertake routine inspections across the municipality in accordance with Council's Road Management Plan (RMP). Side entry pits with throats less than 120mm will be addressed via RMP inspections.	210,000												OK			
14395	Frankston and Beauty Parks Stormwater Treatment and Harvesting	Action arising from Integrated Water Action Plan. Stormwater to be diverted and treated in a bioretention system in Beauty Park. Treated flows are diverted to the lake and then a 500kl. below ground tank at Frankston Park, where water is used for irrigation. Project has the potential to provide flood mitigation benefits in surrounding area. Project will be developed with consideration of the Frankston Hospital development. Potential to attract MW Living Rivers funding.	38,000													OK		
14423	Gatic Pit Lid Renewal Program	Replacement program of gatic side entry pits throughout the municipality to address manual handling concern. Program will replace heavy gatic pit lids with Terra Firma lids as per Council's standards.	150,000													OK		
14445	Flood and Catchment Modelling	Flood modelling and catchment analysis municipality wide ongoing.	16,000													OK		
14462	Water Sensitive Urban Design (WSUD) Implementation Program	This project enables funding to be allocated within each year of Council's CW program and Long Term Infrastructure Plan to ensure opportunities for Water Sensitive Urban Design (WSUD) treatments are incorporated into Council projects (e.g. streetscapes, public open spaces, road and car parking projects). The scope of works include prioritising the project/s for the additional funding, the design and construction of the WSUD asset (e.g. raingarden, swale) and promotional work (e.g. media opportunities) to raise awareness and understanding about the benefits of stormwater treatment through WSUD.	0												Re-allocated			
14464	Frankston South Drainage - Williams St 1 - The Esplanade	Frankston South Drainage Strategy - Drainage Upgrade - The Esplanade	567,123													OK		
14532	Frankston South Drainage Strategy - 15 Rars Street, Frankston Drainage Upgrade	Significant overland flows affecting a number of properties immediately downstream of Victoria Park. Flow path also extends upstream of Victoria Park through properties on South side of William Street - Strategy works priority list FrankSouth5 - Further analysis and assessment of results from report will need to occur to establish and prioritise works	92,000													OK		
14553	Frankston South Drainage Strategy - Williams Street Stage 2 Drainage Upgrade	Outfall pipe construction between Kananook Creek and Stage 1 works Refer to 'Frankston South Hotspots flood mitigation plan - August 2018' (Engery Water Management)	100,000													OK		
14655	Baxter Park Dam Safety Improvements	Design and implementation of safety improvement and amenity works at Baxter Dam.	50,000													OK		
Plant Fleet & Equipment																		
11234	Light Vehicle Replacement Program	Replacement of existing motor vehicles at planned service life.	1,019,000													OK		
11304	Plant & Equipment Replacement	Replace items of heavy vehicles and plant at the end of their planned service life.	993,963													OK		
13959	Minor Plant & Equipment Replacement	Replacement of existing minor plant and equipment at planned service life. Renewal of minor plant and equipment includes minor Council assets such as blowers, brush cutters, chainsaws, grinders, edgers, push mowers, etc.	22,000													OK		
14587	Parks & Gardens - New Tree Crew - Plant & Equipment	A new truck, chainsaw and polesaw for the new Tree Crew approved by EMT 16 July 2020.	155,000													OK		
14599	Fleet Telematics	Install telematics into Council vehicles to improve safety.	150,000													OK		
14605	Fleet Vehicle Acquisitions	Procurement of new vehicle for the Municipal Building Surveyor, Section Leader Natural Reserves and dedicated vehicle & equipment for cleansing crew in Frankston CAA.	75,550													OK		
14653	Golf Course Turf Maintenance Equipment	Purchase of new Golf Course Turf Maintenance Equipment including Pedestrian Vertical Mower, New 2 tonne Trailer, Large Top Dresser and Pedestrian Aerator.	115,000													OK		
Public Toilets																		

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12623	Public Toilet Renewal Program	Renewal works at public toilet facilities based on asset condition and user requests.	50,000													OK
14458	Frankston Memorial Park Toilet Upgrade	New toilet for Frankston Memorial Park.	29,986													OK
14467	Peninsula Reserve - New Public toilet	Peninsula Reserve - New Public toilet - Design and Concept	296,744													Completed
14566	Young Street Toilet	Installation of a new public toilet in Young Street.	450,679													OK
14609	Montague Park Toilet Demolition	Demolition of public toilet at Montague Park.	0													Re-allocated
Recreation Facilities																
11237	Structured Recreation Pavilions Renewal Program	Renewal works at facilities based on asset condition and user requests.	0													Re-allocated
11906	Upgrade to Centenary Park Tennis Centre	New Centenary Park Sporting Complex Pavilion, including Tennis Club and Gymnastic. Construction in 2019/20 and 20/21.	610,905													OK
12755	Sports Lighting Renewal Program	This project includes the design and renewal of sports lighting at Council's active reserves to provide sufficient lighting to meet the needs identified in the Sports Lighting Audit of 2015.	505,000													OK
13305	Reserves Internal Fencing Renewal Program	Renewal internal fencing in reserves based on asset condition and user requests.	165,000													OK
13588	Sporting Ground Playing Surface Renewal Program	Rolling programme of sporting ground surface renewal, as per recommendations of condition audit of Council's playing surfaces. 2021/22: McClelland Reserve 2022/23: Baxter 2	1,210,000													OK
13591	Frankston BMX Track Redevelopment	Redevelopment of the Frankston BMX track. Project to include land acquisition to accommodate redeveloped track.	54,153													OK
13592	Sporting Ground Pitch Cover Renewal Program	This project is for the ongoing program of renewing and upgrading Council's sporting ground pitch covers.	21,000													OK
13593	Sporting Ground Goal Post Replacement Program	Replacement of Goal Posts at various reserves based on age and condition assessment. This is a major risk response initiative adopted by Council.	25,000													OK
13666	Reserve Irrigation & Drainage Systems Renewal Program	This project includes the design and renewal of a irrigation systems at Council reserves. The programme will replace the existing ageing and defective irrigation systems and will provide an improved playing surface for user groups. Projects under this program are driven by irrigation condition audit results.	210,000													OK
13777	Cricket Net Renewal Program	Renewal of cricket net facilities as per Council's Cricket Net Guidelines, completed during 2014. Cricket nets meet current Cricket Victoria standards and club expectations, including: 21/22 Bruce Park 22/23 Peninsula Reserve 23/24 Soft net replacement	305,000													Completed
14102	Overport Park - Pavilion Upgrade	New Pavilion at Overport Park Pavilion.	103,929													OK
14221	Jubilee Park Indoor Multipurpose Netball Complex	New Indoor Stadium at Jubilee Park. Design Development to continue	5,012,000													OK
14222	Centenary Park Golf Course Masterplan Implementation	Implementation of the Centenary Park Golf Course Masterplan.	150,000													OK
14225	RF Miles - Pavilion & oval redevelopment and precinct works	Redevelop existing RF miles pavilion into 2 storey multipurpose sports pavilion including oval reestablishment.	0													OK
14247	Eric Bell Reserve Pavilion Upgrade	Eric Bell Reserve - Pavilion - Upgrade	100,000													OK
14280	Kevin Collopy Pavilion Upgrade at Jubilee Park	Re-development of Kevin Collopy Pavilion at Jubilee Park for female friendly change rooms.	1,561,345													OK
14282	Monterey Reserve Soccer Pavilion Upgrade	New Soccer pavilion at Monterey Reserve.	3,432,441													OK
14355	Linen House Upgrade at Belvedere Reserve	Repurposing Linen House for new use. Includes East Road Carpark.	402,264													OK
14358	Pat Rolfo Reserve Pavilion Upgrade	Demolish existing pavilion and construct new.	2,520,579													OK
14360	Overport Park Mountain Bike Track	Construction of mountain bike track at Overport Park.	216,945													OK
14361	Belvedere Bowls Club Building Extension	Belvedere Park Bowls Club Pavilion - Belvedere Park Bowls Club Extension - Bowls	86,926													Completed

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14410	Lloyd Park Ball Protection Fences	This program involves the installation of Ball protection fences to reduce Council's risk and damage to property and spectators.	105,000													OK	
14447	Public Lighting in Reserves	Lighting to improve safety in parks, in particular car parks, walking trails etc.	100,000													OK	
14483	Robinsons Park (Baseball / Softball 1) New Sports Lighting	Installation of sports lighting to current standards.	190,000													OK	
14484	Lawton Reserve Sports Lighting	Lighting Design & Construction for Lawton Reserve	50,949													OK	
14485	Minor Sporting Infrastructure Program	Coaches Boxes, Storage, Scoreboards, Spectator Shade Shelters Program: 2015/16 - Implement the recommendations Ancillary Recreation Infrastructure Guidelines. Future priorities based on Councils 'Ancillary Recreation Infrastructure Guidelines'.	105,000													OK	
14500	Lloyd Park Football Pavilion Upgrade	Renewal of Lloyd Park Senior Pavilion.	2,086,502													OK	
14575	Carrum Downs Tennis Club Pavilion, Lighting & Court Upgrade	Upgrade to the pavilion, lighting and courts at Carrum Downs	28,205													OK	
14576	Jubilee Park Master Plan Implementation (West Precinct)ge 1	Carpark at Jubilee Park - Stage 1	833,000													OK	
14577	Ballam Park Athletic Pavilion Upgrade & DDA Improvements	Upgrade and DDA improvements to the Ballam Park Athletic Pavilion	36,983													OK	
14585	Frankston District Basketball Stadium Feasibility Study & Concept Designs	Feasibility study/concept design for Frankston District Basketball Association	28,206													OK	
14595	Frankston Park Oval Widening & Master Plan Implementation	Implement Frankston Park Master Plan. 20/21 - Design for oval widening to AFL standards.	380,228													OK	
14597	Nats Track Lighting & Beautification Works	Lighting and landscape works.	185,234													OK	
14610	McClelland Reserve (Soccer 1) Sports Lighting	McClelland Reserve - Soccer 1 - Lighting - New Lights	105,000													OK	
14611	Ballam Park Athletics Pavilion Refurbishment	Ballam Park Athletics Centre Duncan Proudfoot Pavilion Refurbishment	100,000													OK	
14613	Lloyd Park Skate Park Redevelopment	Redevelopment of the Lloyd Park Skate Park.	80,000													OK	
14616	Long Island Tennis Club Upgrade	Replacement of the Long Island Tennis Club pavilion including for shore public toilet amenities and court upgrades.	50,000													OK	
14620	Lloyd Park Netball Pavilion Upgrade	Refurbishment of the Lloyd Park Netball pavilion including new fit out, female friendly improvements, NCC and DDA compliance works.	50,000													OK	
14632	AH Butler Oval Turf Wicket Renewal	Renewal of the turf wicket on AH Butler Oval.	117,000													Completed	
14633	Belvedere Tennis Club (Courts 1-5) Sports Lighting Upgrade	Upgrade of the lighting on courts 1-5 at the Belvedere Tennis Club.	125,000													OK	
14634	Baxter Park Tennis Club - decommission courts 1, 2 & 3	Decommission courts 1, 2 & 3 and reinstaate the area.	0													Withdrawn	
14635	Ballam Park Athletic Track Renewal	Renewal of the athletics track and associated areas at Ballam Park.	650,000													OK	
14636	Basketball & Gymnastics Centre Concept Design	Concept designs for a new basketball and gymnastics centre.	50,000													OK	
14658	Skate Park Weatherproofing Program	Develop a strategy for skate park facilities including weather proofing options.	50,000													OK	
14673	Frankston Park Grandstand Design	Concept designs for refurbishment of the grandstand at Frankston Park.	50,000													OK	
14680	Pat Rollo Reserve Playing Surface Alterations & Associated Infrastructure	Playing surface alterations & installation of associated infrastructure including: <ul style="list-style-type: none"> • Oval reconstruction (includes relocating 2 sports lighting poles) • Reconfiguration of cricket pitch • Drainage works on oval • New oval fence & concrete strip under fence poles • New coaches boxes • Fitness equipment • Carpark layout improvement works & raingarden • Fitness circuit track and connected pathways • Ball protection fencing • Tree planting • Timber viewing deck • Pathway lighting • Community BBQ, shade and park furniture. 	0												New		
Smart Cities Infrastructure																	
13089	Safe City Surveillance System - CCTV Camera Installation in Public Places	As part of the Safer Streets Programme & Community Crime Prevention. Funding for CCTV cameras in 19/20 for: at Excelsior Drive Shopping Centre, Nepean Highway btwn Wells St & Fletcher Rd, Northern End of Gallary Lane, Thompson St, Nat's Track, Contingency & Renewal	394,000													OK	

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14429	Safe City Surveillance System - CCTV Camera Renewal Program	Renewal of CCTV cameras at end of life.	21,000													OK
14430	Ticket Machine Renewal Program	Renewal of ticket machines at end of life.	16,000													OK
14583	Wayfinding Signage (Frankston Station to the Beach)	Digital wayfinding signage from Frankston Station to the Beach	136,409													OK
Sustainability Initiatives																
14352	Council Facilities Solar PV Feasibility & Design	Funding to undertake an additional feasibility and detailed design study of solar power for Council facilities. 2020/21 includes in-specifications of ageing systems and assessment of Orwill Street Community Centre and Frankston South Recreation & Community Centre for solar.	15,000													OK
14439	Bulk Street Light Replacement on Minor Roads	The replacement of street lights on minor roads in Frankston City is scheduled for 2019 by local distributor United Energy. This is a 2 year project to upgrade the lights (6,996) to energy efficient Light Emitting Diodes (LEDs). Project includes \$100k for project management costs. The Scope of Works includes further consultation with the MAV and United Energy to inform the project plan and tender requirements and options, appointment of a project manager, preparation of tender documents, a public tender process and supply and installation of the lights.	0													Completed
14528	Peninsula Aquatic Recreation Centre Solar PV Installation	Design and installation of a 356kW solar power system to improve the environmental performance of a Council facility and reduce electricity use/costs and greenhouse gas emissions. Contributes to achieving Council's adopted Zero net emissions (carbon neutral) target by 2025. 2020/21 includes technical assessment, approvals and detailed design.	707,507													Watch
14544	Street Lighting Renewal Program (1,423 Mercury Vapour/MV80 Lights to 17W LED Lights)	Street upgrade of 1,423 Mercury Vapour MV80 (83.6W) street lights to 17W LED lights. Estimated financial payback 4.5 years. Year 1 (2020/21) includes audit of existing assets and review of the business case. Year 2 (2021/22) includes procurement and replacement works.	140,000													OK
14608	Kevin Colopy Pavilion Solar PV at Jubilee Park	Installation of a solar power system to improve the environmental performance of a Council facility and reduce the tenant's electricity use/costs and emissions. Requires roof stands for panels - roof may require additional assessment. Works to be completed with the pavilion refurbishment.	25,000													OK
14617	Frankston Arts Centre Boiler and Chiller Optimisation	Replacement and installation of components to improve the efficiency of the boiler and chiller.	30,000													OK
14621	Facility Energy Efficiency Upgrades	Implement energy efficiency improvements at facilities in line with the Towards Zero Emissions Plan 2019-2023.	193,000													OK
14623	Frankston Civic Centre Solar PV	Installation of a 66kW solar power system to reduce Council's electricity use/costs and greenhouse gas emissions, plus progress towards its adopted zero net emissions (carbon neutral) target by 2025. Councilor interest in showcasing solar on Council's administration building for leadership.	100,000													OK
14640	Solar PV Renewal Program	Renewal of existing solar PV systems and components based on condition assessments and fault reports.	30,000													OK
Urban Revitalisation																
13768	Municipal Signage Strategy Implementation	Renewal of signage at various reserves and public realm spaces, implementing the outcomes of the Signage Strategy - review of park signage undertaken during 2013/14 (A1170844). Signage includes naming, regulatory and interpretive signage. Deliverables in 21/22 include signage style guide and specifications and proof of concept installations.	180,000													OK
14348	Local Shopping Strip Action Plan - Major Improvement Program	Municipal wide shopping strip improvement program in accordance with the Local Shopping Strip Action Plan: 21/22 Delivery Priorities: - Excelsior Drive, Frankston North (design in 20/21) - Long Street, Langwarrin (design in 20/21) 21/22 Design Priorities: - Railway Parade, Seaford (deliver 22/23) - Sanders Road, Frankston South (deliver 22/23) - Fairway Street, Frankston (deliver 22/23) - Mahogany Avenue, Frankston North (deliver 22/23) - Seaford Village, Seaford (deliver 22/23) - Beach Street Central, Frankston (deliver 22/23) 22/23 Delivery - Railway Parade, Seaford (design in 21/22) - Sanders Road, Frankston South (design in 21/22) - Fairway Street, Frankston (design in 21/22) - Mahogany Avenue, Frankston North (design in 21/22) - Seaford Village, Seaford (design in 21/22) - Beach	60,000												OK	
14529	Excelsior Drive, Frankston North - Neighbourhood Streetscape	Redevelop Excelsior Drive shopping strip, Frankston North	0													Completed
14579	White Street Mall Upgrade	Upgrade White Street Mall	140,000													Watch
14582	Frankston Revitalisation Action Plan - Stiebel Place Activation	Laneway Activation, Stiebel Place	225,050													Watch
14588	Operations Centre - Feasibility Study	Operations Centre - Feasibility Study	49,372													OK
14607	Outdoor Dining	Outdoor dining installations throughout the City.	235,308													OK
14625	Lighting Frankston Program	Implementation of priorities identified in the Frankston Lighting Strategy.	160,000													OK
14626	Frankston North Gateway Treatment	Development of improved gateway entry treatment of planting to provide a welcome to Frankston North on the Skye Road to Ballarto Road section of the Frankston Dandenong Road.	50,000													OK
14645	Local Shopping Strip - Minor Improvements Program	Additional tree canopy to be provided at the following Local Shopping Strips: - Lakewood Estate, Frankston - Sanders Road, Frankston South - Seaford Village, Seaford - Railway Parade, Seaford	45,000													OK
14651	Frankston Revitalisation Action Plan - Parklet Pilot Program	Design and install parklets in pilot locations.	50,000													OK
14652	Frankston Revitalisation Action Plan - Balmoral Precinct Public Realm Plan	Concept design for public realm improvements within the Balmoral Precinct.	50,000													OK

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14654	Urban Forest Action Plan - Tree Planting on Major Roads	Tree planting on roads according to the Urban Forest Action Plan.	250,000													OK
14656	Frankston Revitalisation Action Plan - Fletcher Road Gateway Beautification	Greening, Lighting and Creative Frankston. Works not to encroach on the rail corridor and Art Work Installation underpass City Centre Greening Budget for North side - 20/21 City Centre Greening Budget for South side - 21/22 Street Art Budget - 21/22 Lighting Budget - 21/22	380,000													OK
14661	Frankston Revitalisation Action Plan - Frankston Pier Creative Lighting	Continuous lighting to Frankston Pier to support visibility and safety. Install edge lighting to define limits of pedestrian space and safe areas of movement and visibility to surrounds. Lighting to enhance the pier structure and amplify experience of our valued coastal environment. Potentially light the underside of pier as part of the experience, considering the impact on underwater environment.	30,000													OK
14662	Frankston Revitalisation Action Plan - Nepean Highway Extended Outdoor Dining	Deliver parklets and extended outdoor dining outcomes on Nepean Hwy (Quest site).	362,000													OK
14663	Frankston Revitalisation Action Plan - Nepean Highway (Davey Street - Beach Street) Median Revitalisation	Remove clutter and old barriers, install new landscaping treatments beneath trees and feature tree lighting including the Nepean Highway Clock Tower.	50,000													OK
Waste Management																
13087	Litter Bin Replacement Program	Annual replacement program of litter bins throughout the city.	34,780													Not Started
13579	Frankston Tip Risk Management Strategy/Implementation	Rehabilitation of closed landfill cells at McClelland Drive in accordance with Environment Protection Authority requirements. Work includes vegetation rehabilitation as prescribed by recommendations from the Landfill Situational Analysis.	100,000													OK
14646	Frankston Regional and Resource Recovery Centre Rainwater Tank Installation	Install a new water tank at the Frankston Regional and Resource Recovery Centre.	60,000													OK
14647	Kerbside Residual Bin Lid Replacement	Replace the residual bin lids with red lids.	175,000													Not Started
14648	FOGO Education Vehicle Electric Charging Station	Install a new charging station for the FOGO education electric vehicle.	20,000													Completed
14649	Closed Landfill Leachate Extraction System	Renewal and upgrade of components of landfill leachate extraction systems at closed landfills.	75,000													OK
14650	Frankston Regional and Resource Recovery Centre Entry Upgrade (exit lane to Harold Road)	Improve the entry to the Frankston Regional and Resource Recovery Centre at Harold Road by altering the exit lane.	130,000													OK



Major Projects Advisory Committee

Terms of Reference

Major Project Definition

All major discretionary (new and upgrade) Capital Works projects that significantly impact on Council and/or any substantial projects with total value greater than \$2,000,000 (excl GST).

Membership of the Committee

The Advisory Committee shall consist of any interested Councillors in addition to the Chief Executive Officer (CEO), the Director Infrastructure and Operations, Manager Sustainable Assets, Coordinator Capital Works Planning & Monitoring and other officers as nominated by the CEO.

A quorum shall comprise a minimum four Councillors.

The Committee shall meet every two months (six times per year), on the last Wednesday of the month at 6pm, unless otherwise required.

If a committee meeting cannot be held in person or virtually, project updates can be provided by a memorandum. The memorandum may request feedback from the committee members in-line with the purpose of the Advisory Committee.

Delegation

The Advisory Committee shall have no delegated power of Council. This Committee shall not override existing project governance structures as described in the Long Term Infrastructure Plan Governance Structure and will not be able to change scope or resources for a project.

Purpose

Be updated on the performance and receive and provide advice on Major Projects for best practice project delivery and improved community outcomes.

Role

The role of the Advisory Committee is to:

1. Provide a level of input that will assist Major Projects achieve their intended outcomes and overall community benefits;
2. Receives a report for identified Major Projects that provides an update on time and cost performance and significant issues/risks;
3. Monitor and provide advice on actions in place to manage key issues related to project financials, milestones and risks that have a major implication for Council; and



4. Monitor and provide advice on actions to achieve open and effective stakeholder communication over the life of the project.

Procedures of the Committee

1. The CEO brings before the Committee all major discretionary (new and upgrade) Capital Works projects that significantly impact on Council and/or any substantial projects with total value greater than \$2,000,000 (excl GST).
2. Both the Committee and/or Council can nominate other Council funded projects to be discussed by the Committee.
3. Council officers are to provide timely and comprehensive support and assistance to the Committee.
4. The CEO may call upon any person to assist the Committee to understand the projects purpose, scope and progress.
5. Meetings will be held in camera, as determined by the Committee.
6. A contract of confidentiality will be signed by all persons on the Committee.
7. The Committee may request the CEO to provide resources or engage a third party professional, at Council's expense, to advise the Committee.
8. The Committee is to be advised of issues affecting a project and where necessary may request a formal report to Council of its findings.
9. Where the Mayor is attending, the Mayor shall be offered the chair, otherwise the chairperson shall be the Deputy Mayor and in both the Mayor and Deputy Mayor absence, nominated by the remaining Committee members.
10. Any issues presented to the Committee regarding a Major Project will be delegated to the CEO to resolve within a set time frame or referred for formal Council direction where appropriate.
11. The Committee is to provide due consideration to the communication process as per the Community Engagement Policy.

Meeting Procedure

The agenda shall be of a standard format as initially agreed with the Chairperson, however, the Chairperson shall have the flexibility to amend the agenda items to ensure that the order of business during meeting is appropriate and all matters are considered as tabled. The execution of the meeting must be flexible, but allow for orderly discussions, and the advancement of information, decisions and guidance.

Minutes will be recorded and will be circulated to Committee members following the meeting. These minutes will be confirmed at the next Committee meeting. If the next Committee meeting cannot be held in person or virtually, the minutes of the previous meeting will be circulated via memorandum and will be deemed confirmed in these circumstances.

2021/22 Capital Works Program - Major Capital Works Projects



SCHEDULE OF MAJOR CAPITAL WORKS PROJECTS - 2021/22

No	Project No	Project Title	Project Description	Adjusted Budget (BOY)	Total Project Cost	Delivery Department
Projects Assessed at Start 2021/22						
1	14639	Frankston Pines Aquatic Centre Upgrade Concept Design	Concept designs for potential future upgrade of the Frankston Pines Aquatic Centre.	\$100,000	\$25,050,000	Community Strengthening
2	14642	Smart Cities Implementation	Implement smart city technology as identified in the Future Ready Frankston corporate strategy.	\$440,000	\$690,000	Business Transformation
3	11387	Frankston Yacht Club Fitout	Fit-out of the first floor of the Frankston Yacht Club facility for a restaurant and alterations to the ground floor café.	\$1,100,000	\$1,663,630	Building and Facilities
4	14690	Nairn Marr Djambana Gathering Place Building Upgrade	Internal fit-out and building upgrade to existing premises at Nairn Marr Djambana.	\$100,000	\$1,359,000	Building and Facilities
5	14191	Ballam Park Regional Playspace Upgrade	Staged implementation of the Ballam Park Master Plan: Prepare a Landscape Plan for internal connections, signage, furniture and plantings. Extensively plant the area with new native trees for shade amenity. Upgrade connections, facilities, infrastructure and recreational activities within Ballam Park. Proposed improvements to the park are in line with the Ballam Park Master 1996, works include: • Complete path network, where connecting links are missing • Improvements to connecting space between the senior and junior playground • Establish link between park and Ballam Homestead • Significant tree planting throughout reserve • Front entrance upgrade including central fountain	\$1,144,616	\$3,289,896	Capital Works Delivery
6	14566	Evelyn Park Open Space	Develop a large community open space on Evelyn Street including the installation of paths, paved / picnic areas, park furniture.	\$1,240,000	\$1,360,000	Capital Works Delivery
7	14603	Seaford Wetlands Improvements	Funded by DELWP, improvements to the Seaford Wetlands include, construction of a shared use path along Eel Race Road, a combined pedestrian and cycle bridge across Kanaok Creek, revegetation and habitat improvements, installation of interpretive and wayfinding signage and the installation of a livestreaming station within the wetland.	\$150,000	\$3,067,000	Engineering Services
8	14181	Langwarrin Child & Family Centre	Provision of a new (3 playrooms) kindergarten facility and MCHC along with a (community) meeting room.	\$93,000	\$8,455,765	Building and Facilities
9	14117	Seaford Local Area Traffic Management	Local Area Traffic Management study and implementation - Seaford Precinct. Construction 2019/20 - 2021/22. On ground Local Area Traffic Management (LATM) Treatments include splitter islands, raised school and pedestrian crossings, speed humps, raised pavement intersection treatments, roundabout modifications, new roundabouts, speed limit changes, signage and linemarking improvements. The project will also advocate to other authorities including VicRoads for improvement on declared main roads such as signal installations and speed limit changes and Level Crossing Removal Projects for improvement associated with level crossing works such as pedestrian rail and road crossing improvements.	\$600,000	\$2,789,013	Capital Works Delivery
10	14408	Barretts Road (Robinsons Road to Golf Links Road) - Roadway - Special Charge Scheme	Special Charge Scheme - Barretts Road (Robinsons Road to Golf Links Road) to provide sealed road construction, kerb and channel and underground drainage.	\$50,000	\$2,024,077	Engineering Services
11	14581	Frankston Revitalisation Action Plan - Greenlink (Baxter Trail, City Centre - Monash University)	Shared User Path - Baxter Trail, Monash University to City Centre.	\$1,172,407	\$1,225,000	Capital Works Delivery
12	14660	Oliver's Hill Trail Boardwalk	Concept design for the Oliver's Hill boardwalk.	\$40,000	\$40,000	Engineering Services
13	14395	Frankston and Beauty Parks Stormwater Treatment and Harvesting	Action arising from integrated Water Action Plan. Stormwater to be diverted and treated in a bioretention system in Beauty Park. Treated flows are diverted to the lake and then a 500kL below ground tank at Frankston Park, where water is used for irrigation. Project has the potential to provide flood mitigation benefits in surrounding area. Project will be developed with consideration of the Frankston Hospital development. Potential to attract MW Living Rivers funding.	\$50,000	\$1,116,537	Capital Works Delivery
14	11306	Upgrade to Centenary Park Tennis Centre	New Centenary Park Sporting Complex Pavilion, including Tennis Club and Gymnastic. Construction in 2019/20 and 20/21.	\$610,905	\$4,898,940	Building and Facilities
15	14102	Overport Park - Pavilion Upgrade	New Pavilion at Overport Park Pavilion.	\$103,929	\$4,075,614	Building and Facilities
16	14221	Jubilee Park Indoor Multipurpose Netball Complex	New Indoor Stadium at Jubilee Park.	\$5,012,000	\$34,835,625	Building and Facilities
17	14225	RF Miles - Pavilion & oval redevelopment and precinct works	Redevelop existing RF miles pavilion into two storey multi-purpose sports pavilion including oval re-establishment.	\$0	\$7,669,307	Building and Facilities
18	14247	Eric Bell Reserve Pavilion Upgrade	Eric Bell Reserve - Pavilion - Upgrade	\$100,000	\$6,750,000	Building and Facilities
19	14280	Kevin Collopy Pavilion Upgrade at Jubilee Park	Re-development of Kevin Collopy Pavilion at Jubilee Park for female friendly change rooms.	\$1,561,345	\$3,122,679	Building and Facilities
20	14282	Monterey Reserve Soccer Pavilion Upgrade	New Soccer pavilion at Monterey Reserve.	\$3,432,441	\$3,957,078	Building and Facilities
21	14355	Linen House Upgrade at Belvedere Reserve	Re-purposing Linen House for new use. Includes East Road Carpark.	\$402,264	\$2,851,190	Building and Facilities
22	14358	Pat Rollo Reserve Pavilion Upgrade	Demolish existing pavilion and construct new.	\$2,520,579	\$2,962,693	Building and Facilities
23	14500	Lloyd Park Football Pavilion Upgrade	Renewal of Lloyd Park Senior Pavilion.	\$2,086,502	\$6,576,738	Building and Facilities
24	14397	Nats Track Lighting & Beautification Works	Lighting and landscape works.	\$80,234	\$67,000	Capital Works Delivery
25	14616	Long Island Tennis Club Upgrade	Replacement of the Long Island Tennis Club pavilion including foreshore public toilet amenities and court upgrades.	\$50,000	\$4,206,000	Building and Facilities
26	14636	Basketball & Gymnastics Centre Concept Design	Concept designs for a new basketball and gymnastics centre.	\$78,206	\$30,100,000	Building and Facilities
27	14673	Frankston Park Grandstand Design	Concept designs for refurbishment of the grandstand at Frankston Park.	\$50,000	\$50,000	Building and Facilities
28	14654	Urban Forest Action Plan - Tree Planting on Major Roads	Tree planting on roads according to the Urban Forest Action Plan.	\$250,000	\$2,502,000	Capital Works Delivery
29	14663	Frankston Revitalisation Action Plan - Nepean Highway (Davey Street - Beach Street) Median Revitalisation	Remove clutter and old barriers, install new landscaping treatments beneath trees and feature tree lighting including the Nepean Highway Clock Tower.	\$550,000	\$550,000	Capital Works Delivery



SCHEDULE OF MAJOR CAPITAL WORKS PROJECTS - 2021/22

No	Project No	Project Title	Project Description	Adjusted Budget (EOY)	Total Project Cost	Delivery Department
New Projects Added After Original Assessment						
30	14676	LXRP Community Assets Improvements	The following projects are to be designed (21/22) & constructed (22/23 & 23/24) using funding provided by LXRP: 1. Shared use path between Skye Road and Frankston Station 2. Kanook Creek interpretative trail 3. Shared use path connections on Seaford Road and Skye Road 4. Car parking and kerb works along Bardia Avenue, Seaford 5. Other related projects.	\$50,000	\$3,500,000	Engineering Services
31	13354	Monterey Recycled Water Scheme	Council's contribution to Monterey Recycled Water Scheme delivered by South-East Water. Funding to deliver detailed designs for the scheme.	\$60,000	\$2,493,000	Engineering Services

Executive Summary

12.4 City Futures Progress Report - Quarter 2 October - December 2021

Enquiries: (Clare Warren: Communities)

Council Plan

Level 1:

6. Progressive and Engaged City

Level 2:

6.2 Enhance strategy, policy and plan development and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs

Purpose

To update Council on the quarterly progress (October to December 2021) of the 2021-2022 City Futures Strategic Works Program.

Recommendation (Director Communities)

That Council:

1 City Futures Progress Update

- 1.1 Receives the City Futures Progress Report for Quarter 2 from October to December 2021;
- 1.2 Notes the City Futures Policy & Strategy Development Forecast for Quarter 3 from January to March 2022;

2 Biodiversity Action Plan

- 2.1 Notes that the 18 month Implementation plan will be amended to remove reference to the cat curfew in the context of Item 12.18, 2(a): Animal Council Orders & Regulations, which was lost at the 15 November 2021 Council Meeting. This said:

'A cat curfew, requiring cats to be confined to their owner's property at all times, with a 12 month amnesty period before the commencement of enforcement';

3 Foreshore Advisory Committee

- 3.1 Notes the Foreshore Advisory Committee Terms of Reference have been amended to increase the number of community members from 10 to 12;
- 3.2 Adopts the amended Foreshore Advisory Committee Terms of Reference;
- 3.3 Notes the amended Code of Conduct;
- 3.4 Appoints all 12 applicants to the Foreshore Advisory Committee and publicly releases the names of the Committee members;

- 4 Resolves for Attachment C - 'Foreshore Advisory Committee – Nomination Summary & Recommendation' to be retained confidential as it contains personal information (*Local Government Act 2020 s3(1)(f)*). These grounds apply because the information contains detailed personal information and would breach the Privacy Act if the information is released. The names only, as referenced within the attachment, may be released at the conclusion of this meeting.

Key Points / Issues

- The City Futures Progress Report – Quarter 2 2021/2022 ([Attachment A](#)) provides Council with an overview of the strategic work undertaken to date in 2021/2021 in the fields of:
 - Policy and Strategy development

12.4 City Futures Progress Report - Quarter 2 October - December 2021**Executive Summary**

- Advocacy and Partnerships
- Programs and Events
- Highlights and Achievements for period include:
 - Frankston City Council announced winner of 2021 Australian Institute of Landscape Architecture National Landscape Architecture Award for best Civic Landscape (Shannon Mall) October 2021.
 - The *Municipal Health and Wellbeing Plan 2021-2025*, was adopted by Council in October 2021.
 - The Frankston Play Strategy and Local Park Action Plan was adopted by Council in October 2021.
 - The Biodiversity Action Plan was adopted by Council in November.
 - A draft Frankston City Centre Revitalisation Action Plan has been developed and was presented to Councillors at a briefing in December.
 - Community consultation for the George Pentland Botanic Gardens masterplan was undertaken in November and December 2021.
 - Development of *Urban Forest Precinct Plans* for Carrum Downs/Sandhurst/Skye and Seaford is nearing completion.
- The City Futures Policy & Strategy Development Quarter 3 Forecast for this financial year is attached ([Attachment B](#)). Please note these timeframes may be subject to change for various reasons, including but not limited to, COVID-19 restrictions and COVID-19 recovery programs.
- Revised Timing for key projects

At the end of Quarter 2, a few key projects are experiencing delays. These are largely caused difficulty in procuring consultants, with consultants advising that their workforce is affected by the COVID-19 pandemic and they do not have the capacity to take on additional work. This is also causing the cost of some project work to increase.

The following key projects are delayed – or have been put on hold – as follows:

- Sustainable Economic Strategy and Skilled Community Workforce Strategy – these strategies are still being developed by officers and are expected to be presented to Councillors via a Briefing in May 2022. These will not be finalised this financial year; rather consultation and adoption of the strategy will occur next financial year.
- Integrated Housing Strategy, Neighbourhood Character Study and design guidelines – this work has been put on hold, due to an inability to engage consultant/s Officers have twice put out a project brief in September and October 2021. However the feedback from consultants is both that they do not have the capacity to do the work with the COVID-19 pandemic affecting their workforce and Council's budget for the work is insufficient. Given this, officers will seek additional funding for these key policy documents in the 2022/23 financial year to continue this work.
- The Frankston Metropolitan Activity Centre (FMAC) Structure Plan – is expected to come to Councillor via a Briefing in March 2022. This Briefing date is later than anticipated, but necessary as consultants were not engaged to work on this project until December 2021.
- The Native Vegetation Offset Program is at risk of not being completed this financial year due to feedback received from the State Government Department

12.4 City Futures Progress Report - Quarter 2 October - December 2021**Executive Summary**

of Environment Land Water and Planning (DELWP) that the site that Council had identified for third party offset planting is not suitable. Officers are seeking further advice on this matter, which may need to include seeking an alternate site.

- The Climate Change Strategy and Action Plan project has been delayed by difficulty recruiting a project officer. A request for quote for a consultant was released in December 2021. At this time, officers do not anticipate engaging a consultant until end of Quarter 3.
- Key Updates
 - **Biodiversity Action Plan**

At the 15 November 2021 Council Meeting, Council moved the following resolution:

That Council:

- 1) Notes community consultation was undertaken on the draft Biodiversity Action Plan for a period of six (6) weeks and 43 written submissions were received;*
- 2) Notes all feedback has been considered, and where appropriate, changes have been incorporated into the Biodiversity Action Plan 2021-2036;*
- 3) Adopts the Biodiversity Action Plan 2021-2036;*
- 4) Notes the 18 month Implementation Plan for the Biodiversity Action Plan 2021-2036 will be considered as part of Council's annual budget; and*
- 5) Notes Officers will advise the submitters of its decision accordingly.*

A high priority action identified for implementation over the next 18 months was to "Promote and educate community on the 24 hour cat curfew".

However, at this same meeting in a separate report (Animal Orders & regulations) the following motion was lost:

'A cat curfew, requiring cats to be confined to their owner's property at all times, with a 12 month amnesty period before the commencement of enforcement'.

In light of this, Officers recommend amending this action in the implementation plan to "Promote and educate the community on responsible pet ownership especially with regards to Clause 4.5 Adequate fencing requirement of the Community Local Law 2020".

- **Foreshore Advisory Committee**

At the 15 November 2021 Council Meeting, Council moved the following resolution:

That Council:

4 Foreshore Advisory Committee

- 4.1 Notes the Foreshore Advisory Committee (FAC) was established by Council at its meeting OM292 on 29 August 2016;
- 4.2 Notes the Foreshore Advisory Committee Terms of Reference have been revised to focus on the Coastal and Marine Management Plan and broader issues related to the Frankston foreshore;

12.4 City Futures Progress Report - Quarter 2 October - December 2021**Executive Summary**

- 4.3 Adopts the revised Foreshore Advisory Committee Terms of Reference;
 - 4.4 Seeks expression of interest from the community to fill 10 vacant positions on the Foreshore Advisory Committee;
 - 4.5 Notes Councillor delegate representatives for the Foreshore Advisory Committee will be appointed at the Council Meeting on 18 November; and
 - 4.6 Refers consideration of any future potential Frankston Coast Guard rescue vessel storage to the Foreshore Advisory Committee to advise on the best way forward, noting State Government involvement required to progress the matter.
- Expressions of interest for community representatives for the Foreshore Advisory Committee were advertised from 16 November to 12 December 2021 (4 weeks) via the Engage Frankston online platform and promoted through social media, targeted emails and hardcopies distributed to Frankston's community centres.
 - Council received twelve (12) community nominations.
 - Council Officers reviewed all nominations assessing interest areas, reason for joining, contribution, foreshore issues, relevant qualifications and experience as well as community interests and followed up with phone interviews.
 - All nominations had a broad range of skills ranging from environmental management, marketing, local business owners, business management, emergency response, advertising, landscaping and were committed to make a difference through the committee (Attachment C under separate cover).
 - It is recommended that the Terms of reference (Attachment D) be amended to be expanded to twelve (12) members as it will strengthen committee discussions and decision making relating to foreshore matters and that all nominees are appointed to the committee.
 - A revised Code of conduct is also attached for noting, having been updated to reflect Child safety requirements (Attachment E).
- **Invest Frankston**
 - **Business Basics Workshops** - This was completed during the quarter, and was very well received by new and emerging business operators who were able to can gain fundamental skills about getting started, creating a business plan, finance management, marketing, branding, website design, social media and more.
 - **Linking to Business** – The latest program was completed during this quarter. The program is a collaboration between Council and Monash University, the three week Linking to Business work experience program links students studying a Bachelor of Business Administration at the Monash Peninsula with local employers who have the chance to share their business and industry knowledge and mentor students as they build their business experience. The program will be run again during Q4 2021/2022
 - **Youngpreneurs** – Designed for young innovators and entrepreneurs. Two students from each high school (chosen by schools) will be invited to participate in a four week 'ideation' workshop series. Workshops support participants to channel interests and talents, increase knowledge about the field of entrepreneurship, foster entrepreneurial spirit, and foster developing businesses for those who have businesses, as well as those who will build a business. The project was fully scoped in Q2 and will commence in March 2022.

12.4 City Futures Progress Report - Quarter 2 October - December 2021**Executive Summary**

- **Business networking** – November 2021 saw the return to face to face business networking with a focus on networking outdoors. The November event was kindly hosted by the Frankston Bowls Club, with the next event scheduled for last Thursday of January, at local Seaford based business, Burst Branding.
 - **IF Business Grants** – This year’s funding pool is a record \$350,000. This grant is Council’s premier Business Grants program offering grants of up to \$30k to eligible businesses. Applications for this year’s program opens on 1 February 2022
 - **Vacant Shopfront Activation Grants and façade improvement grant Programs** – the latest \$100,000 façade grant program funded by Council (COVID package) will be launched during February 2022. A further round of the successful vacant shopfront grant program will also be launched in February 2022, following a further \$100,000 grant received from the Victorian Government.
 - **Do It Outdoors 2.0 Extended Outdoor Dining Program** – Extended kerbside dining was delivered along Nepean Highway and Playne Street (Gapfed Café) this quarter.
 - **Do It Outdoors - Destinations** – The 2021 *Commercial Activities in Public Open Space* EOI process has been completed with the majority of the successful applicants now trading and the remaining to commence by February 2022.
 - **Do It Outdoors – Active Summer Series** – The Active Summer Series is now in full swing having commenced at the end of November and will run through until the end of Summer, with regular yoga and Zumba classes being offered at George Pentland Gardens, Southgateway Reserve, Broughton Reserve, and Sandfield Reserve.
 - **Do It Outdoors – Line-up** – Local musicians have been a regular feature to complement outdoor dining activations along Nepean Highway, every Friday, Saturday and Sunday - commenced late October through till the end of February.
- Data and Analyses:
 - **Invest Frankston Economic Scorecard September 2021** ([Attachment F](#)) presents the data of Frankston’s economic activity across a range of interest areas.

Financial Impact

Council’s estimated investment in policy and planning for 2021/2022 is \$4.47M. This includes both statutory work and Council’s priorities for the municipality.

Consultation

A number of engagement activities (primarily online due to COVID-19 restrictions) for the development of strategies and plans have been undertaken in quarter 2 including seeking expressions of interest for community members for the Foreshore Advisory Committee. Officers continue to work with the Communications and Engagement Team to integrate communication on strategic work to help the community identify the various projects prepared by the Department as city planning/shaping projects.

Analysis (Environmental / Economic / Social Implications)

Policy and planning work enables the municipality to have a robust platform of policies and strategies to guide future development and wellbeing of Frankston’s community, environment, and economy for the benefit of current and future generations.

12.4 City Futures Progress Report - Quarter 2 October - December 2021**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.

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 risks noted in relation to the preparation of this report.

Conclusion

The City Futures Progress report – Quarter 2 2020/21 highlights the vast amount of work already undertaken by the department this financial year even through the challenges of COVID-19.

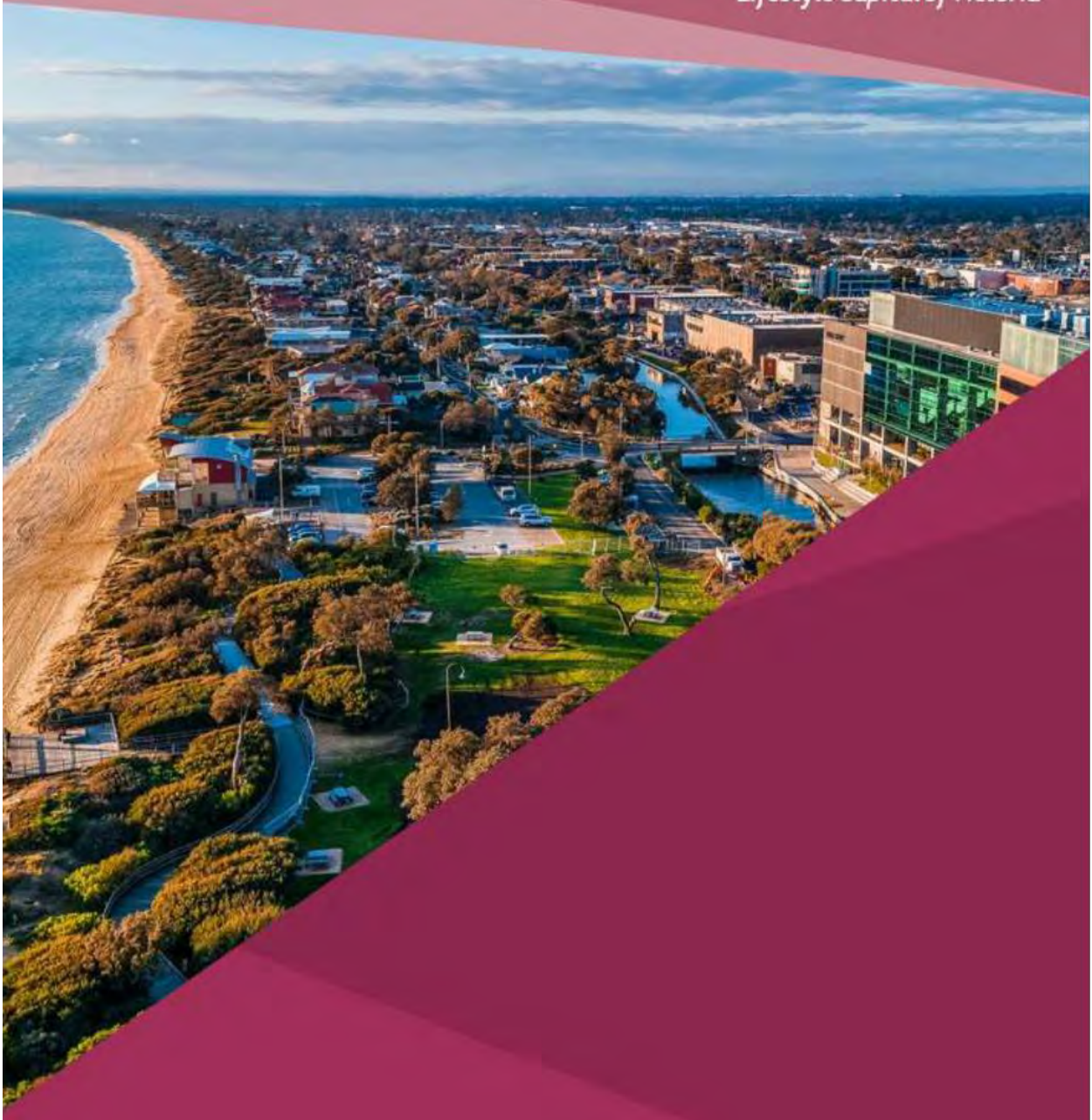
ATTACHMENTS

- Attachment A: [↓](#) City Futures Progress Report - Quarter 2 2021/2022
- Attachment B: [↓](#) City Futures Policy & Strategy Development Quarter 3 2021/2022 Forecast
- Attachment C: Foreshore Advisory Committee - Nomination Summary & Recommendation - **CONFIDENTIAL**
- Attachment D: [↓](#) Foreshore Advisory Committee - Terms of Reference January 2022
- Attachment E: [↓](#) Foreshore Advisory Committee - Code of Conduct January 2022
- Attachment F: [↓](#) Invest Frankston Economic Scorecard September 2021

Frankston City Council City Futures Progress Report 2021/2022 Quarter 2



Lifestyle Capital of Victoria












An ambitious schedule of work has been planned for 2021/22. Throughout the year this program will require regular review and updating to respond to changes in the environment and community. Updates will be provided to Council quarterly in the form of this progress report.

Highlights achieved during Quarter 2 include:

- Frankston City Council announced winner of 2021 Australian Institute of Landscape Architecture National Landscape Architecture Award for best Civic Landscape (Shannon Mall) October 2021.
- The *Municipal Health and Wellbeing Plan 2021-2025*, was adopted by Council in October 2021.
- The Frankston Play Strategy and Local Park Action Plan was adopted by Council in October 2021.
- The Biodiversity Action Plan was adopted by Council in November.
- A draft Frankston City Centre Revitalization *Action Plan* has been developed and was presented to Councillors at a briefing in December.
- Community consultation for the George Pentland Botanic Gardens masterplan was undertaken in November and December 2021.
- Development of *Urban Forest Precinct Plans* for Carrum Downs/Sandhurst/Skye and Seaford is nearing completion.

The following reports the progress on the schedule of work during 2021/22 Quarter 2.

Project status:

 On track	Initiative is underway and tracking well against target time frames
 At risk	Initiative is behind by 10% or more, but will meet target time frames
 Critical	Initiative is delayed by 25% or more, or needs attention to meet target time frames
 Deferred	Completion now expected in 2022-2023
 Completed	Initiative completed
 Not proceeding	Initiative will not be completed
 Not started	Initiative not scheduled to start

● On track |
 ● At risk |
 ● Critical |
 ■ Deferred |
 ✓ Completed |
 ⏸ Not proceeding |
 ⏸ Not started

Policy & Strategy Development	2021/22 Q2 Progress Comment	Status
Climate Change Strategy and Action Plan	The Project has been delayed due to difficulty with recruitment of the Project Officer and engagement of a consultant. The Request for Quote was released in December. Consultant submissions are currently under review with engagement to occur in February.	●
Community Safety Policy & Strategy	Work has continued on the Community Safety Policy and Strategy, with a Discussion Paper being developed and consultation planning for March, to include a community panel.	●
Frankston Industrial Strategy	The procurement stage is almost complete, with the issue of a contract imminent. In January 2022, an inception meeting will be held with the project team and the internal working group.	●
Integrated Housing strategy, Neighbourhood Character study and design guidelines	During the month of September, a project brief was prepared and sent to a range of sub consultants to undertake a Neighbourhood Character Study and a Housing Capacity Analysis. We received no fee proposals and the feedback was that the budget was insufficient and the COVID-19 Pandemic was having a significant impact on staff (managing well being etc.) as well as all consultants experiencing an unusually high volume of work. During October, revised briefs were sent out, separating the two (2) components of work in a bid to make the brief more achievable in these challenging times. Again, no fee proposal was received and the feedback was that again the budget was not sufficient and consultants are extremely busy due to the COVID-19 Pandemic. Additional budget is required for this priority work to be undertaken in the 22/23 financial year.	■
Household Survey	The 2021 Household Survey concluded and the Findings Report was adopted by Council at its OM on 6th December.	✓
Municipal Planning Strategy	The Frankston Planning Scheme was reviewed through the Victorian Government's 'Smart Planning' program and has been translated into a new format planning scheme (pending Gazettal by the Minister for Planning) which includes a Municipal Planning Strategy. The Planning Scheme will continue to be progressively updated through the completion of strategic work such as the FMAC Structure Plan, Housing Strategy etc.	✓
Municipal Wayfinding Signage	Officers are working closely with key internal stakeholders and a specialist consultant team to develop a new Frankston Wayfinding Strategy and Style Guide. During October a consultant team was engaged and Councillors were briefed on the project program and preferred approach. Site Analysis, stakeholder workshops and preliminary concept development followed throughout the quarter. During December Councillors were briefed on various concept options for new Wayfinding Signage styles and provided feedback. Concepts are now being further refined and costed for further feedback in early 2022. The program is still on track to commence Gateway (primary) sign and Neighbourhood (secondary) sign prototyping by June 2022 subject to concept approval.	●
Community & Open Space Needs Assessment and Infrastructure Plan	The consultant was engaged in November. A Councillor Briefing was held on 10 November 2021. The project inception meeting took place on 17 November. Internal stakeholder interviews were conducted throughout December.	●

● On track |
 ● At risk |
 ● Critical |
 ■ Deferred |
 Completed |
 Not proceeding |
 Not started

Policy & Strategy Development	2021/22 Q2 Progress Comment	Status
Equestrian Master Plan	A first round of community engagement was completed for the Equestrian Master Plan with 143 responses received via the Engage Frankston website. This feedback will help inform the development of the Plan in the coming months. Issues and Opportunities reports have also been developed for the Frankston Equestrian Master Plan will be issued to Councillors for review in early 2022 prior to further community engagement.	
Sandfield Reserve Landscape Master Plan	This Project was completed in Q1.	
Play Strategy & Local Park Action Plan	This Project was completed in Q1.	
George Pentland Botanic Gardens Master Plan	A Draft George Pentland Botanic Gardens Vision has been developed and a first round of community engagement completed with 123 responses received via the Engage Frankston website. This feedback will help inform the development of the Plan in the coming months.	
Monterey Reserve Master Plan	A first round of community engagement was completed for the Monterey Reserve Master Plan with 125 responses received via the Engage Frankston website. This feedback will help inform the development of the Plan in the coming months. Issues and Opportunities reports have also been developed and will be issued to Councillors for review in early 2022 prior to further community engagement.	
Baxter Park Master Plan	A Master Plan brief has commenced to ensure a process that involves relevant research, collection of information on uses and activities and investigation of constraints to activities within the space. The process will be based on extensive community consultation including the Bunurong Land Council. It will analyse existing conditions and how to best manage and improve the space. It will also explore important connections with surrounding residents and parklands.	
Sustainable Economy and Skilled Community Strategies	A background paper has been prepared and the draft Strategies are under development. Community engagement on the draft Strategies is being planned for later in the financial year.	
Kerbside Trading Guidelines	Funding has been referred to the mid-year budget review process for the delivery of this initiative.	
Native Vegetation Study	Request for Quote is currently being prepared	
Roadside Planting Guidelines	The draft Nature Strip Planting Guidelines were published on Council's 'Engage Frankston' website page between 20 October 2021 and 5 November 2021 after request from Councillors to undertake community consultation. Council received 109 responses from the community. The majority of submissions supported the changes (75%) with 83% finding the guidelines easy to follow. Revised Guidelines were prepared based on feedback provided. Revised Guidelines were not supported at by Council at their December 6th meeting.	

● On track |
 ● At risk |
 ● Critical |
 Deferred |
 ✓ Completed |
 ⏸ Not proceeding |
 ⏸ Not started







Policy & Strategy Development	2021/22 Q2 Progress Comment	Status
Seaford Wetlands Restoration project	Funding agreement signed with DEWLP. RFQ being finalised for the Re-vegetation Plan and Habitat Structure plan. To be sent to consultants in February	●
Biodiversity Action Plan	The Biodiversity Action Plan (BAP) was adopted by Council in November 2021	✓
Native Vegetation offset Program	DELWP has provided feedback that the existing 'title instrument' relating to the transfer of land for Studio Park, which outlines that the land (in its entirety) must be available for public recreation and playing fields, is not suitable for a third party offset site. Officers are seeking further advice.	●
Coastal Management Plan	Community engagement platform is being developed to be ready for the Waterfront Festival on 19 & 20 February 2022. The Foreshore Advisory Committee Terms of Reference were approved by Council in November 2021 and expressions of interest were advertised in December 2021. Twelve (12) applications have been received and are currently being reviewed.	●
Kananook Creek Boulevard Urban Design Principles	Preliminary urban design principles have been developed for the Kananook Creek precinct between Wells and Beach St. The principles will help inform a review of the FMAC structure plan over the next 12 months.	●
Frankston Metropolitan Activity Centre (FMAC) Structure Plan	The project team has been engaged, inception meeting held and the development of the Emerging Ideas Paper is well underway.	●
Lighting Frankston Action Plan	This project was completed in Q1.	✓
Local Strip Shop Action plan	This project was completed in Q1.	✓
Public Toilet Action Plan	Procurement is underway for a consultant to assist in preparation of the plan.	●
Frankston Laneways Plan	This Project was completed in Q1.	✓
Frankston City Centre Revitalisation Action Plan	A draft Revitalisation Action Plan is in development and consultation with key stakeholders complete. Broader community consultation will commence in April 2022. Revitalisation projects funded through the Frankston Revitalisation Board are underway and progressing including Nepean Highway Outdoor Dining and Revitalisation, Stiebel Lane Revitalisation, Frankston Pier Lighting, Fletcher Road Creative Gateway, Monash Greenlink Improvements.	●
FMAC streetscape palette	Review of the palette is well underway in collaboration with stakeholder departments.	●
Significant Tree Register	A Significant Statement for the Davey Street Norfolk island Pines has been prepared to inform methods for protection of these trees. A review of the significant tree register will be scoped at the end of this financial year for commencement 2022/23.	●

● On track |
 ● At risk |
 ● Critical |
 ■ Deferred |
 Completed |
 Not proceeding |
 Not started

Policy & Strategy Development	2021/22 Q2 Progress Comment	Status
Banksia Study	This Project was completed in Q1.	
Urban Forest Precinct Plans	Final Precinct plans for Carrum Downs and Seaford have been finalised and are currently being graphically designed	
Health & Wellbeing Policy	This is planned for the second half of the financial year.	
Municipal Health and Wellbeing Plan	The HWBP 2021-2025 was adopted by Council at its OM on 11th October, alongside the Year One Action Plan 2021-22. The Year Four Annual Report and Final Evaluation Report for the outgoing HWBP 2017-2021 were also adopted at the 11th October OM. Action has commenced to establish working groups to oversee the Plan's implementation.	
Planning Scheme Amendments	<p>Planning Scheme Amendment C141 (Frankston Planning Scheme Translation) has been approved and is scheduled to be gazetted in February 2022 (Dependent on DELWP workload).</p> <p>Planning Scheme Amendment C138 (ESD Policy) was submitted to the Minister for Planning for approval in June 2021. It has been approved and it waiting to be gazetted, which will follow the gazettal of Planning Scheme Amendment C141.</p> <p>Planning Scheme Amendment C140 (Green Wedge Management Plan Implementation) was submitted to the Minister for Planning for approval in June 2021. It has been approved and is waiting to be gazetted, which will follow the gazettal of Planning Scheme Amendment C141.</p>	

Programs & Events	2021/22 Q2 Progress Comment	Status
Economic Development Workshops and Events	Business start-up program delivered. Networking events will now be delivered in person re-starting in January 2022	
Biodiversity education and events	<p>Planning for engagement on the Coastal and Marine management plan at the Waterfront festival is underway. This will include educational entertainment and a community survey on the values of the coast. Other events being planned include:</p> <ul style="list-style-type: none"> - Indigenous Nursery Open Day; - Recommencement of Gardens for Wildlife visits; - Habitat Box workshop; - Involvement in the international iNaturalist event City Nature Challenge 2022. 	
Community tree planting programs and education	<p>No programs or events were delivered during Q2 due to restrictions. Upcoming events currently being planned include:</p> <ul style="list-style-type: none"> - Indigenous Nursery Open Day; - Habitat Box workshop ; 	

● On track |
 ● At risk |
 ● Critical |
 ■ Deferred |
 ■ Completed |
 ■ Not proceeding |
 ■ Not started

Partnerships	2021/22 Q2 Progress Comment	Status
Blue Carbon Opportunities Mapping	<p>The Blue Carbon Opportunities Mapping project has commenced. An agreement has been signed amongst the participating Councils and consultant Blue Carbon Lab have been appointed. An inception meeting occurred in December.</p> <p><i>*NB This project is being delivered by the Westernport Biosphere.</i></p>	
Elevating ESD Targets	<p>This project consists of two stages with stage one completed in the recent quarter. Stage one provides an evidence base for:</p> <ul style="list-style-type: none"> • New developments that produce zero net emissions, better manage water and waste, increase greening and biodiversity, and are more resilient to our changing climate. • Buildings that provide a healthier, more comfortable environment for our community and improve health outcomes. <p>A technical feasibility, a cost benefit analysis and a peer and legal review of the revised ESD policy objectives and standards was also completed as part of stage one.</p> <p><i>*NB This project is being delivered by CASBE</i></p>	
Frankston Mornington Peninsula Parklands Project	<p>Officers have been assisting DELWP in the development of the Frankston to Mornington Parklands Project. A Future Directions Plan has been developed following various stakeholder workshops.</p> <p><i>*NB This project is being delivered by DELWP</i></p>	
ABM Strategic Plan	<p>The Association of Municipalities Strategic Planning Forum was held in December. Officers tabled priority items raised by Councillors. the ABM is now preparing its Strategic Plan for the next 4 years. A draft is expected to be released for comment in Q3.</p> <p><i>*NB This project is being delivered by the Association of Bayside Municipalities</i></p>	
Port Phillip Bay Coastal Hazard Assessment	<p>The Coastal Hazard assessment and Decision Support system have been completed and are currently under peer review. Awaiting release of the final document which will include tech report, summary document data and maps.</p> <p><i>*NB This project is being delivered by DELWP</i></p>	
Victorian Marine & Coastal Strategy	<p>DELWP released the draft Strategy for consultation in October 2021. the final Strategy is expected to be released by the end of the financial year.</p> <p><i>*NB This project is being delivered by DELWP</i></p>	

City Futures Policy & Strategy Development Quarter 3 2021/2022 Forecast

Project	2021/22 Quarter 3												
	January					February				March			
	3-Jan	10-Jan	17-Jan	24-Jan	31-Jan	7-Feb	14-Feb	21-Feb	28-Feb	7-Mar	14-Mar	21-Mar	28-Mar
Sustainable Economy Strategy & Skilled Community Workforce Strategy													
Kerbside Trading Guidelines													
Urban Forest Precinct Plan - Carrum Downs & Seaford													
Climate Change Strategy and Action Plan													
Coastal Management Plan													
Urban Forest Precinct Plan - Frankston North													
Native Vegetation Study - Further Updates													
Community & Open Space Needs Assessment and Infrastructure Plan													
Community Safety Policy & Strategy													
FMAC Structure Plan													
Industrial Land Use Strategy review													
Revegetation Action Plan													
Municipal Wayfinding Signage													
Equestrian Master Plan													
Baxter Park Masterplan													
Public Toilet Action Plan													
George Pentland Botanic Gardens Master Plan													
Monte Rey Reserve Master Plan													
Oliverz Hill Landscape and Lookout Precinct Plan													
Nepean Highway Boulevard Vision													

Legend	Planning & Scoping	Procurement	Consultation	Development	Resourcing	Project Completion
★	Council meeting					
●	Councillor Briefing					
◆	Councillor Update via Memo					



FORESHORE ADVISORY COMMITTEE

TERMS OF REFERENCE – January 2022

1) NAME

The Committee shall be called the Foreshore Advisory Committee (hereinafter referred to as 'the Committee')

2) PURPOSE

Frankston City's foreshore is renowned as the most pristine and accessible stretch of foreshore on Port Phillip. The purpose of the Committee is to involve the members, who are diverse representatives of Frankston City's community, in the development of the Coastal and Marine Management Plan and its ongoing implementation. The Committee is an opportunity for these representatives to communicate their aspirations and concerns for the foreshore.

3) FUNCTIONS

The Functions of the Foreshore Advisory Committee are

- a) to assist the development of the Coastal and Marine Management Plan.
- b) to assist in the development of a long term action plan, that addresses the aspirations and needs of the community to define priorities and responsibilities for various actions
- c) to facilitate access to and use of the foreshore by the Frankston community
- d) to assist in the review of strategic planning and management policies guiding the management of the Keast Park, Seaford, Frankston and Frankston South Foreshore reserves;
- e) to make recommendations in respect to capital works projects for the Foreshore Reserves and the implementation and funding sources;
- f) to assist the improvements of effective controls and regulations dealing with the Foreshore Reserves;
- g) to identify methods of encouraging community interest and knowledge of the reserves and participation in the restoration and care of the reserves;
- h) to identify innovative funding mechanisms and sources to fund the ongoing maintenance and improvement of the reserves where opportunity arises;

Members of the Committee will not have decision making powers but will have the opportunity through the Committee process to present their views and opinions for consideration.



3) MEMBERSHIP

a) The Advisory Committee shall comprise the following members:

- Two (2) Councillors to be appointed by Frankston City Council;
- Twelve (12) community representatives to be appointed by Frankston City Council;
- Primary Officer: Coastal Policy and Planning Officer (ex officio);
- Secondary Officer: Urban Design Planning and Policy Officer (ex officio)
- Invited representatives from:
 - Bunurong Land Council Aboriginal Corporation
 - Department Environment Land Water And Planning
 - Parks Victoria,
 - Melbourne Water

Ex-officio members and invited representatives shall not have voting rights and are not to move or second motions before the chair.

Other Council officers, stakeholders and/or government department representatives can be invited to attend, as required by the business being considered, or at the discretion of the Chief Executive Officer however, invited members shall not have voting rights and are not to move or second motions before the chair.

Meetings shall be chaired by a Councillor representative (Advisory Committee Chair) with the second Councillor fulfilling the role as Deputy Chair as agreed by Council.

4) TERMS OF APPOINTMENT

- a) All new community representatives will be appointed for a period of three years.
- b) Members of the Advisory Committee whose appointment has expired can re-nominate for a position on the Advisory Committee by submitting the Nomination Form. Upon consideration of this nomination and selection by Council, re-nominated members will be appointed for an additional period of two years.
- c) Members of the Advisory Committee will be selected by Council and will be chosen from those lodging an expression of interest form with Council.
- d) A member shall be deemed to have resigned if that member fails to attend two consecutive meetings of the Advisory Committee without an approved leave of absence. The Advisory Committee Chair may grant leave of absence for an extended period.
- e) Resignations shall be submitted in writing to the Council through the Chair.
- f) The Council, as necessary will arrange reappointments and new appointments.
- g) Additional temporary members may be co-opted by the Advisory Committee to provide special expertise on specific issues.



5) COMMITTEE PROCEEDINGS

- a) Meetings will be held at least every two months and will total no more than eleven meetings annually at the Civic Centre, Frankston, unless alternate locations are otherwise resolved by the Advisory Committee (including online alternatives).
- b) The Advisory Committee shall aim to operate on a consensus model of decision making. In the event of a vote occurring and that vote being tied, the Chair shall, in addition to a deliberate vote, have a second or casting vote.
- c) The Advisory Committee has no power to make decisions or take action or expend funds on behalf of Council, unless such action has been authorised by Council. Deliberations and/or recommendations of the Advisory Committee shall be reported to the Council for consideration on a regular basis.
- d) A quorum comprises 60% of the Advisory Committee membership excluding ex officio members
- e) Agendas will be approved by the chair and forwarded prior to a meeting
- f) Agendas and minutes will be recorded and held in Council's records management system
- g) Conflicts of interest will be recorded in the minutes at the commencement of the meeting
- h) The Advisory Committee may establish working groups or sub-committees for a specified purpose. Relevant key stakeholders will be consulted with when establishing such a working group. Non-members may be co-opted to a working group or sub-committee. A member of the Advisory Committee shall chair such working groups and sub-committees. The Advisory Committee shall develop a statement of the role, responsibility and task to be achieved by the group and the reporting procedures to be followed.
- i) Council officers acting in an ex-officio capacity shall not be expected to attend sub-committee and working group meetings unless otherwise approved by the appropriate Manager.
- j) Where other council officers are requested to attend the Advisory Committee or a working group or sub-committee, the approval of the appropriate Director or Department Manager shall first be obtained.
- k) The meeting held in July or August each year will consider the implementation of the Coastal and Marine Management Plan and a report will be presented to Council on this review.



6) ADMINISTRATIVE

- a) Council will provide secretarial services for the Advisory Committee. Secretarial services will not be provided for working groups or sub-committees unless otherwise approved by the appropriate Director.
- b) Council will provide an agenda and pre-reading material two to three days before the meeting
- c) Meetings times will accommodate the availability of the Committee members and ensure at least one third of the members can be present, when identifying meeting times
- d) A review of the Terms of Reference will be undertaken in year three of operation of the Advisory Committee

7) ROLE OF MEMBERS

- a) Members shall be at liberty to discuss with appropriate organisations or individuals the general issues and principles related to the business of the Advisory Committee prior to the meeting. Members are expected to exercise discretion to ensure that disclosure of information does not prejudice the deliberation of the Advisory Committee or Council.
- b) Members are required to maintain an appropriate standard of confidentiality. Notes, records and other documents of the meeting remain the property of Council. Disclosures of confidential information by a Committee member will be treated as a breach of the Foreshore Advisory Committee Code of Conduct, in accordance with the process set out therein.
- c) Members have a responsibility to declare any conflict or potential conflict between their private or professional interests and their duties as members of the Advisory Committee. The meeting shall then determine if/how the member may participate in deliberations.
- d) Members must not make any public comment or statement that would lead anyone to believe that they are representing Council, or expressing its views or policies. This includes comments or statements made to the media.
- e) Members are to ensure they observe and follow the principles, outlined in the Foreshore Advisory Committee Code of Conduct.

8) ROLE OF CHAIR

- a) The Chair or Deputy Chair shall chair all meetings of the Advisory Committee.
- b) The Chair is responsible for ensuring that the Advisory Committee operates in an effective manner within these guidelines and as outlined in the Foreshore Advisory Committee Code of Conduct.



FORESHORE ADVISORY COMMITTEE

Code of Conduct – January 2022

Introduction

Frankston Foreshore Advisory Committee (FAC) was convened to secure wide community participation in decision making on foreshore related matters within Frankston City. It is vital that members of advisory committees have a consistent understanding of the roles and responsibilities expected of them.

This Code of Conduct outlines: the behaviors expected of advisory committee members both within and outside committee meetings; the responsibilities and obligations of committee members, Council representatives and agency staff; and, expectations with respect to ethical dilemmas or conflicts of interest.

All committee members are expected to observe the following principles:

1. to act with integrity and professionalism in the performance of their duties;
2. to exercise fairness, equity, courtesy, consideration and sensitivity in their dealings with other committee members, Council officers and other stakeholders; and
3. to avoid real or perceived conflicts of interest.

Responsibilities

Committee members are expected to:

1. Perform their duties with care and diligence in a fair and equitable manner;
2. Act and advise with honesty and integrity in all aspects of their duties;
3. Ensure all actions, decisions and advice is based on a comprehensive consideration of relevant facts and based upon best practice;
4. Treat Council and agency staff, other advisory committee members, stakeholders and the public with respect, recognising their rights, duties and aspirations;
5. Behave in a manner that maintains and enhances the reputation of the advisory committee; and
6. Act in the public interest.

Council and agency officers are expected to:

1. Provide information requested by advisory committee members, promptly and in an easily understood form. Make sure it is accurate, current and complete; and

Council officers are also expected to:





1. Accurately report the recommendations and advise of the advisory committee to Frankston City Council.
2. Follow-up on committee recommendations and notices of motion and provide comments on actions taken.

Committee communication

Communication to and by the advisory committee should normally occur formally, on a committee rather than an individual basis. As the advisory committee's primary role is to advise Council on matters within its terms of reference, formal communication of decisions, policy positions etc. will normally be reported to Council. Occasionally the advisory committee will communicate directly with other stakeholders, agencies and the general public, and will clearly identify its communications as representing the advisory committee. Once a decision has been made by the committee, all committee members are bound by that decision.

Members shall be at liberty to discuss with appropriate organisations or individuals the general issues and principles related to the business of the advisory committee prior to the meeting. Members are expected to exercise discretion to ensure that disclosure of information does not prejudice the deliberation of the Advisory Committee or Council.

Use of Committee Information

Advisory committees often consider privileged, confidential or personal information, and may work on a project for several months. Advisory committee members must not use or communicate information associated with the advisory committee other than for official purposes, except where such information is within the public domain.

At times, committee members have access to personal information relating to other committee members and members of the public. This information is provided on the understanding it will only be used for the specified purpose and will remain confidential.

Committee members must not at any time pass on information to external individuals or organisations that may prejudice the workings of the committee or benefit to others.

All information must be stored securely, and not disclosed to any person without first seeking the permission of the owner of the information.

Only authorised representatives of Council and/or the advisory committee are to liaise with the media. The chair of the advisory committee is authorised to represent the views of the advisory committee and its working groups.



Conflict of interest

Conflict of interest may arise for various reasons and committee members may have private interests that from time to time conflict with their public duties. There is an expectation that where such conflict occurs it will be resolved in favour of the public rather private interest.

Any personal, financial or other interest which may represent a conflict of interest must be disclosed by committee members at the time of appointment to the advisory committee and prior to discussion of an agenda item.

Opinions and decisions made in the course of committee duties must not be improperly influenced by business, family or other personal relationships.

It is not possible to define all potential areas of conflict of interest and if in doubt as to whether a conflict exists, it should be raised with the committee chair. In some circumstances, the perception of a conflict of interest could itself jeopardise public integrity of the committee. You are required to declare to the committee any conflict of interest that arises or is likely to arise and should stand down from any decision making process where you may be compromised.

Giving and/or accepting gifts, gratuities and other benefits

Committee members are not permitted to give and/or accept gifts, gratuities or other benefits accruing the performance of their duties.

Post committee membership

Committee members who retire or resign from the advisory committee must not use confidential information obtained during their membership to their advantage or to disadvantage Frankston City Council in commercial or other relationships.

Process for handling breaches of the Code of Conduct

Should there be concerns regarding a possible breach of the Code of Conduct by any member, Council representative or agency staff, then the following process will apply.

1. The matter is raised in writing at a meeting of the FAC for discussion, with all parties concerned having the opportunity to talk to their case;
2. The FAC reviews the matter and determines a course of action to be received to Council. Options for addressing the breach include:
 - for minor issues, a written warning to the person concerned and if it happens a second time the person's term on the FAC is terminated;



- for major issues [ie. acting against an agreed FAC decision or not abiding to confidentiality clauses], the person's term on the FAC would be terminated.
3. The FAC makes a recommendation to Council on the appropriate way of addressing the matter.

Child Safety

Statement of Commitment to Child Safety

Council has zero tolerance for Child Abuse. Council is committed to creating and maintaining a Child safe environment where all Children are valued and protected from harm and Child Abuse. Council values diversity and will not tolerate discriminatory practices.

All Children, who attend services, programs, events and spaces that are delivered, owned or managed by Council, have the right to be heard and feel safe regardless of their (or their families') age, gender, race, ability, religious beliefs, sexual orientation or social background.

Council encourages the voices of Children in Council planning, delivery of services, programs and events, procedures and management of facilities. Council's priority is to involve Children in opportunities to influence matters that affect them as active citizens in their community.

Council will endeavour to ensure that Children know who to talk with if they are worried or are feeling unsafe and that they are encouraged to raise such issues.

Members are required to conduct themselves in line with the Statement of Commitment to Child Safety and report any concerns regarding child safety to a Council staff member.



September 2021

ECONOMIC SCORECARD



INVEST
FRANKSTON
.COM



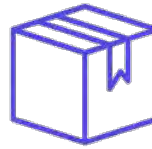
30,000

Innovative businesses



12,632
BUSINESSES

Registered for GST



\$2.99
BILLION

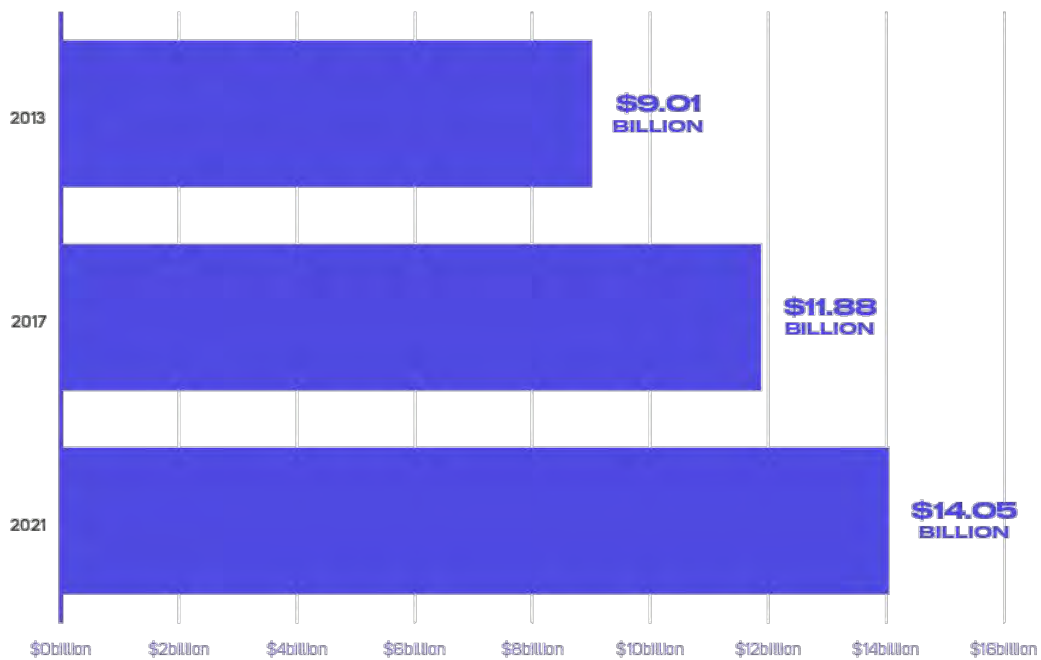
Regional exports, with
 37.3 per cent from the
 manufacturing industry*



\$14.05
BILLION

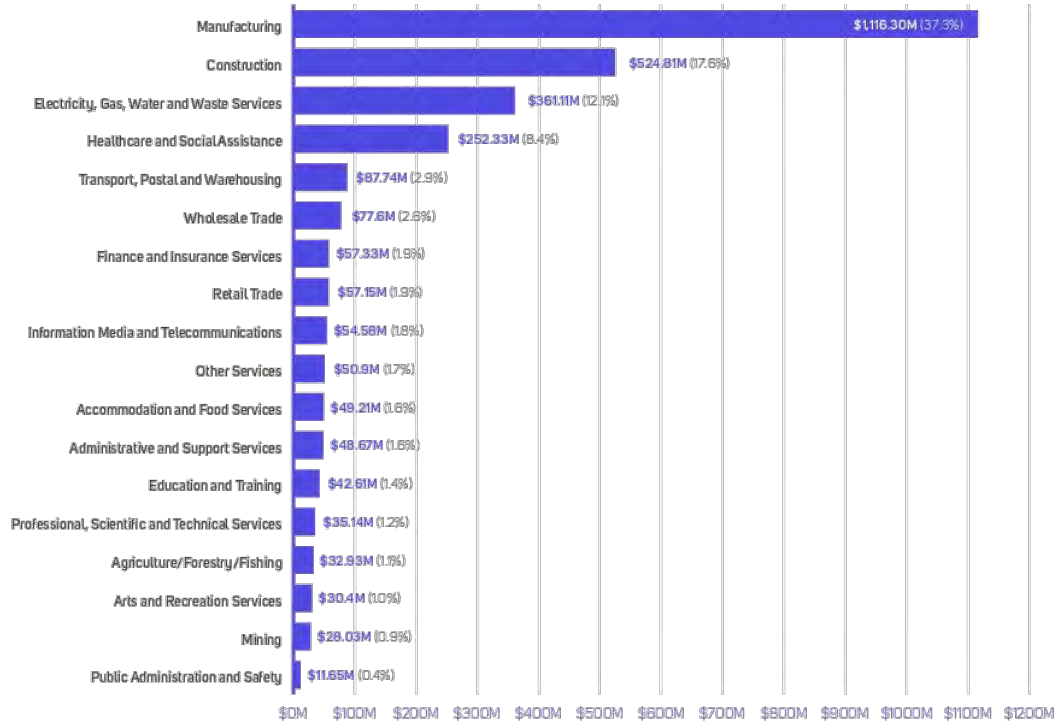
Economic output*

Frankston City Growth by Economic Output



* Source: REMPLAN

Regional Exports by Industry Sector*



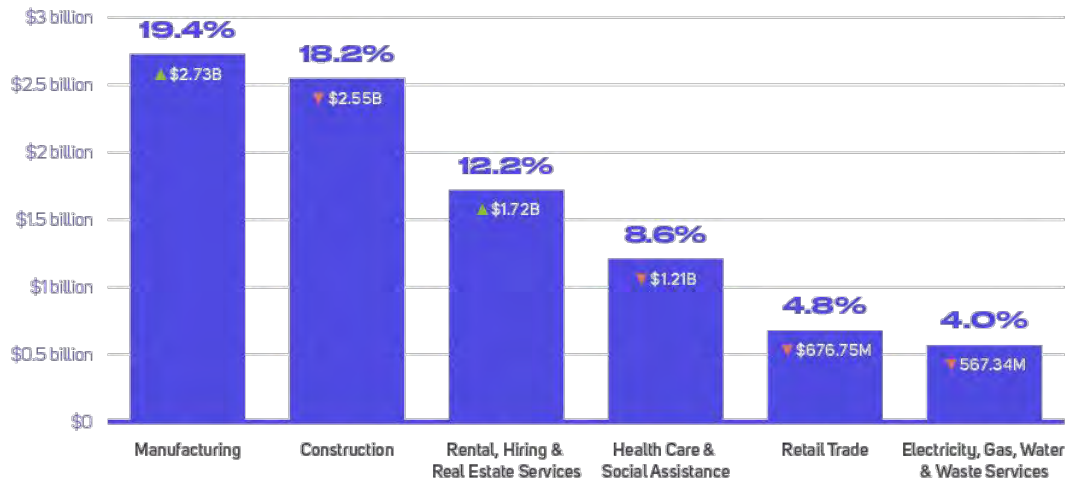
* Source: REMPLAN Economy



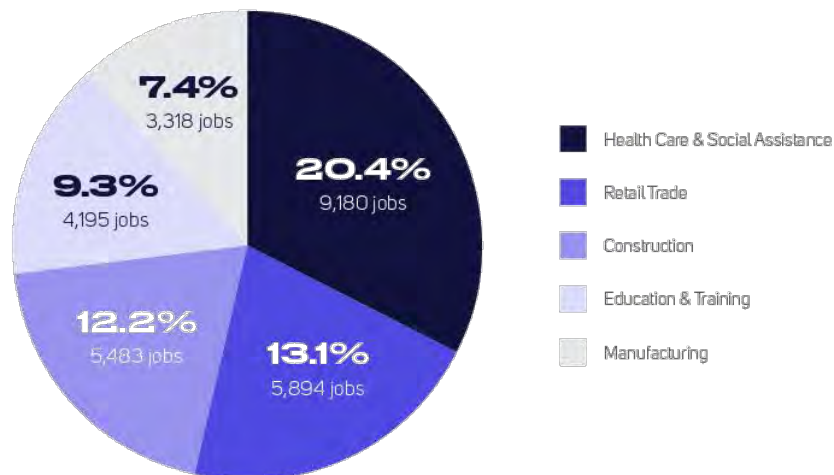
TOP SIX INDUSTRY SECTORS IN FRANKSTON CITY

Ranked by Output

▼▲ In comparison to June 2021 Scorecard



Ranked by Employment





FRANKSTON CITY

▲ ▼ Comparison to June 2021 Scorecard

▲ **\$2.430**
BILLION

Total local spend

▼ **\$1.521**
BILLION

Resident (lives in Local Government Area [LGA]) local spend



▲ **\$908.4**
MILLION

Visitor (lives outside Frankston City) local spend

▲ **\$1.129**
BILLION

Resident escape spend (lives in suburb but spend outside LGA)

▲ **\$1.386**
BILLION

Resident online spend

THE SUBURBS

Suburb	Local Spend				Escape Spend		Resident Online Spend
	Total Local Spend	Resident Local Spend (lives in the suburb)	Internal Visitor Local Spend (lives elsewhere in the LGA)	External Visitor Local Spend (lives outside LGA)	Resident Internal Escape Spend (lives in suburb but spend in other suburbs in the LGA)	Resident External Escape Spend (lives in suburb but spending outside LGA)	
Carrum Downs	\$489.3M	\$141.8M	\$192.3M	\$155M	\$73.8M	\$137.9M	\$180.6M
Frankston	\$1.352B	\$339M	\$463.5M	\$548.6M	\$71.1M	\$236M	\$326.1M
Frankston N	\$266.3M	\$7.75M	\$12.86M	\$5.88M	\$50.69M	\$26.94M	\$41.42M
Frankston S	\$60.87M	\$16.18M	\$15.30M	\$28.81M	\$178.87M	\$214.96M	\$231.57M
Langwarrin	\$222.75M	\$139.22M	\$28.23M	\$55.02M	\$169.48M	\$190.46M	\$264.90M
Langwarrin S	\$2.99M	\$53.56K	\$1.21M	\$1.57M	\$9.38M	\$16.20M	\$15.27M
Sandhurst	\$6.21M	\$2.62M	\$373.45K	\$3.04M	\$45.04M	\$68.41M	\$76.52M
Seaford	\$245.47M	\$77.45M	\$75.97M	\$92.02M	\$106.65M	\$133.81M	\$172.05M
Skye	\$17.38M	\$1.42M	\$4.55M	\$11.12M	\$89.68M	\$58.02M	\$76.69M

NIGHT TIME ECONOMY September 2020–August 2021

Annual Night Time Expenditure Overview for Frankston City (Spending recorded between hours of 6pm and 6am)*

▲ In comparison to June 2021 Scorecard



Expenditure Category by Volume August 2020–September 2021

Category	Total Local Spend	Resident Local Spend	Visitor Local Spend	Resident Escape Spend	Resident Online Spend
Bulky Goods	\$147,991,309	\$87,130,290	\$60,861,019		\$39,248,472
Consumer Staples				\$435,431,445	
Department Stores & Clothing	\$209,755,797	\$109,424,670	\$100,331,125		\$98,463,167
Dining & Entertainment	\$323,178,097	\$197,818,460	\$125,359,635		\$240,199,536
Discretionary Spend				\$514,616,934	
Furniture & Other Household Goods	\$59,949,735	\$26,482,187	\$33,467,551		\$38,404,273
Grocery Stores & Supermarkets	\$489,883,865	\$400,396,680	\$89,487,188		\$34,556,015
Light Industry	\$51,910,831	\$21,106,831	\$30,803,999		\$45,875,635
Other	\$17,509,563	\$8,224,942	\$9,284,622		\$12,987,724
Personal Services	\$45,246,729	\$26,054,861	\$19,191,870		\$14,718,538
Professional Services	\$285,530,633	\$145,615,533	\$139,915,097		\$269,468,245
Services & Other				\$166,998,706	
Specialised Food Retailing	\$211,167,800	\$157,235,935	\$53,931,865		\$26,154,502
Specialised & Luxury Goods	\$280,685,906	\$173,614,799	\$107,071,105		\$266,121,380
Trades & Contractors	\$16,084,205	\$6,853,731	\$9,230,477		\$16,278,144
Transport	\$268,272,565	\$151,850,054	\$116,422,512		\$94,626,869
Travel	\$22,602,016	\$9,604,401	\$12,997,614		\$88,722,379

* Source: Spendmapp March 2021 update



44,934
JOBS

In Frankston City



31 JOBS
PER 100 RESIDENTS

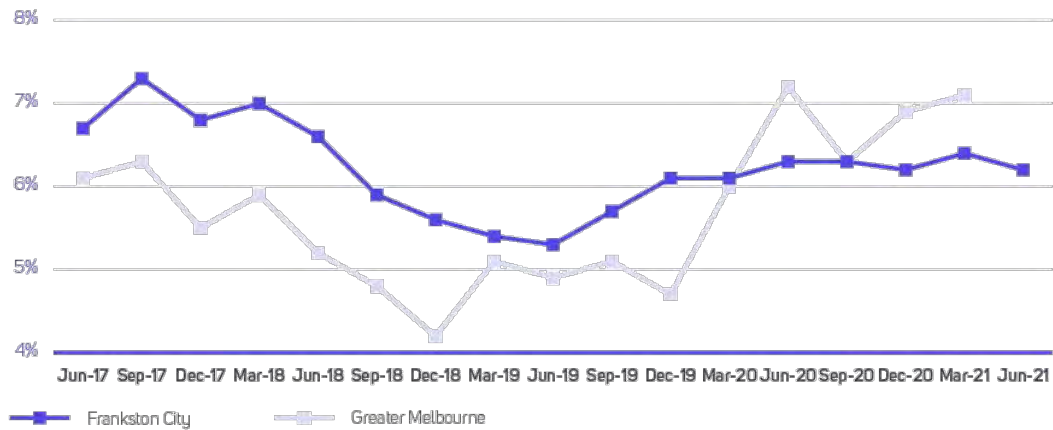
In Frankston



42 JOBS
PER 100 RESIDENTS

In Greater Melbourne

Unemployment Rate Comparison to Greater Melbourne (June 2017~June 2021)*



UNEMPLOYMENT RATE



6.2
PER CENT
in Frankston City

7.1
PER CENT
Comparison to Greater Melbourne

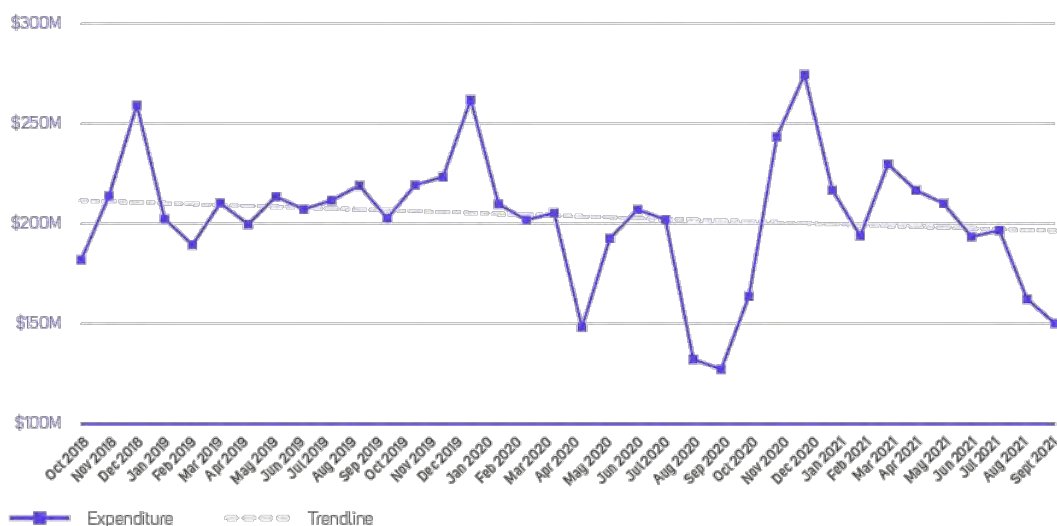
*Source: Department of Employment – June 2021



JOBSEEKER*

Latest Month Figures	September 2021		September 2020		Change
Region – LGA/SA2	JobSeeker and Youth Allowance Recipients	% of 15–64 Age Population	JobSeeker and Youth Allowance Recipients	% of 15–64 Age Population	
Frankston City	6,884	7.4	10,811	11.6	-3,927
Carrum Downs	1,076	7.1	1,737	11.4	-661
Frankston	1,628	10.2	2,427	15.1	-799
Frankston North	1,589	12.8	2,228	17.9	-639
Frankston South	438	3.8	796	6.9	-358
Langwarrin	756	4.5	1,396	8.2	-640
Seaford	1,003	8.9	1,517	13.5	-514
Skye – Sandhurst	394	4.1	710	7.3	-316
Greater Melbourne	182,645	5.2	299,850	8.6	-117,205
Victoria	256,407	5.8	401,160	9.1	-144,753

Expenditure Graph in Frankston (October 2018–September 2021)**



* Source: Department of Social Services – JobSeeker and Youth Allowance recipients – monthly profile via data.gov.au.
Compiled and presented by [id](https://www.informeddecisions.com.au) (informed decisions).

** Data source: spendmapp.com.au





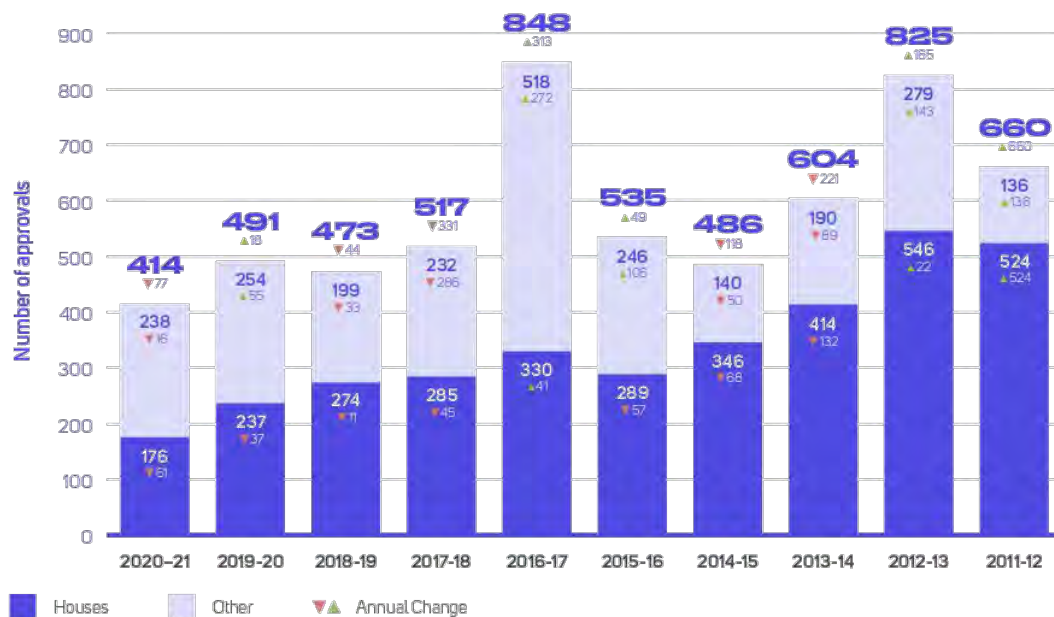
RECENT INVESTMENTS

- \$82 million Horizon apartment development (1–2 Plowman Place, Frankston City Centre) now under construction
- Marketing now launched for \$116 million Vicinity redevelopment
- \$67.6 million Chisholm stage 2 redevelopment now under construction
- Stage 1 and 2 of the \$160 million investment at Karingal Hub shopping centre has now opened, with a new food precinct featuring more than 28 fresh food and speciality retailers and a fashion precinct with 40 new stores

UPCOMING INVESTMENTS

- \$605 million redevelopment of Frankston Hospital
- \$120 million Hall Road and Westernport Highway upgrades
- \$28 Million Frankston Commons (35 Playne Street, Frankston City Centre) – nine storey mixed-use development now approved – includes retail/hospitality of 512 sq. m and 6,294 sq. m of grade A offices
- \$32 million for the Peninsula Health – Monash University Health Futures Hub
- \$20 million in local schools infrastructure upgrades (inc. Nepean Special School, Frankston Special Development School, Karingal Primary School)

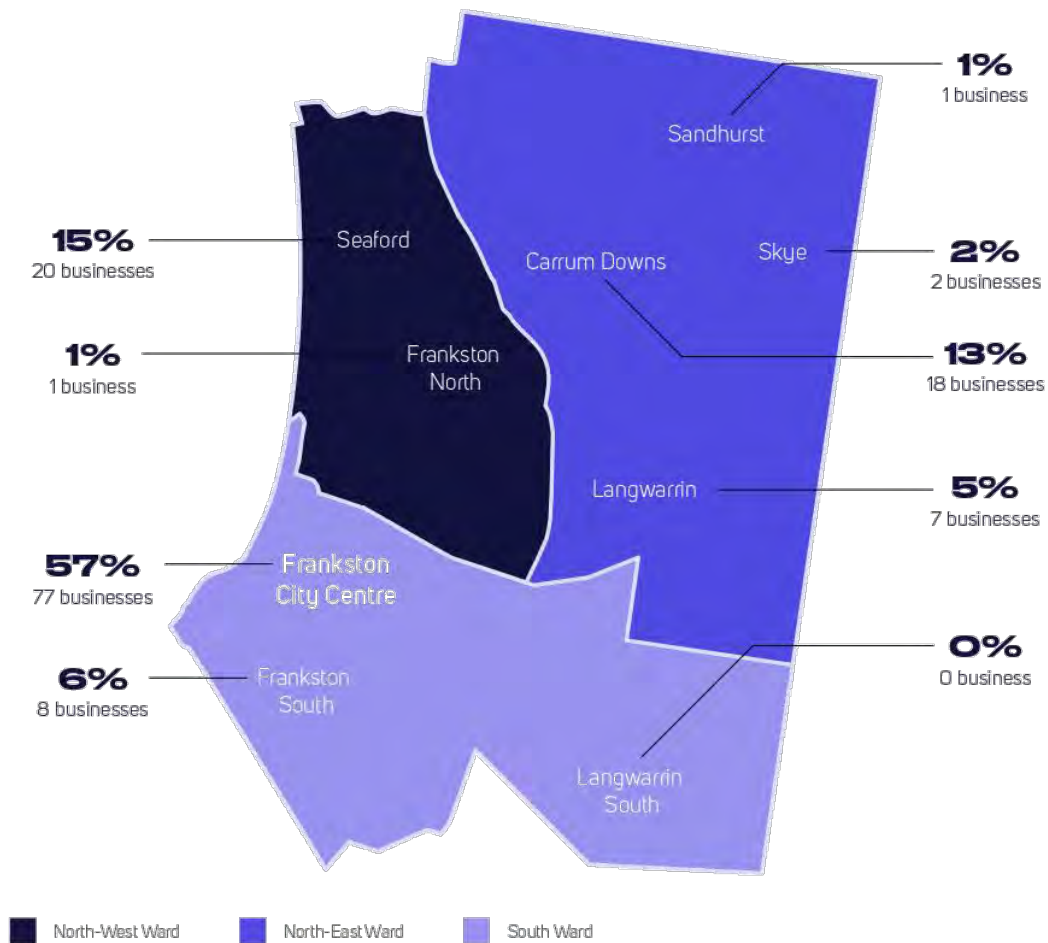
BUILDING APPROVALS*



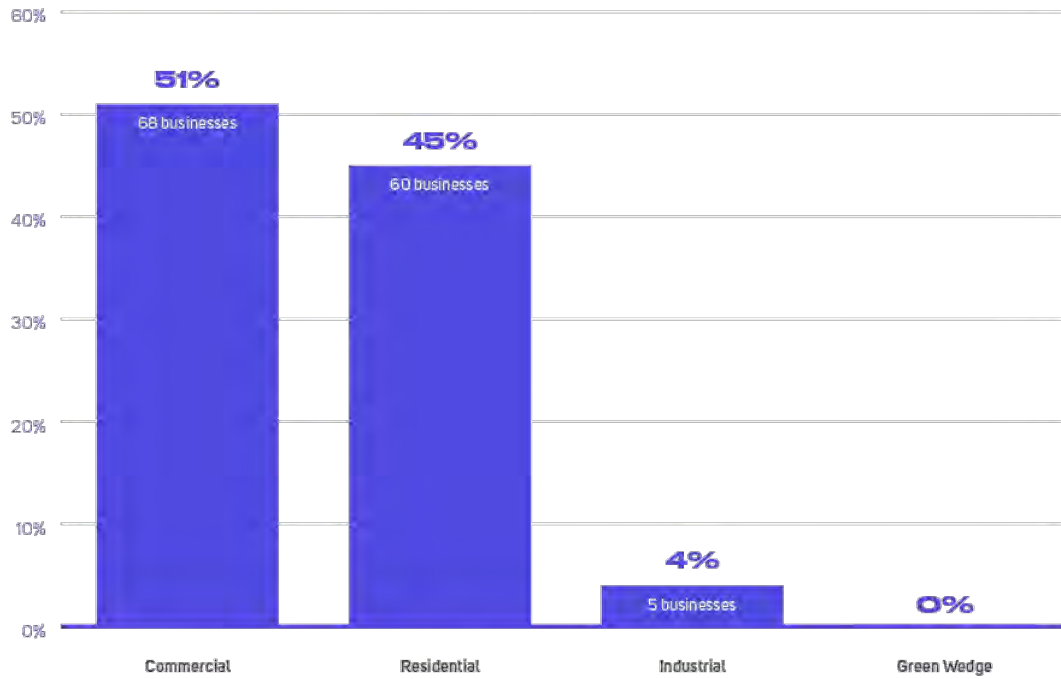
*Source: Australian Bureau of Statistics, Building Approvals, Australia (8731.0). Compiled and presented in profile.id by profile.id (informed decisions)



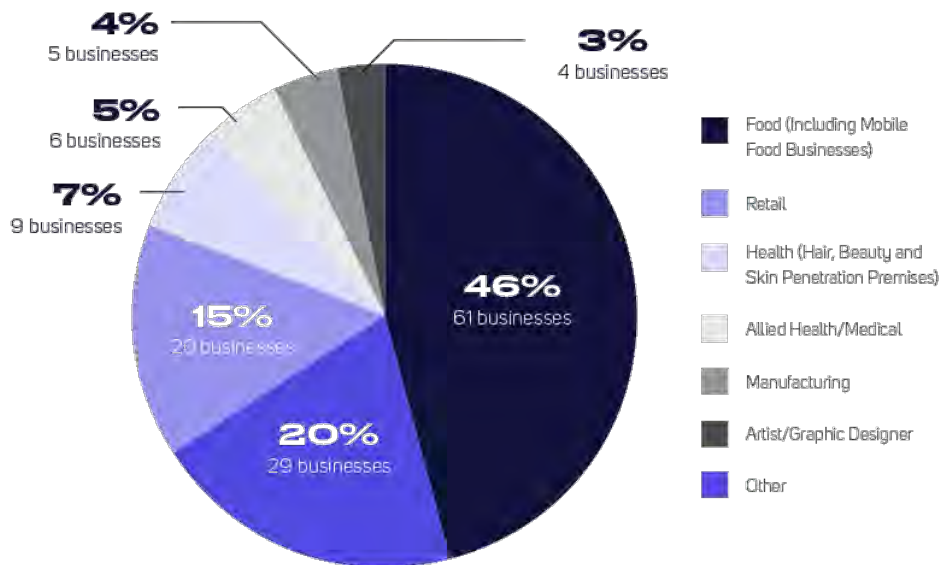
PROPERTY LOCATION QUERIES



BUSINESS INDUSTRY



BUSINESS TYPE (TOP 6 CATEGORIES)



IF YOU'RE READY TO THRIVE, INVEST FRANKSTON

Invest Frankston is our commitment to creating the most robust, forward thinking, energetic, exciting, progressive suburb, city, municipality and region in Melbourne.

We aim to become an epicentre of innovation, growth, industry, modernity and thinking. Fully supported by Frankston City Council, this is our ethos; the mantra we live, grow and develop by.

We will continue to support and encourage the people and businesses of Frankston to make it happen, through our highly innovative and successful support programs.

We will continue to work with the Victorian and Australian governments to ensure we remain at the forefront of infrastructure and investment facilitation, now and into the future.

We are committed. We are dedicated. We are unswerving. IF you share the vision and the passion for what can be, Invest Frankston.

The data in this document is provided in good faith with every effort made to provide accurate data and apply comprehensive knowledge. However, REMPLAN does not guarantee the accuracy of data nor the conclusions drawn from this information. Any inference or decision to pursue any action in any way related to the figures, data and commentary presented in this data is wholly the responsibility of the party concerned. REMPLAN advises any party to conduct detailed feasibility studies and seek professional advice before proceeding with any such action and accept no responsibility for the consequences of pursuing any such action.

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**INVEST
FRANKSTON
.COM**

Executive Summary**12.5 Financial and Council Plan Quarterly Report - December 2021**

Enquiries: (Simone Wickes: Corporate and Commercial Services)

Council Plan

Level 1:

6. Progressive and Engaged City

Level 2:

6.1 Ensure sustainable financial management and the strategic allocation of resources to deliver planned infrastructure and services

Purpose

To brief Council on the performance of the 2021-2025 Council plan and financial performance to 31 December 2021 against the 2021-2022 Revised Budget.

Recommendation (Chief Financial Officer)

That Council receives and notes the 2021-2025 Council Plan Quarterly Performance Report and the Council Financial Report for the quarter ended 31 December 2021.

Key Points / Issues

- Council adopted the 2021-2025 Council Plan and Budget at the Council Meeting held on 28 June 2021.
- Council approved a revised budget at the meeting held on 31 January 2022. Results have been compared to the revised budget where applicable.
- The balance sheet and cash flow position is sound as at 31 December 2021.
- Council's operational performance for the forecast full year position indicates a surplus of \$22.477M, this is a \$0.500M favourable variance compared to the 2021-2022 revised budget position of \$21.977M surplus.
- Council's forecast full year underlying operating position is indicating a deficit of \$5.267M, this is a \$0.500M favourable variance compared to the 2021-2022 revised budget position of \$5.767M deficit. The impact of COVID-19 has had a significant impact on Council's financial result for the first half and forecast for the financial year. The Executive Management Team (EMT) continue to review expenditure to identify areas to offset the COVID-19 financial impacts on the underlying operational result. The key actions taken include labour vacancies, delayed recruitment, reduction in discretionary spend, delayed program spend and strongly advocating for additional government funding. This will continue for the remainder of the year to deliver services to the community's expectations whilst doing so at a reduced cost to ratepayers. It is expected to return to surplus in future years.
- The forecast full year underlying operating position of the consolidated entity is indicating a deficit of \$6.136M, this is a \$0.500M favourable variance compared to the revised 2021-2022 budget position of \$6.636M deficit. The factors attributed to Frankston City Council's portion of this result are listed under Section 3 of this report.

The significant factors from Peninsula Leisure Pty Ltd which contribute to this variance are a \$6.073M unfavourable variance in user fees and charges. The decrease in user fees and charges relates to the impact of COVID-19 on the expected amount of income to be received. See Appendix G of the Financial Quarterly Report for the detailed consolidated income statement.

12.5 Financial and Council Plan Quarterly Report - December 2021**Executive Summary**

- The delivery of the 2021-2022 Capital Works Program is tracking well with the end of financial year forecast expenditure of \$73.716 million against a revised budget of 73.716 million. The forecast and revised budget includes \$5.400M of carry forward projects from 2020-2021.
- The 2021-2022 Quarter Two Performance Report provides a status of initiatives delivering towards each of the six Outcome identified in the 2021-2025 Council Plan. Council is required under the Local Government (Planning and Reporting) Regulations 2020 to review the performance of the Council against the Council Plan, at least every six months. The annual performance of the Council Plan is published in the Annual Report.
 - There are 134 initiatives to be delivered for 2021-2022
 - 86% of annual initiatives are on track (115/134)
- Key Council Plan performance highlights for this quarter include:
 - The Health and Wellbeing Plan 2021-2025 and its Year One Action Plan 2021-2022 was adopted by Council at its Meeting on October 11, 2021.
 - The Environmental Upgrade Finance program for local businesses was launched in October 2021.
 - The uptake of food waste collection services has increased by 20 per cent from quarter one.
 - Council adopted the 10 year financial plan at the 11 October, 2021 meeting. The plan outlines strategic actions to ensure Council remains financially sustainable in maintaining infrastructure and delivering services into the future.

Financial Impact

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

This report does not require community consultation. The Executive Management Team have reviewed and endorsed the financial results.

2. Other Stakeholders

There are no other stakeholders.

Analysis (Environmental / Economic / Social Implications)

This report does not have any environmental, economic or social implications for discussion.

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.

12.5 Financial and Council Plan Quarterly Report - December 2021**Executive Summary**Legal

The Local Government Act requires that Council produce a report which compares the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date.

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

Council has implemented a number of risk mitigation processes including:

- Development of a 10 year Financial Plan which assists in determining Council's financial viability into the future.
- Council is subject to an annual external audit process and also has its own internal audit function which reviews critical processes from time to time.
- Council also has an "Instrument of Delegation" which clearly defines each person's level of financial authority.
- Council has numerous policies and internal checking processes to assist with ensuring that Council's processes and source data is accurate and the risk of fraud is minimised.

Conclusion

The forecast full year underlying operating result is anticipated to be a deficit of \$5.267M which compares favourably by \$0.500M to the 2021-2022 revised budgeted deficit of \$5.767M.

The forecast full year consolidated underlying operating result of \$6.136M compares favourably by \$0.500M to the revised budget of \$6.636M.

After six months of the financial year, COVID-19 government restrictions have had a significant effect on Council's financial position. Council will continue to closely monitor its position and ensure that the impact is kept to a minimum. Whilst this impact is short term for the moment, it remains to be seen how COVID-19 will impact on long-term projections.

The 2021-2022 Quarter Two Performance Report highlights that Council is performing well against Council Plan initiatives and overall is making good progress towards their delivery.

ATTACHMENTS

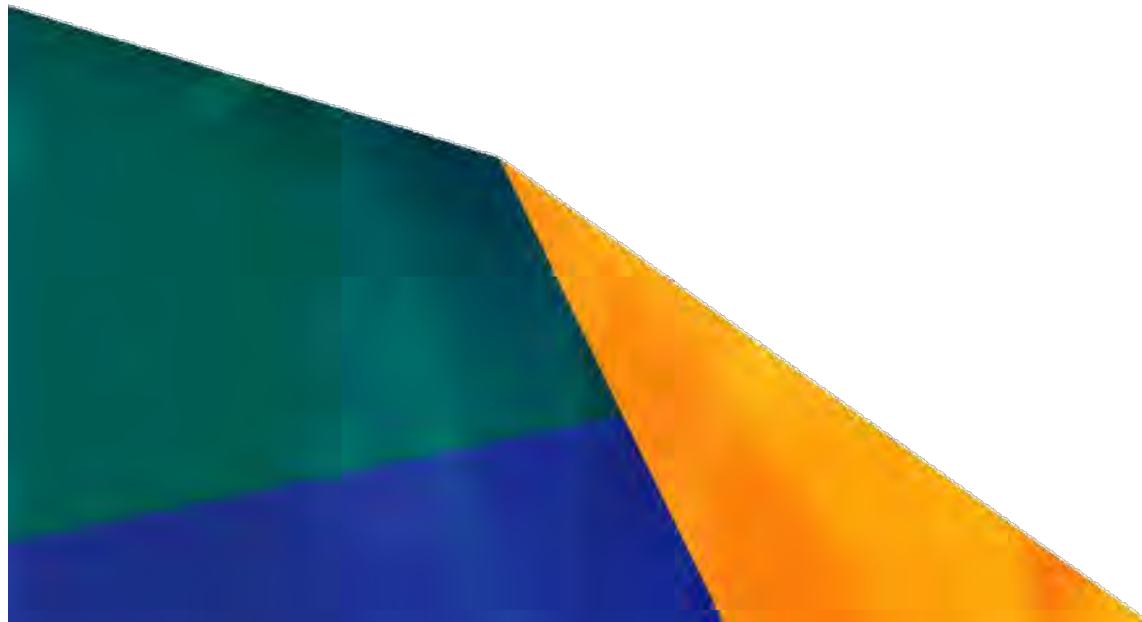
Attachment A: [↓](#) Financial and Council Plan Quarterly Report - December 2021



Quarterly Performance Report

2021-2025 Council Plan and Budget
Quarter Two | October to December 2021





Acknowledgement

Frankston City Council acknowledges the Bunurong people of the Kulin Nation as the Traditional Custodians of the lands and waters in and around Frankston City, and value and recognise local Aboriginal and Torres Strait Islander cultures, heritage and connection to land as a proud part of a shared identity for Frankston City.

Council pays respect to Elders past and present and recognises their importance in maintaining knowledge, traditions and culture in our community.

Council also respectfully acknowledges the Bunurong Land Council as the Registered Aboriginal Party responsible for managing the Aboriginal cultural heritage of the land and waters where Frankston City Council is situated.



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Frankston City Council's Vision for the 2021-2025 Council Plan and Budget

**Frankston City.
Our liveable,
innovative and
proud city.**





Why are we reporting

This is a report to our Community on our performance against the 2021-2025 Council Plan.

Frankston City is required under the *Local Government (Planning and Reporting) Regulations 2020* to review the performance of the Council against the Council Plan, at least every six months. Our quarterly performance report details Frankston City's progress on initiatives for 2021-2022 identified to work towards the six outcomes identified in the Council Plan.

To address the Governance principles in the *Local Government Act 2020*, Frankston has developed an Integrated Planning and Reporting Framework. The green boxes identify the reporting structure. Progress and results are reported back to the community through the Quarterly Performance Report, Local Government Performance Reporting Framework (LGPRF) and the Annual Report.

The quarterly performance report, along with the annual report are the key points of accountability between Council and our community. This report is for our Community on our performance against our Council Plan initiatives.

How to read this report

This report is broken up into each of Council's six Council Plan Outcomes. For each initiatives in our Council Plan a progress comment is provided quarterly along with a status update.

Status update key:

- ✓ Completed Initiative completed
- On track Initiative is underway and tracking well against time frames
- At risk Initiative is behind by 10% or more, but will meet target time frames
- Critical Initiative is delayed by 25% or more, or needs attention to meet target time frames
- Deferred Initiative has been deferred for completion in 2022-2023

Executive summary

In the 2021-2022 year, there are 134 initiatives listed in the Council Plan. As at the end of December 2021, 2% of those initiatives have been classified as completed with a further 86% considered on track for completion. The remaining 12% are classified as at risk, critical or deferred.

The impact of COVID-19 has had a significant impact on Council's financial result for the first half and forecast for the financial year. The forecast for the Underlying operating result reflects an unfavourable variance. Council's revised budget full year underlying operating position is indicating a deficit of \$5.767M, this is a \$4.838M unfavourable variance compared to the adopted 2021-2022 budget position of \$0.929M deficit. The Consolidated entity position is also forecasting a deficit of \$6.136M. The Executive Management Team (EMT) have identified significant savings to reduce the COVID-19 financial impact on underlying operational result. It is expected to return to surplus in future years.

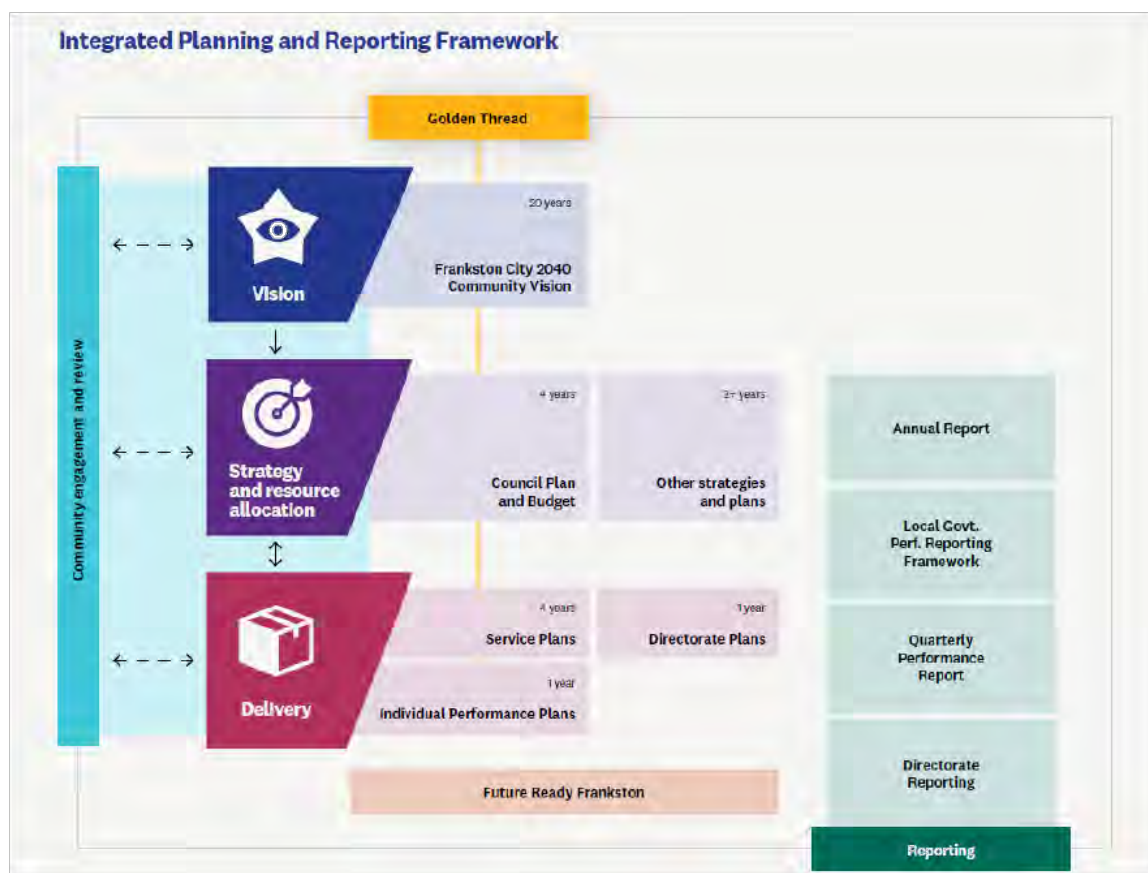
Summary of Financial Results

Description	2021-2022 FCC	2021-2022 FCC	Full Year	2021-2022 FCC	2021-2022 Consol.
	Revised Budget	Adopted Budget	(Fav)/Unfav	Forecast	Forecast
	\$'000	\$'000	Variance	\$'000	\$'000
			\$'000		
<i>Operating</i>					
Revenue	176,334	178,443	2,109	176,334	183,954
Expenditure	182,675	179,946	2,729	182,175	190,664
Gain/(Loss) on disposal of assets	574	574	-	574	574
Underlying operational result	(5,767)	(929)	4,838	(5,267)	(6,136)
<i>Capital</i>					
Revenue	27,744	20,221	(7,523)	27,744	27,744
Operational surplus/(deficit)	21,977	19,292	(2,685)	22,477	21,608

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

Integrated Planning and Reporting

To address the Governance principles in the *Local Government Act 2020*, Frankston has developed an Integrated Planning and Reporting Framework. The green boxes identify the reporting structure. Progress and results are reported back to the community through the Quarterly Performance Report, Local Government Performance Reporting Framework (LGPRF) and the Annual Report.



- Other strategies and plans**
- Municipal Planning Strategy
 - Risk Management Plan
 - Financial Plan
 - Revenue and Rating Plan
 - Long Term Infrastructure Plan
 - Asset Plan
 - Workforce Plan
 - Health and Wellbeing Plan
 - Master plans/Action plans

Council Plan Outcomes

Our Council Plan has been developed to improve six key outcomes for Frankston City Council.



Health, safety and wellbeing of the community is improved through the reduction of harms and opportunities for individuals and families to adopt healthy lifestyles.



Strengthening community through resilience, inclusiveness and the enrichment of arts, culture and diversity.



Enhanced sustainability through bold action and leadership on climate change and the protection and enhancement of Frankston City's natural and built environments.



Enhanced liveability through access to, and revitalisation of, Frankston City's places and spaces.



A thriving economy that has strengthened through recovery, created employment and opportunities to build a skilled and educated community that supports sustainable and diverse industries.



A progressive and responsive council that values community voice, service innovation and strong governance.

Highlights of our performance

2021-2025 Council Plan and Budget

Reporting across the four years of the 2021-2025 Council Plan and Budget is summarised below. Yearly Council Plan initiatives are adopted each year in conjunction with the adoption of the Budget.

As at quarter two, 2021, three Council Plan Initiatives have been completed for 2021-2022 and one has been identified as deferred for completion in 2022-2023.

	2021-2022	2022-2023	2023-2024	2024-2025
Initiative completed ✓	3	-	-	-
Not proceeding ⊘	-	-	-	-
Completion deferred to following year ●	1	-	-	-

October - December 2021 Council Plan Initiatives

This table provides a summary of Council’s performance against its Council Plan Initiatives.

In 2021-2022 there are 134 Initiatives. Progress by each of the Council Plan Outcome’s is show below:

	Completed ✓	On track ●	At risk ●	Critical ●	Deferred ●
Healthy and safe communities	-	20	1	1	-
Community strength	-	25	2	-	-
Sustainable environment	1	24	2	-	-
Well planned and liveable city	1	12	7	-	1
Thriving economy	-	16	1	-	-
Progressive and engaged city	1	18	1	-	-
TOTAL %	2%	86%	10%	1%	1%

Financial Performance Scorecard

Reporting across the four years of the 2021-2025 Council Plan and Budget is summarised below. Yearly Council Plan initiatives are adopted each year in conjunction with the adoption of the Budget.

As at quarter one, 2021, no Council Plan Initiatives have been completed for 2021-2022.

Key Indicator	Year to Date	Full Year		Note
	Actual vs Budget	Forecast vs Budget	Forecast \$'000	
Operating Performance				
Operating revenue			176,334	
Underlying operational result			(5,767)	
Operating result for the year			22,477	
Operating expenditure			182,175	
Capital Performance				
External Funding sources			26,968	
Performance Indicators				
Investment			81,614	
Working capital ratio			2.37	
Rates collection			97%	
Loan borrowings			28,662	

Notes

No variance over 10%

Legend

- On or better than target
- 0-10% variance from target
- Over 10% variance from target

Directorate updates

Communities

Council was named winner of the 2021 Australian Institute of Landscape Architecture National Landscape Architecture Award for best Civic Landscape (Shannon Mall) October 2021. This was designed by Council's Urban Design team and has made a significant improvement to the Shannon Mall environment.

The Directorate continued to undertake a substantial body of work with a number of important strategies and plans being endorsed by Council. These include the Disability Action Plan 2021-25, Play Strategy and Local Park Plan, Health and Wellbeing Plan 2021-25, the Active Leisure Strategy 2021-2029 and Biodiversity Action Plan. These documents set down the vision and strategy for local facilities and fostering of community wellbeing now and into the future. Officers also presented the Household Survey results in December 2021. This survey, which was statistically representative, provides important data around the people living in the municipality, how they get around, where they would like to live, etc.

Council resolved to provide a new dog park at Keast Park in Seaford. This followed consultation where over 73% of the community said that they wanted to see another dog park in the municipality. This new location provides 200 metres of sand for dogs and their owners to run and play on. Council also resolved to allow people to take their dogs into the Frankston City Centre, and specifically the area bounded by Davey Street, Kananook Creek and Fletcher Road. Dogs must be on a leash and owners must pick up after their pet. This new provision will complement outdoor dining in the city centre.

Council sought expressions of interest from the community to join its Foreshore Advisory Group. The terms of reference for this group was also confirmed.

In continuing to support the business community, Council was able to recommence holding Business Networking Nights, in person, in November

2021. Approximately 30 business people attended this session, which was pleasing to see. Officers delivered a number of activations this quarter, including the provision of outdoor dining – seating 54 people – outside Gapped Café in Frankston.

As can be seen in this report, a small number of actions have been affected by the COVID-19 pandemic. These delays substantially fall into two categories being interruption to service and, difficulty in procuring resources to undertake the work. Officers are mindful of these and progressing these actions as best as possible.

Infrastructure and Operations

As at the end of Quarter Two, nearly 71% of the 2021/2022 Capital Works program has been committed (works awarded) against an adopted budget of \$70.285 million with Jubilee Stadium project progressing well into the construction phase. The focus is on continuing to deliver quality infrastructure meeting the needs and expectations of the community. To support this focus, Council's Long Term Infrastructure Plan will be refined through the first half of 2022 with the Annual Budget process. Kananook Commuter Car Park Funding has been announced and Council is gearing up to deliver this exciting project in addition to Council's current Capital Works commitments.

Council has added street tree planting requests from the community to the Autumn/Winter 2022 tree planting program which includes replacement planting for tree losses during the 29 October 2021 storms. An Environmental Upgrade Finance program for local businesses was launched in October 2021 involving 28 local businesses, of which three have received rebates to upgrade to more energy efficient appliances and home Energy Saver Toolkits are also being developed.

Officers have developed a business case in partnership with South East Water (SEW) and other stakeholders and are seeking funding from State Government to construct Monterey Recycled Scheme. Discussions are continuing with SEW regarding Tyabb-Somerville and Frankston Recycle

Water Schemes. Feasibility studies and Cost Benefit Ratio works will progress in coming months.

Development of Council's new Integrated Transport Strategy has commenced with initial community engagement through the Engage Frankston website. We received a great deal of information and views from the community which will feed into the strategy. Additionally a range of data and information is being collated from a number of different sources to develop a draft strategy for the community to consider and enhance.

Despite ongoing impacts to staffing levels as a result of COVID-19, Operations field staff have responded tirelessly during the ongoing rough weather events experienced in Frankston. With clean up works continuing into 2022, the team will also focus on maintaining our coastal reserves and preparing firebreaks for the summer fire danger period.

Corporate and Commercial Services

COVID-19 continues to challenge the financial sustainability of the organisation, however close financial monitoring ensures an accurate reflection of the financial impacts and management's response to mitigate those impacts. Council continues to remain in a cash surplus and financially sustainable. The opportunity to seek alternative operating revenue sources has also been constrained, however Council's advocacy commitment has resulted in significant grant funding for major infrastructure.

Focus on transparency has been a highlight for this quarter with the transparency hub project underway and the expansion of Council's Public Transparency Policy. Implementation of the adopted Property Strategy and Procurement Policy are progressing well with standardisation of processes and templates.

The introduction of waste minimisation initiatives on Council's kerbside waste services and introduction of glass only bins has commenced including consultation and feedback from Mini Frankston City. A food organics

branded electric vehicle was unveiled in December to promote food waste being diverted into Council's kerbside organics bin. The uptake of food waste collection services has increased by 20 per cent from quarter one. This is mainly due to an increase in communication through the inclusion of an information leaflet in Council's rate notice.

Customer, Innovation and Arts

Quarter two saw our team continue work to implement our Corporate Strategy and Vision that strengthens the foundations of the organisation to deliver strong service and performance outcomes for customers, community and teams.

In quarter two a Mandatory Vaccine Policy was developed to ensure the safety of our community and staff, a new Frankston Business and Industry Chambers was introduced to support and grow our local businesses, Frankston Council's first augmented reality scavenger hunt - Encounter - Beyond the Wall was launched and events held such as Frankston's Magical Christmas Flix and Christmas Carols.

Importantly, Council adopted flagship election advocacy priority projects that were developed in conjunction with the community. An example of these priorities are a district basketball and gymnastics stadium, a bigger and better Pines Pool, a district playground in Carrum Downs and expanded access to recycled water and a Regional Arts Trail.

The teams continue to advocate for the Frankston community to improve our amenities and develop strategic roadmaps and implement actions to continue improving our customer's experience.



Reporting on our Council Plan progress



Healthy and safe communities

Priorities

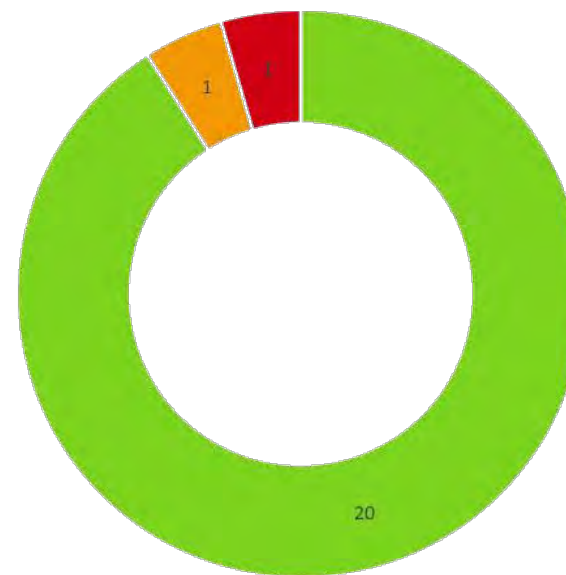
- ✓ Active and healthy lifestyles that support residents living independently longer
- ✓ Long-term health and learning outcomes established in early childhood
- ✓ Reduction of harms from family violence, gambling, alcohol and other drugs
- ✓ Value and support young people

Community Vision 2040 Theme 1
Healthy families and communities

Outcome One

How we performed

91% of initiatives completed or on track (20/22)









■ On track ■ At risk ■ Critical ■ Completed ■ Deferred



Strategic indicators





If we are successful we will see	Code	Outcome measures	Progress Comments	Directorate	Status
Engage families to promote the importance of early childhood education and health	SI-1.1	Proportion of adults who are sufficiently physically active compared to the Victorian state benchmark (Victorian Population Health Survey)	Indicator reported annually	Communities	-
	SI-1.2	Chronic disease levels compared to the Victorian state benchmark (Victorian Population Health Survey)	Indicator reported annually	Communities	-
	SI-1.3	Proportion of residents satisfied with sport and recreation facilities (Community Satisfaction Survey)	Indicator reported annually	Communities	-
Engage families to promote the importance of early childhood education and health	SI-1.4	Proportion of students achieving literacy benchmarks (Victorian Child and Adolescent Monitoring System)	Indicator reported annually	Communities	-
	SI-1.5	Proportion of children fully immunised by school age compared to the Victorian state benchmark (LGPRF) (Local Government Performance Reporting Framework)	Indicator reported annually	Communities	-
Reduction of harms from family violence, gambling, alcohol and other drugs	SI-1.6	Proportion of residents who feel a safe in public areas in Frankston City (Community Satisfaction Survey)	Indicator reported annually	Communities	-
	SI-1.7	Rate of hospital admissions due to family violence, alcohol and other drugs (Turning Point)	Indicator reported annually	Communities	-
	SI-1.8	Rate of reported family violence incidents (Crimes Statistics Agency)	Indicator reported annually	Communities	-
Improved education outcomes through better engagement of young people	SI-1.9	Rate of participation in further education (.id)	Indicator reported annually	Communities	-




Initiative progress comments





Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
Engage families to promote the importance of early childhood education and health	CP-1.1.1	Deliver Maternal and Child Health and early childhood services and programs including immunisation and supported playgroups	Council continue to deliver all Maternal and Child Health and early learning services, due to COVID-19 some services have been modified to ensure the safety of our community and staff, including First Time Parent groups that have moved to online delivery. The Immunisation team carried out school vaccinations onsite and also provided after-hours sessions to ensure all children that missed their vaccinations during the school year are up to date. Supported playgroups are operating face to face in an outdoor and environment and online delivery is also being offered to encourage participation and social engagement.	Communities	
	CP-1.1.2	Co-ordinate Central Registration of enrolments for community kindergartens	Current total number of vacancies for three year old x 36 - there are some local areas that have more registrations that places available such as Seaford. Current total number of children remaining on a waitlist for three year old x 22 Current total number of vacancies for four year old x 73 Current total number of children remaining on a waitlist for four year old x 18 - Seaford and Langwarrin are areas that have the greater numbers of children on waitlists Promotion of kindergarten was undertaken in December through social media.	Communities	
	CP-1.1.3	Implement Council's Early Years and Best Start Plans	The Municipal Early Years Plan is ready for publication and the implementation of Year	Communities	




Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			One actions are underway. The Best Start Program Logic is being finalised and will be ready for implementation in February 2022.		
	CP-1.1.4	Implement Council's Child Safe Policy	Policy has been consulted across the organisation and is ready for EMT approval in the next few weeks	Customer, Innovation and Arts	
Maintain systems and capacity to manage and respond to emergency events	CP-1.2.1	Monitor and mitigate key emergency risks	The key emergency risks for this reporting period have been the October Storm event, the ongoing COVID-19 pandemic response and the fire prevention inspection program. The EM team continue to monitor and mitigate emergency risks to both the community and internally for Council business areas. Currently the COVID-19 inbox and the Coordinator EM are central points of contact for the pandemic and authoritative advice is provided daily to all affected business areas with the growing case numbers. Meetings and forums are attended regularly and advice sought from subject matter experts accordingly. The proactive fire prevention inspection program is almost completed with only infringements to be issued and compulsory clearances to be completed and fire restrictions come into force as of 10th January 2022.	Communities	
	CP-1.2.2	Maintain up to date emergency management plans	The Municipal Emergency Management Plan (MEMP) is now legislated to undergo an assurance process every three years and all relevant agencies/departments are to participate in plan amendments to ensure it is accurate. The responsibility still falls to Council to update/re write the Plan due to having a dedicated resource for emergency	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			management. The COVID-19 pandemic has taken the focus of the primary emergency management resource and the temporary EM project officer role is focused on completing the Disaster Recovery Funding Arrangements claim for the October storm event on behalf of the Operations team along with the annual fire inspection program.		
	CP-1.2.3	Leverage partnerships with key agencies and community groups to improve response to and recovery from emergency events	The Municipal Relief and Recovery Subcommittee next meets in April 2022. Other systems and engagement outside of this forum continue to build and maintain relationships in the local community. COVID-19 continues to bring together agencies and other organisations to respond to needs around food and material aid for the vulnerable members of our community. Community Support Frankston specifically is at the forefront of this work and is supported by the Municipal Recovery Manager and two deputies outside of business hours as coordinated by a rotating roster. During October 2021, VicSES and Council staff (Emergency Management and Operations) worked together tirelessly and effectively to clear the impacts of our most significant storm event ever recorded. Relationships with emergency agencies are robust and well placed to manage and respond to emergency events in our municipality.	Communities	
	CP-1.2.4	Provide financial support for material aid through eligible emergency relief and recovery organisations	Community requests for emergency material aid and other assistance is being met. Community Support Frankston provides this assistance via direct community referrals and	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			through organisational referrals, such as those from professional case-managers.		
Encourage active and healthy lifestyles for people of all ages and abilities	CP-1.3.1	Optimise accessibility and usage of open space and facilities through a program of development and renewals for open space, play grounds and sporting infrastructure	Delivery of the Local Park Action Plan and Play Strategy are progressing well. Works associated with these programs will ensure universal access principles are integrated where possible and support increased usage. Sandfield Reserve Master Plan and Carrum Downs Recreation Reserve Master Plan implementation are also progressing with improved accessibility features and enhanced community recreational value. Witternberg Reserve Play space was opened in December 21, 2021 with improved accessibility and play opportunities.	Communities	
	CP-1.3.2	Promote and deliver more diverse play and leisure opportunities for residents of all ages to encourage active lifestyles	Is being delivered through the Active Frankston Leisure Strategy which will provide a more diverse range of activities for development and participation to encourage healthy and active lifestyles throughout the community.	Communities	
	CP-1.3.3	Work in partnership with health, education and community organisations including sporting clubs and community gardens to enhance opportunities for improved primary health and participation in passive and active recreation	As COVID-19 restrictions ease and the community become adjusted to the COVID-19 environment we will be utilizing all areas of the local media and seminars it is planned to improve the passive and active recreation opportunities for participants in the local community.	Communities	
	CP-1.3.4	Deliver first year actions for Council's Health and Wellbeing Plan	The Health and Wellbeing Plan 2021-2025 and its Year One Action Plan 2021-2022 was adopted by Council at its Meeting on October 11, 2021. Implementation of the Year One Action Plan has commenced.	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
Advocate for programs and support to reduce harms from family violence, gambling, alcohol and other drugs	CP-1.4.1	Implement Council's Stronger Families Policy and Family Violence Action Plan	The Men As Role Models programs has been affected by the restrictions that come with a COVID-19 environment. Whilst the Men As Role Models forum has been postponed to a date possibly in April, the tender for the lead service for the Men As Role Models Program is nearing approval whilst a training provider has been confirmed	Communities	
	CP-1.4.2	Partner with Monash University and Peninsula Health and key advocacy organisations to raise awareness of risks associated with gambling and Alcohol and Other Drug (AOD) use and improve access to support services	Work is ongoing. RAD-FMP met in November 2021.	Communities	
	CP-1.4.3	Implement Council's Gender Equity Policy	This quarter, the Community Strengthening team has successfully piloted a "Gender Inclusive Sporting Club Self-Assessment Tool" with three basketball and netball clubs in Frankston and Seaford. Feedback taken from the pilot will be considered next quarter, with an anticipated launch of the tool in March 2022. The team led a coordinated approach to this year's 16 Days of Activism (16DoA) campaign, which ran from 25 November to 10 December 2021 (inclusive). Work continues on progressing the development of a 12-month primary prevention pilot program of Men as Role Models (MARM). Key MARM partners are Jesuit Social Services, Whitelion and various Frankston-based community groups providing mentors. Work has also progressed on the development of the Respectful Relationships Online Portal, through the engagement of a consultant and content	Customer, Innovation and Arts	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			development. This portal will provide a more accessible e-learning 'narrative driven' tool for young people, to replace the Choose Respect App. Planning and preparation have also has also begun in anticipation of International Women's Day on 8 March 2022.		
	CP-1.4.4	Work with Alliance partners to deliver the Frankston City Strategic Housing and Homelessness Alliance Five-Year Strategic Plan	The Alliance steering group met in November and endorsed and updated the terms of reference was endorsed. Actions for this year strategic plan is starting with all members confirming their commitment this calendar year.	Communities	
Engage young people to support their educational outcomes	CP-1.5.1	Partner with the Department of Education and Training on Frankston North Strategic Education Plan	Council continues to work closely with Department of Education and Training and other key Frankston North stakeholders to deliver actions of the Frankston North Education Plan.	Communities	
	CP-1.5.2	Deliver Youth Services outreach, in-reach and engagement programs	We have continued to adapt our youth engagement programs and support according to COVID-19 restrictions and community needs, to ensure they are accessible and young people continue to receive ongoing support during this challenging time. We also continue to work closely with our partnering schools to promote student engagement and support, as well as assertive outreach with our Project-Y partners to identify gaps and support needs for our most 'at risk' young people in the local area.	Communities	
	CP-1.5.3	Enable young people to have a voice through Youth Council and youth events	We have adapted Youth Council, as well as our other youth groups to online in order to keep young people engaged, supported, and	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			maintain progress of initiatives and events. We have continued to work closely with our events team to ensure we continue to stay on track with the delivery of both online and face2face events where possible, and to continue to provide support, opportunities, as well as social and recreational outlets for our young people.		
	CP-1.5.4	Deliver Library Action Plan	<p>1.2 Preliminary work undertaken for library opening hours</p> <p>1.3 Research being undertaken on alternative library delivery models, including 24/7 access model</p> <p>2.2 Plans to upgrade Frankston library with new carpet, shelving and Radio Frequency Identification (RFID) system in Q4 2022 being developed</p> <p>3.1 The team continued to innovate and consider ways to engage the community with library events and programs. For the first time, outdoor storytimes were delivered to the community.</p> <p>3.4 Opportunities to improve accessibility to library history collection underway.</p>	Customer, Innovation and Arts	
	CP-1.5.5	Increase work experience, traineeship and student placement opportunities	Progress has been affected by COVID-19. Now that Community Centres have opened the delivery of adult funded Community and further Education programs will increase and be offered to members of the local community.	Communities	
	CP-1.5.6	Provide grants to support students in participating in formal education and recreational programs	Grant support for students is being delivered in the following areas: Scholarships, Engage and Inclusion. Whilst the Grants officer supports	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			other areas of Council including Libraries and Youth Services.		



Community strength

Priorities

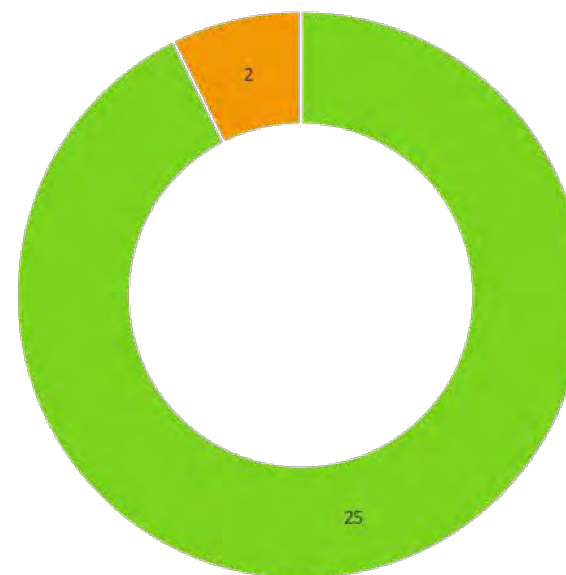
- ✓ Accessibility of services to enhance social inclusion and mental wellbeing
- ✓ Volunteering to build connections and resilience within the community
- ✓ Frankston City's arts and cultural identity

Community Vision 2040 Theme 2
Vibrant and inclusive communities

Outcome Two

How we performed

93% of initiatives completed or on track (25/27)








■ On track ■ At risk ■ Critical ■ Completed ■ Deferred





Strategic indicators




If we are successful we will see	Code	Outcome measures	Progress Comments	Directorate	Status
Improved accessibility of services to enhance social inclusion and mental wellbeing	SI-2.1	Percentage of participation rates of gender diversity, disability and Aboriginal and Torres Strait Islander communities in structured sport (sporting clubs)	Indicator reported annually	Communities	-
	SI-2.2	Proportion of people who have ever been diagnosed with depression or anxiety (Victorian Population Health Survey)	Indicator reported annually	Communities	-
	SI-2.3	Proportion of residents who agree Frankston City is responsive to local community needs (Community Satisfaction Survey)	Indicator reported annually	Communities	-
Increased volunteering to build connections and resilience within the community	SI-2.4	Percentage of residents who volunteer 'sometimes' or 'regularly' (Victorian Population Health Survey)	Indicator reported annually	Communities	-
Increased enjoyment of Frankston City's arts and cultural experiences	SI-2.5	Proportion of residents who are satisfied with Arts and cultural events, programs and activities (Community Satisfaction Survey)	Indicator reported annually	Customer, Innovation and Arts	-




Initiative progress comments





Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
Build Frankston City's reputation as an arts, culture and tourism destination	CP-2.1.1	Deliver Arts and Culture Strategic Plan	A number of key initiatives have progressed including the delivery of a range of events spanning exhibitions, theatre shows, reimagined Christmas Festival, Library storytimes, author talks, public art commissions and opportunities for local artists.	Customer Innovation and Arts	




Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
	CP-2.1.2	Build capacity and partner with local creatives and the community to deliver high quality events and art experiences	Artist grants have been advertised and recipients announced. Six recipients across a range of art forms will develop works for presentation in 2022. 13 local businesses and four local artists were secured as part of the inaugural South Side Festival Program in 2022.	Customer Innovation and Arts	
	CP-2.1.3	Deliver festivals and events to improve precinct activation and build on destination tourism	Frankston's Magical Christmas was delivered, including a Carols event, five outdoor cinema events, outdoor Storytimes, colouring competitions and many other programs.	Customer Innovation and Arts	
	CP-2.1.4	Develop sculpture and eclectic street art culture	Restoration of sculpture Roadside Marker is complete and installed at its new location. Fabrication of the sculpture for Eel Race Road commenced in December. Discussions with Sculpture by the Sea regarding a new lease program of sculptures has commenced. The Big Picture Fest artists have been publically announced, promotion of the event has commenced.	Customer Innovation and Arts	
Enrich the lives of older residents and people with disabilities with opportunities to enable participation and independent living	CP-2.2.1	Deliver Council's annual Seniors Festival, programs and activities to enhance participation and social inclusion	The alternate 'Keepin On' Seniors Festival was very successful. Local businesses were approached to participate in a 'lockdown proof' project to provide almost 1,000 free coffees to seniors throughout the Festival. Other online festivities included, online tango dance workshops, sessions on learning how to downsize and cooking health, tasty meals. In addition to the festival, the Positive Ageing Together Newsletter was distributed to over 2000 households to promote a wide variety of programs and activities to encourage participation and engagement. Staff worked with the community and Seniors Groups to	Communities	



Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			support the return to face to face activities and assist with understanding COVID-19 Safe plans and requirements.		
	CP-2.2.2	Promote University of the Third Age (U3A) and its diversity of programs	Progress has been affected by COVID-19. The Neighbourhood Centres are now open and Council is supporting the University of the Third Age with the promotion of the programs to the community as they endeavour to deliver their programs.	Communities	
	CP-2.2.3	Develop and deliver Council's Disability Action Plan	The Disability Action plan was approved by Council in October 2021 and the actions scheduled for year one are currently being planned and implemented. The actions will provide community with a disability to participate more meaningful in their community. The Disability Carers monthly community connection walk on line (due to COVID-19) at the moment has been implemented from the plan.	Communities	
	CP-2.2.4	Facilitate improved access for people with disabilities to services and transport options	The Council Disability Plan will provide a range of advocacy activities including providing greater access to the community is now under way with the implementation of the plans actions. The Disability Access and Inclusion Committee have provided their feedback on the Frankston Integrated Transport Strategy.	Communities	
	CP-2.2.5	Support and promote Culturally and Linguistically Diverse (CALD) seniors groups	The Positive Ageing Team has supported Frankston's multicultural community to get vaccinated and access local agency support services. This has been through building on established partnerships with local community groups, places of worship, support services and	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			local community members to understand their community's current level of vaccine hesitancy, promote vaccine pop up opportunities and disseminate in-language information directly to the community. The team played a key role in promoting the recent pop up clinic in Carrum Downs to local seniors which resulted in over 600 community members being vaccinated. Local seniors groups were supported to enhance their understanding of the Victorian roadmap for restrictions easing. This includes when they are able to start meeting in public at a local park, recommence regular activities and what rules must be followed when their club meets.		
Work with community organisations and groups to develop our future leaders and evolve a diverse culture and gender equality	CP-2.3.1	Develop an online seasonal tenancy system to ease the burden on club volunteers	The system has been implemented and we are currently gaining feedback from both the winter season tenants and the summers season tenants.	Communities	
	CP-2.3.2	Continue to build volunteering diversity in community organisations	Progress has been affected by COVID-19. Many organisations and volunteers have been affected by the COVID-19 restrictions. As businesses recommence normal operations greater opportunities will develop to explore to re-engage and enhance the diversity of volunteers.	Communities	
	CP-2.3.3	Co-design and deliver a culture change program for sporting clubs to achieve greater gender equity in participation and board membership	An assessment tool and various materials have been developed for selected clubs and this will be tested in the coming weeks with these clubs. Piloted with Frankston District Basketball Association, Frankston District Netball Association, and Seaford Football Netball Club.	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			<p>Feedback had also been provided from numerous internal departments and a few external stakeholders.</p> <p>Any last changes to the tool is expected to be complete by Mid Feb.</p> <p>Launch of the tool to all Frankston clubs is anticipated to be held in March during International Women's Day.</p>		
	CP-2.3.4	Work with schools and disengaged young people to build relationships awareness and enable them to choose respectful relationships	We continue to work closely with our partnering schools as members of the Critical Friend Network, and have now commenced the planning and consultation process with IMC. The next steps involve stakeholder engagement in developing our respectful relationships learning resource. Schools that have been involved include: Sky Primary School, Elisabeth Murdoch College, Ballam Park Primary School, Aldercourt Primary School, Mt Erin Secondary College, David Scott School and Baxter Primary School.	Communities	
	CP-2.3.5	Coordinate activities to celebrate International Women's Day	Planning is well underway with a committee formed to drive the event. Many staff from various departments have shown an interest in the project with the initial plan to run the project over a seven day period when International Women's Day is celebrated.	Communities	
Targeting community needs through development programs and grants	CP-2.4.1	Engage and consult with the community, groups and organisations to better understand community needs and program design	Council continues to maintain effective engagement with many community groups, through a range of activities including projects, grants, seasonal tenancies, volunteering support, events, meetings, etc. These opportunities provide Council with a greater understanding of the needs of the groups and	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			the community. Hence our programs and initiatives can be developed to meet the needs of the community. Discussions have been on going with the Pines Men's Shed regarding their current heating and cooling renovations and providing assistance in supporting the Frankston Lapidary Group. Whilst the Langwarrin Men's' Shed have required assistance regarding reducing the risk from people climbing onto their shed.		
	CP-2.4.2	Promote Community Centres and their programs	Progress has been affected by COVID-19 and have adapted. Community Centres are now open and programs planning and promotion is well underway to provide opportunities for development, education and support to the community.	Communities	
	CP-2.4.3	Deliver Council's grants programs	A report is currently being prepared for EMT and Council for the Grants program. Once approved staff will undertake the promotion and delivery of Council's grants program.	Communities	
	CP-2.4.4	Build connections between volunteers and volunteer organisations through Impact Volunteering	Progress has been affected by COVID-19. Impact volunteering team have been building connections with organisations and businesses, especially since they have needed more volunteers during the spike in the pandemic. Impact Volunteers have been instrumental with driving this connection.	Communities	
	CP-2.4.5	Promote library programs to engage the community	The library programs delivered this quarter have been well attended with new delivery models being undertaken for the first time, including storytimes outside next to the Seaford library.	Customer Innovation and Arts	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
Deliver essential advocacy, support and referral services for residents in need	CP-2.5.1	Monitor demographic data trends to inform service plans meet the future needs of the local community	The 2021 Household Survey concluded and the Findings Report was adopted by Council at its OM on 6th December.	Communities	
	CP-2.5.2	Deliver a community call centre to triage service system support, referrals and the funded job advocacy program	The Community Recovery Call Centre experienced an increase in clients requiring financial support. There was also a steady increase towards the end of the quarter in the number of clients in need of urgent food relief. This is in-line with an increase in residents isolating due to COVID-19 (positive cases and those awaiting test results). Total triage contacts for the quarter were 1257. The total clients assisted by the Job Advocate program for the quarter were 180; the majority being female (66.67%). Referrals to Career Counselling services made up the largest proportion of overall service referrals. The Advocates experienced a steady increase in client interactions in December as a result of eased restrictions.	Communities	
	CP-2.5.4	Deliver Home and Community Care (HACC) and Commonwealth Home Support Program (CHSP) in home services to older residents to enable them to live safely and independently	Council's client base has slightly reduced due to the continuing COVID-19 pandemic impacts and the change in care needs of clients. The My Aged Care Portal for the acceptance of CHSP Domestic Assistance referrals remains temporarily closed due to resourcing issues. Home Maintenance has improved resourcing with the engagement of additional staff, which will enable a more responsive service. Community Transport and Bus Group Outings resumed in November 2021 with COVID-19 safe measures in place to support client safety. Meals on Wheels has returned to one core	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			team. To maintain business continuity, a stock of frozen meals (approximately 1,000 meals) are stored onsite in the event of a kitchen closure and will be delivered to clients with support from staff across Council.		
	CP-2.5.5	Partnership with the Housing and Homelessness Sector to deliver the Frankston City Strategic Housing and Homelessness Alliance 5-Year Strategic Plan	Working with all levels of Frankston City Strategic Homelessness Alliance to further develop year 2 of the Strategic Plan. Meeting held in November. Moderations to the work plan.	Communities	
	CP-2.5.6	Provide referral services through our Neighbourhood house programs and youth services	Referral services continue to be conducted through both the Neighbourhood House programs and the Youth Service programs. Various online programs conducted on line by Youth Services have continued to provide an avenue for youth to chat with a worker and provide a referral if required.	Communities	
Build acknowledgement and respect for Aboriginal and Torres Strait Islander cultural heritage and history	CP-2.6.1	Deliver the Reconciliation Action Plan (RAP)	The Reconciliation Action Plan was approved in October 2021. Actions from the plan are currently being implemented including the forming of an Aboriginal Advisory Committee.	Communities	
	CP-2.6.2	Celebrate aboriginal culture through provision of a community bus tour of significant Aboriginal and Torres Strait Islander sites and National Aborigines and Islanders Day Observance Committee (NAIDOC) week activities	This project is well under way with the event potentially planned for May to tie in with Reconciliation Week or June. Discussions currently occurring with the Councillors office and Nairn Marr Djambana to finalise a date.	Communities	
	CP-2.6.3	Project manage the redevelopment of the Nairn Marr Djambana gathering	Continuing ongoing discussions and planning with various stakeholders including two different State Government departments whom have previously provided funding towards this project. Awaiting final approval for their funding to be allocated to important	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			works at Nairn Marr Djamabana and the development of a master plan for the site.		



Sustainable environment

Priorities

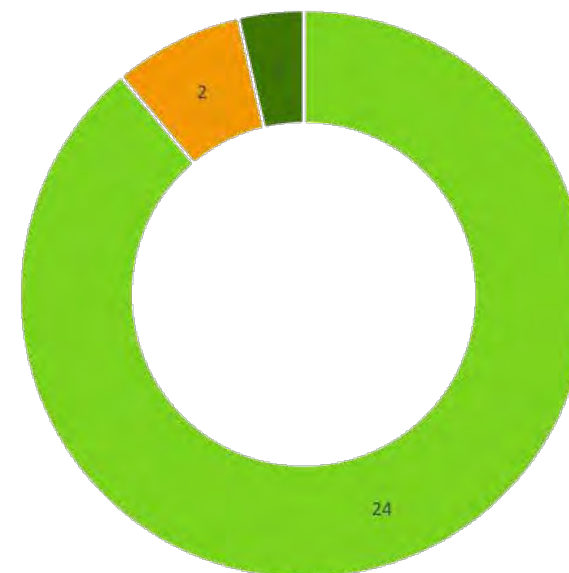
- ✓ Climate emergency response and leadership
- ✓ Green canopy cover to reduce urban heat
- ✓ Diversion of waste from landfill
- ✓ Protection, access and connection to the natural environment

Community Vision 2040 Theme 3
Natural environment and climate action

Outcome Three

How we performed

89% of initiatives completed or on track (24/27)















■ On track ■ At risk ■ Critical ■ Completed ■ Deferred




Strategic indicators






If we are successful we will see	Code	Outcome measures	Progress Comments	Directorate	Status
Increased climate emergency response and leadership	SI-3.1	Council greenhouse gas emissions (Emissions register)	Indicator reported annually	Infrastructure and operations	-
	SI-3.2	Community greenhouse gas emissions per capita (Emissions register)	Indicator reported annually	Infrastructure and operations	-
	SI-3.3	Community satisfaction with Council meeting its responsibilities towards the environment (Community Satisfaction Survey)	Indicator reported annually	Communities	-
Increased protection, access and connection to the natural environment	SI-3.7	Proportion of beach water quality samples at acceptable Environmental Protection Authority levels (EPA)	Indicator reported annually	Communities	-
	SI-3.8	Proportion of local biodiversity that is thriving and safeguarded (Flora and Fauna Surveys)	Indicator reported annually	Communities	-
	SI-3.9	Proportion of community satisfied with Open space, natural reserves and foreshore (Community Satisfaction Survey)	Indicator reported annually	Communities	-
Increased diversion of waste from landfill	SI-3.6	Proportion of collection waste diverted from landfill (LGPRF)	Indicator reported annually	Corporate and Commercial Services	-
Increased tree canopy cover and reduced urban heat	SI-3.4	Percentage of tree canopy cover (DELWP)	Indicator reported annually	Communities	-
	SI-3.5	Urban temperature (DWELP)	Indicator reported annually	Communities	-





Initiative progress comments

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
Protect and enhance the natural and coastal environments	CP-3.1.1	Implement Urban Forest Action Plan including tree planting of 20,000 trees and maintenance on Council land	Trees have been ordered for 2022-2023 planting program. Tree maintenance activities have been focusing on the clean-up from the October storms.	Communities	
	CP-3.1.2	Develop precinct planting plans to identify opportunities for planting in high priority areas	Final Precinct plans for Carrum Downs and Seaford have been finalised and are currently being graphically designed	Communities	
	CP-3.1.3	Implement the tree protection local law and planning scheme	277 local law applications were received and completed for 2021 (compared to 110 applications for 2020) Planning referrals numbers relating to removal and protection of trees remain high and are ongoing.	Communities	
	CP-3.1.4	Support the volunteer indigenous nursery to encourage indigenous planting	Additional resources have been allocated to the Nursery to meet high volume of demand for propagation of local indigenous flora in parks, natural reserves and street trees.	Infrastructure and Operations	
Lessen the severity of climate change through actions that enable Council and the community to reduce greenhouse gas emissions	CP-3.2.1	Review and update of Coastal Management Plan	Community engagement platform is being developed to be ready for the Waterfront Festival on 19 & 20 February 2022. The Foreshore Advisory Committee Terms of Reference were approved by Council in November 2021 and expressions of interest were advertised in December 2021. Twelve (12) applications have been received and are currently being reviewed.	Communities	
	CP-3.2.2	Adopt the Biodiversity Action Plan	The Biodiversity Action Plan (BAP) was adopted by Council in November 2021	Communities	
	CP-3.2.3	Deliver the Native Vegetation offset Program	DELWP has provided feedback that the existing 'title instrument' relating to the transfer of land for Studio Park, which outlines that the	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			land (in its entirety) must be available for public recreation and playing fields, is not suitable for a third party offset site. Officers are seeking further advice.		
	CP-3.2.4	Update management plans for natural reserves	An initial review and of existing Management Plans is currently being undertaken by Council Officers.	Communities	
	CP-3.2.5	Maintain natural and coastal reserves	Recent focus has been on clearing up storm damage, retaining/relocating logs for habitat value and preparing firebreaks for the January fire danger period.	Infrastructure and Operations	
	CP-3.3.3	Work with local and regional partners to deliver environmental and climate action projects	The Project has been delayed due to difficulty with recruitment of the Project Officer and engagement of a consultant. The Request for Quote was released in December. Consultant submissions are currently under review with engagement to occur in February.	Communities	
	CP-3.3.4	Implement energy efficient upgrades to Council assets	An ESD officer has commenced and is now working across relevant areas to ensure ESD principles are integrated and achieved. Council has subscribed to the Built Environment Sustainability Scorecard (BESS) to support Sustainable Design Assessment in the Planning Process and the ESD officer is providing training to Statutory Planning, Sustainable Assets and City Futures.	Communities	
	CP-3.3.5	Research ways for council to support the use and uptake of electric vehicles across Frankston City	In partnership with the South East Councils Climate Change Alliance (SECCCA) Council officers received final data from the Asset Vulnerability Assessment project to better understand how climate change will impact buildings, roads and drains. Work commenced with SECCCA on the development of a regional	Infrastructure and Operations	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			climate action advocacy campaign. The first project working group meeting with the Biosphere Foundation was held in December for the Blue Carbon project, looking at how coastal ecosystems can assist in reducing the impacts of climate change.		
	CP-3.3.6	Introduce and support programs to enable the community to upgrade their buildings to be more sustainable and climate resilient	Lighting efficiency upgrades were completed for two major facilities. Tender documents for Council's Facilities Maintenance Contract were improved by placing greater emphasis on sustainability initiatives. Council officers continued talks to secure a financial rebate from the Victorian Government for the bulk street light upgrade. Rooftop solar works progressed with the appointment of a project manager and preparation of request for quote documents.	Infrastructure and Operations	
Increase urban forest and canopy coverage to create a greener and cooler city	CP-3.3.1	Develop Climate Change Strategy and Action Plan	A consultant was appointed for development of the Electric Vehicle Charging (EV) Roadmap for south east Melbourne. Council's trial of public EV charging stations in the municipality progressed further, with procurement scheduled for early 2022. A zero emissions EV to support Council's waste education program was announced in December. Council's e-bike trial is progressing well and expected to be launched in early 2022.	Infrastructure and Operations	
	CP-3.3.2	Ensure Environmentally Sustainable Design (ESD) principles are achieved for new developments, buildings, public realm and places	The Environmental Upgrade Finance program for local businesses was launched in October 2021. Twenty eight local businesses were engaged through the regional Small Business Energy Saver Program, with three businesses so far receiving rebates to update their	Infrastructure and Operations	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			appliances to more energy efficient and cost effective products. Development of the Home Energy Saver Toolkits is progressing well with contractors appointed to produce the instructional videos.		
Improve the quality of recycling, minimise the generation of waste and establish alternatives to landfill disposal	CP-3.4.1	Progress collaborative procurement for an advanced waste processing solution for household rubbish for the South East Melbourne region to deliver a vital alternative to landfill	Council officers have continued to be involved in the regional meetings and informed Council of the progress of the collaborative Procurement. Briefing to Council on Alternative Waste Processing update scheduled for February 2022.	Corporate and Commercial Services	
	CP-3.4.2	Deliver a standardised waste and recycling system to all households to maximise diversion of waste from landfill	Progress on this action has been constrained due to the transition of State Government in overseeing the collaborative procurement process back to individual Local Government authorities. Funding has been approved by State Government, transition path to standardise waste and recycling system to commence 2022.	Corporate and Commercial Services	
	CP-3.4.3	Implement the Waste Circularity Master Plan	The development of the draft of Waste Circularity Master Plan has commenced.	Corporate and Commercial Services	
	CP-3.4.4	Increase uptake of the Kerbside Food Waste Collection Service, including expansion to multi-unit developments	The uptake of food waste collection services has increased by 20 per cent from quarter one. This is mainly due to an increase in communication through the inclusion of an information leaflet.	Corporate and Commercial Services	
	CP-3.4.5	Implement the Kerbside Reform Transition Plan	The development of the draft Kerbside Reform Transition Plan is near in completion.	Corporate and Commercial Services	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			Implementation of the plan will commence in 2022 after Council approval.		
	CP-3.4.6	Introduce waste minimisation initiatives	A consultation process commenced in November with Mini Frankston City seeking feedback on Council's kerbside waste services and the introduction of glass only bins. A food organics branded electric vehicle was unveiled in December to promote food waste being diverted into Council's kerbside organics bin.	Corporate and Commercial Services	
Increase opportunities to experience native flora and fauna	CP-3.5.1	Support Frankston Environmental Friends Network	Monthly meetings prepared and attended by Council Officers. Christmas celebrations were organised for the December meeting	Communities	
	CP-3.5.2	Develop and grow programs that enable residents to enjoy flora and fauna	Planning for engagement on the Coastal and Marine management plan at the Waterfront festival is underway. This will include educational entertainment and a community survey on the values of the coast. Other events being planned include: - Indigenous Nursery Open Day; - Re commencement of Gardens for Wildlife visits; - Habitat Box workshop; - Involvement in the international iNaturalist event City Nature Challenge 2022.	Communities	
	CP-3.5.3	Ensure reserves are accessible while still protected	Regular ongoing repairs occurring to fences to limit undesirable activities. With lockdown over and greater opportunities for diverse recreation, unauthorised bike jumps are being removed from open space areas when identified. Significant and ongoing work is still underway to rectify recent storm damage and	Infrastructure and Operations	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			ensure parks are safe and accessible for the public.		
	CP-3.5.4	Deliver community tree planting programs and education	Requests from community for street to planting have been added to the Autumn/Winter 2022 planting program including replacement planting for tree losses during the 29 October 2021 storms	Infrastructure and Operations	
Improve the management of water including flooding risk, water quality of creeks and waterways and the efficient use of water	CP-3.6.1	Advocate to State Government and negotiate improvements to Kananook Creek Management Plan	A further meeting of the Kananook Creek Governance Group was held which commenced a review of the Kananook Creek Corridor Management Plan. Once reviewed the plan, in conjunction with KCGG will advocate for key actions.	Infrastructure and Operations	
	CP-3.6.2	Progress Council's recycled water projects in partnership with key stakeholders	Officers have developed a business case in partnership with South East Water and other stakeholders and are seeking contributions to construct a recycle water project in the Monterey area.	Infrastructure and Operations	

4 Well planned and liveable city

Priorities

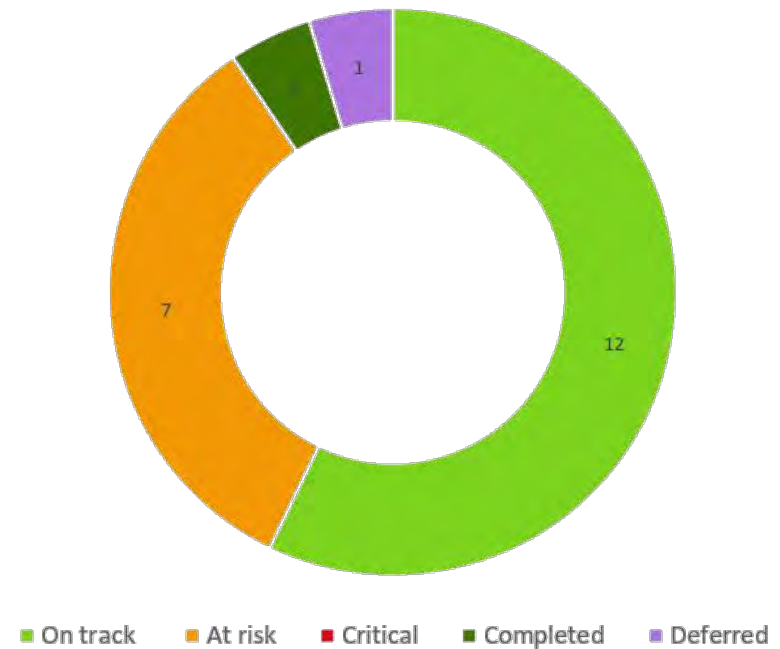
- ✓ Urban design renewal of public places and spaces
- ✓ Connected, accessible, smart and safe travel options
- ✓ Frankston City's identity as a liveable city

Community Vision 2040 Theme 4
Connected places and spaces

Outcome Four

How we performed

57% of initiatives completed or on track (12/21)













Strategic indicators






If we are successful we will see	Code	Outcome measures	Progress Comments	Directorate	Status
Urban design renewal of places and spaces	SI-4.1	Proportion of open space and infrastructure that is fit for purpose (Internal report)	Indicator reported annually	Communities	-
	SI-4.2	Proportion of residents who are satisfied with the design of places and spaces (Community Satisfaction Survey)	Indicator reported annually	Communities	-
Increased travel options that are connected, accessible, smart and safe	SI-4.3	Proportion of residents who are satisfied with travel options around the municipality (Community Satisfaction Survey)	Indicator reported annually	Infrastructure and operations	-
	SI-4.4	Proportion of residents living within 200m of public open space	Indicator reported annually	Communities	-
Frankston City's identity as a liveable city	SI-4.5	Proportion of residents who are proud and enjoy living in their local area (Community Satisfaction Survey)	Indicator reported annually	Communities	-


Initiative progress comments

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
Integrate land use planning and revitalise and protect the identity and character of the City	CP-4.1.1	Implement Frankston City Centre Revitalisation Action Plan	A draft Revitalisation Action Plan is in development and consultation with key stakeholders complete. Broader community consultation will commence in April 2022. Revitalisation projects funded through the Frankston Revitalisation Board are underway and progressing including Nepean Highway Outdoor Dining and Revitalisation, Stiebel Lane Revitalisation, Frankston Pier Lighting, Fletcher Road Creative Gateway, Monash Greenlink Improvements.	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
	CP-4.1.2	Develop an integrated Housing strategy, Neighbourhood Character study and design guidelines	During the month of September, a project brief was prepared and sent to a range of sub consultants to undertake a Neighbourhood Character Study and a Housing Capacity Analysis. We received no fee proposals and the feedback was that the budget was insufficient and the COVID-19 Pandemic was having a significant impact on staff (managing wellbeing etc.) as well as all consultants experiencing an unusually high volume of work. During October, revised briefs were sent out, separating the two (2) components of work in a bid to make the brief more achievable in these challenging times. Again, no fee proposal was received and the feedback was that again the budget was not sufficient and consultants are extremely busy due to the COVID-19 Pandemic. Additional budget is required for this priority work to be undertaken in the 22/23 financial year.	Communities	
	CP-4.1.3	Finalise and implement Frankston Metropolitan Activity Centre (FMAC) Structure Plan	The project team has been engaged, inception meeting held and the development of the Emerging Ideas Paper is well underway.	Communities	
	CP-4.1.4	Review Kerbside Trading Guidelines	Funding has been referred to the mid-year budget review process for the delivery of this initiative.	Communities	
	CP-4.1.5	Review and update the streetscape palette	Review of the palette is well underway in collaboration with stakeholder departments.	Communities	
	CP-4.1.6	Revise Municipal Planning Strategy	The Frankston Planning Scheme was reviewed through the Victorian Government's 'Smart Planning' program and has been translated into a new format planning scheme (pending Gazettal by the Minister for Planning) which	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			includes a Municipal Planning Strategy. The Planning Scheme will continue to be progressively updated through the completion of strategic work such as the FMAC Structure Plan, Housing Strategy etc.		
Improve connectivity and movement and provide transport choices to the community, including walking trails and bike paths	CP-4.2.1	Develop an Integrated Transport Strategy to improve transport choices and make walking, cycling and public transport easy, safe and accessible	Initial consultation for the Integrated Transport Strategy has been completed. A consultant has been appointed who is collating community feedback and transport and community data to develop a draft Integrated Transport Strategy.	Infrastructure and Operations	
	CP-4.2.2	Review Council's Bicycle Strategy and develop a Cycle Improvement Plan to encourage and facilitate transport choice	With the Integrated Transport Strategy officers are now reviewing the existing Bicycle Strategy to inform an updated plan.	Infrastructure and Operations	
	CP-4.2.3	Advocate to State Government for improvements to bus and rail public transport services	The Integrated Transport Strategy which is currently being developed will identify improvements that can be made to public transport in Frankston. This will inform advocacy for public transport improvements.	Infrastructure and Operations	
	CP-4.2.4	Develop open space walking and cycling connections	Work is progressing to deliver on key open space connections including a link between Witternberg Reserve and Peninsula link trail and a missing connection at South Gateway Reserve, Langwarrin.	Communities	
Provide well designed, fit for purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate	CP-4.3.1	Review future needs for open space, play and recreation facilities	Council endorsed the Frankston Play Strategy and Local Park Action Plan at its October 2021 meeting. These plans will feed into a review of the Open Space Strategy commencing in late 2022. The Draft Monterey Reserve Master Plan has commenced with a first round of community engagement complete and a draft master plan underway.	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			The Draft George Pentland Master Plan is underway with a first round of community engagement complete.		
	CP-4.3.2	Deliver annual capital works program including key major projects: Jubilee Park and activation of Yacht Club Restaurant	The annual capital works program is tracking well. 14 projects of 242 are complete with 67% of the total program budget committed with contractors. Major projects are progressing as scheduled with Jubilee Park Stadium in the construction phase and the Frankston Yacht Club Restaurant in the design phase.	Infrastructure and Operations	
	CP-4.3.3	Develop the Public Toilet Action Plan	Procurement is underway for a consultant to assist in preparation of the plan.	Communities	
	CP-4.3.4	Develop the Baxter Park Master Plan	A Master Plan brief has commenced to ensure a process that involves relevant research, collection of information on uses and activities and investigation of constraints to activities within the space. The process will be based on extensive community consultation including the Bunurong Land Council. It will analyse existing conditions and how to best manage and improve the space. It will also explore important connections with surrounding residents and parklands.	Communities	
	CP-4.3.5	Review maintenance and asset renewal programs to enhance safety and presentation of the City	From previous quarterly review of programs and efficiency they was clear scope to provide additional EFT to services that have increased. Continuous improvement and measures are constantly tested to improve community needs and services to a high level.	Infrastructure and Operations	
Innovate with smart technology and initiatives to increase the liveability of the city	CP-4.4.1	Capture real time data to gather insights into liveability	Council has installed additional people movement sensors along the Baxter trail and Stiebel place to capture cyclist movements. Council has also gone out to tender for a smart	Customer Innovation and Arts	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			parking solution which will provide data on vehicle behavior within the CBD. Council has also agreed a trial of E-Bikes which will provide data on cyclist behavior going live in Q3.		
	CP-4.4.2	Investigate parking technology and way finding to make it easier for people to make smart parking choices	Quotation are being assessed for the delivery of a trail of smart parking technology and hardware in a section of FMAC. It will include providing information to people about parking choices. Once installed this will be trialed and evaluated.	Infrastructure and Operations	
	CP-4.4.3	Complete an electric charging station feasibility study	Council has partnered with five neighboring Council's and SECCCA to conduct an electric vehicle charging station feasibility study for the region. This is due to be completed this financial year and is on track to meet this target.	Customer Innovation and Arts	
	CP-4.4.4	Develop a transport plan for the City Centre as part of the development of the Frankston Metropolitan Structure Plan	Development of the Integrated Transport Strategy will incorporate consideration of a transport plan for the City Centre. The initial consultation for the Integrated Transport Strategy has been completed and a consultant is collating community feedback and transport and community data to develop a draft Strategy.	Infrastructure and Operations	
	CP-4.4.5	Develop a Municipal Integrated Transport Plan which addresses emerging technologies in transport planning.	Initial consultation for the Integrated Transport Strategy has been completed. A consultant has been appointed who is collating community feedback and transport and community data to develop a draft Integrated Transport Strategy.	Infrastructure and Operations	
	CP-4.4.6	Smart Cities data collection, reporting and insights	Council continues to collect a host of data sets for reporting and insights relating to Smart City activities. We will continue to add to these sets	Customer Innovation and Arts	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			over the course of the reporting period. Currently data is being collected on economic performance of the City, people movements, cycling, WiFi usage and waste management services.		



Thriving economy

Priorities

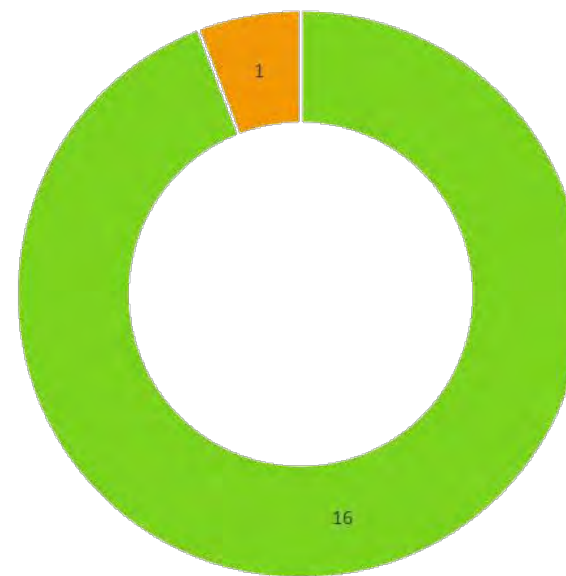
- ✓ Business and industry investment attraction
- ✓ Activity centre precincts
- ✓ Local employment, education and training opportunities for all people

Community Vision 2040 Theme 5
Industry, employment and education

Outcome Five

How we performed

94% of initiatives completed or on track (16/17)








■ On track ■ At risk ■ Critical ■ Completed ■ Deferred







Strategic indicators





If we are successful we will see	Code	Outcome measures	Progress Comments	Directorate	Status
Increased business and industry investment	SI-5.1	Number of commercial building approvals (ABS)	Indicator reported annually	Communities	-
Rejuvenated activity centre precincts	SI-5.2	Gross local product of the municipality (\$m (.id)	Indicator reported annually	Communities	-
	SI-5.3	Percentage of retail vacancy rates (Economic Development Scorecard)	Indicator reported annually	Communities	-
Enhanced local employment, education and training opportunities for all people	SI-5.4	Proportion of residents who are unemployed (.id)	Indicator reported annually	Communities	-
	SI-5.5	Proportion of residents who are underemployed (ABS)	Indicator reported annually	Communities	-
	SI-5.6	Proportion of residents with a qualification (.id)	Indicator reported annually	Communities	-
	SI-5.7	Proportion of residents employed locally in Frankston City (.id)	Indicator reported annually	Communities	-

Initiative progress comments

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
Activate vacant commercial spaces and underutilised Council assets	CP-5.1.1	Develop and implement the Place Activation Plan	On track to be completed by end of 2021/2022 financial year.	Communities	
	CP-5.1.2	Deliver the COVID economic recovery package including activation of precincts	Council continues to assist small business owners with information and tools on how they can plan, prepare and adapt to issues caused by current COVID-19 restrictions and issues caused by the Omicron Variant. Extended Outdoor Dining activation's have been delivered along Nepean Highway Frankston and a further round of funding has	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			been received from the Victorian Government for delivery by end of June 2022.		
Remove complexity and provide planning certainty to attract economic investment	CP-5.2.1	Expand Council's Business Investment Attraction Program	A range of investment attraction campaigns will launch in February and March 2022 to promote Frankston as an investment destination and to coincide with Business Grant launches.	Communities	
	CP-5.2.2	Promote Invest Frankston and precinct opportunities	A range of investment attraction campaigns will launch in February and March 2022 to promote Frankston as an investment destination and to coincide with Business Grant launches.	Communities	
	CP-5.2.3	Complete the Statutory Planning Business Improvement Program to streamline online planning permits applications	New planning permit applications are already online, but the overall Business Improvement Program has been impacted by increased application workload and the core application management system upgrade. The focus of last quarter was change management, particularly supporting internal referral providers and ensuring the developed improvements were implemented and maintained.	Communities	
Strengthen Frankston City as a destination for events and creative arts industries	CP-5.3.1	Expand and deliver a reputation for engaging major and seasonal events	A review of Council events including Council's event attraction programs and processes is underway. A tiered program of event attraction to revive and grow the city's reputation for hosting major and seasonal events is in development. A Council report on building Destination Events is scheduled to be presented to Councillors at the end of January 2022.	Customer Innovation and Arts	
	CP-5.3.2	Research and develop opportunities for a vibrant night time economy	After Dark Activation Grants, to be launched in 2022-2023 Financial Year.	Communities	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
	CP-5.3.3	Engage local and international creatives to enhance Frankston as an arts hub	Nationally recognized artists Cosentino and the Ten Tenors were presented at the Frankston Arts Centre. Nationally recognized writer and disability advocate Carly Findlay presented a writing workshop as part of the Frankston Arts Centre HATCH program for local artists and creatives.	Customer Innovation and Arts	
Elevate Frankston City's identity as an innovation hub and business-friendly city	CP-5.4.1	Adopt and implement the Sustainable Economy and Skilled Community Strategies	A background paper has been prepared and the draft Strategies are under development. Community engagement on the draft Strategies is being planned for later in the financial year.	Communities	
	CP-5.4.2	Develop and Implement the Frankston Industrial Strategy	The procurement stage is almost complete, with the issue of a contract imminent. In January 2022, an inception meeting will be held with the project team and the internal working group.	Communities	
	CP-5.4.3	Further develop the feasibility for a Business Innovation Centre in the city centre	PWC have completed the Feasibility Report for Business Innovation Center at Keys St site. Report needs to be briefed to Councillors alongside discussions on the development of the FMAC structure plan.	Communities	
	CP-5.4.4	Deliver the Strategic Partnerships and Advocacy Framework	Feedback from Frankston City Stakeholder Group is being collated and integrated into various internal and external feedback changes required to the draft document. The framework is completed and will be presented to the Advocacy Sub-Committee for review and endorsement in March prior to a Council Meeting.	Customer Innovation and Arts	
	CP-5.4.5	Re-establish a Frankston Business and Industry Council and pursue partnership and innovation opportunities	Working Group members have been established and the second Working Group will	Customer Innovation and Arts	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			take place in February. Launch is on target for post Easter 2022.		
Leverage the emerging connection between Frankston City's café and dining culture through the revitalisation of public spaces	CP-5.5.1	Improve the urban design, pedestrian appeal and activation of the Nepean Highway	Procurement underway for consultant to assist in preparation of the Nepean Hwy concept vision. Preliminary site survey and vegetation analysis also underway.	Communities	
	CP-5.5.2	Explore support for permanency of outdoor dining initiatives	Victorian Government funding has been provided to develop permanent activations at White Street Mall and Stiebel Place.	Communities	
	CP-5.5.3	Embed place-making and activation programs in key precincts	The Do It Outdoors 2.0 place activation program has now been launched which includes music performances as part of outdoor dining interventions and yoga/zumba in parks within the municipality.	Communities	
	CP-5.5.4	Program improvements to precinct streetscapes	Expanded outdoor dining at key strategic locations (Nepean Hwy and Playne St) has now been implemented. Further outdoor dining interventions are being planned for White Street Mall, Frankston Yacht Club, Mc Clelland Gallery Cafe, Banyan Reserve and Monterey Park. Steibel Lane Revitalisation concept development is progressing on track. Planning and design is underway for improvement to Railway Parade Shops, Seaford and Fairway Street Shops, Frankston. Works on Railway Parade will commence in 2022-23.	Communities	



Progressive and engaged city

Priorities

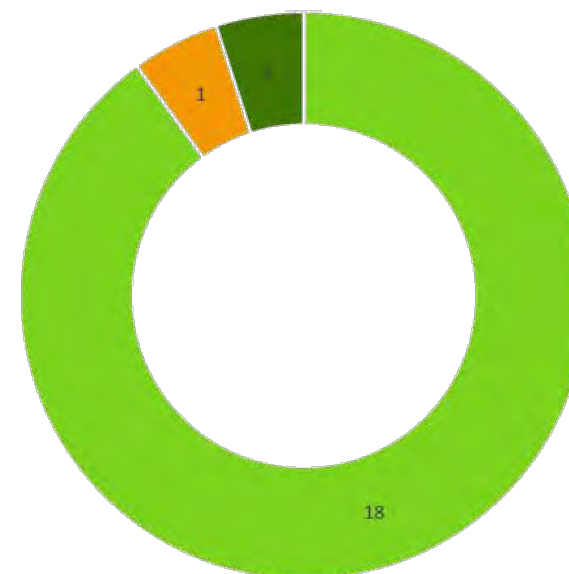
- ✓ Engagement with our community in communication and decision making
- ✓ Future ready service delivery through changes to culture, capability, connectivity and customer experience
- ✓ Sound governance to build trust in the integrity and transparency of Council

Community Vision 2040 Theme 6
Advocacy, governance and innovation

Outcome Six

How we performed

90% of initiatives completed or on track (18/20)









■ On track ■ At risk ■ Critical ■ Completed ■ Deferred




Strategic indicators





If we are successful we will see	Code	Outcome measures	Progress Comments	Directorate	Status
Increased engagement with our community	SI-6.1	Community satisfaction with Council's community consultation and engagement (Community Satisfaction Survey)	Indicator reported annually	Customer, Innovations and Arts	-
	SI-6.2	Customer satisfaction with Council's representation, lobbying and advocacy on behalf of the community with other levels of government and private organisations on key issues (Community Satisfaction Survey)	Indicator reported annually	Customer, Innovations and Arts	-
Service delivery that frequently meets the needs and expectations of the community	SI-6.3	Proportion of residents satisfaction with the overall Council performance (Community Satisfaction Survey)	Indicator reported annually	Corporate and Commercial Services	-
	SI-6.4	Proportion of residents satisfaction that Council provides important services that meet the needs of the whole community (Community Satisfaction Survey)	Indicator reported annually	Corporate and Commercial Services	-
	SI-6.5	Percentage of capital work program delivered (Capital Works Delivery Program)	Indicator reported annually	Infrastructure and operations	-
Increased satisfaction with the integrity and transparency of Council	SI-6.6	Community satisfaction with Council implementing decisions in the best interests of the Community (Community Satisfaction Survey)	Indicator reported annually	Corporate and Commercial Services	-
	SI-6.7	Community satisfaction with Council's performance in maintaining the trust and confidence of the local community (Community Satisfaction Survey)	Indicator reported annually	Corporate and Commercial Services	-




Initiative progress comments




Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
Ensure sustainable financial management and the strategic allocation of resources to deliver planned infrastructure and services	CP-6.1.1	Regularly review and update long-term financial and infrastructure planning to guide our budget decisions to ensure they are responsible and sustainable	Council adopted the 10 year financial plan at the 11 October, 2021 meeting. The plan outlines strategic actions to ensure Council remains financially sustainable in maintaining infrastructure and delivering services into the future. COVID-19 continues to challenge the financial sustainability of the organisation, however close financial monitoring ensures an accurate reflection of the financial impacts and management's response to mitigate those impacts. The September 2021 Quarterly Consolidated Financial Performance Report documented the financial impacts of COVID-19 and Council's approach to funding those financial losses. Council continues to remain in a cash surplus and financially sustainable.	Corporate and Commercial Services	
	CP-6.1.2	Seek alternative revenue sources	Council's ability to seek alternate revenue sources has been constrained by the impacts of the government restrictions from the ongoing COVID-19 pandemic. Even though restrictions have primarily been lifted, opportunities to generate more revenue still remain difficult through this recovery phase. Council's commitment to advocacy has generated additional grant funding which will take pressure off rates funding and user fees and charges.	Corporate and Commercial Services	
	CP-6.1.3	Implement the Property Strategy and Plan to ensure property is managed for the broader community in a responsible way	Property Strategy Implementation Plan has been approved, and further standardisation of processes is continuing, including	Corporate and Commercial Services	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			encroachments; protection works notice and telecommunication facility requests.		
	CP-6.1.4	Review and adopt Procurement Policy; monitor, manage and refine processes to support collaboration, innovation, efficiency and agility	Council adopted the 2021 - 2025 Procurement Policy at its meeting on 11 October 2021. The Procurement Plan and evaluation matrix templates have been updated to incorporate the revised minimum criteria weightings of 30 percent for Financial Cost to Council and 10 percent for Community Benefit, and implemented across the organisation.	Corporate and Commercial Services	
	CP-6.1.5	Oversee the reporting and governance of Council's subsidiary Peninsula Leisure Propriety Limited to ensure recovery and future growth	<p>Navigating the financial impacts of the government restrictions due to the COVID-19 pandemic has been challenging however the Board has briefed Councillors, the Executive Management team and the Audit and Risk Committee in a timely manner. A report in October requested Council to provide financial support of \$2.25 million for operational and capital expenditure to address the COVID-19 financial challenges during 2021-2022.</p> <p>Reporting during the second quarter included the 2020-2021 Annual Report and Quarter One Performance Report including additional information as requested by Council's Audit and Risk Committee.</p>	Corporate and Commercial Services	
Enhance strategy, policy and plan development and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs	CP-6.2.1	Enhance integrated planning and strategy alignment across the organisation	An Integrated Planning and Reporting Control Group had been established to oversee a number of plan developments and integrated planning priority projects. Work on a number of projects has continued; Service Planning, Reporting Audit, Directorate Plans, Strategic Document Hierarchy and schedule of key	Corporate and Commercial Services	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			dates. This quarter the control group has endorsed the schedule of key dates and commenced working on a Service Governance structure to improve cross-functional service delivery, monitoring and decision making.		
	CP-6.2.2	Review Council's assets to ensure they meet community needs	Council's works plan for development and renewal of its assets is detailed in the 2021-2031 Long Term Infrastructure Plan (LTIP) which was adopted by Council on 11 October 2021. Work is on-going on the development of the 2022-2032 LTIP and the 2022/23 Capital Works Program. This work is well advanced and on track for completion in April 2022.	Infrastructure and Operations	
	CP-6.2.3	Develop and implement Enterprise, Risk, Opportunity Management Framework	<p>The Risk Management Policy has been reviewed and was tabled with the Audit and Risk Committee in November, who recommended a few minor changes prior to tabling with Council and subsequent public exhibition.</p> <p>The risk software has now been implemented, and data has been uploaded. The operational risks have been captured as part of the service planning process.</p> <p>The risk appetite, risk consequence and supporting risk matrix has been finalised.</p>	Corporate and Commercial Services	
	CP-6.2.4	Develop and implement Governance and Integrity Framework to enable open, transparent and accountable decision-making	An approach was determined for undertaking benchmarking with surrounding councils to inform the development of the Governance and Integrity Framework.	Corporate and Commercial Services	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
Lead advocacy engagement and enhance relationships with all tiers of government and key stakeholders	CP-6.3.1	Develop and implement an Advocacy and Strategic Partnering Framework	Feedback from Frankston City Stakeholder Group is being collated and integrated into various internal and external feedback changes required to the draft document. The framework is completed and will be presented to the Advocacy Sub-Committee for review and endorsement in March prior to a Council Meeting.	Customer Innovation and Arts	
	CP-6.3.2	Develop and deliver annual advocacy campaign plan	A series of flagship advocacy priorities (5) and other opportunistic priorities were adopted by Council at the 15 November 2021 Council Meeting. Council's Advocacy Campaign Plan is completed and roll out will commence in February 2022.	Customer Innovation and Arts	
	CP-6.3.3	Build the profile of advocacy priorities through implementation of a communication and engagement plan	Regular meetings have occurred 1-on-1 with local Frankston City elected representatives and political candidates in order to garner strong relationships during the Federal and State election cycles. Council's Advocacy Campaign detailing all advocacy, communication and engagement tactics is drafted and will be presented to Councillors in February 2022.	Customer Innovation and Arts	
Enhance customer experience through the transformation of our services to ensure they are easy to access, and provide seamless transactional and interactional experiences	CP-6.4.1	Transformation of our digital platforms, ensuring that they are fully accessible for people of all abilities and cultures	Council continued its redesign of the navigation of its websites and rewriting of its content to ensure accessibility for all. Council continued to digitize how impact transactions. In this reporting period Council digitized its immunization booking process as well as additional requirements for swimming pool registrations and tree planting initiatives. Council also seamlessly linked its community	Customer Innovation and Arts	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
			engagement platform with Council's corporate website for an improved customer experience.		
	CP-6.4.2	Implement the Customer Experience Strategy	The Customer Experience Strategy is in its final stages of development - staged implementation will be planned for post March 2022.	Customer Innovation and Arts	
	CP-6.4.3	Implement the Community Engagement Framework	Framework delivery complete, with community engagement now being coordinated and reported on centrally, with staff using approved, model and processes. Online engagement being delivered on the Engage Frankston! website with good community response and interaction. Mini Frankston City has now been launched with 520 members.	Customer Innovation and Arts	✓
Support transparent and evidenced based decision making through sharing council data and clear reporting on our measures of success to the community	CP-6.5.1	Monitor and report on Council's operations, spending and work across Frankston City in a way that is meaningful and simple to understand	Council received the audited 2020-2021 consolidated financial accounts at its meeting on the 20 September 2021. The September 2021 Consolidated Financial Performance Report was presented to Council on 15 November, 2021. COVID-19 has impacted our financial position, however management has responded by taking action to offset these losses, whilst continuing to deliver services within community expectations. Council's cash position remains strong and in surplus.	Corporate and Commercial Services	
	CP-6.5.2	Implement a transparency hub	The project to develop a transparency hub is progressing. A public tender process for a solution commenced in December. This project will provide improved access to relevant financial information by the Community.	Corporate and Commercial Services	

Four-year Initiatives	Code	What will we do in 2021-2022	Progress Comments	Directorate	Status
	CP-6.5.3	Proactively increase access to Council's open data to maximise new opportunities for release of records	Consultation continued in Q2 with a presentation to Councillors, further consultation including community engagement will occur in Q3	Customer Innovation and Arts	
	CP-6.5.4	Progress the data protection and security plan	Information Security plan is being progressed, additional security measures have been implemented in the last quarter	Customer Innovation and Arts	
	CP-6.5.5	Enhance public transparency, in line with Council's Public Transparency Policy, to maximise council decision making	Work has commenced on reviewing and expanding the categories of information and documents which are made public, to give effect to Council's Public Transparency Policy.	Corporate and Commercial Services	



Reporting on our financial performance

Overview

Summary of Financial Results

Description	2021-2022 FCC	2021-2022 FCC	Full Year	2021-2022 FCC	2021-2022 Consol.
	Revised Budget	Adopted Budget	(Fav)/Unfav	Forecast	Forecast
	\$'000	\$'000	Variance	\$'000	\$'000
<i>Operating</i>					
Revenue	176,334	178,443	2,109	176,334	183,954
Expenditure	182,675	179,946	2,729	182,175	190,664
Gain/(Loss) on disposal of assets	574	574	-	574	574
Underlying operational result	(5,767)	(929)	4,838	(5,267)	(6,136)
<i>Capital</i>					
Revenue	27,744	20,221	(7,523)	27,744	27,744
Operational surplus/(deficit)	21,977	19,292	(2,685)	22,477	21,608

The following quarterly financial report provides a summary and analysis of Council's financial performance for the six (6) months to December 2021. The report is designed to ensure consistency with the 2021-2022 adopted budget, compliance with statutory requirements and to measure Council's overall financial performance.

Frankston City Council (Parent) Results

The impact of COVID-19 has had a significant impact on Council's financial result for the first half and forecast for the financial year. The revised budget for the Underlying operating result reflects an unfavourable variance. Council's forecast full year underlying operating position is indicating a deficit of \$5.267M, this is a \$4.338M unfavourable variance compared to the adopted 2021-2022 budget position of \$0.929M deficit. The Executive Management Team (EMT) continue to review expenditure to identify areas to offset the COVID-19 financial impacts on the underlying operational result. The key actions taken include labour vacancies, delayed recruitment, reduction in discretionary spend, delayed program spend and strongly advocating for additional government funding. This will continue for the

remainder of the year to deliver services to the community's expectations whilst doing so at a reduced cost to ratepayers. It is expected to return to surplus in future years.

The Operational surplus for the financial year is forecast to have a favourable variance of \$3.185M compared to the adopted budget. This is mainly due to additional capital grant funding secured.

Consolidated Entity Results

The forecast full year underlying operating position of the consolidated entity is indicating a deficit of \$6.136M, this is a \$4.939M unfavourable variance compared to the adopted 2021-2022 budget position of \$1.197M deficit. The factors attributed to Frankston City Council's portion of this result are listed under Section 3 of this report.

The significant factors from Peninsula Leisure Pty Ltd which contribute to this variance are a \$6.0730M unfavourable variance in user fees and charges. The decrease in user fees and charges relates to the impact of COVID-19 on the expected decrease in patronage.

See Appendix F for the detailed consolidated income statement.

We believe it's important that the community are aware of the financial impacts of the pandemic and the challenges ahead. The financial impacts since the beginning of the pandemic in March 2020 and forecast for the remainder of the 2021-22 year show total savings/funding of \$21.88M providing an offset for the COVID-19 net financial loss of \$12.75M whilst also funding the \$9.128M Relief and Recovery Package.

A detailed analysis of the December quarterly results is provided in the following report.

A summary of the key financial data is as follows:

	Full Year			
	Forecast	Adopted Budget	Variance	Variance %
	\$'000s	\$'000s	\$'000s	
Underlying operating result (1)	(5,267)	(929)	(4,838)	(521%)
Consolidated Underlying operating result (1)	(6,136)	(1,197)	(4,939)	(412%)
Accumulated Cash Position	230	500	(270)	(54%)
Cash and investments	81,159	89,401	(8,242)	(9.22%)
Capital works expenditure	73,716	64,885	(8,831)	(13.61%)

{ } Denotes negative result

(1) The underlying operating result is one of Council's key indicators of financial performance as it measures Council's day to day operating activities. It excludes one-off items such as capital grants and contributions as well as non-monetary assets.

The underlying operating result is of most concern as Council's long term financial viability depends on its ability to make an operating surplus on a day to day basis in order to fund the replacement of assets and to fund new projects. In the longer term this result must be brought to a balanced or surplus result.

Income Statement

The December 2021 financial performance position highlights some key outcomes that are covered in the points below.

FCC Summary - Income Statement

Description	Year to Date			Full Year			
	Dec-21	Dec-21	(Fav)/Unfav	2021-2022	2021-2022	(Fav)/Unfav	2021-2022
	Actual	Budget	Variance	Revised Budget	Adopted Budget	Variance	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<i>Operating</i>							
Revenue	85,976	86,451	475	176,334	178,443	2,109	176,334
Expenditure	83,242	84,437	(1,195)	182,675	179,946	2,729	182,175
Gain/(Loss) on disposal of assets	198	287	89	574	574	-	574
Underlying operational result	2,932	2,301	(631)	(5,767)	(929)	4,838	(5,267)
<i>Capital</i>							
Revenue	4,596	5,231	635	27,744	20,221	(7,523)	27,744
Operational surplus/(deficit)	7,528	7,532	4	21,977	19,292	(2,685)	22,477

Underlying operating result: The underlying operating result is directly attributable to operations and excludes items such as capital grants and contributions and non-monetary assets. The impact of the underlying operating result is of most concern as this is the key indicator of financial performance.

Council's revised budget full year underlying operating position is indicating a deficit of \$5.767M, this is a \$4.838M unfavourable variance compared to the adopted 2021-2022 budget position of \$0.929M deficit.

When comparing the 2021-2022 forecast to the 2021-2022 revised budget, the variance in expenditure is due to the decision to move \$0.500M of financial support to the Peninsula Aquatic Regional Centre to the 2022-2023 financial year.

The significant factors which contribute to the variance in the revised budget versus the adopted budget are:

Grants – operating – \$1.181M favourable variance. The increase in government funding relates to the following areas:

- a. \$0.694M increase in forecast to be received for Family Health Support Services due to additional funding, some of which is one off, for community recovery from COVID-19 impacts, job advocacy and maternal and child health programs.
- b. \$0.226M increase in forecast to be received for the continuation of the Working for Victoria initiative. This additional income has been forecast to be fully expended resulting in a zero cost to Council.
- c. \$0.174M increase in forecast in Waste & Recycling Services due to the receipt of funding relating to kerbside reforms and moving to a 4 bin system.

User fees and charges – \$2.786M unfavourable variance. The decrease in user fees and charges relates to the following areas:

- a. \$2.644M reduction in user fees and charges income expected for the Frankston Arts Centre due to the closure of the facility as a result of COVID-19 restrictions imposed.
- b. \$0.822M reduction in User fees and charges income expected to be received for charged car parking due to restrictions in place as a result of COVID-19.
- c. \$0.134M reduction in User fees and charges income expected to be received at the Centenary Park Golf Course due to closures in the first quarter as a result of COVID-19 restrictions.
- d. \$0.108M reduction in User fees and charges income expected to be received in Community Strengthening due to closure of community facilities and associated room hire as a result of COVID-19 restrictions.
- e. \$0.810M addition in User fees and charges income expected to be received in Waste and Recycling Services due to higher than expected patronage at the Frankston Regional Recycling and Recovery Centre (FRRRC) for the first half of the year.

Other income - \$0.888M favourable variance. The increase in Other income is mainly due to:

- a. \$0.848M increase due to the receipt of income associated with an insurance claim relating to previous damage at Peninsula Aquatic Recreation Centre and court decision regarding fraudulent activity.

Materials and services - \$3.217M unfavourable variance. The increase in materials and services is mainly due to:

- a. \$2.250M financial support payment to Peninsula Aquatic Regional Centre due to reduced operations in 2021-2022 as a result of COVID-19.
- b. \$1.141M increased expenditure in Operations primarily due to costs associated with emergency response to adverse storm and wind conditions experienced in the first half of the year.
- c. \$0.680M additional expenditure in Waste and Recycling Services due to increased patronage at FRRRC which has resulted in additional costs of waste disposal, levies and transport.
- d. \$0.732K decreased expenditure at the Frankston Arts Centre due to closure of the facility during the first half of the year.

Employee Costs - \$0.174M favourable variance. The decrease in Employee costs is mainly due to:

- a. \$0.384M decreased expenditure in Operations due to savings associated with vacant positions, delays in recruitment and abolishing positions no longer required.

- b. \$0.221M decreased expenditure at the Frankston Arts Centre due to closure of the facility during the first quarter.
- c. \$0.350M decrease in the provision for Long Service Leave in Employee Overheads.
- d. Offset by \$0.773 additional expenditure in which relates to additional grant funding that was received to assist in community recovery and other one-off projects in Family Health Support Services and Working for Victoria Initiative.

Operating Result: The operating result allows the impact of non-operating or once off items on the net surplus or deficit for the year to be measured. Council's operational performance for the forecast full year position indicates a surplus of \$21.977M, this is a \$2.685M favourable variance compared to the adopted 2021-2022 budget position of \$19.292M surplus. This favourable variance is due to the reasons as described above plus an increase of \$7.603M expected to be received for capital grants as a result of bringing forward the completion of selected projects.

Consolidated Summary - Income Statement

Description	Year to Date			Full Year			
	Dec-21 Actual \$'000	Dec-21 Budget \$'000	{Fav}/Unfav Variance \$'000	2021-2022 Revised Budget \$'000	2021-2022 Adopted Budget \$'000	{Fav}/Unfav Variance \$'000	2021-2022 Forecast \$'000
<i>Operating</i>							
Revenue	88,416	93,168	475	183,109	191,876	8,767	183,954
Expenditure	86,221	86,936	(1,195)	190,303	193,647	(3,344)	190,664
Gain/(Loss) on disposal of assets	198	287	89	574	574	-	574
Underlying operational result	2,393	6,519	4,126	(6,620)	(1,197)	5,423	(6,136)
<i>Capital</i>							
Revenue	4,596	5,231	635	27,744	20,221	(7,523)	27,744
Operational surplus/(deficit)	6,989	11,750	4,761	21,124	19,024	(2,100)	21,608

Consolidated Underlying operating result: Council's consolidated revised budget full year underlying operating position is indicating a deficit of \$6.136M, this is a \$5.423M unfavourable variance compared to the adopted 2021-2022 budget position of \$1.197M deficit.

The comparison in forecast between the underlying operating result of Frankston City Council of \$5.267M deficit and that of the consolidated entity of \$6.136M deficit has resulted in an unfavourable variance of \$0.869M. This variance is the result of operations at Peninsula Aquatic Regional Centre, with the primary reasons for the variance are as follows:

- a. \$6.712M reduction income due to reduced operations in 2021-2022 as a result of COVID-19. This has been offset by an additional \$1.750M in financial support from Council.
- b. \$2.585M decreased expenditure in relation to Employee Benefits as a result of reduced operations and the associated non-requirement of casual staff.
- c. \$1.148M decreased expenditure on Materials and Services due to closures which includes items such as utilities, cost of goods sold and maintenance.

Capital Works Statement

Capital Works Statement

For the quarter ending 31 December 2021

	Year to Date			Forecast/Rev. Budget \$'000	Full Year		Variance \$'000
	Actual \$'000	Adopted Budget \$'000	Variance \$'000		Adopted Budget \$'000	Variance \$'000	
Total property	4,733	5,198	465	29,229	20,266	(8,963)	
Total plant and equipment	2,151	4,078	1,927	10,131	10,089	(42)	
Total infrastructure	7,914	10,798	2,884	34,356	34,530	174	
Total capital works expenditure	14,798	20,074	5,276	73,716	64,885	(8,831)	
Represented by:							
Asset renewal expenditure	6,855	9,072	2,217	24,869	23,761	(1,108)	
New asset expenditure	3,961	5,813	1,852	19,602	19,359	(243)	
Asset upgrade expenditure	3,036	3,866	830	24,326	16,989	(7,337)	
Asset expansion expenditure	946	1,323	377	4,919	4,776	(143)	
	14,798	20,074	5,276	73,716	64,885	(8,831)	
Funding:							
External							
Government grants	3,859	4,211	352	25,824	18,221	(7,603)	
Contributions	140	120	(20)	120	200	80	
Proceeds from sale of assets	280	408	128	1,024	1,024	-	
Total external funding	4,279	4,739	460	26,968	19,445	(7,523)	
Internal							
Reserve funds	88	2,823	2,735	16,957	11,532	(5,425)	
Loan borrowings	-	330	330	2,114	4,350	2,236	
Rates funding	10,431	12,182	1,751	27,677	29,558	1,881	
Total internal funding	10,519	15,335	4,816	46,748	45,440	(1,308)	
Total funding	14,798	20,074	5,276	73,716	64,885	(8,831)	

After six months of the year to date expenditure is \$14.798M against a year to date adopted budget of \$20.074M. The Capital Works Program is tracking well with under expenditure due to minor delays of larger projects.

The delivery of the 2021-2022 Capital Works Program is on track, with an end of year forecast expenditure of \$73.716M. The increase in forecast compared to the adopted budget is primarily due to the expedition of works of \$8.280M on the Jubilee Park Indoor Multipurpose Netball Complex.

Balance Sheet

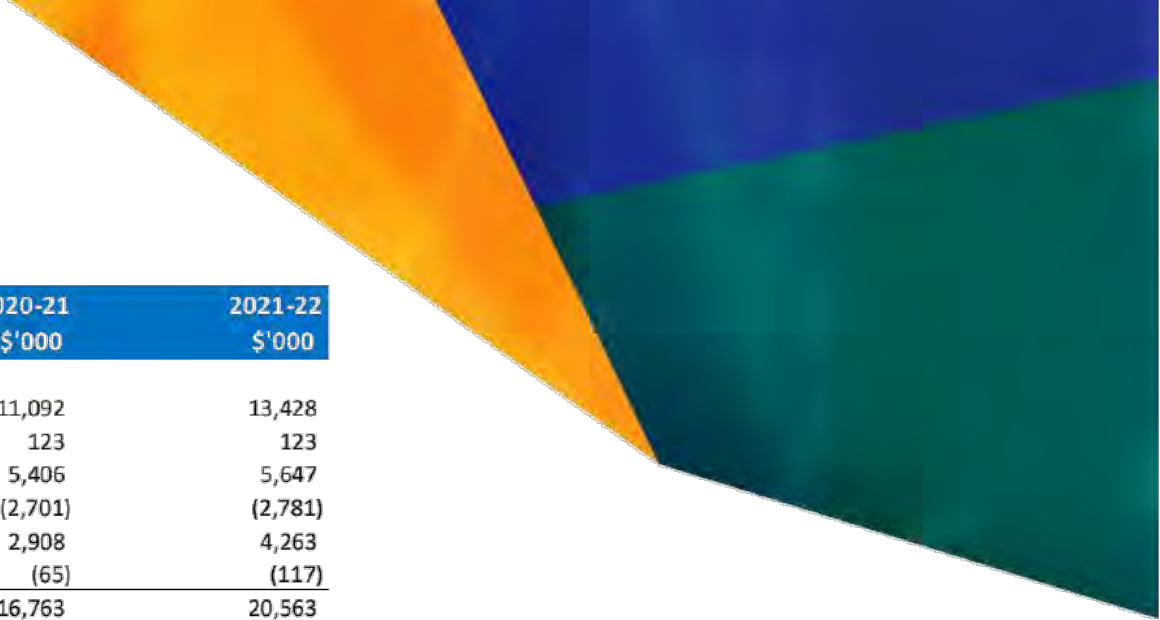
The balance sheet as at 31 December 2021 indicates a continued satisfactory result. Council's net assets are valued at \$1.816B at the end of December 2021, and are forecast to be \$1.831B at the end of June 2022.

A comparison of total current assets of \$131.671M with total current liabilities of \$50.683M (working capital ratio YTD of 2.59 to 1) depicts a satisfactory financial position.

Schedule of other reserves for December 2021

	Opening Balance 01/07/2021 \$'000	Transfer to reserve \$'000	Transfer from reserve \$'000	Closing balance 31/12/2021 \$'000
Statutory reserves				
Public resort and recreation	8,265	597	(91)	8,771
Subdivision roadworks	133	-	-	133
Infrastructure assets	74	-	-	74
Car parking	10	-	-	10
Total statutory reserves	8,482	597	(91)	8,988
Discretionary reserves				
Strategic asset reserve	28,953	-	(824)	28,129
MAV LGPV fund	12,204	252	-	12,456
Unexpended grant reserve	5,798	-	(251)	5,547
PARC asset management sinking fund	11,705	-	(530)	11,175
Capital projects reserve	4,459	-	-	4,459
Resource efficiency reserve	75	1	-	76
Total discretionary reserves	63,194	253	(1,605)	61,842

Council has made the funding commitments of \$13.710M for Jubilee Park and \$1.065M for Centenary Park that will be drawn from the strategic asset reserve over the course of the projects.



Trade and other receivables	2020-21	2021-22
	\$'000	\$'000
Current receivables		
Ratepayer receivables	11,092	13,428
Special rates & charges	123	123
Infringements	5,406	5,647
Provision for doubtful debts - infringements	(2,701)	(2,781)
Other receivables	2,908	4,263
Provision for doubtful debts - other debtors	(65)	(117)
	16,763	20,563
Non-current receivables		
Special rates & charges	684	595
Total receivables	17,382	21,041

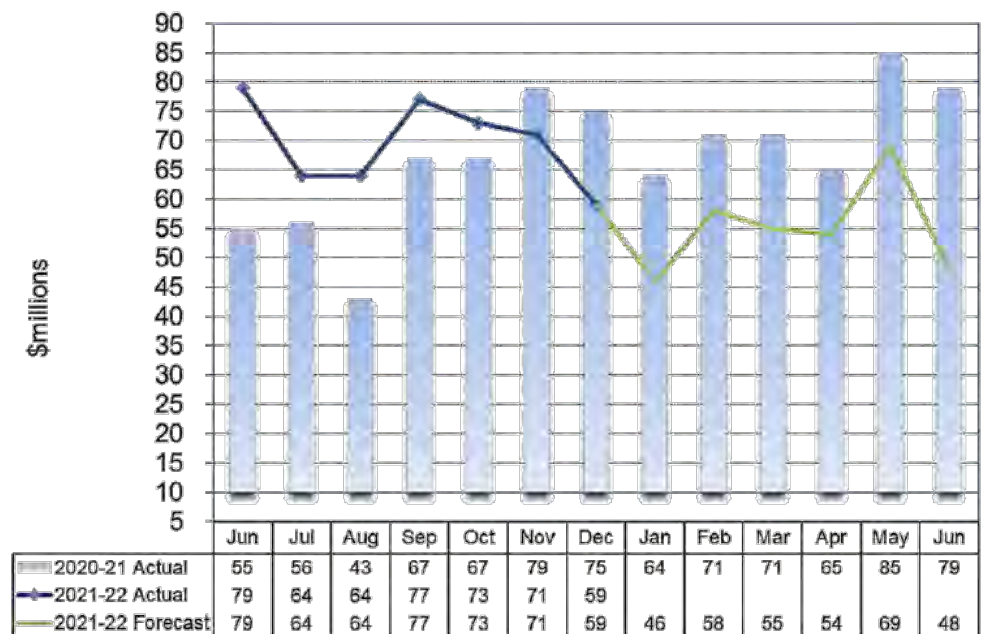
The increase in Ratepayer receivables is due to the impacts of COVID-19 and Council's decision to offer relief for ratepayers in terms of the payments of their rates.

For a full balance sheet please refer to [Attachment C](#).

Cash Flow

Council’s cash flow statement provides information in regards to net cash flow from operating activities, cash flows from investing activities and cash flows from financing activities. These results provide information in regards to cash generated or spent on the different type of activities undertaken by Council.

The net cash flows from operating activities measure cash generated from Council’s ongoing day to day operations. It is imperative that a surplus is generated from cash flows from operations as these funds are used to fund capital works (investing activities) as well as repaying any loans (financing activities). Refer to Attachment D for the cash flow statement.



Loans

Council is within the approved principles of loan funding and has ensured that Council is within prudential limits set by the Victorian Government.

Year	New Borrowings \$'000	Principal Paid \$'000	Interest Expense \$'000	Balance 30 June \$'000	Liquidity (CA/CL)	Debt Commit (Debt/Total Rates)	Debt Serv (Serv Costs/ Total Revenue)
2019/20	-	320	1,479	27,748	3.09	21.56%	0.82%
2020/21	50	373	1,452	27,453	2.79	22.28%	0.83%
2021/22	4,450	947	1,533	32,750	2.61	24.24%	0.77%
2022/23	4,257	1,376	1,580	35,631	1.96	25.85%	0.79%
2023/24	5,000	1,717	1,628	38,914	1.65	27.59%	0.81%
2024/25	-	2,134	1,565	36,780	1.11	25.48%	0.78%
Victorian State Government Prudential Ratio Limits - Risk Assessment				High	Below 1.10	Above 80%	Above 10%
				Medium	1.10 - 1.20	60%-80%	5% - 10%
				Low	Above 1.20	Below 60%	Below 5%

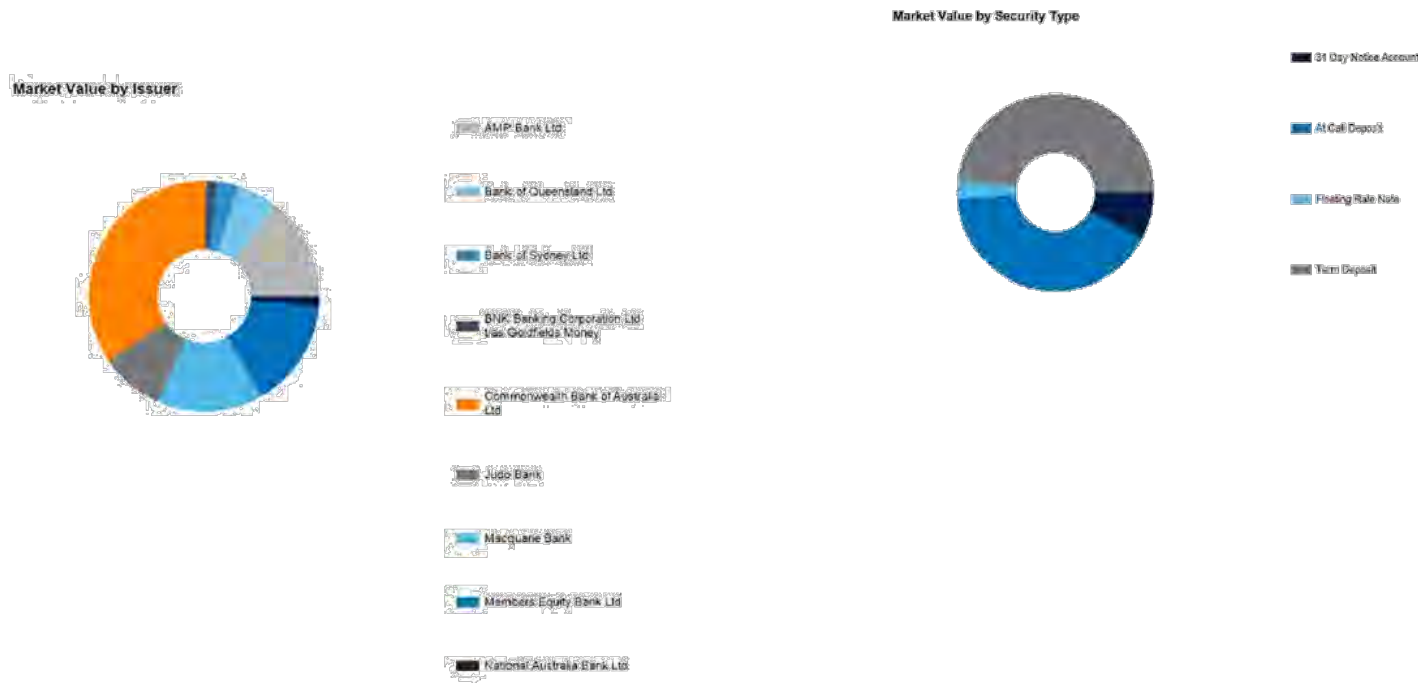
The status of Council's loan borrowings as at the 31 December 2021 are listed in the table below:

Financial Institution	Debt principal @ 30-06-2021 \$'000's	Principal repaid \$'000's	New borrowings \$'000's	Debt principal @ 31-12-2021 \$'000's	Interest \$'000's	Loan repayments due over next 12 months \$'000's
National Australia Bank	11,861	180	-	11,681	413	1,183
National Australia Bank - MAV	15,542	-	-	15,542	310	-
Treasury Corporation Victoria	50	-	-	50	-	-
Total	27,453	180	-	27,273	723	1,183

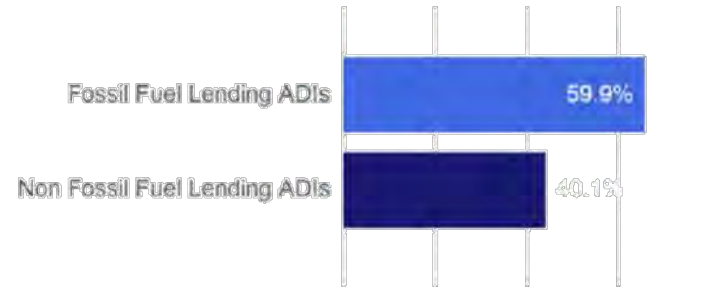
Investments

Council is complying with its Investment Policy (adopted by Council on 16 December 2019) that ensures effective and responsible utilisation of Council’s surplus cash funds within the government legislative framework and applicable Federal and State regulations. Council’s investment holdings as at 31 December 2021 were \$117.0080M.

Council’s investments as at the 31 December 2021 are listed in the tables below.



Portfolio Fossil Fuel Summary



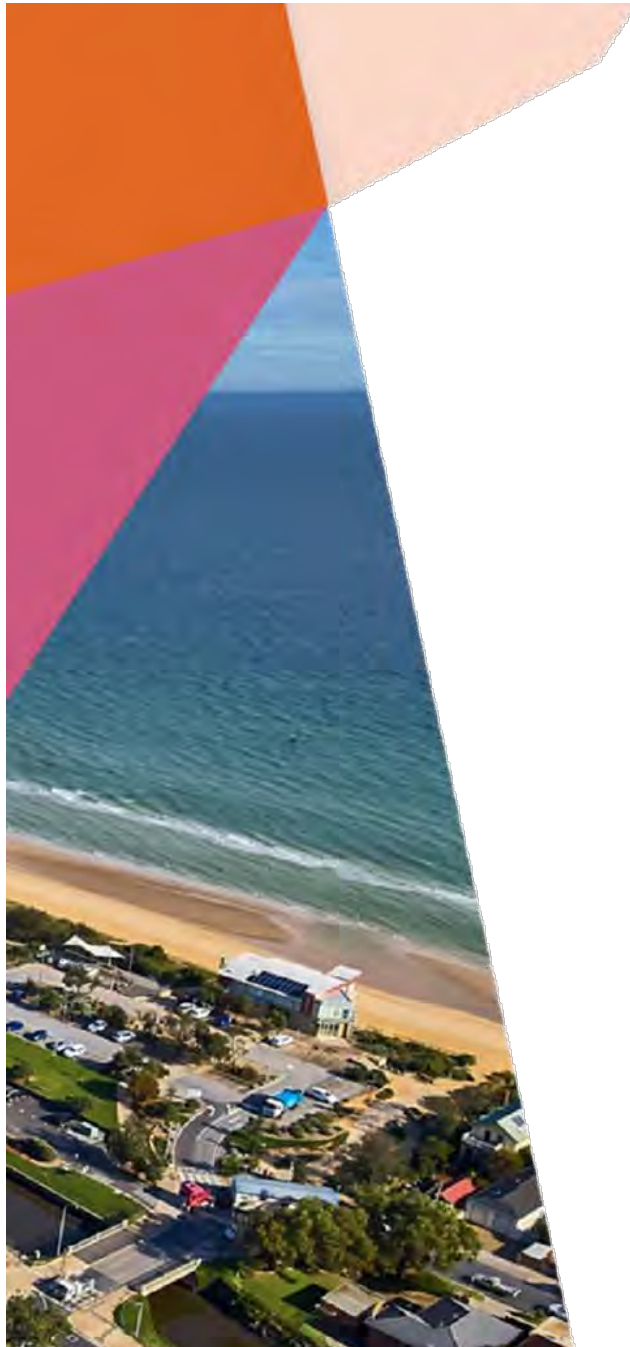
Performance Statistics for Period Ending 31 December 2021

Trading Book	1 Month	3 Month	12 Month	Since Inception
Frankston City Council				
Portfolio Return (1)	0.03%	0.07%	0.36%	0.70%
Performance Index (2)	0.00%	0.01%	0.03%	0.41%
Excess Performance (3)	0.03%	0.06%	0.35%	0.29%

Notes

- 1. Portfolio performance is the rate of return of the portfolio over the specified period
- 2. The Performance index is the Bloomberg Ausbond Bank Bill Index (Bloomberg Page BAUSD)
- 3. Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
Frankston City Council	0.45



Conclusion

The revised budget full year net underlying result is anticipated to be a deficit of \$5.767M which compares unfavourably by \$4.838M to the 2021-2022 adopted budgeted deficit of \$0.929M.

After six months of the financial year, COVID-19 government restrictions have had a significant effect on Council's financial position. Council will continue to closely monitor its position and ensure that the impact is kept to a minimum. Whilst this impact is short term for the moment, it remains to be seen how COVID-19 will impact on long-term projections.

Attachment A – Income Statement

Income Statement

For the quarter ending 31 December 2021

Description	Year to Date			(Fav)/Unfav Variance \$'000	Full Year		
	Dec-21 Actual \$'000	Dec-21 Adopted Budget \$'000			2021-2022 Revised Budget \$'000	2021-2022 Adopted Budget \$'000	(Fav)/Unfav Variance \$'000
Revenue							
Rates and charges	66,387	66,256	(131)	134,801	134,698	(103)	134,801
Government grants - operating	10,019	8,065	(1,954)	19,958	18,777	(1,181)	19,958
User fees and charges	5,793	7,828	2,035	12,963	15,749	2,786	12,963
Statutory fees and fines	2,044	2,651	607	4,597	6,093	1,496	4,597
Other Income	1,733	1,651	(82)	4,014	3,126	(888)	4,014
Proceeds from sale of property, infrastructure, plant and equipment	198	287	89	574	574	-	574
Total income	86,174	86,738	564	176,907	179,017	2,110	176,907
Expenditure							
Employee costs	36,953	35,969	984	77,052	77,226	(174)	77,052
Materials and services	27,756	29,183	(1,427)	66,747	63,530	3,217	66,247
Depreciation	15,921	15,773	148	31,209	31,531	(322)	31,209
Amortisation - intangible assets	425	425	-	850	850	-	850
Amortisation - right of-use assets	192	166	26	330	330	-	330
Finance costs	723	767	(44)	1,435	1,533	(98)	1,435
Finance costs - leases	17	19	(2)	40	40	-	40
Bad and doubtful debts	34	110	(76)	220	220	-	220
Other expenses	1,222	2,026	(804)	4,791	4,686	105	4,791
Total expenditure	83,243	84,438	(1,195)	182,674	179,946	2,728	182,174
Underlying surplus / (deficit)	2,931	2,300	(631)	(5,767)	(929)	4,838	(5,267)
Contributions - capital	140	120	(20)	120	200	80	120
Government grants - capital	3,859	4,211	352	25,824	18,221	(7,603)	25,824
Contributions - non monetary assets	-	400	400	800	800	-	800
Contributions - cash	597	500	(97)	1,000	1,000	-	1,000
Surplus / (deficit) for the period	7,527	7,531	4	21,977	19,292	(2,685)	22,477

Attachment B – Capital Works Statement

Capital Works Statement

For the quarter ending 31 December 2021

	Year to Date			Forecast/Rev. Budget \$'000	Full Year	
	Actual \$'000	Adopted Budget \$'000	Variance \$'000		Adopted Budget \$'000	Variance \$'000
Property						
Buildings	4,733	5,198	465	29,229	20,266	(8,963)
Total property	4,733	5,198	465	29,229	20,266	(8,963)
Plant and equipment						
Plant, machinery and equipment	714	1,688	974	4,766	4,732	(34)
Fixtures, fittings and furniture	47	107	60	557	437	(120)
Computers and telecommunications	962	1,923	961	4,082	4,194	112
Library books	428	360	(68)	726	725	-
Total plant and equipment	2,151	4,078	1,927	10,131	10,089	(42)
Infrastructure						
Roads	1,597	2,052	455	8,704	9,330	626
Bridges	164	153	(11)	200	200	-
Footpaths and cycleways	1,553	1,231	(322)	4,428	3,259	(1,169)
Drainage	282	351	69	1,451	1,056	(395)
Recreational, leisure and community facilities	1,479	3,132	1,653	6,829	6,808	(21)
Waste management	85	325	239	560	560	-
Parks, open space and streetscapes	2,137	2,747	610	9,166	10,823	1,657
Off street car parks	135	89	(46)	973	430	(543)
Other infrastructure	481	718	237	2,045	2,064	19
Total infrastructure	7,914	10,798	2,884	34,356	34,530	174
Total capital works expenditure	14,798	20,074	5,276	73,716	64,885	(8,831)
Represented by:						
Asset renewal expenditure	6,855	9,072	2,217	24,869	23,761	(1,108)
New asset expenditure	3,961	5,813	1,852	19,602	19,359	(243)
Asset upgrade expenditure	3,036	3,866	830	24,326	16,989	(7,337)
Asset expansion expenditure	946	1,323	377	4,919	4,775	(143)
	14,798	20,074	5,276	73,716	64,885	(8,831)
Funding:						
External						
Government grants	3,859	4,211	352	25,824	18,221	(7,603)
Contributions	140	120	(20)	120	200	80
Proceeds from sale of assets	280	408	128	1,024	1,024	-
Total external funding	4,279	4,739	460	26,968	19,445	(7,523)
Internal						
Reserve funds	88	2,823	2,735	16,957	11,532	(5,425)
Loan borrowings	-	330	330	2,114	4,350	2,236
Rates funding	10,431	12,182	1,751	27,677	29,558	1,881
Total internal funding	10,519	15,335	4,816	46,748	45,440	(1,308)
Total funding	14,798	20,074	5,276	73,716	64,885	(8,831)

Attachment C – Balance Sheet

Balance sheet

As at 31 December 2021

	Actual 2020-2021 \$'000	Year to date 2021-2022 \$'000	Adopted Budget 2021-2022 \$'000	Revised Budget 2021-2022 \$'000	Forecast 2021-2022 \$'000
Assets					
Current assets					
Cash and cash equivalents	76,843	56,965	53,520	47,142	47,597
Trade and other receivables	23,234	20,434	20,430	23,043	23,043
Other financial assets	36,517	52,536	34,881	34,017	34,017
Inventories	124	144	165	125	125
Other assets	2,803	1,592	2,941	2,913	2,913
Total current assets	139,521	131,671	111,937	107,240	107,695
Non-current assets					
Trade and other receivables	613	595	550	488	488
Investment in subsidiary	300	300	-	300	300
Other financial assets	-	7,507	1,000	-	-
Intangible assets	1,001	576	1,389	2,340	2,340
Right of Use	637	446	177	273	273
Property, infrastructure, plant and equipment	1,755,576	1,754,370	1,765,613	1,794,688	1,794,688
Total non-current assets	1,758,127	1,763,794	1,768,729	1,798,089	1,798,089
Total assets	1,897,648	1,895,465	1,880,666	1,905,329	1,905,784
Liabilities					
Current liabilities					
Trade and other payables	19,211	4,885	18,679	19,709	19,709
Trust funds and deposits	6,705	12,923	6,660	6,883	6,883
Unearned income	18,932	16,579	3,700	2,160	2,160
Provisions	15,175	15,555	12,571	15,706	15,706
Lease liability	370	378	1,080	592	592
Interest-bearing loans and borrowings	370	363	194	253	253
Total current liabilities	60,763	50,683	42,884	45,303	45,303
Non-current liabilities					
Provisions	1,422	2,183	1,867	1,470	1,470
Interest-bearing loans and borrowings	27,084	26,894	31,670	28,409	28,409
Lease liability	301	126	-	48	48
Total non-current liabilities	28,807	29,203	33,537	29,927	29,927
Total liabilities	89,570	79,886	76,421	75,230	75,230
Net assets	1,808,078	1,815,579	1,804,245	1,830,099	1,830,554
Equity					
Accumulated surplus	743,815	752,163	759,146	775,186	780,496
Other reserves	1,064,263	1,063,416	1,045,099	1,054,913	1,050,058
Total equity	1,808,078	1,815,579	1,804,245	1,830,099	1,830,554

Attachment D – Cash Flow Statement

Cash Flow Statement

As at 31 December 2021

Description	2020-2021	2021-2022	2021-2022	2021-2022
	Actual \$'000	Actual \$'000	Revised Budget \$'000	Forecast \$'000
Cash Flow from operating activities				
Rates and charges	127,295	67,788	135,895	135,895
Grants - operating	22,410	9,719	15,386	15,386
Grants - capital	18,896	2,930	13,596	13,596
User fees	10,422	6,206	13,062	13,062
Statutory fees and fines	4,581	2,007	4,093	4,093
Contributions - monetary	1,858	737	1,120	1,120
Interest received	815	222	1,021	1,021
Other receipts	2,100	1,538	2,990	2,990
Net GST refund	9,236	-	-	-
Net movement in trust funds	(11,652)	6,212	178	178
Employees costs	(65,782)	(38,818)	(76,281)	(76,326)
Materials and services	(58,317)	(38,054)	(67,030)	(66,530)
Other payments	(2,460)	(1,222)	(4,789)	(4,789)
Net cash provided by/(used in) operating activities	59,402	19,265	39,241	39,696
Cash flows from investing activities				
Payments for fixed assets	(49,342)	(14,798)	(72,126)	(72,126)
Proceeds from sale of assets	533	280	1,024	1,024
Payments for investments with greater than three months maturity	15,498	(23,526)	2,500	2,500
Net cash provided by/(used in) investing activities	(33,311)	(38,044)	(68,602)	(68,602)
Cash flows from financing activities				
Finance costs	(1,542)	(720)	(1,478)	(1,478)
Interest paid - lease liability	(49)	(17)	(40)	(40)
Repayment of lease liability	(351)	(182)	(369)	(369)
Proceeds of borrowings	50	-	2,114	2,114
Repayment of borrowings	(345)	(180)	(567)	(567)
Net cash provided by/(used in) financing activities	(2,237)	(1,099)	(340)	(340)
Net increase (decrease) in cash and cash equivalents	23,854	(19,878)	(29,701)	(29,246)
Cash and cash equivalents at the beginning of the year	52,989	76,843	76,843	76,843
Cash and cash equivalents at the end of the year	76,843	56,965	47,142	47,597

Attachment E – Consultants

Operating expenditure on consultants

For the quarter ending 31 December 2021

	2021-2022 July - Dec	Full year adopted Budget	% of budget spent	Note
CEO				
Chief Executive Officer	-	100	0%	
Total CEO	-	100		
Corporate and Commercial Services				
Corporate and Commercial Services Directorate Management	3,750	-		1
Waste and Recycling Services	68,560	176,300	39%	
Financial and Corporate Planning	37,076	79,350	47%	
Governance and Information	2,194	2,000	110%	
Procurement, Property and Risk	45,343	83,250	54%	
Peninsula Aquatic Regional Centre	-	64,000	0%	
Total Corporate and Commercial Services	156,923	404,900		
Customer Innovation and Arts				
People and Culture	52,708	182,486	29%	
Business and Information Technology	157,636	400,000	39%	
Business Transformation	118,394	350,000	34%	
Arts and Culture	4,170	111,000	4%	
Community Relations	-	-	0%	
Total Customer Innovation and Arts	332,908	1,043,486		
Communities				
Communities Directorate Management	26,930	25,000	108%	
Community Strengthening	28,140	18,000	156%	2
Family Health Support Services	1,050	6,200	17%	
Community Safety	5,500	7,200	76%	
Development Services	44,444	142,000	31%	
City Futures	59,785	495,100	20%	
Total Communities	205,849	693,500		
Infrastructure and Operations				
Infrastructure and Operations Directorate Management	3,600	-		3
Engineering Services	9,817	84,500	12%	
Building and Facilities	17,025	741	2298%	4
Capital Works Delivery	-	220,000	0%	
Sustainable Assets	42,685	73,500	58%	
Total Infrastructure and Operations	73,127	378,741		
Non-Departmental Areas				
Overheads	-	27,500	0%	
Total Non-Departmental Areas	-	27,500		
Total expenditure	768,807	2,548,227	30%	

Notes

1. Consultant engaged to design, develop and facilitate Directorate workshop to launch Council Plan.
2. Consultants engaged to deliver masterplan designs & Community Grants Review.
3. Consultant engaged to assess readiness for statutory requirement for Professional Engineers Registration.
4. Consultants engaged to deliver geotech services, structural reports and facility contract review services.

Attachment F – Income Statement – Consolidated with Peninsula Leisure Pty Ltd

Income Statement

For the quarter ending 31 December 2021

Description	Year to Date			Full Year			
	Dec-21	Dec-21	(Fav)/Unfav	2021-2022	2021-2022	(Fav)/Unfav	2021-2022
	Actual	Budget	Variance	Revised Budget	Adopted Budget	Variance	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Revenue							
Rates and charges	66,387	66,256	(131)	134,801	134,698	(103)	134,801
Government grants - operating	10,157	8,065	(2,092)	20,013	18,777	(1,236)	20,022
User fees and charges	6,621	13,842	7,221	18,918	27,777	8,859	19,634
Statutory fees and fines	2,044	2,651	607	4,597	6,093	1,496	4,597
Other Income	1,807	2,354	547	4,780	4,531	(249)	4,900
Proceeds from sale of property, infrastructure, plant and equipment	198	287	89	574	574	-	574
Total income	87,214	93,455	6,241	183,683	192,450	8,767	184,528
Expenditure							
Employee costs	37,774	35,994	1,780	83,158	85,958	(2,800)	83,428
Materials and services	28,327	31,205	(2,878)	67,396	67,581	(185)	67,556
Depreciation	15,961	15,837	124	31,524	31,659	(135)	31,475
Amortisation - intangible assets	461	472	(11)	850	943	(93)	850
Amortisation - right of-use assets	192	257	(65)	547	512	35	547
Finance costs	723	767	(44)	1,435	1,533	(98)	1,435
Finance costs - leases	17	19	(2)	40	40	-	40
Bad and doubtful debts	34	110	(76)	220	220	-	220
Other expenses	1,329	2,275	(946)	5,133	5,201	(68)	5,113
Total expenditure	84,818	86,936	(2,118)	190,303	193,647	(3,344)	190,664
Underlying surplus / (deficit)	2,396	6,519	(4,123)	(6,620)	(1,197)	(5,423)	(6,136)
Contributions - capital	140	120	(20)	120	200	80	120
Government grants - capital	3,859	4,211	352	25,824	18,221	(7,603)	25,824
Contributions - non monetary assets	-	400	400	800	800	-	800
Contributions - cash	597	500	(97)	1,000	1,000	-	1,000
Surplus / (deficit) for the period	6,992	11,750	(4,758)	21,124	19,024	2,100	21,608



How to contact us

Online:
frankston.vic.gov.au

In person:
30 Davey Street, Frankston VIC
3199 Australia

Telephone:
1300 322 322
+61 3 9784 1094
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Fax:
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In writing:
Frankston City Council PO Box 490
Frankston VIC 3199

Interpreter services
We cater for people of all
backgrounds Please call 131 450

National Relay Service
If you are deaf, hard of hearing
and/or have a speech impairment
you can contact the Council using
the National Relay Service.

Teletypewriter (TTY) 133 677
Voice Relay 1300 555 727
SMS Relay 0423 677 767

Executive Summary**12.6 Appointment of Chairperson to the Audit and Risk Committee 2022**

Enquiries: (Simone Wickes: Corporate and Commercial Services)

Council Plan

Level 1:

6. Progressive and Engaged City

Level 2:

6.1 Ensure sustainable financial management and the strategic allocation of resources to deliver planned infrastructure and services

Purpose

For Council to appoint an Independent Member of the Audit and Risk Committee to the position of Chairperson.

Recommendation (Chief Financial Officer)

That Council:

1. Resolves to appoint Ms Lisa Tripodi to the position of Chairperson of the Audit and Risk Committee until 31 December 2022; and
2. Resolves that the attachment, Expression of Interest - Chairperson Position - Ms Lisa Tripodi, remains confidential indefinitely as it contains personal information (*Local Government Act 2020, s.3(1)(f)*). These grounds apply because the information which, if released, would result in the unreasonable disclosure of information about a person and their personal affairs and would breach privacy obligations.

Key Points / Issues

- Council has had in place an Audit and Risk Committee (Committee) since 1995. The role of the Chairperson is to ensure that the meetings are conducted in an efficient and fair manner. The Chairperson is also required to provide a report to Council twice per annum on the activities completed by the Committee. One of these reports is to be prepared after the meeting at which the Committee considers the annual financial report and annual performance statement as per Section 6 of the Audit and Risk Committee Charter (Charter).
- The Chairperson is appointed for a maximum period of 12 months. The current Chairperson's appointment expired on 31 December 2021.
- Mr. Neil Greenaway held the position since February 2013. Over this time Mr Greenaway has worked closely with both Council and management and has led to a marked improvement in the operations of the Committee over that time. Mr Greenaway's final term with the Committee ended on 31 December 2021 in accordance of Section 3 of the Charter.
- The Charter contains the provision that the position of Chairperson is appointed by Council. Accordingly, Expressions of Interest (EOI) have been sought from the three (3) Independent Members.
- One (1) submission has been received from Ms Lisa Tripodi. A copy of the submission is attached.
- It is recommended that Ms Lisa Tripodi be appointed in the role of Chairperson until 31 December 2022.

12.6 Appointment of Chairperson to the Audit and Risk Committee 2022**Executive Summary****Financial Impact**

The Chairperson receives an additional \$2,580 per annum over and above the current remuneration for performing the role of Independent Member. This has been accommodated within existing budgets.

Consultation**1. External Stakeholders**

The Charter requires Council to appoint the Chairperson to this Committee. Community engagement in this process is not considered appropriate.

2. Other Stakeholders

Expressions of Interest have been sought from the three (3) Independent Members. One (1) submission has been received from Ms Lisa Tripodi.

Analysis (Environmental / Economic / Social Implications)

Nil

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

Nil

Policy Impacts

The appointment of the Chairperson to the Committee is consistent with the Charter.

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 identified with this report.

Conclusion

A Chairperson needs to be appointed to ensure the smooth operation of the Committee. Ms Lisa Tripodi is recommended for the appointment of this role until 31 December 2022.

ATTACHMENTS

Attachment A: Expression of Interest - Chairperson Position - Ms Lisa Tripodi -
CONFIDENTIAL

Executive Summary

12.7 Peninsula Leisure Pty Ltd - 2021-2022 PARC Business Plan and Q2 2021-2022 Performance Report

Enquiries: (Simone Wickes: Corporate and Commercial Services)

Council Plan

- | | |
|----------|--------------------------------------------------------------------------------------------------------------------------------------|
| Level 1: | 6. Progressive and Engaged City |
| Level 2: | 6.1 Ensure sustainable financial management and the strategic allocation of resources to deliver planned infrastructure and services |

Purpose

To present to Council the 2021-2022 PARC Business Plan and the performance report of Peninsula Leisure Pty Ltd for three months ended 31 December 2021.

Recommendation (Chief Financial Officer)

That Council:

1. Receives the 2021-2022 PARC Business Plan;
2. Receives and notes the Peninsula Leisure P/L Quarterly Performance Report for three months ending 31 December 2021; and
3. Resolves that Attachment A - 2021-2022 PARC Business Plan - remains confidential indefinitely as it contains private commercial information (*Local Government Act 2020, s(3)(g)*). These grounds apply because the information is provided by a business, commercial or financial undertaking and, if released, would impact the relationship between Council and Peninsula Leisure Pty Ltd.

Key Points / Issues

- Peninsula Leisure Pty Ltd (PL) is a company wholly owned by Council and charged with the management of Council's two aquatic facilities, PARC and Pines Forest.
- The 2021-2022 PARC Business Plan (**Attachment A**) is attached. The key highlights for 2021-2022 include:
 - This Business Plan highlights our objectives and activities at PARC for the period July 2021 – June 2022. Unfortunately for the first quarter of that period PARC was closed to the community, and in the second quarter, the facility is now able to get back to a more normalised operation. This plan focuses on key objectives and deliverables for the remaining 6 months.
 - The business plan objectives comprise the following:
 - Re-start and recover from the impacts of the COVID-19 closures.
 - Recruit and invest in the talented local workforce, building knowledge and skill and increasing capacity to deliver outstanding experiences.
 - Re-build a connected and engaged health and wellbeing community at PARC, providing value within and beyond the four walls.
 - Deliver repeatable excellence to members, customers and the community.

**12.7 Peninsula Leisure Pty Ltd - 2021-2022 PARC Business Plan and Q2 2021-2022
Performance Report****Executive Summary**

- The 2021-2022 financial year original budget expectations were for a deficiency (loss) of \$512,633. With the prolonged lockdowns of the facility, this has required the PL Board to obtain financial support from Council of \$2.25 million.
- A revision of original targets for key income sources, has resulted in adjusted projections for the remainder of the financial year.
- PL are committed to transparency and accountability. Through the reporting structure, PL will ensure that the progress and outcomes of this plan are communicated effectively, ensuring challenges are flagged early, and successes are acknowledged and celebrated.

Peninsula Leisure Board

- 6 weekly meetings
- Quarterly Finance, Risk Audit Committee meetings
- Business and CEO KPI's
- Annual and quarterly reporting

Council (Shareholder)

- Annual and Quarterly reports
- Bi-monthly catch-ups with leadership,
- ARC reporting twice per year
- Councillor engagement on strategic and priority planning

Staff

- Monthly staff news
- Bi-monthly CEO briefings
- Quarterly team meetings
- Celebrating success and all staff' events

- The PL Quarterly report for three months ended 31 December 2021 is attached (**Attachment B**) and the key points include:
 - Quarter Two saw the Victorian Roadmap for Re-open milestones brought forward several times, with PL adjusting planning and coordination of re-open activities each time to align with new possible dates.
 - As of Friday 22 October, Peninsula Leisure was officially back open for business with the municipality's outdoor seasonal pool, the Pines Forest Aquatic Centre, opening for the start of the season 10 days earlier than scheduled.
 - This was followed, one week later, with the long-awaited re-opening of the community's flagship indoor facility, Peninsula Aquatic Recreation Centre, which re-opened at 6pm on Friday 29 October, after 3 long months of closure.
 - This re-open had 'fully vaccinated only' restrictions in place, COVID Check-in Marshalls compulsory to opening the doors each day, along with a fully vaccinated workforce requirement.
 - Peninsula Leisure committed to welcoming the community back into the facilities and recommence offering in-person, leading health and wellbeing services including:
 - Pines Christmas Pool Party

**12.7 Peninsula Leisure Pty Ltd - 2021-2022 PARC Business Plan and Q2 2021-2022
Performance Report****Executive Summary**

- Frankston City Council Magical Christmas Carols activation
 - PARC Christmas surprise and delight
 - Advocacy for the funding of Pines Masterplan
 - Donations and vouchers
- The prolonged closure enabled a dedicated focus towards the scoping and development of a plan to better support recovery of the critical swim teacher shortage experienced at PARC and across the country for the past two years. PL developed a bespoke Swim Teacher Active Recruitment 'STAR' Program. Launched in October, this program consists of two key components, both aiming to solve the two major barriers to employment; the upfront costs of becoming qualified and the time it takes before the candidate can be employed and then remunerated.

Financial Impact

The first half of the year has been one of the most difficult of years faced by PL since opening in September 2014, with the facility closed for 96 days or 26.3% of the year-to-date (assuming no further lockdowns before 30 June 2022). The extended closures have had a significant impact on income generation, with the Management team working incredibly hard to minimise expenditure during the period, and remain agile and ready to re-open as quickly as permitted.

Consultation**1. External Stakeholders**

- Chair of PL, Ms Julie Busch
- Chief Executive Officer of PL, Ms Kath Thom

2. Other Stakeholders

Council's Audit and Risk Committee will review these documents at its next meeting on 25 February 2022.

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

Nil

Policy Impacts

Nil

Officer's Declaration of Interests

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

**12.7 Peninsula Leisure Pty Ltd - 2021-2022 PARC Business Plan and Q2 2021-2022
Performance Report****Executive Summary****Risk Mitigation**

PL's operations have been impacted by the COVID-19 pandemic. PL's operations are managed within a formal governance and risk framework, and it runs its own Audit and Risk Committee.

Conclusion

PL has been significantly impacted by the COVID-19 pandemic, Council is working closely with PL to manage the financial implications of the facility. PL's focus on delivering best practice health and wellbeing programs and services for the community remains at the heart of what PL does. Although PL's service delivery model has looked very different over the past year and might for some time, the demonstrated agility will serve the organisation well and support a return to a financially sustainable position.

ATTACHMENTS

Attachment A: 2021-2022 PARC Business Plan - **CONFIDENTIAL**

Attachment B: [↓](#) Q2 2021-22 Peninsula Leisure Quarterly Report

Friday 28 January 2022



Phil Cantillon
Chief Executive Officer
Frankston City Council
30 Davey Street
FRANKSTON VICTORIA 3199

RE: Q2 Shareholder Report

Dear Phil,

Please find attached the Quarter 2 Shareholder report outlining Peninsula Leisure's activity for October through to December 2021.

These were exciting and challenging months, as both PARC and the Pines facilities were enabled to re-open after the lengthy closures.

While starting slow with fully vaccinated staff rates, by the end of the quarter we had reached a sustainable 88% return of the workforce. This has supported the return of the 'near to normal' scale of activities across our core areas of business including; health club, group exercise classes and recreational swimming.

Re-opening has allowed the team to revise targets for our key income drivers in;

- o New and Returning Membership
- o Swim School student Membership
- o Casual Visitation

You will see in the performance trackers, that the road to recovery has not been linear. Sadly, the latest COVID-19 strain, Omicron, is having negative effects on growth against all key business drivers. We believe this is due to the outbreak, isolation requirements and lack of confidence within the community generally to be highly active outside the home during this time.

In exciting news, our unique initiative, STAR (Swim Teacher Active Recruitment) program commenced the pilot with 11 candidates 'earning while learning' with PARC. We look forward to sharing their success, once completing their swim teaching license requirements in February.

Attached is the full Q2 report, which you are welcome to share with Councillors as you see fit. If you have any follow up questions or queries, please do not hesitate to give me a call.

Warmest regards,

Kath Thom



Chief Executive Officer
Peninsula Leisure

PENINSULA LEISURE
Cnr Quezon Road
and Olive Street
Frankston VICTORIA 3199

PO Box 515, Frankston
VICTORIA 3199

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info@peninsula-leisure.com.au
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PENINSULA LEISURE QUARTERLY REPORT

Q2 - October, November, December 2021

EXECUTIVE SUMMARY

Quarter Two saw the Victorian Roadmap for Re-open milestones brought forward several times, with Peninsula Leisure adjusting planning and coordination of re-open activities each time to align with new possible dates.

As of Friday 22 October, Peninsula Leisure was officially back open for business with the municipality's outdoor seasonal pool, the Pines Forest Aquatic Centre, opening for the start of the season 10 days earlier than scheduled!

This was followed, one week later, with the long-awaited re-opening of the community's flagship indoor facility, Peninsula Aquatic Recreation Centre, which re-opened at 6pm on Friday 29 October, after 3 long months of closure.

This re-open was like no other, with 'fully vaccinated only' restrictions in place, COVID Check-in Marshalls compulsory to opening the doors each day, along with a fully vaccinated workforce requirement.

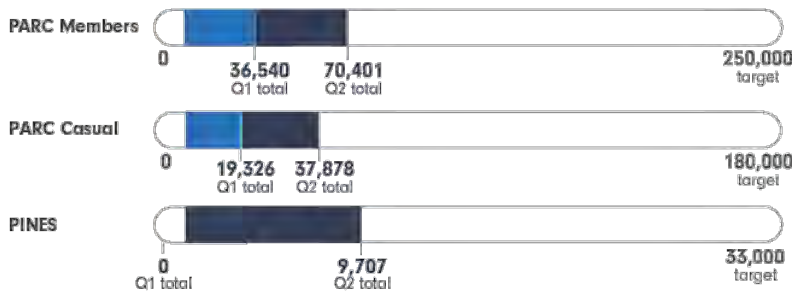
Nonetheless, Peninsula Leisure committed to doing what needed to be done, to activate our community, welcoming them back into the facilities and recommence offering our in-person, leading health and wellbeing services again.

PARC OPERATIONAL STATUS - A SNAPSHOT OF THE YEAR TO DATE

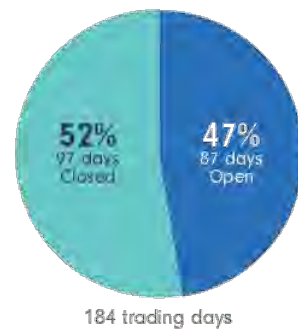
Peninsula Leisure Workforce Return Rates (under a fully vaccinated environment)



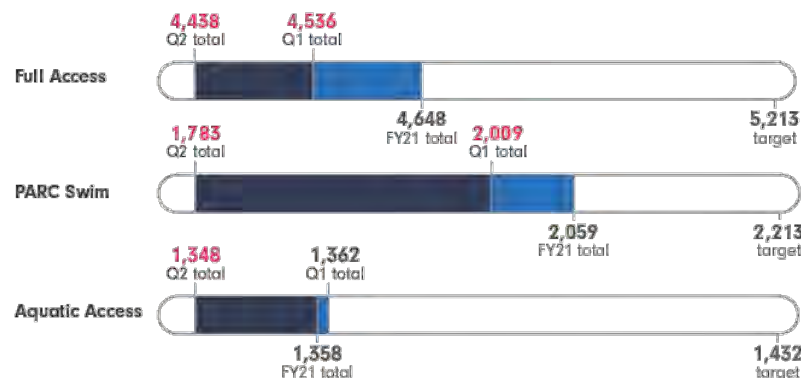
Attendance Tracking (Accumulated Total)



PARC Days of Operations



PARC Membership Tracking



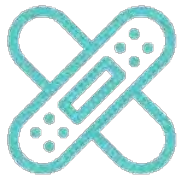
PARC Your Way Members





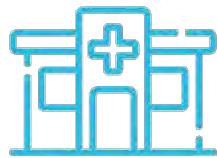
OCCUPATIONAL HEALTH AND SAFETY

A return to more normal business operations resulted in significant increases to the injuries and incidents reported during the quarter. Follow up with has been made with each individual following the injuries, there was one injury that required further medical treatment and resulted in a Workcover claim. The Lost Time Injury Frequency Rate (LTIFR) for Peninsula Leisure sits at 0.00. This means that 0.00 employees will suffer an injury/illness that results in missing one or more shifts in 12.77 years (the length of time it takes Peninsula Leisure to work 1 million hours).



64

Total Minor Injuries



7

Total Major Injuries



63

Total Incidents



17

Total Staff Injuries

COMMUNITY CONTRIBUTIONS

Our mission at Peninsula Leisure is to inspire our community to engage in physical activity and recreation. We continued to live this mission in Q2 through:

- Pines Christmas Pool Party: With 250 free sausages eaten, 80 Santa gifts to local children, and over 350 total attendances, our Pines community celebrated the end of Term 4 with a Free Family Friday like no other. Using paid and organic, this event on Facebook has a reach of over 48,200 (reach is the number of people who saw your post at least once). Our Free Family Fridays also kicked off in the quarter, with 5 events to date welcoming.
- Frankston City Council Magical Christmas Carols activation: The local Carols sold out well ahead of the event, and with a perfect evening of weather, the whole event received rave reviews from the community. Through paid sponsorship, two PARC Group Exercise instructors warmed the crowd up with two fun, energetic performances that got the crowd up, moving and feeling the festive vibe. This event provided great community brand exposure and sentiment.
- PARC Christmas surprise and delight: To continue the festive spirit, we organised a small gift giveaway for members and casual visitors in the week before Christmas. Patrons were randomly gifted a pack of Christmas shortbread biscuits, branded with PARC, and were happily received.
- Advocacy for the funding of Pines Masterplan: In partnership with Frankston City Council we kicked off the Pines events season with a visit from the Mayor, and the FCC Recreation Team who used the opportunity to lobby local MP Peta Murphy for funding to upgrade the 40 year old facility, for it to keep serving local schools, clubs and residents across the region.
- Donations and vouchers: With schools and community groups back to it, our requests for donations and sponsorship resumed, seeing us gift 204 vouchers to local groups, to the value of \$5,594.





STAR PROGRAM INITIATIVE - IN THE SPOTLIGHT

Excitingly, the prolonged closure enabled a dedicated focus towards the scoping and development of a plan to better support recovery of the critical swim teacher shortage experienced at PARC and across the country for the past two years.

The problem

Recruiting and retaining Swim Teachers has been the greatest challenge in the recovery period post COVID-19 in PARC Swim. The loss of staff has impacted the program significantly, lessening PARC Swim classes by over 200 per week, seeing PARC Swim membership numbers declined by nearly 900 students. Although helpful, the rate of current swim teacher recruitment simply does not cover the current demand.

A solution

Peninsula Leisure developed a bespoke **Swim Teacher Active Recruitment 'STAR' Program!**

Launched in October, this program consists of two key components, both aiming to solve the two major barriers to employment; the upfront costs of becoming qualified and the time it takes before the candidate can be employed and then remunerated.

Current PARC stars

After an overwhelming level of interest, the PARC STAR program fielded more than 60 applications and selected 11 candidates for the pilot. The candidates are readying for their final assessment in February before they can become fully qualified Swim Teachers for the PARC Swim program.





FINANCIAL TRACKING

Q2 Summary Position

The 2022FY has been one of the most difficult of years faced by Peninsula Leisure since opening in September 2014, with the facility closed for 96 days or 26.3% of the year-to-date (assuming no further lockdowns before 30 June 2022). As outlined below, the extended closures have had a significant impact on income generation, with the Management team working incredibly hard to minimise expenditure during the period, and remain agile and ready to re-open as quickly as permitted.

	DECEMBER QUARTER		YEAR TO DATE		
	ACTUAL	BUDGET	ACTUAL	BUDGET	VARIANCE
INCOME					
Management Services Fees	\$530,000	-	\$530,000	-	\$530,000
Contract Income - Pines	\$119,730	\$107,206	\$228,935	\$214,412	\$14,532
User Fees	\$1,471,667	\$2,859,959	\$2,403,495	\$6,008,266	(\$3,604,771)
SUB TOTAL	\$2,121,397	\$2,967,166	\$3,162,430	\$6,222,679	(\$3,060,248)
EXPENDITURE	\$2,125,837	\$3,136,234	\$3,700,842	\$6,363,536	\$2,662,694
NET SURPLUS (DEFICIENCY)	(\$4,439)	(\$169,068)	(\$538,411)	(\$140,857)	(\$397,554)

WHAT'S COMING UP NEXT QUARTER

Quarter Three is an exciting period for us, as we start to build momentum in our recovery efforts. Some key activities include:

- Progressing the PARC and PINES Business plan objectives; including kicking off the implementation project for our new Point of Sale and Membership Platform,
- Evaluating and the sharing the results of our in-depth Customer Satisfaction Survey results, used in part to inform and commencement of our new Service Improvement Process,
- The Aquatic and Recreation Industry Awards, which see Peninsula Leisure nominated for 11 categories,
- Results of our January school holiday programming at PARC and Pines, and
- Delivery of a series of activations and engagements with the broader Frankston Community.



Executive Summary

12.8 Amendment of the Road Management Plan

Enquiries: (Luke Ure: Infrastructure and Operations)

Council Plan

Level 1:	4. Well Planned and Liveable City
Level 2:	4.2 Improve connectivity and movement and provide transport choices to the community, including walking trails and bike paths

Purpose

To seek Council approval for community engagement on the proposed amendments to the Road Management Plan.

Recommendation (Director Infrastructure and Operations)

That Council:

1. Receives and notes the report;
2. Authorises the Chief Executive Officer to give notice of Council's intention to amend its Road Management Plan and to invite public submissions, in accordance with section 54(6) of the Road Management Act 2004 and regulation 10 of the *Road Management (General) Regulations 2016* (Regulations);
3. Notes that the written report regarding the review of the Road Management Plan and the proposed amendment will be available for public inspection in accordance with the Regulations; and
4. Notes that any submissions will be heard and considered by Council at its meeting on 26 April 2022, prior to deciding whether to adopt the amended Road Management Plan.

Key Points / Issues

- Pursuant to Section 54 of the Road Management Act, Council is required to undertake a review of its Road Management Plan (RMP) in four yearly intervals in accordance with the Road Management (General) Regulations 2016.
- Under the Regulations, the Review and Amendment processes are prescribed as two separate exercises in which a road authority can make amendments to its Road Management Plan.
- Council last reviewed its RMP in 2021 and the findings of this review were adopted by Council on 31 May 2021. The outcomes of the review are available to the public on Council's website.
- Officers have now amended Council's current RMP to incorporate the findings of the review.
- Officers are seeking approval for the public notice of the Amendments of the Road Management Plan until 1 April 2022, and to present the outcomes of the public submissions at the 26 April Council Meeting prior to adoption of the amended Road Management Plan.
- A number of amendments to the current RMP are recommended based on the outcomes of the review undertaken in 2021 (Attachment A). These amendments are predominantly administrative and are aimed primarily at improving internal processes and resource management rather than to address a service deficiency.

12.8 Amendment of the Road Management Plan**Executive Summary**

- The amendments to the RMP can be categorised as follows:
 - Administrative adjustments as specified
 - Adjustments to the Inspection Regime
 - Adjustments to the Reactive Maintenance Service Standards
 - Adjustments to the Management of Unexpected Renewal Works
 - Updates and enhancements to the Public Road Register
 - Continued development of Council's Asset Management and Information System (FAMIS)
- Following Council endorsement in May 2021, it is now recommended that implementation of amendments 31 and 32 of the review (Attachment A) is deferred, to be incorporated into revisions of Council's standard drawings for civil infrastructure construction and future revisions of the RMP.
- In addition, amendments 39, 40, 41, and 42 have been now been incorporated into the proposed Amendment to the RMP, following further assessment by officers in relation to the management of pram crossings, drainage pits and kerb and channel infrastructure.
- In order to comply with the Road Management (General) Regulations 2016, Council is required to give public notice advising the completion of the amendments to the current Road Management Plan and to make copies of the updated RMP available for public inspection or copying (at Customer Service Centres and online) for a period of 28 days.
- The amended RMP and Public Road Register will be available online and at the Civic Centre in Frankston for public inspection from February 22 2022 to 1 April 2022.
- Public notice will be given in the Herald Sun and via a Government Gazettal (Attachment B).

Financial Impact

There are no financial implications associated with this report. The Review has not identified any significant increases to service standards and as a result, no additional funding or budgetary adjustments are required.

Consultation**1. External Stakeholders**

As detailed in the recently amended Road Management (General) Regulations 2016 there is no requirement to undertake consultation during the Review of the RMP. However, once Council has received and noted the Review a public notice must be published highlighting the outcomes of the Review and stating Council's intention to leave the RMP intact or amend it.

Public notice of the amendments to the RMP will be given in the Herald Sun and via a Government Gazettal. Copies of the amended RMP will also be made available for public inspection online and at the Civic Centre in Davey Street Frankston in accordance with the Road Management General Regulations (2016).

12.8 Amendment of the Road Management Plan**Executive Summary****2. Other Stakeholders**

Internal consultation has been undertaken with key stakeholders including the Operations, Capital Works Delivery, Commercial Services, Engineering Services and Sustainable Assets departments. Feedback has informed the proposed amendments to Council's RMP.

Analysis (Environmental / Economic / Social Implications)

An effective RMP ensures a high standard of public amenity and enhances Frankston's ability to attract and retain local businesses and provide economic stimulus for the municipality.

A safe and efficient road and footpath network is essential for community connection and community satisfaction. The identification and elimination of hazards in the network is a critical risk management activity.

Insurance premiums can be expected to be lower than for a Council that does not have an adopted RMP.

The impact on the environment is considered when treating hazards. Examples are footpath re-alignment to avoid trees and the use of alternative materials. Council officers will continue to investigate opportunities to improve management of vegetation within the road reserve in line with industry best practice.

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 Road Management Act provides Council the opportunity for a policy defence against civil liability claims associated with its management of the road network. The making of a RMP and compliance with the standards set in the RMP are necessary for this policy defence to be effective.

In addition to a policy defence against public liability claims, an RMP provides a number of other benefits including, but not limited to:

- More proactive management of road and road-related assets (asset management);
- Mitigation of public safety risk;
- Greater transparency in road maintenance decision making processes;
- Improved auditability of performance;
- Reduced insurance premiums.

Policy Impacts

The Road Management Act 2004 allows a road authority to establish a policy position through the development and implementation of an RMP. Under the Act, Council can define standards that relate to inspection, maintenance and repair of its road and road related assets that are commensurate with its resources both financial and physical. Compliance with the standards set in Council's RMP is necessary to maintain an effective policy defence.

12.8 Amendment of the Road Management Plan**Executive Summary**

Council's Asset Management Policy also supports and compliments the RMP Review to ensure that Council is constantly monitoring its management practices and provides responsible guardianship of the community's road and related assets.

Officer's Declaration of Interests

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

Risk Mitigation

If complied with, the RMP provides Council with a policy defence against civil liability claims associated with management of roads within the municipality.

In order to comply with the proposed RMP amendments, in particular the changes to the maintenance and inspection service levels, it is critical that Council has and maintains an effective asset management to facilitate and monitor compliance and to facilitate analysis for improvement opportunities or reallocation of resources.

Considering compliance to the RMP is integral to maintaining an effective policy defence, Council must ensure its service standards, systems and staff are all appropriately aligned, managed and commensurate of its ability to resource and fund the implementation of the RMP. Failure to do so may leave Council exposed to personal and property claims and loss of reputation.

Proposed amendments identified in the Review aim to minimise risk exposure and improve alignment with service standards under current resource levels.

Conclusion

As prescribed in the Road Management (General) Regulations 2016 and in accordance with Section 54 of the Road Management Act (2004) Council has now completed its amendments to the Road Management Plan (2019).

It is recommended that Council endorses public notice of the amendment to the RMP from February 22 2022 to 1 April 2022 in accordance with the Road Management General Regulations (2016).

ATTACHMENTS

Attachment A:[↓](#) RMP Amendments 2021-22 - Proposed Amendments

Attachment B:[↓](#) Public Notice - RMP Amendment 2022 - Government Gazette



Attachment A – Proposed Amendments to the RMP 2019

Amendment No.	Proposed Amendment	RMP Reference
Administrative		
1.	Include a note under the desirable physical features of roads and footpaths that it needs to be subject to Council's discretion.	3.1 – Road & Path Hierarchies
2.	Update references to Council's construction standard drawing in RMP where required.	Entire Document
3.	Include water meters in list of assets managed by utility service providers.	C.6
4.	Include information of management of hazards / safety issues caused by other service providers assets – Council may wish to seek reimbursement if required to manage these hazards for an extended period.	C.6
5.	Update referenced regulations including: Road Management (General) Regulations (2016) and Road Management (Works and Infrastructure) Regulations (2015).	C.6
6.	Clarify figure 5 – the line at the road is the face of kerb (edge of trafficable width).	C.3 – Driveways (Vehicle Crossovers)
7.	Table 6 – change Local Access Road desirable kerb to rollover or barrier.	B.1 – Road Hierarchy
8.	Table 6 – change KCAA posted speed limit to 30-40km/h.	B.1 – Road Hierarchy
9.	Footpaths standards to be updated to 1.5m.	B.2 – Path Hierarchy
10.	Add bike grates to drainage defects (DE-006) so that they are addressed as part of reactive maintenance.	E.2.1 - Defect Intervention Levels (table 10)
11.	Add in new footpath defect for damaged grates located in a footpath. These need to be replaced per Council's Standard Drawings.	E.2.1 - Defect Intervention Levels (table 10)
12.	Provide further clarification on the road grading program. Grade road and unsealed road shoulder surface to maintain safety on 6 month cycle (more frequent on high traffic roads). Shape will be reassessed every 2 years and brought back to design standard with additional material if required.	E.4.2 – Routine Maintenance
13.	Include photos of defects within table 10 showing signs, line marking, reflectors etc. with less than 50% reflectivity.	E.2.1 - Defect Intervention Levels (table 10)
14.	Include on page 125 under 'not included in this RMP', off street carparks and associated signs and line marking.	C1 – Assets Managed in Accordance with this Plan



Amendment No.	Proposed Amendment	RMP Reference
15.	Provide a map and/or Council's schedule of zone works in the RMP, and include references to this map & schedule in routine maintenance and inspection sections of the Plan.	Appendices
16.	Include reference to the reporting and monitoring framework including RMP service levels and works management performance to ensure compliance to the RMP and enable any deficiencies to be identified and rectified promptly.	4.4 Performance Monitoring & Review
17.	RV-REA-005 Stump Removal – clarify what is potentially 'hazardous' to users (RV-012) – use same wording as in RV-012	E.4.1 Reactive Maintenance
18.	Change RV-REA-007 Weed Control activity description to - Removal of weeds/grasses resulting in fire management risk or affecting sight distance for vehicles and traffic management.	E.4.1 Reactive Maintenance & Defect Intervention Levels (Table 10)
19.	Include bollards and boundary fencing for assets constructed by a property owner and provide direction on how to handle these if they are hazardous and posing high risk to road users.	C.5 Assets Constructed by Property Owner
20.	Remove the Public Road Register from the Road Management Plan document and keep as a separate appendix. This will make updating the register easier to manage.	Attachment A – Public Road Register
21.	Update Code of Practice for Electric Safety (Electric Line Clearance) Regulations 2015 to 2020 in defect RV-001.	E.2.1 - Defect Intervention Levels (table 10)
22.	Include "fencing" as an example of assets constructed by property owner.	C.5 Assets Constructed by a Property Owner
23.	Update description of DI-003 to "DI-003 Broken frames that no longer support the pit lid securely".	E.2.1 - Defect Intervention Levels (table 10)
Managing Unexpected Renewal Works		
24.	Increase distressed area of asphalt and concrete footpaths to 20 square meters or greater.	E.5 – Managing Unexpected Renewal Works
25.	Increase distressed area of asphalt and concrete shared paths to 25 square meters or greater.	E.5 – Managing Unexpected Renewal Works
26.	Increase distressed area of sealed roads from 10 square meters to 50 square meters or greater.	E.5 – Managing Unexpected Renewal Works

Amendment No.	Proposed Amendment	RMP Reference
27.	Change kerb and channel unit of measure to "lineal" meters	E.5 – Managing Unexpected Renewal Works
Defect Intervention and Maintenance Service Levels		
28.	Change RV-002 to maintain a minimum 1m trafficable width in accordance with Australian Standards and vegetation height must be 25mm or greater (pathway tripping defect) and representing a tripping hazard.	E.2.1 - Defect Intervention Levels (table 10)
29.	RV-REA-002 Pruning - Street Trees & Shrubs – roadway height clearance of 4.5m (RV-004) and lateral clearance of 200mm from back of kerb (RV-005) is not achievable in some situations, particularly on local roads. This intervention is appropriate for Major and Collector roads but more discretion is needed for Local Access Roads, Service Roads and Laneways. Where clearance cannot be met, cautionary signage is to be provided however this may result in numerous signs being installed in a close proximity. Need to better define defect intervention levels for vegetation management and distinguish between low risk and high risk defects. External professional advice is being sought and will be incorporated in the amended RMP.	E.2.1 - Defect Intervention Levels (table 10)
30.	Change RV-015 to – Weeds/Grass >500mm high, within 1.5m of back of kerb/shoulder during the fire danger period	E.2.1 - Defect Intervention Levels (table 10)
31.	Add new shared path defect intervention for hazard clearance – Hazard which may result in cyclist losing control or being injured if struck within 1m of either side of the shared path (or 0.3m if the hazard is a fence or smooth obstacle aligned parallel to the path) as per the Australian Standards. Include defect in SP-REA-005 Clear Obstructions - Shared Path	E.2.1 - Defect Intervention Levels (table 10) & E.4.1 – Reactive Maintenance (table 19)
32.	Add new shared path defect intervention – Slope/batter within 1m from edge of shared path steeper than 1:6 as per Australian Standards. Include defect in SP-REA-005 Clear Obstructions - Shared Path	E.2.1 - Defect Intervention Levels (table 10) &
33.	Update SP-REA-005 Clear Obstructions - Shared Path reactive work activity description to include: If the hazard cannot be removed that it needs to be managed appropriately with signage/reflectors/fencing etc. where available to do so.	E.4.1 – Reactive Maintenance (table 19)
34.	Change B-REA-003 to raise a request with Melbourne Water to clear out debris around bridges / major culverts and log the reference number as Council is not permitted to clear the debris.	E.4.1 – Reactive Maintenance (table 19)

Amendment No.	Proposed Amendment	RMP Reference
35.	Crack Sealing RS-REA-003 – should be based on a square meter as opposed to linear meter. Change RS-005 intervention level to 15mm wide and more than 5m2.	E.2.1 - Defect Intervention Levels (table 10)
36.	Update frequency of routine drainage maintenance D-ROU-001 Clear Blocked Drainage Pits and D-ROU-002 Open Drain Maintenance to a 4 yearly cycle and include monthly/quarterly frequencies for critical drainage assets as identified.	E.4.2 – Routine Maintenance
37.	Include warning signs as part of Road and Road Related defect inspections	E.2.5 Road & Road Related Defect Inspections
38.	Add new defect intervention level for wheel rutting / depressions which are >50mm depth under a 1.2m straight edge on sealed road surfaces.	E.2.1 - Defect Intervention Levels (table 10)
39.	F-REA-001 - Concrete Footpath Maintenance Add Pram Ramp Gradient Where achievable and practicable Footpath Gradient should be not steeper than 1 in 8 as Per Council standard drawing. SD 320	E.2.1 – Defect Intervention Levels (table 10) & E.4.1 – Reactive Maintenance (table 19)
40.	Kerb and Channel K-REA-001 Add new Kerb and Channel defect intervention K-004 Displacement > 100mm at kerb adaptor with broken outlet pipe Kerb adaptor and surrounding kerb to be replaced.	E.2.1 – Defect Intervention Levels (table 10) & E.4.1 – Reactive Maintenance (table 19)
41.	D-REA-001 Clear Blocked Drainage Pits Update DI-001 with the thresholds DI-001 - Debris in pit impeding >50% of pipe flow to outlet pipe	E.2.1 – Defect Intervention Levels (table 10) & E.4.1 – Reactive Maintenance (table 19)
42.	D-REA-003 Drainage Pit Structure Maintenance Add new defect intervention DE-001 - Debris Blocking >50% of pit inlets	E.2.1 – Defect Intervention Levels (table 10) & E.4.1 – Reactive Maintenance (table 19)
Public Road Register		
43.	Update road and pathway listing in the Public Road Register in accordance with the outcomes of the annual review.	Attachment A – Public Road Register
44.	The frequency of updating Council’s Public Road Register should be annually at a minimum and as required throughout the year.	2.3 Approach to Maintaining the Public Road Register
45.	Separate date of creation and date of cessation into 2 columns in the Public Road Register.	Attachment A – Public Road Register

Draft public notice – to be published in the Victoria Government Gazette on Thursday, 3 March 2022, in the Herald Sun and on Council's website.



Road Management Act 2004

Notice of intention to amend Road Management Plan

Frankston City Council ('Council') gives notice pursuant to section 54(6) of the Road Management Act 2004 and regulation 10 of the Road Management (General) Regulations 2016, of its intention to amend its Road Management Plan ('RMP'). The proposed amendment follows a review of the RMP during 2020-21 which was received and noted by Council at its meeting on 31 May 2021.

The purpose of the proposed amendment is to effect administrative improvements which will enhance Council's road management processes and practices to ensure compliance, including enhancements to staff training, works management in Council's asset management system and an enhanced reporting and monitoring framework.

The roads, classes of roads and road related infrastructure affected by the proposed amendment are listed in Council's Register of Public Roads.

The written report regarding the review of the RMP and the proposed amendment may be obtained or inspected at the Civic Centre in Davey Street, Frankston, or on Council's website: www.frankston.vic.gov.au

Any person who is aggrieved by the proposed amendment may make a submission to Council on the proposed amendment. Submissions should be marked 'Proposed Road Management Plan Amendment', and should be addressed to: Coordinator Asset Planning, PO Box 490, Frankston, Victoria, 3199, and must be received by 5pm on Friday, **1 April 2022**. Submissions may also be hand delivered to the Civic Centre, or emailed to info@frankston.vic.gov.au

Any person requesting to be heard in support their submission is entitled to be heard before Council or be represented by a person acting on their behalf, at the Council meeting on 26 April 2022. Submitters should note that Council maintains a public register of submissions received during the previous 12 months. Unless a submitter requests to the contrary, copies of submissions (including the submitters' names and addresses) may also be included in the Council meeting agenda and minutes, which are a permanent public record, and which are published on Council's website.

Phil Cantillon
CHIEF EXECUTIVE OFFICER

Executive Summary**12.9 S6 Instrument of Delegation Council to Members of Staff**

Enquiries: (Brianna Alcock: Corporate and Commercial Services)

Council Plan

Level 1:	6. Progressive and Engaged City
Level 2:	6.5 Support transparent and evidenced based decision making through sharing council data and clear reporting on our measures of success to the community

Purpose

To adopt the *S6 Instrument of Delegation – Council to Members of Staff*, which has been updated to reflect a new position and a changed position title, since it was last adopted by Council at its meeting on 15 November 2021.

Recommendation (Chief Financial Officer)

That Council, in the exercise of power conferred by the Local Government Act 2020 and the other legislation referred to in the *S6 Instrument of Delegation - Council to Members of Staff* ('Instrument'):

1. Resolves that the powers, duties and functions specified in the Instrument be delegated to staff, subject to the conditions and limitations specified in the Instrument;
2. Authorises the Instrument to be signed and sealed;
3. Notes that:
 - a. the Instrument will come into force immediately upon the affixing of the common seal of Council and will remain in force until Council determines to vary or revoke the Instrument;
 - b. when the Instrument comes into force, the previous Instrument which was adopted by Council on 15 November 2021 will be revoked; and
 - c. the powers, duties and functions set out in the Instrument are exercised in accordance with any guidelines or policies that Council may from time to time adopt.

Key Points / Issues

- At its Ordinary Meeting on 10 July 2017, Council resolved that:

“Appointment and revocation (including the reasoning) of staff delegation between Ordinary meetings be reported and must be kept up to date.”
- Council has the power under the Local Government Act 2020, to delegate to a member of its staff any power, duty or function of a Council under this Act or any other Act.
- Local government cannot operate efficiently if Council does not delegate the majority of its powers, duties and functions to Council staff.
- This update takes into account two key changes, including; a new position titled Freedom of Information and Legal Officer (FOILO) requiring delegated powers; and changing an existing position title Chief Financial Officer (CFO) to Director Corporate and Commercial Services (DCCS) as a result of a recent directorate name change.

12.9 S6 Instrument of Delegation Council to Members of Staff**Executive Summary**

- The new directorate name was implemented in response to a staff survey held as part of the Chief Financial Directorate Excellence Awards in November 2021. The new name reflects the various responsibilities of the departments within the directorate. It was formally approved by the CEO and the change commenced from 1 January 2022.
- A marked up version of the changes to the S6 Instrument of Delegation – Council to members of Council staff is attached as Attachment B.

Financial Impact

There are no financial implications associated with this report.

Consultation

1. Internal Stakeholders

Council officers were consulted as part of this review, to ensure that any updates are accurate and meet the operational requirements.

2. Other Stakeholders

Maddocks lawyers provide a model document for the S6 Instrument of Delegation to various councils as guidance and this has been adhered to in this Instrument of Delegation update.

Analysis (Environmental / Economic / Social Implications)

Delegation of powers enables efficient decision making on behalf of Council for delivery of services to the community.

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

The Local Government Act 2020, as well as other legislation, makes provision for the appointment of delegates to act on behalf of Council and a requirement to review all delegations within twelve months of an election.

Policy Impacts

There are no known policy impacts for 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

Failure to update the Instruments of Delegation on a regular basis to accommodate required changes to legislation, organisational structure and position title changes may result in operational inefficiency and lead to decisions becoming invalid. This may also result in financial or reputational consequences.

12.9 S6 Instrument of Delegation Council to Members of Staff**Executive Summary****Conclusion**

The Instrument of Delegation maintains Council's powers, duties and functions that are delegated to staff.

It is recommended that the *S6 Instrument of Delegation - Council to Members of Staff* be updated to take into account position changes since it was last adopted by Council at its meeting on 15 November 2021.

ATTACHMENTS

Attachment A: [⇒](#) Draft - S6 Instrument of Delegation - Council to Members of Staff
(*Under Separate Cover*)

Attachment B: [⇒](#) Marked up version S6 Instrument of Delegation - Council to
Members of Staff (*Under Separate Cover*)

Executive Summary

12.10 Community Grants Program

Enquiries: (Tim Bearup: Communities)

Council Plan

- | | |
|----------|-----------------------------------------------------------------------|
| Level 1: | 2. Community Strength |
| Level 2: | 2.4 Targeting community needs through development programs and grants |

Purpose

To provide Council with the findings and recommendations from the Frankston Community Grants Program review and seek approval to implement the changes outlined.

Recommendation (Director Communities)

That Council:

Draft Community Grants Policy 2022-2026 (Policy):

1. Notes the draft Policy;
2. Endorses the recommendation that the draft Policy be publicly exhibited for a period of 4 weeks;
3. Seeks a report back by no later than June 2022 to consider for adoption the Policy, taking into account any feedback received by the community;
4. Notes the supporting draft Child & Youth Inclusion Grant and Community Service Partnership Guidelines to the Draft Community Grants Policy 2022-26, which may be subject to amendment in-line with any changes to the adopted Community Grants Policy;

Proposed changes to current Community Grants Program structure and funding:

5. Notes that the draft Policy to be publicly exhibited comprises the following key features:
 - a. The Annual Lease Obligation grants is renamed 'Properties Management Commitments' commencing 2022-2023 financial year;
 - b. The establishment of a Community Grants Panel that includes community members, Councillor representatives and subject matter experts from within Council to support the assessment of the Annual Community Grants;
 - c. The merger of the 'Student Scholarship Grants', 'Youth Grants' and 'Inclusion Support Grant' into a new grant entitled 'Child & Youth Inclusion Grants' and refers the recommended funding allocation of \$40,000 for consideration in the 2022/23 financial year budget planning process;

Annual Grants

6. Refers \$125,000 for the Annual Grants Program (an increase of \$60,336) to 2022/23 financial year budget planning process;

Standing Grants / Community Service Partnerships

7. Endorses to amend the 'Standing Grants' to become a new triennial grant entitled 'Community Service Partnerships' commencing 22/23 FY;
8. Commits to the 2022/23, 2023/24 and 2024/25 Budgets the appropriation of the following annual funding allocations to the below recipients under the Community Service Partnership Grant, with these amounts to be subject to an annual CPI

12.10 Community Grants Program**Executive Summary**

adjustment and their allocations subject to the accountabilities outlined in the grant program:

General Recipients

McClelland Sculpture Park and Gallery	\$50,000
Peninsula Community Legal Centre	\$45,000
Frankston State Emergency Service (SES)	\$26,851
The Alliance for Gambling Reform	\$25,000
Women's Spirit Project	\$25,000
Frankston Toy Library	\$15,000
Frankston U3A	\$10,000
Pines Men's Shed	\$5,000
Langwarrin Men's Shed	\$5,000
Frankston Life Community (Christmas Lunch)	\$5,000
Centenary Park Golf Club	\$7,600
Frankston Rotary	\$3,500
Rotary Club of Frankston Sunrise	\$1,500

Seniors Groups

Chinese Seniors Citizens Club	\$500
Carrum Downs Over 55s Club	\$500
Carrum Downs Senior Citizens Club	\$500
Carrum Downs Sri Lankan Seniors	\$500
East Frankston Over 55s	\$500
Frankston Filipino Seniors Support Group	\$500
Greek Senior Citizens Club of Frankston & Peninsula	\$500
Greek Elderly Womens Club of Frankston & Peninsula	\$500
Italian Seniors Club of Frankston	\$500
Polish Seniors Citizens Club	\$500
Raduga Russian Seniors Citizens Club	\$500
Seaford Senior Citizens Club	\$500

Community Centre recipients:

Belvedere Community Centre	\$44,875
Langwarrin Community Centre	\$44,875
Lyrebird Community Centre	\$44,875
Orwil Street Community House	\$44,875
Nairn Marr Djambana Community	\$44,875

9. Notes that the total recommended budget allocation to the Community Grants program in 2022/23 is \$751,664, which would be a net increase of \$214,274 from the 2021/22 financial year.; and
10. Resolves for Attachment H - 'Standing Grant EOI Submission List' to be retained confidential as it contains private commercial information (*Local Government Act 2020 S3 (1) (g)*). These grounds apply because it contains private business information and would impact the reputation of Council if prematurely released.

Key Points / Issues

- At its Ordinary Meeting on 23rd May 2017 OM301, Council resolved to endorse the current Community Grants Policy 2017-2021 (Attachment C).
- The policy was due for review in April 2021, however its revision was delayed due to a broader review being undertaken of the current grants program.

12.10 Community Grants Program**Executive Summary**

- At its Council Meeting on 19th July 2021 CM12 Update on Coronavirus (COVID-19) and Recovery Grants Program, Council resolved that a consultant be engaged to undertake a review to inform the 2022-23 Community Grants and Standing Grants budget, with a Council report including recommendations for discussion prior to the 2022-23 budget period.
- The Mayor, Councillors, Council Officers, community groups and community organisations were invited to provide feedback and community input on the review of the Community Grants program.
- As part of the review process, Council's grants program was bench-marked against six other nearby councils. These findings have informed the recommendations provided.
- The draft Community Grants Policy 2022-2026 (Attachment D) has been revised and strengthened to reflect the feedback and community input from the review of the Community Grants program.
- Areas where the Policy has been significantly strengthened relate to aligning with the Council Plan and Community Vision, streamlining categories and providing a clearer administrative process.
- Grants are one of many ways in which local governments invest in their local communities. It is important to note that aside from any direct grant allocation, a significant number of community organisations benefit from one or more of a range of investments such as:
 - access to Council land
 - access and/or tenancy in Council buildings
 - skills and support from Council Officers
 - advocacy to state and federal government
- The recommendations include an additional allocation of funding towards the Community Grants in order to better respond to the needs of community groups and individuals, address existing inequities within the current program, and to better align with the level of investment seen from other LGAs in the broader region.

Proposed Changes to Administrative Processes

- Through the benchmarking process, a number of neighbouring councils reported that they have been able to achieve a fairer process and reduce the administrative burden on the organisation by establishing a community panel for grant assessments. Many Councils involve community members and subject matter experts within Council.
- The Community Panel is tasked with undertaking the assessment of all Annual Grants applications, and then the final recommendations come to Council for consideration and adoption. The Community Panel can include Councillor representatives, or also operate without them.

This approach increases the independence of the assessment process and empowers the community by being part of the process. Council still ultimately determines the final allocations.
- The grants consultant found that the existing practice of trying to spread the limited grants budget allocation to the maximum number of applicants

12.10 Community Grants Program

Executive Summary

had led to allocations that were of low monetary value and much lower than the amount applied for. This meant that applicants did not receive sufficient funds to meet the outcomes for which they applied.

- o The following statement in response to the survey from one of the grant recipients highlights this point:

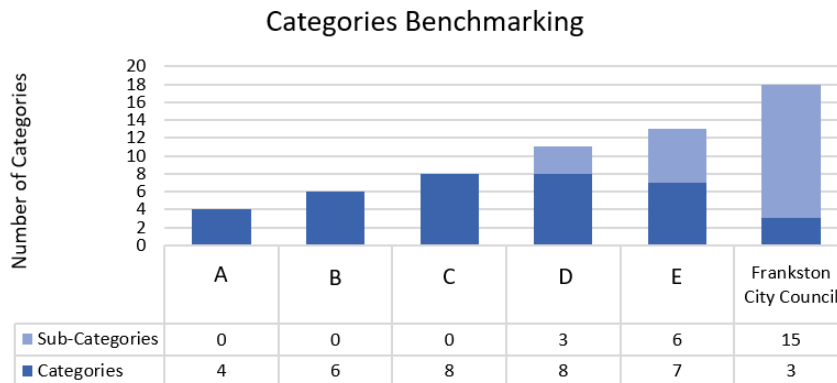
“With pre-Covid-19 grants we have had to supplement the required amount for the particular project and being not for profit, it was hard. The grant that was given [financial year 2020-2021, during COVID-19 when grant amounts were increased] was spot on where the amount covered 98% of project, putting less financial stress on our group...”

Proposed action(s):

- o Adoption of the revised Community Grants policy that applies to all the grant-streams under the Community Grants Program and includes a range of administrative improvements to the grant assessment process (including reducing the practice of spreading grant allocations ‘too thin’).
- o That a community panel incorporating community representatives, Councillor representatives and subject matter experts be established to assess the Annual Community Grants according to criteria set out in the Annual Community Grants guidelines.

Proposed Changes to Better Streamline Categories

- o Currently, there are three community-related-grant programs; Community Grants, Miscellaneous Grants and Standing Grants. Each grant program then spreads into multiple sub-categories (please see attachment F for current categories).



- o As shown in the chart above, Frankston City Council has the highest number (18) of grant categories/subcategories compared to other nearby bench-marked Councils. The high number of grant categories generates significant administrative work due to multiple assessment processes, separate reporting and allocation requirements for each grant.
- o In addition, community members have reported confusion over the years regarding which grants can be applied for due to multiple categories and similar grant names. A number of sub-categories names are similar and there is insufficient distinction between them.
- o The Community Grants Program has also had various new sub-categories added over time, and at times with no additional funding allocation to

12.10 Community Grants Program**Executive Summary**

accompany it, thus it has diluted the budget allocations to other grant sub-categories.

Proposed action(s):

- The draft Policy recommends a structured process to apply in circumstances whereby the introduction of a new grant is being considered. This process includes an opportunity for appropriate internal and external consultation and some analysis to ensure its intended benefits can be achieved without unintended dilution/confusion relating to the existing grants.
- The draft Policy's scope is proposed to include all Council grants targeted to individuals and/or not-for-profit groups and organisations.
- Attachment D identifies the proposed revisions to the grant categories and characteristics.
- Outlined below are details regarding the recommendations for amending the grants program to address the issues identified. This includes some funding increases, a proposal to merge all child & youth related grants as well as rebranding the Standing Grants Program and other related measures.

Proposed Changes to Specific Grant-StreamsChild & Youth Related Grants

- The existing 2021/22 budgeted grant funding allocation is as follows:
 - Student Scholarship Grants - \$10,000
 - Inclusion Support Grants - \$20,000
 - Youth Grants - \$10,000 (State Government Funded)
- Please note that Youth Grants can no longer be funded under the new Victorian Government Engage Funding Guidelines.

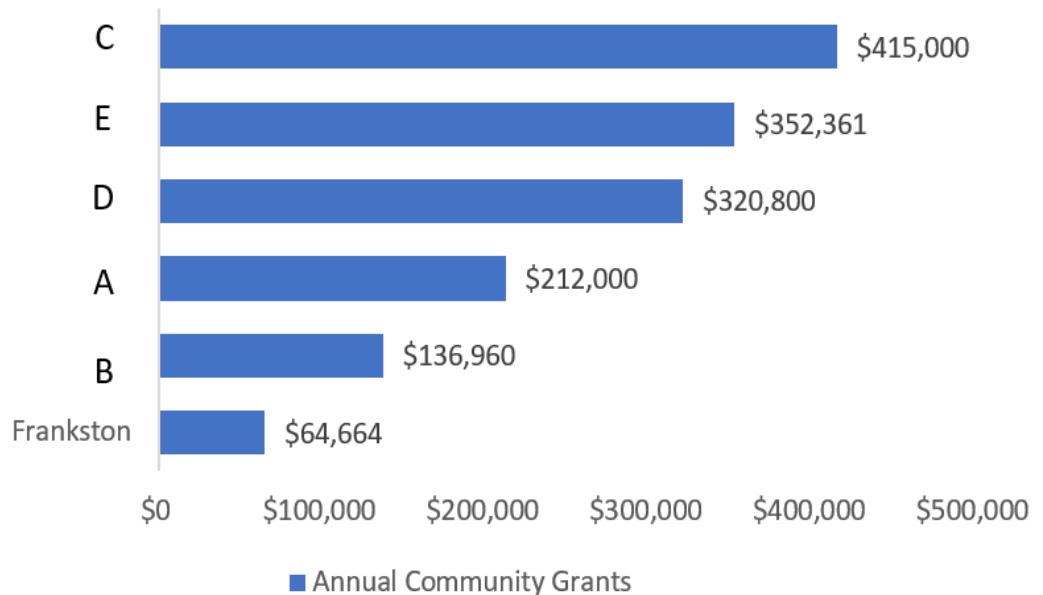
Proposed action(s):

- Officers recommend the merge of 'Student Scholarship Grants', 'Youth Grants' and 'Inclusion Support Grant' into a new grant category under 'Community Grants' called 'Child & Youth Inclusion Grants' to streamline all child and youth related grants.
- Given the low values involved, the Child & Youth Grants are proposed to be assessed for eligibility by the Community Grants Officer and where relevant a Youth Service officer and approved by the Manager Community Strengthening on a monthly basis until funds are expended for each financial year. All allocations would continue to be regularly reported to Council.
- The funding allocation recommended for the 'Child & Youth Grant' category is \$40,000 for 2022/23 financial year (net increase of \$10,000 towards supporting young people participating in formal education and recreational programs and activities – noting this is a high priority area in the 2021-2025 Council plan).
- The \$40,000 funding pool would be allocated as follows
 - \$20,000 for education/ pathway related activities

12.10 Community Grants Program

Executive Summary

- \$20,000 for recreational related activities

Annual Community Grants (Nearby LGA Benchmarking)

- Compared to other benchmarked Councils, Frankston has the lowest allocation for Annual Community Grants category at \$64,664 (as per chart above).
- As the primary vehicle used by Council to consider and allocate funding to local organisations on an annual basis – this limited budget has been found to be inadequate. This has at times resulted in many organisations receiving less funding than what they applied for and need (due to having to spread the funding too thin to try to support worthy applications).

Proposed action(s):

- It is recommended that the Annual Community Grants funding allocation be increased to \$125,000 to better support local organisations and provide more adequate amounts to successful applicants (net increase of \$60,336).

Standing Grants

- For the purpose of this report, Standing Grants are defined as non-competitive grants for 3 recurrent years allocated to specific community organisations.
- Historically, Frankston City Council's Standing Grant recipients are determined by Council and have remained largely the same for numerous years.
- In the most part, the allocated budget has not increased in several years and nor has CPI been applied. These grants are also not open to public submission which does not allow for new recipients to apply.

12.10 Community Grants Program**Executive Summary**

- Existing Standing Grants recipients (excluding Frankston State Emergency Service) have been required to complete an annual application.
- There is insufficient clarity within existing definitions and rationale as to why some organisations receive the Standing Grants versus applying via the competitive annual community grants.
- The current 2021/22 Standing Grants recipients (excluding community centres) consist of:
 - McClelland Sculpture Park and Gallery* \$50,000
 - Peninsula Community Legal Centre \$45,000
 - The Alliance for Gambling Reform \$25,000
 - Frankston Toy Library \$25,700*
 - Frankston State Emergency Service (SES) \$26,851
 - Centenary Park Golf Club \$3,500

Total = \$176,051

**Still funded from the Standing Grants budget, but was considered and allocated separately by Council.*

- The City of Casey and Greater Dandenong have a similar program to Frankston's Standing Grants and these Councils have a process of assessment by an internal panel against set criteria prior to Council endorsement.
- Kingston Council award a triennial partnership grant to organisations after they have applied and been successful over 3 consecutive years in being allocated an annual Community Grant to support their operating costs. Similarly, other Councils also review recipients on average every 3 years to provide more certainty and reduce administrative time for community organisations.
- There are a number of regular Annual Community Grant recipients that may benefit from receiving a Standing Grant, however presently there is no clear opportunity to apply.
- Council regularly receives low level annual grant applications for general operations from several seniors groups each year. Senior citizen groups have reported that they find the application process to be onerous. The majority of neighboring Councils have reported that they provide a triennial grant to support seniors groups in their area. There are currently 12 senior groups in Frankston that have been a previous recipient of the Community Grants Program. In previous years, Council has generally provided each senior group that has applied approximately \$500 through the competitive Annual Community Grants program. There is a strong rationale to add each of these seniors groups to the standing grants allocations.
- Frankston has a relatively low Standing Grants funding pool at \$389,557 as compared with the benchmarked Councils.

12.10 Community Grants Program**Executive Summary**

- Current Standing Grants recipients and previous successful Annual Community / Recovery Grants recipients (221 organisations) were invited to express their interest in the Standing Grants Program between December 13, 2021 and January 14, 2022.
- There were 28 EOIs received, seeking standing grants ranging from \$2,000 to \$430,000, totalling \$941,068 excluding one submission who did not provide an exact requested amount (Refer to Attachment H).

Recurrent Properties Management Grants

- In addition to the organisations listed above, Frankston Lifesaving Club and Seaford Lifesaving Club receive a recurrent annual grant under the Standing Grants, as agreed upon in their lease obligations.
- Frankston Lifesaving Club receive an annual grant with a fixed component plus Consumer Price Index (CPI), the CPI is calculated against the percentage of the total rental paid by Waves restaurant. The allocation to Seaford Life Saving Club was a result of impacts on the club kiosk during the redevelopment of the Club, in 2019. Following a request from the club, it was agreed that an annual grant funding would be indexed in line with the Consumer Price Index (CPI).
- The 2021/22 lease obligation allocation was:
 - \$9,128.71 to Frankston Lifesaving
 - \$2,709.14 to Seaford Lifesaving Club

Community Centres

- There is significant variation in the Standing Grant amounts that Council allocates to its five community-operated community centres.

Centre	Current Standing Grant	Centre Net Assets
Belvedere Community Centre	\$ 17,600	\$ 118,318
Langwarrin Community Centre	\$ 21,000	\$ 309,533
Lyrebird Community Centre	\$ 44,875	\$ 149,220
Orwil Street Community House	\$ 20,000	\$ 111,862
Nairn Marr Djambana	\$ -	\$ 85,245
TOTAL	\$ 103,475	

- The Lyrebird Community Centre is funded at a level that appears reasonably balanced when reviewing the other benchmarked LGAs (See Attachment G). Council's other three Community Centres receive less than half of that allocated amount. This discrepancy appears to be based on historical precedence rather than any specific assessment of differences between the services.
- Each Community Centre receives some Neighbourhood House Coordination funding (approx. \$80K) from the State Government. In more recent times Nairn Marr Djambana was added to this list of Community Centres supported by the State Government. This remains the only State-funded Community Centre in municipality that Council does not contribute to via a Standing Grant. As per the proposed actions below, it is recommended that this be remedied by ensuring that

12.10 Community Grants Program**Executive Summary**

all of the Community Centres receive an equitable grant amount. It is recommended that the grant amount for all community centres be increased to the same amount allocated to the Lyrebird Community Centre (\$44,875).

Toy Library

Given the important service provided by the Frankston Toy Library it is recommended that they continue to be a recipient of a Standing Grant. However, in order to provide improved parity with other LGAs and relative parity within Council's own Standing Grants program, it is recommended that the Toy Library's Standing Grant allocation be reduced from \$25,700 to \$15,000 per annum (see Attachment G). It should be noted that Council also supports the Toy Library through the provision of a large dedicated community space for peppercorn rent.

The Toy Library has indicated that if this funding were to be reduced, the impact on its operations would likely result in reduced opening hours and reduction of current 3-4 employed casual staff. Staffing costs are approximately \$65,000 per year. The operational model they use is to employ staff rather than rely on volunteers as they believe this improves the safety measures in relation to the children they work with at the Toy Library. It was also reported that a reduction in service (days open) may also result in a reduction of membership. The pandemic has already resulted in a significant loss in their membership, a decrease of 400 members. Other sources of income such as fundraising has been limited due to COVID-19.

Proposed action(s):

Standing Grants FY 2022/23 (AKA Community Service Partnership Grants)

Timing

- That Council make a determination in February 2022 regarding the 22/23 recipients and the allocated amounts so that affected groups have sufficient notice before the end of the current funded period (ending 30 June 2022).

Renamed Category: Community Service Partnerships Grant

- Officers recommend that the Standing Grants Program be ceased in its current form as of 2021/22 FY and replaced with a new triennial grant category under the Community Grants Program called 'Community Service Partnership Grant' supported by revised Grant Guidelines.
- It is proposed that the 'Community Service Partnership Grant' be available to not-for-profit community organisations that provide continuous and relatively unique/specialist service to the community and where their programs align with Council's strategic goals. The grant will be supported by revised grant guidelines (see attachment B).
- Successful recipients are to be allocated the grant each year on a recurrent basis for three years. At the end of the three year period, recipients will be required to re-apply for the Community Service Partnership Grant.
- The following groups are recommended to be Community Service Partnership Grant recipients in 22/23 FY (and recurrent for a total of three years):

12.10 Community Grants Program**Executive Summary***Golf Charity Days*

For a number of years, Council has consistently supported three golf charity days held each year in Frankston. The Centenary Park Golf Club hold a Charity Golf Day and this has been funded as a recurrent commitment from Council's standing grants.

A second golf charity day is delivered by Rotary Club of Frankston Sunrise each year, similarly has been funded from other operational budgets over the years.

The third golf charity day is delivered by Frankston Rotary each year, and this has been funded from other operational budgets over the years. Frankston Rotary have expressed that without the full requested amount of \$7,600 that it would be unlikely that they proceed with the event and would need to discuss with their committee.

Both Frankston Rotary Club and Centenary Park Golf Club are requesting funding for Centenary Park Golf Course green fees however Frankston Rotary Club's event is held on the weekend resulting in a higher fee. Rotary Club of Frankston Sunrise are requesting funding support and in turn would offer free a team admission ticket for Council as a key supporter.

For the purposes of parity and consistency, it is recommended that Council either fund all of these events or none of them. There is some risk to funding these events given that any other community group could operate a charity event (golf or other), and it would present some difficulty to justify why these organisations are supported recurrently for 3 years and others are not. However, if Council wishes to support it, the Standing/Partnership grants provides a formal means to support these activities which would be subject to review and potential alternative allocation in 3 years' time.

If all three (Centenary Park Golf Club, Rotary Club of Frankston Sunrise and the Frankston Rotary) are to be supported, it is recommended that a standing grant/community service partnership grant of \$7,600 for Frankston Rotary Club, \$3,500 for Centenary Park Golf Club and \$1,500 for Rotary Club of Sunrise be allocated per annum for three years.

It should be noted that of the \$7,600 allocated to Frankston Sunrise Rotary, approximately \$2,900 of this would ultimately be returned to Council via the green fee payment arrangements that has been established with the contractor at Centenary Park Golf Course.

Approved Seniors Groups

It is recommended that Council support an allocation of \$6,000 to enable a \$500 grant (recurrent for three years) to be allocated to approved seniors groups through the proposed 'Community Service Partnership' Grant.

U3A

It is recommended that U3A are allocated \$10,000 per year (recurrent for three years) to support their unique service to senior residents in Frankston municipality.

12.10 Community Grants Program**Executive Summary***Pines Mens Shed and Langwarrin Men's Shed*

It is recommended that both the Pines and Langwarrin Men's Sheds are allocated \$5K each per annum to support the important and unique work these two services deliver.

Women's Spirit Project

The Women's Spirit Project provides a mentoring, support network and walk-event participation opportunity for vulnerable women within the Frankston area and surrounds. The integrated program delivered is of quite a unique nature in the area, and it includes a key focus on supporting and empowering women which is strongly aligned with Council's strategic priorities. It is recommended that \$25,000 is allocated to support this initiative.

Toy Library

As identified above, it is recommended the Toy Library Standing Grant allocation be reduced from \$27,500 to \$15,000 per annum (plus CPI).

McClelland Gallery

Council has separately considered the financial needs of McClelland Gallery in the period ahead. In the 21/22 FY, Council elected to allocate \$50K to the Gallery (separately to the Standing Grants) to directly support their Senses program for kindergarten children, however there was no decision as to whether this amount should continue to be allocated beyond that 1 year period. A determination is required from Council in relation to supporting the continuation of funding support for the Senses kindergarten program and related subsidised access. At this stage, the \$50,000 allocation for this program has been retained in the recommendations.

Frankston Life Community

It is recommended that Frankston Life Community be allocated \$5,000 per year to support their community Christmas lunch event for the vulnerable and disadvantaged members of the community.

Community Centres

In order to address the existing inequity and also provide the additional financial support required by the Community Centres across Frankston, it is recommended that:

- a) The grant allocated to each of Community Centres is increased to the same level as the current highest recipient, and that annual CPI increases are to be added.
- b) A Community Service Partnership Grant of equal value is also allocated to support the operations of Nairn Marr Djambana.

12.10 Community Grants Program

Executive Summary

Organisation	Existing Allocation	Recommended Allocation	Additional cost
Belvedere Community Centre	\$ 17,600	\$ 44,875	\$ 27,275
Langwarrin Community Centre	\$ 21,000	\$ 44,875	\$ 23,875
Lyrebird Community Centre	\$ 44,875	\$ 44,875	\$ -
Orwil Street Community House	\$ 20,000	\$ 44,875	\$ 24,875
Nairn Marr Djambana	\$ -	\$ 44,875	\$ 44,875
	\$ 103,475	\$ 224,375	\$ 120,900

New Category: Properties Management Commitments

- Officers recommend that Frankston Lifesaving Club and Seaford Lifesaving Club annual lease obligations grant be managed under a new category called 'Properties Management Commitments' as of financial year 2022/23. This will provide a clear distinction between the Lifesaving Clubs current unique processes in comparison to the proposed Community Service Partnership Grant process. The committed funding allocation for 2022/23 financial year is \$9,128.71 plus CPI for Frankston Lifesaving and \$2,709.14 plus CPI to Seaford Lifesaving Club; total of \$11,838 plus CPI.

Financial Impact

The following table outlines the previous 4 years of Community Grant budgets together with the proposed allocation for 2022/23 financial year. The total funding sought for Community Grants in 22/23 is \$751,664. This would represent a net increase of \$214,274 from the 2021/22 FY to 2022/23 FY.

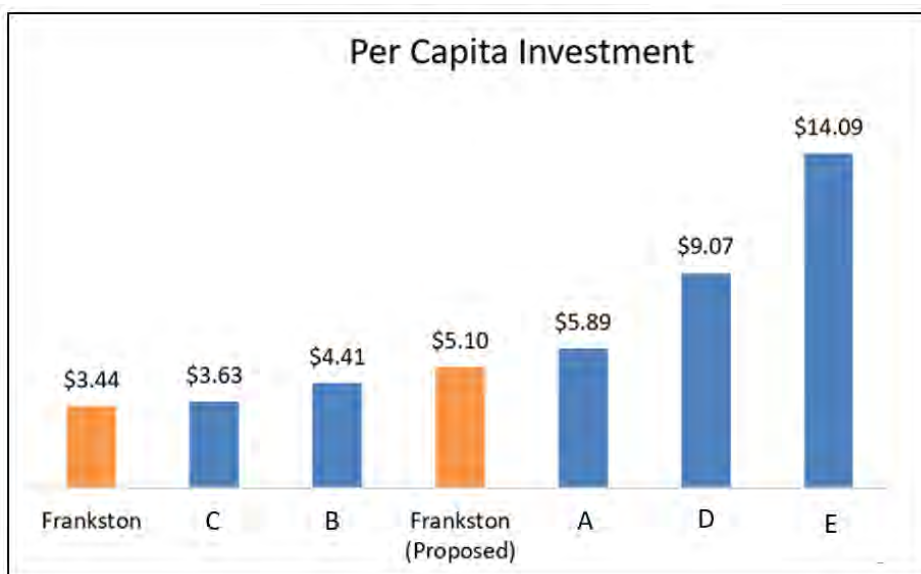
Grant Name	Allocated 2018/19	Allocated 2019/20	Allocated 2020/21	Allocated 2021/22	Proposed 2022/23
Urgent		\$6,000			\$10,000
Quick Response	\$3,750	\$3,948			
COVID-19 Urgent			\$50,000	\$15,000	
Environmental Sustainability	\$5,000	\$6,000	\$5,000	\$5,000	\$10,000
Child & Youth Inclusion					\$40,000
Youth	\$10,000	\$10,000	\$10,000	\$10,000	
Youth Action	\$5,000	\$6,000			
Inclusion Support	\$3,750	\$3,948	\$25,000	\$20,000	
Representative Sport	\$3,750	\$3,948			
Student Scholarship			\$30,000	\$10,000	
Community Group Membership Drive	\$5,000	\$6,000			
Charitable Support	\$3,750	\$3,948			
Neighbourhood	\$5,000	\$6,000			
Heritage			\$40,000	\$40,000	\$40,000
Annual Community	\$64,665	\$64,665			\$125,000
COVID-19 Recovery			\$450,000	\$60,000	

12.10 Community Grants Program

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Standing / Comm S. Partnership (exc lease obligations)	\$389,557	\$415,096	\$401,199	\$377,559	\$454,826
Property Management Commitments					\$11,838
Arts Project			\$32,000	\$30,000	\$30,000
Creative Industries PD			\$20,000		
Major Local Events				\$20,000	\$30,000
TOTALS	\$489,222	\$519,553	\$1,053,199	\$537,390	\$751,664

In relation to benchmarked Councils, the allocation amount proposed would move Frankston from the lowest allocation per capita (\$3.44) to a more central position amongst LGA peers (\$5.10).



It is also noteworthy that although there are some highly advantaged areas within the Frankston municipality, there are also some other suburbs that still have very high rates of socio-economic disadvantage. Specifically, there are areas in Frankston that are identified as being within the top 4% of the most disadvantaged suburbs/localities in Australia according to latest SEIFA data from the ABS. This context underlines the importance of the community strengthening work undertaken by local community organisations, along with the funding support that they receive from Council to help them undertake this work.

If Council were to increase the recurrent funding to the Community Grants Program as outlined, consideration would need to be given to how this could be managed within the global Council budget moving forward.

12.10 Community Grants Program
Executive Summary**Consultation****1. External Stakeholders**

The Community Strengthening Department engaged consultant Heather Johnson from Your Future Options to undertake a holistic review of Frankston City's community grant opportunities. This included:

- Review of funding provided to community groups and individuals by the Council
- Review the structure of the grant categories through which funding is available
- Assess the criteria of each category of funding for any given funded activity, in consultation with internal stakeholders
- Benchmark of services with other Councils as a point of reference to inform the evaluation
- Consultation by way of feedback surveys with various internal and external stakeholders (that is, Councillors, officers, and grant recipients etc.) to evaluate the customer experience and effectiveness of the program
- Provide a detailed briefing of the findings of the community grant review; and
- Recommendations report for improvements as required

Council Officers also undertook a funding model review for independently-run centres with group and individual meetings with Committees of Management and staff, this included Belvedere Community Centre, Langwarrin Community Centre, Lyrebird Community Centre and Orwil Street Community House. Officers also consulted with representatives from Nairn Marr Djambana.

Other Stakeholders

The consultant undertook a number of internal consultations with the following

- Acting Community Grants Officer (Program integration Officer)
- Coordinator Social Policy & Planning
- Team Leader Recreation; Recreation Officer; Recreation Development Officer
- Libraries Manager
- Senior Youth Workers
- Coordinator Environmental Services
- Coordinator Environmental Policy and Planning
- Community Engagement Officer
- Senior Coordinator Communications Engagement & Participation
- Coordinator Advocacy & Strategic Partnerships
- Senior Strategic Planner
- Coordinator Community Development Projects
- Manager Community Strengthening & Coordinator Neighbourhood Inclusion
- Councillors: Liam Hughes, David Asker, Brad Hill, Sue Baker, Deputy Mayor Nathan Conroy

12.10 Community Grants Program**Executive Summary****Analysis (Environmental / Economic / Social Implications)**

Community Grants provide important support to strengthen the ability of many groups to operate and provide vital community support. Many groups contribute countless volunteer hours, skills and support well beyond the value of funding allocations made.

One of the community grants is also focussed specifically on environmental initiatives (Environmental Sustainability Grants) to encourage organisations to support the Greening our Future Environment Strategy (2021-2024).

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.

Policy Impacts

The Community Grants Program Policy is due for review as described in this report.

The draft revised Community Grants Policy has been reviewed by the Governance Team.

Officer's Declaration of Interests

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

Risk Mitigation

Council supports a vast number of groups and individuals each year through its community grants program.

The operations of some long-standing grant recipients may be adversely impacted if funding does not continue in the way that it currently does, particularly in relation to the standing grants recipients. In order to minimise associated risks, decisions are sought from Council on these matters in February 2022, so that groups can be informed of the outcome and there remains some time to plan accordingly before the end of current funded year.

To ensure there is accountability and oversight of these allocated grants, each recipient is required to sign a grant agreement that includes a range of obligations to be met. Successful community organisations and group recipients are required to complete an acquittal form within 12 months of being funded, with any leftover funding returned to Council. The Community Grants Officer assesses these acquittals to ensure that grant conditions have been followed including proper accounting of funding provided, and that funds were spent for the agreed purpose. Recipients who have not previously complied with grant acquittal requirements are deemed ineligible for future grants.

Conclusion

Arising from the community grants review, it is evident there are a number of opportunities to strengthen Council's grant making activities.

Proposed changes include improvements to the administration, structure, assessment, alignment with strategy and also to the funding levels associated with Council's various grant streams.

12.10 Community Grants Program

Executive Summary

ATTACHMENTS

- Attachment A: [↓](#) Draft Child & Youth Inclusion Grant Guidelines
- Attachment B: [↓](#) Draft Community Service Partnership Grant Guideline
- Attachment C: [↓](#) Community Grants Policy 2017-2021 (Existing)
- Attachment D: [↓](#) Draft Community Grants Policy 2022-2026
- Attachment E: [↓](#) FY 2018/19 (standard) Community Grant Categories
- Attachment F: [↓](#) Proposed Grant Categories Allocation and Characteristics
- Attachment G: [↓](#) Information regarding existing Standing Grant Recipients
- Attachment H: Standing Grant EOI Submission List - **CONFIDENTIAL**
- Attachment I: [↓](#) Standing/Partnership Grant Recommended List



Child & Youth Inclusion Grants

Education & Pathway: Up to \$600

Recreation: 75% of fees or up to \$200

Description

Frankston City Council values and supports young people. As part of the 2021-2025 Frankston City Council Plan and Health and Wellbeing Plan, the Child & Youth Inclusion (CAYI) Grant aims to support young people in participating in formal education and recreational programs and activities.

Funding supports the inclusion of the following Frankston residents who are experiencing financial disadvantage:

- **Education & Pathway:** 12-24 year olds who do not have the financial means to purchase required materials and equipment, or cover course fees for formal education, training and career aspirations
- **Recreation:** 5-18 year olds who do not have the financial means to pay for compulsory fees and/or uniform to participate in recreational activities within Frankston municipality (e.g. school camps, sporting activities, creative activities including dance, music or art)

Applications are reviewed and assessed on a monthly basis.

Eligibility

Applicants must:

- Be a Frankston municipality resident or student
- Be a person experiencing financial disadvantage who holds a health care or pension concession card. Other supporting evidence of financial hardship may be considered as part of the application on a case-by-case basis.
- Clearly express the benefits of the item/service in their application. Letter of support from the applicant's school or service provider is highly regarded.
- Be aged between 12-24 years and applying for materials, equipment or course fees that are required for school, training and/or career aspirations for education and pathway related activities.
- Be aged between 5 and 18 years and applying to a not-for-profit recreational club or group that is based in Frankston municipality for recreation related activities



Applicants will be ineligible if:

- They have been a recipient of a previous CAYI Grant for the same activity within the same financial year (assistance can be provided for more than one family member per financial year)
- The requested recreational activity is outside of Frankston municipality (education or training activities can be outside of Frankston City)
- Seeking retrospective funding for purchases/activities that have already been completed
- Service provider is receiving other Council funding for the activity or item (e.g. applicant applying for uniform from a club receiving funding to purchase uniforms)
- Requesting funding that would otherwise be covered by another funding source, such as Federal or State Government
- Service provider has not previously complied with grant conditions (including unable to properly account for prior funds; have not spent funds for the agreed purpose; or have not returned a detailed accountability form for previous year's community grants)
- Applicant is a staff member, immediate family member, Councillor or contractor to Frankston City Council

Funding Conditions

Education and Pathway related activities

- Once approved for education or training course, applicants must join their nominated school, TAFE or University within 12 months of notification of successful grant

Recreation related activities

- Once approved for a recreational activity, applicants must join their nominated club within 8 weeks from the date of approval

General

- Council will pay the service provider directly for item or services on receipt of invoice; not the applicant, parent or guardian
- Service/item provider must provide Council with an invoice by June 30 of the same financial year. Invoices not received prior to June 30 will be forfeited.

Service provider are required to complete an accountability form within 12 months of receiving the funding. Acquittal reports must provide information that the grant was expended in line with the requested expenditure. Council *may* accept extension for this requirement on a case by case basis. Request for extension must be sent in writing to the applicable Council officer, outlining the reason for the extension and any substantial changes to their funding activity throughout the funding period.

- Notify Council of any substantial changes to their funding activity throughout the funding period
- Return to Council an unspent or contractually uncommitted funds by the completion of the financial year for which the grant was given, where such funds equal 5% or more of the original grant provided and total \$50 or more. Unexpended or uncommitted funds of less than \$50 will be foregone by Council. Unexpended or uncommitted funds will not be reallocated to new activities unrelated to the original purpose of the grant in the same funding period, or into the subsequent financial year without prior approval by grant's delegate.



Community Service Partnerships Grant

Description

Frankston City Council aims to deliver inclusive and accessible support, programs and community spaces to build resilience and community strength in the community through the grants program. Council acknowledges that many community groups and organisations have significant specialist expertise to deliver community services that meet community needs.

This grant is available to not-for-profit community organisations that provide continuous and significant service to the community where their programs align with Council priorities.

Community organisations include:

- Neighbourhood Houses or Community Centres (NHs/CCs)
- Senior Groups
- Organisations with high priority specialist service provisions
- Volunteer Emergency Service Organisations

Funding will be provided on a recurrent three-year fixed term basis for ensuring ongoing operations of the organisation. The funding will be offered and key milestones negotiated through a three-year Service Agreement with the following annual reporting requirements:

1. Key milestones to be reported to Council
2. Acknowledgement of Frankston City Council
3. Adherence to acquittal requirements

Organisations or groups who have been a recipient of a Community Grant and not receiving Community Service Partnership Grants *may* be invited by Council to apply for a Community Service Partnership Grant in the next funding period upon application. Organisations or groups applying must demonstrate their ability to meet the criteria and have met funding requirements for previous Council Grants.



Eligibility

Applicants must be:

- Not-for-profit
- A community group or organisation
- Incorporated under the *Associations Incorporation Reform Act 2012* or commenced the process of incorporation (evidence will be required)
- Located within the geographical boundaries of Frankston City and/or servicing a significant number of Frankston City residents
- Offering activities, programs and projects to the general community without discrimination or restriction

Applicants will be ineligible if:

- They are a commercial and/or profit making organisation, political party or hosting a political event
- Activities or programs provided are the responsibility of another level of government (such as education, health); or are the responsibility of a group under their incorporation or lease/license agreement (including recurrent expenses and capital works)
- Hosting activities, programs and projects outside of Frankston City
- Seeking retrospective funding for activities, programs and projects that have already started or have been completed
- Requesting funding that would otherwise be covered by insurance
- Requesting funding for capital works and capital expenses including vehicles, air conditioning units and machinery
- They have not previously complied with grant conditions (including not properly accounting for prior funds; not spending funds for the agreed purpose; or not returning a detailed accountability form for previous year's community grants)
- They are unable to provide an annual report and/or annual general meeting minutes; financial statement and current public liability insurance certificate
- Staff, Councillor or contractor to Frankston City Council.

Funding Conditions

- All Community Service Partnership Grants allocations are subject to Council approval
- Approved organisations will receive annual installments of their funding after agreed funding agreement milestones have been accomplished
- During the funding period, organisations and community groups must have current public liability insurance
- Where organisations hold lease agreements with Council, delivery of the grant Funding Agreement will form part of lease obligations
- Funding Agreements and the level of reporting requirements will be commensurate with the level of funding received
- Community Service Partnership Grants are subject to a funding review including CPI in accordance with Council's annual budget planning process
- NHs/CCs must comply with license agreement and must be open for at least as many hours as they receive DHHS coordination funding



Assessment Criteria

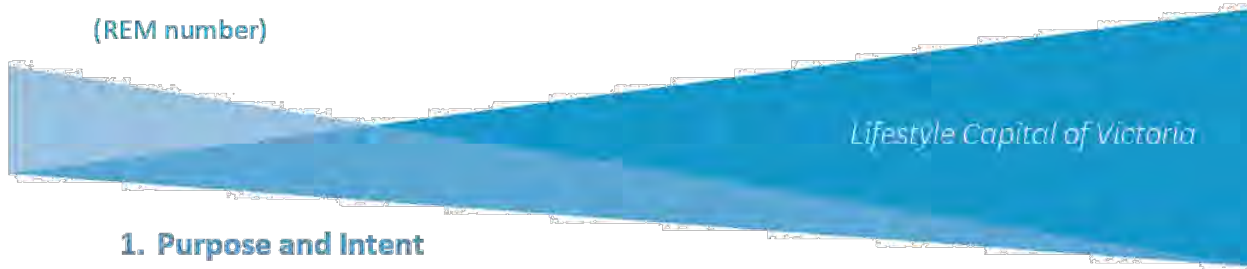
The following criteria and weighting are considered **essential** and are listed in order of importance:

	Criteria	Weighting
Criterion 1	Direct community benefit: Evidence of the number of Frankston residents who will benefit directly from Council's contribution to the service or program is required; including access to disadvantaged or vulnerable community members.	30%
Criterion 2	Community Need: Support, programs and community spaces should relate to identified community needs, anticipated community benefit and be reflected in the annual business plan. Support, programs and community spaces that are inclusive and accessible to the community, increase in community resilience, education and engagement should be highlighted.	25%
Criterion 3	Access: Support, programs and community spaces should be open and accessible to members of the public for the maximum number of hours possible. Activities and programs that are socially, economically, environmentally and physically accessible to all the community should be offered.	20%
Criterion 4	Gap funding: Activity/program is of high benefit to the Frankston community and would otherwise go unfunded if not for Council's contribution. Evidence is required of the exploration of other funding streams. For NHs/CCs, the intention is to provide gap funding for Centre operations not covered by Department of Health and Human Services (DHHS) coordination hours funding.	15%
Criterion 5	Note - Utilities/operational costs: Expenditure that is related to operational and/or utilities must be clearly specified, including measures to decrease utility costs e.g. Appropriate energy-saving rated appliances as these are renewed. Funding of utilities is considered on a case-by-case basis.	10%

Community Grants Program



(REM number)



1. Purpose and Intent

This Policy sets out the process for the development and administration including assessment, approval and funding conditions of the Community Grants Program.

2. Scope

This policy applies to the development, administration, budget process and approval of Community Grants as directed by Council or delegated staff.

The Policy also outlines the role and responsibilities that Community Grant's applicants or recipients in our administration and approval process.

This policy applies to all requests for funding submitted through the Community Grants by Frankston based individuals and not-for-profit community groups and organisations.

This Policy does not apply to Business Grants or other funding programs as outlined in section 5.6.

3. Definitions

Acquittal	means information provided by a grant recipient that ensures that funds have been administered responsibly and in line with conditions of the grant program
Application Guideline	means a document that provides the applicant a guide on eligibility of the specific grant
Auspice	means an agreement where one organisation agrees manage a grant on behalf of another organisation. The auspice is responsible for financial requirements.
Community Grants	means grants usually targeted at individuals and not-for-profit community groups and organisations
Community Organisation	means an entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit for distribution to shareholders or members
Council	means Frankston City Council



Grant	means sum of money given to organisations or individuals with an expectation that the money will be used for an agreed and specified purpose
Incorporated	means an incorporated under the Associations Incorporations Act 1981 or other relevant legislation
Not-for-profit organisations	means an organisations that does not operate for the profit or gain of its individual members
The Act	means the Local Government Act 2020

4. Authorisation

This Policy is managed by the Community Strengthening Department, and is approved by Frankston City's Mayor and Council's Chief Executive Officer (CEO):

Mayor, Frankston City

CEO, Frankston City Council

in accordance with Frankston City Council resolution at its Ordinary Council meeting of xxxx.

5. Policy

5.1 Community Grants Principles

5.1.1 The principles of this policy is:

- Further the aims and objectives of the Frankston City Council by enhancing the social, natural, built and economic aspects of the community as well as contributing to the local economy
- Align with the Council's values, policies, plans and strategies
- Ensure the relationship established by virtue of the grant application will be transparent, produce outcomes of integrity and delivery tangible benefits to the community
- Make certain that the approval of a grant will not involve Frankston City Council in controversial issues such as political or cultural sensitivities, or expose the organisation to adverse criticism
- Encourage cooperation and sharing between community groups to ensure that all residents and organisations benefit from common resources
- Increases the range of, and access to, recreational, social, cultural and environmental activities, programs and services
- Support community development initiatives and socially responsible community activities



- Gives particular consideration to those community groups that can give the greatest benefit back to the community
- Encourages and supports the principles of access and equity
- Identifies those groups, individuals, organisations that make the effort to assist themselves
- Ensures due diligence is applied to all grant applications seeking financial support

5.2 Administration of Grants

5.2.1 Development of Grants; all new grants:

- Must align with existing Council plans and/or strategies
- Must not duplicate or conflict with an existing grant
- Grant names must reflect the grant purpose
- Must be developed in consultation with key internal stakeholders and external stakeholders (when required) including the review of guidelines
- All new grants must be endorsed by Council; details below should be outlined in the Council report
 - Responsible officer(s) or service teams for management and administering
 - Responsible officer(s) or committee for assessment
 - Responsible officer(s) or committee for approval of the grant (grants under \$1,000 can be approved by department manager)
 - Round and assessment frequency

5.2.2 Guidelines

- All grant guidelines will be developed or revised in consultation with key internal stakeholders
- Grant guidelines will include
 - Grant description
 - Eligibility conditions
 - Criteria
 - Funding conditions
- Guidelines can be approved by Department Manager of managing service team

5.2.3 Grants Promotion

- All public grants will be promoted on Frankston City Council website including guidelines, key dates and application link
- All grants will be promoted to relevant stakeholders including grants distribution list
- Grant recipients must seek and gain Frankston City Council's Communications Department's approval for the use of Council logos on any promotional material
- Grant recipients for all grant categories will be noted at the next practicable Council meeting; this process will abide by the Privacy Act.



5.2.4 Application Process

- All applications must be submitted through the SmartyGrants online system with the exemption of Property Management Commitments Grants. Applicants who require support submitting an application are encouraged to seek support from the Community Grants Officer.
- All applications must be completed in full on closure of applications. All supporting documentation requested must be provided. Applications that do not include all the required information will not be accepted.
- All applications must meet the grant's eligibility criteria as outlined on each grant's guidelines
- All eligible applications will be check for eligibility by the Community Grants Officer or nominated Council officer
- Applicants should note that receipt of previous grant in any one year does not guarantee funding in future years.

5.2.5 General Eligibility

Council will not enter into grants with parties who:

- Do not support diversity, tolerance and inclusivity within the community;
- Support programs that create or may present hazards to the community;
- Support programs that do not reflect widely held community standards;
- Contravene State and Commonwealth legislation, Local Laws or Frankston Planning Scheme;
- Commercial and/or profit making organisation, political party or hosting a political event;
- Organisations who are not incorporated under the Associations Incorporation Reform Act 2021, corporation with a volunteer committee, organisations endorsed as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30.15 of the Income Tax Assessment 1997 or auspiced by another incorporated or DGR covered Item 1 organisation that will accept legal and financial responsibility for the project or activity;
- Are currently involved in a tendering or procurement process with the Council;
- Seeking retrospective funding activities, programs and projects that have already started or have been completed;
- Applications not made through the official Council application process ;
- Late or incomplete applications unless Council approval has been given ;
- Applicants with outstanding grant acquittals;
- Community organisations or groups who are for-profit, or applicants operating to support for-profit activity;
- Activities or programs that are the responsibility of another level of government (such as education, health); or are the responsibility of a group under their incorporation or lease/license agreement (including recurrent expenses and capital works);
- Requesting funding that would otherwise be covered by insurance;



- Applicants who are requesting funding for capital works and capital expenses including vehicles, air conditioning units and machinery;
- Applicants who are unable to provide required documents as per application guidelines
- In financial debt with Council or have not previously complied with grant conditions (including unable to properly account for prior funds; have not spent funds for the agreed purpose; or have not returned a detailed accountability form for previous years community grants)

5.3 Budget

5.3.1 Funding Pool

- The funding pool for distribution across the nominated grant categories will be determined as part of the annual Council budget.
- Recommended funding pool will be provided in a report at an Ordinary Council Meeting in June/July of each year by Manager of Community Strengthening
- From time to time when a specific community need arises, Council may provide additional funding for nominated grant categories.
- A review of the Community Grants Program and allocated budgets to determine appropriate funding levels will be conducted as required

5.4 Assessment and Approval Process

5.4.1 Assessment and Approval Process

- Grant applications will be assessed in accordance with the criteria and weighting as outline in each Frankston City Council grant's application guidelines by the nominated person(s) in the table in the delegation section.
- Properties Management Commitments Grants will be assessed on an annual basis in accordance to the lease obligation agreement between Council and the organisation.
- Where possible, assessors will use the SmartyGrants program to assess applications according to criteria.
- Eligible applicants with the strongest alignment with the grant criteria will be awarded the grant until fund allocation is expended.
- The assessment process including decision comments for each grant will be recorded within SmartyGrants
- Persons involved in the assessment of applications must adhere to Council's Conflict of Interest Policy
- Specific grant amount allocations will be approved by the responsible person(s) in the table in the delegation section.
- The Community Grants Committee will be determined by Community Grants Committee Terms of Reference and comprised of
 - 2 Councillors including the Mayor of the Council or his or her nominee (who must be an elected Councillor)
 - Appointed Community Representatives
 - Subject-matter experts within Council

5.4.2 Delegation

Grants	Managed & Administered	Round Frequency	Assessment	Approval for guidelines & recipients
Annual Community	Community Strengthening – Community Programs	Annual	Community Grants Committee assess applications and make funding recommendations to Council	Reported to and approved by Council at a Council meeting annually
Child & Youth Inclusion	Community Strengthening – Community Programs	Open in August and closes when funding pool is expended for the financial year	Assessed by two Community Strengthening Department Officers	Approved by Manager Community Strengthening
Community Service Partnerships	Community Strengthening – Community Programs	Triennial	N/A	Approved by Council every 3 years
Environmental Sustainability	Community Strengthening – Community Programs	Annual	Assessed by criteria by Community Grants Officer, Environmental Services officer and Environmental Policy & Planning officer	Approved by Director of Communities
Properties Management Commitments	Procurement, Property and Risk – Property Strategy & Portfolio and Community Strengthening – Community Programs	Annual	Assessed by Coordinator Property Management	N/A
Urgent	Community Strengthening – Community Programs	Open in August and closes when funding pool is expended for the financial year	Assessed by Community Grants Officer and Coordinator Community Programs	Approved by Director Communities on a monthly basis
Artist	Arts & Culture – Arts Development & Programming	Annual	Assessed by Artist Project Grants Panel	Approved by Director Customer, Innovation and Arts
Major Local Community Events	Arts & Culture - Events	Annual (Seed Funding) Triennial (Triennial Funding)	Assessed by Arts Grants Panel	Approved by Director Customer, Innovation and Arts
Heritage	City Futures – Strategic Planning	Annual	Assessed by two City Future Department Officers	Approved by Manager of City Futures
During Caretaker Period: \$5K and under	As above	Process as normal	Process as normal	Process as normal
During Caretaker Period: All Grants over \$5K	As above	As above	Assessed by grant panel excluding Councillors (if applicable)	Approved by CEO



5.5 Funding Conditions

5.8.1 Recipients of Community Grants Program (where applicable, their nominated item/service provider) will:

- Be recorded through the SmartyGrants system exemption of Property Management Commitments Grants which will be recorded in REM.
- Receive an email notification that will outline the amount awarded, instructions on redeeming their grant and acquittal process. If applicant does not have online access, officers will contact the successful applicant through another contact method (e.g. mobile, letter).
- Provide Council with an invoice for the awarded amount (plus GST if applicable) by June 30 of the same financial year. Invoices not received prior to June 30 will be forfeited.
- Spent funds for the agreed purpose and report on the spending of funding received (grant acquittal) 12 months after funding was received or prior to submission for the next round of the same grant. Acquittal reports must provide information that the grant was expended in line with the requested expenditure.
- Council *may* accept extension for the above requirement on a case by case basis. Request for extension must be sent in writing to the applicable Council officer, outlining the reason for the extension and any substantial changes to their funding activity throughout the funding period.
- Notify Council of any substantial changes to their funding activity throughout the funding period
- Return to Council an unspent or contractually uncommitted funds by the completion of the financial year for which the grant was given, where such funds equal 5% or more of the original grant provided and total \$50 or more. Unexpended or uncommitted funds of less than \$50 will be foregone by Council. Unexpended or uncommitted funds will not be reallocated to new activities unrelated to the original purpose of the grant in the same funding period, or into the subsequent financial year without prior approval by grant's delegate.
- Comply with Federal, State or local laws and regulations while undertaking the funding activity

5.6 Relationship to other funding programs

5.6.1 Frankston Charitable Fund (FCF)

- The Frankston Charitable Fund operates as a not-for-profit independent organisation from Council through the Lord Mayor's Charitable Fund. Its purpose is to raise and distribute funds to community organisations endorsed for Deductible Gift Recipient (DGR) status and Tax Concession Charity (TCC)
- The Frankston Charitable Fund Committee is responsible for setting its own Terms of Reference, guidelines regarding its funding priorities, application methods, assessment and approval processes and final distribution of funds
- While Council is represented on the Frankston Charitable Fund Committee and plays an integral supporting role, it does not have direct management over the use and distribution of the funding pool



5.7 Administrative Updates

- It is recognised that from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

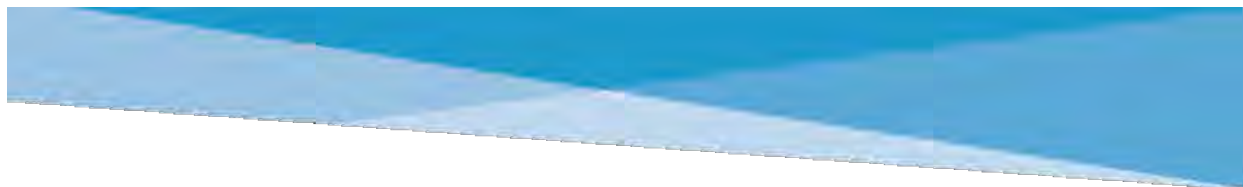
6. Roles and responsibilities

Community Grants Program is the responsibility of Councillors, Council officers and volunteers undertaking work on behalf of Council.

7. Policy non-compliance

Failure to comply with this Policy could result in legislative non-compliance, adverse impacts on the reputation of Council, and poorer outcomes for the community.

Frankston City Council reserves the right to withdraw grant funding with the External Body when they are considered to have not complied with the spirit of the policy and any written agreement entered into as a grant arrangement.



8. Related documents

- Charter of Human Rights and Responsibilities Act 2006
- Local Government Act 2020
- Policy and Planning Framework
- Public Administration Act 2004
- Equal Opportunity Act 2010
- Privacy Act 1988
- Community Grants Program Guidelines, application forms, funding agreements and accountability forms current for that financial year

9. Implementation of the Policy

Following adoption of this Policy (in conjunction with other Related Documents) it will be implemented and monitored.

This Policy is overseen by the Director Communities.

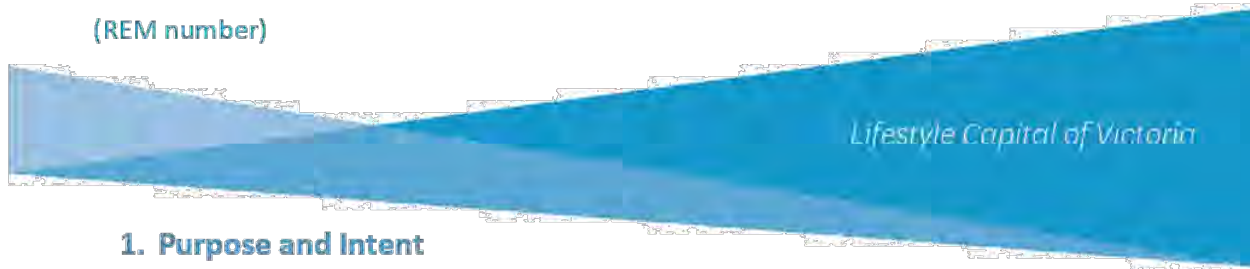
10. Document History

Date approved	Change Type	Version	Next Review Date
April 2014	Revision	Community Grants Policy 2013-2017	April 2014
April 2017	Revision	Community Grants Policy 2017-2021	April 2021
TBA	Revision	Community Grants Policy 2022-2026	April 2026

Community Grants Program



(REM number)



1. Purpose and Intent

This Policy sets out the process for the development and administration including assessment, approval and funding conditions of the Community Grants Program.

2. Scope

This policy applies to the development, administration, budget process and approval of Community Grants as directed by Council or delegated staff.

The Policy also outlines the role and responsibilities that Community Grant's applicants or recipients in our administration and approval process.

This policy applies to all requests for funding submitted through the Community Grants by Frankston based individuals and not-for-profit community groups and organisations.

This Policy does not apply to Business Grants or other funding programs as outlined in section 5.6.

3. Definitions

Acquittal	means information provided by a grant recipient that ensures that funds have been administered responsibly and in line with conditions of the grant program
Application Guideline	means a document that provides the applicant a guide on eligibility of the specific grant
Auspice	means an agreement where one organisation agrees manage a grant on behalf of another organisation. The auspice is responsible for financial requirements.
Community Grants	means grants usually targeted at individuals and not-for-profit community groups and organisations
Community Organisation	means an entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit for distribution to shareholders or members
Council	means Frankston City Council



Grant	means sum of money given to organisations or individuals with an expectation that the money will be used for an agreed and specified purpose
Incorporated	means an incorporated under the Associations Incorporations Act 1981 or other relevant legislation
Not-for-profit organisations	means an organisations that does not operate for the profit or gain of its individual members
The Act	means the Local Government Act 2020

4. Authorisation

This Policy is managed by the Community Strengthening Department, and is approved by Frankston City's Mayor and Council's Chief Executive Officer (CEO):

Mayor, Frankston City CEO, Frankston City Council
in accordance with Frankston City Council resolution at its Ordinary Council meeting of xxxx.

5. Policy

5.1 Community Grants Principles

5.1.1 The principles of this policy is:

- Further the aims and objectives of the Frankston City Council by enhancing the social, natural, built and economic aspects of the community as well as contributing to the local economy
- Align with the Council's values, policies, plans and strategies
- Ensure the relationship established by virtue of the grant application will be transparent, produce outcomes of integrity and delivery tangible benefits to the community
- Make certain that the approval of a grant will not involve Frankston City Council in controversial issues such as political or cultural sensitivities, or expose the organisation to adverse criticism
- Encourage cooperation and sharing between community groups to ensure that all residents and organisations benefit from common resources
- Increases the range of, and access to, recreational, social, cultural and environmental activities, programs and services
- Support community development initiatives and socially responsible community activities



- Gives particular consideration to those community groups that can give the greatest benefit back to the community
- Encourages and supports the principles of access and equity
- Identifies those groups, individuals, organisations that make the effort to assist themselves
- Ensures due diligence is applied to all grant applications seeking financial support

5.2 Administration of Grants

5.2.1 Development of Grants; all new grants:

- Must align with existing Council plans and/or strategies
- Must not duplicate or conflict with an existing grant
- Grant names must reflect the grant purpose
- Must be developed in consultation with key internal stakeholders and external stakeholders (when required) including the review of guidelines
- All new grants must be endorsed by Council; details below should be outlined in the Council report
 - Responsible officer(s) or service teams for management and administering
 - Responsible officer(s) or committee for assessment
 - Responsible officer(s) or committee for approval of the grant (grants under \$1,000 can be approved by department manager)
 - Round and assessment frequency

5.2.2 Guidelines

- All grant guidelines will be developed or revised in consultation with key internal stakeholders
- Grant guidelines will include
 - Grant description
 - Eligibility conditions
 - Criteria
 - Funding conditions
- Guidelines can be approved by Department Manager of managing service team

5.2.3 Grants Promotion

- All public grants will be promoted on Frankston City Council website including guidelines, key dates and application link
- All grants will be promoted to relevant stakeholders including grants distribution list
- Grant recipients must seek and gain Frankston City Council's Communications Department's approval for the use of Council logos on any promotional material
- Grant recipients for all grant categories will be noted at the next practicable Council meeting; this process will abide by the Privacy Act.



5.2.4 Application Process

- All applications must be submitted through the SmartyGrants online system with the exemption of Property Management Commitments Grants. Applicants who require support submitting an application are encouraged to seek support from the Community Grants Officer.
- All applications must be completed in full on closure of applications. All supporting documentation requested must be provided. Applications that do not include all the required information will not be accepted.
- All applications must meet the grant's eligibility criteria as outlined on each grant's guidelines
- All eligible applications will be check for eligibility by the Community Grants Officer or nominated Council officer
- Applicants should note that receipt of previous grant in any one year does not guarantee funding in future years.

5.2.5 General Eligibility

Council will not enter into grants with parties who:

- Do not support diversity, tolerance and inclusivity within the community;
- Support programs that create or may present hazards to the community;
- Support programs that do not reflect widely held community standards;
- Contravene State and Commonwealth legislation, Local Laws or Frankston Planning Scheme;
- Commercial and/or profit making organisation, political party or hosting a political event;
- Organisations who are not incorporated under the Associations Incorporation Reform Act 2021, corporation with a volunteer committee, organisations endorsed as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30.15 of the Income Tax Assessment 1997 or auspiced by another incorporated or DGR covered Item 1 organisation that will accept legal and financial responsibility for the project or activity;
- Are currently involved in a tendering or procurement process with the Council;
- Seeking retrospective funding activities, programs and projects that have already started or have been completed;
- Applications not made through the official Council application process ;
- Late or incomplete applications unless Council approval has been given ;
- Applicants with outstanding grant acquittals;
- Community organisations or groups who are for-profit, or applicants operating to support for-profit activity;
- Activities or programs that are the responsibility of another level of government (such as education, health); or are the responsibility of a group under their incorporation or lease/license agreement (including recurrent expenses and capital works);
- Requesting funding that would otherwise be covered by insurance;



- Applicants who are requesting funding for capital works and capital expenses including vehicles, air conditioning units and machinery;
- Applicants who are unable to provide required documents as per application guidelines
- In financial debt with Council or have not previously complied with grant conditions (including unable to properly account for prior funds; have not spent funds for the agreed purpose; or have not returned a detailed accountability form for previous years community grants)

5.3 Budget

5.3.1 Funding Pool

- The funding pool for distribution across the nominated grant categories will be determined as part of the annual Council budget.
- Recommended funding pool will be provided in a report at an Ordinary Council Meeting in June/July of each year by Manager of Community Strengthening
- From time to time when a specific community need arises, Council may provide additional funding for nominated grant categories.
- A review of the Community Grants Program and allocated budgets to determine appropriate funding levels will be conducted as required

5.4 Assessment and Approval Process

5.4.1 Assessment and Approval Process

- Grant applications will be assessed in accordance with the criteria and weighting as outline in each Frankston City Council grant's application guidelines by the nominated person(s) in the table in the delegation section.
- Properties Management Commitments Grants will be assessed on an annual basis in accordance to the lease obligation agreement between Council and the organisation.
- Where possible, assessors will use the SmartyGrants program to assess applications according to criteria.
- Eligible applicants with the strongest alignment with the grant criteria will be awarded the grant until fund allocation is expended.
- The assessment process including decision comments for each grant will be recorded within SmartyGrants
- Persons involved in the assessment of applications must adhere to Council's Conflict of Interest Policy
- Specific grant amount allocations will be approved by the responsible person(s) in the table in the delegation section.
- The Community Grants Committee will be determined by Community Grants Committee Terms of Reference and comprised of
 - 2 Councillors including the Mayor of the Council or his or her nominee (who must be an elected Councillor)
 - Community Representatives as appointed

5.4.2 Delegation

Grants	Managed & Administered	Round Frequency	Assessment	Approval for guidelines & recipients
Annual Community	Community Strengthening – Community Programs	Annual	Community Grants Committee assess applications and make funding recommendations to Council	Reported to and approved by Council at a Council meeting annually
Child & Youth Inclusion	Community Strengthening – Community Programs	Open in August and closes when funding pool is expended for the financial year	Assessed by two Community Strengthening Department Officers	Approved by Manager Community Strengthening
Community Service Partnerships	Community Strengthening – Community Programs	Triennial	N/A	Approved by Council every 3 years
Environmental Sustainability	Community Strengthening – Community Programs	Annual	Assessed by criteria by Community Grants Officer, Environmental Services officer and Environmental Policy & Planning officer	Approved by Director of Communities
Properties Management Commitments	Procurement, Property and Risk – Property Strategy & Portfolio and Community Strengthening – Community Programs	Annual	Assessed by Coordinator Property Management	N/A
Urgent	Community Strengthening – Community Programs	Open in August and closes when funding pool is expended for the financial year	Assessed by Community Grants Officer and Coordinator Community Programs	Approved by Director Communities on a monthly basis
Artist	Arts & Culture – Arts Development & Programming	Annual	Assessed by Artist Project Grants Panel	Approved by Director Customer, Innovation and Arts
Major Local Community Events	Arts & Culture - Events	Annual (Seed Funding) Triennial (Triennial Funding)	Assessed by Arts Grants Panel	Approved by Director Customer, Innovation and Arts
Heritage	City Futures – Strategic Planning	Annual	Assessed by two City Future Department Officers	Approved by Manager of City Futures
During Caretaker Period: \$5K and under	As above	Process as normal	Process as normal	Process as normal
During Caretaker Period: All Grants over \$5K	As above	As above	Assessed by grant panel excluding Councillors (if applicable)	Approved by CEO



5.5 Funding Conditions

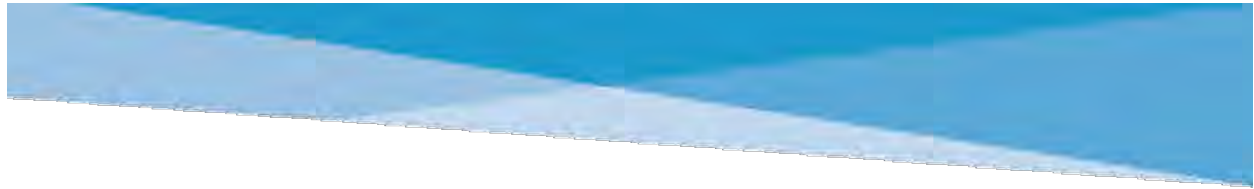
5.8.1 Recipients of Community Grants Program (where applicable, their nominated item/service provider) will:

- Be recorded through the SmartyGrants system exemption of Property Management Commitments Grants which will be recorded in REM.
- Receive an email notification that will outline the amount awarded, instructions on redeeming their grant and acquittal process. If applicant does not have online access, officers will contact the successful applicant through another contact method (e.g. mobile, letter).
- Provide Council with an invoice for the awarded amount (plus GST if applicable) by June 30 of the same financial year. Invoices not received prior to June 30 will be forfeited.
- Spent funds for the agreed purpose and report on the spending of funding received (grant acquittal) 12 months after funding was received or prior to submission for the next round of the same grant. Acquittal reports must provide information that the grant was expended in line with the requested expenditure.
- Council *may* accept extension for the above requirement on a case by case basis. Request for extension must be sent in writing to the applicable Council officer, outlining the reason for the extension and any substantial changes to their funding activity throughout the funding period.
- Notify Council of any substantial changes to their funding activity throughout the funding period
- Return to Council an unspent or contractually uncommitted funds by the completion of the financial year for which the grant was given, where such funds equal 5% or more of the original grant provided and total \$50 or more. Unexpended or uncommitted funds of less than \$50 will be foregone by Council. Unexpended or uncommitted funds will not be reallocated to new activities unrelated to the original purpose of the grant in the same funding period, or into the subsequent financial year without prior approval by grant's delegate.
- Comply with Federal, State or local laws and regulations while undertaking the funding activity

5.6 Relationship to other funding programs

5.6.1 Frankston Charitable Fund (FCF)

- The Frankston Charitable Fund operates as a not-for-profit independent organisation from Council through the Lord Mayor's Charitable Fund. Its purpose is to raise and distribute funds to community organisations endorsed for Deductible Gift Recipient (DGR) status and Tax Concession Charity (TCC)
- The Frankston Charitable Fund Committee is responsible for setting its own Terms of Reference, guidelines regarding its funding priorities, application methods, assessment and approval processes and final distribution of funds
- While Council is represented on the Frankston Charitable Fund Committee and plays an integral supporting role, it does not have direct management over the use and distribution of the funding pool



5.7 Administrative Updates

- It is recognised that from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

6. Roles and responsibilities

Community Grants Program is the responsibility of Councillors, Council officers and volunteers undertaking work on behalf of Council.

7. Policy non-compliance

Failure to comply with this Policy could result in legislative non-compliance, adverse impacts on the reputation of Council, and poorer outcomes for the community.

Frankston City Council reserves the right to withdraw grant funding with the External Body when they are considered to have not complied with the spirit of the policy and any written agreement entered into as a grant arrangement.

DRAFT



8. Related documents

- Charter of Human Rights and Responsibilities Act 2006
- Local Government Act 2020
- Policy and Planning Framework
- Public Administration Act 2004
- Equal Opportunity Act 2010
- Privacy Act 1988
- Community Grants Program Guidelines, application forms, funding agreements and accountability forms current for that financial year

9. Implementation of the Policy

Following adoption of this Policy (in conjunction with other Related Documents) it will be implemented and monitored.

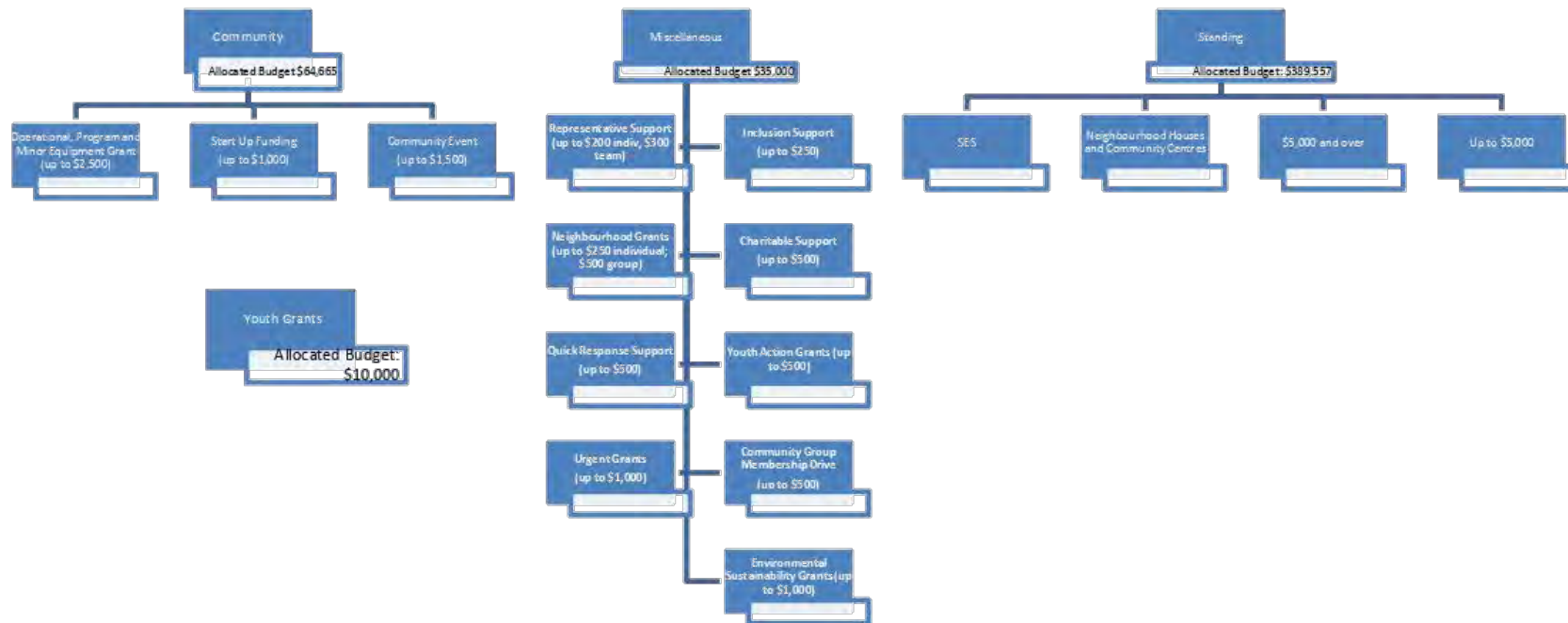
This Policy is overseen by the Director Communities.

10. Document History

Date approved	Change Type	Version	Next Review Date
April 2014	Revision	Community Grants Policy 2013-2017	April 2014
April 2017	Revision	Community Grants Policy 2017-2021	April 2021
TBA	Revision	Community Grants Policy 2022-2026	April 2026



Community Grant Categories – FY 2018/19



TOTAL GRANT ALLOCATION:
 \$489,222

Proposed Grant Categories



Proposed Total Amount:
\$751,664

Proposed Grant Categories Characteristics

Category	Amount	Description	Council Plan or Strategy Alignment
Urgent	Up to \$1,000	Funding to assist grassroots community groups who have a pressing need for support. This funding is for a broad range of items to meet the urgent needs of the organisation (e.g. equipment, rent, utility bills, training, materials etc.) and/or enable the organisation to respond quickly to the immediate needs of the community i.e. supply of food, mental health support, health and well-being initiatives, equipment and community connectedness. Generally this grant would be applied for when specific needs emerge with such urgency and that the applicant is not able to apply for the Annual Community Grants.	2021-2025 Council Plan: Council aims to deliver inclusive and accessible support, programs and community spaces to build resilience and community strength in the community through the grants program
Environmental Sustainability	Up to \$1,000 (5 recipients) Up to \$5,000 (1 recipient)	Funding to support community organisations with environmental and sustainability projects that support the strategic vision for Frankston's future The four key themes are: 1. Protecting and enhancing natural assets 2. Wise use of natural resources 3. Minimising environmental impacts 4. Educating and engaging the community The funding will be distributed to 6 successful recipients; five receiving up to \$1,000 and one grant receiving up to \$5,000	Council's Future Environment Strategy (2014-2024) and 2021-2025 Council Plan: key priority to enhance the sustainability and enjoyment of Frankston City's natural and built environments Health & Wellbeing Plan 2021-2024: Key strategy is to facilitate community education programs to increase awareness and climate action
Art Project	\$5,000	Funding to support individual artists, creatives or artists practicing within a small arts organisation from all backgrounds and abilities, at all stages of career whether emerging, mid-career or established. The funding will be distributed to six successful recipients, with at least one of the grants dedicated to realise creative projects for deaf and disabled artists	2021-2025 Council Plan: Council aims to build Frankston's cultural landscape by supporting the production and delivery of arts programs and events providing opportunities to create, learn and connect

<p>Major Local Events</p>	<p>Seed Funding \$5,000 or \$10,000</p> <p>Triennial \$10,000 or \$7,500 – reduced at \$2,500 increments over 3 years</p>	<p>Funding to support not-for-profit community groups and organisations to support locally initiated events significantly benefiting Frankston City residents and building local capacity for participation in, celebratory, cultural and artistic activities. The events funded will primarily attract local audiences, which enhance the quality of life of residents; celebrate local identity and culture; and provide a range of community benefits including participation, wellbeing and community connections.</p>	<p>2021-2025 Council Plan: Council aims to build Frankston’s cultural landscape by supporting the production and delivery of arts programs and events providing opportunities to create, learn and connect</p>
<p>Child & Youth Inclusion</p>	<p>Education & Pathway: Up to \$600</p> <p>Recreation: 75% of fees or up to \$200</p>	<p>One-off funding to support the inclusion of the following Frankston residents who are experiencing financial disadvantage:</p> <p>Education & Pathway: 12-24 year olds who do not have the financial means to purchase required materials and equipment, or cover course fees for formal education, training and career aspirations</p> <p>Recreation: 5-18 year olds who do not have the financial means to pay for compulsory fees and/or uniform to participate in recreational activities within Frankston municipality (e.g. school camps, sporting activities, creative activities including dance, music or art)</p>	<p>2021-2025 Frankston City Council Plan: aims to support young people in participating in formal education and recreational programs and activities</p> <p>2021-2025 Health and Wellbeing Plan: Build fair and Inclusive Communities by advocating to improve equitable access to education and employment</p>
<p>Heritage Grants</p>	<p>Up to \$10,000</p>	<p>One-off funding to assist eligible individuals, community groups or organisations who own or manage properties within the Heritage Overlay to maintain, repair, restore or enhance these places for future generations.</p> <p>The LHPG Program seeks to support conservation works to buildings, structures, fences and sites across the Frankston municipality that are not managed by Council.</p>	<p>2021-2025 Frankston City Council Plan: Council aims to integrate land use, planning and revitalise and protect the identity and character of the City.</p>

<p>Annual Community</p>	<p>Up to \$7,500</p>	<p>One-off funding for not-for-profit community organisations and groups for a broad range of items to meet the needs of the organisation (e.g. equipment, rent, utility bills, training, materials etc.) and/or to enable the organisation to respond to community needs (i.e. supply of food, mental health support, health and well-being initiatives, equipment and community connectedness)</p>	<p>2021-2025 Council Plan: Council aims to deliver inclusive and accessible support, programs and community spaces to build resilience and community strength in the community through the grants program</p>
<p>Community Service Partnerships</p>	<p>Varied</p>	<p>Triennial grant to not-for-profit community organisations that provide continuous and significant service to the community where their programs align with Council priorities. Funding will be provided on a recurrent three-year fixed term basis for ensuring ongoing operations of the organisation.</p> <p>Community organisations include:</p> <ul style="list-style-type: none"> - Neighbourhood Houses or Community Centres (NHs/CCs) <ul style="list-style-type: none"> - Aid Relief Organisations - Senior Groups - Organisations with high priority specialist service provisions <ul style="list-style-type: none"> - Volunteer Emergency Service Organisations 	<p>2021-2025 Frankston City Council Plan: Council aims to deliver inclusive and accessible support, programs and community spaces to build resilience and community strength in the community through the grants program</p>
<p>Properties Management Commitments</p>	<p>Varied</p>	<p>Continuous lease obligation annual grant provided to specific organisations including</p> <ul style="list-style-type: none"> - Frankston Lifesaving Club - Seaford Lifesaving Club 	<p>2021-2025 Frankston City Council Plan: Council aims to deliver inclusive and accessible support, programs and community spaces to build resilience and community strength in the community through the grants program</p>

Information regarding current Standing Grant recipients

McClelland Sculpture Park and Gallery

- McClelland Gallery has been a long time recipient of funding by Council and were originally funded through an agreement between Cranbourne Shire Council and Frankston City Council prior to amalgamation.
- On 7 October 2013 (PM017) Council endorsed a Terms of Agreement for McClelland Gallery Support replacing an earlier agreement dating back to 2008. The agreement provided an annual grant payment schedule from July 2014 to July 2017 of \$50,000 to support operations and \$20,000 for a bi-annual Survey with the People's Choice Award plus \$5,000 for the Sculpture Promotion and Award event.
- Council has separately considered the financial needs of McClelland Gallery in the period ahead. In the 21/22 FY, Council elected to allocate \$50K to the Gallery (separately to the Standing Grants) to directly support their Senses program for kindergarten children, however there was no decision as to whether this amount should continue to be allocated beyond that 1 year period.
- Guidance is sought from Councillors to advise on the preferred allocation moving forward. At this stage, the \$50,000 allocation has been retained in the recommendations.
- Officers were unfortunately unable to attain feedback from McClelland Gallery regarding the recommendation and the sustainability of SENSES Program without funding.

Peninsula Community Legal Centre

- Council's support of PCLC dates back to when they were provided free rental at Pines Forest Community Centre (now called Frankston North Community Centre) after they were established following a public meeting in Frankston North in November 1977. The service was founded by residents of the Pines estate who were concerned about the lack of access to legal services, due to geographical and financial restrictions. The service initially did not receive any funding and was completely volunteer-operated.
- In the late '90s, when the Centre merged with Southern Communities Legal Centre and began operating its Bentleigh branch, the name changed to Peninsula Community Legal Centre. It moved to a large office in the Frankston central business district and continued free use of an office in Frankston North for outreach.
- At a special meeting on 13 August 2007, Council resolved the following:
 - That Council provides a \$35,000 grant to the Peninsula Community Legal Service plus continued free rental of the office at 2 Candlebark Crescent for existing service hours.
 - That Council negotiate a 3 year Service Agreement with Peninsula Community Legal Service that outlines what services Council is providing funding for.
- When the Mahogany Neighbourhood Centre (previously Pines Community Centre and now Frankston North Community Centre) was extended and

renovated around 2000, the PCLC moved over the road to the former Council owned rent office until they moved into the newly renovated "integrated services hub" at Frankston North Community Centre a few years ago.

- o The funding arrangement is now guided by the Standing Grants Compliance Guidelines that require PCLC to submit a formal request for funding annually; provide copies of an Annual Business Plan; financial statements and detailed accountability form (acquittal) for the previous year.
- o The 2021/22 allocation for Peninsula Legal Centre was \$45,000.

Alliance for Gambling Reform

- o Council has supported The Alliance for Gambling Reform since its commencement in 2018.
- o In 2021/22, 20 Metropolitan councils (Banyule, Brimbank, Darebin, Frankston, Glen Eira, Greater Dandenong, Hobsons Bay, Hume, Kingston, Knox, Maribyrnong, Maroondah, Melbourne, Mitchell, Monash, Moreland, Mornington Peninsula, Whittlesea, Wyndham and Yarra) made financial contributions as Leadership Councils with the Alliance.
- o They campaign for reforms of the gambling industry at national, state and local level that reduce the harm it causes in communities.
- o In 2020 and 2021, the organisation started the Build Back Better campaign, which rapidly advanced in response to the historic closure of poker machine venues due to COVID-19. Council supported this campaign, signing on to the open letter calling for reduced venue opening hours.
- o The 2021/22 allocation for Alliance for Gambling Reform was \$25,000.

Frankston SES

- o OM104 (2 June 2003) resolved to provide an annual grant to SES to support operations, vehicles and insurance. Council also provide SES premise free of charge. Further, OM104 resolved "... the operating grant / funding package be reviewed by Council in the event of any significant funding increase from the State Government." At that time State Government grant to SES was \$4,500; since then SES has become a statutory body yet only receives approximately \$16,500 (paid direct by State Government to SES).
- o On 20 December 2017 a Memorandum of Understanding between State of Victoria, the Victoria State Emergency Service (VICSES) and the MAV was executed for the support of VICSES volunteer units. Essentially this MOU provides for State Government to assume responsibility for operational and maintenance funding of VICSES units including entering into 40 year leases of facilities at peppercom rate (subject to agreement). The MOU replaces a letter from the Minister for Police and Emergency Services to the CEO MAV, dated 14 December 1989, agreeing the State would fund 50% of the operational costs of VICSES Units, and relevant Municipal Councils would fund 50% of the operational cost of the VICSES units within the municipality. By convention, most Municipal Council also provided VICSES Units with accommodation. The MOU states the new arrangements should do 'no harm' to VICSES volunteer units to ensure continued community service and does not prevent a municipal council from providing funding support to a VICSES volunteer unit should it elect to do so.

- Until 2015/16 financial year, Council funded SES \$41,900 and retained the State Government grant of \$16,215 (State Government was adjusted by CPI annually). As of 12 October 2016, the State Government subsidy to SES was paid directly to the Volunteer Unit; accordingly Council adjusted its funding contribution (ie. FCC paid \$25,444).
- Of Frankston SES equipment, State Government funds one of 3 trucks. Equipment is largely purchased and replaced by fundraising.
- In 2021/22 Council allocation for SES was \$1,656 for Building Insurance and \$25,196 contribution to Operations. Total of \$26,851.

Frankston Toy Library

- Frankston Toy Library has been a long standing recipient of funding from Council originally to pay the salary costs of the Coordinator.
- The Toy Library was originally based at Mechanics Hall, then moved to the Library forecourt (where Youth Central is currently located) and then again to Ebdale Hub in late 2009. Frankston Toy Library receives peppercorn rent for a large 142sqm space at Ebdale Hub.
- Frankston Toy Library funding is guided by the Standing Grants Compliance Guidelines requiring submission of a formal request for funding annually and copies of an Annual Business Plan; financial statements and detailed accountability form (acquittal) for the previous year.
- The 2021/22 allocation for Frankston Toy Library was \$26,700.
- Benchmarking was undertaken and it was found that most of neighbouring Councils managed funding Toy Libraries as part of their Annual Community Grant. Of the Councils that provide a standing grant, it is on a triennial basis and providing an annual grant of \$13K to \$15K along with peppercorn/free rent.

Centenary Park Golf Club

- Centenary Park Golf Club has been a standing recipient of funding from Council since 2019 for the Centenary Park Ladies Charity Day.
- In previous years, funding provided was used to waive the green fees for the event which enables the organisation to focus on organising prizes, raffles, BBQ etc to raise additional funds that is donated to a selected Frankston charity (e.g. Community Support Frankston, Mums Supporting Families in Need).
- Officers' note that funding for Centenary Park Golf Club for the Ladies Charity Day event does not fit the proposed criteria for the 'Community Service Partnership' Grant, however is within scope for the the Annual Community Grants.
- Other organisations within Frankston are hosting charity days that could benefit from financial support similar to the Ladies Charity Day; this financial year a Frankston service club applied for a similar charity type event at Centenary Park Golf Club.
- The 2021/22 allocation for Centenary Park Golf Club was \$3,500.

Community Centres

- o Council directly manages four community centres and provides standing grants and infrastructure to a further four community operated centres (Incorporated Associations) Belvedere Community Centre, Langwarrin Community Centre, Lyrebird Community Centre, and Orwil Street Community House.
- o Department of Families, Fairness and Housing (DFFH) also provides Neighbourhood House Coordination Program (NHCP) funding for these organisations (approx. \$83K) and in more recent years, Nairn Marr Djambana has also been approved as a recipient of the DFFH Neighbourhood House funding.
- o A review of Frankston community centres was undertaken in 2019 and a key recommendation was to review the community centre funding model noting Frankston funding pool was low compared to most other LGA's and a revised model should be based on fairness, equity and need.
- o Following a Community Centre briefing to Council on 14 April 2021, Council Officers have undertaken a funding model review for independently-run centres with group and individual meetings with Committees of Management and staff. Key concerns raised by centres included a historically-based model that is no longer relevant, funding not reviewed for over eight years, inequity in funded amounts and the lack of C.P.I. adjustments over time. Centres have also provided advice about the ongoing financial impacts of COVID-19.
- o The current funding model, and net asset position for each Centre as at the end of the 2019/2020 FY is follows:

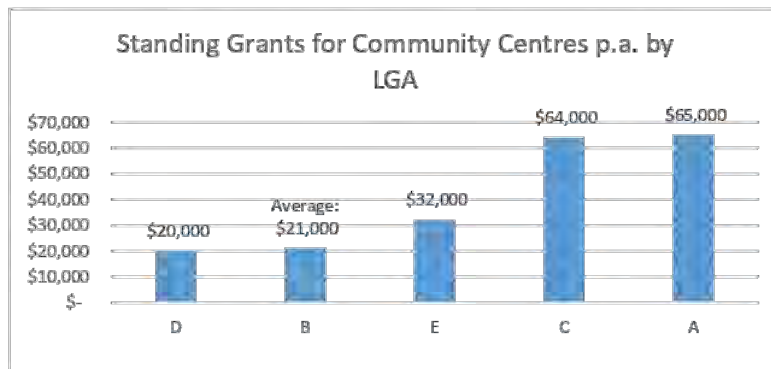
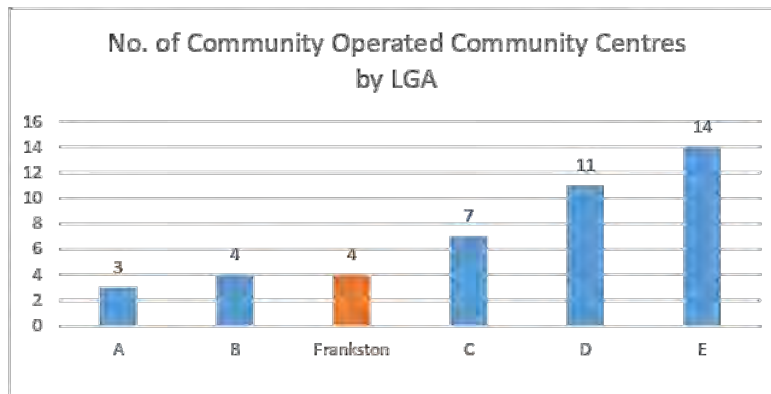
Centre	Current Standing Grant	Centre Net Assets
Belvedere Community Centre	\$ 17,600	\$ 118,318
Langwarrin Community Centre	\$ 21,000	\$ 309,533
Lyrebird Community Centre	\$ 44,875	\$ 149,220
Orwil Street Community House	\$ 20,000	\$ 111,862
Nairn Marr Djambana	\$ -	\$ 85,245
TOTAL	\$ 103,475	

- o Benchmarking that has been undertaken against some other local government areas found that there is significant variation in relation to how Councils fund their local community centres and the total value of the funding pools (see over the page).
- o Some Councils provide fixed funding and this ranges from \$15,000 to \$68,000 and some Councils fund community centres individually on a project, activity and/or capacity basis. The number of community centres funded in any given LGA also varies widely and ranges from two to sixteen centres (as does the total funding pool ranging from \$100,000 to \$448,000).
- o Some Councils fund centres recurrently with standing grants whereas others require community centres to apply for funding as part of a broader community grants program. Please see over the page for data from five comparative LGA's including funding level; total pool and number of centres funded.

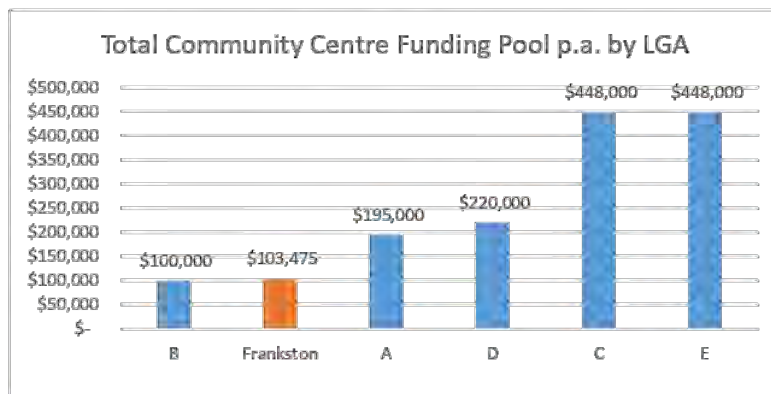
- When undertaking consultations with Council's Community Centres, there was a consistent theme that centres were encountering financial difficulty and were seeking additional financial support beyond the existing allocations.
- The Lyrebird Community Centre is funded at a level that appears reasonably balanced when reviewing the other benchmarked LGAs. Council's other three Community Centres receive less than half of that allocated amount. This discrepancy appears to be based on historical precedence rather than any specific assessment of differences between the services.

Note: Benchmarking data provided over the page

Benchmarking Data – Community Centre Funding by LGAs



Frankston Council's Standing grant allocation to its Community Centres varies considerably in value. Three receive approximately \$20,000 and one receives \$44,875.



Recommended Standing Grants Organisations

Organisation	Amount Requested (per year)	Suggested amount (A guide only)	Officer Comment
Arts & Culture			
McClelland Gallery and Sculpture Park	\$ 430,014.00	\$ 50,000.00	<p>Officers recommend with lower than requested amount</p> <ul style="list-style-type: none"> • Though McClelland Gallery addresses community need for arts and culture, the requested financial support required to provide free access to McClelland Gallery is exorbitant, even with the organisation matching the requested funding amount • The requested amount would be nearly 88% of the proposed funding pool • If considered by Council, officers recommend lower than the requested amount • The organisation's goals aligns with the Council Plan's objectives.
Advocacy Service			
Alliance for Gambling Reform	\$ 25,000.00	\$ 25,000.00	<p>Officers recommend</p> <ul style="list-style-type: none"> • Organisation provides a unique and specialised service that addresses a community need through campaigning for reforms of the gambling industry at national, state and local level that reduce the harm it causes in communities. Ongoing membership of the Alliance for Gambling Reform is key to Council's capacity to address harmful and unfair impacts of gambling in our community, through advocacy for regulatory reform, policy change, disinvestment in pokies and calls for a Royal Commission into the gambling industry. • The alliance is supported by several other Councils • Social Policy team work closely with this organisation • In 2021/22, 20 Metropolitan councils (Banyule, Brimbank, Darebin, Frankston, Glen Eira, Greater Dandenong, Hobsons Bay, Hume, Kingston, Knox, Maribyrnong, Maroondah, Melbourne, Mitchell, Monash, Moreland, Mornington Peninsula, Whittlesea, Wyndham and Yarra) made financial contributions as Leadership Councils with the Alliance. • The organisation's goals aligns with the Council Plan's objectives and Health and Wellbeing Plan.

Recommended Standing Grants Organisations

Community Event			
Frankston Life Community Inc.	\$ 5,000.00	\$ 5,000.00	<p>Officers recommend</p> <ul style="list-style-type: none"> • Organisation has proven track record of providing a unique, specialised and continuous service through the Annual Christmas Lunch to the vulnerable and disadvantage people in the Frankston community • Funding sought is for operational costs and they do not receive any other funding outside of donors • The event aligns with the Council Plan • Please note that the venue fee for the FAC is waived for the organisation • The organisation's goals aligns with the Council Plan's objectives.
Golf Charity Events			
Rotary Club of Frankston	\$ 7,600.00	\$ 7,600.00	<p>Officers recommend</p> <ul style="list-style-type: none"> • Note that there are 3 golf charity days expressing their interest in the grant, if recommended, officers recommend that Councillors consider all events. • Note this event is held on the weekend, resulting in higher rate for green fees. • Organisation indirectly benefits the community by hosting a Charity Golf Day to fundraise which then the proceeds are used to purchase items to donate to Frankston Community Support to distribute to the community • Frankston City Council currently provides direct financial support to Frankston Community Support • The club could apply for the annual competitive community grant • Council may wish to support the Golf Charity events in this triennial round and could consider different recipients in the next triennial period.

Recommended Standing Grants Organisations

<p>Centenary Park Golf Club</p>	<p>\$ 3,500.00</p>	<p>\$ 3,500.00</p>	<p>Officers recommend</p> <ul style="list-style-type: none"> • Note that there are 3 golf charity days expressing their interest in the grant, if recommended, officers recommend that Councillors consider all events. • Note that this event is held on a weekday resulting in a lower fee for green fees • Golf Club indirectly benefits the community by hosting a Charity Golf Day to fundraise which then the proceeds are donated to Mum's Supporting Families in Need • The club could apply for the annual competitive community grant • Council may wish to support the Golf Charity events in this triennial round and could consider different recipients in the next triennial period.
<p>Rotary Club of Frankston Sunrise</p>	<p>\$ 1,500.00</p>	<p>\$ 1,500.00</p>	<p>Officers recommend</p> <ul style="list-style-type: none"> • Note that there are 3 golf charity days expressing their interest in the grant, if recommended, officers recommend that Councillors consider all events. • Note that historically, funding towards this event has provided Councillors and officers a team admission for the event. This is not for green fees. • Organisation indirectly benefits the community by hosting a Charity Golf Day to fundraise which then the proceeds are used to donate to other not-for-profit organisations such as Frankston Community Support to distribute to the community • Frankston City Council currently provides direct financial support to Frankston Community Support and often provides community grants to the other organisations • The club or the other organisations could apply for the annual competitive community grant • Council may wish to support the Golf Charity events in this triennial round and could consider different recipients in the next triennial period.

Recommended Standing Grants Organisations

Womens Wellbeing			
Women's Spirit Project	\$ 88,000.00	\$ 25,000.00	<p>Officers recommend with lower amount than requested</p> <ul style="list-style-type: none"> The programs and events offered by the organisation is beneficial and meets several community needs within the Frankston community The organisational goals align with the Council Plan priorities
Legal Centre			
Peninsula Community Legal Centre	\$ 74,584.00	\$ 45,000.00	<p>Officers recommend lower than requested amount</p> <ul style="list-style-type: none"> Organisation has provided continuous, significant, unique and specialised service to the Frankston community since 1977 The organisation provides free legal service to the vulnerable residents of the Frankston community Note that the organisation does not have to pay for room hire fees at its visiting services in Frankston North Community Centre The organisation's goals aligns with the Council Plan's objectives.
Community Mens Sheds			
Pines Community Men's Shed	\$ 2,370.00	\$ 5,000.00	<p>Officers recommend with a higher amount than requested</p> <ul style="list-style-type: none"> Organisation has proven track record of providing a unique, specialised and continuous service in Frankston North to its members and the community in general Council officers provide a significant amount of time to support the organisation to complete the application for several grants It is recognised that there is two community mens shed in Frankston City and recommend both be funded The organisation's goals aligns with the Council Plan's objectives.

Recommended Standing Grants Organisations

Langwarrin Community Men's Shed	n/a	\$ 5,000.00	<p>Officers recommend</p> <ul style="list-style-type: none"> • Organisation has proven track record of providing a unique, specialised and continuous service in Langwarrin to its members and the community in general • It is recognised that there is two community mens shed in Frankston City and recommend both be funded • The organisation's goals aligns with the Council Plan's objectives.
Senior Education			
U3A Frankston	\$ 20,000.00	\$ 10,000.00	<p>Officers recommend with a lower amount than requested</p> <ul style="list-style-type: none"> • This organisation is primarily run by senior volunteer members, seniors find the annual application process for the competitive grants onerous • The organisation provides a broad service to seniors within Frankston City • Please note that Karingal Place is a Council-managed facility at which the FU3A pay rent.
Senior Groups			
Chinese Seniors Citizens Club	\$ 2,000.00	\$ 500.00	<p>Officers recommend with a lower amount than requested</p> <ul style="list-style-type: none"> • It is evident in this submission that senior groups find the annual application process for the competitive grants onerous for a small reward • Council officers provide significant amount of support to senior groups on a yearly basis to enable them to receive funding for their club's social activities • Previous approved amounts for senior groups have been approximately \$500 per year • If recommend, officers recommend that all senior groups receive the same amount annually. • Directly aligns with the Council plan and its aim to "enrich the lives of older residents and people with disabilities with opportunities to enable participation and independent living" ... by supporting and promoting CALD seniors groups.

Recommended Standing Grants Organisations

<p>Raduga Russian Seniors Citizen Club</p>	<p>\$ 2,000.00</p>	<p>\$ 500.00</p>	<p>Officers recommend with a lower amount than requested</p> <ul style="list-style-type: none"> • Senior groups find the annual application process for the competitive grants onerous for a small reward • Council officers provide significant amount of support to senior groups on a yearly basis to enable them to receive funding for their club's social activities • Previous approved amounts for senior groups have been approximately \$500 per year • If recommend, officers recommend that all senior groups receive the same amount annually. • Directly aligns with the Council plan and its aim to "enrich the lives of older residents and people with disabilities with opportunities to enable participation and independent living"... by supporting and promoting CALD seniors groups.
<p>Carrum Downs Over 55's Club</p>	<p>N/A</p>	<p>\$ 500.00</p>	<p>Officers recommend</p> <ul style="list-style-type: none"> • Senior groups find the annual application process for the competitive grants onerous for a small reward • Council officers provide significant amount of support to senior groups on a yearly basis to enable them to receive funding for their club's social activities • Previous approved amounts for senior groups have been approximately \$500 per year • If recommend, officers recommend that all senior groups receive the same amount annually.
<p>Carrum Downs Senior Citizens Club</p>	<p>N/A</p>	<p>\$ 500.00</p>	<p>Officers recommend</p> <ul style="list-style-type: none"> • Senior groups find the annual application process for the competitive grants onerous for a small reward • Council officers provide significant amount of support to senior groups on a yearly basis to enable them to receive funding for their club's social activities • Previous approved amounts for senior groups have been approximately \$500 per year • If recommend, officers recommend that all senior groups receive the same amount annually.

Recommended Standing Grants Organisations

Carrum Downs Sri Lankan Seniors	N/A	\$ 500.00	<p>Officers recommend</p> <ul style="list-style-type: none"> • Senior groups find the annual application process for the competitive grants onerous for a small reward • Council officers provide significant amount of support to senior groups on a yearly basis to enable them to receive funding for their club's social activities • Previous approved amounts for senior groups have been approximately \$500 per year • If recommend, officers recommend that all senior groups receive the same amount annually. • Directly aligns with the Council plan and its aim to "enrich the lives of older residents and people with disabilities with opportunities to enable participation and independent living"... by supporting and promoting CALD seniors groups.
East Frankston Over 55s	N/A	\$ 500.00	<p>Officers recommend</p> <ul style="list-style-type: none"> • Senior groups find the annual application process for the competitive grants onerous for a small reward • Council officers provide significant amount of support to senior groups on a yearly basis to enable them to receive funding for their club's social activities • Previous approved amounts for senior groups have been approximately \$500 per year • If recommend, officers recommend that all senior groups receive the same amount annually.
Frankston Filipino Seniors Support Group	N/A	\$ 500.00	<p>Officers recommend</p> <ul style="list-style-type: none"> • Senior groups find the annual application process for the competitive grants onerous for a small reward • Council officers provide significant amount of support to senior groups on a yearly basis to enable them to receive funding for their club's social activities • Previous approved amounts for senior groups have been approximately \$500 per year • If recommend, officers recommend that all senior groups receive the same amount annually. • Directly aligns with the Council plan and its aim to "enrich the lives of older residents and people with disabilities with opportunities to enable participation and independent living"... by supporting and promoting CALD seniors groups.

Recommended Standing Grants Organisations

<p>Greek Senior Citizens Club of Frankston & Peninsula</p>	<p>N/A</p>	<p>\$ 500.00</p>	<p>Officers recommend</p> <ul style="list-style-type: none"> • Senior groups find the annual application process for the competitive grants onerous for a small reward • Council officers provide significant amount of support to senior groups on a yearly basis to enable them to receive funding for their club's social activities • Previous approved amounts for senior groups have been approximately \$500 per year • If recommend, officers recommend that all senior groups receive the same amount annually. • Directly aligns with the Council plan and its aim to "enrich the lives of older residents and people with disabilities with opportunities to enable participation and independent living"... by supporting and promoting CALD seniors groups.
<p>Italian Seniors Club of Frankston</p>	<p>N/A</p>	<p>\$ 500.00</p>	<p>Officers recommend</p> <ul style="list-style-type: none"> • Senior groups find the annual application process for the competitive grants onerous for a small reward • Council officers provide significant amount of support to senior groups on a yearly basis to enable them to receive funding for their club's social activities • Previous approved amounts for senior groups have been approximately \$500 per year • If recommend, officers recommend that all senior groups receive the same amount annually.
<p>Polish Senior Citizens Club</p>	<p>N/A</p>	<p>\$ 500.00</p>	<p>Officers recommend</p> <ul style="list-style-type: none"> • Senior groups find the annual application process for the competitive grants onerous for a small reward • Council officers provide significant amount of support to senior groups on a yearly basis to enable them to receive funding for their club's social activities • Previous approved amounts for senior groups have been approximately \$500 per year • If recommend, officers recommend that all senior groups receive the same amount annually. • Directly aligns with the Council plan and its aim to "enrich the lives of older residents and people with disabilities with opportunities to enable participation and independent living"... by supporting and promoting CALD seniors groups.

Recommended Standing Grants Organisations

<p>Greek Elderly Womens Club of Frankston & Peninsula</p>	<p>N/A</p>	<p>\$ 500.00</p>	<p>Officers recommend</p> <ul style="list-style-type: none"> • Senior groups find the annual application process for the competitive grants onerous for a small reward • Council officers provide significant amount of support to senior groups on a yearly basis to enable them to receive funding for their club's social activities • Previous approved amounts for senior groups have been approximately \$500 per year • If recommend, officers recommend that all senior groups receive the same amount annually. • Directly aligns with the Council plan and its aim to "enrich the lives of older residents and people with disabilities with opportunities to enable participation and independent living"... by supporting and promoting CALD seniors groups.
<p>Seaford Senior Citizens Club</p>	<p>N/A</p>	<p>\$ 500.00</p>	<p>Officers recommend</p> <ul style="list-style-type: none"> • Senior groups find the annual application process for the competitive grants onerous for a small reward • Council officers provide significant amount of support to senior groups on a yearly basis to enable them to receive funding for their club's social activities • Previous approved amounts for senior groups have been approximately \$500 per year • If recommend, officers recommend that all senior groups receive the same amount annually.

Recommended Standing Grants Organisations

Toy Library			
Frankston Toy Library	\$ 26,700.00	\$ 15,000.00	<p>Officers recommend with a lower amount than requested</p> <ul style="list-style-type: none"> • Organisation has proven track record of providing a unique, specialised and continuous service to the Frankston community, specially those who are disadvantaged and vulnerable • Please note that the organisation currently receives peppercorn rent from Frankston City Council for the main rooms and some adjacent rooms at Ebdale Hub. • When contacted, the organisation have stated that the service would be impacted if funded lower than requested amount and may have to reduce hours. Benchmarking was undertaken and it was found that the funding allocated is closer to approx \$15k in benchmarked Councils.
Volunteer Run Emergency Service			
Frankston State Emergency Service	\$ 10,000.00	\$ 26,851.00	<p>Officers recommend</p> <ul style="list-style-type: none"> • Officers recommend for the Council subsidy but not the requested activity/amount • Council has provided SES a Standing Grant for several years to cover the "Council subsidy allocation paid to the unit by Local Government municipality"

Total Organisation Recommended Amount		\$ 230,451.00
Community Centres Proposed Allocation (\$44,875 x 5)		\$ 224,375.00
Total Recommended Standing Grants Allocation		\$ 454,826.00

Executive Summary**12.11 Outcome of Frankston Rooftop Car Park - 7 Station Street Frankston**

Enquiries: (Angela Hughes: Communities)

Council Plan

Level 1:

5. Thriving Economy

Level 2:

5.1 Activate vacant commercial spaces and underutilised Council assets

Purpose

To inform Council of negotiations that have occurred regarding the potential lease of the commercial car park at 7 Station Street Frankston.

Recommendation (Director Communities)

That Council:

1. Notes that Council previously authorised the Chief Executive Officer to enter negotiations with owners of the Station Street and Wells Street roof top car park, at 7 Station Street Frankston, to operate the car park under contract;
2. Notes that officers have since undertaken discussions with the owners of the Frankston rooftop car park;
3. Notes the financial cost of entering into a lease to operate the car park would outweigh the benefits and limit opportunity for activation of the car park; and
4. Supports the Chief Executive Officer to discontinue and not enter into such lease arrangements.

Key Points / Issues

- At the 31 May 2021 Council Meeting, under Item 12.11, in relation to the “Frankston Rooftop Car Park proposal”, it was resolved that Council:
Authorises the Chief Executive Officer to enter negotiations with owners of the Station Street and Wells Street roof top car park to operate the car park under contract
- The officer’s report that was presented to this Council meeting highlighted that Council would need to undertake works to the car park to improve its accessibility for vehicles and pedestrians. However the report underestimated the scope and cost of the works.
- Officers commenced negotiations with the land owner. The land owner clarified the length of time that the lease would be available for. The land owner advised that they are not willing to reduce the lease amount to take into consideration any works that Council may undertake to the site and are not willing to contribute to the cost of these works.
- The car park is currently being operated by a commercial provider, independent of Council.

Financial Impact

Officers engaged Ratio consultants to undertake an audit of the car park to ascertain its compliance or otherwise against Australian Standards for accessibility. Using this information, officers have scoped and costed the recommendations of that audit and

12.11 Outcome of Frankston Rooftop Car Park - 7 Station Street Frankston**Executive Summary**

consider that Council's actual expenditure in the first year would be approximately \$803k to \$828k.

Undertaking the works would result in a permanent loss of between 22 to 27 spaces within the existing car park. The car park currently comprises 108 spaces.

Officers have found it difficult to value the site as there is insufficient information available regarding its occupancy rate or the impact the pandemic has/will have on the demand for paid parking. In the officers' early consideration of this proposal, it was considered that the car park would operate at full occupancy with 108 spaces (including 2-hours free parking). With further consideration, officers consider that the car park may not operate at full occupancy and with a lesser number of car spaces as described above.

Given this, it is considered unlikely that Council would be able to recoup its costs over the term of the lease.

Consultation**1. External Stakeholders**

Officers commenced discussions with the land owner to understand the cost and length of the potential lease.

No other external stakeholders have been involved at this stage.

2. Other Stakeholders

Council's Economic Development Unit, Local Laws Unit, Property Unit and Engineering Department have been involved in this matter. These inputs have culminated in this report and recommendation.

Analysis (Environmental / Economic / Social Implications)

The initial proposal sought to bring more people to the site and Frankston city centre by providing 2-hours free parking and activating the roof top for events as well as use it for car parking.

While acknowledging that competition is healthy, there are unknowns as to how the trader community will react to Council operating an event space at this site as a direct competition to their business/es. This is potentially something that Council could or should test before proceeding with the event space component.

As well, it is considered that any additional lights to be installed on the rooftop of the car park – as the accessibility audit recommends – may be cause for complaint from surrounding residential apartment/s which overlook the site.

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

Council has no statutory obligation/s to undertake this proposal.

Policy Impacts

Nil.

12.11 Outcome of Frankston Rooftop Car Park - 7 Station Street Frankston**Executive Summary**Officer's Declaration of Interests

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

Risk Mitigation

Part of the overall risk of this proposal is unknown around the cost of works to upgrade the car park and the demand for paid parking in the Frankston City centre. Both of these unknowns may increase the cost of the proposal on Council.

Conclusion

It is considered that the proposal to lease the commercial car park should not proceed, as the costs involved in upgrading the car park to meet accessibility requirements is higher than originally estimated and exceed potential benefits that may be derived from the site.

ATTACHMENTS

Attachment A: Frankston Rooftop Car Park - confidential attachment -
CONFIDENTIAL

Executive Summary**12.12 Signing of Memorandum of Understanding for Sister City Suva, Fiji**

Enquiries: (Fiona McQueen: Customer Innovation and Arts)

Council Plan

Level 1:	6. Progressive and Engaged City
Level 2:	6.3 Lead advocacy engagement and enhance relationships with all tiers of government and key stakeholders

Purpose

To brief Council on arrangements for the signing in Fiji of the Memorandum of Understanding of a Sister City with Fiji.

Recommendation (Director Customer Innovation and Arts)

That Council:

1. Notes that the Memorandum of Understanding (MOU) for the Sister City Agreement (SCA) between Frankston City and Suva (Fiji) is ready to be formalised and signed by representatives in Fiji.
2. Notes that Cr Bolam has arranged personal travel to Fiji on 1 March 2022 and during that visit is planning to facilitate the official signing of the MOU to formalise the SCA between the Frankston City and Suva (Fiji);
3. Notes that all travel and accommodation will be paid for by Cr Bolam with no budget implications for Council;
4. Notes that the Honourable Premila Kumar, current Fijian Minister for Industry, Trade, Tourism, Local Government, Housing and Community Development has acknowledged the visit; and
5. Approves for Cr Bolam to meet with Minister Kumar in Fiji on behalf of Council, and to undertake duties necessary for the official signing of the MOU to formalise the SCA.

Key Points / Issues

- At its meeting on 20 September 2021 Council resolved to approve the Sister City agreement with Suva (Fiji) The relevant section of the resolution noted below:
 - 14.1 3) Given Suva (Fiji) is Frankston's geographically closest 'Sister City' / 'Friendship City', this agreement is to be formally upgraded to a 'Sister City' relationship, pending advice from Sister Cities Australia;
- The MOU for the Sister City with Suva (Fiji) was signed by then Mayor, Cr Bolam on 12 November 2021 and was witnessed by Victorian Multicultural Sports Association Inc. President, Mr Victor Kumar. The agreement is yet to be signed by the corresponding officials in Fiji;
- Cr Bolam has arranged personal travel to Fiji on 1 March 2022 and during that visit is planning to facilitate the official signing of the MOU to formalise the SCA between the Frankston City and Suva (Fiji);
- Cr Bolam will meet with Honourable Premila Kumar, current Fijian Minister for Industry, Trade, Tourism, Local Government, Housing and Community Development, on 2 March 2022 to sign the MOU;

12.12 Signing of Memorandum of Understanding for Sister City Suva, Fiji**Executive Summary**

- All travel and accommodation will be paid for by Cr Bolam with no budget implications for Council;
- It is recommended that Cr Bolam present the Suva (Fiji) Sister City MOU to Minister Kumar for signing to officially formalise the Sister City relationship with Frankston City.

Financial Impact

There are no financial implications relevant to this report. All travel and accommodation is being paid for by Cr Bolam as it is personal travel.

Consultation**1. External Stakeholders**

The Honourable Premila Kumar, current Fijian Minister for Industry, Trade, Tourism, Local Government, Housing and Community Development has been contacted and acknowledged Cr Bolam's intended visit to Fiji and has welcomed his arrival on 2 March.

2. Other Stakeholders

The Governance department has been consulted to confirm any requirements for Cr Bolam in his performing his Council duties while on a personal visit to Fiji.

Analysis (Environmental / Economic / Social Implications)

There are no known social implications relevant to this report. Cr Bolam's personal visit to Fiji provides the opportunity to sign the MOU with Suva (Fiji) and progress and strengthen the relationship between the two Sister Cities.

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 Local Government Act 2020 requires Councillors to perform their functions and duties under the requirement of the Act.

Policy Impacts

Council's Expense Policy has been considered and there are no expenses as Cr Bolam's trip is personal travel.

Officer's Declaration of Interests

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

Risk Mitigation

Failure to publicly disclose Cr Bolam's personal trip and his intentions to perform councillor duties while visiting Fiji could impact Council's reputation.

Conclusion

The MOU for the Sister City relationship has previously been signed by Frankston City and is now ready for signing with Suva (Fiji). Cr Bolam will be in Fiji on 1 March for personal travel. The signing of the MOU will formalise the Sister City relationship.

12.12 Signing of Memorandum of Understanding for Sister City Suva, Fiji**Executive Summary**

It is recommended that during that personal travel, Cr Bolam present the Sister City MOU to the Honourable Premila Kumar, current Fijian Minister for Industry, Trade, Tourism, Local Government, Housing and Community Development, for signing to officially formalise the Sister City relationship with Frankston City.

ATTACHMENTS

Attachment A: MOU Sister Cities Fiji



**Agreement on the establishment of
Sister City relations between
Frankston City Council (Australia) and Suva City Council (Fiji)**

In accordance with the joint communique of the establishment of diplomatic relations between the Commonwealth of Australia and the Fijian Republic and in order to develop cooperation for the benefit of residents, businesses and visitors between the two cities, Frankston City Council (Australia) and Suva City Council (Fiji) hereby agree to establish a formal Sister City relationship.

In the interests of both local communities, this Sister City relationship will be based on equal and mutually beneficial activities, collaboration and information sharing, particularly focussed on:

- Cultural enhancement and the attraction of cultural tourism and events opportunities
- Education, training and economic opportunities
- Information sharing in relation to local government delivered community services and infrastructure
- Community support through resource sharing where appropriate and available

Both parties agree to make joint efforts to expand government and non-government cooperation to promote and strengthen exchanges of information and support.

The agreement shall remain valid from the date of signing indefinitely, until either party makes the agreement and relationship void.

We would also like to acknowledge and thank the Victorian Multicultural Sports Association for their instrumental role in bringing Frankston and Suva together in developing a Sister City relationship.

_____ Date _____

Cr Kris Bolam JP
MAYOR – FRANKSTON CITY
on behalf of Frankston City Council

_____ Date _____

His Excellency Luke Daunivalu
HIGH COMMISSIONER TO FIJI
on behalf of Suva City Council

_____ Date _____

Witness:

_____ Date _____

Witness:

Executive Summary**12.13 Award of Contract CN10633 - Ballam Park Design & Construction of Playspace Upgrade**

Enquiries: (Rob Savoia: Infrastructure and Operations)

Council Plan

Level 1:	4. Well Planned and Liveable City
Level 2:	4.3 Provide well designed, fit for purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate

Purpose

To seek and obtain Council approval to award Contract CN10633 to **Red Centre Nominees Pty Ltd (ACN: 084 274 411)** trading as Exterior Concept Landscapes for the delivery of the Ballam Park – Design & Construction of Play Space Upgrade

Recommendation (Director Infrastructure and Operations)

That Council:

1. Awards Contract CN10633 Ballam Park – Design and Construction of Play Space Upgrade to **Red Centre Nominees Pty Ltd (ACN: 084 274 411)** trading as Exterior Concept Landscapes for **\$2,253,090.00** GST exclusive;
2. Authorises the Chief Executive Officer to sign the contract;
3. Delegates approval of contract variations to the Chief Executive Officer; and
4. Resolves the attachments to this report be retained confidential on the grounds that it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released, pursuant to the *Local Government Act 2020 s3(1)(a)*.

Key Points / Issues

- Council was successful in securing external loan funding in 2020 for the amount of \$3 million from the Community Infrastructure Loans Scheme (CILS) as part of the Department of Environment, Land, Water and Planning (DELWP) which will financially contribute to the successful delivery of this project.

Background

Ballam Park is one of only two Regional/Destination play spaces in the City of Frankston. Consisting of two separate play spaces, the Ballam Bumps and the timber fort. The Southern entry of Ballam Park is in much need of an upgrade as the timber fort unit, entry pavement and facilities are significantly degraded and have reached the end of their useful life. The existing timber fort is over 30-years old and has been previously renovated to extend its useful life.

Council was successful in securing external loan funding in 2020 for the amount of \$3 million from the Community Infrastructure Loans Scheme, Department of Environment, Land, Water and Planning (DELWP) towards the successful completion of this project.

Council Officers have prepared a holistic concept vision for the redevelopment of the Ballam Park play space (Cranbourne Road gateway) based on three principles: integrated play; improved park amenity, connectivity.

Extensive community consultation has been completed and the results of the consultation have informed the concept vision. Further community engagement will be

12.13 Award of Contract CN10633 - Ballam Park Design & Construction of Playspace Upgrade**Executive Summary**

undertaken prior to construction commencing, with the final design illustration and construction information to be included on Council's website.

A tender package on the proposed redevelopment has been prepared based on the conceptual design, with the final design to construction phase to be further refined. The final design will be undertaken through a collaboration between Council Officers and the appointed Tenderer.

The final design and construct contract will deliver a construction deliverable package based on the Ballam Park concept inspirations, focusing on a new play space, park amenity improvements and path works. The proposed works will include, but not limited to:

- Review of the Ballam Park concept vision and drawings package;
- Finalisation of a design development package suitable for construction;
- Preparation of construction documentation, including visuals for construction consultation and for Council's website;
- Removal of the existing water feature along with the storage facility located underneath the grassed mound in the North East of the project site;
- Improvements to the site's drainage will be undertaken by the Contractor as part of the Works to address the regular flooding of the site during Winter;
- Some existing footpaths will be removed and replaced with the Council's standard paving type of exposed aggregate;
- Propose shelters will be 'off the shelf' type except the proposed shelter proposed in the central plaza space where the Johnny Famechon statue is located. This shelter will be a 'bespoke' structure and collaboration with Frankston North Rotary and Council Officers will be required to facilitate the design outcome;
- Supply and installation of all new play equipment, park furniture and amenities.

Tender Process

The request for tender (RFT) was released to market on 13 November 2021 via Councils' e-tendering portal and advertised in The Age on Saturday 13 November 2021.

The tender closed on Thursday 13 January 2022 at 3.00pm AEST.

Note, the RFT was initially closing on 15 December 2021, however Council acknowledged the busy December period and requests from contractors for more time. Council decided to extend the closing date to 13 January 2022.

One submission was received.

No late tenders were received

Tender EvaluationMandatory criteria

All submissions were assessed against the following mandatory criteria, as advertised in the RFT documents:

12.13 Award of Contract CN10633 - Ballam Park Design & Construction of Playspace Upgrade**Executive Summary**

Receipt of Addenda's	Conforming
Submission signed and dated	Conforming
All items priced in the pricing schedule	Conforming
Current Insurance Certificates	Conforming

Evaluation criteria

One submission progressed to evaluation and was assessed against the following evaluation criteria, as advertised in the RFT documents:

Evaluation	Weighting
Cost to Council	30%
Ability and methodology to meet technical requirements	20%
Capability to meet project timeline, resourcing and management systems	20%
Performance and experience on most similar projects	20%
Community benefit	10%

Evaluation was guided by the approved Evaluation Plan, which is filed in Council's document management records system, reference [A4610338](#)

The evaluation of submissions is documented in the Evaluation Report, which is provided as Attachment A.

Negotiations

All tender negotiations are complete.

Post award of the contract

If award is approved by Council at this Ordinary Meeting, the successful respondent will be notified of the outcome.

Details of the awarded contract will be published on the Council website.

Probity

All Council procurement processes are conducted in a fair, honest, open manner with the highest levels of integrity and in the public interest. All suppliers are treated fairly in an open and transparent manner.

Council must engage an external probity advisor when the value of goods or services exceeds \$5 million (GST inclusive)

An external probity advisor was not appointed.

Conflicts of Interest in Relation to Advice Provided in this Report

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

12.13 Award of Contract CN10633 - Ballam Park Design & Construction of Playspace Upgrade**Executive Summary**

No person involved in the evaluation of tenders declared a direct or indirect interest requiring disclosure.

No person involved in the preparation or approvals of this report declared a direct or indirect interest requiring disclosure.

Contract Value

This is a Lump Sum contract.

The total contract price is \$2,253,090.00 GST exclusive.

Term of the Contract

The contract term will be 7 months for construction and a further 12 months for maintenance.

Policy Considerations

This procurement does not conflict with any Council policies

Financial Implications

Evaluation indicates a total lump sum contract price of \$2,253,090.00 GST exclusive.

There is a budget provision of \$3,000,000.00 (exclusive of GST) for Ballam Park Playspace Upgrade & Master Plan Implementation Program in the 2021/22 Capital Works adopted budget. Therefore there is sufficient budget to deliver the works.

Legal/Statutory Implications

The tender process complies with Section 186 of the Local Government Act 1989.

Environmental/Sustainability Impacts

While construction works will result in short term impact to the local park and amenity during the works, there are significant environmental benefits that will be achieved through the implementation of this project including tree planting and planting of shrubs and grasses in the new garden beds with for nature play opportunities throughout the new play space.

Construction issues including noise, dust, and other minor inconveniences will be managed through the environmental controls Council requires the Contractor to have in place prior to works commencing.

There are significant social benefits that will be achieved with the development of the new play space and park amenity, creating overall long term health and wellbeing benefits for the community.

Buy Local Impacts

The recommended contractor is based locally in Somerville and has indicated their commitment to procuring products and materials for local suppliers where available. The contractor also has a commitment to employing local part time and casual labourers.

12.13 Award of Contract CN10633 - Ballam Park Design & Construction of Playspace Upgrade

Executive Summary

ATTACHMENTS

Attachment A: CN10633 - Ballam Park Design and Construct Playspace Upgrade - Tender Evaluation Report - **CONFIDENTIAL**

Attachment B: Ballam Park - Design and Construct - Playspace Upgrade - Tender Evaluation - Post Tender Scoring Matrix - **CONFIDENTIAL**

Executive Summary**12.14 Award of Contract No. CN 10607 - Kevin Collopy Pavilion Redevelopment**

Enquiries: (Martin Snell: Infrastructure and Operations)

Council Plan

Community Outcome: Strategy:	4. Well Planned and Liveable City 4.3 Provide well designed, fit for purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate
Priority Action	1.1.6 Ensure community infrastructure and services match community need

Purpose

To seek Council approval to award Contract No. CN 10607 to Harris HMC Interiors (VIC) Pty Ltd for the redevelopment of Kevin Collopy Pavilion.

Recommendation (Director Infrastructure and Operations)

That Council:

1. Awards Contract No. CN 10607 – Kevin Collopy Pavilion Redevelopment to Harris HMC Interiors (VIC) Pty Ltd (ABN 77 130 177 614) for \$3,180,000.00 GST exclusive;
2. Authorises the Chief Executive Officer to sign the contract;
3. Delegates approval of contract variations to the Chief Executive Officer;
4. Notes the works required to accommodate Jubilee Park Masterplan interface and infrastructure elements as an enhancement to this project which results in additional budget requirement of \$532,000 and commits these funds in the 2022/2023 financial year Capital Works program; and
5. Resolves the attachments to this report be retained confidential on the grounds that it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released, pursuant to the *Local Government Act 2020 s3(1)(c)*.

Key Points / Background

- A Contract Award Pre-approval Council report was submitted to Council at CM22 (6 December 2021) with the following recommendations adopted by Council:

“That Council:

- 1. Notes this update in regards to the Tender for Contract CN 10607 Kevin Collopy Pavilion Redevelopment;*
- 2. Notes Council has received funding of \$3 million from State Government as part of the Community Sports Infrastructure Loans Scheme (CSILS) program);*
- 3. Notes the total project budget being \$3.4 million (\$3 million CSILS and \$400K Council); and*
- 4. Delegates the authority to the Chief Executive Officer to accept a tender and enter into a contract for the Tender CN 10607 Kevin Collopy Pavilion Redevelopment, subject to the following conditions:*

12.14 Award of Contract No. CN 10607 - Kevin Collopy Pavilion Redevelopment**Executive Summary**

a) The recommended contract sum being within ten percent (10%) of the allocated budget (maximum contract value of \$3.4 million excluding GST).

b) Report to be presented to Council at its Ordinary meeting in February 2022 to note the details of award of tender for the Contract CN 10607 under the delegation. Report to also include details of the tender evaluation process."

- Works were programmed to commence on site in March 2022 and be completed within 6-8 months, based on a tender award of December 2021.
- The above Contract Award Pre-approval Council report was submitted to Council at CM22 (6 December 2021) in anticipation of awarding the contract to the preferred builder prior to Christmas and commencing construction early in 2022.
- Prolonged negotiations with the preferred builder and Council's Contract and Procurements Team (requesting changes to the conditions of contract) resulted in a delayed award of contract and led to a revised commencement date of April-May 2022.
- The evaluation panel has since completed the tender evaluation process for tender CN10607 Kevin Collopy Pavilion Redevelopment. The recommendation from the panel is to award the contract to the preferred contractor for a lump sum of \$3.18 million which falls within 10% of the maximum contract in accordance with recommendation item 4a (Council Report - 6 December 2021). This would provide authority for CEO to accept tender and enter into contract.
- Recommendation item 3 in the 6 Dec Council Report notes the original total project budget of \$3.4 million (\$3 million CSILS and \$400K Council).
- Officers have since prepared a financial summary and are forecasting project expenditure to be \$3.957 Million which allows for the preferred tenderer along with necessary design and contingency allowances but highlights a budget shortfall of \$532K.
- In line with resolution CM22 this contract can be awarded under CEO delegation however to ensure transparency it was considered necessary to bring the budget impact to Councillors attention before awarding the contract.
- Budget shortfall concerns were identified early and flagged with Councillors through the Jubilee Park Master Plan presentation at the Major Projects and Advisory Committee (MPAC) meeting No. 18 held on 29 September 2021 (A4553219).
- There is significant risk associated with delaying the award of this project as it falls within the Jubilee Park Master Plan. Scheduled surrounding carpark and Infrastructure upgrades have already been awarded and are scheduled to commence work onsite in early March - April 2022.
- The overall project scope has increased to accommodate the following inclusions:
 - Interfacing elements with Jubilee Park Masterplan including but not limited to: inclusion of purpose built sand/clippings storage bays, demolition of scorers/storage building to facilitate shared pathways, construction of waste bin enclosure and increased landscaping extent;

12.14 Award of Contract No. CN 10607 - Kevin Collopy Pavilion Redevelopment**Executive Summary**

- Deletion of bottled LPG gas to the pavilion and replacement of gas cooking equipment in accordance with Council ESD policy and Climate change action plan (Towards Zero Emissions Plan);
- Upgrade of electrical infrastructure servicing the pavilion and broader Jubilee park site.
- Kevin Collopy Pavilion Redevelopment project involves alterations and additions to the existing sporting pavilion located at Jubilee Park Frankston. The scope includes the following:
 - Refurbishment and extension of an existing two storey sports pavilion;
 - New female friendly change rooms, umpires' change rooms, time keepers, public toilets, kitchen/canteen, accessible toilet, first aid and storage;
 - Alterations to surrounding landscape, carparks, pathways and external seating; and
 - Demolition of existing stand-alone curator's shed construction of new curator's area as part of the pavilion redevelopment.

Tender Process

The Request for Tender (RFT) process was released to six (6) contractors utilising the Victorian State Government Construction Supplier Register (CSR) panel on 7 October 2021.

The tender closed at 3pm on 9 November 2021.

Four (4) tender submissions were received prior to tender close date and time.

No late tender were received. Two tenderer's declines to submit a tender.

Tender EvaluationMandatory criteria

All submissions were assessed against the following mandatory criteria, as advertised in the RFT documents:

Conformance Check	Yes/No
1. Receipt of Addenda	Yes/No
2. Conflict of Interest	Yes/No
3. Compliance with conditions of RFT	Yes/No
4. Documents Signed and Dated	Yes/No
5. Part C3 Tender Form returned and fully completed in accordance with Council's required layout	Yes/No
6. Part C3 Tender Form (Pricing Schedule) returned and fully completed	Yes/No

12.14 Award of Contract No. CN 10607 - Kevin Collopy Pavilion Redevelopment**Executive Summary**

All submissions passed initial check against the mandatory criteria.

Mandatory Criteria	Pass Fail
1. Certified OHS and EMS system (certificates provided)	Pass/Fail
2. Commercial Builder Licenses	Pass/Fail
3. Insurance policies requirements (certificates provided)	Pass/Fail

Evaluation criteria

Four (4) submissions were assessed against the following evaluation criteria, as advertised in the RFT documents:

Evaluation Criteria	Weighting (%)
1. Cost to Council	30%
2. Experience Past Performance on Similar Projects	30%
3. Resources, Capacity, Capability & Methodology	20%
4. Ability to meet Councils Timeframes	15%
5. Local Content	5%
TOTAL PERCENTAGE WEIGHTING	100 %

The evaluation panel endorsed percentage weighting in the contract registration & Procurement Plan prior to the request for tender being released to the market.

The evaluation of submissions is documented in the Tender Evaluation Report (A4624739), which is provided as Attachment A and the Tender Evaluation Matrix (A4624670) which is provided as Attachment B.

Negotiations

Prolonged negotiations with the preferred builder requesting changes to the conditions of contract was led by Councils Contract & Procurement team. Agreement was reached with the preferred builder in early January 2022.

Post award of the contract

If award is approved by Council at this Ordinary Meeting, all respondents will be notified of the outcome.

Details of the awarded contract will be published on the Council website.

Probity

All Council procurement processes are conducted in a fair, honest, open manner with the highest levels of integrity and in the public interest. All suppliers are treated fairly in an open and transparent manner.

12.14 Award of Contract No. CN 10607 - Kevin Collopy Pavilion Redevelopment**Executive Summary**

Council must engage an external probity advisor when the value of goods or services exceeds \$5 million (GST inclusive).

Due to contract value an external probity advisor was not appointed for this contract.

The Tender process undertaken complies with Council's Procurement Policy and Procedures.

Disclosures of Conflicts of Interest in Relation to Advice Provided in this Report

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

No person involved in the evaluation of tenders declared a direct or indirect interest requiring disclosure.

No person involved in the preparation or approvals of this report declared a direct or indirect interest requiring disclosure.

Contract Value

This is a fixed price lump sum contract.

The total contract price is \$3,180,000.00 GST exclusive (including tender options listed in submission).

Term of the Contract

The contract term proposed will be 9 calendar months from date of site possession for construction and a 12 month defect liability period at issue of Practical Completion.

Policy Considerations

This procurement does not conflict with any Council policies.

Budget & Financial Implications

The total project budget as per Council report CM22 (6 December 2022) is \$3.4 million which is made up of:

- \$3,000,000.00 (excl. GST) funded through the State Government's Community Sports Infrastructure Loans (CSIL) Scheme.
- A reallocation of \$400K towards the project that was previously allocated in Councils Long Term Infrastructure Plan (LTIP) towards public toilet replacement at Jubilee Park. New public toilets have been incorporated into the Kevin Collopy pavilion redevelopment works.
- \$25K was allocated within the 21/22 FY capital works programme under a separate CW account for solar installation to Kevin Collopy Pavilion. A new solar PV system will be installed as part of this building refurbishment works with these funds allocated to the Kevin Collopy Pavilion redevelopment account.
- This brought the revised budget to \$3.425 million.
- Forecast total project budget following tender process is \$3.957 million.
- The forecast budget shortfall of \$532,000.00 to deliver these works is proposed to be addressed through a reallocation in the draft LTIP for 2022/23 financial year subsequent to Council approval.

12.14 Award of Contract No. CN 10607 - Kevin Collopy Pavilion Redevelopment**Executive Summary****Legal/Statutory Implications**

The tender process complies with Section 186 of the *Local Government Act 1989*.

Environmental/Sustainability Impacts

The environmental benefits from the improvements include:

- Reduction in power usage due to installation of solar photovoltaic system and energy efficient fittings and equipment.
- Deletion of bottled LPG gas to the pavilion and replacement of gas cooking equipment in accordance with Council ESD policy and Climate change action plan (Towards Zero Emissions Plan);
- Reduction in water usage due to installation of new rainwater tank to reuse harvested water for WC flushing.
- Increased lifespan of facility due to replacement and updating of existing infrastructure.

Buy Local Impacts

Harris HMC have proposed to engage some local sub-contractors and source materials from within the Frankston municipality.

Recommendation

Based on the evaluation scores, financial and reference checks undertaken the evaluation panel makes the following recommendation:

Contract **CN 10607 – Kevin Collopy Pavilion Refurbishment** – be awarded to Harris HMC Interiors (VIC) Pty Ltd (ABN 77 130 177 614 & ACN 130 177 614) for a total lump sum of \$3,180,000.00 excluding GST

ATTACHMENTS

- Attachment A: CN10607 Kevin Collopy Tender Evaluation Report -
CONFIDENTIAL
- Attachment B: CN10607 Kevin Collopy Tender Evaluation Matrix -
CONFIDENTIAL

Executive Summary**12.15 Update on Award of Contract CN10611 for Lloyd Park Senior Pavilion Redevelopment**

Enquiries: (Martin Snell: Infrastructure and Operations)

Council Plan

Level 1:	4. Well Planned and Liveable City
Level 2:	4.3 Provide well designed, fit for purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate

Purpose

To update Council on award of Contract CN10611 to Lloyd Group Pty Ltd, ACN 069 674 479 for the construction of Lloyd Park Senior Pavilion.

Recommendation (Director Infrastructure and Operations)

That Council:

1. Notes Contract CN10611 for Lloyd Park Senior Pavilion Redevelopment was awarded to Lloyd Group Pty Ltd (ABN 96 069 674 479 & CAN 069 674 479) for a total lump sum of \$4,907,000.00 excluding GST by CEO as a delegated authority, consistent with Council's Resolution 2021/CM22 – 6 December 2021 and the awarded amount being within the budget threshold determined by Council;
2. Delegates approval of contract variations to the Chief Executive Officer; and
3. Resolves the attachments to this report be retained confidential on the grounds that it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released, pursuant to the *Local Government Act 2020 s3(1)(a)*.

Key Points / Issues

- At its meeting 2021/CM22 on 6 December, Council resolved:

“That Council:

- 1. Notes this update in regards to the Tender for Contract CN 10611 Lloyd Park Senior Pavilion Redevelopment in Langwarrin;*
- 2. Notes Council has received funding of \$3 million from the Australian Government as part of the Community Development Grants Programme (CDGP);*
- 3. Notes the total project budget being \$6.5 million (\$3 million CDGP and \$3.5 million Council Strategic Reserve); and*
- 4. Delegates the authority to the Chief Executive Officer to accept a tender and enter into a contract for the Tender CN 10611 Lloyd Park Senior Pavilion Redevelopment in Frankston, subject to the following conditions:*
 - a. The recommended contract sum being within ten percent (10%) of the allocated budget (maximum contract value of \$6.5 million excluding GST).*
 - b. Report to be presented to Council at its meeting in February 2022 to note the details of award of tender for the Contract CN 10611 under the delegation. Report to also include details of the tender evaluation process.”*

**12.15 Update on Award of Contract CN10611 for Lloyd Park Senior Pavilion
Redevelopment
Executive Summary**

- This report is prepared in response to Council resolution item 4 (b).

Background

- The Lloyd Park Senior Pavilion is located at Lloyd Park Reserve in Langwarrin. The existing sporting pavilion is beyond its useful life and does not meet current building standards or Frankston City Council's Sports Development Plan minimum requirements.
- This pavilion redevelopment has been identified as a priority project to be completed as part of the FY2020/21 to FY2022/23 Capital Works programme as it meets key criteria relating to community expectation, organisational alignment and project readiness. The Project will provide further participation opportunities for the local community.
- The Project received a significant contribution of \$3M through the Federal Government as a part of an election commitment a number of years ago.
- The scope under this contract includes but not limited to the following:
 - 1) Demolition of an existing single story sports pavilion;
 - 2) Construction of a new double storey sports pavilion including female friendly change rooms, umpires' change rooms, public toilets, multi-purpose function room, kitchen/canteen, accessible toilet, office, meeting room, first aid and storage rooms; and
 - 3) Alterations to surrounding landscape, carparks, pathways and external seating area.
- Works commenced on site in Jan 2022 and are scheduled to be completed within 12 months.

Tender Process

The Request for Tender (RFT) process was released to six (6) contractors utilising the Victorian State Government Construction Supplier Register (CSR) panel on 7 October 2021.

The tender closed at 3pm on the 9th of November 2021.

Four (4) tender submissions were received prior to tender close date and time.

No late tenders were received.

Probity

All Council procurement processes are conducted in a fair, honest and open manner with the highest levels of integrity and in the public interest. All suppliers are treated fairly in an open and transparent manner.

Council must engage an external probity advisor when the value of goods or services exceeds \$5 million (GST inclusive).

As the value of works exceeded \$5million (GST inclusive), Council engaged an external probity advisor.

A Probity Advisor was appointed - O'Connor Marsden & Associates (OCM), to oversee and report on the tender process and provided a satisfactory probity report to the CEO.

**12.15 Update on Award of Contract CN10611 for Lloyd Park Senior Pavilion
Redevelopment**
Executive Summary

Tender Evaluation

Conformance and Mandatory Criteria

All submissions passed initial checks against the conformance and mandatory criteria.

Evaluation criteria

Evaluation Criteria	Weighting (%)
1. Cost to Council	50%
2. Demonstrated past experience on similar projects and ability to meet the technical requirements of the contract	20%
3. Methodology, works programme and ability to meet project timeframes	15%
4. Current Commitments, capacity and nominated staff and subcontractors	10%
5. Local Content	5%
TOTAL PERCENTAGE WEIGHTING (must equal 100%)	100%

Evaluation was guided by the approved Evaluation Plan, which is filed in Council's Document Management Records System, reference A4542192.

The evaluation of submissions is documented in the Tender Evaluation Report, which is provided as Attachment A.

Negotiations

All tender negotiations have been completed.

Post Award of the Contract

Details of the awarded contract will be published on the Council website.

Disclosures of Conflicts of Interest in Relation to Advice Provided in this Report

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of conflict.

Council officers on the Evaluation Panel involved in the scored assessment of the bid submissions and preparation of this memorandum declared no conflict of interest in this matter. One non-scoring member of the Tender Evaluation Panel declared a conflict of interest in relation to one Tenderer. This member's role was as an observer only (as a subject expert) and he did not take part in the scoring of any tender submissions.

The conflict was reported to Contacts and Procurement and declared to the CEO on the 7th of September 2021. Appropriate controls were put in place to manage the conflict and signed off by the Coordinator for Civil Infrastructure, the Coordinator for Contracts and Procurement and the CEO (included in Attachment A).

No person involved in the preparation or approvals of this report declared a direct or indirect interest requiring disclosure.

**12.15 Update on Award of Contract CN10611 for Lloyd Park Senior Pavilion
Redevelopment****Executive Summary****Contract Value**

This is a fixed price contract.

The total contract price is \$4,907,000.00 excluding GST.

Term of the Contract

The contract term will be 12 months from the date of award with a 12 month defects liability period commencing from the date of practical completion.

Policy Considerations

This procurement does not conflict with any Council policies

Financial Impact

The \$3 million funding for this project was approved and executed by the Australian Government in June 2021. Council is contributing \$3.5 million towards the project over FY21/22 and 22/23.

The total project budget is \$6.5 million.

There has been nominal expenditure of around \$101,107 to date this FY.

Analysis (Environmental / Economic / Social Implications)

The proposed new pavilion meets Council's ESD requirements and meets Five Star Green Star design and build standards. The new pavilion will also help reduce ongoing maintenance costs for Council.

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 tender process complies with Section 186 of the *Local Government Act 1989*.

Officer's Declaration of Interests

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

ATTACHMENTS

Attachment A: CN10611 - Lloyd Park Pavilion - Award Memorandum -
CONFIDENTIAL

14.1 2022/NOM3 - Council's funding strategy towards the Barretts Road (North Section) Sealing and Construction

On 10 February 2022, Councillor Liam Hughes gave notice of his intention to move the following motion:

That Council receives a report to the Tuesday 15 March 2022 Council Meeting that outlines funding options to deliver the sealing and construction of the north section of Barretts Road, Langwarrin South (from Robinsons Road to almost 200 metres beyond Clemac Close), including a preferred option, in my view, to fully fund its construction. It is anticipated the project would be referred to the 2022/23 budget process for inclusion in the capital works program.

RATIONALE BY COUNCILLOR

This project would benefit from having a wider choice of funding options for Council to consider given the emerging community interest for Council to fully fund the sealing and construction of the north section of Barretts Road from Robinsons Road to almost 200 metres beyond Clemac Close.

COMMENTS BY DIRECTOR INFRASTRUCTURE & OPERATIONS

Question for Consideration	
1. Has the NoM been discussed with the CEO and/or the relevant Director or Manager?	YES Comments: Discussed with Director Infrastructure & Operations
2. Is the NoM substantially different from any notice of motion or rescission motion that has been considered by Council and lost in the preceding six months?	YES
3. Is the NoM clear and well worded?	YES
4. Is the NoM capable of being implemented?	YES Comments: NoM seeks only a report to be presented to Council. Officers have advised the Councillor it will not be possible, given the work involved, to meet the 15 March 2022 deadline and it will more likely be presented to Council at one of the April Council Meetings.
5. If the NoM is adopted, will a meeting be required with the relevant Director and Manager and Council officers in order to progress its implementation?	NO Comments: Council officer can research and prepare the report
6. Is the NoM within the powers of a municipal Council?	YES
7. Is the NoM free from overlap with matters for which the State and/or Federal Government are responsible?	YES

14.1 2022/NOM3 - Council's funding strategy towards the Barretts Road (North Section) Sealing and Construction

Question for Consideration	
8. Is the NoM consistent with all relevant legislation?	YES
9. Is the NoM consistent with existing Council or State policy or position?	YES Comments: The NoM is only seeking a report to Council regarding the impacts of the proposal.
10. Is the NoM consistent with Council's adopted strategic plan?	YES Comments: The NoM is only seeking a report to Council regarding the impacts of the proposal.
11. Can the NoM be implemented without diversion of existing resources?	YES Comments: The NoM is only seeking a report to Council regarding the impacts of the proposal. Any budget impacts following the report would need to be considered by Council
12. Can the NoM be implemented without diversion of allocated Council funds?	YES Comments: The NoM is only seeking a report to Council regarding the impacts of the proposal.
13. Are funds available in the adopted budget to implement the NoM?	YES Comments: The NoM is only seeking a report to Council regarding the impacts of the proposal.
14. What is the estimated cost of implementing the NoM?	Comments: officer time only

ATTACHMENTS

Nil

17. CONFIDENTIAL ITEMS

Section 3(1) of the *Local Government Act 2020* enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Council business information that would prejudice the Council's position in commercial negotiations if prematurely released;
- (b) Security information that is likely to endanger the security of Council property or the safety of any person;
- (c) Land use planning information;
- (d) Law enforcement information;
- (e) Legal privileged information;
- (f) Personal information;
- (g) Private commercial information;
- (h) Internal arbitration information;
- (i) Councillor conduct panel information
- (j) Information prescribed by the regulations to be confidential information for the purposes of this definition;
- (k) Information that was confidential information for the purposes of section 77 of the *Local Government Act 2020*
- (l) A resolution to close the meeting to members of the public pursuant to section 66(2)(a).

Nil Reports

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Signed by the CEO