



COUNCIL MEETING AGENDA 2023/CM10 Monday 31 July 2023



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 (entry via Young Street).** Livestream footage can be viewed via our website, www.frankston.vic.gov.au.

Council meeting dates are posted at Young Street entrance 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 and amended 5 September 2022)

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 Governance Local Law 2020 creates the following offences in relation to behaviour at Council meetings:

- Refusing to leave a meeting when requested to do so by the Chair (following improper or disorderly conduct)
- Failing to comply with a direction of the Chair

Each of these offences carries a penalty of 2 penalty units.

Live Streaming of Council Meetings

Frankston City Council is now Live Streaming its Council Meetings.

Council is 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.

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.

As per Council's Governance Rules 77.2 – the proceedings will be live streamed and recordings of the proceedings will be retained and will be published on Council's website within 24 hours from the end of the meeting.

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. Please note that it is not intended that public speakers will be visible in a live stream of a meeting and care is taken to maintain a person's privacy as an attendee in the gallery, however they may be unintentionally captured in the recording. If public speakers do not wish to be audio recorded they 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 Council Meeting cont.....

In the event Council encounters technical issues with the livestreaming, the meeting will be adjourned for up to 30 minutes until the matter is resolved. If the matter cannot be resolved, the meeting will be postponed to another evening.

The Formal Council Meeting Agenda

The Council meeting agenda is available for public inspection immediately after it is prepared, which is normally on the Thursday afternoon two (2) business 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 Council 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**

The Council Meeting cont.....

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

- **Closed Meetings**

Because of the sensitive nature of some matters, such as personnel issues, 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. The proceedings will be live streamed and recordings of Council meetings will be made available to members of the public within 24 hours of the meeting.

Members of the public who address the Council will be heard on the live stream and audio of them speaking will be recorded. It is not intended that submitters or members of the public in the gallery will be visible in the live streaming or recording of the meeting. If a submitter does not wish to be recorded they must advise the Chair at the commencement of their public submission or prior to the Council Meeting.

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 31 July 2023 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. **APOLOGIES**
2. **COUNCILLOR APPRECIATION AWARDS**
3. **CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
Council Meeting No. CM9 held on 10 July 2023.
4. **DISCLOSURES OF INTEREST AND DECLARATIONS OF CONFLICT OF INTEREST**
5. **PUBLIC QUESTIONS**
6. **HEARING OF SUBMISSIONS**
7. **ITEMS BROUGHT FORWARD**
8. **PRESENTATIONS / AWARDS**
9. **PRESENTATION OF PETITIONS AND JOINT LETTERS**
10. **DELEGATES' REPORTS**
11. **CONSIDERATION OF CITY PLANNING REPORTS**
12. **CONSIDERATION OF REPORTS OF OFFICERS**
 - 12.1 Governance Matters Report for 31 July 2023 3
 - 12.2 Chief Executive Officer's Quarterly report - April - June 2023 period 11
 - 12.3 Draft Boatshed and Bathing Box Policy 60
 - 12.4 Adoption of Road Discontinuance Policy 101
 - 12.5 Adoption of Waste Circularity Plan 2023-2030..... 118
 - 12.6 Destination Event Attraction Program - Round 2 Recommendations..... 196
 - 12.7 Electoral Structure Review 202
 - 12.8 Frankston Skate Park Management 240
 - 12.9 Langwarrin Child & Family Centre and Response to Long Street Reserve Petition 245
 - 12.10 Award of Contract CN11104 - Overport Park Oval No 1 Reconstruction 414
 - 12.11 Award of Contract CN11108 - Professional Engineering and Design Consultancy Services 418
13. **RESPONSE TO NOTICES OF MOTION**
14. **NOTICES OF MOTION**
15. **REPORTS NOT YET SUBMITTED**

16. URGENT BUSINESS

17. CONFIDENTIAL ITEMS

C.1	Support Request From The Frankston District Netball Association (FDNA).....	425
C.2	CEO Employment and Remuneration Committee.....	425

Phil Cantillon

CHIEF EXECUTIVE OFFICER

27/07/2023



Executive Summary

12.1 Governance Matters Report for 31 July 2023

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 seek endorsement from Council on the recent Governance matters including current status of resolutions.

Recommendation (Director Corporate and Commercial Services)

That Council:

Council Resolution Status

1. Receives the Council Resolution Status update, including:
 - a. Notice of Motion Cost Summary and Notice of Motion Report for 31 July 2023;
 - b. Notes there are no open Urgent Business actions;
 - c. Notes there are two Notice of Motion actions reported as complete:
 - 2021/NOM8 - Humanitarian Support for Fiji
 - 2022/NOM11 - Exploration of the establishment of a South Eastern Councils Biodiversity Network
 - d. Notes since the Council Meeting, held on 10 July 2023, 2 resolution actions have been completed, as listed in the body of the report;
 - e. Notes there is one report delayed in its presentation Council:
 - Asset Management Policy, delayed to 10 September 2023 Council Meeting
 - f. Approves a minor correction in the minutes of the Council Meeting held on 15 August 2022, Item 16 - Urgent Business, to remove the name of Councillor Bolam from the voting division as he declared a conflict of interest in this item and was not present at the time of voting.
 - g. Resolves the Minutes to be amended with removing Cr Bolam as having voted for the matter;

Audit and Risk Committee

2. Receives the unconfirmed minutes of the Audit and Risk Committee meeting, held on 19 May 2023; and

MAV State Council Meeting

3. Notes the MAV State Council Meeting will be held in Melbourne on 13 October 2023 and there are no Motions proposed to be submitted by Council.

12.1 Governance Matters Report for 31 July 2023**Executive Summary****Key Points / Issues****Background**

- In accordance with the Local Government Act 2020, Council's Governance Rules, Policies and Council resolutions, the agenda for each Council Meeting is required to list certain governance and/or administrative matters in addition to other specified items.
- Keeping in mind best practice, good governance principles and transparent reporting it was deemed appropriate to consolidate governance and/or administrative type reports into one standing report to provide a single reporting mechanism for a range of statutory compliance and/or governance matters. This will ensure sharing council data and clear reporting for the community.
- The Governance matters report may include, but is not limited to, the Council resolution Status, Instruments of Appointment & Authorisation, Instruments of Delegations, Audit and Risk Committee matters, Advisory committee matters, and other governance related matters.

Governance Matters reported for this meeting

The matters covered under the Governance Report for this meeting are:

- Council Resolution Status Update;
- Audit and Risk Committee
- MAV State Council Meeting

Council Resolution Status Update

- At its meeting on 19 December 2016, Council resolved that:
"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)"*
- In line with the above resolutions, following reports are attached for 31 July 2023:
 - Notice of Motion Cost Summary (**Attachment A**)
 - Notice of Motion Report (**Attachment B**)
- There are currently no Urgent Business actions open, as such, this report has not been included.
- Since the last Council Meeting 2023/CM010 on 10 July 2023, the following 2 resolution actions have been reported as 'complete'. A detailed report has been provided at **Attachment C**.
 - Delegates Report by Cr Sue Baker

12.1 Governance Matters Report for 31 July 2023**Executive Summary**

- Governance Matters Report for 14 June 2023
- Due to various factors, it is sometimes not possible for reports to be brought back before Council in accordance with the time frames resolved. One report has been delayed from presentation to Council:
 - Asset Management Policy
This report will be delayed until 10 September 2023 Council Meeting to allow for the Policy to be publicly exhibited for a period of four weeks as per the report recommendation.
- The Council Meeting Minutes for 15 August 2023, Item 16 Urgent Business, Cr Bolam was noted as having declared a conflict of interest and left the chamber at the time of the item and was not present for debate or voting. The voting division noted Cr Bolam as having voted for the matter. The Minutes are required to be amended to remove the reference of Cr Bolam having voted for the motion.

Audit and Risk Committee

Key points and issues from the 19 May 2023 Audit & Risk Committee (**Attachment D**) are as follows:

- The Committee was welcomed by Ms Lisa Tripodi, Chairperson.
- The CEO presented to the Committee the CEO's Council's quarterly report.
- The Interim Management Letter was presented by the external auditors, Crowe Australasia.
- The Council Plan and Budget Quarterly Report for January to March 2023 were provided.
- The Committee reviewed the VAGO report: Results of the 2021-2022 Audits: Local Government.
- The Committee was presented with an updated Internal Audit Status Report and the following final Internal Audits:
 - Review of Building Services
 - Review of IT Disaster Recovery Audit
- The Committee reviewed an update on risk management with a strategic risk review on degraded community trust and confidence in Council.
- Senior Officers presented an update on the status of the implementation of the Information and Communications Technology projects.

MAV State Council Meeting

- Each year, Councils across Victoria are invited to submit Motions to be heard at the MAV State Council Meeting. This provides Council with the opportunity to highlight specific topics and projects at a State level to clearly demonstrate the level of commitment of Frankston City Council to both Local and State issues.
- This year, the second State Council Meeting is scheduled for Friday 13 October 2023. Submissions for proposed Motions close on 14 August 2023.
- The MAV Rules 2022 (Rules) require motions to be of strategic relevance to the MAV or of such significance to local government that they ought to be considered at

12.1 Governance Matters Report for 31 July 2023**Executive Summary**

the State Council meeting. The Rules further state that Motions must be subject of a council resolution.

- Requests for motions were sought from Councillors, but no proposed Motions were submitted.

Financial Impact

There are no financial implications with this report.

Consultation**1. External Stakeholders**

Nil.

2. Other Stakeholders

The Mayor, Councillors, Chief Executive Officer and EMT have been engaged regarding the Motions for the MAV State Council Meeting.

Analysis (Environmental / Economic / Social Implications)

There are no environmental or social implications associated with this report.

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

There is no impact on Council policies.

Officer's Declaration of Interests

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

Risk Mitigation

There are no risks identified with this report.

Conclusion

The purpose of this report is to brief, update and seek Council's endorsement on various governance matters listed above.

It is recommended that Council endorses the governance matters raised in this report.

12.1 Governance Matters Report for 31 July 2023

Executive Summary

ATTACHMENTS

Attachment A: [↓](#) Notice of Motion Report - Cost Summary

Attachment B: [↓](#) Notice of Motion Status Update Report

Attachment C: [↓](#) Closed / Completed Resolution Actions

Attachment D: Unconfirmed Audit & Risk Committee Minutes - 19 May 2023

Notice of Motion Report - 2023 - CM10 - for the 31 July Council Meeting (A4945761).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	2	\$500	\$0	\$0	3
Cr Kris Bolam	8	\$10,000	\$0	\$0	1
Cr Nathan Conroy	0	\$0	\$0	\$0	0
Cr Claire Harvey	6	\$7,155	\$0	\$0	2
Cr Brad Hill	4	\$0	\$0	\$0	2
Cr Liam Hughes	2	\$800	\$0	\$0	1
Cr Steven Hughes	3	\$0	\$0	\$0	0
Cr Suzette Tayler	1	\$0	\$0	\$0	1
TOTAL	26	\$ 18,455	\$ -	\$ -	11

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

Meeting Date	Item No	NOM Title and Councilor	Council Resolution	Responsibility	Comments	Cost Summary
20-Sep-21	14.1	2021/NOM8 - Humanitarian Support for Fiji C/ Bolam	Council Decision: Moved: Councillor Bolam Seconded: Councillor Baker That Council: 1. Notes the letter from the Victorian Multicultural Sports Association seeking a \$10,000 contribution from Council for humanitarian support in Fiji; 2. Notes that Frankston and Bolam (Fij) have previously agreed to form a Friendship City relationship; 3. Gives Steve (Fij) in Frankston's geographical context 'Sister City' / Friendship City, this agreement is to be formally upgraded to a 'Sister City' relationship, pending advice from Sister Cities Australia; 4. Notes the letter of appreciation from the Fiji Government's Minister for Local Government, Housing and Community Development, in recognition for the \$1000 donation for the delivery of hospital beds to Fiji to assist with the second wave of the COVID-19 pandemic; 5. Acknowledges the relationship and contribution of the Fiji community to the diversity in Frankston and notes the impact of the pandemic on our Pacific neighbours; 6. Supports the facilitation of the humanitarian initiative under the stewardship of the Mayor to work with Rotary Club of Frankston Survia (a/c) to have deductible gift recipient status to receive all goods and donations with respect to the humanitarian aid relating to the Fiji community; 7. Notes the Mayor has driven a community fundraising 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, swimwear and PPE. This includes: • Glee Kengel - \$200 gift card • Wapakarata Frankston - \$200 gift card • Chisholm Frankston - \$200 cash donation • SC Union - \$200 cash donation • St Kilda Festival Club - \$1000 cash donation • Rotary Frankston - \$1000 cash donation • Rotary Survia - \$1000 cash donation • Rotary 2.0 - \$1000 cash donation • Private resident - \$800 cash donation • Private resident - \$800 cash donation • Mousan University - \$800 cash donation • This time, the following businesses have also provided in writing, commitments for discounts and/or additional stock upon purchase to assist in the relief effort: • Target Frankston - bulk discount • Libra (Alaska Care) - bulk discount • Australian Dairy Park, Camon Downs - excess product/aid • Golden Fields Nutrition, Dandenong - excess product/aid • Kallig's - volunteer wearing of infant breadfast cereal • Community Support Frankston - volunteer wearing of infant breadfast cereal • Community Support Frankston - volunteer wearing of infant breadfast cereal 8. That formal letters of thanks be sent to the aforementioned donors. 9. Supports a Council donation of \$5000 to the Rotary Club of Frankston Survia towards the shipping of humanitarian aid to Fiji (2023), and product aid (\$42); 10. Funds the humanitarian aid from the Mayor's Event Budget that was initially allocated to fund the COVID Relief / Appreciation Event, but is no longer proceeding due to restrictions on mass gatherings; 11. Writes to the Hon. Frank Battlemans, the Prime Minister of Fiji, the Hon. Frankle Kumar, the Local Government Minister (F), the Fiji High Commissioner to Australia (a/c), the Australian High Commissioner to Fiji, His Excellency Mr John Hedges to advise of Council's decision and note the total donation of \$14,400 (comprising \$8,400 community donations and \$6000 Frankston City Council donation) plus donated wholesale product/aid that comfortably represents an overall charitable effort surpassing \$21,000. Carried	Fiona McQueen	12 Jul 2023 Complete. The MOU has now been signed and finalised. Requesting closure.	Council donation of \$6000 to the Rotary Club of Frankston Survia towards the shipping of humanitarian aid to Fiji (2023), and product/aid (\$42).
11-Jul-22	14.1	2022/NOM8 - Outreach Support Service C/ Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Hill That Council: 1. Acknowledges the work currently being undertaken by organisation/s to provide an outreach service to rough sleepers, whereby contact with the rough sleeper is made within 24 hours of a referral where possible and; 2. Requires a report to be provided at the September 2022 Council Meeting exploring a formalised service agreement with a suitably qualified localised outreach provider to undertake referral advocacy, throughout the municipality, to assist those without a permanent place of abode. The service guarantee is to focus on a prescribed minimum response time (i.e. twenty-four hours) upon the outreach provider being notified of new clients/rough sleepers by the Frankston City Council. Following the initial interaction with new clients/rough sleepers, the service provider is to: a) Make clients aware of local and regional support agencies insofar uplift and direct support; b) Collaborate with local and regional support services on behalf of clients and their needs; and c) Conduct ongoing wellbeing audits of clients/rough sleepers, as commissioned by the Frankston City Council. Carried Unanimously	Tammy Bouchamp	11 Jul 2023 1. Complete: Work of outreach services currently engaged acknowledged. 2. In progress: Officers completed a report responding to NOM for September 2022 Council Meeting but this report required amendments and was postponed to the October Council Meeting with advice that officers explore further social research. This report has been further postponed to September 2023 to enable officers to engage and work with a consultant to assist with the social research	
24-Oct-22	14.1	2022/NOM11 - Biodiversity Network C/ Harvey	Council Decision Exploration of the Mowed: Councillor Harvey Seconded: Councillor Baker establishment of That Council receives a report at its 22 December 2022 Council Meeting exploring the establishment of a South Eastern Councils Biodiversity Network (consisting of the cities of Hobsons Bay, Melbourne, Port Phillip, Kingston, Frankston, Mornington Peninsula Shire and Bayside). The network is to be comprised of Councilors and Council officers from the network councils in the South Eastern metropolitan region, with the purpose of: 1. Information sharing 2. collaboration in relation to joint projects 3. advocacy in relation to common objectives 4. work with State and Federal Governments on environment initiatives 5. exploration of wildlife corridors across the region 6. engagement with traditional owners across the region. Carried	Angela Hughes	11 Jul 2023 Report was presented and endorsed at 10 July 2023 council meeting. Requesting closure.	
22-May-23	14.1	2023/NOM3 - Hall of Fame Reveal C/ Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Hill That a report be provided to Council to determine if the 'Frankston Hall of Fame' (HoF) be reinstated to recognise individuals and organisations that have significantly impacted and contributed to the Frankston municipality. The report will be presented for consideration to the August 2023 Council Meeting. The report to include focus on: • The viability of reinstating the HoF program; • The nomination and assessment process including regularity of awards; • Identify capacity of the new HoF location for additional plaques or determine possible location options to display new inductive plaques; • Costings and staff resources associated with the new iteration of HoF including associated costs in relation to plaques, ceremony, and administration of the program. Carried	Fiona McQueen	12 Jul 2023 In Progress: A report will be presented to the 21 August 2023 Council Meeting to determine if the Frankston Hall of Fame (HoF) be reinstated to recognise individuals and organisations that have significantly impacted and contributed to the Frankston municipality.	
10-Jul-23	14.1	2023/NOM4 - Nat's Track C/ Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Taylor That Council: 1. Commemorate the 50th Anniversary of when the late Frankston residents, Natalie Russell, Elizabeth Stevens and Deborah Fram were tragically taken from their families, friends and schoolmates in June and July 1973; 2. Sends letters of appreciation under the Mayor's signature to the external members of the Nat's Track Working Party who coordinated the 2022 beautification works at this important local track that was dedicated to Natalie's memory: • Susan Ballard (NCA Teacher - Monterey Secondary College) • Ann Gabriel (Maintenance - Monterey Secondary College) • Brendan Day (Course Superintendent - Peninsula Kingswood Country Golf Club) • Craig Ludlow (Deputy Principal Welling - John Paul College) • Simon Page (Superintendent - Long Island, The National Golf Club) 3. Notes the \$100,000 contributed by Council and the \$65,000 contributed by State Government through the support of MP Paul Edbrooke towards the Nat's Track beautification; and 4. Notes Council's standing commitment to continue the maintenance and upkeep of Nat's Track in memory of Natalie Russell. Carried Unanimously	Angela Hughes	19 July 2023 1. Noted 2. Letters are being prepared 3. Noted 4. Noted	

Item 12.1 Attachment C: Closed / Completed Resolution Actions

Action Sheets Report		CLOSED / COMPLETED				Date From: 1/01/1900	Date To: 19/07/2023
						Printed: Wednesday, 19 July 2023 10:53:51 AM	
MEETING DATE	ITEM NUMBER	Title	MOTION	RESPONSIBLE DIVISION & OFFICER	COMMENTS	DATE COMPLETED	
14/06/2023		Delegates Report by Cr Sue Baker	<p>Council Decision</p> <p>Moved: Councillor Harvey</p> <p>Councillor Hill</p> <p>That the verbal report by Cr Baker on her attendance to the Smart Urban Futures Conference and the Australian Local Government Women's Association (ALGWA) 2023 National Conference be received.</p> <p>Seconded:</p> <p>Carried Unanimously</p>	Corporate and Commercial Services Alcock, Brianna	<p>27 Jun 2023 2:39pm</p> <p>Complete. Noted and marked as complete in the Training Register., It is requested this item be closed.</p> <p>28 Jun 2023 10:20am</p> <p>Completed on behalf of Alcock, Brianna (action officer) on 28 June 2023 at 10:20:59 AM - Approved for closure by Director Corporate and Commercial Services</p>	28/06/2023	
14/06/2023	12.1	Governance Matters Report for 14 June 2023	<p>Council Decision</p> <p>Moved: Councillor Harvey</p> <p>That Council:</p> <p>Council Resolution Status</p> <ol style="list-style-type: none"> 1. Receives the Council Resolution Status update, including: <ol style="list-style-type: none"> a. Notice of Motion Cost Summary and Notice of Motion Report for 14 June 2023; b. Urgent Business Status Update for 14 June 2023; c. Notes there are no Notice of Motion actions reported as complete; d. Notes since the Council Meeting held on 22 May 2023, 20 resolutions have been completed, as listed in the body of the report; e. Notes there is one report delayed in its presentation Council: <ul style="list-style-type: none"> • Langwarrin Child and Family Centre and Response to Long Street Reserve Petition <p>This report will be delayed until 31 July 2023 Council Meeting to allow additional time for further investigations;</p> 	Corporate and Commercial Services Alcock, Brianna	<p>27 Jun 2023 2:40pm</p> <p>1. Complete. Council received the Council Resolution Status update., 2a. Complete. Council noted Cr Bolam's participation as a delegate to the ABM, 2b. Complete. Council noted its continued membership with ABM without a Councillor representative., 2c. Complete. Letter from CEO was sent to ABM advising of its withdrawal from having a Councillor representative., 2d. Complete. It is noted the future membership will be funded from Communities Directorate., Request closure of this action</p> <p>28 Jun 2023 10:18am</p> <p>Completed on behalf of Alcock, Brianna (action officer) on 28 June 2023 at 10:18:57 AM - Approved for closure by Dir CCS</p>	28/06/2023	

Executive Summary

12.2 Chief Executive Officer's Quarterly report - April - June 2023 period

Enquiries: (Phil Cantillon: Chief Executive Office)

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 provide Council with an overview of relevant matters within the organisation.

Recommendation (Chief Executive Officer)

That Council:

1. Notes the Chief Executive Officer's Report and any updates on outstanding actions provided within the report;
2. Notes the 'public' version of the Chief Executive Officer's Quarterly Report for the period April to June 2023 (attachment A), which will be made available after this meeting through Council's website;
3. Notes the completion of the Accountability and Transparency Reform (ATR) item 39 and resolves for this to be closed from monitoring and reporting in future CEO quarterly reports;
4. Notes the further reduction of decisions being made in closed council, with a result of 1.92% in quarter four (4) and 2.34% in 2022-2023;
5. Notes its prior resolution at the 1 May 2023 Council Meeting, requiring that a future quarterly Chief Executive Officer report be provided on an indefinite basis, which for all intents and purposes has been a great success for its breadth and commentary of the substantial progress being made by Council, along with the integrity and wider transparency it provides of the Council and its operations; and
6. Resolves for attachment B (Confidential Chief Executive Officer's report for April to June 2023 period) to be retained as confidential indefinitely, on the grounds that it contains information that is confidential pursuant to the Local Government Act 2020, section 3(1) (a), (d), (e), (f), (g), (i), (j) and (h) and would, if prematurely releases would reduce Council's ability to properly perform its functions.

Background

At its Council meeting on 27 January 2021, Council resolved for the Chief Executive Officer's Quarterly Report normally presented in Closed Council to be reported in Open Council from April 2021, with confidential attachments provided to Councillors under separate cover.

Subsequently, at its meeting on 25 July 2022, Council resolved that any future updates relating to COVID-19 recovery including financial updates will be reported in the CEO Quarterly report. An update is provided in this report.

Council also resolved at its meeting on 1 May 2023 that a future quarterly Chief Executive Officer report be provided on an indefinite basis, which for all intents and purposes has been a great success for its breadth and commentary of the substantial progress being made by Council, along with the integrity and wider transparency it provides of the Council and its operations. Officers have prepared this report in accordance with the resolution above.

12.2 Chief Executive Officer's Quarterly report - April - June 2023 period**Executive Summary****CEO's quarterly report update on action**

There are no outstanding actions to report on relating to the CEO's quarterly report.

Key Points / Issues

The CEO is pleased to present the Chief Executive Officer's Quarterly Report providing an open and transparent overview of the organisation, its highlights along with key activities. The report represents the period from April to June 2023. Key topics covered under the public version of attachment A include:

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

Under separate cover as attachment B is a report titled "CEO's quarterly report – confidential version – April to June 2023" dealing with matters of a confidential nature.

Notes the completion of the Accountability and Transparency Reform (ATR) item 39 with the detailed provided in the public version of the CEO's quarterly report April to June 2023 (attachment to the public version report) and resolves at this meeting for this item (39) to be closed from monitoring and reporting in future CEO's quarterly reports.

Update on COVID-19 Recovery including financial updates

Council continues to follow guidelines to ensure a safe environment for its Community including its staff, councillors, contractors and volunteers. Council now receives any noteworthy updates on the COVID-19 recovery including financial updates within this report and an update is provided below:

- As at 30 June 2023, Council had delivered \$8.753M including \$1.067M during 2022-23 in support to the community and continues to ensure the ongoing activities are delivered in a timely manner.
- Funding has been endorsed by Council for Community Support Frankston in 2023-24 totalling \$175,000. This will be funded from the strategic asset reserve and reported through the CEO Report presented to both Council and the Audit and Risk Committee, rather than a separate report.
- As part of Council's Community Recovery package in response to COVID19, an initiative was established to provide free mental health 1st Aid training to individuals and representatives from community groups to help identify and respond to emerging issues. Further workshops will be held in 2023 and will be adapted to the changing needs and interests of the community.
- All Council staff were provided the opportunity to receive a free flu vaccination. Council officers received a free flu vaccination during this period providing a

12.2 Chief Executive Officer's Quarterly report - April - June 2023 period**Executive Summary**

level of protection against the flu and reduce the risk of more serious outcomes resulting from influenza infections. Staff are no longer required to have two doses of the COVID-19 vaccination to be employed by Council. The only exception relates to work areas where public health orders apply. Council's Mandatory Vaccination Policy was retired following consultation with employees.

Financial Impact

Actual spend for 2022-2023 as at June 2023 relating to the COVID-19 Relief and Recovery Package update provided in Attachment C was \$1.067 million. A total of \$8.753 million has been spent since 2020. Support for Community Support Frankston will continue to be delivered during 2023-2024 with a funding commitment of \$175,000 to assist the community through recovery. Management will continue to report and monitor the delivery of these activities through the CEO's quarterly report.

Consultation**1. External Stakeholders**

See attachment A under the heading section 'Meetings and Activities'.

2. Other Stakeholders

Mayor and Councillors, Directors, Managers, Coordinators and Officers.

Analysis (Environmental / Economic / Social Implications)

It is paramount that Council's business is open and transparent with activities relating to its operation and the CEO's office. This report now provides any noteworthy COVID-19 Relief and Recovery matters including financials. Council's relevant programs greatly assists the community and helps ensure support is provided.

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 to report unless otherwise mentioned in the relevant attachments.

Policy Impacts

Nil to report unless otherwise mentioned in the relevant attachments.

Officer's Declaration of Interests

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

Risk Mitigation

Nil to report unless otherwise mentioned in the relevant attachments.

Conclusion

The report be received.

12.2 Chief Executive Officer's Quarterly report - April - June 2023 period

Executive Summary**ATTACHMENTS**

- Attachment A: [↓](#) Public Version - CEO's Quarterly report for April to June 2023 period
- Attachment B: Confidential version - CEO Quarterly report - April to June 2023 with attachment - **CONFIDENTIAL**
- Attachment C: [↓](#) Relief and Recovery program - Q4 2022 2023

Public - Chief Executive Officer's Quarterly Report

Period reporting – April to June 2023 (public version)



Lifestyle Capital of Victoria

I am pleased to present the Chief Executive Officer's Quarterly Report for the period ending 30 June 2023 (public version).

The information within this public document represents the period in time from April to June 2023 inclusive providing greater transparency and a more comprehensive view of the organisation and its key activities.

Key topic areas include:

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

Thank you to Councillors, Council's staff, volunteers and contractors who continue to actively support our municipality.

Regards

Phil Cantillon

Chief Executive Officer

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

PEOPLE AND CULTURE

Weekly communication

Each Monday, the CEO including Acting CEOs distributes an all-staff email providing advice on key achievements, sections thanking staff and well done commentary, along with other news and items relating to Council briefings/meetings. The email is then uploaded onto Council's internal website portal called Grapevine. COVID-19 updates are distributed to staff as required. In late March 2023, the CEO sent a further email providing an update on reflections and insights from the key actions directly related to the staff survey held last year.

EMT Panel Q&A sessions

EMT will host two EMT Panel Q&A sessions in the coming months. The first session is scheduled on Wednesday 5th July 2023 to be held at the Frankston Arts Centre, Theatre with 1 hour session booked for all staff to attend. Staff will have an opportunity to ask questions with EMT responding live. The second session is scheduled for late October 2023.

Future Ready Kick Start Program

The Kick Start Program commenced in February 2023. The topics covered were Leading Self, Leading Others, innovating for the Future, Thinking Strategically, Executing Operational Plans and Your Career. The program culminates with the participants presenting a project pitch to EMT on a strategic pitch associated with Future Ready Frankston. The 16 participants will make their pitch in July 2023 leading to the conclusion of the program.

All Staff Survey 2022

The all-staff 'Your Voice, Your Workplace' Staff Engagement Pulse Survey has launched for 2023. The Executive Management Team continues its commitment to building a great workplace culture at Frankston. This year the aim is to 'check the organisation's pulse' with staff through a short, 14-question pulse survey. Staff's feedback continues to provide valuable insights which go towards informing culture improvement planning and organisation-wide initiatives. Results are expected to be communicated in September 2023.

People Matter Survey 2023

The People Matter Survey for Local Government was facilitated by the Victorian Public Sector Commission and has now concluded. Frankston City Council achieved a 34% (333/991) response rate, a 6% increase from last time in 2021. The results will be released in August 2023 and we will share these across Council. The Commission will provide our survey results to the Commission for Gender Equality in the Public Sector to form part of our workplace gender audit.

ORGANISATIONAL HIGHLIGHTS

External Awards and Recognition

Council was nominated as a finalist in the LGPro Excellence Awards 2023 for Service Delivery category nominated for our Healthy & Safe Communities, the nomination showcases the work of the Maternal and Child Health team, in partnership with Peninsula Community Legal Centre supporting women and families in Frankston. Our second nomination was for Council's Transparency Hub project in the category of Special Projects. The project has been a key initiative in building community trust by sharing board sets of data on council operations in a user-friendly portal. Also Council employee Chrissy Athanasopoulos is nominated as a finalist in the 2023 LGPro Awards for Excellence in the Young Achievers category. The winners were announced on 25 May 2023 at the LGPro Annual Conference Dinner at the Sofitel Melbourne on Collins. Council's employee Chrissy Athanasopoulos received a highly commended recognition on the night.

Internal Awards

Council’s Excellence Awards were presented during this period.

Corporate donations and fundraising

During this period, a number of staff participated in individual fundraising opportunities. Staff can elect to donate an amount directly from their pay to the Frankston Community Support Fund with new staff provided information on this option during induction.

BUSINESS TRANSFORMATION

Future Ready Frankston (FRF) Roadshow

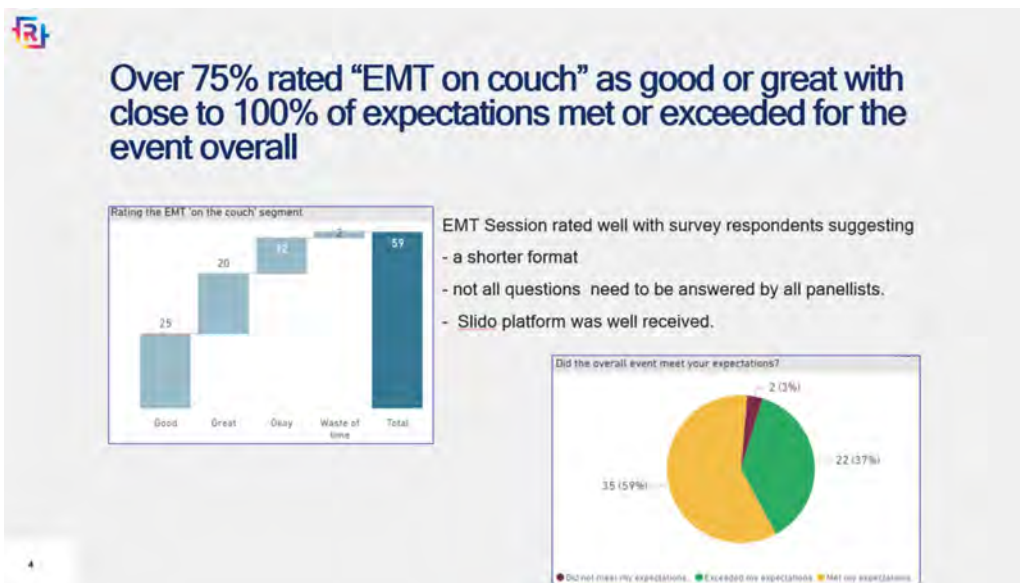
The roadshow occurred on 28 March 2023 and was a great success. Council had over 200 attendees and 60 responses to the feedback survey. A week later in early April 2023, another FRF Roadshow was held at the Operations Centre having strong engagement from the team there. There was a strong positive vibe within both roadshows, where people were interested in the strategy and what was to come. Each Pillar was represented by different people in the organisation, this showcased some excellent work being completed, but also generated support as to what was to come.

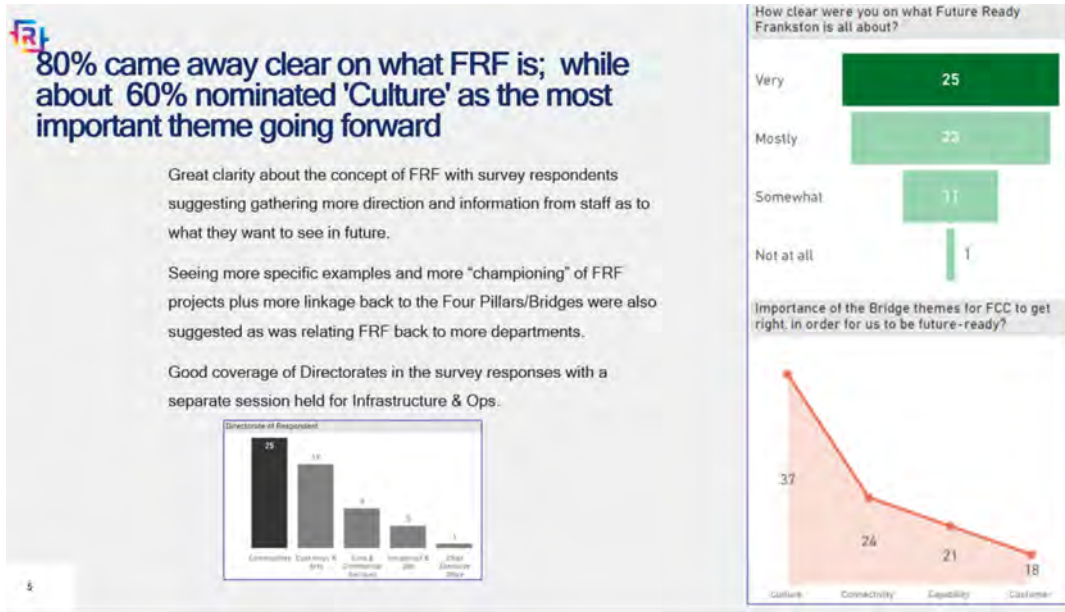
Some positive feedback received:

- The event meeting and in large part exceeding participant’s expectations.
- There was a large interest in holding similar future events.
- Increased knowledge about FRF and its benefits was achieved.

Some Improvements suggested:

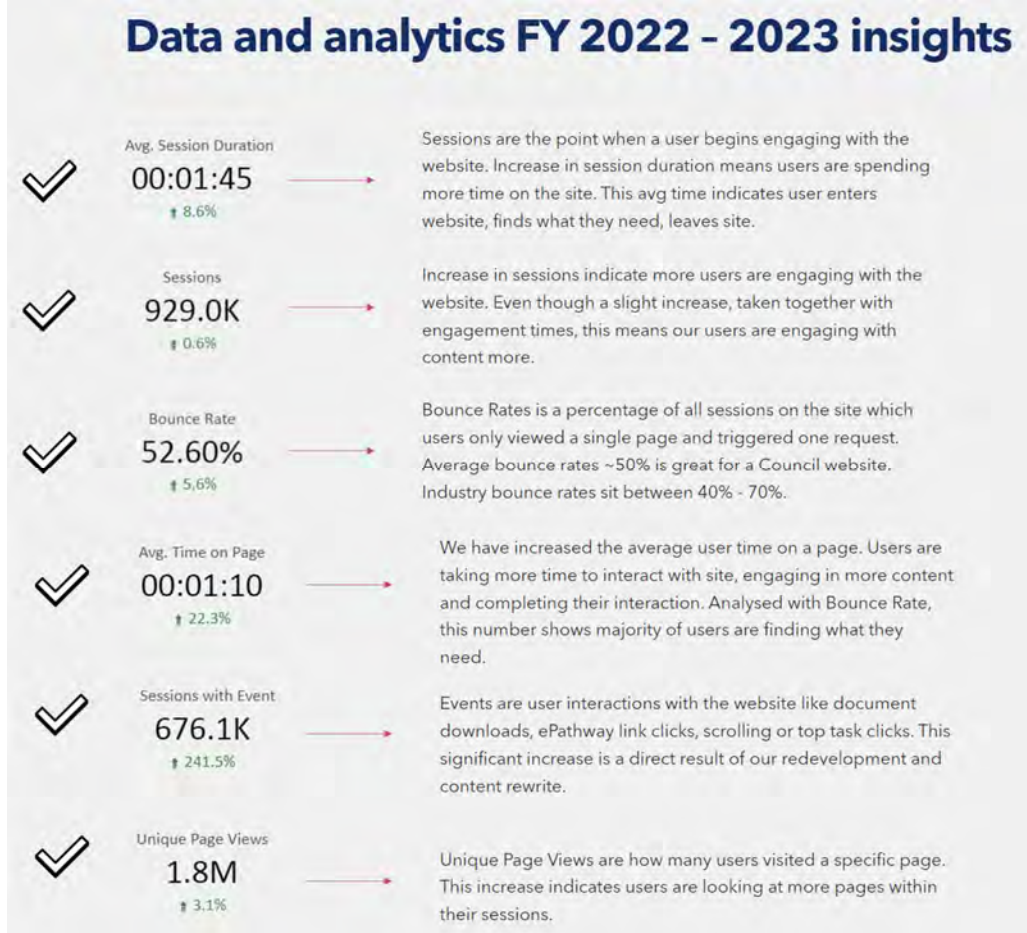
- To the structure/length of the EMT session.
- To extend or stagger the day to allow more widespread participation.
- To continue to explain how the FRF bridge themes inter-connect, as part of our corporate strategy.





Future Ready Frankston, our corporate strategy, does not stop here!

Council's Websites

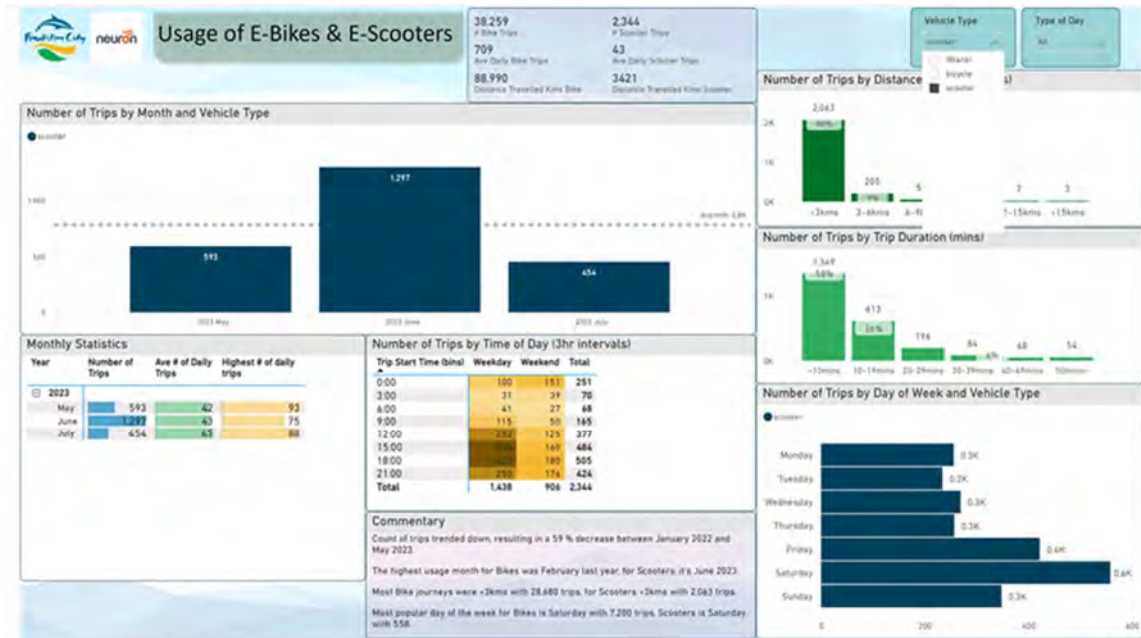


Since the last reporting cycle, the digital team has worked hard at creating increased interaction and engagement on our Corporate Website. In the coming weeks, they will start preliminary upgrade works on the remaining websites such as 'Invest Frankston' and will continue this work through the next reporting period.

Smart Cities initiative / Transparency Hub updates

On 18 May 2023, Council went live with e-scooters. An addition to complement our e-bike solution. The uptake has been steady. We have seen 2,344 trips by e-scooters since its commencement.

We anticipate this to increase as we move into the warmer months. We continue to look for initiatives that increase usage which align with events in the municipality.



Future Ready Frankston Efficiencies

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

- Significant reduction in call time handing within Customer service resulting in more calls being answered and faster resolution times for customers.
- Statutory planning process improvement leading to significant reduction in processing times of key decision points in the planning application process.
- Online forms being resigned and easy to use, including removal of information that was not required and making them more accessible on our website.

Public Art & Big Picture Festival 2023

Within this quarter, two sculptures from Sculpture by The Sea have been installed in the municipality with integrated lighting and landscaping. An EOI was put out to market for two bronze life-sized sculptures near Olivers Hill boat ramp and Sweetwater Creek. These sculptures tell a story of a First Nation’s couple that used to fish and forage in the local area. Five fibre glass sculptures and the site have been assessed for instalment and will be located at the Frankston Library Forecourt.

After The Big Picture Festival in March 2023, the data was collated and the festival and Block Party received record attendance figures of 6000 people for each event. The social media reach on Discover Frankston and The Big Picture Fest Instagram, Facebook and participating artists socials was 326,102 likes and views.

Discover Frankston

During the quarter, Discover Frankston successfully delivered marketing campaigns for Pets' Day Out and The Mayor's Party in the Park attracting 11,000 people. The team worked alongside the South Side Festival to elevated coverage and produce high end videography outcomes for all events.

A highlight was Frankston City being announced as a finalist in the TAC Victorian Top Tourism Town Awards and the delivery of a public voting campaign during June, with the winner being announced in July 2023.

Partnering with neighbouring Council's Frankston City applied for funding under the State Government Visitor Servicing Fund. For the 2022/2023 financial year, Discover Frankston across social media had 6,452,620 impressions, followed by over 33,000 people (+10% on LY) and the Enews database grew by 74% with 4,974 subscribers.

Frankston Major Events

Within this quarter, Mayor's Party In The Park and Pets' Day Out events were held in April. The events attracted approximately 5,000 attendees at Mayor's Party In The Park and 6,000 attendees for Pets' Day Out. Despite challenging weather conditions, positive feedback was received by the broader community who attended these events.

Frankston Arts Centre

Frankston Art Centre has been privileged to host a full array of events including South Side Festival, Season Shows, Commercial Shows, Community Events and Business Events. Several events have reached capacity which reflects confidence in ticket buyers and also that our marketing, ticketing and operational systems are working effectively to reach and service audiences.

Frankston Libraries

Council was pleased to re-open the Carrum Downs Library branch in April 2023. The renovations saw the layout of the library updated, as well as new shelving installed. This has allowed for more space for events and story time sessions. The renovations have been well received by the community.

The library launched Ebsco Bibliograph in May 2023, creating visibility to the library catalogue via Google. This search tool has the potential to reach a wider audience and encourage non-library users into our library branches as well as increasing library usage.

As part of the Digital Literacy for seniors', 8 I-Pads are now available for loan, supporting access to information for seniors within the community.

The children's program attendance has increased quite significantly this quarter with 11,993 attendees. Digital loans have also seen a good increase in loans 36,653 eBook and eAudio book loans.

Hospitality

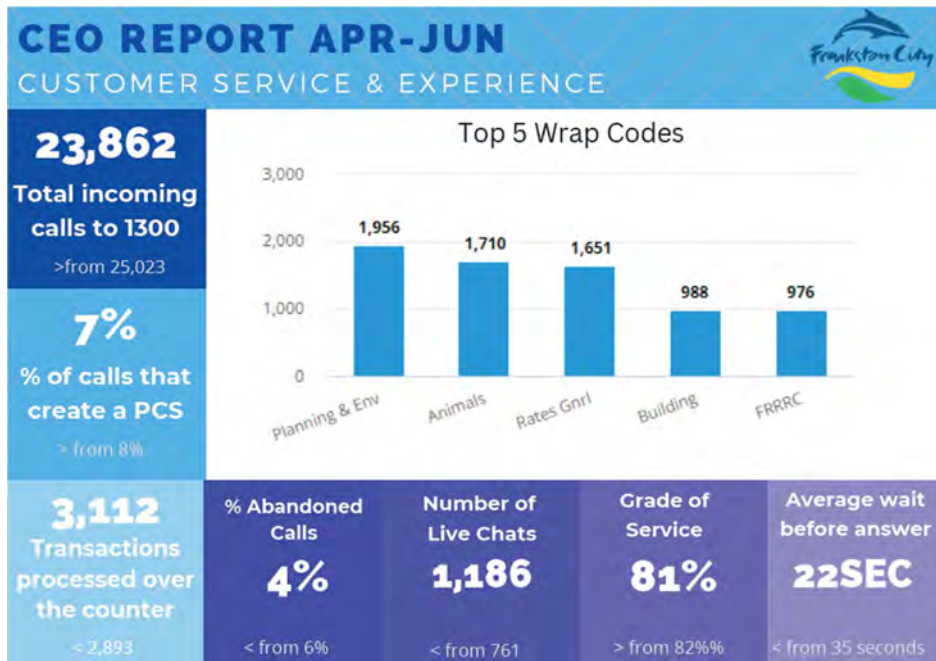
Currently in the process of implementing a new phone application allowing guests to pre-order and pay for food and drinks when attending the theatre. If successful, will be rollout to the Writers Bloc Cafe which should have a positive impact on customer service and financial performance. This new initiative will enable customers to conveniently select and pay for their desired items in advance and nominate a pickup time, streamlining the ordering process and enhancing guest satisfaction. By reducing the time spent in queues and optimising operations, the app should contribute to increased sales income. Changes to business procedures and policies are proving to be valuable to hospitality operations, benefiting both the customers and the business sales and expenditures.

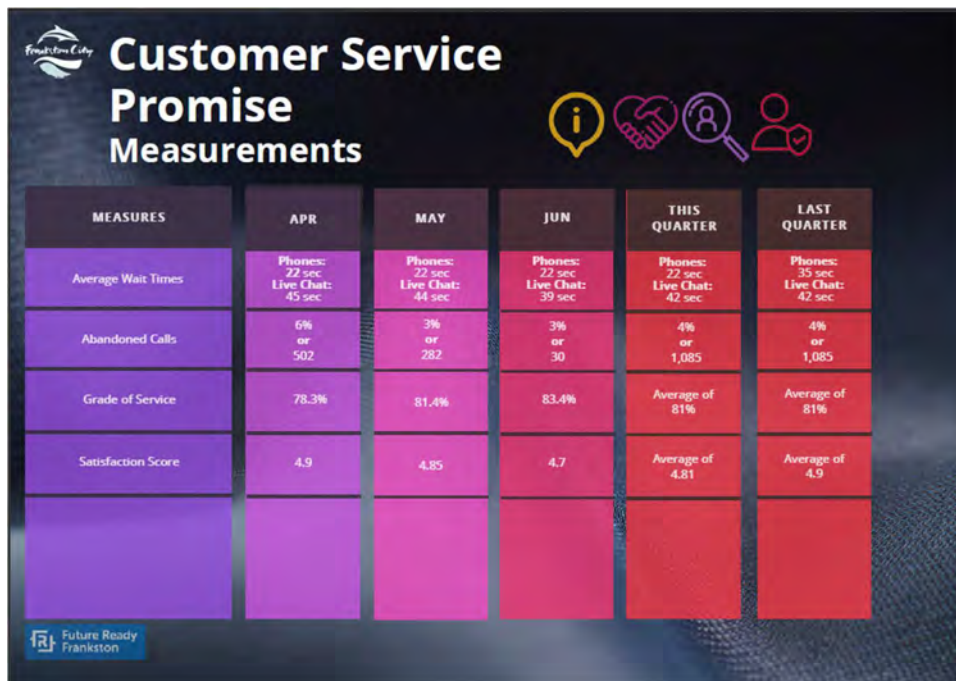
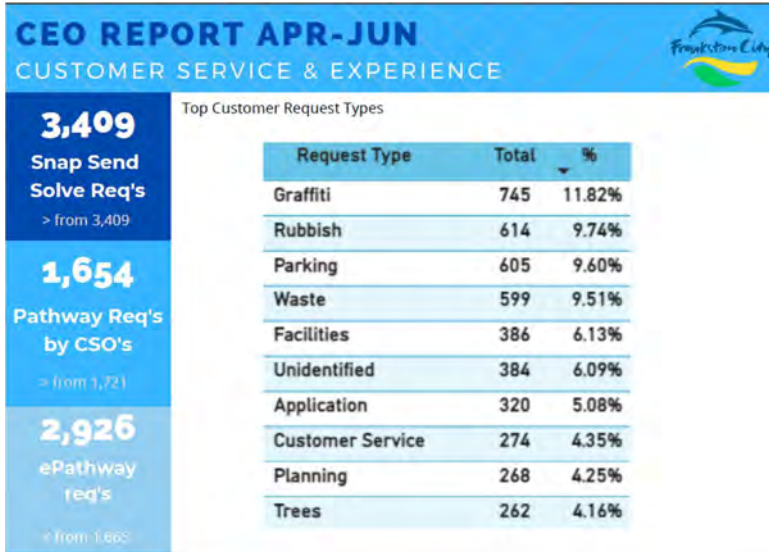
Council’s Corporate Customer Service Update

The Customer Service and Experience team have once again been busy this quarter. Operationally our call centres were busy with Hard Waste related calls. Interestingly these calls had reduced year on year as our community members get used to Hard Waste being in this quarter. Pleasingly Council was able to meet its Grade of Service KPI for two months this quarter, which is a steady increase in performance. Our customers also like to be served face to face, this remained consistent. Our customers choose our Langwarrin Service Centre as their centre of choice.

Our Customer Experience Strategy continues to be implemented in the organisation and a large amount of change coming directly in the Customer Service Team. Our focus for this Quarter is around preparing the organisation for charges that will occur in Pathway.

These changes will be significant in the Customer Service Module in Pathway, where we intend to reduce the 321 current request types by half. This will improve the overall service of our customers, with reduced duplication, reduced mistakes, more accurate request management and an overall more efficient service.





Social and media engagement - Frankston City Community

Council achieved a significant 40% increase in Facebook followers this Quarter due to an uplift in the quality of content and tailored messaging for our growing audience. LinkedIn also saw a 33% increase in engagement and is continuing to gain good traction amongst influential audiences. Visions for a revitalised Nepean Boulevard and Oliver's Hill lookout dominated social media this quarter, with a balance of positive and negative community feedback. Irrespective of sentiment, this clearly mapped Council as the driving force for growth and change for the City.

The 'always-on' FMAC campaign across all social media channels firmly reached the community's radar, with a reach of over 200,000 combined. Profiles of Business Grant recipients are also key to positive engagement, with the broad community noting and supporting investment in our local economy. Events such as Pets Day Out boosted engagement, as to be expected, but most notably, Council's profiling of our natural assets (the Indigenous Nursery, Sweetwater Creek, Frankston Conservation Reserve etc.) continue to be hugely popular and positively position the City amongst residents and prospective sea and tree changers.

Council's Top Tourism campaign generated good levels of support, but a key winner has been June's 'I ♥ suburbs' campaign, which profiles individual suburbs within the Municipality in order to boost civic pride amongst residents. The engagement and reach has been overwhelming, with the initial two suburbs (Carrum Downs and Seaford) reaching audiences of 65,000 and 60,000 respectively. The next quarter will continue to profile further suburbs, boosting engagement for subsequent Council service announcements.

Community Engagement

Community engagement levels have been significantly higher in the second quarter compared to the first. The number of live projects has been high at 15, and there has been significant community interest and impact in the live projects. There were 14,708 visits to Engage Frankston, 1,374 online contributions, and over 30 in-person engagement activities. The projects with the highest amount of engagement in this quarter were as follows:

Project	Engagement approach/outcomes
The Future of Frankston South Community and Recreation Centre	495 contributions 7 community pop ups
Dandenong Road East Shared User Path	189 contributions 1 in-person intercept survey
Draft Mobile Food Van procurement Guidelines	145 contributions
Sandfield Reserve Youth Space and Play Space	96 contributions 2 community pop ups 2 school workshops.
Public Toilet Action Plan (live until 7 July)	86 contributions 1 in-person intercept survey

The Dandenong Road East Shared User Path engagement was a particularly good example of the community responding really well to a clear choice of options, to strongly influence Council's delivery of the infrastructure project.

Approximately 80 of the responses were achieved from a 2 hour intercept survey conducted on-site to reach the people most interested and impacted by this project.

Active planning/drafting is currently underway for more high community impact/interest projects including:

1. Witternberg Reserve offset scheme;
2. Housing Strategy;
3. RF Miles Reserve name change;
4. Baden Powell Kindergarten;
5. Kindergarten Strategy;
6. Seaford Child and Family Centre;
7. Skate and BMX Strategy – Stage 2;
8. Social Inclusion Action group;
9. Bicycle Strategy;
10. Family Violence Action Plan;
11. Fair Access Policy;
12. Safer Communities Strategy and Policy – Stage 3;
13. Annual Budget 2024-2025;
14. Nairn Marr Djambana Masterplan.

Building Frankston's Future (BFF) Capital Works Awareness

Several BFF branded signs/fence banners continue to be installed at locations across the city, including:

- Yarralumla and Rosemary Reserve Play Space upgrades;
- Kananook Creek Gardens pathway and boardwalk construction;
- Carrum Downs Recreation Reserve court upgrade.

New project information signage has been installed at:

- Kananook Commuter Car Park;
- Kevin Collopy Pavilion;
- Ballam Park Play Space (maintenance);
- Sandfield Reserve (poster used throughout Carrum Downs);
- Overport Bike Track.

Signage at project sites impacted by the Lloyds Group collapse is being updated as new timelines are confirmed. Other BFF branded materials were also used as part of the Sandfield Reserve youth space and play space consultation.

For other Communication channels:

- Social media postings for all capital works and some revitalisation projects on Facebook, Instagram and Linked In continue to reference "Building Frankston's Future"/#BuildingFrankstonsFuture;
- Building Frankston's Future branding and messaging continues to be showcased in Frankston City News and eNews.



Customer Requests Update

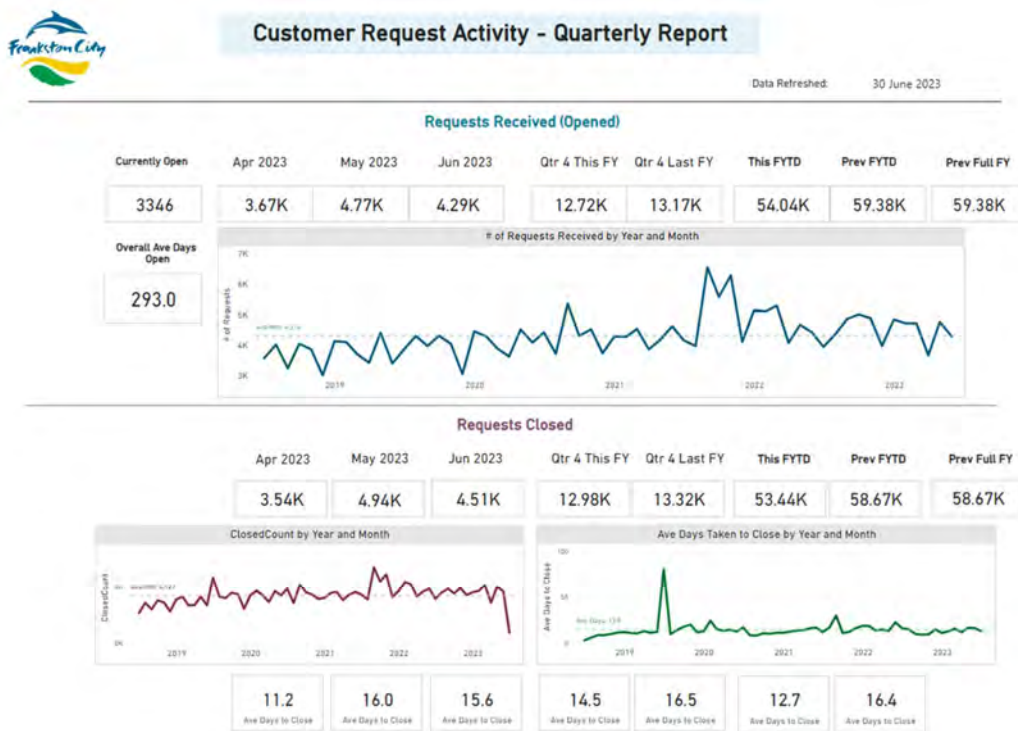
When the community request information/service from the council, the demand is measured in two ways;

1. Via our customer service channels (aka “Customer Requests”) OR;
2. Written correspondence -emails and paper-based letters (aka “ReM Requests”).

Performance analysis is performed quarterly and year on year to gauge trends more accurately and to account for seasonal variances (e.g. animal registration renewal, rates notices).

1. Customer Requests:

1.1 Table below highlights Customer Requests Apr- June 2023 (Q3)



Council received 12.72k requests in Q4 which is a decrease of 15% from the same time last year (13.170) and continues the same trend from Q2. Council closed 12,980k requests, down 6% from last year (13,320k).

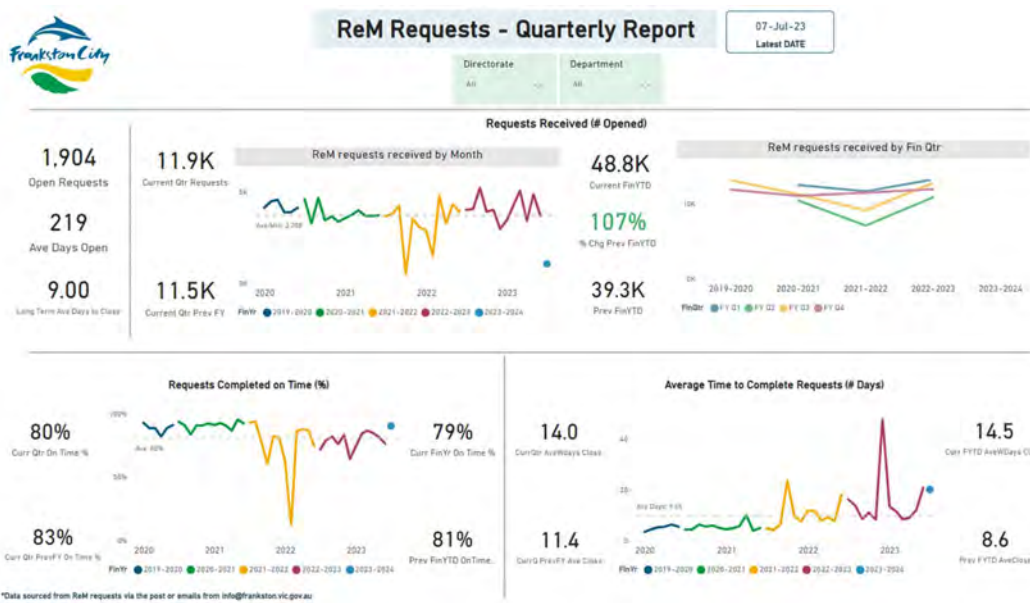
At the end of Q4, Council had 3, open requests with an average number of day’s open of 293*. This is up from last quarter where the average was 229*. This higher number includes the more complex long-term requests that require much effort to resolve. Council continues to improve our internal processes, especially for the requests that are complex. This upward trend is something Council staff will look to reverse coming into the new Financial Year.

The average number of days* to close requests was 11.2 in Q4 which has increased to 18% compared to last year (14 days). Although the volume for Customer Requests in Q3 was down compared to this time last year, more work is needed to decrease our response time and the closure of complex requests.

* Figures are rounded to the nearest whole number.

2. ReM Requests:

2.1 Table below highlights ReM Requests Apr- June 2023 (Q4)



Council received 11,900 pieces of correspondence in Q4 which is a 7% increase from the same time last year (11,500)

There are 1,905 open ReM requests, slightly down from 2,144 in Q3.

Council aims to respond to correspondence within 10 days- Q4 showed we met that benchmark 80% of the time (82% for Q3 last year, a slight decrease)

The average number of days to respond to correspondence was 14* days for this reporting period which is an increase of 3 day from the same period last year.

* Figures are rounded to the nearest whole number.

Planning Progress

Statutory Planning data update – Quarter 4 (2022-23)

Statutory planning on-time delivery for Q4 at 83 percent was above the target of 70 percent. Progress has been made in reducing outstanding application volumes and this is reflected in shorter decision timeframes.

As at the time of preparation of this report, there are 273 undecided planning permits, amendment to planning permits, and plan approval applications currently with Council.

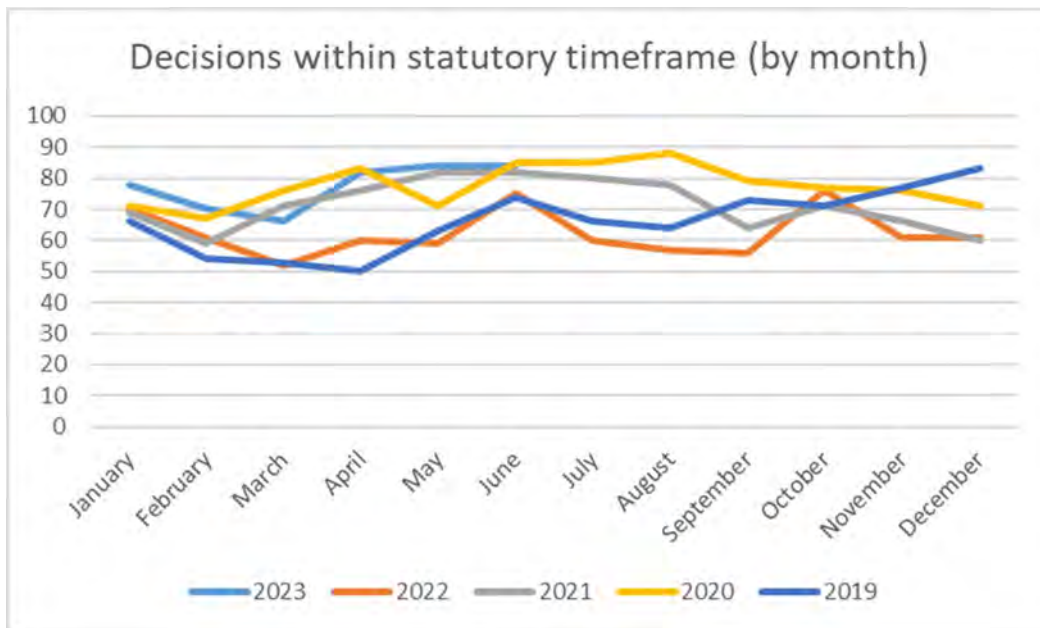
The on-time delivery data is illustrated in the charts below (calendar year) as well as the volume of applications received per month over the last five years. This demonstrates the consistent volume of applications received each month, noting that the lodgement volume includes new permit and amendment applications and other consent types, but is still not reflective of all work undertaken in the processing of planning permit applications.

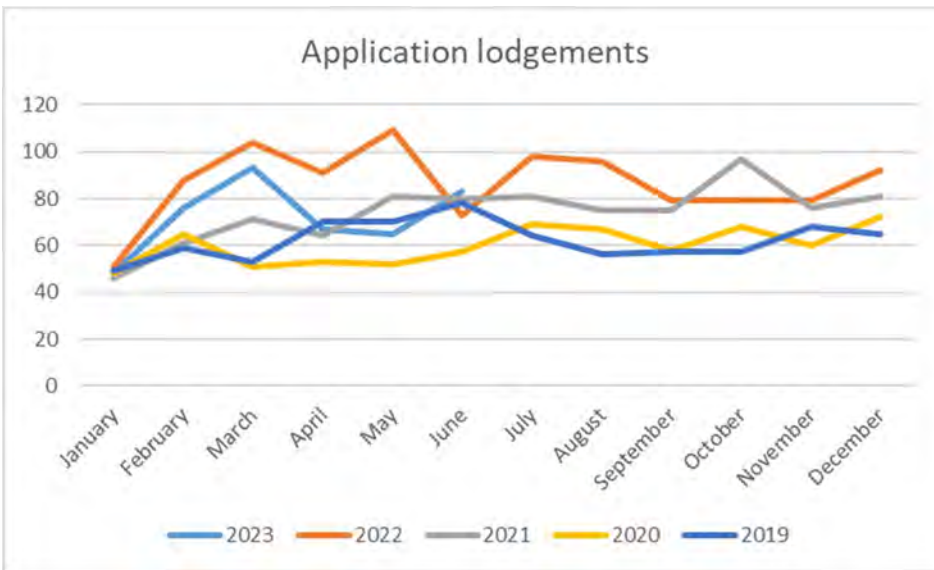
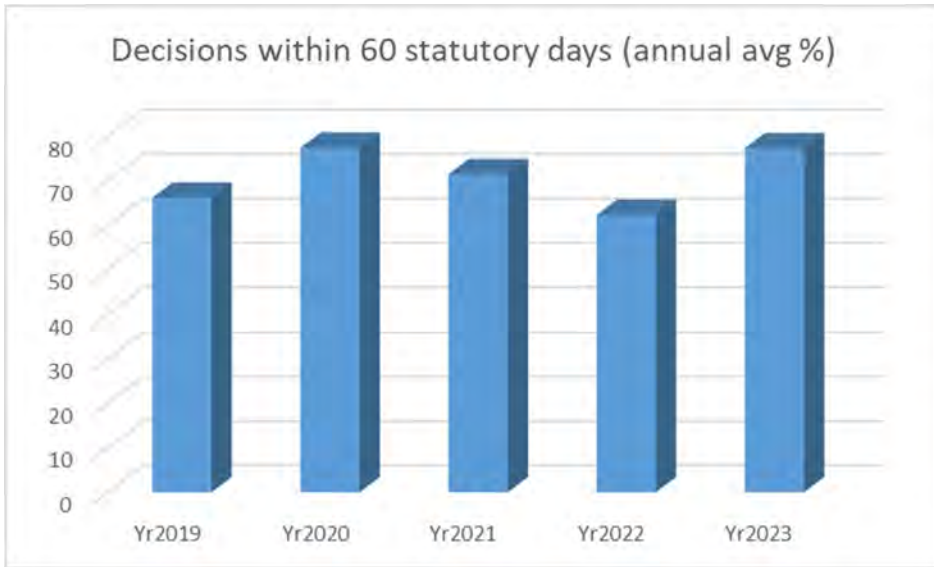
We received higher application volumes in 2022, with an average of 87 per month and lodgements so far in 2023 have been lower. These first six months are comparable to 2021, although higher than the longer-term average.

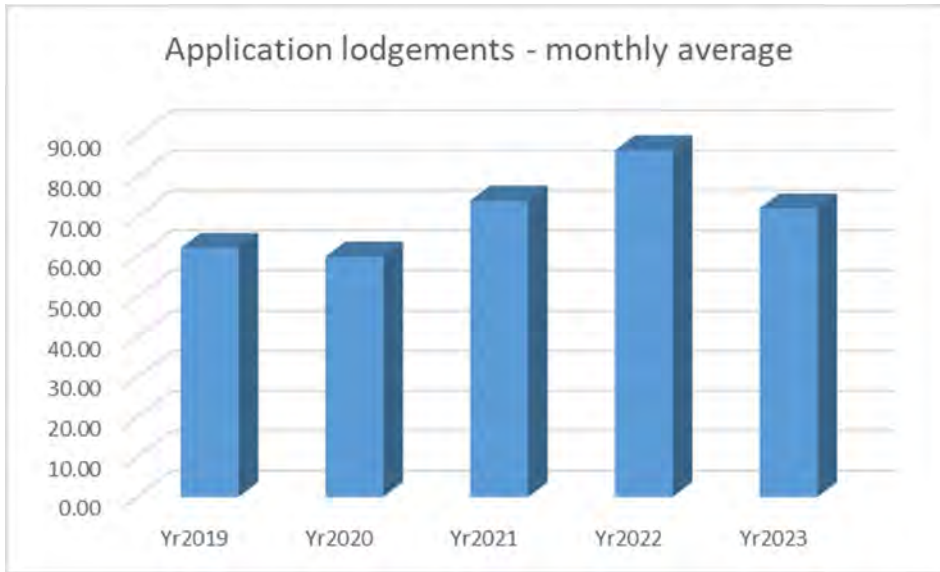
A summary of developer financial contributions received within the quarter is also detailed below.

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

Developer Financial Contributions- Quarter 4 (2022-23)	
Contribution Type	Total Amount Received
Open Space Contributions	\$329,500
Car Parking Financial Contributions (cash-in-lieu)	\$0.00







Environmental Health update- Food Business Inspection and Enforcement Outcomes Quarter 4 (2022-23)

Summary of Food Business Inspection and Enforcement Outcomes (Quarter 4, 2022-23)

Critical and major non-compliance notifications – follow ups (2022-23)

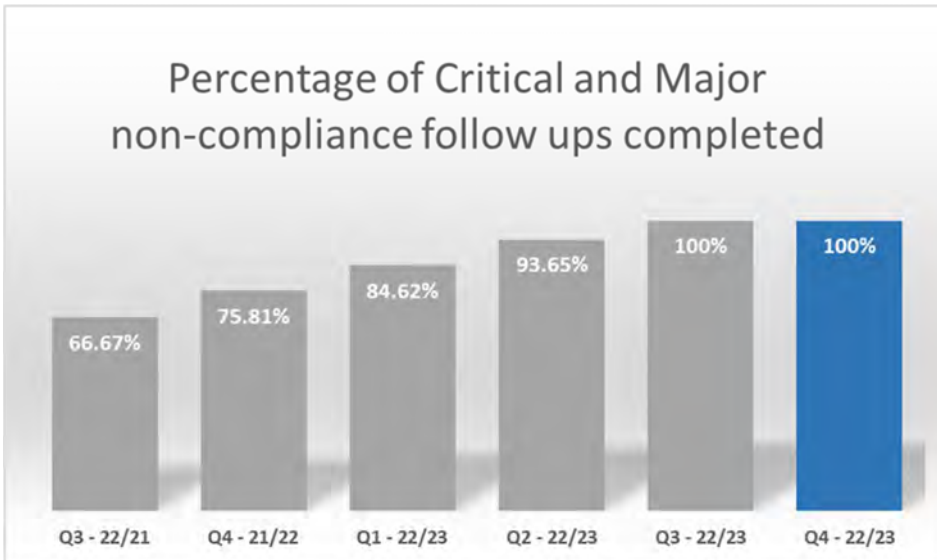
During Quarter four (Q4) of the 2022-23 financial year, all critical and major non-compliance outcome notifications at registered food businesses were addressed by our **Environmental Health Officers**, resulting in a 100% follow-up rate.

Q4 maintained the consistent upward trend in follow-up actions, demonstrating the team's commitment to addressing any identified non-compliances during statutory food business inspections. Achieving a consecutive **result of 100%**, exceeding the organisation's target of 60%. The proactive approach and commitment from Environmental Health to addressing non-compliance has yielded exceptional outcomes, reflecting the team's dedication to maintaining high standards.

Critical and major non-compliance notifications (2022-23) history chart

The completion rate of follow-up actions by our Environmental Health Officers in Q4 of 2022/2023, was 100%, a demonstrated ongoing improvement.

Percentage of Critical and Major non-compliance follow ups completed



Number of compliant statutory food premises inspections

The total number of statutory inspections where the food business achieved an outcome of compliant for Q4 was **115**.

Number of non-compliant statutory food premises inspections

The total number of statutory food premises inspections where the food business failed and was non-compliant for Q4 was **27**.

This amounts to 142 statutory food premises inspections conducted with a compliance rate of 81%.

Food Enforcement - Number of Food Act Orders/Directions Issued

The total number of Food Act Orders/Directions Issued to food business proprietors, as part of enforcement against serious food safety breaches for Q4 was *three*.

Food Enforcement - Number of Penalty Infringement Notices Issued

The total number of Penalty Infringement Notices issued to food business proprietors, as part of enforcement against serious food safety breaches for *Quarter 4* was *one*.

Summary of Food Business Inspection Outcomes data (Quarter 4, 2022-23), including monthly figures.

Food Business Inspection and Enforcement Outcomes Quarter 4 - 2022/2023	APR	MAY	JUN	TOTAL
Critical and major non-compliance notifications – follow ups	-	-	-	100%
Number of compliant statutory food premises inspections	38	22	55	115
Number of non-compliant statutory food premises inspections	3	11	13	27
Food Enforcement - Number of Food Act Orders/Directions Issued	0	0	3	3
Food Enforcement - Number of Penalty Infringement Notices Issued	1	0	0	1

City Futures Department update

The following Policy & Strategy Development work was undertaken during April to June 2023

- Council adopted the **Frankston Metropolitan Activity Centre Structure Plan June 2023** at the 14 June 2023 Council Meeting and resolved to request authorisation for Council to prepare and exhibit Planning Scheme Amendment C160fran which seeks to implement the Structure Plan into the Frankston Planning Scheme.
- On 22 June authorisation for Planning Scheme Amendment C160fran was requested.
- The draft Frankston City Industrial Strategy completed community consultation concluded on 29 May 2023 with seven (7) submissions.
- The draft Frankston City Housing Strategy is underway, Council was briefed on 29 May on the Discussion Paper.
- On 1 May Council resolved to request Authorisation from the Minister for Planning for Council to prepare and exhibit Planning Scheme Amendment C152fran which is a 'fix up' amendment that seeks to correct a number of administrative errors within the Frankston Planning Scheme.
- Authorisation was requested for Planning Scheme Amendment C152fran in May, Officers are waiting for the authorisation request to be granted.
- The Nepean Boulevard Vision Master Plan progressed in Quarter 4. A public Request for Tender called for a design services team to work with officers on the development of a Nepean Boulevard Master Plan and Implementation Plan. The Master Plan will guide prioritisation, staging and development of the Boulevard corridor in consultation with key stakeholders.
- The Public Toilet Action Plan background paper went out for community engagement commencing 15 June 2023. Officers sought feedback as to what our community would like future public toilets to be like, and where they are needed. This feedback will be used to finalise the Action Plan for Council consideration and endorsement in Quarter 2 (23/24).

- Options for the future of the Olivers Hill precinct were presented to Councillors and the Foreshore Advisory committee. Feedback provided will be considered in a final option and further developed in consultation with the Department of Energy, Environment and Climate Action through a Coastal Hazard Assessment in 23/24.
- The Baxter Park Master Plan and Equestrian Master Plan progressed with final external stakeholder consultation meetings held in June. The Master Plans and associated Action Plans are now being finalised for Council endorsement in Quarter 2 (23/24).
- The draft Footpath Trading and Parklet Guidelines were developed and went out for community consultation on 11 April - 9 May 2023. Council received 30 contributions including 14 from business owners. The feedback was incorporated into the final guideline document and presented to Council. The Footpath Trading and Parklet Guidelines were adopted by Council on 14 June 2023. The new Guidelines will assist businesses to apply for extended, outdoor dining and trading areas in an easier and simpler way.
- The draft Mobile Food Van Procurement Guidelines went out for community consultation from 2-30 May 2023. During the consultation period, Officers directly contacted over 40 mobile food van operators to encourage them to provide their feedback. Officers also reached out to 12 sporting groups who use the proposed reserve locations, to obtain more detailed feedback about their canteen operation. Council received 143 contributions, including 11 from mobile food van operators and feedback from 10 sporting groups. Officers are now in the process of reviewing all the feedback and proposing to Council updates based on the feedback gathered. Officers will be presenting the final guideline before Council on 21 August 2023 seeking adoption.
- The Engagement plan and materials were prepared for the community consultation on the Witternberg Reserve Native Vegetation Offset and fencing proposal. Community consultation will be undertaken in Quarter 1 (23/34). A report will be presented to Council in Quarter 2 (23/24) at the conclusion of the community consultation.
- The Climate Change Strategy and Action Plan was adopted at Council meeting on 3 April 2023.
- Officers reviewed the draft Urban Forest Precinct Plans for Frankston, Frankston Heights, Karingal and the Frankston Metropolitan Activity Centre (FMAC) to determine opportunities for increasing canopy cover and develop a 10 year planting plan. Final plans to be completed by Quarter 1 23/24.
- The spatial plans, vision statements and implementation plan was presented by the consultants for each precinct. Officers have commenced internal stakeholder review of the actions. Bunurong Land Council has been engaged to develop a Coastal Cultural Values report to inform the final development of the management plan.
- The recommended revised mapping of Frankston City's areas of environmental significance to inform the Planning Scheme overlay mapping has been provided by the consultants and is being reviewed by Council officers.
- Planning continues for Schools Tree Day (Friday 28 July 2023) and National Tree Day (Sunday 30 July 2023). National tree day is to be held at North Reserve is 15 hectares of former quarry land. This is a unique planting site as it is currently under rehabilitation not accessible to the public
- The Port Philip Bay Fund Grant 2022-2024 aims to protect existing and increase coastal vegetation, while engaging the community through planting days and citizen science shoreline monitoring. Council completed a year one review of the project in June 2023 nearing 40% completion rate. Council more than doubled the amount of erosion control fencing for this project.
- The development of the Safer Communities Policy and Strategy are underway, with a Cllr Memo providing a project update sent in May.

The following Programs and Events were delivered during April – June 2023:

- Frankston City Council teamed up with over 27 Councils across metropolitan Melbourne to represent Greater Melbourne on the global stage in the City Nature Challenge. Greater Melbourne results were - # observations - 19,206 (20th); # species - 2,345 (20th); # observers - 924 (13th); out of 482 cities. During the Challenge Frankston held two events in collaboration with Parks Victoria; one at the Frankston Nature Conservation 12 residents attended and the Pines Flora and Fauna Reserve (9 residents attended).
- Volunteers completed 23 Gardens for Wildlife Visits to help residents provide an area of habitat in their garden to support local wildlife.
- The Indigenous Nursery Open day was held on the 6th May. The sun was shining after a heavy rainfall early morning. Residents came down to enjoy a range of activities including guest speaker Gio Fitzpatrick, who spoke of the uniqueness of Frankston's wildlife and how we can support it. There were also plant sales and giveaways, nursery and propagation tours, coffee and a sausage sizzle. There were interactive displays from local wildlife gurus, Living with Wildlife, AWARE Wildlife Rescue, Frankston's Natural Reserve Friends groups and Gardens for Wildlife Victoria volunteers. 1349 plants were sold and 120 plants collected as part of the Gardens for Wildlife Program.
- In collaboration with local wildlife educator and environmental volunteer Janet Wheeler, the Langwarrin men's shed and Councils environment team, 10 Gardens for Wildlife host participated in a habitat box installation program. Part 1 of the program involved the garden hosts attending a workshop and selecting their habitat box. The habitat box will professionally installed on their property during Quarter 1. The project has been funded by a Caring for Our Local Environments grant, received from DECCA.
- In early April, Council facilitated a briefing session for community service organisations to explore the latest housing trends and needs in Frankston City and how they are changing over time. The session provided an overview of the data, including supply, demand, and affordability as well as a demonstration on how to use the Housing Monitor tool (housing.id) which is freely accessible for use by the community on Council's website.
- The 2022-23 Invest Frankston Façade Improvement Grants totaling \$100,000 opened on 23 March 2023 for Stage 1 applications. This stage allows applicants to test their eligibility for a grant and propose a project brief. Eligible applicants have been invited to apply for Stage 2 in April 2023 where they provide further details about the project including quotes, and financial information. The successful applicants were contacted on 15 June 2023 by the Mayor.
- Marketing for Façade Grants included Invest Frankston and Frankston City Council Social Media posts and direct messaging via Instagram and Facebook, paid Facebook advertising, Business eNewsletter, Invest Frankston blog and direct emails.
- Council's Business Concierge services was widely promoted via various channels including the Frankston City News, Council's website, and social media. Sixty-Nine Business Concierge enquiries were received from 1 April - 30 June 2023. The numbers reflect the promotion of the service and the success of this in both reaching and supporting the business community in Frankston City.
- The Frankston Job Advocate team engaged with community members from a range of cohorts including young people, parents and carers returning to employment, newly redundant aged care workers, people experiencing homelessness and the general public. 240 individuals were supported by the program from April - June 2023.
- Implementation of the Frankston Revitalisation Program continued with planning, design and approvals underway for the Monash Greenlink, Stiebel Lane Revitalization and Nepean Highway median lighting project.

- Implementation of the Wayfinding Strategy and Style Guide continued in Quarter 4. Implementation of the Strategy will help make it easier for residents and visitors to find their way around Frankston's open spaces, shared paths and shopping strips.
- Community engagement progressed for the Sandfield Reserve, Carrum Downs 'Safety through Diversity' project funded through the Victorian Governments Creating Safer Place grant. An initial round of community consultation, including targeted stakeholder workshops with local schools, provided feedback from local young people to inform the concept design development for the Youth and Play spaces. The Draft concept was prepared based on this co-design process and a second round of community consultation completed.
- The Housing Advisory Committee met on 8 May and 5 June, where they considered a number of local housing matters and received a report from a consultant providing recommendations of the role of council in social and affordable housing. The Committee also attended a site visit on 23 May to a new social and affordable housing development in Ascot Vale and a rooming house operated by a community housing organisation in Kew.
- Council engaged a consultant to facilitate a workshop with the Strategic Housing and Homelessness Alliance on 2 May 2023 to review its vision, objectives and structure and make recommendations for future work.

Frankston Business Collective

Since launching in July 2022, the Frankston Business Collective (FBC) continues to be busy and productive throughout the final quarter of the 2022-2023 financial year. At the end of June 2023 there were 157 members, (an increase of 27).

Highlighted statistics for the 2022-2023 financial year include:

- 157 members.
- 20 events conducted.
- 1005 attendees at events.
- 80 eNewsletters sent to over 2500 database subscribers.
- 370 social media posts.
- 7 Strategic Partner Members.
- 47 nominations from local businesses received for our FBC Business Excellence Awards which closed at the end of June with winners to be recognised at our planned October conference.

Programs facilitated:

- April – Digital Marketing.
- May – Frankston Women in Business.
- June - Successful grants identification and application writing.
- Monthly networking evenings conducted at member premises.
- CEO luncheon held to thank our top tier Members for their support.

FBC is sponsoring the news bulletins on local radio RPP until the end of September 2023. FBC received a Vic Government grant of \$15k to conduct a 'wellbeing for small business' program which we will run in August 2023. FBC Board members participated in the Mt Erin student's morning at the Council offices. FBC CEO is on the committee of the Skills and Jobs Network Frankston/Peninsula and we will be supporting a Jobs Fair at Vicinity Bayside in September. Visit FBC website via frankstonbusinesscollective.com.au to review the FBC 'since July 2022 our first 12 month review' video.

FINANCIAL AND INTEGRATED PLANNING

Integrated Planning and Reporting update

The 2023-2024 planning cycle continued with the draft budget and council Plan initiatives endorsed by Council for public display and comment on 3 April 2023. 15 Budget submissions were received and presented at a Council meeting on 10 May 2023. 5 submitters made a verbal submission on the night. The 2023-2027 Budget and 2021-2025 Council Plan Year 3 Initiatives was adopted by Council on 22 May 2023.

Annual Community Satisfaction Survey commenced

The Annual Community Satisfaction Survey for Council's commenced in late April/early May 2023 which involves six weeks of door-to-door surveying asking 800 community members how Council is performing in the services we deliver and seeking their feedback across a range of topics. The survey is conducted by Metropolis Research and aims to reach every suburb and demographic of the Council Plan. Results will be available mid-July 2023 and posted on our website.

Service Planning update

This year we established Service Governance Groups which have assisted in the 2023/2024 budget initiatives, and in the prioritisation and streamlining of corporate initiatives. The 2021-2025 Service Plans, through the oversight of the service governance groups were used to better inform the 2023-2024 planning cycle.

COVID Package

At its 25 July 2022 meeting, Council resolved that *'any noteworthy, future updates relating to COVID-19 recovery including financial updates will be reported in the CEO Quarterly Report'*. A total of \$437,425 from the 2021-2022 Relief and Recovery Package was transferred to the 2022-2023 financial year to deliver activities that were not able to be completed in the previous year and an additional \$647,000 was committed to extend activities for a further year, plus \$175,000 in 2023-2024. Subsequently, the budget set aside for a program of COVID-19 recovery activities for 2022-2023 totals \$1,084,425. A total of \$1,067,250 has been spent to 30 June 2023 including:

- \$234k in continued support to the 'Frankston Business Collective';
- \$174k in continued support for Community Support Frankston;
- \$176k payment of invoices for Invest Frankston Business grants awarded in 2021-2022;
- \$142k in 2 hours of free car parking at selected FMAC car parks.

ACCOUNTABILITY AND TRANSPARENCY

Interstate Travel Public Register (Councillor and Staff)

During the last quarter April – June 2023, there was no interstate travel by Councillors and staff members. The Interstate Travel Register for the financial year 2022-2023 is available on the Council's website.

Training costs associated for staff

An action from Council's Accountability and Transparency (ATR) project was to identify any staff member (de-identified) who has received greater than \$1000 for their professional development in a calendar year and the rationale for the approval. This information now forms part of the Chief Executive Officer's quarterly report for each quarter. This information will also be reflected in a report to the Council's Audit and Risk Committee.

For the previous quarter (01/04/2023 - 30/06/2023) there was no training costs greater than \$1000 provided. There were several courses under this threshold provided to employees with examples such as Managing and Coping with Change, Emotional Intelligence and Introduction to Local Government. The focus on learning and professional development continues into the new financial year and training costs will be reported accordingly.

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

Councillors are encouraged to contact the Manager Governance in the first instance, for any governance, legal or administrative enquiries.

Notice of Motion process

The process for lodging a Notice of Motion (NOM), reasons for rejection of a NOM and how a NOM would be dealt with in a Council Meeting has been detailed in Rule 24 of the Council's Governance Rules. As per Governance Rules, full text of a NOM accepted by the CEO is included in the agenda.

Public petition process

The Governance Rules, adopted and amended by Council on 5 September 2022, include amendments to Rule No. 58 for Petitions. This expresses Rule No. 58.10 *"Electronic or online petitions, joint letters, memorials or like applications must contain the name and email address of each petitioner or signatory, which details will, for the purposed of this Rule 58, qualify as the address and signature of such petitioner or signatory."*

Further review of the petition process will be conducted for Councillors to consider if any further amendments to the Governance Rules are required in this term.

Councillor Appreciation awards process

A Councillor Appreciation awards protocol was developed to provide guidance on the nomination process for Councillors and the community. Councillors can present a Councillor Appreciation Award at each Council meeting to an individual/group for their extraordinary work in the community. These awards are recorded in the minutes of the council meeting and are considered as nominations for the annual Citizen of the Year awards. Six (6) Councillor Appreciation Award recipients were included in the nominations for the Citizen or Community Group of the Year Awards in 2023. There were two (2) Councillor Appreciation Awards presented to members of the community in quarter 4, April to June 2023. There were a total of seven (7) awards for 2022-2023.

Accountability and Transparency Reform document

The Accountability and Transparency Reform (ATR) document commenced in May 2018 with 160 items. Items were considered and implemented by the relevant Managers. New supplementary items to the ATR were identified by Cr Bolam in March 2022.

These new items were presented to Council meeting on 24 October 2022 and Council resolved the remaining items have been monitored and reported via the CEO’s public quarterly report to Council until completed and where appropriate considered for Council’s Transparency Hub. The table below outlines the status of the two remaining ATR items for April to June 2023.

Accountability and Transparency Reform (ATR) - status update quarter 4 (April to June 2023)	
Supplementary ATR items	
Cr Bolam new items from October 2022	Officer comments
Item 3	
That the next Councillor and Staff Code of Conduct updates are to include the strengthening of compliance with Council’s Lobbyists Register and Developers Register.	<p>The Local Government Act 2020 includes provisions that allow other matters to be included in the Councillor Code of Conduct, it is noted that the prescribed standards of conduct are the only obligations that must be complied with by a Councillor. It is expected that guidance in relation to developers and local government may be available in 2023 which may determine the requirements going forward.</p> <p>On hold until further discussions occur in 2023.</p>
Original ATR items	
Cr Bolam original items from June 2020	Officer comments
Item 39	
That every term a ‘transparency review’ is to occur of the Frankston City Council website, the review is to cover, and assess, the types of information openly available via the Council’s website to help gauge how open the organisation is, learn about how it can be more transparent and compare its performance in this area with its peer Councils.	<p>Migration of website completed. Redesign and publishing of updated content is live. Council’s Transparency Hub is the primary location for open data. Extra data sets will be uploaded and maintained each quarter. The Councillor information data has been released.</p> <p>This item is recommended for closure.</p>

One of the items identified in the original ATR was to provide a quarterly status of Councillor Attendance at Councillor Briefings. The overall status is included in the Annual Report every year and updated quarterly on Council’s website. The status of Councillor Attendance at Council Meetings is also required for the Local Government Performance Reporting Framework indicators as part of reporting to Local Government Victoria (LGV). These are provided to the community via LGV’s Know Your Council website and in the Annual Report every year.

The information will be included on the Transparency Hub before the end of the financial year.

During the last quarter (April - June 2023) there were 5 Council Meetings, and 7 Councillor Briefings Meetings.

Table 1 titled, 'Councillor Attendance at Meetings and briefings (April to June 2023)' below provides an overview of attendance for this period.

Councillor Attendance at Meetings - April to June 2023

Councillor	Council Meetings Attended	Councillor Briefings Attended	Total Attended	Attendance
Cr David Asker	5	7	12	100%
Cr Sue Baker	5	7	12	100%
Cr Kris Bolam	5	7	12	100%
Cr Nathan Conroy	5	7	12	100%
Cr Claire Harvey	5	7	12	100%
Cr Brad Hill	5	7	12	100%
Cr Liam Hughes	5	6	11	92%
Cr Steven Hughes	5	0	5	42%
Cr Suzette Tayler	4	7	11	92%

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

Councillor Attendance at Briefings only April to June 2023

Councillor	Councillor Briefings	Attendance
Cr David Asker	7	100%
Cr Sue Baker	7	100%
Cr Kris Bolam	7	100%
Cr Nathan Conroy	7	100%
Cr Claire Harvey	7	100%
Cr Brad Hill	7	100%
Cr Liam Hughes	6	86%
Cr Steven Hughes	0	0%
Cr Suzette Tayler	7	100%

* 7 Briefings were held between April-June 2023

Tally on tracking reports presented to Council at meetings closed to the public

Council continues to serve its community with integrity through transparency, good governance and accountability. There has been an astounding reduction in the percentage of the reports presented to Council in a meeting closed to the Public, since 2018-2019 at 28%, declining each year from 18.84% (2019-2020), 8.92% (2020-2021) down to 5.86% (2021-2022). The average for all Victorian Councils has been less than 10% since 2016.

In 2022-2023, there has been a further reduction in the percentage of the reports presented in a meeting closed to the Public with the overall result being 2.34% and the result for quarter four (4) being 1.92%. The average for all Victorian Councils has been less than 10% since 2016.

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

During Quarter 4 (April-June 2023), only one (1) decision was made in the Council meeting closed to the public. During this time, 53 reports were presented to the council meetings open to the public. There was one (1) Notice of Motion and no Urgent Business items raised during the last quarter.

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

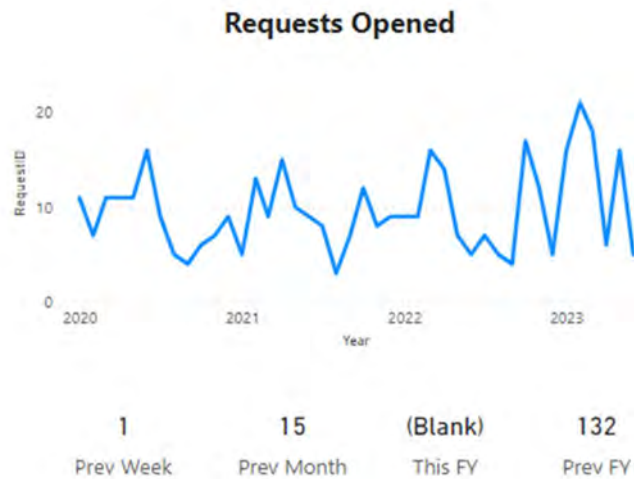
The Council Officers have commenced the work towards review of the effectiveness of the Council’s key policies from the previous financial year. The review is in process and expected to be completed soon.

Reports on progress against Councillor Requests

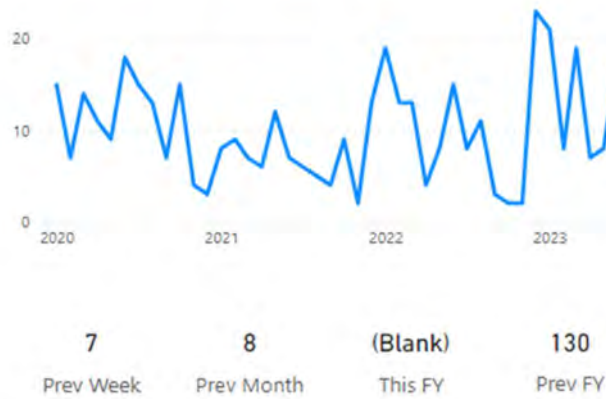
As of 3 July 2023, there were 30 open Councillor Requests, with 130 requests closed off the 2022-23 financial year. A total of 132 new Councillor Requests were opened for financial from 1 July 2022 to 30 June 2023.

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

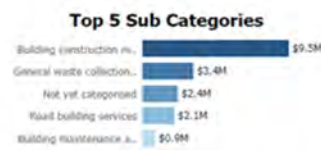
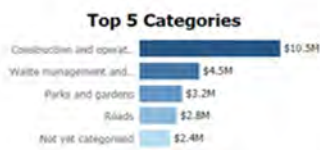
Table 3 & 4 below notes Councillor Requests opened and closed for the financial year from 1 July 2022 to 3 July 2023 against previous financial year 2021-2022:



Requests Closed



Procurement update



Work has continued on the internal Procurement Transformation project, which is focused on implementing processes that are agile yet compliant, whilst improving efficiency. Council's contract management system 'Open Windows' was successfully upgraded this quarter, and has successfully integrated with Council's Financial Management System, Technology One. This has significantly improved the quality and quantity of data that the Contracts & Procurement team are now able to extract and analyse to inform decisions and progress Council's overall maturity in procurement.

Council continues to subscribe to the Local Government LEAP Program, which is a system that provides data analytics and reporting on Council expenditure, as well as benchmarking and statistics with other LGAs. Council has continued to maintain its high level of PO Compliance and Expenditure under Contract. Expenditure with local suppliers has also increased this quarter from 7.5% to 8.5%, which equates to approximately \$2.9M.

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

Contracts awarded under Financial Delegation between 1 April and 30 June 2023.

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

Contract #	Contract Title	Award Date	Supplier	Contract Sum	Awarded By
CQ11103	Aerial Imagery of Frankston LGA	06/04/2023	Nearmap Australia Pty Ltd	\$49,998	Manager
CQ11032	Solar and Electrification Feasibility Study of Council facilities	17/04/2023	Bridgeford Group PTY LTD	\$58,850	Manager
CQ11055	Community Centre Facilities - Renewal Works	17/04/2023	Total CMS Pty Ltd	\$230,288	Director
CN11121MAV	Telecommunications (NPN 1.18) Panel	18/04/2023	Various - Panel	\$0	CEO
CN11122MAV	Network Link Migration to VTS and Speed Upgrade	18/04/2023	Telstra Limited	\$66,000	CEO
CQ11018	PARC Car Park Pedestrian Crossing Lighting Project	19/04/2023	Commlec Services	\$63,000	Manager
CQ11116	Outsourcing technical expertise to complete Pathway Enhancements	24/04/2023	PREETECH SOFTWARE SOLUTIONS PTY LTD T/AS R.J.LOPES TRUST	\$63,360	Manager
CQ11133	Family Health Support Services Uniforms	03/05/2023	HOUSE OF UNIFORMS (HOUSE OF MO SHEN PTY LTD)	\$110,000	Director
CQ11143	Network & Infrastructure Review	04/05/2023	Onel Consulting Pty Ltd	\$40,000	Manager
CQ11118	Close the Loop Tool and Annual Subscription Pathway	10/05/2023	PREETECH SOFTWARE SOLUTIONS PTY LTD T/AS R.J.LOPES TRUST	\$30,000	Manager
CQ11120	Integration with Waste Contractor Pathway	10/05/2023	PREETECH SOFTWARE SOLUTIONS PTY LTD T/AS R.J.LOPES TRUST	\$50,000	Manager

CQ11101	Public Lighting - Barretts Road Langwarrin South	16/05/2023	Magnetic Power Services	\$98,100	Manager
CN11144	Provision of Office Supplies, Products, Equipment & Accessories OS4400-2020	18/05/2023	WINC AUSTRALIA PTY LIMITED	\$196,000	CEO
CN11146	Jubilee Park Stadium Construction Management Services	18/05/2023	IRELAND BROWN CONSTRUCTION PTY LTD	\$417,250	CEO
CQ11105	Frankston City Civic Centre - Furniture Replacement - Stage 2	24/05/2023	Backcare and Seating Dandenong	\$101,323	Director
CQ11147	SIEM Solution	24/05/2023	Threat Intelligence Pty Ltd	\$90,840	Manager
CN11106MAV	Seaford BMX Toilet	25/05/2023	GR Design & Construct	\$284,351	Director
CN11093	Carrum Downs Recreation Reserve - Synthetic Pitch Maintenance	26/05/2023	Gerard Anastasio	\$405,837	CEO
CN10842MAV B	Email Security - Mimecast Service Contract	31/05/2023	PERFEKT PTY LTD	\$217,420	Director
CN11151	Road & Traffic Signs & Accessories Panel (PA CN2409/0334)	31/05/2023	Various - Panel	\$0	CEO
CQ11115	Primary Gateway and Secondary Gateway Signs	31/05/2023	Blueprint Concepts Pty Ltd	\$57,420	Manager
CQ11059	2023 Seaford Foreshore Fencing Renewal Works	02/06/2023	Bramall & Co Pty Ltd	\$226,940	Director
CQ11111	Decorative Surface Treatment at Stiebel Place	09/06/2023	MPS PAVING SYSTEMS AUSTRALIA PTY LTD	\$69,631	Manager
CQ11159	22-23 New Starter Hardware Purchase	14/06/2023	Dell Computer Pty Ltd	\$66,697	Manager
CN11025	Frankston Youth Central Refurbishment	16/06/2023	More Building Group Pty Ltd	\$267,792	Director
CN11162MAV	Microsoft Arrangement (NPN 2.17-3)	19/06/2023	Various - Panel	\$0	CEO
CQ11163MAV A	Adobe Licensing	19/06/2023	Data # 3 Limited	\$57,232	CEO
CQ11171	Name and Address Register (NAR) Validation Software	19/06/2023	Experian Australia Pty Ltd	\$57,885	Manager
CQ11123	Waste Audits: Frankston Regional Recycling & Recovery Centre	20/06/2023	MRA Consulting Group	\$55,400	Manager
CN11100A	Sports Fields Lighting Upgrade Belvedere Tennis Courts	21/06/2023	Commlec Services	\$224,211	CEO

CN11100B	Sports Fields Lighting Upgrade BMX Track	21/06/2023	HIGH ACCESS CABLING PTY LTD	\$260,110	CEO
CQ11125	Barretts Road Power Pole Relocations	27/06/2023	PRASINUS ENERGY SERVICES PTY LTD	\$116,943	Director

Contracts granted exemption from Procurement Process between 1 April and 30 June 2023

Contract #				Contract Title	Award Date	Supplier	Contract Sum (\$ ex GST)
E11102	Professional Development Course Catalogue	03/04/2023	LinkedIn Singapore Pte Ltd	\$119,070			
E11134				GIS Consulting - DMM	04/05/2023	DOOLEY MITCHELL & MORRISON PTY LTD	\$120,000
E11138				Completion of Security Access - Healthy Futures Hub	01/05/2023	Fullnet Security Pty Ltd	\$61,533
E11139				HVAC - Healthy Futures Hub	22/05/2023	ACSM Air Conditioning Pty Ltd	\$25,526
E11140				Pool Commissioning - Healthy Futures Hub	31/05/2023	ALOHA POOLS PTY LTD	\$225,273
E11142				FCC Security - Access Control - Building Automation system Upgrade	12/04/2023	Logical Services Pty Ltd	\$14,789
E11145				Bushfire Management Strategy Review	16/05/2023	TERRAMATR IX PTY LTD	\$20,000
E11147				LinkedIn Learning - FCC Libraries	18/05/2023	LinkedIn Singapore Pte Ltd	\$24,530
E11148				Studiosity Parental and	27/05/2023	Studiosity Pty Ltd	\$29,525

	Student Support Software			
E11149	Corporate Mapping Tool Lucid	31/05/2023	Lucid Software Inc.	\$59,343
E11153	Healthy Futures Hub - Completion of Electrical Services	13/06/2023	CR Electrical Services	\$96,000
E11154	(Lloyd Group) Jubilee Park Stadium - Completion of Electrical Services	21/06/2023	CR Electrical Services	\$140,000
E11155	(Lloyd Group) Jubilee Park Stadium - Completion of Mechanical Services	15/06/2023	All State Air Pty Ltd	\$150,000
E11157	Virtual Fencing Electronic Wildlife Warning System	09/06/2023	Wildlife Safety Solutions	\$34,000
E11160	(Lloyd Group) Jubilee Park Stadium - Completion of Plumbing Services	16/06/2023	Melbourne Elite Plumbing Pty Ltd	\$110,000
E11170	(Lloyd Group) Jubilee Park Stadium - Completion of Glazing Services	19/06/2023	ALITECH COMMERCIAL PTY LTD	\$50,000
E11172	Gender Equality Training	23/06/2023	Women's Health in the South East	\$19,000
E11173	IT Traineeship - Agency Placement	23/06/2023	Brotherhood Of St Laurence	\$61,000

E11174	(Lloyd Group) Jubilee Park Stadium - Completion of Waterproofing Works	26/06/2023	Austin Waterproofing Pty Ltd	\$13,636
E11175	(Lloyd Group) Jubilee Park Stadium - Completion of Syphonic System Works	26/06/2023	Syfon Systems Pty Ltd	\$26,512
E11176	(Lloyd Group) Jubilee Park Stadium - Completion of Solar Works	26/06/2023	ENERGY AWARE PTY LTD	\$13,280
E11179	(Lloyd Group) Healthy Futures Hub - Furniture Provision	26/06/2023	Eastern Commercial Furniture	\$197,406
E11180	(Lloyd Group) Eric Bell Pavilion - Deeds of Warranty & Assignment with Subcontractors	30/06/2023	Various Subcontractors	\$150,577
E11185	Team Development Workshop	30/06/2023	GLOBAL LEADERSHIP FOUNDATION	\$16,155
E11188	The Hive Licencing Agreement	26/06/2023	SOCIAL PINPOINT PTY LTD	\$136,000

KEY PROJECT UPDATES

The 2022/23 Capital Works Program is concluding and whilst we continue to manage an escalated cost environment and unfavourable market pressures, Council remains committed to delivering key infrastructure and vital services to the community. During 2022/23, key principles and funding strategies were developed and implemented to manage these conditions and ensure delivery of Council's strategic infrastructure priorities. The principles and cost escalation strategy were endorsed by Council with the revised Long Term Infrastructure Plan (2022-2032) at its meeting on 12 December 2022.

As at 12 July 2023, Council has delivered actual expenditure of \$74.27M against the Adjusted Capital Works Budget of \$92.01M, which equates to 81% delivery of the Annual Capital Works Program. It is important to highlight that the construction company Lloyd Group was placed into voluntary administration and all project work halted for Council on 31 March 2023. Lloyd Group was the builder on four of the key Council projects:

- Jubilee Park Redevelopment;
- Healthy Futures Hub (HFH) Alterations;
- Lloyd Park Senior Pavilion;
- Eric Bell Reserve Pavilion.

Council's procurement process is very robust and financial capacity assessments are routinely conducted as part of the Council's procurement process prior to engaging a contractor for any major construction project. Lloyd Group were deemed sound for all projects, however in the current market, issues such as this are unforeseeable.

This was a very disappointing situation for Council and one that required swift response. Council officers responded to the situation very swiftly and actions included:

- Immediate arrangement to secure construction sites including deployment of security staff to protect Council assets;
- Negotiation with administrator, Deloitte;
- Legal termination of contracts with Lloyd Group and repossession of sites under Council control;
- Immediate commencement of negotiations with selected sub-contractors required for completion of works at all sites, more importantly for HFH and Jubilee Park sites where majority of works was already complete;
- Retendering of works for Lloyd Park and Eric Bell Reserve.

At the time of this unfortunate event, Council has in its hand the following bank guarantees from the Lloyd Group to offset its financial exposure as a result of this event:

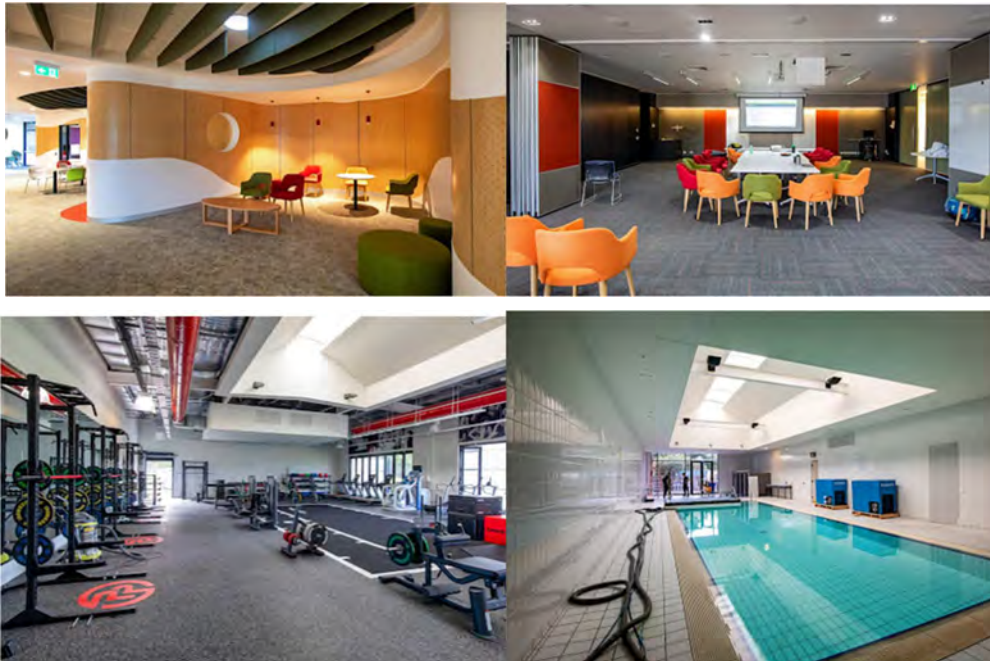
- Jubilee Park Redevelopment - \$1.432M;
- Lloyd Park Senior Pavilion Redevelopment - \$245K;
- HFH Alterations - \$215K;
- Eric Bell Reserve Pavilion - \$377K.

Further details on the progress of each site as per below.

Healthy Futures Hub

As majority of works were near complete, Council re-engaged with the key trades and all critical works were completed by 30 June 2023. Additionally, Council granted St Kilda an 'early access fit-out' license from 30 May, which enabled St Kilda and their sub-tenants to undertake necessary fit-out works.

Site is now progressively being occupied by the incoming tenants of the facility and is officially now under the care and management of St Kilda.



Jubilee Park Stadium

Works recommenced on site on Monday 26 June 2023. This is being done via a Construction Management Agreement with Ireland Brown Constructions. Council secured services of some existing sub-contractors who are now returning to site and commencing completion of remaining works. Negotiations with remaining sub-contractors are ongoing and Council officers remain confident that all critical works will be completed by August end to achieve certificate of compliance necessary for issue of Occupancy permit. Non-critical works will continue to occur in parallel but may extend beyond August 23.

As an act of goodwill, Council has extended the early access/rent-free period which is included in the lease. The lease term will now commence from 1 July 2024, however FDNA will be able to commence operations within 24 hours of the Certificate of Occupancy being issued. This gesture is also in recognition that Council may need to complete minor works and rectify any defects that would normally be completed prior to handing over premises to the tenant.

Eric Bell Pavilion

Following an evaluation of tenders received, the works on Eric Bell Pavilion have now been awarded to the Harris HCM Group. Officers have also concluded negotiations with the existing sub-contractors who are required to return to site for commencement of work from August 23 onwards.

Works are now expected to be fully completed by June 2024.

Lloyd Park Senior Pavilion

Following the evaluation of tenders received, the contract for completion of works at Lloyd Park Senior Pavilion has also been awarded to the Harris HCM. Officers have commenced negotiating with the existing sub-contractors and hope to have works re-commence onsite in August, with an anticipated completion date of February 2024.

It is noted that Harris HCM presented 'best value' for both Eric Bell and Lloyd Park projects, notwithstanding the risk of awarding two major projects to one builder.

Additional risk mitigation measures have been implemented, including additional Bank Guarantee (7.5% instead of standard 5% of contract sum), as well as a cross company guarantee from the parent company. Council officers are satisfied that these additional measures will assist in mitigating financial risks to the extent possible.

Updating the community

Updates to stakeholders continue to be released when there are key developments and as soon as they are available.

Ballam Park Improvement works:

Playspace and Landscape Project

- The construction of the Ballam Park South PlaySpace and Landscape Project was completed just prior to Christmas and was opened to the public - The Play Space has been very well received as demonstrated via Social Media posts. A second stage is being designed and is due for construction in 2023/24.

Integrated Water Treatment/Lake Feature Project

- Concept plans have been developed for a new Bio-retention scheme, ornamental lake and integrated landscape featuring new water-sensitive urban design rain gardens, picnic shelter and barbecue, jetty, viewing platform, path connections, seating, LED lighting, landscaping and sculptural elements.
- These concepts have been used to seek grant funding from Melbourne Water.
- The concepts we represented to Council as part of the November 2022 Major Projects Advisory Committee (MPAC) and will be presented to the Community for in July 2023.
- The project concepts have progressed to detailed design and tenders are to be sought in July 2023 from Contractors and progressing to Council's ordinary meeting in September/October 2023 seeking the Award of a Contract.
- Construction is then envisaged to commence in late 2023 for completion in early 2024.
- **Kananook Gardens Project update**
 - Delivery of the new pathways were completed in late March 2023 with the boardwalk to be completed in July 2023, being the main elements of this stage of works.
 - The remaining Interpretative and wayfinding Signage component installation to commence later in 2023.

Facilities Management and Security Services Contract and Cleaning Services Contract Update

New contracts commence on 14 October 2022, with an initial contract term of 4 years and an option to extend for another 2 + 2 years. Council currently undertakes Facilities Management (FM) and Security and Cleaning Services for 500+ buildings and structures/assets along with 400+ CCTV cameras.

Since commencement of the two separate contracts, Council have been able to implement:

- Improved IT solutions including communication portal that enable real time reporting of the issues;
- Efficient audit of Council facilities and ability to raise work orders directly to Campeyn Group for any reactive maintenance issues, vandalism and report graffiti resulting in a faster response time to the tasks;
- Improved oversight of work delivered by contractors;
- Greater flexibility to attend to emerging issues and intervene before it impacts community ability to enjoy our assets;
- Alpha Online Service portal which allows improved monitoring of the cleaning standards, attendance and ensuring frequencies are being met through the latest technology, which includes GPS Tracking.

Through these significant changes, Council has achieved improved customer service satisfaction and communication, better value for money and more efficient building auditing around maintenance and cleaning activities, which is of great benefit to the community.

As per the **2023 Annual Community Satisfaction Survey**, Public toilets were the 10th most important of the 32 included services and facilities, with an average importance of 8.9 out of 10, which is consistent with the 2022 result.

Satisfaction with public toilets **increased** measurably this year, **up 8%** to **7.1** out of 10 at a “good” level of satisfaction. It was 6.6 in 2022. By way of comparison, this result was **measurably higher** than the metropolitan Melbourne satisfaction with “public toilets” of 6.4, as recorded in the 2023 *Governing Melbourne* research conducted independently by Metropolis Research in January 2023 using the door-to-door methodology.

A number of respondents from Frankston North rated satisfaction at an “excellent” level, and respondents from Frankston South rated satisfaction at a “very good”.

It is so pleasing to see that having separate contracts for FM and Cleaning Services has really paid off and improved satisfaction of our community whilst utilising our highly valued assets.

KEY MEETINGS AND ACTIVITIES

During this quarter (April to June 2023) the CEO attended meetings either face to face or via video-conferencing (teams). The CEO performed the role of Master of Ceremonies at significant events during this time.

The Victorian Shadow Cabinet meeting was held at Functions by the Bay in early April 2023 and the CEO along with Mayor Conroy, Director Communities Angela Hughes and Coordinator Advocacy and Stakeholders Kristen Thomson presented the FMAC Structure Plan vision for our City.

Participating in many internal meetings with staff from across Council is a priority for the CEO and one of the highlights in the last period was the CEO’s attendance at the Infrastructure and Operations Team Multicultural lunch.

For your information, during this reporting period, Cam Arullanantham acted in the role of CEO from 22 May 2023 – 9 June 2023.

Listed below is a snapshot of the meetings attended by the CEO during this period:

- Weekly meetings with the Mayor covering topics such as Advocacy, Communications, Developers matters and Economic Development, Investment & Activation;
- Participation in ‘meet the Mayor and CEO’ sessions with various community groups/representatives;
- Participation in the Affordable and Social Housing sub-committee meetings;
- Participation in the Destination Events Working Group;
- Participation in the Frankston Arts Advisory Committee Monthly meetings;
- Participation in various meetings managed through the Mayor and CEO session format;

- Participation in various meetings with Council's Management Team;
- Participation in Joint Coordinators/Managers forum;
- Participation in the Council's Audit and Risk Committee meeting;
- Participation in the Council's Frankston Cemetery Trust meeting;
- Participation in Joint State/Local Government Monthly CEO forums;
- Participation in the MAV Metropolitan South Regional meeting;
- Participation in the Frankston and Mornington Road Network Discussion with Minister for Transport;
- Meeting with Paul Edbrooke MP, Member for Frankston;
- Various meetings with Minister Kilkenny MP, Member for Carrum;
- Meeting with Peta Murphy MP, Member for Dunkley;
- Meeting with Department of Transport representatives;
- Meeting with Peninsula Leisure Chair and CEO;
- Meeting with Stephen Varty, CEO Chisholm TAFE;
- Meeting with City of Kingston and Shire of Mornington Peninsula regarding animal management matters;
- Participation at various Jubilee Park Indoor Stadium – Project Advisory Group meetings;
- Participation in a number of meetings with fellow CEO's regarding South-East Melbourne Advanced Waste Processing (SEMAWP);
- Attendance at various Greater South East Melbourne Group (GSEM) meetings involving CEOs;
- Chairing of the GSEM Employment Precincts Sub-Committee meeting;
- Attendance at the South East Airport Regional working group (part of GSEM);
- Attendance at the Southern Metro Partnership Meeting 1/2023;
- Attendance at the Frankston Suburban Revitalisation Board meeting #15;
- Hosted meeting with Kingston City Council Mayor and CEO;
- Attendance at the Project X Change meeting with Service Club Network;
- Attendance at the Frankston City Stakeholder luncheon event;
- Attendance at the International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT);
- Attendance at the Bridgeford Group's Energy Efficiency Student Learning Program event;
- MC at the Family Health Support Services Volunteer Week event;
- MC at the National Volunteer Week Celebration;
- Visit to Council's Youth Central;
- Visit to Council's 43 Davey Street offices;
- Visit to the Council's Operations Centre.

ADVOCACY

Commuter Car Park – Kananook

Project signage was installed on-site in April, with the construction contract signed in May and a media release and photo opportunity put on hold following the announcement of the Federal Government's Infrastructure Investment Program 90-day review. Following discussions with the Federal Department and local Federal Member for Dunkley, given the progressed status of the project, construction was able to commence as planned.

Construction of the Kananook Commuter Car Park commenced in mid-June 2023, with construction impacts resources provided to local property owners and key stakeholders prior to the commencement of works.

Kananook Commuter Car Park Construction
Corner of Bardia Avenue and Wells Road, Seaford
 June 2023–mid 2024

We're improving car parking around Kananook Railway Station, Seaford, for commuters and recreation users in off-peak times. This will require some temporary parking and traffic flow changes around the Frankston Basketball Stadium and Kananook Reserve.

The changes are designed to minimise impacts as much as possible and are required for the safe construction of the new 300+ space car park.

From the week commencing 10 July 2023 until completion:

- Cars will only be able to enter and exit the stadium car park from Bardia Avenue
- Vehicle access into the stadium car park will not be available from Easton Avenue
- Cars will not be able to access Easton Avenue and Kananook Reserve from Bardia Avenue
- Pedestrian access between Easton Avenue/Kananook Reserve and Bardia Avenue will remain open
- Signage will be in place to help drivers and pedestrians safely navigate these changes

Stadium and reserve users should allow additional travel time and seek parking at nearby side streets – particularly during weekends and peak competition times.

See map for alternate street parking (please check street signage for any restriction).

Thank you for your patience and understanding as we work to provide safe and accessible parking for the community through the new commuter car park.

This project is being delivered by Frankston City Council in partnership with the Australian Government.

For more information
 Project updates are available at frankston.vic.gov.au or by scanning the QR code:
 Phone: 1300 322 322
 Email: info@frankston.vic.gov.au

Frankston Basketball Stadium car parking alternatives map – from 10 July to mid-2024

Building Frankston's Future

Greater South East Melbourne Group (GSEM)

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

Frankston is overseeing the GSEM Project Portfolio for Employment Precincts with meetings chaired by Phil Cantillon CEO. The purpose of this group is to share ideas, best practices, greater knowledge and collaboration, building a stronger narrative for the regional precincts and interest/buy in from other levels of government and key stakeholders. The next meeting is scheduled on 27 July 2023.

The CEO is also a member of the newly formed Southeast Airport regional Working Group (part of GSEM), the group will focus on achieving an airport in the Cardinia Council municipality. A meeting was held on 15 June 2023 during this period.

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

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

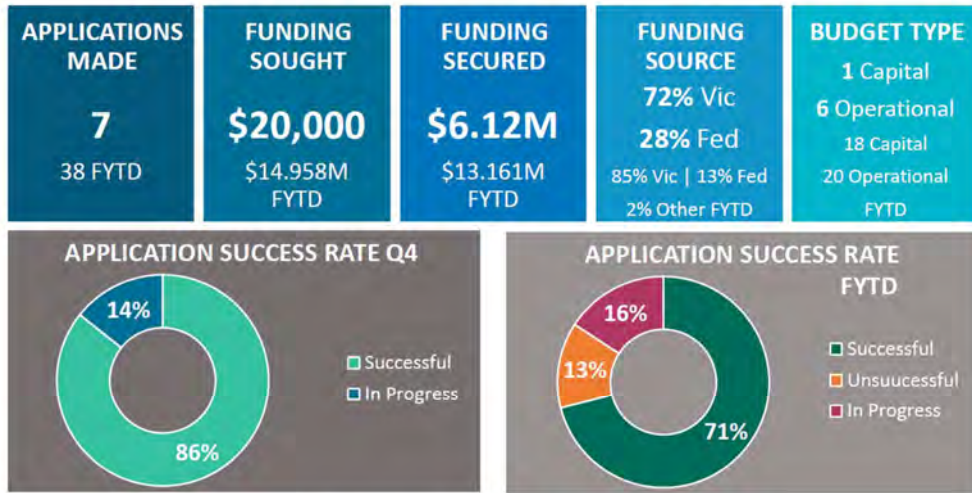
- Meeting – 6 April 2023 – Rachel Payne MP, State Member for South Eastern Metropolitan Region – FMAC Structure Plan, Housing and Homelessness including a visit to Community Support Frankston;

- Meeting – 12 April 2023 – Hon Ingrid Stitt MP, State Minister for Early Childhood and Pre Prep – Kindergarten Reforms including local kindergarten and MCH infrastructure;
- Meeting – 17 April 2023 – Victorian Shadow Cabinet – FMAC Structure Plan and Nepean Boulevard Revitalisation;
- Visit – 17 April 2023 – Hon David Davis MP, Shadow Minister for Arts – Tour of Frankston Arts Centre and award winning Street Art Tours;
- Correspondence (in) - 18 April 2023 - Paul Mercurio MP, State Member for Hastings – Langwarrin Football Club;
- Correspondence (out) – 20 April 2023 – Peta Murphy MP, Federal Member for Dunkley – Response regarding Nairn Marr Djambana redevelopment;
- Meeting – 20 April 2023 – Peta Murphy MP, Federal Member for Dunkley and Paul Edbrooke MP State Member for Frankston – Regular ongoing meeting to discuss local project updates;
- Event – 26 April 2023 – Frankston and Mornington Peninsula Road Network Discussion with local community, hosted by the Minister for Roads and Road Safety and Department of Transport and Planning;
- Correspondence (in) - 28 April 2023 – Paul Mercurio MP, State Member for Hastings – Resident query regarding trees leaving dangerous debris outside of Wholelife Langwarrin shopfront on footpath;
- Event – 5 May 2023 – Frankston City Stakeholder Luncheon – Council presenting on Draft Frankston Metropolitan Structure Plan and Nepean Boulevard vision;
- Event – 17 May 2023 – Hon Tony Burke MP, Federal Minister for the Arts and Peta Murphy MP, Federal Member for Dunkley – Arts Roundtable Discussion with the Federal Minister for Arts at McClelland Gallery;
- Correspondence (in) - 25 June 2023 – Hon Sonya Kilkenny MP, State Member for Carrum – Advising Victorian Government budget outcomes for Carrum Downs, Seaford, Skye and Sandhurst;
- Meeting – 6 June 2023 – Peta Murphy MP, Federal Member for Dunkley and Paul Edbrooke MP State Member for Frankston – Meeting to discuss the Frankston Basketball and Gymnastics Stadium redevelopment project;
- Correspondence (out) - 9 June 2023 – Peta Murphy MP, Federal Member for Dunkley and Paul Mercurio MP, State Member for Hastings – Advising delay to Langwarrin Kindergarten proposal report back to Council;
- Event – 10 June 2023 – Local community, the Hon Sonya Kilkenny MP, State Member for Carrum and Peta Murphy MP, Federal Member for Dunkley - Sandfield Reserve Youth and Play Space community engagement pop-up;
- Correspondence (out) - 14 June 2023 – Paul Mercurio MP, State Member for Hastings – Query from local resident regarding construction of new ambulance station on McClelland Drive, Langwarrin;
- Correspondence (out) - 27 June 2023 - Jackie Galloway and Neil Kinsey – Acknowledging Kings Birthday Honours (OAM);
- Visit – 29 June 2023 – the Hon Tim Pallas MP, Victorian Treasurer and Paul Edbrooke MP, State Member for Frankston – Visit to Peninsula Community Legal Centre to discuss Frankston Zero funding with Jackie Galloway OAM then a tour of existing Frankston Basketball Stadium with FDBA.

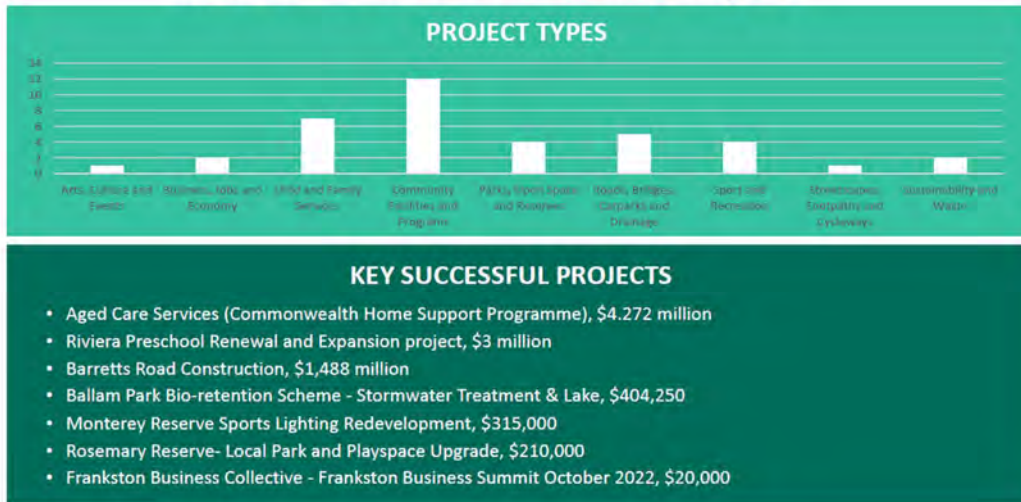
Grant Tracking Report

Council regularly applies for State and Federal Government funding through various grant programs available for projects, programs and services delivered by local government.

Quarter 4 2022-2023 Grant Report



Quarter 4 2022-2023 Grant Report



Please note: grant reporting data is accurate at the time of reporting and is subject to change as new information arises.

Frankston Revitalisation Board

The Frankston Revitalisation Board was extended for another 12 months by the State Government in June 2022. Mr Phil Cantillon, CEO along with the Mayor of the Day once again represent Frankston City Council on the Board.

During this period, the Board held a meeting on 13 June 2023 with both the Mayor, Cr Nathan Conroy and CEO, Mr Phil Cantillon attending along with Angela Hughes, Director Communities.

Meetings are chaired by the Member for Frankston, Mr Paul Edbrooke MP and various organisations across our municipality along with State Government officials participate.

Frankston Early Parenting Centre (EPC) Board

During this quarterly, there was no Frankston Early Parenting Centre Board meetings held due to several factors. Normally co-chaired by Mr Paul Edbrooke MP, Member for Frankston and Ms Sonya Kilkenny MP, Member for Carrum. Mr Cantillon holds a position on the board as a representative of Frankston City Council.

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

Frankston Metropolitan Activities Centre Car Parking Committee

Following installation of signs and parking sensors in Frankston CBD (Young Street and Young Street car park, Playne Street and Playne Street car park, Wells Street, Thompson Street and Park Lane), additional sensors have been installed in Norman Avenue and Beach Street. This will enable residents or visitors to track remaining parking time on their bay and receive clear notice of when to vacate the space. Display of Arts Centre carpark availability with the other installed on-street smart parking on the public App is being considered.

Officers will also be monitoring the use of this App and the parking data during the trial period for review and draw any conclusions for any further trials within the municipality.

Update on Community Support Frankston Inc. Financial Crisis funding

Council resolved to allocate \$175,000 at the mid-year budget review to undertake security upgrade works at the Community Support Frankston building and to undertake a review to identify opportunities to improve the service as it relates to Council. An expert consultant has commenced the review and benchmarking and consultation with key stakeholders has is near complete. Additionally, the security audit is now complete and works have commenced to address the findings of the security audit, such as upgrading door locks and duress alarm systems.

AUDIT AND RISK

Homelessness update

Frankston City Strategic Housing and Homelessness Alliance (aka Strategic Alliance) (Chaired by Angela Hughes, Director Communities) held a member workshop in early May, with eighteen organisations represented. Since the inception of the Strategic Alliance in 2020, the housing and homelessness landscape has changed considerably partly due to the pandemic, inflationary pressures, and staff movements across a variety of organisations. Hence, it was timely to reconsider the group's structure, processes, and strategic plan. The workshop provided an opportunity for members to reflect, gather new insights and perspectives to confirm the group's vision, and prioritise strategic objectives, and recommendations for future work.

Victoria's Treasurer Tim Pallas MP with State Member for Frankston Paul Edbrooke come to Frankston on 29 July to announce funding of \$500,000 over four years towards Frankston Zero. This initiative comes from the Strategic Alliance and aims to ensure that more people can get the support they need to find secure housing and get back on their feet.

Councils' Housing Advisory Committee, chaired by Cr Baker, met on 8 May and 5 June 2023. Key discussion items at these meetings were the next steps from the Frankston City Housing and Roundtable Report; advocacy work targeting state government representatives, and a background research report on social and affordable housing presented by UrbanXchange.

Members of the Housing Advisory Committee attended a site visit to the Community Servants Hamer Court Rooming House in Kew on the 23 May 2023. The facility has live-in house managers who ensure the house is a safe and welcoming place to live. The second site visited by the Housing Advisory Committee members was the new social and affordable housing in Dunlop Ave, Ascot Vale. This site is owned by Homes Victoria with the new development replacing 80 outdated public housing units with 200 dwellings with a mix of 1, 2, and 3-bedroom apartments with 5% meeting standards as fully accessible homes under the Disability Discrimination Act.

Audit and Risk Committee update

The Audit and Risk Committee met on Friday 19 May 2023. The topics discussed included Council Plan and Budget Quarterly Report including Peninsula Leisure for quarter 3 and the Interim Management Letter 2022-2023. Internal audits on Building Services and IT Disaster Recovery were presented by HLB Mann Judd.

Further reports included a risk in focus report on degraded community trust and confidence in Council and the status update of Information, Communications and Technology projects. The next meeting is scheduled for Friday 15 September 2023.

Update on Aged Care Reform

Previous timelines and advice indicated that the new Support at Home model due to commence on 1 July 2024, would be announced as part of the federal budget. The new model is currently out for consultation and further refinement is required, for this reason along with the requirement for a new Aged Care Act, the new Support at Home Program has been postponed until 1 July 2025. All existing service arrangements will be further extended for 12 months and Council will continue to develop and rollout projects listed in the Aged Care Strategy – Road Map. Key priority areas are procurement of a new Client Management System and review of current practices to gain efficiency and improve effectiveness to meet the needs of the Community.

Our focus over the last 12 months has been to rebuild our Aged Care workforce and to ensure our older community members have access to services to remain living at home longer and this has now been achieved. Frankston's In Home Support vacant positions have now been filled and our services are fully operational. We are now able to work through the referral waiting list and offer more community members home care supports and social outings.

Update on Kindergarten Reform

Council has progressed further planning on the rollout of the Kindergarten Reform. In May, Council Officers met with the Department of Education and the Victorian School Building Authority in relation to the priority projects proposed to be included in Frankston's Building Blocks Partnership Agreement. These projects are; Langwarrin Child & Family Centre, Baden Powell Kindergarten and the Seaford Child & Family Centre.

Following this meeting and after indicative funding allocations were received for all priority projects, officers further discussed these projects with Council, along with the need for the Kindergarten Strategy to be prioritised prior to commencing planning work on any new projects.

At the 14 June 2023 Council meeting, a report to commence community engagement on the Baden Powell and Seaford Child & Family Centre projects, and the Kindergarten Strategy was endorsed.

A separate report on the Langwarrin Child & Family Centre and response to the Long Street petition has been deferred to the 31 July 2023 Council meeting to allow officers additional time to investigate all options for this project.

Business Continuity Exercise

During this period, Council held a business continuity exercise run by the Procurement, Property and Risk Department. The crisis response exercise challenged various groups within the organisation to put in practice their business continuity plans in response to a mock situation. This exercise is essential to support and protect our employees and the broader community's welfare. The exercise was also observed and assessed by an external facilitator with Council receiving positive comments on its performance.

~ Thank you for taking the time to read this report.

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Covid Relief and Recovery Program								
Activities	Description	Actuals 2020-21 \$5.27m	Actuals 2021-22 \$2.42m	2022-23 Allocation \$1.084m	2022-23 Actual \$1.067m	2022-23 savings / (overspend)	Status update	Total Package \$8.753m
Mental Health support programs	Provide training to community groups to support their members and the community with mental health issues.	-	15,823	84,177	89,518	5,341	Mental Health first aid training for the community continued throughout 2022/23 with another 43 sessions offered, of which 15 were two day Mental Health First Aid accredited courses, 12 were half day workshops, 15 webinars and 1 blended accredited session. This program has resulted in a further 455 people being equipped to identify and provide early support to people in the community who are experiencing emerging mental health issues.	105,341
Frankston Business Collective	Establishment, development and operation of the Frankston Business Collective	-	117,238	217,763	233,714	15,951	The Frankston Business Collective is now an independent organisation with the CEO role as one funded FTE. Current membership is now over 120.	350,952
Loyalty and marketing campaigns	Frankston Local to Local business grants offered a voucher of \$1000 to eligible businesses from businesses within the Franston Municipality	-	84,843	16,960	1,718	15,242	Council's Buy Local campaign focused on a business to business voucher program modelled on successful programs elsewhere in Melbourne. The program required businesses who provided an approved serve to another business to recoup the value of the voucher from Council. The unspent monies to date can be returned to the Strategic reserve	86,561
Expansion of Invest Frankston Business Grant funding pool	Expanded funding pool for the Invest Frankston Business Grants to support investment attraction and activate commercial and industrial premises to stimulate all sectors of the economy.	232,000	-	165,000	175,978	10,978	Businesses that received an Invest Frankston Business Grant in 2021/22 continue to draw down from this budget allocation. These grants were only awarded in April 2022, with many businesses requiring 12 months to complete their grant project. To meet the terms of their grant, businesses must have sought a refund from Council for work that they have undertaken to complete the grant projected.	407,978
Long Term vacant shop fronts	'Top up' existing grants to attract businesses to operate long term vacant shop fronts in the municipality.	50,000	11,475	88,525	83,565	4,960	Council continued to support Invest Frankston Business facade grant program. The program launched February 2022. A business must seek reimbursement from Council, under the grant, for monies they have spent. The unspent monies to date can be returned to the Strategic Reserve.	145,040
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. (additional \$175,000 allocated for 2023/24)	-	-	175,000	174,114	886	Community Support Frankston use this funding for the ongoing provision of two staff to support service delivery. Aside from some incidental vacancy of staff positions, it is forecast that the amount will be fully expended by 30 June 2024 and at this stage there is no available funding beyond this. A review of the CSF service is currently underway.	174,114
Council car parking relief	Additional twelve months of the first two hours of parking free at the following car parks: - Frankston East Car Park - Cranbourne Road Car Park - Playne St Car Park - Mechanics Hall Car Park	-	-	127,000	141,752	14,752	To date, 35,438 instances of free parking at \$2.00 per hour putting the value of each free ticket at \$4.00 = \$141,752 for the year.	141,752
Business Concierge (crisis package)	Continuation of the Better Approvals Project Business Concierge Services	-	-	110,000	66,698	43,302	Business concierge position commenced in December 2022. This temporary position expired on 30 June 2023, however the 2023/24 budget made provision for a permanent Business Concierge Officer role. This is currently being advertised.	66,698
Positioning Frankston Program	Program to position Frankston as a destination city, highlighting the importance of events, development and investment.	-	-	100,000	100,193	193	Works are underway on Brand Positioning, Brand Workshop, development of new Visual Identity, new Brand Architecture and an integrated communications plan	100,193
	Other package activities fully delivered and complete in 2020-2021 and 2021-22 and not continued into 2022-2023	4,984,950	2,189,537	-	-	-		7,174,487
	Total Relief and Recovery packages	5,266,950	2,418,916	1,084,425	1,067,250	17,175		8,753,116

Executive Summary

12.3 Draft Boatshed and Bathing Box Policy

Enquiries: (Danielle Watts: Corporate and Commercial Services)

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 advise Council of the draft Boatshed and Bathing Box Policy, and seek endorsement to commence broad community engagement to obtain feedback.

Recommendation (Director Corporate and Commercial Services)

That Council:

1. Notes the draft Boatshed and Bathing Box Policy;
2. Notes that targeted community engagement with priority stakeholders has already been undertaken to inform the draft policy;
3. Endorses the draft Boatshed and Bathing Box Policy to be publicly exhibited for a period of four weeks;
4. Notes that any submissions received in response to public exhibition of the draft Boatshed and Bathing Box Policy that are opposed to, or which suggest changes to the Policy, be considered as part of a report to Council for its consideration at a future meeting; and
5. Confirms that if no submissions are received, or if the only submissions received in response to the public exhibition of the draft Boatshed and Bathing Box Policy support the Policy without qualification, Council authorises the adoption of the Boatshed and Bathing Box Policy.

Key Points / Issues

- There are currently 60 Boatsheds and Bathing Boxes located on the Frankston Foreshore Reserve (Reserve), managed under individual Licence agreements.
- The Reserve is Crown land permanently reserved for Public Purposes.
- Council has been the appointed Committee of Management (CoM) over the Reserve since 1949.
- Council introduced the first Boatshed and Bathing Box Policy (Policy) in May 2006, and adopted an amended Policy in July 2012.
- Since that time there has been a growing focus on climate change. New legislation and State Government Policy reflect this focus and the increasing importance of environmental issues.
- These changes have influenced the overarching direction and management of Boatsheds and Bathing Boxes (Bathing Boxes) on the Reserve, and affirmed the need to review the Policy to better align with the current strategic direction.
- DEECA provided express approval for all existing Licences to continue on the same terms and conditions, to allow the Policy review to be undertaken.
- The draft Policy can be found at Attachment A.

12.3 Draft Boatshed and Bathing Box Policy**Executive Summary****Financial Impact**

There are no financial implications associated with this report to commence community engagement.

As part of the Policy review, officers have made recommendations as to appropriate ongoing Licence Fees and associated charges. Recommendations have considered feedback from Licensees; the various methods and charges of other municipalities, as well as resourcing required for effective management.

The most significant change proposed is to the level of Bond held by Council, which has not been adjusted since 2006. Bonds are generally used to offset the cost of removal of a Bathing Box should it prove necessary, but can also be used for items such as temporary safety fencing. A recent quotation for the demolition of a timber Bathing Box indicated removal would now cost in the region of \$20,000. Removal may fall to Council as the appointed CoM, in the event a Licensee is not able to meet the cost.

Importantly, the increase will not impact existing Licensees unless they wish Council hold additional Bond funds, but will apply to new Licensees who purchase a Bathing Box following adoption of the Policy.

It is noted that in addition to the fees below, Licensees also pay annual rates on Bathing Boxes of approximately \$500. Those in Council's insurance scheme also pay approximately \$65 per year for public liability insurance.

Fee Type	Frequency	Current Fee 2023/2024	Proposed Change (from 1 st July 2024)	Proposed Fee (from 1 st July 2024)
Licence	Annually	\$940 (GST free)	Apply CPI increment (previous December quarter)	\$940 plus CPI*
Transfer	As requested by Licensee	\$540 (GST free)	Apply CPI increment (previous December quarter)	\$540 plus CPI*
Bond	On Transfer of a Licence	\$400 (timber) \$800 (masonry)	Increase minimum amount held	\$2,000 (GST free) (all structures)

**Actual fee awaiting release of CPI figures*

A comparison table for fees and charges levied at other municipalities, can be found at Attachment B.

Consultation

A comprehensive engagement plan was prepared prior to the commencement of the Policy review.

1. External Stakeholders

Extensive consultation has already been undertaken with priority external and internal stakeholders. This included a pre-review survey of Licensees and the Frankston Bathing Box Association (FBBA), requesting the top three (3) areas of concern or items that submitters would like addressed in an updated Policy. The resulting feedback was categorised into themes and where appropriate, included.

As the review has continued, Licensees and the FBBA has been provided with progress updates, and copies of draft documents.

A copy of the themed feedback results, as well as all external progress updates with Question and Answer sheets, can be found at Attachment C.

12.3 Draft Boatshed and Bathing Box Policy**Executive Summary**

A summary of the external consultation to date, is shown in the table below.

Parties	Consultation Type	Date	Comments
DEECA (Property section) Licensees	Overholding of Licences to allow Policy review	June 2021 June 2022	Express approval provided
Licensees FBBA	Pre-review survey	November 2021	Top 3 areas to be addressed
Licensees FBBA	Progress update	February 2022	Themed feedback and Q & A sheet provided
Licensees FBBA	Progress update	June 2022	Correspondence, confirmation on overholding of Licences
Licensees FBBA	Draft documentation	November/December 2022	Included draft Policy, Licence conditions and Information sheet, as well as summary of key updates and proposed fee structure
Councillors	Information	November/December 2022	Included draft Policy, Licence conditions and Information sheet, as well as summary of key updates and proposed fee structure on Share Portal
DEECA (Property section)	Review	November/December 2022	Included draft Policy, Licence conditions and Information sheet, as well as summary of key updates and proposed fee structure
DEECA (Environmental Planning section)	Review	November/December 2022	Included draft Policy, Licence conditions and Information sheet, as well as summary of key updates and proposed fee structure
Maddocks	Legal review	March/April 2023	Draft Policy and Licence conditions
Licensees FBBA	Progress update following feedback on first draft	May 2023	Q & A sheet provided

2. Other Stakeholders

The management of Bathing Boxes impacts a number of internal stakeholders. As such, the views of the following business units were sought. Where appropriate, feedback has been incorporated into the updated Policy:

- Building
- Coastal and Biodiversity
- Rates
- Risk Management
- Operations

Analysis (Environmental / Economic / Social Implications)

There are no environmental, economic or social implications of this report to commence broad community engagement.

Consistent with the State Government position, the Policy has an increased focus on environmental provisions.

Environmental

12.3 Draft Boatshed and Bathing Box Policy**Executive Summary**

The updated Policy confirms that new retaining structures to protect Bathing Boxes are prohibited, as they interfere with the natural coastal process of sand accretion (forward movement) of the dune system. Existing retaining structures may be repaired with the relevant approvals.

Coastal Hazard and Vulnerability Assessments (CHVA), and structural engineering reports to assess the integrity of structures, are noted as being a potential requirement of Licence renewals. A CHVA is already required by DEECA to ensure reconstruction is appropriate, when the relocation of a Bathing Box is under consideration.

The practical implication of such requirements, combined with DEECA's current position of refusing approval for internal support works to address the impact of sand accretion on structures, is that it will be challenging for Licensees to demonstrate that the reconstruction of a Bathing Box is appropriate in the event an existing structure is removed.

Licence

Licence conditions have been reviewed and strengthened as part of the Policy review.

Licences will now be issued for a term of five (5) years, allowing a condition review to respond to State Government Policy and Guidelines, and align the review date of the overarching Policy.

There are a number of new conditions that cover graffiti; fencing; Licence prerequisites, and the first right of refusal to be offered a Licence, as well as expanded conditions such as insurance and asbestos.

Licences will no longer be able to be held by company entities, or transferred if there are outstanding maintenance notices or fees.

In the event a Bathing Box owner does not have a signed Licence within six (6) months of a request, the structure will revert to Council.

The strengthened conditions provide a reasonable balance between minimising risk and protecting the coastal environment, without being overly onerous on Licensees.

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.

Legal

There are no legal implications of seeking community feedback on the proposed Policy.

The Policy itself sets out the considerations and principles for the management of Bathing Boxes, and identifies the basis for ongoing decision making.

The Policy has been shaped by a number of existing legislative requirements which includes, but is not limited to, that outlined below.

Crown Land (Reserves) Act 1978 (CLRA)

As the appointed CoM, Council has a statutory obligation pursuant to s.15 of the CLRA to "manage, improve, maintain, and control the land for the purposes for which it is reserved".

Specific to Bathing Boxes, DEECA must approve the entering into and any terms and conditions of a Licence for Bathing Box structures, pursuant to s.17B of the CLRA.

12.3 Draft Boatshed and Bathing Box Policy**Executive Summary**Victorian Coastal Strategies (VCS)

VCS's (now replaced by the Marine and Coastal Policy) have recognised the dynamic and evolving coastal environment.

Specific to Bathing Boxes, private structures on public land that provide no community benefit, have not been supported in successive VCS's for many years. Along with other legislative controls, the result is that no new Bathing Boxes for private use are permitted.

Marine and Coastal Act 2018 (MACA)

Introduced in 2018 and replacing the *Coastal Management Act 1985*, the intention of the MACA was to provide a simpler, integrated and coordinated approach to achieve the long term protection of the marine and coastal environment and ecosystem.

Any request for use or works on the Reserve is required to obtain MACA consent pursuant to s.65. DEECA facilitates this on behalf of the Minister for Climate Action.

Specific to Bathing Boxes MACA approval is required for internal and external works to Bathing Box structures, as well as associated retaining walls and vegetation removal.

It is important to note that if MACA consent is refused for any use and/or works, the use/works cannot proceed.

Marine and Coastal Policy 2020 (MACP)

Introduced in 2020 and a requirement of the MACA, the MACP guides decision making in planning, management and the sustainable use of the coastal and marine environment.

Specific to Bathing Boxes the MACP includes the need to appropriately manage coastal hazard risks as they relate to private property, with policy statement 6.18 advising:

"The State Government and Crown land managers do not have an obligation to manage marine and coastal Crown land or coastal processes for the primary purpose of protecting private property".

Further the MACP reiterates the previous stance of consecutive VCS's with policy statements 11.8 and 11.9 respectively that:

"Do not permit new private buildings or structures on marine and coastal Crown land that provide no public use benefit (for example private jetties, bathing boxes, boat sheds) unless they provide the only access point to a property and no existing facilities have available capacity for co-location/co-use (such as jetty access to an island).

Manage risk to public safety from unsafe or poorly maintained buildings and structures on marine and coastal Crown land, and consider removal if necessary and appropriate".

Guidelines for the management of existing bathing boxes and boatsheds on Marine and Coastal Crown land (DEECA Guidelines)

DEECA released its final Guidelines, supported by the MACP, in March 2022.

The Guidelines, consistent with the above legislation and policy positions, provide firm direction as to how Bathing Boxes are to be managed.

The Guidelines recognise that the impact of climate change exacerbates existing threats to the coastline such as inundation and erosion, which in turn impacts Bathing Box structures, acknowledging that many Bathing Boxes were *"built when natural marine and coastal processes and impacts of climate change were not fully known or understood"*.

12.3 Draft Boatshed and Bathing Box Policy

Executive Summary

Nonetheless, the Guidelines set increased requirements for land managers to address public safety issues associated with Bathing Boxes, including those created as a result of natural coastal processes, such as sand accretion.

As can be seen, there is now a rigorous and complex legislative framework that governs the management of Bathing Boxes, whilst giving priority to the protection of the coastline. Acknowledging such a necessity, the result is that in the longer term, Bathing Boxes may become unviable.

Policy Impacts

Council adopted the Property Strategy and Plan in May 2021.

The Property Strategy and Plan states the vision for Council Property Management as:

- *Council property is managed for the broader community benefit, in a pro-active, clear, adaptable and financially responsible way.*

The Property Strategy also sets out guiding values to achieve the vision, which are:

- *Property management and decision making has proper regard for the broader community and public interest needs.*
- *Property management is pro-active and forward thinking.*
- *Property management is clear.*
- *Property management is adaptable.*
- *Property management is financially responsible.*

The Policy addresses the above vision and guiding values by setting out the considerations and principles to which Council will have regard to in the management of Bathing Boxes, whilst recognising the sensitive coastal location and in accordance with Council's obligations as the appointed CoM.

It allows changes to the marine and coastal environment to be appropriately considered and balanced with the expectations of Licence holders and interested parties, without adding overly onerous new requirements that may be difficult to achieve.

The Policy also supports Theme 6 "Progressive and engaged City" of the Council Plan 2022-2026 and priority action to have "*sound governance to build trust in the integrity and transparency of Council*", by identifying the basis for the way Licensing and associated actions for Bathing Boxes are managed.

Officer's Declaration of Interests

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

Risk Mitigation

There is limited risk in supporting the Policy to progress to broad public notification. Community engagement will allow feedback from interested parties to be submitted, and incorporated into the Policy where appropriate.

Conclusion

It is recommended that Council notes the updated Boatshed and Bathing Box Policy, and endorses it to be publicly exhibited to seek feedback from the broader community.

12.3 Draft Boatshed and Bathing Box Policy

Executive Summary

ATTACHMENTS

- Attachment A: [↓](#) Draft Boatshed and Bathing Box Policy (June 2023)
- Attachment B: [↓](#) Boatshed and Bathing Box Fee Comparison Table
- Attachment C: [↓](#) Copy consultation and progress updates to priority stakeholders to date



Boatshed/Bathing Box Policy

2023 - 2028



1. Purpose and Intent

Boatsheds and Bathing boxes (bathing boxes) continue to be a unique feature of Port Phillip Bay. Frankston City Council (Council) manages 60 bathing boxes on the Frankston foreshore. The Frankston foreshore is Crown Land, Council is the appointed Committee of Management under the *Crown Land (Reserves) Act 1978*.

Historically bathing boxes were used for the storage of boats and to provide a place for beachgoers to change clothes/attire. More recently they have become iconic landmarks contributing to the visual amenity of the foreshore.

The intention of this policy is to set out the considerations and principles to which Council will have regard in the management of bathing boxes, while recognising their sensitive coastal location, in accordance with Council's obligations as Committee of Management.

This policy is issued consistent with the Department of Energy, Environment and Climate Action (DEECA) "Guidelines for the management of existing bathing boxes and boatsheds on marine and coastal Crown land March 2022" (**2022 Guidelines**).

To the extent of any inconsistency, the 2022 Guidelines, and any forthcoming policies issued by DEECA, will take precedence over this policy.

The key elements of this policy are to:

- preserve and ensure the appropriate use of bathing boxes;
- control the use, maintenance, licenses, transfers, and fees of pre-existing structures;
- ensure the roles and responsibilities of all parties are clearly defined; and
- reflect changes in the overarching management of bathing boxes consistent with state government legislation, including coastal and environmental treatment.

For information regarding this policy contact the Frankston City Council Property team on property@frankston.vic.gov.au.

2. Scope

This policy applies to any bathing box located on the Frankston Foreshore Reserve.

3. Definitions

In this policy the following words have the following meanings:

“annual licence fee” means the annual fee paid by the licensee to use a bathing box;

“bathing box” means a bathing box or boatshed. Over time these terms have become interchangeable and therefore a reference to a bathing box in this document means a bathing box and/or boatshed. A bathing box includes any attached structures, such as a deck or steps, but does not include any retaining walls;

“beach” means the sand area, adjacent dune system and access paths forming part of the Frankston foreshore;

“coastal vulnerability assessment” means a report assessing the natural coastal conditions and the ongoing suitability of the site for a bathing box;

“Council” means the Frankston City Council;

“DEECA” means the Department of Energy, Environment and Climate Action, formerly known as the Department of Environment, Land, Water and Planning (DELWP);

“footprint” means the area of the beach occupied by the bathing box, including any stairs, ramps, decks or the like as specified in the current licence in accordance with Council records;

“foreshore” means the land from the water’s edge (low water mark) and includes all the public land adjacent to Port Phillip Bay comprising of the beach, car parks, access tracks, and public amenities;

“licence” means the legal document between Council and a bathing box owner that provides the permission for and obligations of the parties to use and manage the bathing box structure;

“maintenance” means minor repairs of the existing structure such as painting, rust treatments, replacement of door hinges and locks, and patching walls and doors. This does not include any additions or modifications to the structure; sand clearing or vegetation removal;

“natural person” A human being as distinguished from an entity created by law;

“public land” means all land held and/or available for the benefit/use of the community. This includes Crown Land;

“retaining wall” means a structure that holds back sand and prevents it from sliding or eroding away, the purpose of which is to protect a bathing box from sand accretion. Retaining walls can be constructed of various materials and be free standing or attached to a bathing box;

“ratepayer” means a person or company that owns rateable property valued under Section 13(D)(C) under the *Valuation of Land Act 1960* within the Frankston Municipality;

“sand removal” means the physical removal/relocation of sand from the beach by either hand or mechanical methods;

“site” means the licensed area approved by Council and DEECA for the use of a bathing box irrespective of whether that site has a structure on it;

“structure” means a man-made building or other object including a bathing box, stairs, ramps, decks, retaining walls or the like;

“works” means all repairs that are not deemed to be maintenance as defined above. Works may include additions or modifications including internal bracing/support, replacing the floor, walls or doors.

4. Authorisation

This policy is managed by the Procurement, Property and Risk 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 the Council meeting of xxxx.

5. Policy

5.1. Introduction

Bathing boxes are icons of the Victorian beachscape. These structures are located mainly on Marine and Coastal Crown Land and occupy a unique role in bayside beach life. There are bathing boxes located around Port Phillip and Western Port bays under various Committees of Management.

While still serving the functional purpose of providing storage for boats and bathing equipment, these structures also have a historic and cultural value and importance.

This policy has been developed to provide guidance for the preservation, upgrading, and appropriate use of these beach structures.

5.2. Conditions of Use

A bathing box may be used for:

- storage of small boats and boating equipment;
- storage of beach accessories;
- shelter associated with beach use

A bathing box may not be:

- used for accommodation or habitation purposes. This includes overnight stays;
- hired out or sublet;

A bathing box may not have the following installations (does not apply to previously approved installations as recorded by Council prior to the implementation of this policy):

- kitchens
- showers
- plumbing
- air conditioners
- toilets

5.3. Licences

Council may grant or issue a licence to occupy a bathing box site on the foreshore. Licences will be issued for a maximum term of five (5) years.

The maximum number of people that can be signatories to a licence agreement is two (2). This does not apply to existing licences with more than two signatories as at the date of this Policy.

If a licence is not executed within six (6) months of a Council request, the occupancy of the bathing box will be considered unlicensed and illegal. In these circumstances Council may remove the bathing box and reinstate the site to public foreshore.

Future licence renewals (from 2028) may require provision of a coastal vulnerability assessment no more than 12 months old. A structural engineers report may also be required to confirm the integrity of the bathing box structure. These will be determined on a case-by-case basis.

All licensees must meet the prerequisites below to obtain a bathing box licence, and continue to meet and comply with the conditions throughout the term of the licence;

- Must own a property in Frankston, be a natural person, and be recorded as a ratepayer of Frankston City Council (for a separate property in addition to a bathing box). It does not matter if the property owned is a commercial or residential property;
- Must not hold a licence for any other bathing box within Frankston City Council;

- Must not be the spouse, dependant or immediate relative of an existing bathing box licensee or reside in a home which is owned by an existing bathing box licensee.

If any licensee no longer meets the prerequisites of holding a licence, there is a three (3) month grace period to address the criteria, this may involve transfer the licence. After this time Council may at its sole discretion, cancel or modify the licence.

Council will conduct reviews of the above prerequisites to ensure compliance.

An annual licence fee is payable and is determined by Council as part of the budget process. Non-payment of a fee may lead to cancellation of the licence.

A licence transfer is not a property transaction and therefore even if acquired as part of a private freehold property purchase, may not appear in a Section 32 vendor statement (*Sale of Land Act 1962*).

All licence transfers are strictly subject to the Council conditions as stated in the licence agreement.

5.3.1 Insurance

Public Liability Insurance may be difficult and costly for individual licensees to obtain. Therefore, Council takes out a Public Liability Insurance policy (Insurance scheme) on behalf of bathing box licensees annually. Licensees may choose to self-insure and therefore opt out of Council's insurance scheme in writing no later than 31 March each year. Licensees that opt out must maintain and provide evidence of Public Liability Insurance.

The licensee is solely responsible for insuring the bathing box and contents, and any approved retaining wall.

5.3.2 Transfer of Licences

A licence may be transferred to another party. If a transfer occurs, a new licensee will receive the residual balance of the current term only.

Subject to Council approval, transfers will only occur where:

- all proposed licensee prerequisites are satisfied by any/all prospective licensees; and
- there are no outstanding maintenance notices; and
- there are no outstanding fees; and
- a Notification of Sale Form has been completed with confirmation of settlement provided.

5.3.3 Deceased Estates

A licence transfer is not a property transaction. Therefore any right of a licensee is extinguished on their passing. Historically families have considered licences to be part of a licensee's estate. Council will recognise this for the first bathing box licence issued under the Boatshed/Bathing Box Policy 2023 – 2028, by allowing the past licensees right to be transferred, provided the prerequisites of holding a licence are met. Beyond 2028, the first right of refusal may be provided to remaining licence holders or Council.

The prerequisites do not apply where a licence is to be temporarily transferred to the executors or legal representatives of the estate. All fees and charges remain payable.

5.3.4 Termination of Licences

Council may terminate a licence without compensation as a result of a licensee:

- breaching the terms or conditions of the licence;
- breaching this policy;
- failing to comply with a notice issued by Council to undertake repairs, maintenance, or other works within the time specified on such notice;
- failing to pay annual licence fees or other costs such as insurance premiums.

Council may also terminate a licence without compensation if the site is considered vulnerable to coastal processes and results in:

- a bathing box or retaining wall being at risk;
- instability of the licensed site or surrounds.

This will be determined by a suitably qualified expert.

If a licence is terminated Council may deal with the bathing box at its absolute discretion.

Where a licence has been terminated or expires, any items left in the bathing box after 14 days will be deemed to be abandoned by the licensee and will become the property of the Council. Council may remove and dispose of the items at the licensee's cost and risk.

5.4. Reconstruction and Alterations

Any development or works associated with a bathing box requires a range of consents. In order to secure approval, including works to retaining walls, the works must take into account the unique foreshore location and demonstrate that the works are consistent with overarching environmental objectives and sensitivities.

For example, climate change is resulting in more severe, naturally occurring coastal processes such as inundation and erosion. Therefore any proposed upgrades, works or rebuilding design must consider and be adaptable to the increase in coastal hazards, including elements such as projected sea level rises and dune degradation, over the structure's life span.

Increases in the footprint of the bathing box are prohibited.

Before undertaking any alterations or reconstructions, a range of approvals and consents may be required, including but not limited to:

- Approval from the licensor;
- Approval under the *Marine and Coastal Act 2018*.
This includes any guidelines or standards adopted under the above, such as the '[DEECA standards for Bathing Box and Boatshed Construction Guidelines 2015](#)';
- If relevant, consent under the *Planning and Environment Act 1987* and the *Building Act 1993*

Alterations and reconstruction includes internal works, access doorways, structural features and historical restorations.

5.4.1 Retaining Walls

New retaining walls to protect bathing boxes from sand accretion are prohibited. Council maintains a record of existing retaining wall structures.

Repairs to existing retaining walls are subject to DEECA approval. Where approval cannot be obtained, retaining walls will be required to be removed.

5.4.2 Fencing

Permanent fencing around a bathing box or the surrounding public area is prohibited.

Temporary fencing around a bathing box and the immediate surrounds may be required in the event of a public safety issue. In this case Council may direct the licensee to fence, or Council may fence and recover the cost of fencing from the licensee.

5.5. Sand and Vegetation Removal

5.5.1 Sand Accretion

Sand accretion is the natural forward movement of a sand/dune system, and is a naturally occurring coastal process. This is more prevalent in some areas than others. As a result some bathing boxes may have sand proliferation immediately adjacent to the walls of the bathing box structure. In these cases maintenance of the structure needs to be carefully considered as sand accretion can impact the future viability of bathing box structures. No new structures to prevent erosion or sand accumulation will be permitted.

5.5.2 Sand Removal

The licensee is only permitted to remove sand to the minimal extent necessary to ensure the bathing box remains functional and accessible. This includes removal to enable maintenance to be undertaken and to allow access from the front of the bathing box structure and the side, where side access already exists.

Sand removal by the licensee must be undertaken by hand/shovel only.

Approval for proposed sand removal by a licensee that is more significant, will be determined on a case by case basis and must be requested in writing to the Council. This may include but is not limited to, removal that has the potential to impact the broader dune system and/or any vegetation that may require removal by mechanical means.

Significant sand removal must be undertaken by Council.

Council undertakes routine annual mechanical sand removal from the front of bathing boxes only. This is a free opt out service for licensees. Licensees will be advised of the proposed timing of the clearance or removal in advance.

5.5.3 Vegetation

Removal, lopping or trimming of vegetation (either within or outside the licensed area) by licensees is prohibited except with the prior written approval of Council.

5.6. Asbestos

A number of bathing boxes contain asbestos due to the era in which they were constructed. The licence contains provisions designed to mitigate asbestos risks.

If asbestos removal is required, the licensee must forward a written request to Council to seek approval.

5.7. Relocation

Bathing boxes are in an area susceptible to natural coastal process, including potential sea level rises, tidal and storm events, which could impact the existing structure, ongoing maintenance costs, and future viability of bathing box occupancy. Therefore, relocation of a bathing box will only be considered in limited circumstances and only where a suitable alternative site can be identified by the licensor and DEECA.

Identifying an alternative site will include assessment of:

- the location's coastal hazard/vulnerability
- impact on public access
- proximity to the dune system
- existing vegetation

The 'Marine and Coastal Policy 2020' (policy 11.8) does not support the relocation of existing bathing boxes.

5.8. Removal

Council and/or DEECA, in accordance with overriding policy, may determine that bathing boxes will be removed from the foreshore area where:

- the structure is dilapidated, beyond repair or represents a public risk and licensee fails, or is unable to;
 - respond to notification by the licensor; or
 - adequately address the notification by the licensor; or
 - comply with notice by the licensor
- the occupied site is vulnerable to coastal processes, which result in the bathing box being at risk or may contribute to the instability of the immediate vicinity, as determined by a suitably qualified expert;
- the beach on which the bathing box is located is unsafe or access to it is unsafe;
- removal is in accordance with an approved Coastal and Marine Management Plan or policy relating to the licensed site or its surrounds or a directive of the licensor, the Crown, the relevant Minister; or Management Plan or policy relating to the area.

5.9. Services

Infrastructure and/or mechanical works required to deliver utility services may cause damage to the foreshore environment and dune system on installation. As the use of a bathing box is for storage and privacy on a relatively infrequent basis, services such as water and power are not deemed essential for its enjoyment and use.

Therefore, licensor approval and consent under the *Marine and Coastal Act 2018* will not be provided for any new connections of services (e.g. power (including solar), drainage, sewerage, water, gas, telecommunications, surveillance cameras or similar service) to bathing boxes.

Where a service is required to be disconnected, the licensor will determine whether associated infrastructure is required to be completely abolished (removed), considering the potential for damage to the foreshore environment and dune system as a result of removal.

5.9.1 Foreshore Access

Vehicle access to the beach area to undertake maintenance and or approved works must be approved in writing under a park crossing permit.

6. Roles and responsibilities

Manager Procurement, Property and Risk or other nominated officer has the responsibility for the review, management and implementation of this policy.

7. Administrative Matters

Council's CEO is authorised to make any reasonable administrative amendments to this Policy from time to time where the amendment is limited to an administrative nature and does not affect the substance of this Policy. For Instance, Council's CEO may authorise administrative amendments to:

- Address or amend any clerical errors, mistakes or omissions; or
- Insert a correction.

Any other matters in this Boatshed/Bathing Box Policy 2023 – 2028 must only be amended by Council Resolution.

8. Related documents

- [Guidelines for the management of existing bathing boxes and boatsheds on marine and coastal Crown land - March 2022 \(DEECA\)](#)
- *Crown Land (Reserves) Act 1978*
- *Marine and Coastal Act 2018*
- [Marine and Coastal Policy 2020](#)

- *Local Government Act 2020*
- All other laws, regulations, statutes, and local laws relevant to the use of the coastal reserve

9. Implementation of the Policy

This policy (in conjunction with other Related Documents) will be communicated by one or more of the following methods:

- Frankston City Council Website
- Provision of access to a copy of the policy to all stakeholders
- Emails
- References in procedures

10. Document History

Date approved	Change Type	Version	Next Review Date
2006	Original	1	N/A
2012	Review	2	N/A
2023	Major review following adoption of the Property Strategy and Plan and the introduction of new legislation/guidelines	3	2028

LGA	TRANSFER FEE	ANNUAL FEE	BOND	HOW INCREMENT IS DONE	DATE CHECKED
Mornington	\$3400 or 6.5% of capital improved value, whichever is the greater amount	Less than 5m2 \$760 Greater than 5m2 \$975	No Bond	Generally CPI (22/23 increase as was 4.61% for 5m2 and above and 4.83% for <5m)	27/03/2023
Wyndham	\$250	\$376	No Bond	CPI (will go up by CPI first quarter of 23/24)	24/03/2023
Kingston	Small \$1540; Medium \$2549; Larger \$3595	Small \$767; Medium \$1060; Larger \$1306 Pension rebate of 10% on annual fees	No Bond	22/23 – 3%	24/03/2023
Bayside	\$765.20 (Made up of \$339.85 non-refundable application to transfer fee and \$425.35 Transfer fee)	\$1039.90	No Bond	5% yearly in past, 22/23 closer to CPI	27/03/2023
Frankston (Existing)	\$540	\$940 22/23 Considered moving to a fee based on size however little justification when resource input required is consistent irrespective of the nature of the bathing box.	\$800	Currently no formal method, recommended to go to CPI June quarter	27/03/2023
Frankston (Proposed new)	\$540 plus CPI	\$940 plus CPI	\$2000 for new licensees. (Increase for new licensees. To provide funds for emergency fencing or repairs. Existing licensees no change but provide option to increase bond held.)	Annual CPI adjustment (as per licensee consultation feedback)	

**Frankston City Council**

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PO Box 490, Frankston VIC 3195 » DX 15913 Frankston
Website: frankston.vic.gov.au
ABN: 49 454 768 055

Reference: [REDACTED]
Enquiries: [REDACTED]
Email: property@frankston.vic.gov.au
Telephone: [REDACTED]

28 June 2021

Full Name
Address 1
Address 2
<<Suburb State Postcode>>

Dear <<Greeting Name>>,

**Re: Bathing Box/ Boat Shed Number <<number>>
Licence overholding arrangement and upcoming consultation**

I am writing to advise you of arrangements for the renewal of your Bathing Box/ Boat Shed licence agreement that expires on 30 June 2021.

Council currently administers 60 bathing box/ boatshed licence agreements all expiring on 30 June 2021. The existing licences contain terms and conditions that have not been reviewed for approximately six years.

Rather than automatically renew licences under these terms and conditions, Council would like to engage with you to review and update Council's Boatshed/Bathing Box Policy and Bathing Box/ Boatshed licence agreements considering your feedback, recent legislative changes and the *Draft Guidelines for the management of existing bathing boxes and boatsheds on marine and coastal Crown Land* recently released by the Department of Land Water and Planning (DELWP).

To enable sufficient time for engagement, including any amendments/updates, Council has received approval from DELWP to place all existing Bathing Box/Boatshed licences into overholding for 12 months. Please see DELWP approval letter attached. **This means the current terms and conditions of your licence will be extended for 12 months without formally issuing a new licence.**

Next Steps:

The Property Team will contact you in the near future to provide details of the engagement process for reviewing Council's Boatshed/Bathing Box Policy and Bathing Box/ Boatshed licence agreements.

To ensure Council holds your current contact details for this engagement, please complete the attached contact sheet and return it in the reply envelope provided or e-mail to property@frankston.vic.gov.au.

Once the engagement is complete and revised licence agreements are available, a new licence will be sent to you for signing prior to 30 June 2022 when the overholding period will end.

If you have any questions in the meantime, please don't hesitate to contact my office on the above number.

Yours sincerely,



COORDINATOR PROPERTY MANAGEMENT

Bathing Box/Boat Sheds: Update to Policy and Licence Conditions

October 2021



Explanatory Brochure and Survey



Frankston City Council are reviewing their Bathing Box/Boat Shed Policy and Licence Conditions and would appreciate your input and feedback.

Background

Council's Bathing Box/Boat Shed Policy was adopted in May 2006 and last reviewed in July 2012. The introduction of the Marine and Coastal Act and Policy, as well as changes to the Victorian Coastal Strategy, has influenced the overarching direction and management of Bathing Boxes and Boat Sheds on the foreshore.

Council's existing Bathing Box/Boat Shed Policy requires review to better align with the current strategic direction and the changing needs of existing licence holders. This will also include updating the standard terms and conditions of a Bathing Box/Boat Shed licence agreement.

The Department of Water, Land and Planning (DEWLP) have approved all licences into overholding to enable this review and update to take place.

Next Steps

Firstly, as an existing Bathing Box/Boat Shed Licence holder, **we would appreciate your feedback** on the existing Bathing Box/Boat Shed Policy (which incorporates existing licence conditions) by completing the **short survey overleaf**.

We will then prepare an updated draft of the Bathing Box/Boat Shed Policy with consideration of your feedback, feedback from internal stakeholders, legislative requirements and DEWLP strategic direction.

The first draft of this document will be sent back to all Bathing Box/Boat Shed licence holders and the Bathing Box/Boat Shed Owners Association for comment.

These comments will be taken into consideration and then we will prepare a draft of the Bathing Box/Boat Shed Policy for public consultation.



Pending Council approval, the Public Consultation Draft of the Bathing Box/Boat Shed Policy will then be posted on the 'Engage Frankston' website for feedback from the public. Bathing Box/ Boat Shed licence holders will be welcome to make further comment at this time.

The Bathing Box/Boat Shed Policy will be reviewed with consideration of all feedback received from the Public Consultation.

The licence conditions section of the Policy will be sent to DELWP for approval.

The proposed final Bathing Box/Boat Shed Policy will be presented at a Council meeting for approval.

Once the licence conditions are approved by DELWP and the Bathing Box/Boat Shed Policy is approved by Council, new licences will be prepared for all Bathing Box/Boat Shed licence holders and sent out for execution.



Have Your Say

Please review the policy and licence conditions attached and **let us know by 30 November 2021** the top 3 things you have concerns about or would like to change from the existing policy?

Please return your feedback to Property@frankston.vic.gov.au

Or via Survey link: <https://engage.frankston.vic.gov.au/bathing-box-policy-and-licensing>

Or detach and return the following to:

Frankston City Council, Property Team, PO Box 490, FRANKSTON, 3199 in the reply paid envelope provided.



Scan this QR code to access survey

Having reviewed the existing Bathing Box/Boat Shed Policy and Licence (Special Conditions), these are the TOP 3 things I have concerns about or would like reviewed:

Item 1:
Item 2:
Item 3:
Any Further Comments:

Please continue on separate page if insufficient space

Boatshed/Bathing Box: Update to Policy and Licence Conditions



Update to licensees – February 2022



Feedback following initial consultation

As licensees are aware, Council has recently contacted you to obtain initial feedback on the top three items you would like considered in the Boatshed/Bathing Box Policy review. This document provides you with a progress summary of the initial consultation and common themes that have been identified.

The initial consultation with Boatshed/Bathing Box licensees closed on 30 November 2021. Thank you to everyone who participated in the survey. You do not need to do anything or respond to this communication, it has been provided purely for your information.

Initial feedback

Twenty licensees provided feedback and in total made 31 unique suggestions about items that they would like to see included for consideration in the review. These suggestions reflected eighteen themes, which are shown on the diagram overleaf.

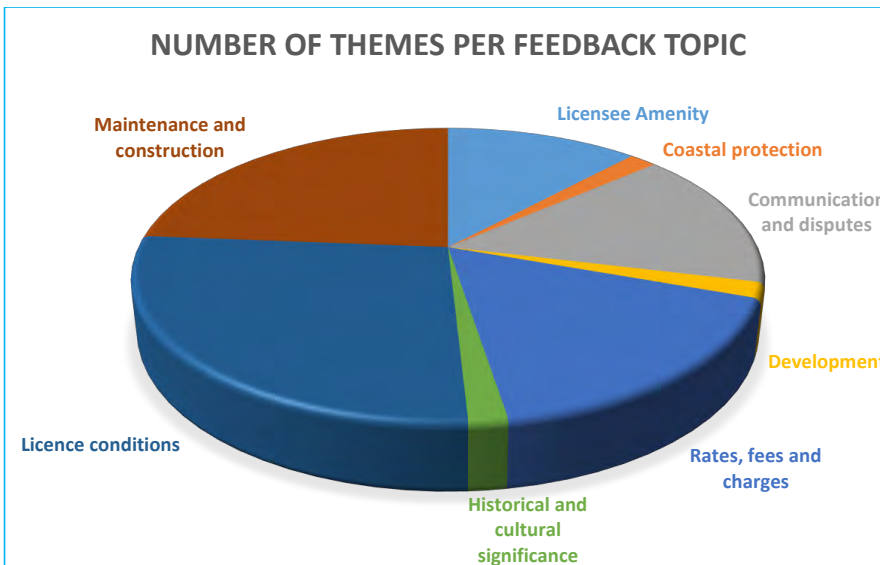
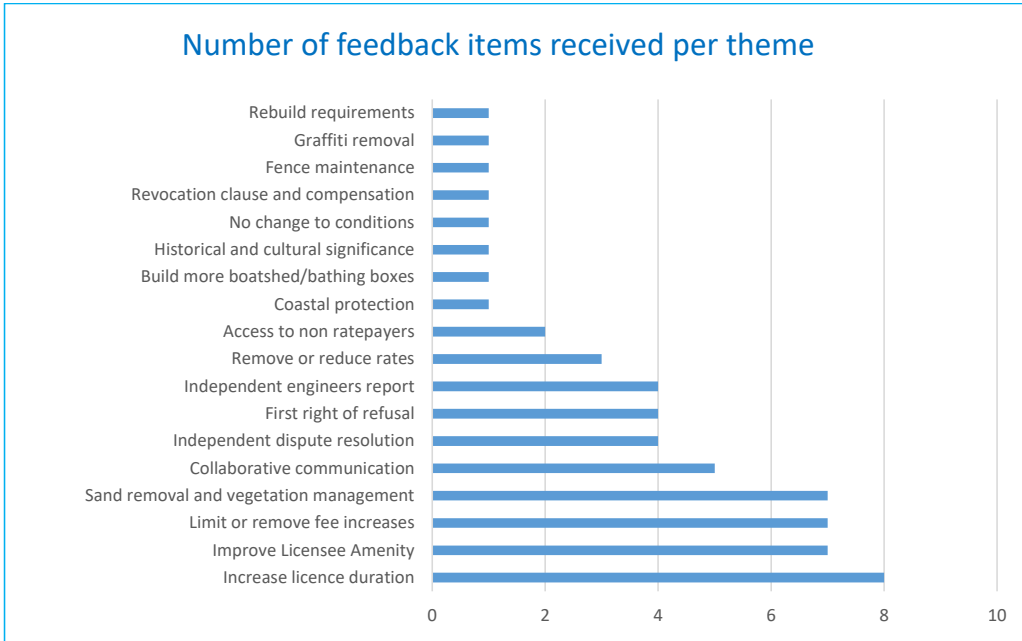
Next Steps

The Property team will now engage with internal stakeholders to obtain their feedback, which will include the themes identified by licensees. A draft of the new Boatshed/Bathing Box Policy with consideration of all feedback will then be prepared.

Given that licensees and Council are the primary stakeholders, Council wishes to obtain licensee feedback on the draft of the new Policy first. Therefore the first draft of the Policy will be sent to all Boatshed/Bathing Box licence holders and the Boatshed/Bathing Box Owners Association for comment.

In the meantime, please refer to the final page of this document for some questions and answers that arose during the initial step of this consultation that may be of interest to all licensees.

Initial consultation themes



Questions and Answers

Q: How many boatsheds/bathing boxes are in Frankston?

A: Sixty (60) boatsheds/bathing boxes are sited on the foreshore.

Q: Will any more boatsheds/bathing boxes be constructed?

A: No. The State Government's [Marine and Coastal Policy and Victorian Coastal Strategy](#) does not support the construction of new boatshed/bathing boxes.

The development of land for new boatshed/bathing boxes by a private individual is no longer permitted under the Frankston Planning Scheme.

Q: Will I be offered the first right of refusal for a new boatshed/bathing box licence?

A: Yes. New licences are already offered to existing licensees. There is no objection to formalising this in the terms and conditions of updated agreements.

Q: Is it possible for boatshed/bathing box licensees to obtain car parking permits?

A: Unfortunately, no. This is due to the limited availability of parking in the foreshore area. Traffic engineering analysis confirms any additional car parking permits would add to an already congested area.

Q: Can I remove sand from around my boatshed/bathing box?

A: With the written approval of Council, sand removal may be undertaken via manual methods only (e.g. buckets and spades). Removal will only be permitted to the extent that it allows the boatshed/bathing box to remain functional. Council's Coastal Management team provide annual sand clearing service by mechanical method to the front entry of boatshed/bathing boxes at no cost. This is an opt-out service.

Q: Can I engage an independent structural engineer if Council deems the boatshed/bathing box structure to be unstable?

A: Yes. Council will consider reports from appropriately qualified professionals.

Q: Can I connect utilities to my boatshed/bathing box?

A: No. Under the [Marine and Coastal Act 2018](#), consent will not be provided for any new connections of services (e.g. power (including solar), drainage, sewerage, water, gas, telecommunications, surveillance cameras or similar service) to boatsheds/bathing boxes.

Existing power or water services that become disconnected, may be reconnected within 12 months with the written consent of Council.

Q: What do I do when I have an issue or a concern in regards to my boatsheds/bathing box?

A: Any issue or concern in regards to the tenure of your boatsheds/bathing box should be directed to Property Management Team at Frankston City Council.

Contact:

property@frankston.vic.gov.au

1300 322 322

**Frankston City Council**

30 Davey Street, Frankston, Victoria, Australia
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PO Box 490, Frankston VIC 3199 » DX 19913 Frankston
Website: frankston.vic.gov.au
ABN: 49 454 768 065

Letter sent via e-mail only

Reference: [REDACTED]
Enquiries: [REDACTED]
Email: property@frankston.vic.gov.au
Telephone: [REDACTED]

10 June 2022

<<Full Name>>
<<Address 1>>
<<Address 2>>
<<Suburb State Postcode>>

E-mail: <<email>>

Dear <<Greeting Name>>,

**Re: Bathing Box/ Boat Shed Number <<number>>
Extension to Licence overholding arrangement and review update**

I am writing to advise you of arrangements for the renewal of your Bathing Box/ Boat Shed licence agreement.

Previously Council received approval from the Department of Environment, Land, Water and Planning (DELWP) to place all existing Bathing Box/Boatshed licences into overholding for 12 months to enable Council to engage with you to review and update Council's Boatshed/Bathing Box Policy and Bathing Box/ Boatshed licence agreements.

A significant amount of stakeholder engagement has already been undertaken as outlined in Attachment 1. However the delay of the release of DELWP's *Guidelines for the management of existing bathing boxes and boatsheds on marine and coastal Crown land* until March 2022, and the impacts of COVID on staff availability, has impacted our anticipated timeframes for this review.

As a result, Council has received approval from DELWP to place all existing Bathing Box/Boatshed licences into overholding for another 12 months until 30 June 2023. Please see DELWP approval letter in Attachment 2.

This means the current terms and conditions of your licence will be extended for another 12 months without formally issuing a new licence.

This will ensure that all Bathing Box Licensees will still have the first opportunity to review a draft of the updated Policy and licence terms and conditions before it is presented to Council for approval to take to broader public consultation. The first draft will be available for your review in the next few months, and will incorporate the feedback that you have already provided, feedback from internal Council departments, recent legislative changes and the *Guidelines for the management of existing bathing boxes and boatsheds on marine and*

coastal Crown Land March 2022, which are available here: [Guidelines \(marineandcoasts.vic.gov.au\)](https://www.marineandcoasts.vic.gov.au)

Next Steps:

The Property Team will contact you in the near future to provide you with the opportunity to comment of the first draft of the updated Frankston City Council Bathing Box/Boat Shed Policy and proposed licence terms and conditions.

Once the full review is complete and revised licence agreements are available, a new licence will be sent to you for signing prior to 30 June 2023 when the overholding period will end.

If you have any questions in the meantime, please don't hesitate to contact my office on the above number.

I would like to take this opportunity to remind you that if you are considering any work, or alterations to your bathing box or the surrounding area, that you must obtain Council approval. As a range of approvals may be required depending on the nature of the works, including but not limited to consent under the Licence, Marine & Coastal Act consent, as well as Planning and Building approval.

Please contact the property team at property@frankston.vic.gov.au or discuss with [redacted] on [redacted]

Yours sincerely,

[redacted signature]

[redacted]
ACTING MANAGER PROCUREMENT PROPERTY AND RISK

Attachment 1 – Summary of stakeholder engagement for Bathing Box/Boatshed policy and licence conditions review as at 9 June 2022:

Stakeholders	Consultation Touch Points Completed	Consultation Touch Points Planned
<ul style="list-style-type: none"> • Bathing Box Licensees • Bathing Box Association • Community • Councillors • Internal Departments: <ul style="list-style-type: none"> • Building Services • Coastal and Biodiversity • Rates • Risk Management • Operations 	<ul style="list-style-type: none"> • Inform Licensees of review and engagement process • Survey Licensees and Bathing Box association regarding "top 3 things you have concerns about or would like to change from the existing policy?" • Compile and analyse survey results. Send summary of results to Licensees with Q & A on items already covered or out of scope • Series of individual meetings with internal stakeholders to obtain feedback on considerations for review • All licensee and internal feedback items have been reviewed with update of licence and Policy documents in progress. 	<ul style="list-style-type: none"> • Seek internal Stakeholder comment on first draft of updated Policy and licence conditions • Seek comment from Licensees and Bathing Box Association on first draft • Seek feedback from DELWP on first draft • Compile feedback and prepare consultation draft of Policy. Seek Council approval to release consultation draft for public comment. • Seek public comment on draft Policy via Engage Frankston • Seek Grant and Approval from DELWP for licence terms and conditions • Finalise draft Policy and fee structure and seek Council approval to implement • Send new licences to Bathing Box Owners for execution with updated Policy

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ABN: 49 454 768 065

Attachment 2 – Approval from DELWP to extend Bathing Box licences in overholding**Department of Environment,
Land, Water and Planning**

Port Phillip Region
608 Burwood Highway, Knoxfield
Victoria, 3156
Telephone: 03 9210 9222
property.portphilp@delwp.vic.gov.au
www.delwp.vic.gov.au

24th May, 2022

Frankston City Council

Co-ordination Property Management

To whom it may concern,

BOATSHED\BATHING BOX LICENCES – FRANKSTON CITY COUNCIL

In June 2021 Department of Environment, Land, Water and Planning approved the 12-month overholding of beach box agreements between Frankston City Council and beach box owners. DELWP has approved a further 12 month extension for the licence agreements.

Due to the requirement to review the terms and conditions of licence agreements within Frankston City Council and the pending Department of Environment, Land, Water and Planning (DELWP) Draft Guidelines for *Management of Existing bathing Boxes and Boatsheds on Marine and Coastal Crown Land*, Frankston City Council has requested that boatshed/bathing box licences within this municipality are put into overholding for a further 12 month period.

DELWP has no issue with Frankston City Council entering into another 12 month overholding period.

Pending a Council resolution of the above changes, new licence agreements will be issued in 2023, executed by both parties and signed off by the delegate for the Minister for Energy, Environment and Climate Change.

If you have any further queries on this matter, please contact my colleague [redacted] Land and Built Environment Program Officer on phone [redacted] or e-mail [redacted]

Yours sincerely,

A grey rectangular box redacting the signature of the Program Manager.

Program Manager Land & Built Environment

Date: 31/5/2022

**Frankston City Council**

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PO Box 490, Frankston VIC 3199 » DX 15913 Frankston
Website: frankston.vic.gov.au
ABN: 49 454 768 065

Reference: [REDACTED]
Enquiries: [REDACTED]
Telephone: property@frankston.vic.gov.au or 1300 322 322

22 November 2022

<<Name>>
<<address>>

Dear <<Name>>,

Re: Request for Comment – Draft Boatshed/Bathing Box (Bathing Box) Policy (Policy) and Licence Special Conditions 2023 - 2028

I recently contacted you to advise that all existing bathing box licences have been placed into overholding for a further 12 months, with the Department of Environment, Land, Water and Planning (DELWP) approval.

This is to ensure that all bathing box licensees and the Frankston Bathing Box Association have the first opportunity to review a draft of the updated Policy before consideration by Council for broader public consultation.

Accordingly, the following documents are attached to this <<e-mail/letter>> for your consideration:

1. **Boatshed/Bathing Box Policy 2023 – 2028** – draft of updated Policy that contains overarching information about the management of bathing boxes in the municipality
2. **Boatshed/Bathing Box Licence** – draft of updated licence agreement, which contains:
 - o Schedule with Special conditions (Items 1 to 17.16) available for comment
 - o current standard DELWP licence template (not modifiable) for your information only
3. **Bathing Boxes and Boatsheds Information sheet – draft of updated information package including relevant transfer forms**

The above draft documents incorporate feedback that you have already provided, feedback from internal Council departments, recent legislative changes and the 'Guidelines for the management of existing bathing boxes and boatsheds on marine and coastal Crown Land March 2022', which are available here: [Guidelines \(marineandcoasts.vic.gov.au\)](http://Guidelines.marineandcoasts.vic.gov.au).

For convenience, a summary of key updates is **provided below (for hard copies)/attached (for e-mails)**. The summary provides the reason for each key update, including items updated in response to initial feedback from licensees.

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PO Box 490, Frankston VIC 3199 » DX 15913 Frankston
Website: frankston.vic.gov.au
ABN: 49 454 768 055

Please provide any comments about the attached draft documents by **<<Due Date anticipate providing 6 weeks>>** to property@frankston.vic.gov.au <<or Attention: [REDACTED], Property Team, PO Box 490, Frankston, VIC 3199 (add for 3 x hard copies)>> or anonymously at <https://engage.frankston.vic.gov.au/bathing-box-policy-and-licensing>.

If you have any questions about this review, please do not hesitate to contact my office by one of the above methods (for hard copies) on details below (for electronic copies ref property inbox signature).

Yours sincerely,

[REDACTED]
COORDINATOR PROPERTY MANAGEMENT

Boatshed/Bathing Box Policy (Policy) Review



SUMMARY OF KEY UPDATES IN DRAFT DOCUMENTS



1. Policy Document

Summary of key updates only – please refer to draft Policy for full content and related document links

KEY UPDATE	SECTION	REASON FOR UPDATE
Conditions of use	5.2	Clarification of existing conditions
Term increased to five (5) years	5.3	Licensee consultation feedback
Requirement for coastal vulnerability assessment, no more than 12 months old, for renewals (from 2028) determined on case by case basis.	5.3	Inclusion to reflect updated Department of Environment, Land, Water and Planning (DELWP) policy and guidelines
Licence prerequisites	5.3	Clarification of requirements for obtaining and maintaining a boatshed/bathing box licence (licence)
Insurance	5.3.1	Documented existing arrangements
Transfer of licences	5.3.2	Clarification of requirements for licence transfer and inclusion of requirement that there be no outstanding matters
Deceased Estates	5.3.3	Clarification that a licence creates no legal interest in the land and ceases upon the passing of licence holder, however that transfers to deceased estates will be recognised for first licence issued under updated Policy. Thereafter family members will be provided the first right of refusal for any re-issue of a licence that has reverted back to Council after the passing of a licence holder.
Licence cancellation	5.3.4	Clarification of circumstances under which a licence may be cancelled. Includes information regarding cancellation where site is vulnerable

		and affected by coastal processes, to reflect updated DELWP policy and guidelines
Reconstruction and Alterations	5.4	Clarification of requirements and consistency with new DELWP policy and guidelines, including coastal processes
Retaining Walls	5.4.1	Clarification of existing requirements
Fencing	5.4.2	Clarification of requirements
Maintenance	5.5	Clarification of requirements, update to maintenance notice period and inclusion that licence cannot be transferred if there is outstanding maintenance
Sand Accretion	5.5.1	Information to reflect updated DELWP policy and guidelines.
Sand Removal	5.5.2	Clarification of existing requirements. Including annual mechanical clearing at front (opt-out service) and requirements for any other sand removal
Vegetation	5.5.3	Clarification of existing requirements
Asbestos	5.6	Documentation of existing requirements
Relocation	5.7	Information to reflect updated DELWP policy and guidelines
Removal	5.8	Clarification of existing requirements and consistency with new DELWP policy and guidelines
Services	5.9	Clarification of existing requirements – as per licensee consultation feedback
Foreshore access	5.9.1	Clarification of existing requirements

2. Licence Special Conditions

Summary of key updates only – please refer to draft Licence template for full content and standard DEWLP conditions

KEY UPDATE	SECTION	REASON FOR UPDATE
Use of licensed site	17.1	Clarification of existing conditions
Hazardous Chemicals	17.2	Updated requirements to strengthen safety
Assignment	17.3	Clarification of existing requirements
Graffiti	17.4	Requirements added for clarification as per licensee consultation feedback
Removal of Improvements	17.5	Consistency with new DELWP policy and guidelines, including coastal processes
Relocation of Improvements	17.6	Clarification of requirements in the event boatshed/bathing box is relocated
Insurance and fencing	17.7	Existing arrangement documented, including responsibilities for existing retaining walls and temporary safety fencing
Display of Site Number	17.8	Document existing requirement

Asbestos	17.9	Clarification of requirements and update to audit frequency (resulting from recommendations of previous external audit)
Alterations and Reconstruction of Improvements	17.10	Clarification of requirements in event boatshed/bathing box is altered or reconstructed as per licensee consultation feedback. Consistency with new DELWP policy/guidelines and existing construction guidelines
Local Vegetation	17.11	Updated to include all vegetation (previously referenced indigenous vegetation only)
Water Discharge	17.12	Wording update for clarity
Change of Address	17.13	Reduce notification period from 30 to 14 days to ensure ongoing contact with licensee is possible
Licence Prerequisites	17.14	Clarification of requirements for obtaining and maintaining a licence. Inclusion of requirement for full execution of licence within 6 months of request, consistent with DELWP guidelines
First Right of Refusal	17.15	For clarity, documented existing first right of refusal in response to licensee consultation feedback
Licence Rescission	17.16	Requirements if licence is rescinded added for clarity as per licensee consultation feedback

3. Information Pack

Summary of key updates only – please refer to draft Information Pack for full content

KEY UPDATE	PAGE	REASON FOR UPDATE
General Information for new licensees	1 - 2	Updated to reflect above updates to Policy and Licence Special Conditions
Insurance	2	Documented existing arrangements as per Policy/licence
Prerequisites for holding a licence	2 - 3	Updated as per Policy/licence
Deceased Estates	3	Added as per Policy
Conditions for transfer	3	Updated as per Policy. PLEASE SEE PROPOSED UPDATED FEE STRUCTURE BELOW
Annual Activities	4	Updated as per Policy
Request for approval to put Bathing Box/Boatshed on the market form	5	New form to confirm transfer requirements for those seeking to put bathing box on the market
Notification of Sale – Bathing Box and Boatshed form	6 - 7	Updated for clarity and to obtain acknowledgements consistent with Policy/licence conditions from proposed purchaser

4. Fee comparison and proposed new structure

LGA	TRANSFER FEE	ANNUAL FEE	BOND	HOW INCREMENT IS DONE	DATE CHECKED
Mornington (Advised under review)	\$3400 or 6.5% of capital improved value, whichever is the greater amount	Less than 5m2 \$760 Greater than 5m2 \$975	No Bond	Unknown (under review)	26/09/2022
Wyndham	\$250	\$376	No Bond	CPI	26/09/2022
Kingston	Small \$1540; Medium \$2549; Larger \$3595	Small \$767; Medium \$1060; Larger \$1306	No Bond	22/23 – 3%	26/09/2022
Bayside (Advised under review)	\$765.20	\$1039.90	No Bond	5% yearly in past, 22/23 closer to CPI	26/09/2022
Frankston (Existing)	\$540	\$940 22/23 Considered moving to a fee based on size however little justification when resource input required is consistent irrespective of the nature of the bathing box.	\$800	Currently no formal method, recommended to go to CPI March quarter	26/09/2022
Frankston (Proposed new)	\$540 plus CPI	\$940 plus CPI	\$2000 for new licensees (Increase for new licensees. To provide funds for emergency fencing or repairs. Existing licensees no change but provide option to increase bond held.)	Annual CPI adjustment (as per licensee consultation feedback)	

Boatshed/Bathing Box: Update to Policy and Licence Conditions



Update to licensees – May 2023



Update following feedback on first draft

Draft copies of the below documents were sent to all licensees in November 2022 with an invitation to provide comment by 16 December 2022:

1. **Boatshed/Bathing Box Policy 2023 – 2028**
2. **Boatshed/Bathing Box Licence**
3. **Bathing Boxes and Boatsheds Information sheet**

These documents were also distributed to internal stakeholders, the Frankston Bathing Box/Boatshed Association and the Department of Energy, Environment and Climate Action (DEECA - formerly DELWP, the Department of Environment, Land, Water and Planning).

A range of commentary was received that the Property Team has reviewed in detail and made updates to the drafts where applicable. It was noted that many of the comments, while pertinent, did not relate to areas that Council are able to influence, such as DEECA legislation and guidelines.

Please see overleaf responses to key points raised from licensees and the Frankston Bathing Box/Boatshed Association.

Next Steps

The Property team will now seek Council approval to release the updated draft for public comment. Please note that all licensees will still be able to provide further comment as part of the broader public engagement process.

property@frankston.vic.gov.au
1300 322 322

Summary:

Recent State Government Policy recognises the changing and increasing importance of the marine and coastal environment.

Specific to bathing boxes, successive State Government Policy has confirmed new private structures on public land that provide no net community benefit are not supported. The 'Marine and Coastal Policy 2020' reaffirms this position (policy statement 11.8).

The 'Guidelines for the management of existing bathing boxes and boatsheds on marine and coastal Crown land - March 2022' (Guidelines), which have been adopted under the *Marine and Coastal (Act) 2018*, support the implementation of the State Government Policy. In addition the Guidelines set enhanced requirements for land managers to address the risk to public safety. This encompasses safety issues as a consequence of natural environmental processes.

Council as the public land manager has a responsibility to ensure any local policy is consistent with and reflective of that of State Government. As such the proposed Bathing Box Policy seeks to address the overriding environmental concerns in a uniform and balanced way, taking into account the needs of existing and future licence holders.

Key Points:

Future removal of bathing boxes:

The proposed Policy does not result in substantive change from the current Policy.

Clause 1.3 of the existing Boat Shed and Bathing Box Policy (May 2006 updated July 2012) states that a bathing box may be removed if:

- The structure is dilapidated, beyond repair or represents a public safety hazard and there is a failure to give effect to notices issued by the Council;
- The area is vulnerable to coastal processes which result in the structure being at risk;
- The structure contributes to the instability of the area or causes a risk to public safety;
- The beach on which the structure is located is unsafe or access to it is unsafe;
- Removal is in accordance with a Management Plan or Policy relating to the area;
- The structure does not meet with the minimum construction standards specified by Council; or
- The licence has been revoked in accordance with Council's administrative timetable and
 - (i) any of points 1.3.1 to 1.3.6 above exists; or
 - (ii) sale by auction has been unsuccessful or not preferred by Council.

The existing requirements underpin the proposed Boatshed/Bathing Box Policy (2023 – 2028).

In line with updated legislation and guidelines the new Policy has a higher focus on environmental considerations and natural coastal processes and sensitivities.

In the event that a Bathing box is removed the State Government requires licensees, to demonstrate that reconstruction and licence renewal is appropriate having regard to a range of factors. For example Clause 3.7 of the Guidelines states that the alteration or rebuilding of a bathing box will not be permitted where:

- the site has been assessed as inappropriate for structures to be located on marine and coastal Crown land due to the impact of coastal hazards (including coastal erosion, inundation) or climate change;
- the structure is interfering with natural processes (e.g. sand dune accretion);
- the structure interferes with public access, use or enjoyment or poses a risk to public safety;
- a coastal and marine management plan, cultural heritage management plan or local coastal hazard assessment has determined that the site is better suited for another purpose.

These requirements will apply to any proposed alternative site (potential relocation of bathing box).

The practical implication of the above is that it may be challenging for a licensee to demonstrate that reconstruction or relocation of a bathing box, is appropriate.

Retaining walls:

The proposed Policy does not result in substantive change from the current Policy.

The existing Guidelines state:

“The Crown or delegated committees of management do not have an obligation to reduce the impacts of coastal hazards, sea level rise, or natural coastal processes on bathing boxes or boatsheds” (Clause 3.9.3).

New retaining walls are prohibited. The Guidelines do not support their construction as retaining walls impede a natural coastal process (sand movement) (Clause 3.9.4).

Council maintains a record of existing retaining wall structures. Repairs to existing retaining walls are subject to Council and DEECA approval.

Where approval for repairs cannot be obtained, or retaining walls have been constructed without the required statutory approvals, they will be required to be removed.

Sand clearing

The proposed Policy does not result in substantive change from the current Policy.

Clause 2.3 of the existing Boat Shed and Bathing Box Policy (May 2006 updated July 2012) states:

“Any significant removal of sand must be approved by Council and carried out under the instruction/guidance of Council’s Open Space Co-ordinator. However, small amounts of sand may be moved by hand/shovel to allow access to the Bathing Box.”

Clause 3.9.7 of the existing Guidelines state:

“With the written approval of the committee of management, sand management may be undertaken by the licensee by manual methods (e.g. buckets and spades) to ensure the bathing box or boatshed remains functional.”

Sand movement is a feature of the natural coastal cycle. As stated above, the Guidelines do not support interference with this process, which unavoidably occurs when retaining walls and bathing boxes are located in a coastal environment.

The proposed Boatshed/Bathing Box Policy (2023 – 2028) permits minimal sand removal to the extent necessary to ensure the bathing box remains functional, whilst complying with the Guidelines. This includes removal to enable maintenance to be undertaken and to allow access from the front of the bathing box structure and the side, where side access already exists. Sand removal must be undertaken by hand/shovel only and no vegetation is to be removed.

Any significant sand removal must be undertaken by Council. The appropriateness or otherwise of any proposed sand removal by a licensee, will be determined on a case by case basis.

Compensation for licence cancellation/revocation

The proposed Policy does not result in substantive change from the current Policy.

Clause 4 of the existing Boat Shed and Bathing Box Policy (May 2006 updated July 2012) states:

“Council may revoke a licence without compensation as a result of a licensee:

- Breaching the terms or conditions of the licence;
- Breaching this policy;
- Breaching the Frankston Planning Scheme or any other relevant legislation;
- Failing to comply with a notice issued by Council to undertake repairs, maintenance, removal of graffiti or other works within the time specified on such notice;
- Failing to pay annual licence fees or other costs such as insurance premiums; or
- If there is a requirement for the area to revert to public use.”

Clause 4.1 of the existing licence states:

“If the Licensor is satisfied, after giving the Licensee a reasonable opportunity to be heard, that the Licensee has failed to comply with any terms and conditions of the Licence, the Licensor may, by notice published in the Government Gazette, declare that the Licence is cancelled, and upon cancellation the Licensee will not be entitled to any compensation whatsoever.”

It is important to note that a sale/purchase of a bathing box is a private matter.

A sale/purchase transaction occurs outside of any Council process, in a free and open market that determines the purchase price.

Council receives no financial contribution as a result of a bathing box sale/purchase, it merely facilitates transfer of a licence providing the prerequisites of holding a licence are met.

There is no compensation available from Council or the State Government in the event a licence is cancelled, surrendered or revoked.

Licence holders must be ratepayers:

The proposed Policy does not result in substantive change from the current Policy, though there are some minor changes.

Clause 5 of the existing Boat Shed and Bathing Box Policy (May 2006 updated July 2012) states that:

“A licence may be transferred to another party subject to Council approval, but no person shall sublet any site or structure in or on the reserve. The proposed Licensee must:

- be a resident ratepayer of Council; or
- own a holiday home within Frankston City; or
- own and occupy a commercial premises within Frankston City; or
- be a family member of the existing licensee; and
- have been advised of any orders made or directions given in respect of the licence for the boatshed/bathing box being transferred.”

The existing requirements have assisted Council to achieve a high level of maintenance compliance since their inception. Expanding the criteria for holding a licence to persons not owning property within the municipality, presents practical challenges for overall management and regulation. For example it can be challenging to contact people in regard to maintenance or vandalism. The reduced ability of licensees to physically attend onsite may also result in increased enforcement action.

There will now be a three (3) month grace period to transfer licences where prerequisites can no longer be met by existing licensees. This includes any licences held in the name of commercial entities to be transferred to a Natural Person and anyone who no longer meets the other prerequisites of holding a licence.

Prerequisites will be reviewed regularly to ensure compliance and before the issuing of the next round of licences.

The proposed Boatshed/Bathing Box Policy (2023 – 2028) recommends retention of the ratepayer requirement to hold a licence.

Executive Summary

12.4 Adoption of Road Discontinuance Policy

Enquiries: (Danielle Watts: Corporate and Commercial Services)

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 present Council with the Road Discontinuance Policy for adoption.

Recommendation (Director Corporate and Commercial Services)

That Council:

1. Notes the Draft Road Discontinuance Policy was publicly exhibited for four weeks and three submissions were received;
2. Notes the feedback received which resulted in minor amendments to the Policy; and
3. Adopts the Road Discontinuance Policy.

Key Points / Issues

- At its meeting on 1 May 2023 (2023/CM5) Council resolved:

That Council:

1. *Notes the Draft Road Discontinuance Policy;*
 2. *Endorses the Draft Road Discontinuance Policy to be publicly exhibited for a period of four weeks;*
 3. *Notes that the Draft Road Discontinuance Policy sets out the administrative framework for officers to consider prior to recommending that a road is discontinued; Council approval will be sought prior to undertaking any formal Discontinuance Process;*
 4. *Directs that any submissions received in response to the public exhibition of the Draft Road Discontinuance Policy that are opposed to, or which suggest changes to the Policy be presented to Council for its consideration at a future meeting; and*
 5. *If no submissions are received, or if the only submissions received in response to the public exhibition of the Draft Road Discontinuance Policy support the Policy without qualification, Council authorises the adoption of the Road Discontinuance Policy.*
- Council manages over 700km of constructed and unconstructed roads within the Frankston municipality. Any road that is considered to be reasonably required for public use, is recorded on Council's Public Road Register (PRR).
 - Roads can include but are not limited to a right of way; a street; a footpath and an easement of carriage way. They can also include land that has become a public highway, either via a legislative process to declare land a public road, or at common law, through the ongoing and long term use by the public.
 - Historically, there are many roads that appear on title documents that have never been physically constructed, or utilised as a road. These roads have been

12.4 Adoption of Road Discontinuance Policy**Executive Summary**

automatically created by the registration of a plan at Land Use Victoria that shows the land set aside as a Road on a Plan of Subdivision. These are often referred to as 'paper roads'.

- Unconstructed roads, generally stem from historical broad acre subdivisions that created housing lots. It is common for secondary roads created for access to remain following the sale of individual lots from the parent title, and become unused once the primary access road to the subdivision is constructed.
- Other relevant circumstances include roads that have become fenced in with the adjacent private properties. This has commonly occurred as the need for the road access itself has changed over time. One example is roads that were created as "night cart" lanes. As building regulations changed and amenities became located inside houses connected to the mains sewerage system, the night cart lanes became unused, and subsequently incorporated with adjacent properties.
- In cases like these, it is prudent for officers to review the history of the roads, and determine whether it is appropriate to recommend undertaking a statutory road discontinuance process (Discontinuance Process).
- The proposed Road Discontinuance Policy (Policy) sets out the administrative framework for officers to consider prior to seeking Council approval to commence a formal Discontinuance Process. This includes engagement with affected property owners in accordance with Council's Community Engagement Policy.
- If successfully completed, a Discontinuance Process allows the legal status of road to be removed from the land title. The land then becomes a discontinued road, vesting in Council free of all encumbrances pursuant to s207B *Local Government Act 1989*.
- Land which has status as a discontinued road can be retained for municipal use. In these cases title will be obtained for Council and the land incorporated into existing Council land holdings, such as public open space. Alternatively a discontinued road can be sold to an adjoining land owner, for consolidation with their existing title.
- The proposed Policy can be found at **Attachment A**.

Financial Impact

There are no financial implications associated with this report.

The administration cost associated with a Discontinuance Process for Council use, is included within existing budgets.

In cases where a Discontinuance Process and sale is recommended for private use or benefit, irrespective of the intended end-use, an applicant is required to pay market value for the land. This is unless officers consider the applicant has a genuine claim for adverse possession of the land in question, or the Discontinuance Process is being undertaken to address an identified risk to Council.

Clause 5.6 of the Policy addresses the valuation methodology for determining the applicable market value. In addition, clause 5.8 of the Policy requires that an applicant meet all costs associated with a Discontinuance Process, such as surveying and conveyancing.

Road discontinuances have the ability to provide a revenue stream for Council, once the associated road discontinuance programme is scheduled.

12.4 Adoption of Road Discontinuance Policy**Executive Summary****Consultation****1. External Stakeholders**

Community feedback on the draft Policy was invited for a period of four (4) weeks, from 15 May 2023 to 11 June 2023 via the Engage Frankston website, with a direct email forwarded to the 406 subscribers of the platform with a corresponding area of interest at the time.

A post community engagement report provided at Attachment B, provides a summary of the consultation process.

The following feedback was received, with direct responses being provided to submitters where requested as indicated in the table below. No further questions/feedback was received from submitters, following engagement responses being provided.

Submitter	Do you have recommendations or suggestions for the Draft Road Discontinuance Policy?	Property Response
1	The policy should include a formal definition of 'public purpose'. The phrase is used in section 5.8 and is, interestingly, included in quotes. The use of quotes suggests that the concept of 'public purpose' - for the application of this rule - is notional, changeable or subjective. The Policy should make it clear as to what constitutes 'public purpose' for the purpose of the rule.	Agreed, updated public purpose to public benefit and defined public benefit in definitions section of Policy. Respondent e-mailed back to advise of amendment.
2	No. No public road should be sold. Sounds like a back handed deal to sell public roads to private people.	Agreed (first point), if after investigation a road proposed for discontinuance is required for public use, it is a public road and will not be put forward for discontinuance. The Policy supports this. Respondent did not request response and did not provide contact details.
3	I hope this does not relate to the unsealed section of Stotts Lane, Frankston South, as it is access to shopping in Baxter,	This is an overarching Policy to guide future proposals. It does not deal with any specific properties. Each proposal will be assessed on the criteria in the Policy. There is no proposal to discontinue the Southern section of Stotts Lane. Respondent e-mailed back to advise.

2. Other Stakeholders

Feedback on the Policy was previously sought from the following internal Council stakeholders:

- Engineering Services (Traffic)
- Sustainable Assets (Asset Panning)
- Safer Communities (Parking and Compliance)
- Governance and Information (Legal Services Advisor)

Feedback received was considered and where applicable, incorporated into the Policy.

12.4 Adoption of Road Discontinuance Policy**Executive Summary****Analysis (Environmental / Economic / Social Implications)**

There are no environmental, economic or social implications associated with this report.

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

There are no legal implications of adopting the proposed Policy.

The Policy itself sets out the background, and reasons for officers to consider recommending undertaking a Discontinuance Process, and the principles by which Council may or may not, provide its support. For example, the mere fact a property owner may seek to use all or a portion of an adjoining road for development to maximise their commercial return, does not of itself justify undertaking a Discontinuance Process and sale.

Generally, a Discontinuance Process itself, will involve consideration of matters under the:

- *Local Government Act 1989 and 2020* (Discontinuance Process/engagement on the sale of a discontinued road)
- *Road Management Act 2004 (RMA)* (historical and current management of the land/PRR and public highway considerations)
- *Transfer of Land Act 1958* (legal ownership/indefeasibility of title implications)

If successful, the end result of a Discontinuance Process is to remove the legal property right of access to a road, previously enjoyed by a land owner. The road status is removed, once the Council decision is published in the Victorian Government Gazette.

The relevant considerations will differ in each Discontinuance Process, depending on a range of factors including the applicable legislation; location; history of use and circumstances of the road proposed to be discontinued, in addition to recent case law. These considerations will be appropriately documented in each report submitted to Council, when recommending the commencement of a Discontinuance Process.

Policy Impacts

Council adopted the Property Strategy and Plan in May 2021.

The Property Strategy and Plan states the vision for Council Property Management as:

- *Council property is managed for the broader community benefit, in a pro-active, clear, adaptable and financially responsible way.*

12.4 Adoption of Road Discontinuance Policy**Executive Summary**

The Property Strategy also sets out guiding values to achieve the vision, which are:

- *Property management and decision making has proper regard for the broader community and public interest needs.*
- *Property management is pro-active and forward thinking.*
- *Property management is clear.*
- *Property management is adaptable.*
- *Property management is financially responsible.*

The Policy addresses the above vision and guiding values by setting out the circumstances in which Council will consider a request for a Discontinuance Process, identifying from a practical; legislative and evidentiary perspective, the various elements that must be reviewed before a recommendation can be made.

It allows changing community needs to be considered through the disposal of road assets that are no longer reasonably required for public use, and ensures that any proposed Discontinuance Process requested for private benefit, irrespective of the intended end-use, provides a financial or other form of return back to Council, and by extension the community.

The Policy also supports Theme 6 “Progressive and engaged City” of the Council Plan 2022-2026 and priority action to have “sound governance to build trust in the integrity and transparency of Council”, by identifying the basis for considering a Discontinuance Process.

Officer’s Declaration of Interests

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

Risk Mitigation

There is limited risk in adopting the proposed Policy.

The Policy itself confirms that once adopted, priority will be given to undertaking Discontinuance Processes where they are required for Council use. Priority will also be given where a risk associated with the road in question has been identified that could be removed, mitigated, or transferred, as a result of a Discontinuance Process. For example, ambiguity around the status of land as a road gives rise to whether Council does in fact have associated obligations and liabilities under the RMA which automatically apply to public roads. A thorough assessment and subsequent Discontinuance Process provides clarity in such circumstances, and if successful results in such obligations and liabilities being removed, once the road becomes discontinued.

Conclusion

It is recommended that Council adopts the proposed Road Discontinuance Policy.

ATTACHMENTS

Attachment A: [↓](#) Proposed Road Discontinuance Policy

Attachment B: [↓](#) Post Community Engagement Summary (Proposed Road Discontinuance Policy)

Road Discontinuance Policy

July 2023



Lifestyle capital of Victoria



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1 Purpose and Intent

Frankston City Council (Council) owns or controls property for the benefit of the community. Council is committed to the responsible management of its assets and resources.

This policy details Council's approach to the discontinuance and disposal of roads.

This policy documents how the discontinuance and disposal of roads that are *no longer reasonably required for public use and access*, will be processed in a transparent and equitable manner.

The Policy supports the guiding values of the Property Strategy including:

- financial stability
- legal and statutory compliance
- consistent and transparent management

The Policy supports Council's Mission and Vision as it is consistent with the Frankston Council Plan and Budget 2021-2025: Theme 6: Progressive and Engaged City, Initiatives, Ensure sustainable financial management and strategic allocation of resources to deliver planned infrastructure and services.

2 Scope

This policy applies to all roads as defined below:

- "Road" is defined in Section 3 of the *Local Government (Act) 1989*. The term "road" includes but is not limited to, a right of way, street, easement of way or footpath.

These roads include but are not limited to:

- Vehicular or pedestrian roads and rights of way
- Constructed trafficable roads, where part of those roads may be no longer reasonably required for public use
- Unconstructed roads

This policy does not relate to:

- the closure of roads to traffic under Schedule 11 of the Act
- the sale and disposal of assets that are not roads
- ad hoc permits over roads
- projections over roads, including aerial encroachments
- licencing of land
- roads closed pursuant to the *Major Transport Projects Facilitation Act*

3 Definitions

In this policy the following words have the following meanings:

“Council” means Frankston City Council

“discontinuance” means the exercise of power under clause 3 of Schedule 10 of the *Local Government Act 1989* with respect to a road and the vesting and removal of the status under 24A of the *Subdivision Act 1988*

“encroachment” means an intrusion onto another’s property rights by building or occupation

“Market Value” means the value as determined by a qualified valuer taking into account:

- The land area and dimensions of the land
- The highest and best potential use of the land
- Increase in value to any abutting property as a result of the transfer of the extra land - as a before and after valuation

“obstruction” means the placement of a fence, gate, equipment or any other matter or material to prevent unlawful access to a road

“public benefit” means where Council and by extension the Community receives an advantage (i.e. financial, transfer of obligations, liabilities or risks from Council to a private third party) as a result of the land transfer

“road” has the same meaning as set out in Section 3(1) of the *Local Government Act 1989* and includes but is not limited to, a right of way, street, easement of way or footpath.

4 Authorisation

This Policy is managed by the Procurement, Property and Risk 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 the Council meeting of xxxx.

5 Policy

5.1 Background

Council receives applications from property owners seeking to discontinue roads that appear unused, with a view to purchasing the land once the road status has been removed. These are generally from adjoining property owners.

Council has authority under the relevant provisions of the *Local Government Act 1989* (“the Act”) to discontinue a road where Council forms the opinion that the road is no longer reasonably required for public use. Council must be satisfied that the public no longer reasonably require use of the road before deciding to approve a road discontinuance proposal. Roads proposed for discontinuance must first be removed from the public road register.

Unconstructed roads typically arise from earlier private subdivisions of broad acres into house blocks and the creation of access roads from the original title. When individual house blocks were sold and removed from the parent title, roads and reserves remained, with public access rights remaining. They also commonly arise from former night cart lanes that are no longer in use, and where the land has been fenced in with the adjoining property.

Under section 7B of the *Limitations of Actions Act 1958*, a person cannot claim land by adverse possession in respect of Council titled land, this includes roads. Not all road or reserve property is held in Council name.

Roads enclosed within abutting properties for more than 15 years may be claimed by adverse possession. However, the road status is not removed unless occupation of more than 30 years can be established, if not held in Council’s name¹. The original property owner is precluded from reclaiming ownership. Due to the cost of claiming adverse possession, and time involved, sale by Council can be a cost effective means of acquiring ownership by interested parties, without relying on expensive and time consuming legal processes.

5.2 Principles

As part of the road network, rights of way and laneways were developed to satisfy an historical need and were documented in early plans of subdivision. In most cases this land is still required for access or other strategic purposes, in these cases Council will ensure the land

¹ Please note this is a Common Law position

remains open and available to the public and is kept free of encroachment.

Council will retain public ownership of roads where:

- they continue to add character to the public realm;
- they have a future strategic purpose or there may be future opportunity to activate the road;
- it may improve the walkability and permeability of the public realm;
- they improve the amenity of the area;
- they provide options for improved environmental outcomes;
- balances are required between competing needs (private vs public ownership);
- the historical element of the road continues to be celebrated.

The Council may support the discontinuance and sale of a road for reasons including the following:

- the road is not required for public access;
- it may result in amenity improvement, particularly where the land becomes a haven for anti-social behaviour, or a dumped rubbish location;
- it may result in a safer and more secure neighbourhood by reducing access points to properties;
- it may result in a better use of land;
- Council, on behalf of the community, may obtain a fair and equitable return on land that was originally set aside for a public purpose;
- Council will reduce its maintenance burden;
- it may rectify an anomaly which will result in greater certainty of property ownership and associated rights;
- the land has no strategic value to Council;
- the road has no heritage value;
- the road is not required to maintain the urban character of the area;
- the road is not required for access to other premises

5.3 Governance Statement

Council will facilitate the discontinuance and sale of roads where:

- appropriate consultation has occurred;
- legislative requirements have been met; and
- it is considered that road discontinuance and sale is in the best interests of the wider community

1. Where Council has undertaken the statutory procedures for road discontinuance and considered any submissions received, it may decide to proceed with road discontinuance and sale for all or any part of the subject road or may reject the proposal in its entirety.

5.4 Initial Investigation

As part of the process for consideration of road discontinuances, initial investigation will be undertaken prior to making a recommendation on whether to refer the matter to Council.

In some cases this investigation may include informal consultation with relevant property owners. If this process raises concerns the Manager Procurement, Property and Risk will decide:

- to accept the concerns and take no further action in respect of investigation of a road discontinuance process; or
- that the concerns can be appropriately addressed or have insufficient merit and therefore the investigation can continue, and if appropriate referred to Council for consideration

5.5 Engagement

Following the completion of the initial investigation a recommendation may be made to Council to consider commencing a formal road discontinuance process under *Local Government Act 1989* (Clause 3, Schedule 10).

If a formal process is commenced, Community engagement with affected property owners (generally abutting properties) will be undertaken in accordance with Council's Community Engagement Plan.

5.6 Valuation of the Land

Where it is proposed that land is to be sold as a result of road discontinuance the following will apply:

- The land will be assessed by Council's appointed Valuer at the current market value determined on a before and after basis of methodology. The value of the land is determined by assessing the value of the property before the land is acquired, and the value of the property after the land is acquired.
- The valuations under this policy will reflect the additional value that the subject parcel of land will add to the existing property of the potential purchaser. The valuation will take into consideration the market value of the land within the immediate area having regard to its location and characteristics including whether the land:

- Is incapable of being developed in its own right given the small land area;
- Is only marketable to the adjoining owners;
- Is long and narrow;
- Is encumbered with an easement; and/or
- Will facilitate future development (e.g. Private open space).

5.7 Prioritisation

Priority order will be given to road discontinuances that are required for Council use/benefit or to address an inherent risk issue. Discontinuance facilitates the removal of obligations on Council under the *Road Management Act 2004* and in certain circumstances can provide additional land for community use by creating further public open space.

Council frequently receives requests for road discontinuances from persons wishing to develop their land and maximise their return by including adjacent road reserves. This of itself does not constitute justification for a discontinuance. Depending on the nature of the proposed development there may be sufficient cause to consider a discontinuance in line with Council's 'Draft Occupations of Council Land for Private and Commercial Purposes' Policy. Unless such development achieves an overarching Council strategic objective such requests will be given lower priority.

5.8 Price and Costs

Where it is proposed that the land is to be sold after a road discontinuance, the following will apply:

- The Manager Procurement, Property and Risk may consider that the land to be sold will increase the value of the purchasers' land holding by facilitating the potential for future development. In these circumstances the purchase price will be determined by negotiation between Council and the purchaser, with Council seeking to maximise the financial return for the land being sold.
- In addition to the price, the purchaser will be required to meet all costs including surveying and conveyancing.
- Council may, at its discretion, transfer the land at less than the market valuation if it deems the land transfer will serve some "public benefit". This includes situations where an inherent risk is present in respect of the land.
- Where there is two or more abutting property owners seeking to purchase the same land Council will decide on the allocation of the land.

5.9 Adverse Possession

The Manager Procurement, Property and Risk may consider that the land could be acquired by adverse possession. The purchaser must therefore demonstrate to the Manager Procurement, Property and Risk that an adverse possession claim can be established.

In these cases, to ensure equitable treatment of potential claimants and in consideration of the costs and timing of otherwise making a formal application to Land Use Victoria, Council may consider undertaking a discontinuance.

5.10 Conditional Agreements

If a road is to be discontinued and land sold, the statutory discontinuance procedures will only be commenced once a Conditional Agreement in the form of an Offer to Purchase has been secured from the intended purchaser/s.

5.11 Sale Conditions

The Council reserves the right to place any easement or covenant on the land to be sold.

The portion of land being purchased must be consolidated with the remainder of the purchaser's property, and the purchaser must meet all the costs associated with consolidation.

Where there are two or more abutting owners seeking to purchase the same land Council will decide on the allocation of the land. The existence of underground services and any necessary easement rights will influence Council's decision.

Where the sale of the land contains infrastructure:

- Any costs of relocating the assets of any service authority are to be borne by the purchaser of the land.
- Any bluestone pitchers or other re-usable materials, if required by Council, will be removed and the costs of recovery apportioned to the purchasers. Alternatively if materials are desired by the purchaser, they will be transferred at the time of sale for their current market value.
- Any new or replacement drainage, and other associated costs are to be apportioned equally to those abutting owners involved in the road discontinuance and sale.
- Any required fencing or special conditions in respect of fencing requirements shall be costs borne by the purchaser. This would be particularly relevant in ensuring that overland drainage flow is not restricted in any way as a direct result of the discontinuance and sale of a road to adjoining owners.

Council will only discontinue and sell unused sections of road to abutting property owners.

Generally, all abutting owners will be given an equal opportunity to purchase such land. Accordingly officers will seek to divide the land equally. However Council will acknowledge and give preferential allocation rights to abutting property owners who can demonstrate exclusive occupation of the land (i.e. occupation that could otherwise give rise to an adverse possession claim).

The full purchase price will be paid to Council at the time of settlement.

5.12 Terms Payment

In special circumstances the terms may be extended to allow equal payments over a period of time, not exceeding 12 months. In relation to terms payments, an additional service charge will be assessed to cover any administration costs. The transfer of land will not be processed until the purchase price plus any costs or additional amounts are paid in full.

6 Roles and Responsibilities

Manager Procurement, Property and Risk or other nominated officer has the responsibility for the review, management and implementation of this policy.

7 Policy non-compliance

Non-compliance with this Policy has the potential to result in the following;

- a decision to discontinue could be set aside/overturned
- public uncertainty regarding Council responsibilities
- reputational damage

8 Administrative Matters

Council's CEO is authorised to make any reasonable administrative amendments to this Road Discontinuance Policy from time to time where the amendment is limited to an administrative nature and does not affect the substance of this Road Discontinuance Policy. For Instance, Council's CEO may authorise administrative amendments to:

- Address or amend any clerical errors, mistakes or omissions; or
- Inset a correction.

Any other matters in this Road Discontinuance Policy must only be amended by Council Resolution.

9 Related Documents

Legislation

Local Government Act 1989

Local Government Act 2020

Road Management Act 2004

Limitation of Actions Act 1958

Transfer of Land Act 1958

Planning and Environment Act 1987

Subdivision Act 1988

Policy

Frankston City Council Property Strategy 2021 - 2025

Community Engagement Policy 2021

10 Implementation of the Policy

This Policy will be communicated by one or more of the following methods:

- Frankston City Council Website
- Provision of access to a copy of the policy to all stakeholders
- Emails
- References in procedures

10.1 Financial implications

This policy aims to provide Council with a more relevant pricing guidance to facilitate the disposal of roads that are no longer required for public access thus generating once off income for Council.

Each sale of a discontinued road will release proceeds for Council and incur a small level of legal and conveyancing costs. If an individual purchaser cannot meet these costs, Council will not proceed with the transaction.

Please refer to Section 5.12 regarding Terms Payments.

11 Document History

It is anticipated this policy will be reviewed within 5 years unless arising circumstances require a review sooner or later than this

Date approved	Change Type	Version	Next Review Date
TBC	Original	1	2028

Community Engagement Report



Road Discontinuance Policy

Project Overview

The Road Discontinuance Policy details how the discontinuance and disposal of roads that are 'no longer reasonably required for public use and access' will be processed. It outlines the process and ensures transparency and fairness.

Currently, Council receives applications to discontinue roads that appear unused so that they can buy the land once the road status has been removed. Generally, these applications come from adjoining property owners.

This Policy is consistent with Council's Property Strategy and Plan, and provides guidance to the community requesting to purchase a 'road'. The term 'road' includes but is not limited to, a right of way, street, easement of way or footpath.

Quick Engagement Stats

From 15 May to 20 June 108 people visited the site on Engage Frankston with 151 total views. Of these visitors, 3 provided feedback and the Policy was downloaded from the Engage Frankston platform 44 times.

Summary of outcomes

The number of views and downloads suggests acceptance of the Policy. However it is acknowledged that roads are a complex topic. Through the feedback received we were able to clarify the Policy to make the information more broadly accessible. Specifically, the concept of 'public purpose' was updated to 'public benefit' and defined in the Policy.

Feedback indicated concern that the Policy would allow Council to sell roads that may be required for a public use. A response was provided to a respondent to explain this is an overarching Policy to guide future proposals and each request will be assessed on the Policy criteria. The content of the Policy supports that, if after investigation a road proposed for discontinuance is required for public use, it is a public road and will not be considered for discontinuance.

Community Consultation Process

From the 15 May 2023 to 11 June 2023, an engagement page was set up on the Engage Frankston Platform to ensure the Draft Policy meets community expectations. The community were invited to provide feedback, recommendations or suggestions about the Draft Policy and provided the opportunity to be directly contacted about their feedback. A direct e-mail notification to 406 Engage Frankston subscribers with a corresponding area of interest was also provided.

Recommendations and Next Steps

Following the updates made to the Policy in response to community feedback, specifically updating and defining 'public benefit', it will now be recommended that Council consider adopting the Policy. The community will be kept informed of the outcome via Council's website and the Engage Frankston Platform.

Executive Summary

12.5 Adoption of Waste Circularity Plan 2023-2030

Enquiries: (Bruce Howden: Corporate and Commercial Services)

Council Plan

Level 1:	3. Sustainable Environment
Level 2:	3.4 Improve the quality of recycling, minimise the generation of waste and establish alternatives to landfill disposal

Purpose

To brief Council on community consultation and seek endorsement for the updated Waste Circularity Plan 2023-2030.

Recommendation (Director Corporate and Commercial Services)

That Council:

1. Notes the draft Waste Circularity Plan 2023-2030 was displayed for public exhibition between 23 May and 20 June 2023.
2. Notes both internal and external feedback received on the Action Plan strongly aligned with the existing provisions of the action plan, requiring only a few minor clarification and amendments.
3. Notes that in line with community sentiment additional provisions to support gender equity, diversity and inclusion have now been added to the plan principles, monitoring, and evaluation.
4. Adopts the Waste Circularity Plan 2023-2030; and
5. Notes Officers will notify the submitters of its decision accordingly.

Key Points / Issues

- At Council's Meeting on 22 May 2023, it was resolved that Council:
 1. *Endorses the draft Waste Circularity Plan for public exhibition for a period of four weeks.*
 2. *Seeks a report back no later than August 2023, to consider for adoption the Waste Circularity Plan, taking into account any submissions received.*
 3. *Notes there are financial costs associated with the implementation of the Waste Circularity Plan, however a significant number of initiatives are expected to be delivered within existing budget and resource allocations; and*
 4. *Notes where additional funding is required for future programs and service changes, these budget allocations will be subject to Council's consideration as part of the annual budget process.*
- This report addresses item 2 above and delivers the Waste Circularity Plan 2023-2030 (The Plan) (**Attachment A**) for adoption.
- The draft Plan was on public exhibition between 23 May and 20 June 2023 and was supported by a comprehensive engagement approach, including both online and in person engagement opportunities.
- The purpose of this engagement was to test the Draft Plan with the community, and whether it was ambitious enough to meet the community's priorities and expectations, as identified in the stage 1 consultation.

12.5 Adoption of Waste Circularity Plan 2023-2030**Executive Summary**

- A total reach of 1,193 was achieved during the 4-week stage 2 consultation period in May and June 2023.
- Stage 2 engagement outcomes showed that the community generally supports Council's approach to Waste Circularity as identified in the draft Plan. Online survey responses received showed:
 - 69.1% agreement that the plan is ambitious enough to deliver on Council's 2030 targets.
 - 70% agreed that we had got the plan priorities right.
 - 90% agreed that we had got the advocacy right.
 - 95% supported councils' commitment to explore advanced waste processing opportunities.
- An opportunity to further enhance councils' commitment to providing accessible and inclusive services was identified through the consultation process. The final plan includes a new overarching gender equity, inclusion, and diversity principle for how all actions contained in the plan, will be designed, and delivered, supported by additional relevant monitoring and evaluation requirements.
- A range of minor amendments and clarifications were made to visuals, diagrams, and actions however the intent and the total number of actions remained unchanged at 55.
- The Plan supports a transition from a linear waste management approach to a more sustainable circular economy by striving to achieve the following targets:
 - Divert 80% of waste from landfill by 2030.
 - Cut total waste generation by 15% per person by 2030.
 - 50% reduction in organic material to landfill by 2030.
 - Separate glass collection service to all households by 2027
 - Ensure every Frankston household has access to food and garden organic waste recycling services by 2030.
- The Plan provides a pathway to ensure compliance with the State Government Recycling Victoria Policy requirements, as legislated for in the Circular Economy (Waste Reduction and Recycling) Act 2021.
- The Plan acknowledges and aligns with the long-term vision and aspirations for the future of our city as per the Frankston City Community Vision 2040.

Financial Impact

Implementation of the actions within the plan, once adopted, will have financial costs. A significant number of low-cost initiatives are expected to be able to be implemented within existing budget and resource allocations.

Where additional funding is required for future programs and service changes, these budget allocations will be subject to Council's consideration of new operational and capital expenditure through the annual budget process, grants, and other opportunities.

Grant funding has already been secured from the State Government to assist with the implementation of glass services. Officers will continue to seek additional grant funding opportunities to support the implementation of actions contained in this plan.

12.5 Adoption of Waste Circularity Plan 2023-2030

Executive Summary**Consultation****1. External Consultation**

A comprehensive engagement process was delivered as part of the development of the Waste Circularity Plan. As set out in figure 1 below, the total consultation reach achieved from September 2022-June2023 was 3,363. Additional engagement and community awareness raising was achieved through the Frankston City Newsletter, e-newsletters, and the corporate website.

Figure 1: Overall Engagement Reach

Engagement Tool	Stage 1	Stage 2	Total Engagement
Engage Frankston Visits	1435*	155	1590
Engage Frankston Contributions	293*	22	315
Social Media (likes, comments, views, and shares)	403	941	1,344
Community Pop Ups	22	65	87
Workshops	17	10	27
Total Reach	2,170	1,193	3,363

- *Minor data variations between stage engagement reports are attributed to additional engagement between formal consultation stages and related report dates.*

Stage 1: Initial community consultation

Stage 1 community and internal engagement on the Plan was conducted in late 2022 and was overseen by an independent engagement consultant. This extensive engagement stage informed the Plan's focus areas and actions. In depth consultation on advanced waste processing (AWP) technology solutions was also conducted during this time.

The engagement report for this stage 1, including AWP, can be found on [Engage Frankston](#), and is attached, attachment B.

Following Stage 1 engagement, Officers developed a draft Waste Circularity Plan. The Draft Plan directly responded to community priorities and expectations identified in the Stage 1 engagement process.

Stage 2: Draft consultation

Following endorsement of the draft plan by Council in May 2023, Stage 2 engagement on the Draft Plan was conducted. The purpose of this engagement was to test the Draft Plan with the community, and whether it was ambitious enough to meet the community's priorities and expectations.

Engagement outcomes in Stage 2 showed that the community generally supports Council's approach to Waste Circularity as identified in the draft Plan. Online survey responses showed 69.1% agreement that the plan is ambitious enough to deliver on Council's 2030 targets.

Qualitative insights from drop-in session participants revealed strong support for and alignment with the draft plan. Community sentiment primarily focused on the Plan's existing commitment to provide the '*Frankston City Community with best practice and cost-effective infrastructure and services that support a circular economy*' (53%).

12.5 Adoption of Waste Circularity Plan 2023-2030**Executive Summary**

While there was strong community support for the existing plan, an opportunity to further enhance councils' commitment to providing accessible and inclusive services was identified.

The final plan being presented to Council reflects the inclusion of a new overarching gender equity, inclusion, and diversity principle, supported by additional relevant monitoring and evaluation requirements. The engagement report for stage 2, including further findings, is attached, (**Attachment C**).

2. Internal Stakeholders

An internal consultation process was used to guide the development of the Plan. As part of a briefing on 30th November 2022, Council received a presentation on the Plan and potential supporting initiatives. Facilitated by an independent engagement consultant, Councillors identified priority actions under the following focus areas, around which the Plan would be developed:

- Demonstrate leadership in developing and protecting circular solutions to conserve resources and divert waste from landfill.
- Inspire and enable the Frankston City community to reduce waste through avoidance, reduction, sharing, resale, and reuse.
- Provide the Frankston City community with best-practice and cost-effective infrastructure and services that support a circular economy.

A copy of the presentation and Councillor feedback is available for your information (**Attachment D**).

Prior to the endorsement of the draft plan by Council, officers also prepared a memo for Councillors on the plan, including an opportunity to provide feedback or seek clarification. Councillor feedback received at this stage, has been reflected in the final plan presented to Council for endorsement.

Analysis (Environmental / Economic / Social Implications)Environmental implications

Once endorsed, the implementation of the final Plan is expected to provide significant and ongoing environmental benefit to the community including:

- Reduce waste going to landfill and provide for a significant greenhouse gas reduction through avoided landfill emissions.
- Increase recyclable and compostable materials sent for reprocessing and retained in our system for future use.
- Increase reuse, repair and recycling knowledge and skills within the community.
- Support the establishment of a local circular economy.

Economic implications

The implementation of the final Plan supports Councils commitments to reducing our climate impact. Failure to act on climate change is expected to have generational financial impacts associated with climate driven disasters such as bushfire, drought, and flooding.

The plan directly supports the establishment of a local circular economy by enabling and growing the local repair and reuse sector. Actions in the plan contribute to a strengthened Victorian recycling industry and local market stability.

12.5 Adoption of Waste Circularity Plan 2023-2030**Executive Summary**Social implications

There are no social implications associated with this report.

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

Recycling Victoria is the Victorian Government's 10-year policy and action plan for waste industry reform, including significant reform of kerbside collection services delivered by local governments.

The *Circular Economy (Waste Reduction and Recycling) Act 2021* provides the legislated mechanism to require Councils to comply with the policy, including provision for enforcement action for non-compliance. The Waste Circularity Plan provides a pathway for ensuring compliance with the *Recycling Victoria* policy requirements.

Policy Impacts

The Waste Minimisation and Management Plan 2025-2020 will be superseded by the Waste Circularity Plan 2023-2030, subject to adoption.

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 particular risks associated with this matter.

Conclusion

Extensive consultation has taken place to ensure a comprehensive review of the draft Plan. The feedback received resulted in some minor refinement of the draft plan and actions, and the addition of gender diversity, inclusion, and accessibility provisions.

The updated Waste Circularity Plan aligns with several key strategic Council documents and provides a pathway to ensure compliance with the State Government Recycling Victoria Policy requirements, as legislated for in the Circular Economy (Waste Reduction and Recycling) Act 2021.

Adoption of the plan will support a transition from a linear waste management approach to a more sustainable circular economy which guides both Council and the community towards achieving an 80% reduction in landfill by 2030.

ATTACHMENTS

- Attachment A: [↓](#) Waste Circularity Plan 2023-30
- Attachment B: [↓](#) Stage 1 Community Engagement Report
- Attachment C: [↓](#) Stage 2 Community Engagement Report
- Attachment D: [↓](#) Council Presentation November 2022



Waste Circularity Plan

2023-2030



Acknowledgement of Country

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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Executive summary

Frankston City Council is committed to enhancing the circularity of Frankston City through innovative, creative, socially responsible and cost effective services that lead to reducing waste, recovering resources and empowering Council, households and businesses to use resources more efficiently.

This Waste Circularity Plan is an eight year plan to guide Frankston City Council to improve the management of municipal solid waste and increase environmental sustainability. It aims to protect human and environmental health and meet the Frankston City community's need for efficient and accessible waste services, while remaining cost effective.

Council has opted to take a proactive approach to ensure that waste management contributes to the local circular economy by implementing measures to avoid, reuse and recycle waste.

This plan outlines how Frankston City Council proposes to achieve the following targets, in line with the Victorian Government's policy position.

By 2030 we want to achieve the following targets:

Divert 80 per cent of waste from landfill by 2030

Cut total waste generation by 15 per cent per person by 2030

50 per cent reduction in organic material to landfill by 2030

Separate glass collection service to all households by 2027

Ensure every Frankston household has access to food and garden organic waste recycling services by 2030

Introduction

In 2015 Frankston City Council developed a *Waste Minimisation and Management Plan* to guide Council's resources to achieve the best possible outcome for improving environmental sustainability, while remaining cost effective for our community.

Actions in that plan included a review of kerbside collection services to maximise diverting waste from landfill and the introduction of a residential food and organics service. These actions have been achieved.

Waste and environmental performance has been a longstanding priority for the City of Frankston. Council has worked with the community to deliver high quality waste and resources recovery services, including an ongoing commitment to waste education and minimisation.

This Waste Circularity Plan identifies opportunities for Council to refine its waste and resource recovery services and introduce initiatives to lead the Frankston community to transition to a circular economy.

This plan recognises that global resources are finite and there are opportunities to reduce the amount of waste we create. Proper waste management is essential to resource efficiency and sustainable growth.

Council is committed to ensuring equitable and sustainable access to waste and recycling for all residents. Council will continue to advocate for innovative solutions in best practice waste management and reduction. Council will also work alongside federal and state government agencies to adopt appropriate local solutions, while considering the broader statewide reforms required to manage waste more sustainably into the future.

The Waste Circularity Plan was developed by consulting and engaging Frankston City Council's Councillors and the local community.

Purpose

The purpose of this Waste Circularity Plan (the plan) is to guide Council and the community in achieving an 80 per cent diversion of waste from landfill. The plan supports the transition from a linear waste management approach to a more sustainable circular economy. It focuses on services provided by Council for current and future waste, resource recovery and waste education.

Council will achieve this by delivering 55 actions over the seven years leading up to 2030, and aligning with three key focus areas:

Demonstrate leadership in developing and protecting circular solutions to conserve resources and divert waste from landfill

Inspire and enable the Frankston City community to reduce waste through avoidance, reduction, sharing, resale and reuse

Provide the Frankston City community with best practice and cost effective infrastructure and services that support a circular economy.

The plan is based on the latest available local and industry waste data and trends and it aligns with community priorities captured in Council's main strategic documents. Community feedback on key issues was also integrated into this plan. The plan provides a clear pathway to balancing the needs of the local community while also ensuring Council adheres to relevant Victorian industry regulations and requirements.

Our City

Frankston City is on the eastern shores of Port Philip Bay, around 45 km south of Melbourne. It is approximately 131 km².

Like many metropolitan municipalities, our city is growing and expanding. The population expected to increase from 143,903 to 161,660 between 2023 and 2041. Similarly, the number of households in Frankston is also forecast to grow by nearly 10,000 over the same period. The average number of people in each household is forecast to reduce slightly. This trend in a gradual increase in population and decrease in household size has implications for how we manage our waste.

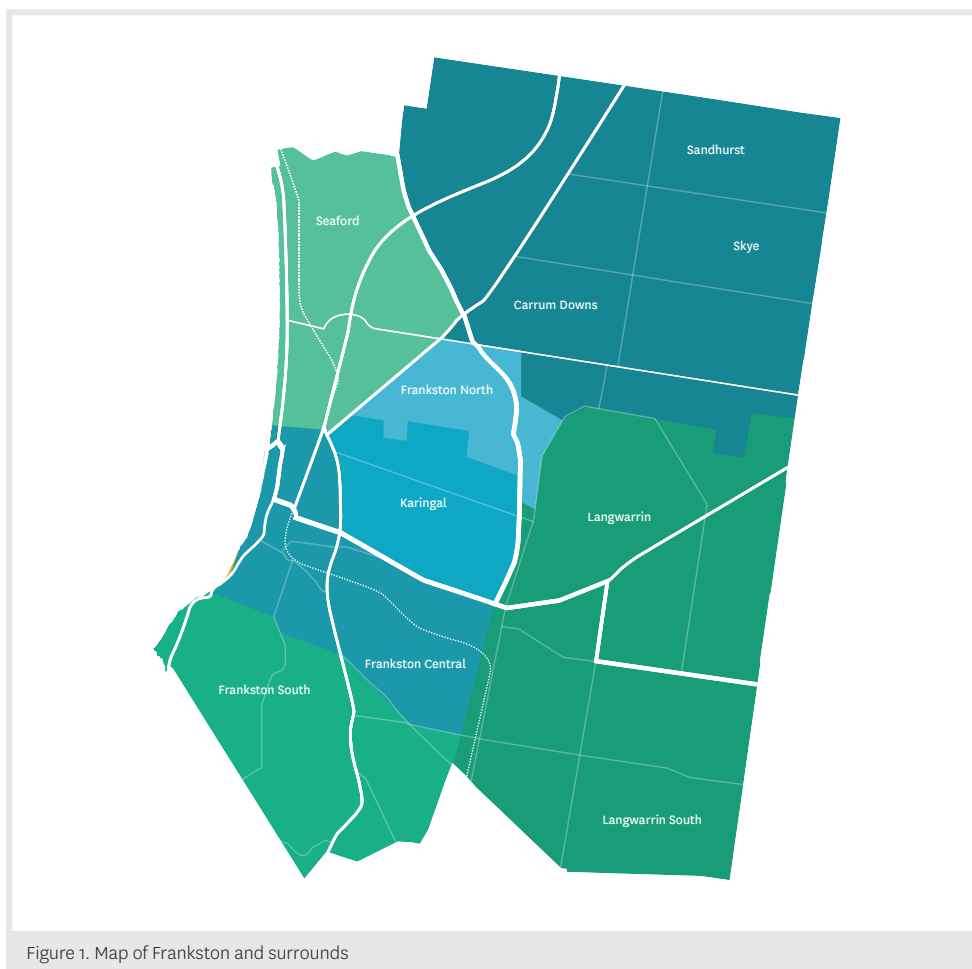
Frankston is a relatively low density area, with separate houses making up the vast majority of local housing stock. Medium density properties contribute to nearly 20 per cent of the remaining stock and high density properties make

up less than one per cent. As with our neighbouring outer metropolitan suburbs, property stock here is trending away from standalone houses to medium and higher density properties to meet housing demand.

This information is important because waste and resource recovery infrastructure and service needs differ between dwelling types and household sizes.

In 2021, 21.4 per cent of people in Frankston City were born overseas, coming primarily from the United Kingdom, New Zealand, India, Philippines, China and South Africa. This is reflected in the 85 per cent of residents who speak only English. Nine per cent of residents speak a second language but only one per cent do not speak English.

Understanding community cultural diversity and preferred communication needs informs how Council designs and delivers waste education, communications and behaviour change programs.



Strategic context

Council’s Community Vision 2040 describes what our community wants our municipality to look and feel like in the future. It was created by a representative community panel of residents and is voiced in their own words. It sets the direction for our whole community, inspiring us all to work together to create a future for our city that our community wants to see, live and experience.

Community vision

Frankston City 2040 is the place on the bay to learn, live, work, and play in a vibrant, safe, and culturally inclusive community. Our City is clean, green and environmentally sustainable.

Theme 3: Natural environment and climate action

Frankston City is green and sustainable, and a leader in sustainable industry and development. Both Council and community are committed to protecting and enhancing the environment and actively addressing climate change.

This is further enhanced in the community plan with a commitment to “improve the quality of recycling, minimise the generation of waste and establish alternatives to landfill disposal.”

Together these support a strong and ambitious commitment to ensuring that Frankston has best practice and environmentally conscious waste disposal and recycling services, and also to lead the transition from a traditional linear waste system to a climate conscious, low waste circular economy.

Policy and regulation

In Australia, each tier of government (federal, state and local) plays an important part in guiding how waste is managed at the local level. Major changes in availability in international markets, coupled with consumer demand for cleaner, greener recycling, is driving major reform of the waste industry here and overseas. This Waste Circularity Plan has been produced to align with federal, state and local policies, targets and regulations to ensure that the Frankston community is contributing meaningfully to a truly sustainable waste industry.

The following is a summary of documents that influence this Waste Circularity Plan.

- The **Australian Government** delivers the strategic objectives of the National Waste Policy.
- The **Victorian Government** sets the strategic direction and regulates waste management within Victoria, collects the landfill levy and provides support through programs and grants.
- Frankston City Council** selects and implements appropriate infrastructure, services and education for our community to reduce waste to landfill and increase resource recovery.

Context for waste management and resource recovery in Frankston City

Federal level

The Australian Government's 2018 National Waste Policy provides a framework for collective action by 2030 by businesses, government, communities and individuals. The supporting *National Waste Policy Action Plan 2019* is the main mechanism for achieving the policy's key targets:

1. Regulate waste exports of glass, plastics, tyres, paper and cardboard (scheduled for July 2024).
2. Reduce total waste generated by 10 per cent per person by 2030.
3. Recover 80 per cent of all waste by 2030.
4. Significantly increasing the use of recycled content by governments and industry.
5. Phase out problematic and unnecessary plastics by 2025.
6. Halve the amount of organic waste sent to landfill by 2030.
7. Provide data to support better decisions.

This policy framework is complemented by a range of other policies, strategies and initiatives, including the *National Food Waste Strategy 2017*, the *Recycling and Waste Reduction Act 2020* and the *National Plastics Plan 2021*.

State level

The Victorian Government's *Recycling Victoria: A New Economy Policy (2020)* is a 10 year circular economy plan to reform the Victorian waste industry by transitioning to a new circular economy. A circular economy continually aims to reduce the environmental impact of production and consumption, while enabling economic growth through more productive use of natural resources. The *Circular Economy Act 2021* provides a legislative framework for broader policy, including:

- A standardised four stream waste and recycling system for all households to improve the recovery of municipal waste. This includes separate streams for glass, food organics and garden organics (FOGO), mixed recyclables and household rubbish. Material acceptance in each bin will also be standardised as part of this work.
- Introducing a container deposit scheme by 2023 to improve recycling and reduce litter.
- New recycling laws and governance to support best practice waste management, including establishing a dedicated government business unit to oversee and provide strategic leadership to the waste and recycling sector. It will be known as Recycling Victoria.
- A statewide ban on single use plastics, and promoting reusable items to reduce waste and pollution.
- Progressively increase the landfill levy to \$125.90.
- Develop a waste to energy framework.



Where are we now?

Waste generation in Frankston

Council provides a range of waste and recycling services to the community. These include kerbside waste, recycling and FOGO collections, public bins, hard waste collections, recycling stations for speciality items, the Frankston Regional Recycling and Recovery Centre (FRRRC) and waste education services.

Council provides kerbside collection services to approximately 59,672 households and businesses.

In 2021–22, 96,841 tonnes of materials were managed by Council through kerbside collection, hard waste and FRRRC services. Just over half of this was able to be diverted from landfill through recycling or composting.

In 2020–21, each household in Frankston City produced 1,069 kg of waste, on average, comprising:

- 487 kg of waste
- 207 kg of recyclables
- 296 kg of organics
- 79 kg of hard waste (of which 67 kg was sent to landfill).

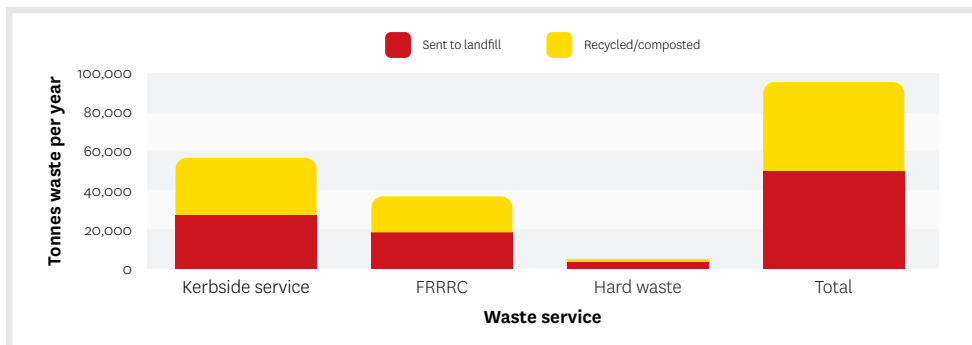


Figure 2. Waste generation and diversion in Frankston, 2020–21

Compared to the Victorian average, Frankston City residents recycle approximately four per cent less and produced approximately eight per cent more kerbside waste. The amount of organics generated per household is below the Victorian average, with only 75 per cent of households using Frankston’s organics collection service. Frankston residents put out almost double the amount of hard waste for collection than the Victorian average.

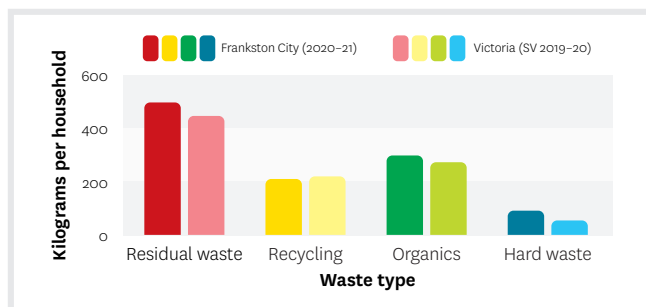
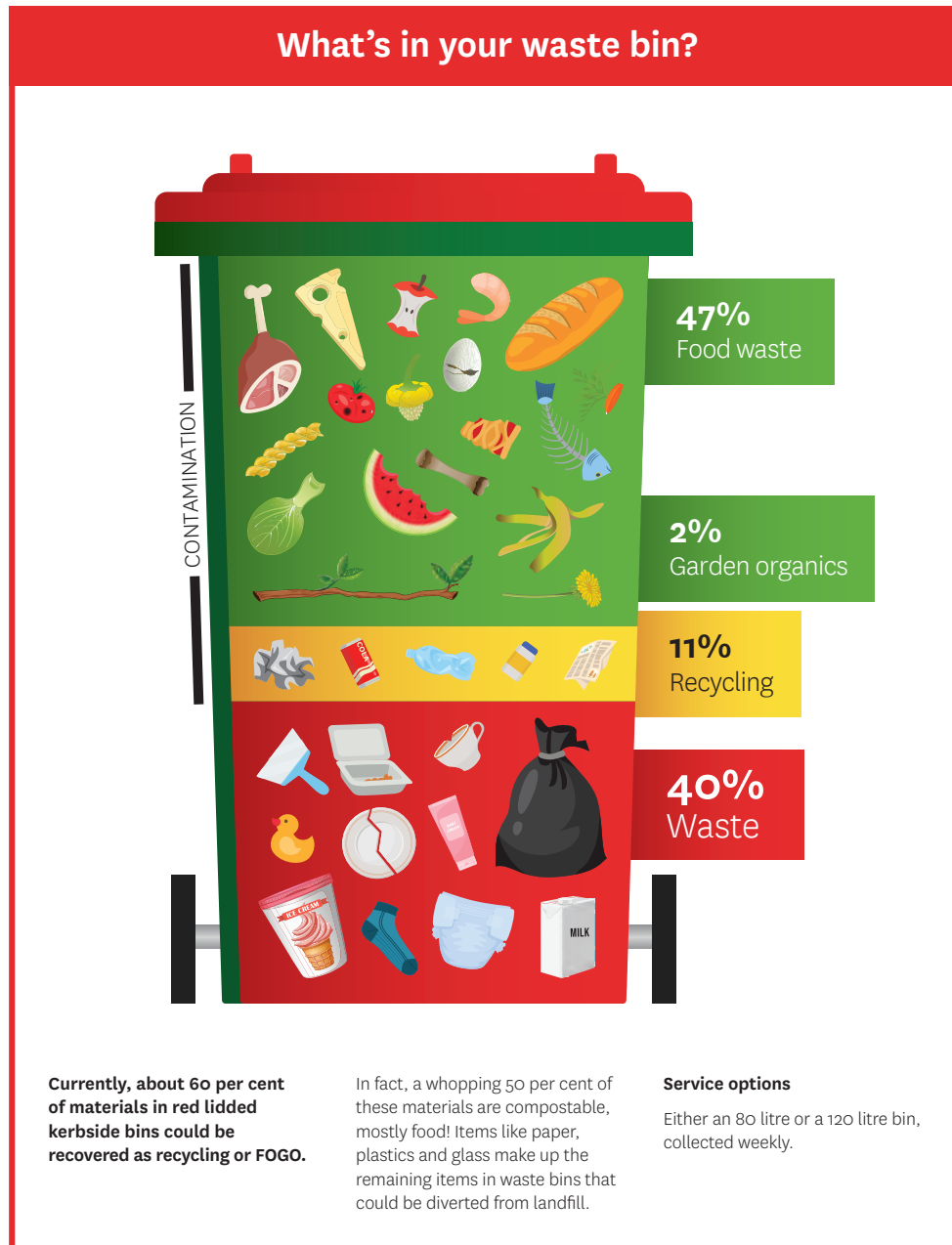
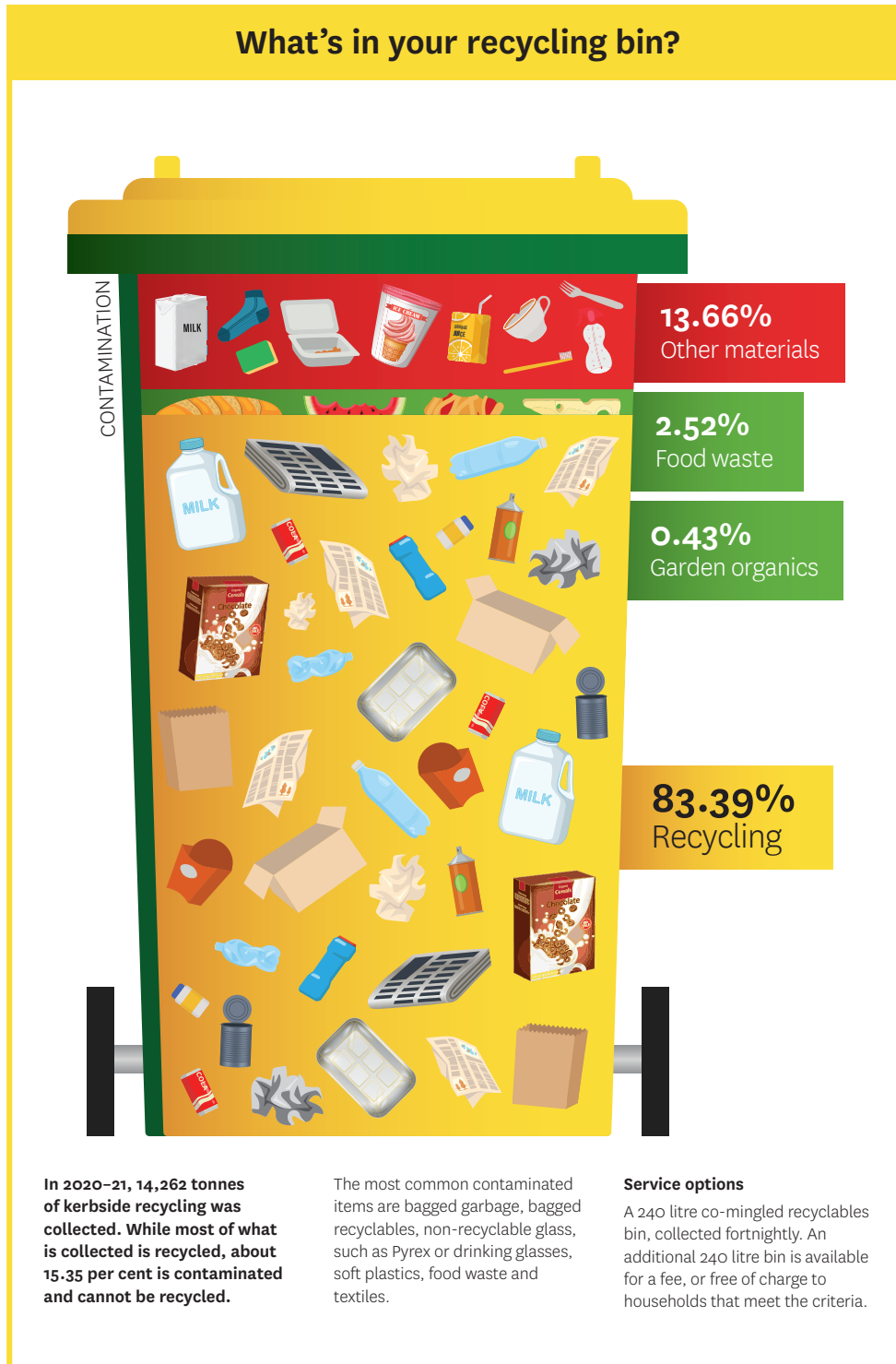


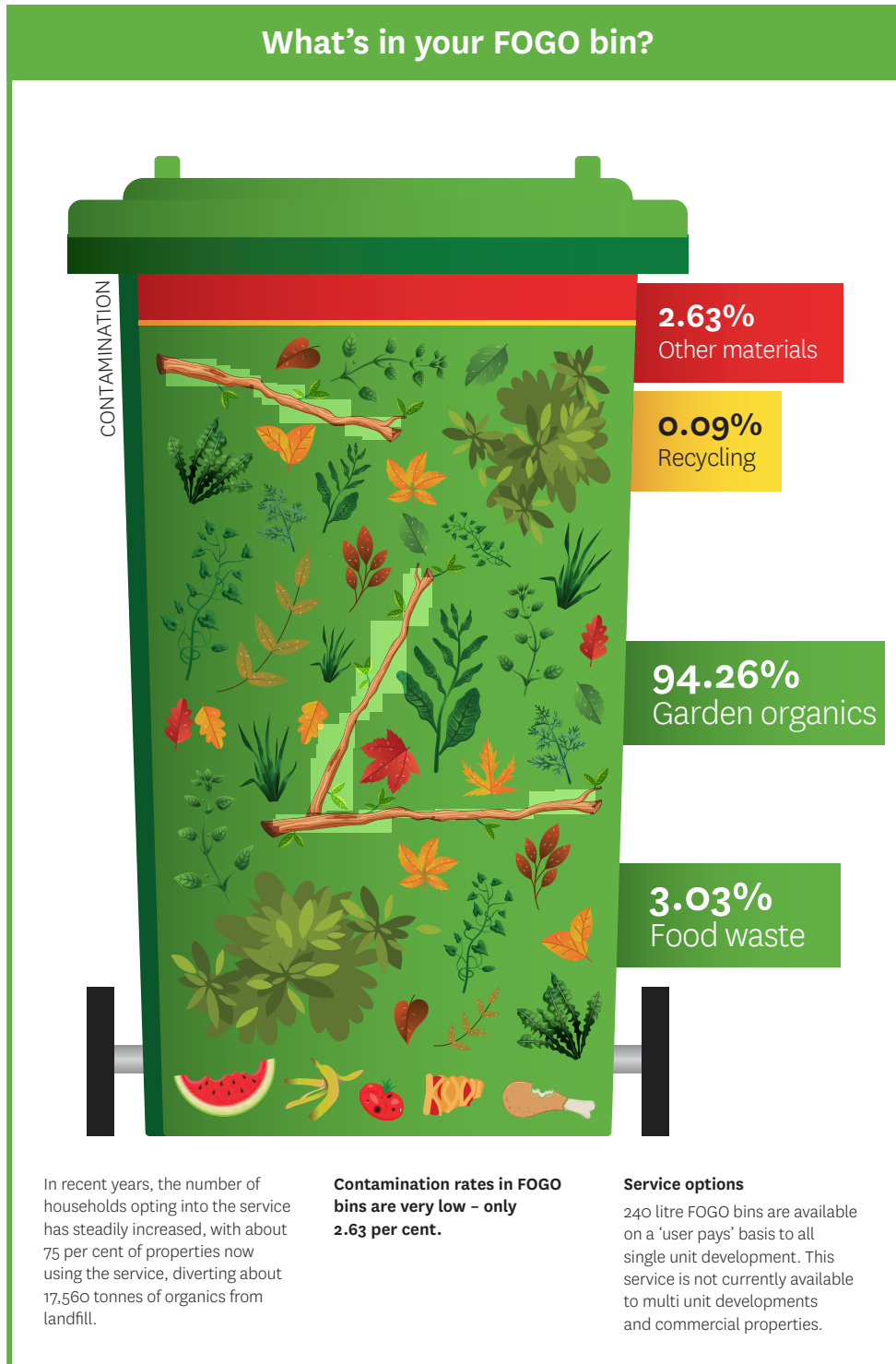
Figure 3. Frankston City's household waste, recycling and garden organics, compared to the Victorian average, 2020–21

What's in our bins?

Each year Council collects about 57,831 tonnes of material from kerbside collections and 50.8 per cent is able to be diverted from landfill through the recycling and FOGO bin services. There are regular audits of the materials in kerbside garbage bins. The results provide vital information on waste generation and disposal trends, and help identify improvements to resource recovery and services.







Our waste services

Hard waste

Frankston City Council offers residents one annual combined hard waste and bundled green waste collection service at no cost.

In 2021-22, Council collected 4,604 tonnes of hard waste from the annual collection, with 15 per cent of that reused or recycled. The amount collected over the last five years has been consistent but the diversion rate in 2021-22 reduced by 10 per cent.

This can mostly be attributed to a reduction in the amount of metal collected by Council's contractor. It is assumed that a large proportion of the metals put out by residents are recovered by scavengers prior to scheduled collection dates. If this is the case, recovery rates would be comparable to prior years.

Items collected through the kerbside hard waste collection service include whitegoods and metals, televisions and computers, general household furniture and mattresses. Additional booked collections are available, at cost, by arrangement with Council.

The Frankston City community has increased the amount it disposes through the city's additional booked hard waste collection service from 52 tonnes in 2017-18 to 219 tonnes in 2021-22.

Hard waste composition	Tonnes
Waste	3,905
Garden organics	119
Metal	347
Mattresses	215
Refrigerators	4
E-waste	11
Total annual hard waste	4,604
Annual hard waste diversion rate	15.1%

Figure 4. Frankston City's annual hard waste collection (in tonnes) in 2021-22

Frankston Regional Recycling and Recovery Centre

In 2021-22, 113,329 customers delivered approximately 35,000 tonnes of material to the Frankston Regional Recycling and Recovery Centre, our local waste transfer facility. The amount of waste delivered to the facility that was diverted from landfill was 57 per cent.

Detox Your Home

Council holds one mobile Detox Your Home – Household Chemical Collection Day per year, in association with Sustainability Victoria (SV). Residents from the Frankston municipality and nearby councils are able to drop off unwanted household chemicals, which ensures this waste is disposed of safely. In 2022, 284 participants used this service.

Specialty recycling

Frankston City Council supports initiatives to encourage recycling specialty materials, which cannot be recycled in regular kerbside recycling bins. A Specialty Recycling Hub has been set up at the Civic Centre and it accepts household batteries, light globes, mobile phones, x-ray film and small e-waste for recycling.

Community education

In addition to providing infrastructure and services to manage waste and recycling, Council provides education services to support the community to get the most from our waste services. Council provides waste education resources, information leaflets, workshops and online tools on our services, as well as a broad range of waste minimisation opportunities.

Kitchen caddy giveaway

We recently hosted an information table and kitchen caddy giveaway for residents at the Frankston Library.

With up to 50 per cent of the average bin containing food waste, kitchen caddies are a great tool to enable households to divert more scraps from landfill, using kerbside FOGO bins.

Residents had the opportunity to have all their waste and recycling questions answered on the day.

A-Z Disposal Directory

Council maintains the *A-Z Disposal Directory* to provide our community with localised information on where to recycle, reuse and dispose household items and materials that are best kept out of the kerbside bin system.

The directory is available on Council's website.

It is a popular resource and includes comprehensive information on recycling and disposal alternatives for items such as bicycles, batteries, plastic bags, timber and whitegoods.

Drivers for change

Moving from a linear to a circular economy

The waste hierarchy and circular economy are two important concepts that underpin how waste is managed. The waste hierarchy is a set of priorities for the efficient use of resources and is the preferred approach to waste and resource management in a range of state and federal policies and legislation. This approach prioritises avoiding waste and reuse above recycling and disposal and is often seen in the traditional “take-made-dispose” or linear economy.

A circular economy:

- Builds and expands on the waste hierarchy
- Continually aims to reduce the environmental impacts of production and consumption
- Enables economic growth
- Restores our natural environment.

A circular economy provides a framework or system to cut waste, recirculate resources at their highest value and regenerate natural environment. This approach also supports prioritising reuse and repair over recycling. Designing to minimise waste and designing for effective reuse and recovery are key components of this approach.

available alternatives

Victorian landfill capacity is shrinking and there are limited opportunities to expand or build new landfills with reasonable access to metropolitan areas. This means that alternative solutions need to be found. This is critical for south east Melbourne as current landfill capacity in this region is estimated to be exhausted in the next two to four years.

Waste avoidance and recovery are the priority, but there will still be a significant amount of waste that requires disposal or treatment. Advanced waste processing solutions can form part of the solution for disposing of waste as part of an integrated resource recovery system.

Advanced waste processing solutions allow heat, electricity, and other fuels to be generated from waste, reducing the need for traditional fossil fuel derived feedstock. Metals can also be recovered from these treatment facilities, further increasing resource recovery.

The Victorian Government has enabled the introduction of these technology solutions through the Victorian Waste to Energy Framework (2021). Frankston City Council is currently taking part in a process to set up an advanced waste processing facility to service the south eastern Melbourne region in partnership with neighbouring councils, the state government and industry.

Closing landfills and

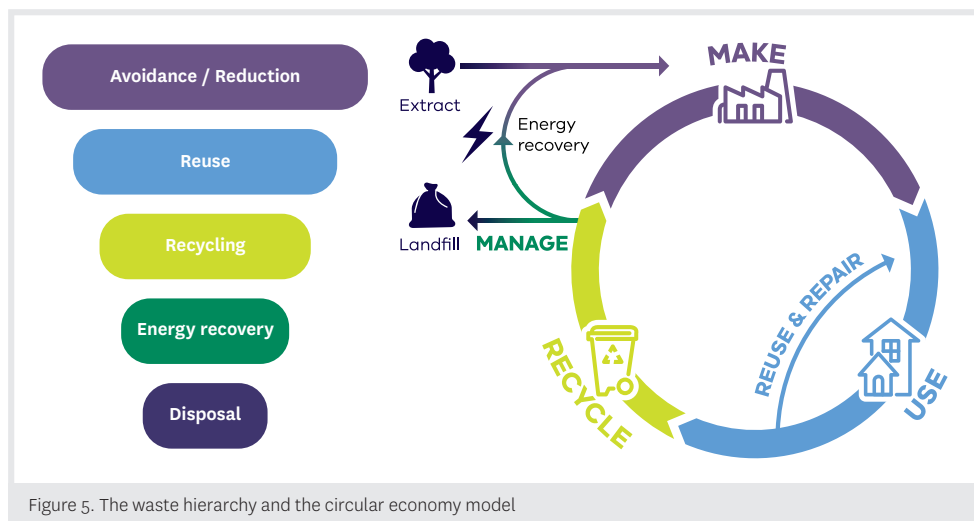


Figure 5. The waste hierarchy and the circular economy model

Snapshot: The Victorian Waste to Energy Framework

Recycling Victoria: A New Economy contains the Victorian Government’s waste to energy policy position. The policy recognises a role for waste to energy in Victoria as part of an integrated waste system and supports waste to energy projects where they:

- Meet best practice environment protection requirements, including air pollution controls
- Reduce the amount of waste sent to landfill and do not displace reuse or recycling
- Do not inhibit innovation in reuse or recycling materials
- Meet best practice energy efficiency standards
- Reduce greenhouse gas emissions compared to the waste and energy services they displace
- Have sustainable business models that create jobs and economic development
- Work well with the local communities operate in.

This policy framework caps the amount of waste that can be sent to these facilities until 2040 and has strict criteria for what waste is able to be accepted. Permitted waste is truly landfill waste for which no further recycling is practicable, even with additional sorting, due to low quality or contamination.

In contrast, banned wastes are those that are recyclable, or need to undergo further recycling or sorting, so are not suitable for waste to energy.

Just like landfills, waste to energy facilities will be highly regulated and monitored by the EPA to ensure they meet strict performance requirements.

What this means for Frankston

Because there will be no more available landfill capacity in Melbourne’s south east in coming years, Frankston needs to find an alternative solution for our City’s waste. Without these technologies, councils in the south east will need to transport waste long distances to other parts of the state for landfill disposal. This would result in significant avoidable greenhouse gas emissions, transport costs and escalating landfill disposal costs.

Sending waste from Frankston to a waste to energy facility would mean that we are no longer sending any of our kerbside waste to landfill. When compared to landfill, waste to energy facilities have a significantly reduced carbon impact, provide a value source of energy and also allow for additional recyclable metal materials to be recovered at the end of the process.

Only councils like Frankston with at least three bin kerbside collection systems (waste, recycling and FOGO or glass or both) in place will be able to send waste to these kinds of facilities. This helps to protect our recycling and composting industries.

While these technologies play an important role in our waste management system, Frankston City Council acknowledges that waste avoidance, reuse, repair and recycling need to be priorities so that only true waste requires disposal, regardless of the technology solution used.

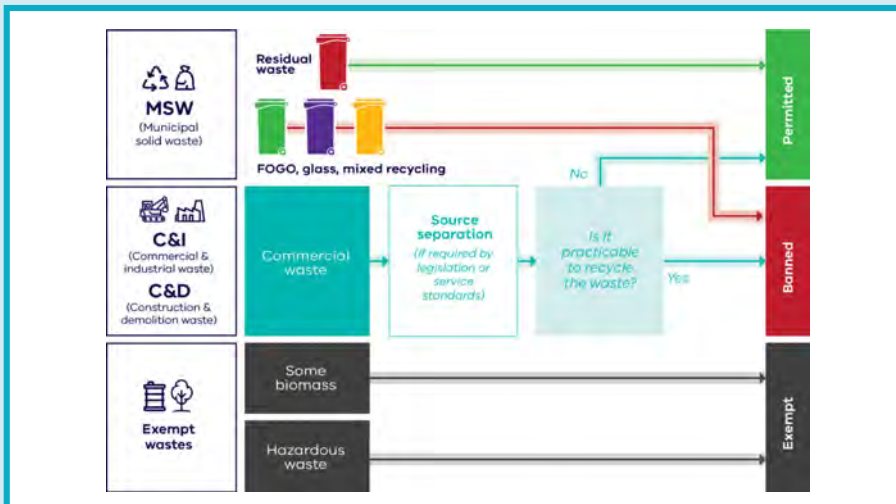


Figure 6. Victorian Waste to Energy Framework material acceptance. Credit: Victorian Government.

Climate change

Reducing waste to landfill and increasing resource recovery can play an important role in helping to reduce the climate impact of our community. Approximately 50 per cent of an average kerbside garbage bin in the Frankston municipality is made up of food waste and a further 10 per cent is recyclables. Improving how we use our bins and avoiding waste through education, repair and reuse could dramatically reduce our waste to landfill.

By doing this, we could:

- Dramatically cut greenhouse gases associated with food and other organics as they break down in landfill
- Maximise the amount of organic material returned to Victorian agriculture, viticulture, open spaces and even gardens
- Ensure our valuable resources are not lost to landfill but instead recycled over and over again, also reducing the need for new materials to be extracted from the earth. This also ensures the energy, water and raw materials used to create new items are also saved.

Financial considerations

Waste and recycling services uses about a third of Council’s annual budget. Ensuring that Council continues to supply both environmentally but also financially sustainable waste services is essential to minimising the financial burden on ratepayers.

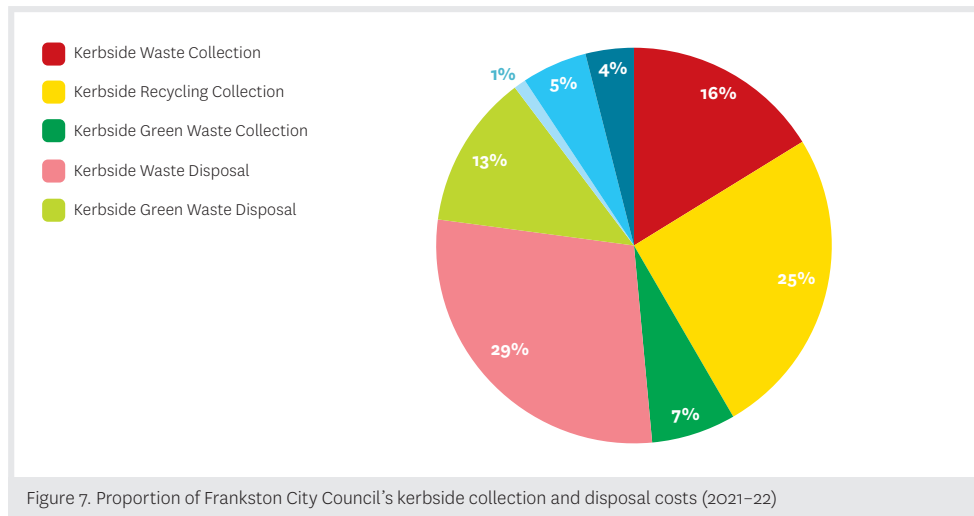
Operating waste and recycling services is an expensive exercise. It is the single biggest cost associated with waste services in disposing waste to landfill at 29 per cent of the total waste budget. Much of this cost is the state government landfill levy, charged for every tonne of waste disposed of at landfill. To help drive more sustainable outcomes, landfill levies have risen annually over the past few years and are expected to continue growing.

Changes in housing stock

Over 80 per cent of Frankston City’s population lives in a house, with the remaining population living in multi unit developments (such as apartments, semi-detached houses or townhouses).

Frankston City’s population living in multi unit dwelling developments is predicted to sharply increase to 45 per cent of all dwellings by 2031.

This type of housing presents challenges, including lack of space for storing multiple bins and traffic congestion when waste disposal trucks collect from narrow streets. Waste generation and contamination levels vary considerably between single unit developments and multi unit developments, so consideration for service flexibility and targeted education is required.



Where do we want to get to?

Council is committed to enhancing the circularity of Frankston City through the provision of innovative, creative, socially responsible and cost effective services that lead to the reduction of waste, recovery of more resources and empowerment of Council, households and businesses to use resources more efficiently.

Our plan outlines the key principles, priorities, targets and actions needed to deliver a circular waste service for the Frankston community. This plan also includes actions that Council, with our community, will work on to create a cleaner, greener and more sustainable city with a strong focus on service excellence, waste avoidance, and community education and engagement.

The following key targets will help deliver on our priorities:

- Divert 80 per cent of waste from landfill by 2030
- Cut total waste generation by 15 per cent per person by 2030
- 50 per cent reduction in organic material to landfill by 2030
- Separate glass collection service for all households before 2027
- Ensure every Frankston household has access to food and garden organic waste recycling service by 2030.

Council will report on its progress on the priorities and actions of this strategy through our annual reporting process.



Figure 8. Key principles and priorities

Gender Equity, Diversity and Accessibility

Council is committed to ensuring we deliver gender transformative solutions that promote equity for all, while also designing and delivering services which meet the accessibility needs of our community.

Our plan outlines the key priorities and targets needed to ensure that equity is a key principle for how we deliver and implement actions contained within this plan.

Priorities

- Consider specific needs of women, men, trans and gender diverse people
- Address the causes of gender-based inequities
- Includes ways to transform harmful gender norms, roles and relations that affect access and control over resources
- Include strategies to foster progressive changes in power relationships
- Ensure services and communications are accessible and inclusive of all users regardless of their ability and environment

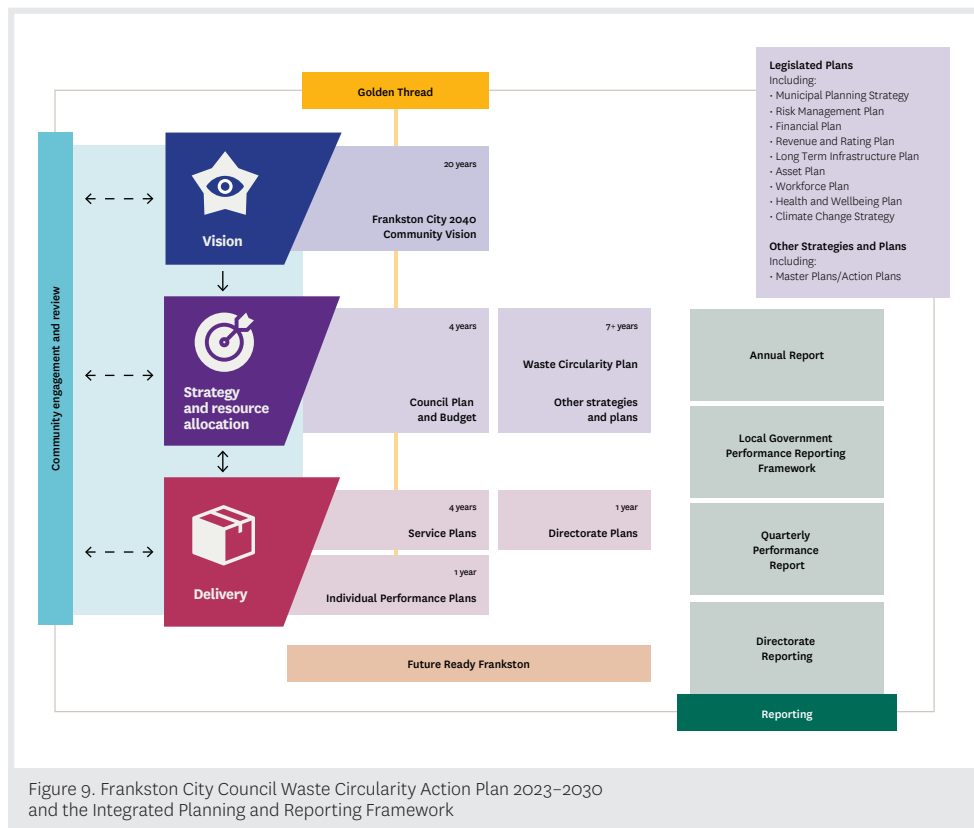


Figure 9. Frankston City Council Waste Circularity Action Plan 2023-2030 and the Integrated Planning and Reporting Framework

Action Plan

Focus area 1:

Demonstrate leadership in developing and protecting circular solutions to conserve resources and divert waste from landfill

ID	ACTION	PRIORITY	YEAR
Increase resource recovery from the residential kerbside waste stream			
1.1	Implement a universal glass collection service in all single unit development (SUDs) residential properties serviced by Council.	6, 7, 8	2023
1.2	Implement a universal glass collection service in all multi unit development (MUDs) residential properties serviced by Council.	6, 7, 8	2024
1.3	Develop and implement a bin inspection and education program to support the correct use of the kerbside service, increase diversion and reduce contamination in SUDs and MUDs.	1, 2	2023 and ongoing
1.4	Advocate to the state and federal governments for industry led product stewardship schemes for problem waste such as polystyrene, soft plastics, textiles and solar panels.	3, 5	Ongoing
1.5	Conduct feasibility study into options for a fortnightly waste collection service and weekly FOGO service.	1, 6, 7, 8	2024-25
1.6	For waste that cannot be recycled or composted, seek advanced waste processing solutions to replace existing landfill contracts.	1, 6, 7, 8, 9	Ongoing
Continue to improve recycling education and communication			
1.7	Continue to provide broad recycling education to the community.	1, 2	Ongoing
1.8	Deliver education campaign to encourage the use of existing speciality recycling drop off facilities.	1, 2, 3	2024 and ongoing
1.9	Raise awareness of alternative recycling and disposal services for items not collected by Council, such as TerraCycle, UPPAREL, Zoos Victoria, charity shops, etc.	1, 2, 3, 5	2024 and ongoing
1.10	Continue to provide waste minimisation and circularity support to the community, including schools, community organisations, adult education facilities and special interest groups.	1, 2, 3, 5	Ongoing
1.11	Continue to raise awareness of relevant state and federal government programs and regulations at a local level, such as the container deposit scheme.	2	Ongoing

ID	ACTION	PRIORITY	YEAR
Continue to provide and improve disposal alternatives for problem waste and recycling services for specialty items			
1.12	Expand and upgrade the number of locations for specialty recycling hubs.	3, 7	Ongoing
1.13	Conduct audits of waste at FRRRC to identify opportunities for future diversion, service expansion and education campaigns.	3, 6, 7	2023–2024
1.14	Explore options for recycling services for hard to recycle and emerging waste streams, such as polystyrene, solar panels, textiles and car seats.	3, 7	Ongoing
1.15	Continue to host annual Detox Your Home: Household Chemical Collection service at FRRRC.	2, 3, 6, 7	Ongoing
1.16	Advocate to the federal government on relevant waste issues and opportunities, such as mandatory national packaging targets.	3, 5	Ongoing
Improve recycling in public places			
1.17	Establish service standards for public place recycling infrastructure to support resource recovery.	4	2024
1.18	Continue to expand the public place recycling bin network in line with service standards.	4	Ongoing
1.19	Gradually replace standalone dog litter bins with bin stations to expand disposal capacity to include other items.	4	Ongoing
1.20	Develop a litter action plan.	3, 4	2025

Focus area 2: Inspire and enable the Frankston City community to reduce waste through avoidance and reuse

ID	Action	Priority	Year
Improve the reuse of materials and items			
2.1	Conduct a feasibility study about establishing a repair shop in Frankston.	3, 5	2025
2.2	Develop business case to support and enable residents to drop off good quality items for resale free of charge at FRRRC.	3, 5	2024
2.3	Deliver programs and education tools that support the community to reduce waste generation, such as reusable party kits, food waste education, clothing swap kits.	1, 2	Ongoing
2.4	Deliver program and education tools that support and upskill the community to repair, repurpose and reuse, such as repair cafés and mending skills workshops.	1, 2, 5	2024 and ongoing
2.5	Develop and deliver a sporting club waste minimisation and recycling program.	1, 2	2025
2.6	Investigate opportunities to establish new or grow existing sharing, repairing and reuse platforms and services, such as the Garage Sale Trail.	3, 5	Ongoing
2.7	Deliver a reusable nappy and sanitary product rebate program trial.	1	2023–24
2.8	Deliver a home compost bin and worm farm rebate program trial.	1	2023–24

Focus area 3:
Provide the Frankston City community with best practice and cost effective infrastructure and services that support a circular economy

ID	Action	Priority	Year
Ensure that Council's activities provide a best practice example to the community			
3.1	Increase the uptake of recycled materials in capital and operational projects through the procurement process.	5, 6	Ongoing
3.2	Increase the use compost and mulch, made from FOGO, that are used by Council.	5, 6	Ongoing
3.3	Investigate options for residents to access compost and mulch made from FOGO material.	6	2024 and ongoing
3.4	Investigate opportunities to reduce paper consumption in the Civic Centre.	6	2025
3.5	Ensure that FOGO services are available at all major Council facilities.	4, 6	2027
3.6	Develop a sustainability events and waste minimisation policy, and guidelines for all Council owned and operated facilities and events.	4, 6	2023-24
3.7	Include circular economy principles into corporate procurement policy.	6	2024
3.8	Ensure that all new kerbside bins contain recycled content.	6	Ongoing
3.9	Ensure that all end of life kerbside bins are sent for recycling.	5, 6	Ongoing
Ensure that future local waste and resource recovery infrastructure is developed to meet best practice standards, requirements and community needs			
3.10	Ensure FRRRC meets state, regional and local requirements, needs and standards.	7	Ongoing
3.11	Ensure that the kerbside collection service aligns with all legislative requirements, including state government service standards.	7	Ongoing
3.12	Seek to align with the Victorian Government standard materials acceptance lists for waste, recycling, FOGO and glass services.	1, 2, 3, 6, 7	2024-25 and ongoing
3.13	Continue to advocate to state and federal governments for investment in recycling and waste infrastructure.	3, 7	Ongoing
3.14	Continue to seek collaboration with neighbouring councils and industry partners to provide enhanced circular economy, environmental and financial outcomes to the community.	6, 7	Ongoing
3.15	Review opportunities for the recovery of commercial and industrial (C&I) and construction and demolition (C&D) waste at FRRRC.	5, 7	Ongoing
3.16	Seek opportunities to support reasonable access to container deposit scheme infrastructure for the community.	7	2023-24

ID	Action	Priority	Year
Ensure residential kerbside infrastructure meets community needs and encourages waste recovery			
3.17	Explore options to provide FOGO services to MUDs and commercial properties serviced by Council.	1, 8	2023-24 2025-26
3.18	Review waste service bin size, configuration, servicing options and costs to ensure they meet the needs of the community and encourage diversion from landfill.	1, 8	2023-24
3.19	Conduct feasibility study on seasonal additional kerbside service collections, such as top up waste collection in December or January.	1, 6, 7, 8	2024-2025
3.20	Identify opportunities and programs for businesses to reduce waste, increase recycling and integrate circular principles into their operations.	1, 2	Ongoing
Ensure hard waste collection is cost effective and meets community needs			
3.21	Review Council's kerbside hard waste collection services to ensure cost effectiveness while also meeting community needs.	10	2024
3.22	Explore opportunities to reduce the disposal of good quality items through the hard waste service.	10	Ongoing
Ensure future waste contracts maximise environmental outcomes and cost effectiveness for the community			
3.23	Review and update all future waste contracts to align with circular principles and deliver enhanced environmental, social and financial outcomes.	9	Ongoing
3.24	Ensure waste contracts seek to include additional environmental criteria that deliver on Council's climate action, such as the requirement for Euro 6 or electric vehicles.	6, 9	Ongoing
3.25	Continue to actively seek grant funding to support waste education, initiatives, services, and infrastructure for the Frankston community.	7	Ongoing
3.26	Explore opportunities to support sustainable local end markets for recyclable materials through partnerships, contract specifications, trials, demonstrations, and other opportunities.	3	Ongoing



Monitoring and evaluation

Council has developed the following evaluation framework to aid reporting on progress. The Council will also monitor relevant regulatory, policy and industry changes to best practice and other important opportunities that ensure that Council is able to meet or exceed the ambitions of the action plan.

No.	Key Performance Indicator	Baseline 2021-22	Target 2025-26	Target 2029-30
1	Contamination rate of kerbside recycling bin stream	Single dwellings: 15.35% by weight	≤13%	≤12%
2	Organic waste sent to landfill from the kerbside waste stream	50% by weight	≤33%	≤33%
3	Recovery rate of incoming material at Frankston Regional Recycling and Recovery Centre	57%	≥70% of incoming material is recovered	≥80% of incoming material is recovered
4	Community satisfaction level with Council's kerbside waste services	85%	≥85%	≥85%

No.	Commitment	Key Performance Indicator	Baseline 2021-22	Target 2025-26	Target 2029-30
5	Gender transformative solutions that promote gender equality and intersecting forms of diversity	Gender impacts assessments complete for relevant actions.	N/A	1	2
		Reach (data collection will be gender-disaggregated and capture various dimensions of diversity including age, birthplace, sexual orientation, if languages other than English are spoken at home and employment status)	Unknown	Baseline reach identified Baseline diversity aspects identified	Total number of residents engaged Tailored considerations and communications integrated into all relevant actions design and delivery

Glossary

FOGO	food organics and garden organics
FRRRC	Frankston Regional Recycling and Recovery Centre
MUDs	multi unit developments
SUDs	single unit developments
SV	Sustainability Victoria A statutory authority with a board appointed by the Minister for Energy, Environment and Climate Change.
the plan	Waste Circularity Plan





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Waste Circularity Plan Engagement Stage 1 Independent Report of Community Feedback



Produced for



≧ October 2022 ≦

Using this document

Kismet Forward was engaged to conduct community consultation and prepared this *independent* report based on feedback received through a survey, community pop-up sessions and a dedicated workshop.

Discretion should be exercised in making decisions based on the data in this report.

While significant effort was made to reach a broad range of individuals, those who participated self-selected. As with all consultations, the feedback is subjective and not always consistent. For these reasons, while we have endeavoured to accurately reflect the feedback, the report is not *necessarily* an accurate representation of broader community or stakeholder opinion.

The report does not provide recommendations or opinions of the Kismet Forward team. No formal statistical analysis or fact-checking of data has been undertaken.

Kismet Forward does not accept responsibility for any third party's use or reliance on this report.

Photos were provided by Frankston City Council.

Abbreviations and terms used

FAQ	Frequently Asked Questions (Fact Sheet)
FCC	Frankston City Council
FOGO	Food Organics and Garden Organics
FRRRC	Frankston Regional Recycling and Recovery Centre
MFC	Mini Frankston City (engagement panel)
Participant	A community member who participated in this consultation
Respondent	A person who responded to the survey



Prepared by Steve Blackley and Jennifer Lilburn, Director, Kismet Forward
(jen@kismetforward.com.au)

Kismet Forward provides specialist advice and support in community engagement, facilitation, conflict management coaching, program logic, strategy, evaluation, training and project management.

Further information can be found at www.kismetforward.com.au

Acknowledgement of Country

We acknowledge that this consultation took place on Bunurong Country.

We recognise their unique ability to care for Country and their deep ongoing spiritual connection to it.

We honour their Elders, past, present and emerging and extend this respect to all Aboriginal and Torres Strait Islander people.



Reconciliation is used with the permission of Bunurong artist Glenn Shaw.

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Executive Summary

In 2020, the Victorian Government released *Recycling Victoria: A new economy* as the government’s 10-year policy and action plan for waste and recycling. In this document, the Government recognised the significance of the waste issue and outlined a broad suite of reforms to improve the recycling system and transition the current economy towards a circular economy.

Council’s Waste Circularity Plan will outline how FCC will achieve the Victorian Government’s target for all councils to divert 80% of waste from landfill by 2030.

This consultation utilised several processes to engage the community and generate feedback on managing waste:

- A community survey (262 responses)
- An online community workshop to help interpret the survey results (17 participants)
- 3 community pop-ups (22 attendees).

As prioritised by survey respondents, the 3 most important initiatives for the Waste Circularity Plan were *Clothing/Textile Recycling, Reusable Nappy and Sanitary Item Rebates* and *Composting Support*. Workshop respondents commented that the life stages of residents dictate these initiatives.

Most survey respondents use *Hard Waste Collection* and *Clothing Donation Services*. *REDcycle Soft Plastics* (at Supermarkets) is used by a little over half of the respondents. Workshop participants felt that these 3 were the most convenient, understood and free waste services.

Suggestions to reduce contamination included clear information and engagement opportunities, incentives, assisting with ‘proper use’ of bins and understanding community issues and motivations.

More than two-thirds of survey respondents preferred an 80L kerbside bin for glass. There was substantial commentary about the financial and other impacts of the proposed glass service, particularly from people who have little glass waste.

Almost two-thirds of respondents were aware that food contributes significantly to household waste destined for landfill, and most knew that food scraps could go directly into the FOGO bin.

Support for flipping weekly garbage and fortnightly FOGO collections was less emphatic, with 53% supporting the collection change. The key issues of concern included odours and vermin, the volume of material generated, hygiene and the likely cross-contamination of bins with waste that is overflowing from the correct bin. Particular problems were noted for large households and families with children in nappies.

Workshop participants highlighted the need for evidence-based waste policies and communication of the need for change. There was broad support across the consultation for better education about Circular Economy initiatives and, at the base level, what items are suitable for each of the collection bins.



1. Introduction

Project background

The challenge of managing waste is being experienced by public authorities around the world. Victoria's limited landfill capacity is pushing State government and local councils to develop solutions that deliver sustainable approaches and move away from relying on landfill.

Councils in Melbourne's southeast will be substantially affected by the expected closure of the Hampton Park landfill as early as 2025. This will require councils to transport waste to other landfills across Melbourne.

Landfill presents many challenges, including limited availability, cost, pollution, odours and greenhouse gas emissions.

Frankston City Council (FCC) has opted to take a proactive approach to waste management and examine the opportunities presented by the emerging circular economy, which seeks to avoid, reuse and recycle waste.

The development of a Waste Circularity Plan follows Council's consultation in mid-2022 on Advanced Waste Processing. The Plan will outline how FCC will achieve the Victorian Government's target for all councils to divert 80% of waste from landfill by 2030.

Context

In 2020, the Victorian Government released *Recycling Victoria: A new economy* as the government's 10-year policy and action plan for waste and recycling. In this document, the Government recognised the significance of the

waste issue and outlined a broad suite of reforms to improve the recycling system and transition the current economy towards a circular economy.

Recycling Victoria includes four important new targets which influence FCC's approach to waste management:

1. Divert 80 per cent of waste from landfill by 2030, and an interim target of 72 per cent by 2025.
2. Cut total waste generation by 15 per cent per capita by 2030.
3. Halve the volume of organic material going to landfill between 2020 and 2030, with an interim target of a 20 per cent reduction by 2025.
4. Ensure every Victorian household has access to food and garden organic waste recycling services or local composting by 2030.

Achieving these targets requires Council to develop a range of waste circularity initiatives for the community.

The purpose of this report

This independent report was produced by community engagement consultants Kismet Forward. It details the consultation approach and captures the feedback received across the different consultation methods.



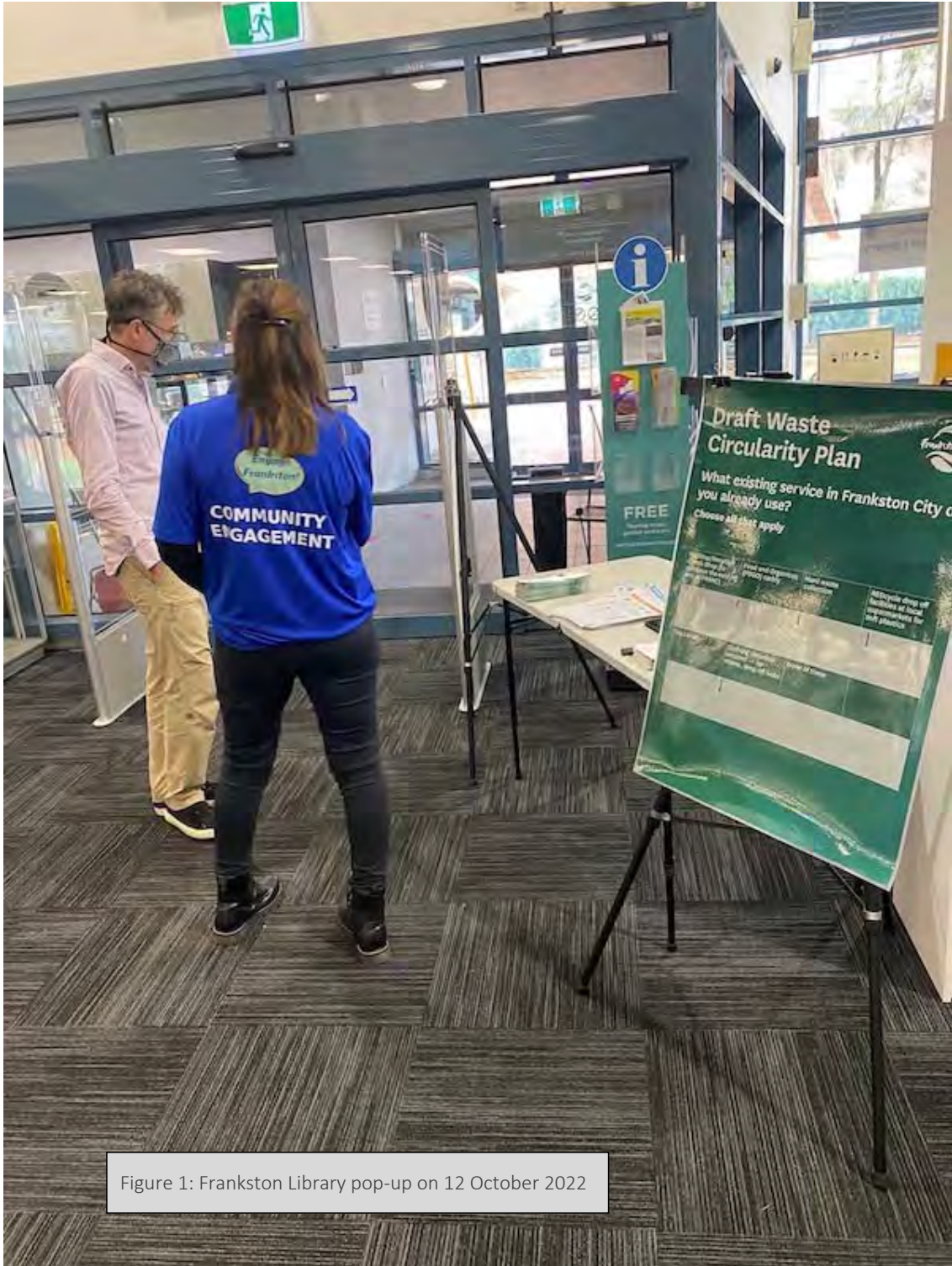


Figure 1: Frankston Library pop-up on 12 October 2022

2. The Engagement Approach

Council told us it values the input of local communities and is committed to providing meaningful opportunities for the community to have their say in managing waste.

Council added that this feedback would enable the development of the best Waste Circularity Plan that addresses Council's obligations while reflecting local needs and aspirations.

Engagement objectives and scope

The objectives of this engagement project were to:

- Involve the community in the development of the new Waste Circularity Plan.
- Raise awareness of the upcoming changes to Council's waste services.
- Facilitate a shift in residents' behaviours towards waste generation and a circular economy.
- Build capacity for ongoing support to the community for transition across kerbside waste and recycling to 2030.

The consultation process sought feedback on waste management, kerbside collection services, a separate glass service and food and garden organics collection (FOGO).

Engagement opportunities

Frankston City developed a specialised approach to achieve the engagement objectives and get feedback from as many community members as possible.

The engagement period ran from 9 September to 17 October 2022. The following activities enabled 367 people to contribute feedback:

- Targeted social, electronic and print media campaigns and print advertising throughout the engagement period kept the community informed of progress and promoted opportunities for consultation.
- A dedicated Engage Frankston web page was published on 9 September, including a series of FAQ fact sheets for waste and glass collection services.
- An online survey via the Engage Frankston web page was open from 9 September – 17 October.
- An online workshop was held on 5 October. Participation was invited from Council's Advanced Waste Processing panel, Mini Frankston City and the community.
- Community pop-ups were held in Langwarrin, Frankston and Carrum Downs on October 11, 12 and 14. Pop-ups were also planned for the Mayor's Picnic Day (17 September), Pets' Day Out (9 October) and in Seaford (13 October). All were cancelled due to inclement weather.



Website

The project webpage was accessed through the Engage Frankston platform administered by Council.

Engage Frankston webpage

The Engage Frankston webpage (shown below) served as the gateway to the project webpage. It provided a brief introduction and link to the project webpage.



Last updated: 06 Oct, 2022

Creating a Waste Circularity Plan!

Get involved in the development of our Waste Circularity Plan! Let us know what you need to reduce the amount of waste sent to landfill. Closes 5pm on 17 October 2022.

[Learn more →](#)

Waste Circularity Plan webpage

The project web page included information about the following:

- The need to manage waste differently.
- The circular economy concept and examples of initiatives to achieve it.
- Proposed changes to glass recycling services.
- FAQs for waste and glass.
- Links to relevant documents and Waste Circularity Plan timelines.
- Information on and access to opportunities for the community to provide feedback, including an online survey, an online workshop and pop-ups at council facilities.

The page was visited by 825 people and was viewed 1551 times. The page was followed by 75 people.



Online survey

A survey was launched on 9 September on the Engage Frankston web page. Its closure was extended an additional week to 17 October to compensate for the cancellation of the Mayor's Picnic and Pets' Day Out.

Screenshots of the survey are included in Attachment A.

262 survey responses were received.

Online community workshop

The workshop was designed to generate feedback to help Council interpret the interim results of the Waste Circularity Plan community survey and to delve deeper into the survey questions.

It was held from 6:30-8:30pm on 5 October 2022.

Community members were invited to participate in the workshop through the Engage Frankston web page and membership of Council's previous Advanced Waste Processing panel and Mini Frankston City (MFC).

All participants were offered a \$40 voucher for sustainable products from Roving Refills Frankston as an incentive to attend.

A total of 44 RSVPs were received, and 17 people attended. All participants were asked to complete the online survey before participating in the workshop.

Process

The workshop was conducted on Zoom and facilitated by Jennifer Lilburn. As detailed in the agenda (Attachment B), participants were asked to provide feedback on a series of questions focussing on the interim results of the online survey as of 30 September, when 149 responses with 178 ideas had been submitted.

Community pop-ups

Council officers held a series of pop-ups at council facilities around the municipality to maximise the survey's reach and provide access for people who are less comfortable with digital platforms.

These were arranged after pop-ups planned for the Mayor's Picnic and Pets' Day Out were cancelled.

The pop-ups were held at the following locations between 11:30am - 1:30pm:

- Langwarrin Customer Service Centre on 11 October.
- Frankston Library on 12 October (see Figure 1).
- Carrum Downs Library on 14 October.

The library sessions were held at the same time as the library Storytime sessions to catch passing community members.

Participants were guided through paper copies of the survey, which were later entered electronically by Council staff. Poster displays were provided to explain the development of the Waste Circularity Plan.

22 people engaged directly with the pop-ups.

Social media

Social media was responsible for referring 59% of the visits to the project webpage.

Council published three posts on Facebook about the consultation on 13 and 30 September and 10 October. Engagement totalled 144 likes, 125 comments, 17 shares and 313 clicks on post links. (see Figure 2). A LinkedIn post generated 101 interactions, 5 comments, 2 shares and 44 clicks through links.

An Instagram post on 30 September and 9 likes but no comments.



Electronic and print media

An advertisement was included in the Frankston City News in September 2022.



Notes regarding this report

This report includes some verbatim comments (shown in *italics*) to demonstrate the range and level of sentiment expressed. Some minor grammatical and spelling fixes have been made.

Some respondents provided information relevant to the project but not necessarily to the question asked. All comments have been consolidated under the appropriate theme in this report.

Social media feedback was largely consistent with survey responses. Additional points made in social media have been included in this report.

An article was also included in Council's online newsletter (e-news) in September.



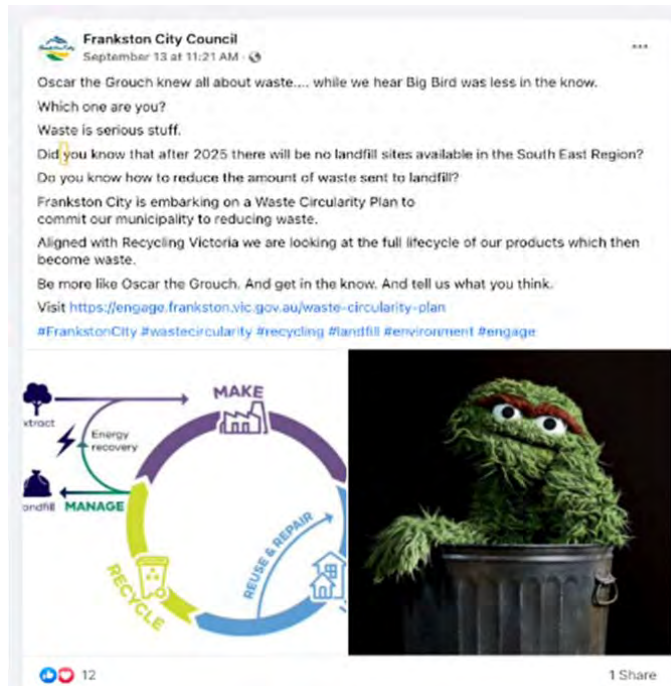
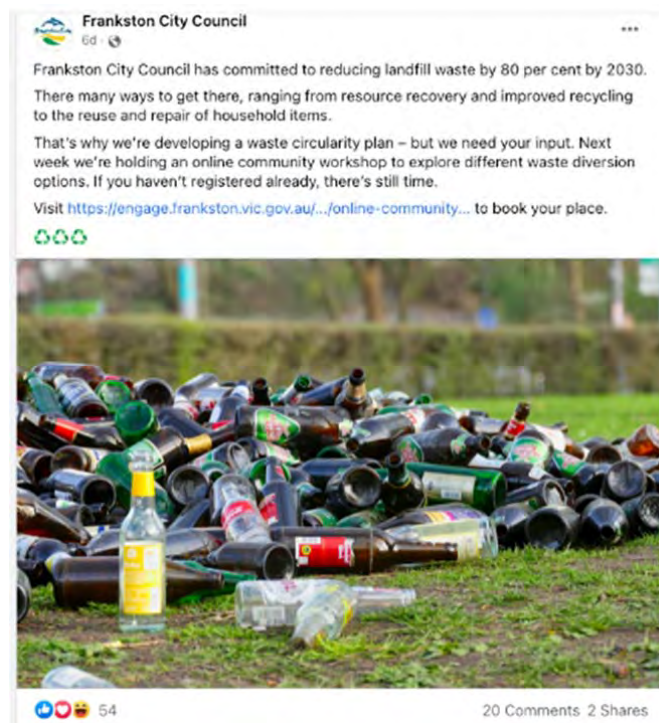


Figure 2:
Facebook posts
on 13 and 30
September



3. Who contributed feedback

Two main groups contributed feedback within the Frankston City community:

- Those who completed surveys either online or in person at community pop-ups, and
- Participants in the online workshop.

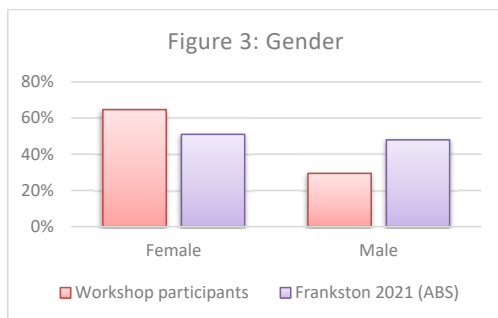
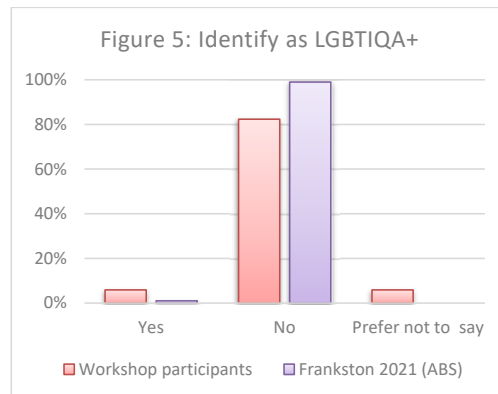
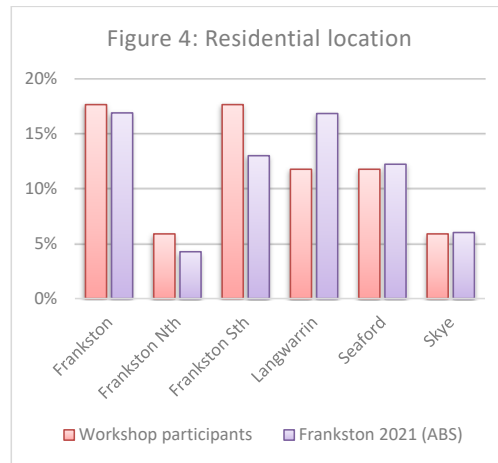
Personal information was not collected from respondents through the survey process.

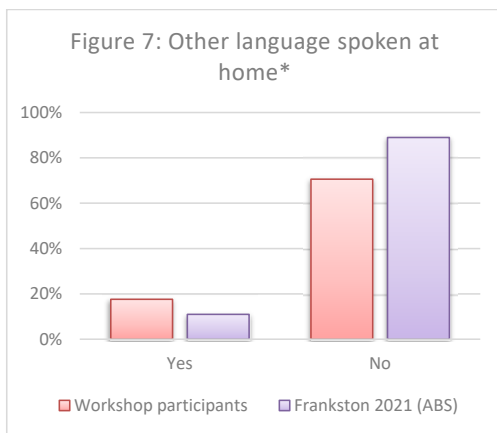
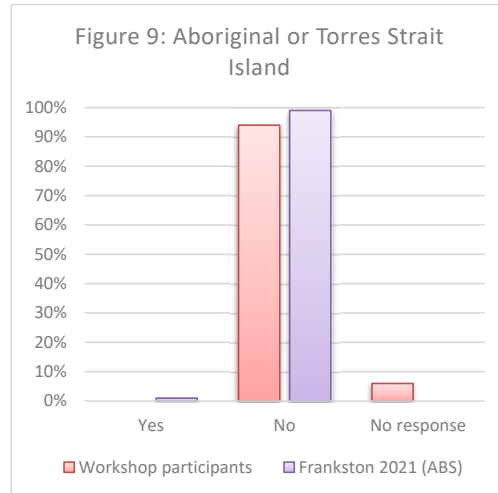
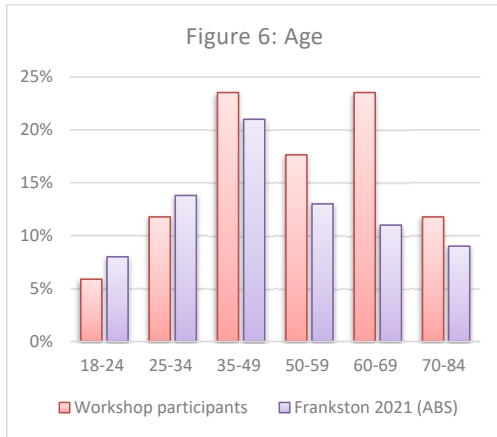
Workshop participation

The workshop was open to all members of the community. Participation was not managed to achieve representation of the municipality’s demographics.

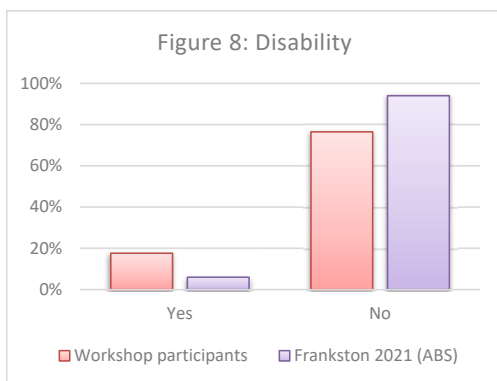
The 17 workshop participants were asked to provide personal information anonymously. Figures 3-9 show participants typically lived in Frankston South, Frankston, Seaford, or Langwarrin. Most were female, aged 35-69, not identifying as LGBTIQ+, speaking only English at home, were without disability, and were not Aboriginal or Torres Strait Island people.

Comparisons of each demographic attribute with municipal data from the 2021 ABS Census are also shown in Figures 3-9.





*Census data identifies Culturally and Linguistically Diverse Communities and is a broader measure than languages spoken at home.



4. What we heard

Waste Circularity Plan priorities

Workshop priorities

Workshop Q1: What is the most important matter you would like the Waste Circularity Plan to tackle?

As an introductory exercise, workshop participants identified the priority issues for the Waste Circularity Plan to address. These fell into five broad categories (with the number of contributors in brackets):

- Reducing waste and pollution - including reducing waste at the source. (5)
- Changing the approach - including using evidence, the involvement of industry and business, and moving away from a linear economy to a circular economy. (3)
- Improving participation through incentives, free green bins and uptake of existing services. (3)
- Better recycling with fewer items to landfill and less contamination. (3)
- Education and engagement beyond those already interested in waste or waste circularity. (2)

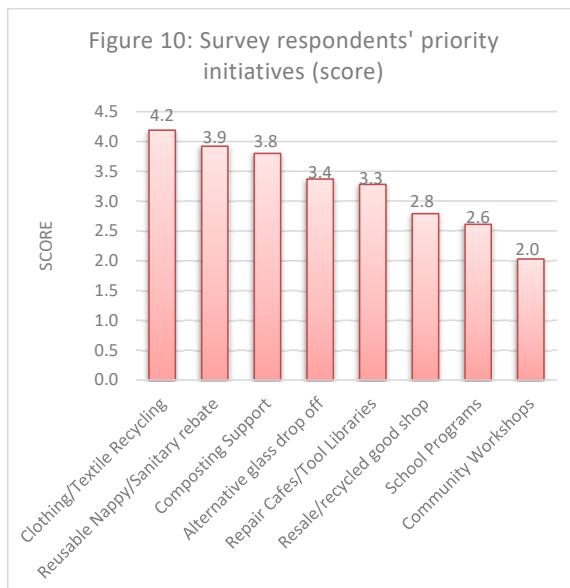
Priority initiatives

Survey Q1: Which 4 initiatives would you most like to see become priorities in the Frankston City Waste Circularity Plan?

This survey question was closed, asking respondents to rank their top 4 preferences from 8 options. 262 responses were received.

The priorities shown in Figure 10 are displayed according to the score they received through The Hive survey platform analysis.

This score considers the proportion of respondents who included each initiative in their top 4 priorities. A higher score means more respondents gave an initiative a higher preference.



Clothing/Textile Recycling achieved the highest priority score of 4.19, followed by the *Reusable Nappy and Sanitary Item Rebate* at 3.92 and *Composting Support* at 3.80.

These top 3 results were within a 9% span, with a 14% drop in score to the fourth priority, *Alternative Glass Drop-Off*.



The interim survey results were downloaded on 30 September for workshop participant review before the 5 October workshop.

The interim results were quite similar, except for the top 2 initiatives. The *Reusable Nappy and Sanitary Item Rebate* initiative scored 4.22, marginally higher than *Clothing/Textile Recycling* at 4.21.

Workshop Q2: Were the (interim) results surprising?

Participants were somewhat surprised at some of the interim results. Points raised included:

- The priorities reflect a respondent’s stage in life, e.g. whether they use nappies.
- Recycling and donating clothing was considered commonplace across the municipality.
- Participants found the interest in nappies surprising and noted this category also included sanitary items. It would be helpful if these could be separated for future consideration. It was also noted that COVID-19 may have increased the use of disposable nappies.
- The recognition that lifestyles and expectations have changed. While there is a tendency towards a “throw-away society” in some areas, there is a greater effort to minimise waste in others.

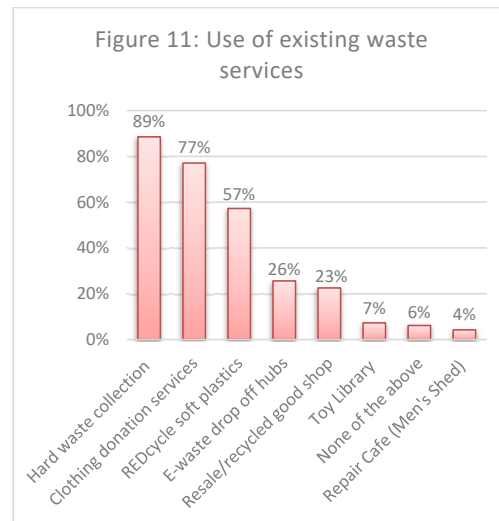
Use of existing services

Survey Q2: (Many waste) services already support a circular waste economy in Frankston City. Which do you already use?

This was another closed question; survey respondents could select as many of the 7 options as appropriate. See Figure 11; 262 responses were received.

Survey respondents provided clear feedback about the existing services they use. A vast majority of respondents use *Hard Waste Collection* and *Clothing Donation Services*. *REDcycle Soft Plastics* (at Supermarkets) is used by a little over half of the respondents.

Significantly fewer respondents use other options.



The interim results discussed at the workshop were consistent with the final results.

Workshop participants were interested in discussing *Hard Waste Collection*, noting it is the most commonly used service in Survey Question 2. Still, it was not provided as a choice in Survey Question 1. Council officers noted that *Hard Waste Collection* is not considered a circular waste initiative. This point was challenged by several participants who had observed ‘*recycling and reuse*’ at hard waste collections.

Participants noted opportunities to improve hard waste collection and scavenging opportunities and behaviour to align with a circular economy. Council agreed to provide further information about hard waste collection issues.

Workshop Q3: What factors contribute to the 3 most heavily used services being so popular?

Workshop participants suggested a range of ideas as to why *Hard Waste Collection*, *Clothing Donation* and *REDcycle Soft Plastics* were the most popular.

Responses fell into 4 broad themes, which included the following factors. Participants identified the most important factor (the



number of votes for each idea or theme is shown in brackets):

The top 3 services are easy and convenient (8)

- Easy to access (2)
- They are the most convenient (2)
- Doorstep service (1)
- Hard waste is easy to do (1)
- Supermarkets take soft plastics when doing online delivery (1)
- Textile shops take their old clothes back (1)

Residents know about and understand the top 3 services (2)

The top 3 are free of charge (1)

The volume of the hard waste makes it more popular (1)

Additional points from the workshop discussion included:

- The location of the Men’s Shed isn’t well known.
- The recycling shop should be located in central Frankston
- The clothing industry should take responsibility for packaging.

Workshop Q4: What obstacles prevent the take-up of the 3 least used services?

Participants identified 22 barriers to the uptake of the *Resale/Recycled Goods Shop*, the *Toy Library* and the *Repair Café (Men’s Shed)*. These barriers fall into 5 themes, which participants prioritised:

These services are not well known (7)

- Not many people know about them (3)
- Never heard of repair cafes (2)
- Where is the repair shop in Frankston? Not advertised. (2)

The 3 least popular services are not accessible (5)

- The FRRRC shop should move to central Frankston (4)
- Not enough access or repair cafes throughout the municipality (1)

The service or model is lacking (3)

- Not a good experience of dropping off at FRRRC (2)
- The revenue model for FRRRC resale shop (1)

Their costs outweigh their benefits (0)

- Many toys are too cheap to buy, so the Toy Library is not needed (0)
- Concerns around toy hygiene (0)

Additional points from the workshop discussion included:

- There is an opportunity for dismantling products for recycling components.
- More locations for e-waste recycling are needed.
- Recycling shops should be located in convenient places. Examples included a recycling shop in Canberra, like a supermarket and a private business in the centre of Berlin. Access via public transport is important.

Education about kerbside contamination

Survey Q3: What do you think Council could do to further educate residents about contamination within the kerbside waste collection services?

A range of themes emerged from the 602 suggestions (from 235 respondents) received to this question. Numbers in brackets refer to the number of times a theme or sub-theme was mentioned.

Provide clear information and engagement opportunities (193)

- Provide clear information products about the waste services, the materials they will accept



and how to avoid contaminating the materials. E.g., pamphlets, charts, fridge magnets, games, videos, phone apps and websites (78)

- Attach information to the bin or the bin lid to explain what is acceptable in each bin and how to avoid contamination. E.g., stickers and posters (54)
- Provide more information and engagement about the bigger picture of waste and recycling, including a circular economy, why it is an important issue, how materials are recycled and the benefits of recycling. E.g., tours of recycling facilities would be helpful (40)
- Create opportunities to engage children and businesses through dedicated programs for schools and industry (21)

Provide properly detailed information on recycling and what is and isn't allowed in the bins, and take the time to educate residents with relevant examples.

Proper use of waste services (66)

- Education about the correct waste materials for each bin service, why contamination is an issue and how to avoid it (29)
- The need to make waste management easy or more accessible for people by removing barriers (15)
- What to do with materials that can't go in kerbside collection (9)

I don't even know what waste contamination means, so you could probably start there.

Explain wishcycling and the problems it poses.

Incentives and disincentives (45)

- Take a more punitive approach through greater enforcement, including bin checks, audits, fines, cautions and collection bans (28)
- Create incentives to drive better waste practices, such as rebates, competitions, awards, recycling vending machines and container deposit schemes (17)
- Rate incentives and rebates (7)
- Instal physical devices on bins, such as locks or sensors (3)
- Motivation to support behaviour change - which may require councils to work together to reach those not already interested (2)
- Punish those who contaminate, e.g. sticker bins and not empty them (2)
- People who are not interested in waste or are deliberately contaminating are not engaged - check why they are doing it and help them (1)
- Motivate via social connection (1)

Council's approach (26)

- Council needs more capacity to educate and assist the community (18)
- Council should be more progressive regarding a circular economy and lead by example (6)
- Look at opportunities to partner with other organisations and collaborate (2)

Understanding the community (22)

- Recognise differences between households with regard to their composition, dwelling, budgets and ability to physically manage bins and waste (15)
- Recognise people have different needs, attitudes and tolerances to manage waste and manage change (7)

- Educate about the costs of waste management (13) Affordability of additional waste services for Council.
- The role of contamination in increasing landfill costs to Council.

Workshop Q5: What themes were obvious in the (interim) feedback? What actions could Council take to reduce waste contamination?

In reviewing the interim survey results, workshop participants identified 38 potential actions for Council to reduce contamination. This feedback fell into 6 themes, which participants prioritised. (numbers in brackets indicate the number of votes for each theme or suggestion).

Education and engagement (11)

- Printed information is still highly relevant and asked for (3)
- Education should be on the job - involve people in the recycling process (2)
- Beach patrol - good communicator (1)
- Champions assisting with messaging (1)
- Education around not bringing waste home, how to not buy new things (1)
- Education in schools (1)
- Kids designing education material (1)
- Simplify the messaging (1)

Financial (9)

- Free green bins or increase the cost of landfill bins (6)
- User pays for landfill: pay more for bigger bins or more frequent collection (3)

Waste service and operation (4)

- REDcycle bin should be at home (2)
- Don't reduce the frequency (1)
- FOGO helps a lot (1)

Understanding the community: Household size matters (1)

Additional points raised through discussion included:

- The need for education, such as reintroducing the successful Halve Your Waste program and extending it to businesses.
- Agreement on the benefits of REDcycle.

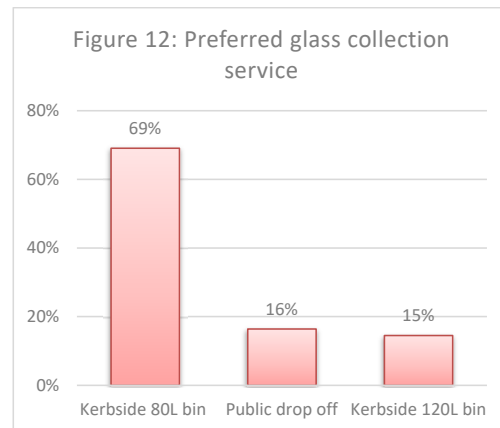
A separate glass service

It is difficult to gauge the level of support for a kerbside glass bin from survey results. While respondents were asked if they agreed with an MFC panel preference for household kerbside glass bins, no mechanism was provided in the survey for a response.

However, other responses indicate support for the proposed glass bin.

Survey Q4: Which of the following would best suit your needs?

As shown in Figure 12, the 262 survey respondents indicated a clear preference for kerbside collection using an 80-litre purple-lid glass recycling bin with more than two-thirds of respondents choosing that option.



Survey Q5: Do you have any concerns about a separate glass service? 219 people responded to this question. Of these, 86 respondents stated they had no concerns about the proposed separate glass service, while 32 explicitly stated their support. 13 explicitly opposed the proposed service.

Respondents collectively listed 376 concerns as follows:

Council’s understanding of community issues and preferences (93 respondents)

- Other waste issues were a higher priority than glass, particularly soft plastic (31)
- Respondents’ use of glass was very low; would struggle to fill bins (26)
- Needs differ across the municipality and that their situation (e.g. age, income or interest in waste) posed challenges (23)
- Make the glass service as easy as possible for the community (18)
- Rental accommodations or apartments create additional challenges for the space required by an additional bin, accessing the bin and whether landlords would support the use of the bin (13)

If you want the glass service to be utilised to its fullest, the service needs to be free, convenient and easy.

Impact on waste services (81 respondents)

- Glass drop-off locations are preferable to kerbside collection for low glass users and those who did not want the expense of kerbside collection, make drop-offs more accessible and expand them to include soft plastic (37)
- The glass service may impact other waste services, including the frequency and size of garbage collection, confusion for collection

days and the impact of extra trucks on the road (19)

- Concern about the impact on garbage collection frequency (18)
- Potential conflict with container deposit schemes (14)
- Consider a small container rather than a bin (6)

We use minimal glass, and I would prefer to take this to a local drop-off centre instead of another bin service.

Financial impacts (41 respondents)

- Concern about the affordability of the extra bin (27)
- Many would not use enough glass to justify the cost of an extra bin (9)
- The service needs to be free and convenient if it's to be used effectively (3)
- The service will increase costs to Council (1)

Personal impacts (47 respondents)

- The extra space required for an extra bin/ there are too many bins (36)
- The extra work involved with glass and logistical issues, e.g. lack of space to store glass before it is taken outside to the bin (7)
- Bin safety and stability (4)

Finding space for an additional bin is a genuine challenge....

Contamination (24 respondents)

- Confusion about what types of glass can be recycled and how it is treated (11)
- Options for recycling or disposing of glass that is not suitable for kerbside collection (6)



- Clarity for container lids (4)

Education and information (15 respondents)

- More education is needed about the need for, benefits of and correct methods for recycling glass (11)
- Update information material, e.g. bin stickers (3)
- Encourage and promote businesses that support recycling (1)

Other

Other issues suggested by small numbers of respondents and not covered in the themes above include:

- Improving uptake through incentives and enforcement activities, e.g. inspections or fines
- Options for people to share bins where cost or space is a barrier to adoption.
- Whether the impacts of additional trucks and plastic recycling bins offset the benefits of recycling glass.
- Concern about the number of bins on nature strips outside multi-unit dwellings.

Workshop Q6: Is a clear direction emerging for Council regarding the glass collection service?

Considering the interim survey responses, workshop participants suggested the emergence of 5 themes:

- Bin size - while the majority want the 80L bin, there should be an option for a smaller bin as many people may not use a lot of glass.
- Cost - the cost of the bin to households is unclear. Knowing will change people's minds.
- Collection frequency - the frequency needs to be confirmed, and glass may require less collection after Container Deposit Scheme comes in.
- Information - stickers on the bin.
- Understanding the rationale.

Workshop Q7: What do the interim results tell us about what Council needs to do/be mindful of when introducing the glass collection service?

Workshop participants identified issues for Council covering 7 themes and noted that several issues cut across themes. They included:

Financial

- The expense of waste services. People do not want to be charged for an extra service and, if necessary, Council should not charge much.
- Ratepayers will need to absorb the cost as it is a Victorian Government directive and not Council's choice.
- Low-income earners may be unable to afford to pay and may not need the new bin.
- Residents should understand the cost of providing the service.

Proper use and contamination

- Clarity and education are needed about the types of glass that can go into the bin.
- Provide an extra drop-off point for the glass that can't go into the household bin.
- If it is 4 weeks between collections, people may use their recycling or rubbish bins in the intervening weeks if the bin is full.
- Ensure that the glass is not contaminated and that all the glass in the bin is recyclable.

Educate and inform

- Many people don't want or believe they need a glass bin, so Council needs to be clear about why it is needed and that this is compulsory and directed by the State Government.
- Let the community know what the proposed container deposit scheme will accept.

Waste services and operation

- People should be able to opt in for a larger bin or multiple bins.
- Potentially paying more for a larger bin.



- Make sure the bin truck doesn't drop the glass.

Understanding community

- People who don't use much glass may not have enough to fill an extra bin.
- Opportunities for people to share bins.

Personal impacts

- Extra space for an extra bin.
- Odorous bins require weekly collection.

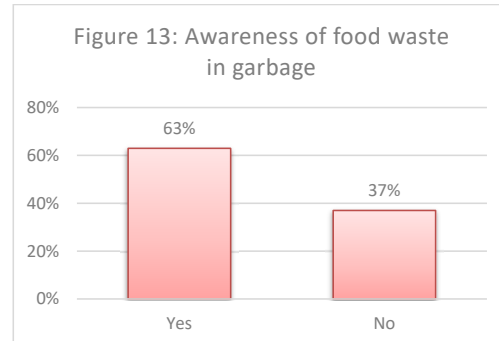
Motivation

- Reward correct usage and penalise abusers of the service.
- Offer people compost bin vouchers as an incentive.

Food and Garden Organics (FOGO)

Survey Q6: Were you aware that half of most residents' garbage bin is filled with food waste?

262 responses were received to this question, as shown in Figure 13.

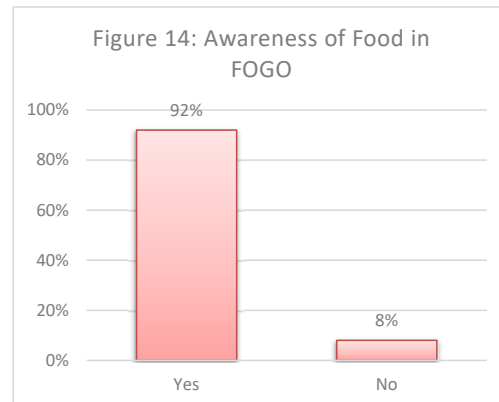


Almost two-thirds of respondents were aware that food contributes significantly to household waste destined for landfill.

While the interim survey results considered by workshop participants were similar, they showed less difference, with 57% aware and 43% unaware.

Survey Q7: Do you know you can put your food scraps directly into your garden organics bin?

262 responses were received to this question, as shown in Figure 14.



The overwhelming majority of respondents knew that food scraps could go directly into the FOGO bin.

Interim survey results considered by Workshop participants differed by one percentage point.

Workshop Q8: What specific things could Council do to increase community knowledge and participation in FOGO?

Feedback from workshop participants included the following:

Financial

- The extra cost is an issue for both residents and landlords. It acts as a disincentive to uptake; Council should consider making bins free or reducing rates.
- Council could provide free FOGO bins for residents and charge for a kitchen caddy bin.
- Council could consider a green waste charge and undertake a full review of charges. Larger bins could cost more.

Inform and educate

- Provide more information and promotion to educate people.
- Printed material suggesting green waste usage ideas and listing council services (e.g. provision of compost liners) could be sent to households.
- Candidates for elections could be required to attach waste leaflets to their candidate mailouts.

Waste services and operations

- Improve understanding of the cost of services, and that reducing waste can also reduce Council costs paid to contractors, which could reduce rates.
- Make FOGO a weekly service and the waste service fortnightly.
- Enable residents to share bins with neighbours.

Motivation

- Provide financial incentives for composting services.
- Provide incentives to people who don't contaminate their bins.

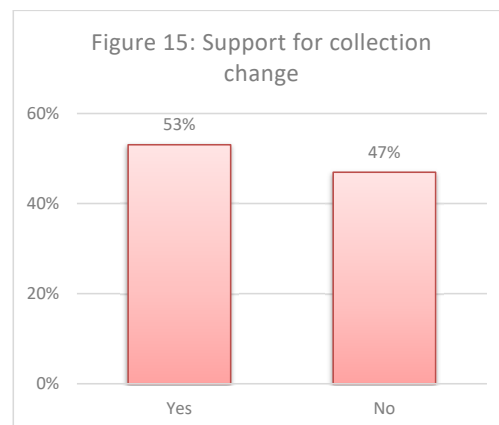
Understanding the community

- Acknowledge the demographics of the area and the proportion of financially disadvantaged residents.
- The uptake of garden waste bins - not everyone has one.
- Concerns about the smell of the FOGO bin.

Collection frequency

Survey Q8: Do you support the change (flipping weekly garbage and fortnightly FOGO collections)?

262 responses were received to this question, revealing little separation between the two response options. (See Figure 15)



Interim survey results considered by Workshop participants were reversed, with 53% not favouring the changes.



Workshop Q9: What is the general community reaction (so far) to the 'flipping' of weekly/fortnightly garbage/FOGO collections?

Workshop participants agreed that reusable and disposable nappies present significant challenges and opportunities to flipping collection regimes. It was suggested that people who use disposable nappies could pay for an additional service.

Participants noted that the decision to flip should consider the impact on people who do not have FOGO bins. One panellist noted that flipping in the municipality where he works has increased dumping.

Participants also noted positive examples, including:

- Bass Coast Shire was identified in the Local Government Waste Services Report as the State's best recycler, with 75.8% of kerbside waste diverted from landfill.
- The FOGO system at the Barangaroo development in Sydney uses organics to produce power for the building. It was noted this might not work for Frankston Council due to the duration of composting contracts.

Workshop Q10. What are the barriers to the 'flipping'?

Participants raised the following points relevant to flipping:

- The frequency of collection is an issue for larger families. Many families can't see how their volume of waste can change. Others will be concerned about odours.
- Cost is a powerful incentive. Those who opt to flip could avoid being charged for the additional service.
- People fear change and are concerned about how they will manage. Any change needs to provide flexibility for people at the start, e.g. temporary bigger bins.
- The general community is ignorant of landfill impacts and the volume of food waste going to landfill.

- Incentives could help to manage collections differently.

Other feedback

Survey Q9: Do you have further feedback about any of the topics covered in this survey?

This section outlines the broad range of responses received to the question at the end of the survey. Perhaps due to the breadth of the possible implications of the mooted changes and the focused nature of the survey questions, the responses were often extensive and covered many issues in Survey Questions 3 and 5.

52 respondents advised they had nothing to add to this question, while 23 respondents explicitly volunteered their support for kerbside collection.

Waste services

- 111 respondents provided additional feedback regarding bin collection frequency, with 73 highlighting opposition or issues with potential fortnightly collections for all bins. The key issues of concern include odours and vermin, the volume of material generated, hygiene and the likely cross-contamination of bins with waste that is overflowing from the correct bin. Particular problems were noted for large households and families with children in nappies. Several respondents expressed concern that fortnightly collection would encourage dumping.
- 94 respondents provided feedback about waste bins. Most were concerned that garbage should be collected weekly, particularly if smaller bins were used, or that the proposed bins were too small to suit their household. However, several people expressed confidence that a small bin would meet their needs.
- 66 respondents referred to FOGO bins, with strong support for weekly collection.



- 11 were concerned about the link between reducing the level of service and reducing waste.
- Other waste service issues included the potential for different bin options, weekly recycling collection, improved access to soft plastic recycling and hard waste collections, composting and broader options for disposal or recycling of medical waste and other materials which are difficult to dispose.

We would love it if the green bin collection was weekly instead of the landfill bin. I think this is a great idea!

Understanding the community

66 respondents made points regarding the diversity of households and waste literacy in the community and whether the proposed changes to the services would meet their needs. Key issues include:

- Different habits and behaviours between households, with large families and those with young children expecting to find the changes difficult.
- The tenure and type of household, with concerns regarding rental properties and the logistical and space constraints of living in apartments. One response claimed that 33.95% of Frankston residents reside in rental properties.

Personal impacts

- 31 respondents were concerned that bins would smell or attract vermin.
- 26 highlighted issues regarding medical items, disposable nappies and other personal sanitary products.
- The build-up or overflow of rubbish or green waste was identified by 5 respondents, while 3 highlighted the need to dispose of pet waste in FOGO bins.

I don't want my child's nappies sitting in a bin for 2 weeks during warmer weather.

Financial

Financial issues were raised by 56 respondents, who highlighted:

- 35 respondents saw the potential for different options to suit different households. Some suggested those who generate less waste and need a lower level of service should pay discounted fees.
- The unknown impact of the cost of additional bins. Many people thought the additional bins should be free. In particular, the FOGO bin should be free to encourage uptake.
- The cost of different products that generate different levels of waste, e.g. disposable nappies.

Why should we pay the same for less service?

Correct use and contamination

26 respondents identified issues relating to the proper use of kerbside collection services, including:

- The proposed changes will encourage dumping in public open spaces and public bins
- Bin size and collection will lead to contamination of adjacent bins, including neighbours' bins, as people search for somewhere to put their waste.

Council approach

35 respondents saw opportunities to change Council's approach to waste. These opportunities included:

- Council leading by example, including services, procurement and policies.



- Greater focus on the circular economy across the municipality and Council functions.
- Learning waste lessons from other places
- Positioning Council to let decisions be evidence-based.

Education and engagement

- 29 respondents raised issues concerning the need to educate, inform and build capacity. Key points include the need to educate the community before transitioning to new services and building capacity for assisting people in adopting new services.
- 16 saw the need to engage and support the business transition to a circular economy.

Workshop Q11. What jumped out at you when you read the answers to the last question?

Referring to the interim survey results, participants made the following points:

- There was a discussion about the need for waste data. One participant advocated that while many of the ideas are good, it is important that they are backed up by evidence. The actions that will give the most tonnage diversion and have the most greenhouse gas impacts should be prioritised. This would allow Council to share why certain options have been chosen. Another panellist suggested that SMART goals would be easier for the community to understand, with Council focussing on supporting the community for maximum impact.
- While the workshop participants were relatively knowledgeable about waste and its impacts, the general community is not and requires education and incentives to make changes. There is a clear need to understand why people do not manage their waste effectively.
- There are opportunities to pressure the packaging industry to take responsibility for their products and to make people who buy

online pay extra to cover disposal/recycling costs of packaging.

- Many people do not understand the greenhouse gas impacts of landfill.

Workshop Q12. Do you have any further feedback for Council?

- One participant suggested Council establish a circular economy hub in the middle of Frankston. This could perform a range of functions and be located in an unused building in the city. It would provide opportunities for extensive waste activity and engagement.
- Educating children is important so that good waste practices become habitual. One participant highlighted household practices in Germany, where the use of many different bins is accepted.
- People should be incentivised to reduce their rates and save money by adopting good waste management practices.
- As happens in Mornington Peninsula Shire, people who repeatedly contaminate their waste should be approached.
- Pet waste can go into FOGO in other council areas.
- Council could offer bi-monthly bin cleaning.

We need a combination of exciting initiatives that a fatigued community can get behind, but in the backend, provide leadership and big picture - including data - around the biggest opportunity for impact.

Workshop Q13. Has being part of this engagement led (or is it likely to lead) to any change in how your household manages waste?

Many participants indicated that being part of the engagement positively impacted their household, although many were already highly aware of good practices. Additional points included:

- Setting a good example for neighbours.
- Recycling is only part of the bigger picture that is a circular economy and can be argued to be considered part of a linear economy. Local businesses need to be involved in the entire model if it is going to have the desired effect.
- Neighbours using others' bins is a source of irritation and affects the potential to inspect or audit bin usage.

Facilitators' observations

In consolidating the feedback, several issues emerged for the independent facilitators:

- The omission of an opportunity to respond to the glass recycling bin question appears to have skewed responses to the general questions.
- Where some respondents identify challenges owing to their circumstances, other respondents with (seemingly) similar circumstances state that they are successfully reducing waste.
- Renters can take up additional bins only where their landlord is willing to support their purchase or storage on the property. Bin provision can also financially impact tenants as the cost is passed on through rent.
- Respondents identified a broad range of initiatives and organisations that have successfully managed waste, and Council should look at these approaches.
- Many people support the status quo and appear unable to see why it needs to change. Several expressed concerns about recyclables going to landfill.
- Many people are interested in targeted service options rather than one-size-fits-all.
- Waste contamination is a significant issue causing frustration for many people who claim to do the right thing. Many point to a lack of clarity about what can be placed in bins and the impacts of neighbours filling their bins with the wrong material.

5. Where to from here

Council will use the feedback from this consultation to inform the development of the Draft Waste Circularity Plan.

It is expected that a Draft Plan will be submitted to Council in December and released publicly for further consultation with the community over February and March.

At this stage, the final Draft Plan will be considered by Council in April 2023.

Attachment A - Survey

Waste Circularity Plan - Survey

Waste Circularity Plan

 <p>Reusable nappy and sanitary item rebate</p> <p>To help with the initial costs of reusable nappies and sanitary products (including incontinence items), which can be a barrier for people interested in reducing their waste and ongoing disposable nappy/sanitary item costs.</p> <p><i>Maximum rebate amount and claim limit per household to be determined.</i></p>	 <p>Composting Support</p> <ul style="list-style-type: none"> A rebate to help with the initial costs of purchasing and setting up a compost system (Bokashi, Worm Farming etc) at home. Compost collection from FRRRC processed from food & organics kerbside collection <p><i>Maximum rebate amount and claim limit per household to be determined.</i></p>	 <p>School programs</p> <p>Increase support provided to schools around Waste & Recycling, in line with the school curriculum - including a number of free and paid incursions and excursions.</p> <p><i>Maximum rebate amount and claim limit per household to be determined.</i></p>	 <p>Community workshops</p> <p>Provision of free community workshops on topics around Waste Minimisation and the Circular Economy.</p> <p><i>Maximum rebate amount and claim limit per household to be determined.</i></p>
 <p>Alternative drop off options for glass</p> <p>Provide either a kerbside bin glass service or an alternative drop off point at the FRRRC.</p> <p><i>Note this does not include State Government Container Deposit Scheme due 2023</i></p>	 <p>Repair cafes/tool libraries</p> <p>Repair Cafés are free meeting places where you'll find tools, materials and expert help (via volunteers) to help you make any repairs to your items.</p>	 <p>Resale shop/recycled goods shop</p> <p>Expand the FRRRC Resale Shop or create a new one.</p>	 <p>Clothing/textile recycling service</p> <p>A home collection service or drop off locations (including FRRRC) for unwanted clothing & textile items to be reused.</p>

Each of the above initiatives would reduce the waste sent to landfill. Which would you most like to see become priorities in the Frankston City Waste Circularity Plan? *Required*

Please choose your Top 4, by moving them from left to right

Reusable Nappy & Sanitary item rebate	1
Composting Support	2
School Programs	3
Community Workshops	4
Alternative drop off options for glass	
Repair Cafes/Tool Libraries	
Resale Shop/Recycled Goods Shop (to continue the existing one at FRRRC)	
Clothing/Textile Recycling Service	

The following services already support a circular waste economy in Frankston City. Which do you already use? (select all that apply) *Required*

- Resale shop/recycled goods shop (at FRRRC)
- Repair Cafe (Men's Shed)
- Hard waste collection
- REDcycle drop off facilities at local supermarkets for soft plastics
- Clothing donation services – op shops, drop off hubs
- Toy Library
- E-waste recycling drop off hubs (Civic Centre, Frankston)
- None of the above

What do you think Council could do to further educate residents about contamination within the kerbside waste collection services? Please explain *Required*

Separate Glass Service

In late 2021, we engaged with the Mini Frankston Community on Council's Recycling Services, including the Food Organic and Garden Organics (FOGO) Service, Co-mingled Recycling and a Separate Glass Collection.

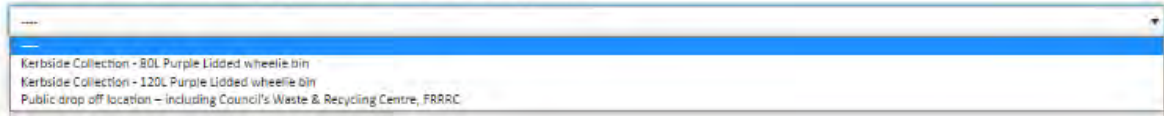
Currently in Frankston City, glass recycling makes up 10% by volume of the kerbside co-mingled recycling service.

88% of the Mini Frankston City panel surveyed had a preference for a Household Kerbside Glass Bin. Do you agree?

You can review the Introduction to a Separate Glass Service FAQs here.

Which of the following would best suit your needs? required

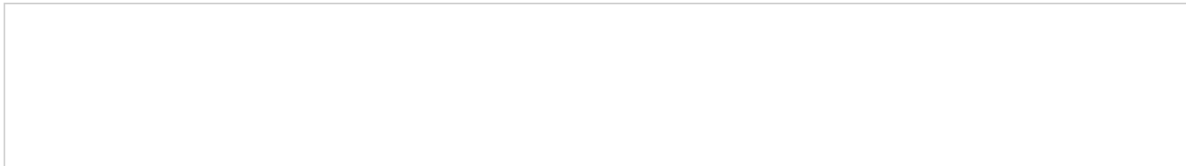
We would like to better understand what type of glass service would suit you and your living situation best.



- Kerbside Collection - 80L Purple Lidded wheellie bin
- Kerbside Collection - 120L Purple Lidded wheellie bin
- Public drop off location - including Council's Waste & Recycling Centre, FRARC

*Note: The survey outlined previous consultations about glass recycling and asked if community members agreed with the preference of 88% of MFC's panel for a kerbside glass bin. However, there was no mechanism to respond to the question.

Do you have any concerns about a separate glass service?



Food Organic and Garden Organics (FOGO)

In 2021 Council engaged with the Mini Frankston City Panel on Council's Food & Garden Waste (FOGO) Service.

78% of the Mini Frankston City panel surveyed were aware of the FOGO service, with 70% using the FOGO service.



Frankston City Garbage Bin Composition

Were you aware that half of most residents' garbage bin is filled with food waste? *Required*

- Yes
- No

Do you know that you can put your food scraps directly into your garden organics bin? *Required*

- Yes
- No

Kerbside collections – frequency

In line with the State Government's Recycling Victoria policy and its landfill diversion targets, Council's are encouraged to move towards:

- A **fortnightly** garbage collection to reduce waste to landfill.
- A **weekly** food and garden waste collection.

***Please note, Frankston City Council are **not currently** planning to make any changes to the Kerbside collection frequencies. We are only gathering informati*

Do you support this change? *Required*

- Yes
- No

Do you have further feedback about any of the topics covered in this survey? Please explain.

Attachment B – Online Session Agenda

The Future of Frankston City's Waste Waste Circularity Plan Workshop



6:20pm for a prompt start at 6:30-8:30pm
5 October 2022

Via Zoom:

Meeting URL: <https://us02web.zoom.us/j/84349772738?pwd=US9GS2xmUIQwSIhxUk9ETVBsWjc3UT09>

Meeting ID: 843 4977 2738

Passcode: 739488

Please turn on your video camera if possible.

PURPOSE OF THE WORKSHOP:

To help interpret the Waste Circularity Plan interim community survey results.
To delve deeper into the survey questions.

IN PREPARATION FOR THE SESSION:

Thank you for completing the survey.
Please review the interim survey results before we meet.

You might like to have a tablet or laptop handy – we will be using an external program (GroupMap) and an extra screen can be useful.

AGENDA (and questions to be discussed)

6:20	Log in, check your audio and camera, and connect with other participants
6:30	Welcome and Introduction (Cr Harvey and Jen Lilburn) 1. What is the most important matter you would like the Waste Circularity Plan to tackle?
6:55	Waste Circularity Plan Priorities <i>Re survey question 1 regarding the priority initiatives:</i> 2. Were the (interim) results surprising? Why/why not? We will now go into Break Out Groups. Please appoint a scribe to enter results into GroupMap.



	<p><i>Re survey question 2 regarding the current usage of circular waste economy services:</i></p> <p>3. What factors contribute to the 3 most heavily used services being so popular?</p> <p>4. What obstacles are preventing the take-up of the 3 least used services?</p> <p><i>Re survey question 3 about educating residents re waste contamination:</i></p> <p>5. What themes were obvious in the (interim) feedback? What are the top 3-5 actions that Council could take to reduce waste contamination?</p> <p>We will have a 5-minute break at approx. 7:30pm</p>
7:35	<p>We will go into new Break Out Groups. Please appoint a scribe to enter results into GroupMap.</p> <p>Separate glass service</p> <p><i>Re survey questions 4 & 5 re glass collection:</i></p> <p>6. Is a clear direction emerging for Council regarding the glass collection service?</p> <p>7. What do the interim results tell us about what Council needs to do/be mindful of when the glass collection service is introduced?</p> <p>Food organics, garden organics (FOGO)</p> <p><i>Re survey questions 6 & 7 re FOGO:</i></p> <p>8. What specific things could Council do to increase community knowledge and participation in FOGO?</p> <p>Back to the whole group....</p> <p>Collection frequency</p> <p><i>Re survey question 8 regarding collection frequency:</i></p> <p>9. What is the general community reaction (so far) to the 'flipping' of weekly/ fortnightly garbage/FOGO collections?</p> <p>10. What are the barriers to the 'flipping'?</p> <p>And...</p> <p><i>Re survey question 9:</i></p> <p>11. What jumped out at you when you read the answers to the last question?</p> <p>12. Do you have any further feedback for Council?</p> <p>13. Has being part of this engagement led (or is likely to lead) to any change to how your household manages waste?</p> <p>14. Would you like to contribute to future engagement activities about waste?</p>
8:25	Wrap up, thanks and close
8:30	FINISH

Jen Lilburn (from Kismet Forward) will facilitate the workshop



Community Engagement Report



Waste Circularity Plan 2023-2030

Project Overview

The Waste Circularity Plan 2023-2030 (the Plan) supports a transition from a linear waste management approach to a more sustainable circular economy.

Stage 1 community and internal engagement on the Plan was conducted in late 2022 and overseen by an independent engagement consultant. This extensive engagement stage informed the Plan's focus areas and actions. In depth consultation on advanced waste processing (AWP) technology solutions was also conducted during this time. Engagement reports on Stage 1 and AWP are published here: engage.frankston.vic.gov.au/waste-circularity-plan.

Following Stage 1 engagement, Officers developed a draft Waste Circularity Plan. The Draft Plan directly responded to community priorities and expectations identified in Stage 1, including by:

- Setting targets, including to divert 80% of waste from landfill, cut total waste generation by 15% per person, and reduce organic material to landfill by 50% by 2030.
- Providing for education on alternative recycling and disposal services.
- Providing for community programs and education to support the reduction in waste generation.
- Including a nappy rebate and composting support.
- Seeking the right balance right between education on recycling, alternative disposal, waste minimisation, reuse and repair, and a more punitive approach to contamination.
- Empowering Council to advocate for mandatory national packaging targets, industry-led product stewardship schemes, and investment in recycling and waste infrastructure.

Quick Engagement Stats

Stage 2 engagement had an estimated total reach of 2,503 across all engagement avenues.

Overall survey respondents were highly supportive of the Draft Plan, targets, priorities, and actions.

Key highlights include:

- 69.1% of participants thought the plan was ambitious enough to deliver on the plan targets.
- 70% agreed that we had got the plan priorities right.
- 90% agreed that we had got the advocacy right.
- 95% supported councils' commitment to explore advanced waste processing opportunities.

More women (65%) than men (35%) participated in the survey. Seaford (33.33%), Frankston (23.81%) and Frankston South (19.05%) were the highest responding sectors of the community. While no responses were received from residents aged under 25 over 76, participation by all other age ranges was received:

- 26 – 35 years (14.29%)
- 36 – 45 years (33.33%)
- 46 – 55 years (19.05%)
- 56 – 65 years (9.52%)
- 66 – 75 years (23.81%)

Following endorsement of the draft plan by Council in May 2023, Stage 2 engagement on the Draft Plan was conducted. The purpose of this engagement was to test the Draft Plan with the community, and whether it was ambitious enough to meet the community’s priorities and expectations.

Details of Stage 2, including finding and recommendations are summarized in this report.

Community Consultation Process

A comprehensive engagement approach including a range of methods was delivered during Stage 2 between 23rd May to 20th June 2023. The engagement approach was supported by a communication plan and campaign.

Activity delivered included the following:

- An Engage Frankston platform which showed 155 visits and 22 survey submissions.
- A presentation to the Frankston Environmental Friends Network (10 participants).
- Social media posts with a total reach of 2251.
- Five community engagement drop-in sessions resulting in approximately 65 in-depth community conversations:
 - o Friday 26 May - 1.00pm - 3.00pm at Frankston Resource and Recovery Centre
 - o Monday 29 May – 10.00am - 12.00pm at Frankston Library
 - o Friday 2 June – 10.00am to 12.00pm at Carrum Downs Library
 - o Monday 5 June – 10.00am to 12.00pm at Seaford Library
 - o Friday 16 June– 11.00am to 1.00pm at Frankston South Community Centre)
- Frankston City News, direct email to Frankston Environmental Friends Network, 616 mini-Frankston members, and AWP Community Panel members.

Summary of outcomes

Engagement outcomes in Stage 2 showed that the community generally supports Council’s approach to Waste Circularity as identified in the draft Plan.

Online survey responses received in Stage 2 showed 61.9% agreement that the plan is ambitious enough to deliver on Council’s 2030 targets. More ambitious targets such as delivering FOGO and glass services to all residents by 2023 and having a greater focus on businesses and compliance were requested by some respondents.

Earlier implementation of glass and FOGO services to all residents is not possible owing to a range of factors:

- Availability of bins within a short timeframe
- Financial considerations
- Foreshadowed kerbside service standards compliance requirements which are yet to be finalised.
- Ongoing cross industry FOGO contamination issues associated with universal services and service collection frequency flips and their impacts on market visibility.

Glass services will however be rolled out to a significant majority of residential households during 2023. Approximately 75% of property already have FOGO bins, and provisions have been included to explore FOGO services for MUDS (2023/24) and commercial property (2025/26) within the initial years of the draft Plan.

Online survey respondents supported the actions and provisions in the Draft plan that related to:

- Importance of hard waste services and alternative recycling options
- Support for FOGO services.
- Importance of service option flexibility and inclusion.
- Support for waste education, minimisation, and contamination management.
- Increased producer responsibility.
- Need for industrywide investment in recycling solutions.

Qualitative insights from drop-in session participants revealed strong support for and alignment with the draft plan. Community sentiment primarily focused on the Plan's existing commitment to provide the 'Frankston City Community with best practice and cost-effective infrastructure and services that support a circular economy' (53%).

These community conversations also identified the following existing plan priorities as key areas of importance:

- *Continue to improve recycling education and communications (13%).*
- *Continue to provide and improve disposal alternatives for problem waste and recycling services for specialty items (27%).*
- *Ensure residential kerbside infrastructure meets community needs and encourages waste recovery (17%).*

Stage 1 community engagement also identified an opportunity to provide for enhanced provisions for gender equity, diversity, and inclusion in the Plan. These changes have been reflected in the Final being presented to Council.

The community also reflected the importance of Council closing the loop and provide adequate communications on progress and action of delivery of the Plan, which is reflected in the next steps.

Recommendations and Next Steps

Community consultation supports the targets, priorities, principles, and actions. A significant majority of feedback and comments aligned with existing provisions of the plan in its current format. This consultation process identified an ongoing commitment to ensuring best practices and cost-effective infrastructure is of key importance to the community. The current plan provisions deliver a strong commitment on this and meets with community expectation.

Aligning with community sentiment around service flexibility and inclusion, changes are recommended to provide for enhanced provisions for gender equity, diversity, and inclusion within the plan. This will be delivered by elevating gender equity, diversity and inclusion as an overarching plan principle required for all

actions contained within the plan. New monitoring and evaluation requirements will also be added to support ongoing continuous improvement and enable increased community visibility on how progress.

Ensuring that Council close the loop and provide adequate communications on progress and action is fundamental to ensuring that Council effectively deliver on community expectations. Subject to endorsement from Council, Officers will close the loop with residents who participated in the consultation process through targeted communications such as the engage Frankston platform. Corporate communication channels will also be utilised to ensure Council closes the loop with the community more broadly. Ongoing, the plan also includes provisions for an uplift in community education, awareness and communications which will aid in raising communication awareness on progress. Additionally, monitoring and evaluation criteria contained in the plan will support the ability for Council to readily report to the community through corporate communication channels including but not limited to our website, the annual budget process and annual report.

Recommended next steps are to seek endorsement from Council on the draft plan, inclusive of some minor grammatical amendments and strengthening of the gender equity, diversity, and inclusion provisions.

Waste Circularity Plan: Community Feedback

Jen Lilburn, Kismet Forward



Acknowledgement of Country



Engagement opportunities

Residents contributed feedback via

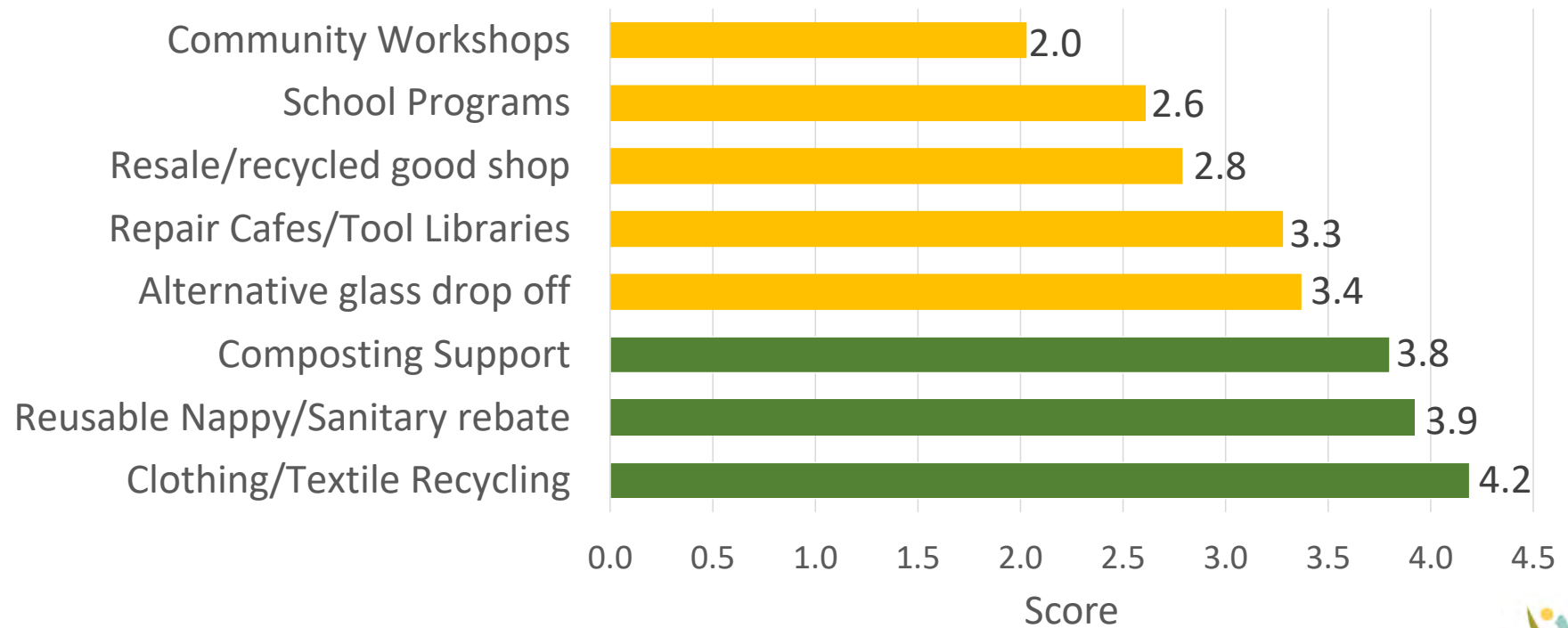
- Online survey **262** responses.
- Online workshop **17** attendees.
- Community pop-ups in Langwarrin, Frankston and Carrum Downs **22** attendees.

To support the engagement:

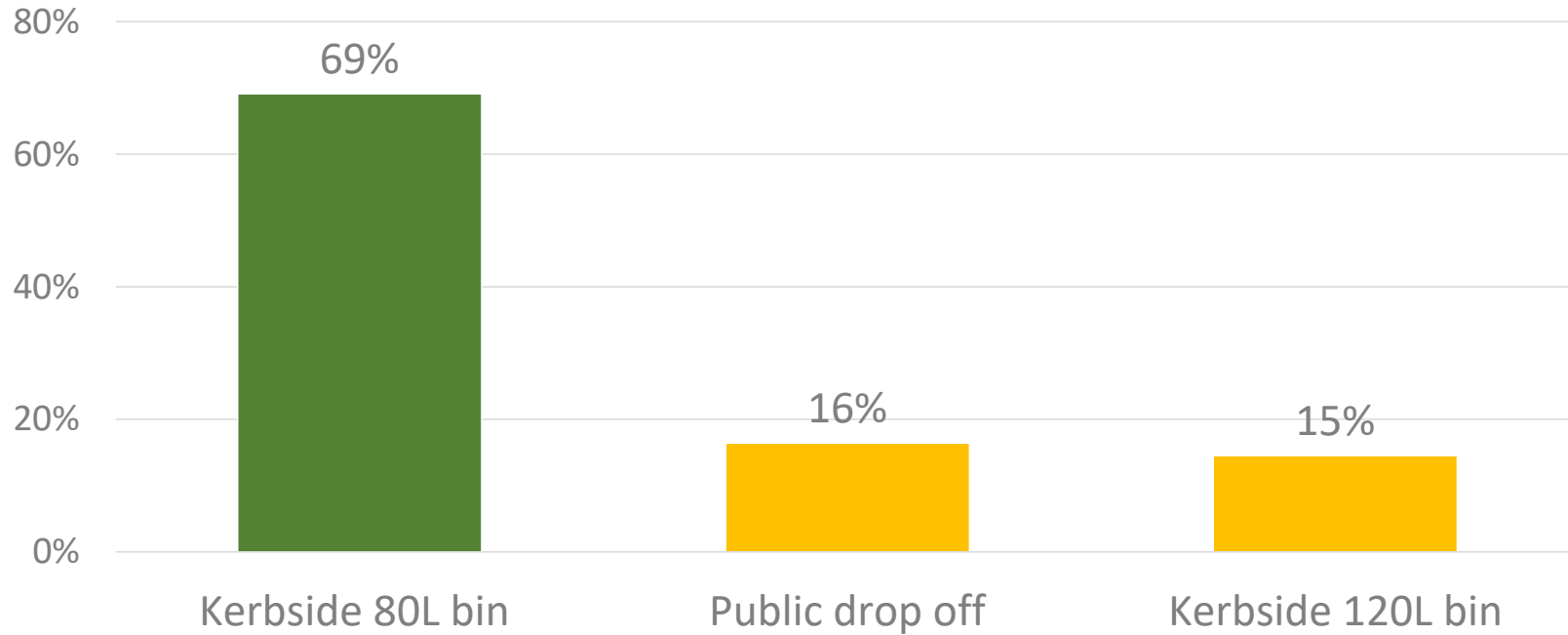
- Targeted social, electronic and print media campaigns and print advertising
- Engage Frankston web page with FAQ fact sheets



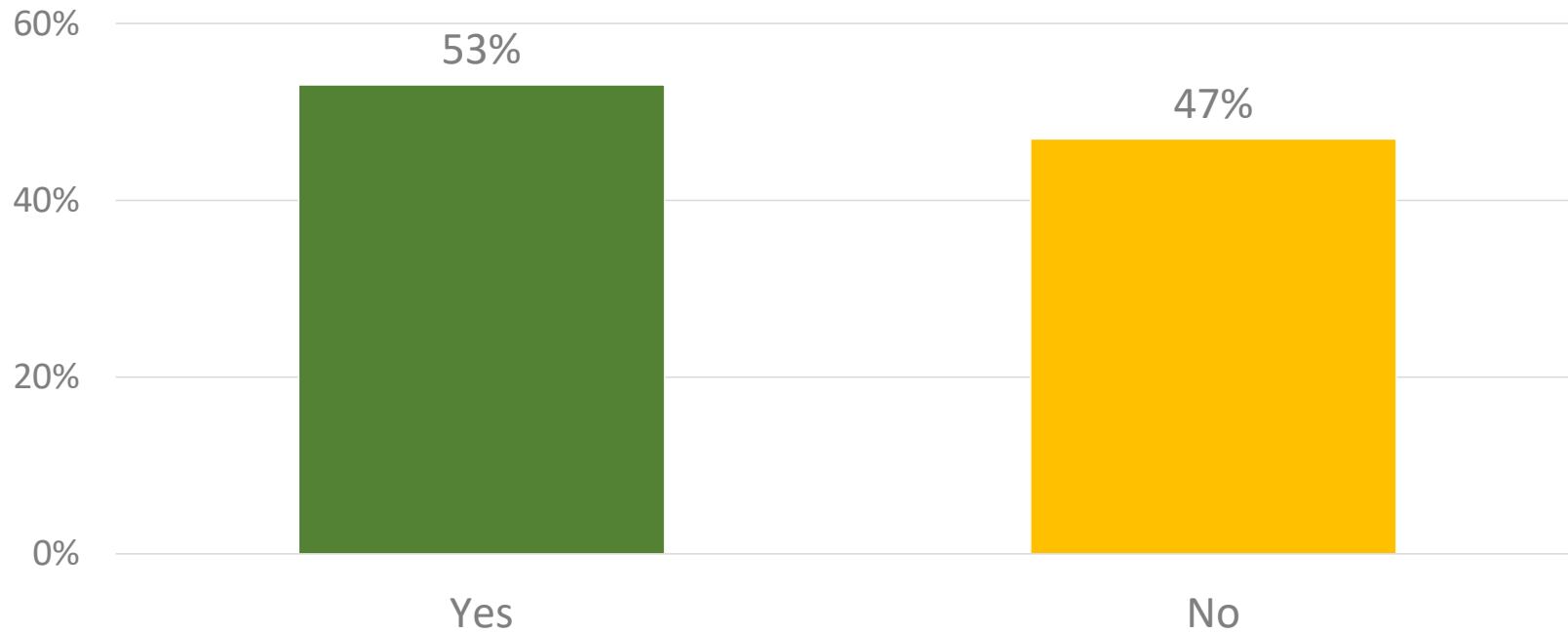
Survey respondents' priority initiatives



Preferred glass collection



Flipping weekly garbage and fortnightly FOGO?



Decision-making tool



I Love it

It's probably as good as it could get.
Only very minor, if any, tweaks could be made.



I Like it

It's generally good.
Some small changes would improve it.



I Can Live with it

It's not great, and some big changes would improve it – but I can accept it as is.
Let's move on.



I Dislike it

It needs a lot of work.
It will be hard for me to stand by this if it gets through.



I Loathe it

It's terrible and I can't support it as is.
It won't work and it needs to be rethought.

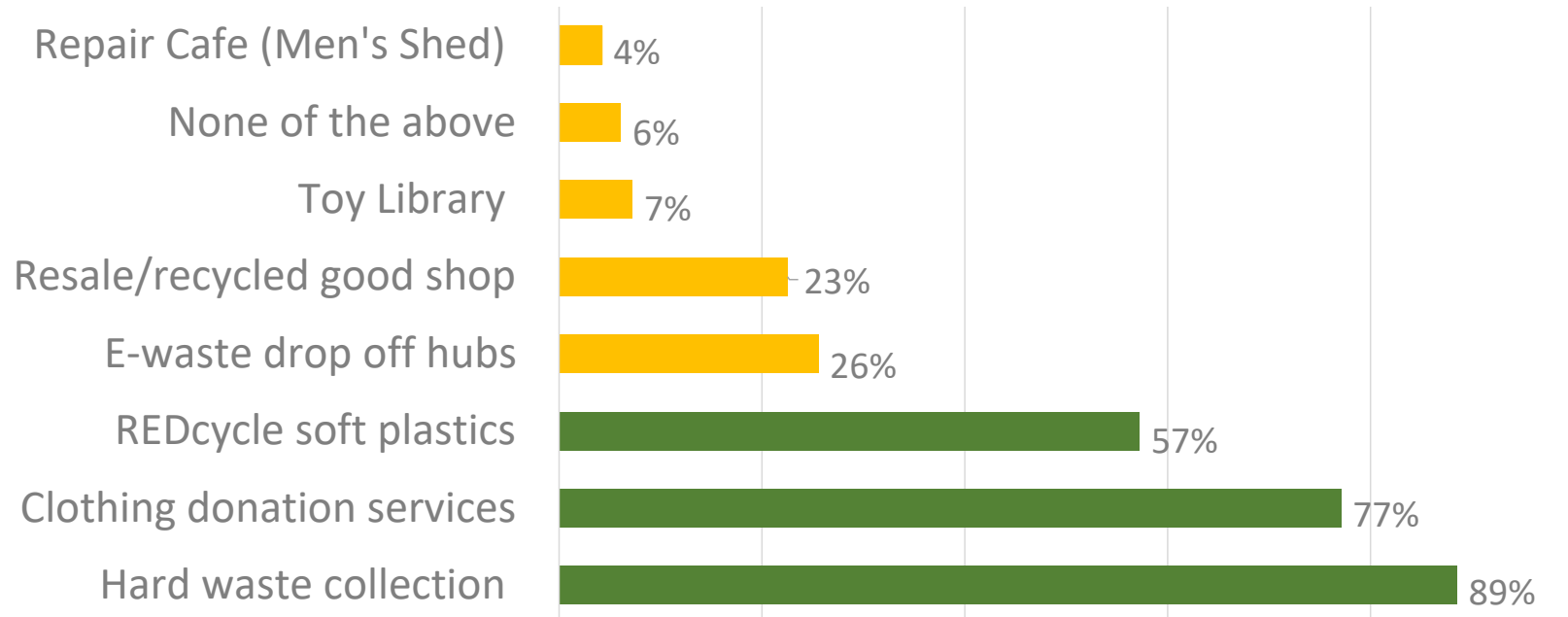


www.menti.com, code 6471 6855

OR



Use of existing waste services



FOGO

- 92% knew they could put food into FOGO bins
- Cost is the main barrier
- Information and education, weekly FOGO and bin sharing would increase uptake



Executive Summary**12.6 Destination Event Attraction Program - Round 2 Recommendations**

Enquiries: (Tim Blundell: Customer Innovation and Arts)

Council Plan

Level 1:

5. Thriving Economy

Level 2:

5.3 Strengthen Frankston City as a destination for events and creative arts industries

Purpose

To seek approval to provide financial and in-kind support to recommended events for Round 2 of the Destination Event Attraction Program (DEAP).

Recommendation (Director Customer Innovation and Arts)

That Council:

1. Endorses the recommended funding of \$110,000 and in-kind support of \$17,000 for the successful event/s in Round 2 of the Destination Event Attraction Program, to a total value of \$127,000;
2. Authorises the public release of the business name/s only of the successful grant recipient/s at the conclusion of this Council Meeting; and
3. Resolves that Attachment A & B remain confidential indefinitely, on the grounds that they include private commercial information, being information provided by a business, commercial or financial undertaking that (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (Local Government Act 2020, s3(1)(g)). These grounds apply because the information is commercial information and would, if released, compromise Council's ability to obtain similar detailed information from tender applicants in the future.

Key Points / Issues

- Round 2 of the Destination Event Attraction Program (DEAP) was conducted in direct consultation with a major event organiser who was unsuccessful in Round 1. The Assessment Panel believed the submission fit the brief of the program but required stronger modelling to be viable and selected for funding. The Contracts and Procurement Department were consulted regarding probity of approaching the organiser direct or the requirement to go back out to market. Given that each submission is a unique concept – there was no similar product on the market – permission was granted to approach directly and seek greater detail.
- Programming information in support of the original application was provided by the organiser, along with a revised budget that delivered the concept within the available funding in the DEAP.
- The assessment panel then rescored the event, with a new panel member independently scoring the application for the first time.
- The Assessment Panel is recommending Council provide cash funding to the value of \$110,000 and estimated in-kind support to the value of \$17,000 in Round 2 of the Program.

12.6 Destination Event Attraction Program - Round 2 Recommendations**Executive Summary**

- Pending final approval, the DEAP allocation of funding for 2023-2024 has been exhausted in full. Therefore, if all applicants accept the recommended level of funding then no additional round will be required.

Financial Impact

There are financial costs, however, these costs can be accommodated within existing budgets.

Council allocated \$250,000 to the Arts and Culture operational budget for the development and delivery of the DEAP.

It is recommended that funding of \$110,000 is allocated across the event/s, supplemented by in-kind support to the value of \$17,000. This in-kind support includes loss of income from waived site fees, marketing support and event management advice and guidance.

The total value of both the cash funding and in-kind support recommended for Round 2 of the DEAP is \$127,000 (Attachment A: Destination Attraction Program 2023-2024 Round 1 recommendations – Successful).

Consultation**1. External Stakeholders**

285 event organisers, suppliers and promoters were initially notified of the call for submissions. In addition, the program was widely promoted across both Council's corporate and Arts and Culture channels, including event, arts and culture industry platforms and forums, via paid and organic social media campaigns and in industry and public e-newsletters.

2. Other Stakeholders

The development of the DEAP was prioritised by the Destination Working Group that includes three Councillors, CEO, Director Culture Innovation Arts and Manager Arts and Culture.

The Assessment Panel consisted of Officers from Events, Programming, Arts and Culture Management plus Tourism and Campaign Marketing; in addition to a community representative from the Frankston Arts Advisory Committee. Each member was selected based on their relevant skills, experience and professional focus on events, arts and culture as a driver for destination development.

Council's Head of Festivals and Major Events provided expert advice to the panel specifically in relation to the appropriateness of proposed event locations, applicant capability and calendar cohesion.

Analysis (Environmental / Economic / Social Implications)

Events are a significant driver of visitation to Frankston City. While the City has a robust calendar of existing events the DEAP gives the city a competitive edge to attract additional events which support the City's objective to build its positioning and reputation as a creative events destination.

Three tiers of funding are available through the Program, determined by the event's projected attendance numbers, profile and reach, economic impact, community and business engagement and viability.

The event/s recommended for support in Round 1 are expected to attract over 19,000 attendees, contribute significantly to the local economy and create a number of employment opportunities.

12.6 Destination Event Attraction Program - Round 2 Recommendations**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

All applications to remain commercial in-confidence.

Policy Impacts

The Destination Event Attraction Program Guidelines provide the framework for the eligibility and assessment of the applications, there is no direct link to a specific Council policy.

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 DEAP supports Council objectives to position the City as a creative events destination by attracting high profile, dynamic and transformative events across the year.

The competitive tender and procurement process ensures funding is equitably distributed to eliminate unsolicited and ad-hoc funding applications.

Council risks damage to its reputation if the events supported are not delivered safely and successfully, therefore, the capacity and competence of the event organisers is a key component to the assessment criteria.

To mitigate potential risks further, delivery standards are included in each contract prior to the awarding of funds. Furthermore, event organisers are advised of and supported to navigate all statutory permit and approval obligations to mitigate any barriers to the successful delivery of the event.

The Assessment Panel have evaluated the capability; knowledge and event management experience of the applicants to ensure they can adequately deliver the event proposed. Each applicant will be responsible for the successful development and delivery of the events as well as managing and mitigating the risks of their event.

Conclusion

The Destination Event Attraction Program is a core strategic program to support Council's objective to position and build the city's reputation as a creative destination for arts, culture and events.

It is recommended that Council provide support in the form of cash funding to the total value of \$110,000 and in-kind support to the value of \$17,000 to the applicant/s recommended in Round 2.

12.6 Destination Event Attraction Program - Round 2 Recommendations**Executive Summary**

ATTACHMENTS

- Attachment A: Destination Attraction Program 2023-2024 Round 2 recommendations - Successful - **CONFIDENTIAL**
- Attachment B: Destination Attraction Program 2023-2024 - Round 2 Assessment Scorecard - **CONFIDENTIAL**

12.6 Destination Event Attraction Program - Round 2 Recommendations
Officers' Assessment**Background**

The DEAP aims to attract high profile, unique and vibrant events which position and build the city's reputation as a Creative Events Destination, are likely to result in perception transformation, attract new audiences and provide long-term reputational benefits to the City.

The key objectives of the DEAP are to partner with event organisers which will:

- Position and build Frankston's reputation as a creative events destination
- Deliver high calibre events
- Enhance civic pride, transform perceptions and stimulate imaginations
- Present unique experiences which drive visitation and create social media worthy moments
- Achieve significant media attention and reach
- Inspire creative community, embrace bold ideas and creative ambition
- Celebrate culture diversity, inclusion and accessibility
- Showcase the city's lifestyle and cultural assets, delivering experiences which are distinctly Frankston
- Expose and attract new audiences to Frankston City
- Drive economic and branding benefits to the local economy.

Applicants are able to submit for one of three funding tiers:

Tier 1 events include:

- High calibre events which position and build Frankston's reputation as a Creative Events Destination; and
- Unique experiences that transform perceptions, achieve significant media attention and drive economic and branding benefits through the attraction of new audiences.

Tier 2 events include:

- High calibre events which contribute to positioning Frankston as a Creative Events Destination; and
- Bold ideas that stimulate imaginations, celebrate the city's lifestyle and generate significant positive media attention to transform perceptions and attract new audiences

Tier 3 events include:

- Events which stimulate imaginations, celebrate the city's lifestyle and cultural diversity and generate positive local media attention to enhance civic pride.

Round 2 was conducted in consultation with a highly regarded organiser who submitted an application in Round 1. Their application was updated with additional information and rescored.

Upon release, the DEAP was emailed directly to 285 event management companies and suppliers, advertised on event industry websites, promoted in event industry forums, including in electronic communications from across Council and advertised via both paid and organic posts on social media.

**12.6 Destination Event Attraction Program - Round 2 Recommendations
Officers' Assessment****Issues and Discussion**

The Destination Event Attraction Program has been specifically developed to position and build the city's reputation as a creative destination for arts, culture and events.

The Assessment Panel followed a rigorous process to evaluate each application against the DEAP objectives and relevant Tier selection criteria (Attachment B - Confidential).

The events recommended by the panel most successfully addressed the program criteria, demonstrating:

- how the event would support Frankston's positioning and reputation as a Creative Events Destination;
- that the applicant had the capability, capacity, experience and skill to develop and deliver the event;
- that the event could be delivered with adequate attention given to accessibility, sustainability and environmental requirements;
- the event's viability including the presentation of a realistic and fair budget with diverse revenue streams; and
- a concept which would attract new audiences to raise the city's profile and change perceptions to drive visitation.

The remaining events that were not recommended by the Panel have been given feedback; guided to alternative funding programs; or provided options to elevate the proposal presented for subsequent and alternate funding programs (Attachment B – Confidential).

Options Available including Financial Implications

This report recommends awarding funding to the total value of \$110,000 in cash funding in Round 2 to be supplemented by in-kind support to the value of \$17,000.

In-kind support includes loss of potential income from waived site fees, marketing support and event management advice and guidance.

The total value of both the cash funding and in-kind support recommended for Round 2 of the DEAP is \$127,000.

The DEAP is funded within the Arts and Culture operational budget. No additional funding is required.

There are no financial implications associated with the report.

Executive Summary**12.7 Electoral Structure Review**

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 seek Council's endorsement to make a submission on the proposed electoral structure for Frankston City Council to the Electoral Representation Advisory Panel.

Recommendation (Director Corporate and Commercial Services)

That Council:

1. Notes as per Local Government Act 2020 (the Act), councils are required to have a single-councillor ward electoral structure and an independent Electoral Representation Advisory Panel (ERAP) has been appointed by the Minister for Local Government to review the electoral structure of Frankston City Council;
2. Notes that the Preliminary Report on the proposed new electoral structure was released by the ERAP, on 12 July 2023 for public consultation, who are seeking public submissions by 5pm Wednesday 2 August 2023;
3. Notes the three (3) models recommended for Frankston City Council by ERAP in the report:

Proposed new electoral structure Model 1

Frankston City Council has 8 councillors and is divided into 8 wards with one councillor per ward. Ward names: Banyan Ward, Boggy Creek Ward, Lloyd Park Ward, Mount Grand Ward, Paratea Ward, Seaford Reserve Ward, Telopea Reserve Ward, Yamala Ward;

Proposed new electoral structure Model 2

Frankston City Council has 9 councillors and is divided into 9 wards with one councillor per ward. Ward names: Coastal Ward, Crystal Park Ward, Lloyd Park Ward, Lyrebird Ward, Mount Grand Ward, Paratea Ward, Telopea Reserve Ward, Wilton Bushland Ward, Worland Park Ward;

Proposed new electoral structure Model 3

Frankston City Council has 9 councillors and is divided into 9 wards with one councillor per ward. Different boundaries to Model 2. Ward names: Banyan Ward, Lloyd Park Ward, Mount Grand Ward, Paratea Ward, Seaford Reserve Ward, Telopea Reserve Ward, Wilton Bushland Ward, Worland Park Ward, Yamala Ward;

4. Notes a brief community consultation was underway from 26 July until 30 July 2023 on its draft submission seeking feedback to inform its final submission;
5. Endorses its response submission on the proposed new electoral structure, noting the feedback from the community consultation may result in updating the below in its submission, which includes:
 - a. Preferred new electoral structure Model 3;
 - b. Supportive of ward boundaries in Model 3;
 - c. Request to change the proposed ward names in Model 3 to alternate new

12.7 Electoral Structure Review**Executive Summary**

ward names: Lyrebird Ward, Langwarrin Ward, Elisabeth Murdoch Ward, Derinya Ward, Kananook Ward, Pines Ward, Wilton Ward, Ballam Ward and Sweetwater Ward; and

6. Authorises the Chief Executive Officer to submit Council's submission to the Electoral Representation Advisory Panel (ERAP) via the Victorian Electoral Commission (VEC) and nominates the Chief Executive Officer and/or a representative to speak in support of the submission at the public hearing on 9 August 2023.

Key Points / Issues

- Currently, Frankston City Council consists of three Electoral Wards, with three Councillors elected per ward to represent the community for a four year term.
- Under the Local Government Act 2020 (the Act), councils are required to have a single-councillor ward electoral structure. An independent Electoral Representation Advisory Panel (ERAP) appointed by the Minister for Local Government is reviewing the electoral structure of Frankston City Council. To achieve this structure, the panel has considered the:
 - Appropriate number of councillors and wards for the council;
 - Location of ward boundaries; and
 - Name of each ward.
- The purpose of the review is to advise the Minister on the appropriate number of councillors and electoral structure, including ward names, for the council.
- The Preliminary report on the Council's Structure Review was released on 12 July 2023. (**Attachment A**) The report outlines the preliminary models the panel is proposing for the new electoral structure of Frankston City Council and inviting public submissions.
- Following three (3) Models have been recommended by ERAP in the report:

Proposed new electoral structure Model 1

Frankston City Council has 8 councillors and is divided into 8 wards with one councillor per ward. Ward names: Banyan Ward, Boggy Creek Ward, Lloyd Park Ward, Mount Grand Ward, Paratea Ward, Seaford Reserve Ward, Telopea Reserve Ward, Yamala Ward.

Proposed new electoral structure Model 2

Frankston City Council has 9 councillors and is divided into 9 wards with one councillor per ward. Ward names: Coastal Ward, Crystal Park Ward, Lloyd Park Ward, Lyrebird Ward, Mount Grand Ward, Paratea Ward, Telopea Reserve Ward, Wilton Bushland Ward, Worland Park Ward.

Proposed new electoral structure Model 3

Frankston City Council has 9 councillors and is divided into 9 wards with one councillor per ward. Different boundaries to Model 2. Ward names: Banyan Ward, Lloyd Park Ward, Mount Grand Ward, Paratea Ward, Seaford Reserve Ward, Telopea Reserve Ward, Wilton Bushland Ward, Worland Park Ward, Yamala Ward.

- The Preliminary report was presented to the Councillors at the briefing on 12 July 2023.

12.7 Electoral Structure Review**Executive Summary**

- Submission to the preliminary electoral structure models can be made before 5pm Wednesday 2 August 2023. In the submission the models proposed by the panel in the preliminary report should be addressed.
- Based on the feedback received from Councillors, a submission has been prepared on the models proposed in the preliminary report. A copy of the draft submission is provided at **Attachment B**
- The submission includes the following:
 - Preferred new electoral structure Model 3;
 - Supportive of ward boundaries in Model 3; and
 - Request to change the proposed ward names in Model 3 to alternate new ward names: Lyrebird Ward, Langwarrin Ward, Elisabeth Murdoch Ward, Derinya Ward, Kananook Ward, Pines Ward, Wilton Ward, Ballam Ward and Sweetwater Ward
- If the submitters wish to speak at a public hearing, the panel will hold an online public hearing on Wednesday 9 August. Anyone can attend the public hearing but will be allowed to speak if that has been indicated in the response submission.
- A brief community consultation was underway from 26 July until 30 July 2023 on its draft submission seeking feedback to inform its final submission. This may result in updating the submission at the Council Meeting on 31 July 2023.
- Following the public hearing, the review panel will consider all evidence gathered and prepare a final report for the Minister for Local Government containing a recommendation for the number of Councillors and the electoral structure for the council. The final report will be provided to the Minister on Wednesday 6 September 2023.
- Any changes to the electoral structure of Council following on this review is expected to apply at the October 2024 general elections.

Financial Impact

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

The alternate ward names proposed in Council's response submission are based on the Geographic Place Naming Register and are registered under the Geographic Place Names Act 1998. They are also located within the proposed ward boundaries.

Due to the time constraints, there was limited opportunity to undertake the consultation with the community, other groups or organisations. Any submission is required to be lodged by 5pm 2 August. Community was engaged and asked to provide feedback on the new electoral structure boundaries, preferred model 3 and proposed names for wards. Feedback received will be considered in drafting Council's final submission to Panel.

2. Other Stakeholders

Councillors discussed the preliminary report at a briefing on 12 July, on the same day it was released. Interested Councillors sought officer advice on possible alternate ward names for the proposed models. Councillors were provided with an update on 19 July and given further opportunity to submit their views and preferences to provide input into Council's response submission.

12.7 Electoral Structure Review**Executive Summary****Analysis (Environmental / Economic / Social Implications)**

There are no environmental or social implications associated with this report.

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

There are no Legal impacts identified with this report.

Policy Impacts

There is no impact on Council policies.

Officer's Declaration of Interests

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

Risk Mitigation

There are no risks identified with this report.

Conclusion

The Preliminary Report on the proposed new electoral structure for Frankston City Council was released by the ERAP on 12 July 2023 for public consultation.

Council's response submission has been prepared and highlights the feedback included in its submission. A brief community consultation was underway from 26 July until 30 July 2023 on its draft submission seeking feedback to inform its final submission. This may result in updating the submission at the Council Meeting on 31 July 2023.

It is recommended that Council endorses the submission on the proposed electoral structure for Frankston City Council and submits it to the ERAP prior to the Wednesday 5pm, 2 August 2023 deadline.

ATTACHMENTS

Attachment A: [↓](#) Preliminary Report - Electoral Structure Review

Attachment B: [↓](#) Draft Submission - FCC Electoral Structure

Local council electoral structure review

Preliminary Report

Frankston City Council

July 2023

ERAP | Electoral Representation
Advisory Panel

Local council electoral structure review – Preliminary report – Frankston City Council

Acknowledgement of Country

The electoral representation advisory panel acknowledges the Bunurong people as the Traditional Custodians of the lands and waters for which it is holding this review and pays respects to ancestors and Elders past, present and emerging. The panel acknowledges their custodianship for many thousands of years and their continuing living culture.

Document history and version control

Version	Date approved	Submission approved by	Brief description
1	7 July 2023	Acting Electoral Commissioner	Final version for publication

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Local council electoral structure review – Preliminary report – Frankston City Council

Executive summary

An independent electoral structure review panel appointed by the Minister for Local Government is reviewing the electoral structure of Frankston City Council.

The purpose of the review is to advise the Minister on the appropriate number of councillors and electoral structure, including ward names, for the council.

Under Victoria's *Local Government Act 2020* (the Act), Frankston City Council must now have a single-councillor ward electoral structure.

The panel is looking at:

- the appropriate number of councillors and wards for the council
- the location of ward boundaries
- appropriate ward names.

This report outlines the preliminary models the panel is presenting for public consultation, for the proposed new electoral structure of Frankston City Council to meet the requirements of the Act.

More information about the background to the review is available on [page 6](#).

Developing electoral structure models

The panel considered a range of factors when deciding on the models in this report, including:

- research and analysis
- voter growth or decline over time.

More information on the way the panel decided on the models is available on [page 7](#).

Electoral structure models

After considering research and the requirements of the Act, the panel is presenting the following electoral structure models for public consultation:

- Model 1: a subdivided electoral structure with a total of 8 councillors – 8 wards with one councillor per ward.
- Model 2: a subdivided electoral structure with a total of 9 councillors – 9 wards with one councillor per ward.
- Model 3: a subdivided electoral structure with a total of 9 councillors – 9 wards with one councillor per ward, with different boundaries to Model 2.

Details on these models, including maps, are available in [Appendix 1](#).

Next steps

The panel is now seeking feedback on the preliminary electoral structure models. You can make a response submission to the preliminary models until 5 pm Wednesday 2 August. If any response submitters wish to speak at a public hearing, the panel will hold an online public

Local council electoral structure review – Preliminary report – Frankston City Council

hearing on Wednesday 9 August. Following this, the panel will present its final recommendation to the Minister on Wednesday 6 September 2023.

More information about the review process is available on the Victorian Electoral Commission (VEC) website at vec.vic.gov.au

Background

About the 2023–24 electoral structure reviews

In October 2022, the Minister for Local Government formed 2 electoral representation advisory panels to review and provide advice on the electoral structures of 39 local councils, under section 16 of the Act. If the Minister accepts the electoral structure recommended by the panel, any changes will take effect at the October 2024 local council elections.

The Act introduced several changes to local government representation, including the types of electoral structures local councils may have. All metropolitan, interface and regional city councils (including Frankston City Council) must now have single-councillor ward electoral structures.

For Frankston City Council, the electoral representation advisory panel is examining:

- the number of councillors and wards
- where the ward boundaries should be
- the name of each ward.

The Act requires electoral structures to provide fair and equitable representation and facilitate good governance. Each ward must have an approximately equal number of voters per councillor (within +/-10% of the average). While conducting the review, the panel also notes the role of a councillor as specified under section 28 of the Act.

The electoral representation advisory panel

The panel conducting the electoral structure review of Frankston City Council has 3 members:

- Ms Julie Eisenbise (Chairperson)
- Mr Tim Presnell
- Acting Electoral Commissioner Ms Dana Fleming.

The purpose of the review is to advise the Minister on the appropriate number of councillors and electoral structure, including ward names, for the council. The panel is independent of councils and the Victorian State government.

Under the Act, the VEC is not responsible for reviewing council electoral structures but must provide administrative and technical support to the panel. The Electoral Commissioner (or their delegate) must be a member of each panel.

Public engagement

Public information program

On behalf of the panel, the VEC has conducted a public information and awareness program to inform the public about the Frankston City Council electoral structure review. This has included:

- printed public notices in state-wide newspapers

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- public information sessions to outline the review process and respond to questions from the community
- media releases to announce the start of the review
- information on social media channels
- updated website content on vec.vic.gov.au, including:
 - current information on the review process
 - submission guide and fact sheets for each council under review with background information.

The VEC will continue to promote the review on behalf of the panel during the response submission stage via media releases, the VEC’s social media channels and the VEC website.

Public consultation

The panel now invites input to the electoral structure review of Frankston City Council via:

- response submissions to this preliminary report
- an online public hearing for anyone who makes a response submission to speak to the panel and expand on their submission.

Public submissions are an important part of the review process and are considered alongside other factors addressed during the review. These are outlined below.

Developing recommendations

The electoral structure models the panel is presenting in this preliminary report comply with the Act and were developed through careful consideration of:

- research and analysis conducted by the VEC support team, including geospatial and demographic data
- rates or patterns of population and voter change over time, and relevant forecasts of growth or decline based on forecast information provided by .id (informed decisions, a company specialising in demographics and forecasting).

Deciding on the number of councillors

The Act allows local councils to have between 5 and 12 councillors, but neither the Act nor the Local Government (Electoral) Regulations 2020 specify how the number of councillors is to be determined. Therefore, the models put forward by the panel in this report are guided by the Act’s intention for fairness and equity in voter representation.

In examining the appropriate number of councillors for Frankston City Council, the panel considered the following criteria:

- the population and number of voters in the council area, compared to other councils with a similar population size and number of voters in the same category (for example, other comparable metropolitan, interface or regional city councils)
- patterns of population change and voter growth or decline in the council area over time

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- the current and past numbers of councillors
- the representation needs of the communities of interest in the council area.

The panel's final recommendation will also consider any matters raised in public response submissions not already listed above.

Local councils with a larger number of voters will often have more councillors. Large populations generally have greater diversity, both in the type and number of communities of interest and issues relating to representation. However, the ideal number of councillors can also be influenced by the circumstances of each council, such as the:

- nature and complexity of services the council provides
- geographic size and topography of the area
- forecast population and voter growth or decline
- social diversity.

Deciding the electoral structure

Under the Act, regional city, metropolitan and interface councils must now have single-councillor ward electoral structures.

When developing single-councillor ward models for Frankston City Council, the panel considered these criteria:

- whether the structure would comply with section 15(2) of the Act (see below), and for how long it would likely comply
- the appropriate number of councillors, as outlined above
- whether meaningful and effective ward boundaries could be established and whether these would be easily identifiable to local communities
- the representation of communities of interest
- the voter distribution and physical features of the area, and the impact these may have on the shape and size of wards
- past elections for the council, including:
 - numbers of candidates nominating
 - incidences of uncontested elections
 - rates of informal voting.

The panel's final recommendation will also consider any matters raised in public response submissions not already listed above.

Under section 15(2) of the Act, subdivided structures must aim for an approximately equal number of voters per councillor in each ward. This means the number of voters represented by each councillor in a ward should be within +/-10% of the average number of voters per councillor for all wards.

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During this review, the panel aims to recommend a structure that will comply with section 15(2) at the time of the 2024 local council elections and, if possible, also comply based on voter numbers at the time the review is conducted. The panel uses forecasts of population and voter change to assess compliance at the 2024 elections with as much accuracy as possible. In some cases, population change and other factors impacting voter numbers mean it is not possible to create compliant subdivided structures based both on voter numbers that were current at the time of the review and forecast voter numbers. In these instances, the panel prioritises compliance at the 2024 local government elections to ensure each vote will have approximately equal value at the 2024 election.

One of the factors that may impact compliance with section 15(2) is the number of current and forecast voters with ratepayer-based voting entitlements, also known as council-enrolled electors. Voters' rolls include both state-enrolled electors (the majority of the roll) and a smaller number of council-enrolled electors. The Act introduced changes to ratepayer-based entitlement categories, which come into full effect at the 2024 local council elections. The panel will take this change to the makeup of voters' rolls, and therefore compliance with section 15(2) of the Act, into consideration during this review.

Deciding on ward names

The panel has taken the following approach to naming wards.

1. Retaining existing ward names if these are still relevant to the area covered by the ward.
2. When a new name is required, the panel bases this on features such as:
 - places (registered under the *Geographic Place Names Act 1998*) in the ward
 - compass directions
 - native flora or fauna.

Use of Aboriginal language

The panel recognises that there should first be meaningful consultation with local Aboriginal communities and groups before a ward is named using Aboriginal language. Meaningful consultation is a significant process that the panel is not able to undertake within the timeframes of the current review program.

The panel also recognises that many of the place names in current use across Victoria are based on Aboriginal language. As such, the panel may put forward new ward names using Aboriginal language if:

- it is the name of a place within a ward
- it is currently in common use

and

- the name is registered under the *Geographic Place Names Act 1998*.

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Unregistered names using Aboriginal language have not been put forward by the panel as new ward names. While the panel supports the adoption of names based on Aboriginal language, this requires appropriate consultation.

Accordingly, for the panel to consider an Aboriginal language ward name that is suggested in a public submission to the review, the name submitted needs to comply with the above guidelines.

About Frankston City Council

Profile

Frankston City Council is on the eastern shore of Port Phillip Bay, approximately 40 kilometres south of the Melbourne CBD. The council area covers 130 km², including a large stretch of coastline as its western boundary. It is bordered by Mornington Peninsula Shire Council to the south, Casey City Council to the east, and Greater Dandenong and Kingston City councils to the north.

The population of Frankston City Council was 139,281 people at the 2021 Census, an increase of about 30,000 since 2001 (ABS 2001, 2021a). It is forecast to grow by about 22,000 to be over 161,000 people by 2041 (.id 2023), most of which will occur in the suburbs of Frankston, Carrum Downs and Langwarrin.

The Traditional Custodians of the land in Frankston City Council are the Bunurong people.

Landscape

Frankston City Council is a heavily urbanised council, comprising significant residential, commercial and industrial areas. The more established suburbs of Frankston, Frankston North, Frankston South and Seaford are located on the western side of the council close to the coast. Recent growth has occurred in Carrum Downs, Langwarrin, Sandhurst and Skye in the north and east of the council area. The council's commercial activities are concentrated in Frankston along the Nepean Highway, and large industrial areas are in Carrum Downs and the south of Seaford. Langwarrin South in the south-east of the council area is semi-rural and mixed land use patterns are evident throughout much of the east (DTP 2023).

Frankston City Council also has important natural environments, including:

- a 9.5 km stretch of coastline
- a large section of green wedge land along the eastern boundary, accounting for over a third of the council area
- the Seaford Wetlands, which are protected under the Ramsar Convention as internationally significant (DELWP 2022; Frankston City Council 2021).

Major roads passing through Frankston City Council include East Link and Peninsula Link and the Nepean Highway along the coast. A train line provides a link north towards Melbourne and south to the Mornington Peninsula.

Community

At the 2021 census, the median age of the council's population was 39, with a greater proportion of people aged between 0-4 and 40-60 years, and fewer aged 20-34 compared to the state average (ABS 2021a).

Most residents identified as having English or Australian ancestry (40.4% and 35.5% respectively, about 10 percentage points above the state average), followed by Irish, Scottish, and Italian. Approximately 1,800 people (1.3%) identified as Aboriginal and/or Torres Strait

Local council electoral structure review – Preliminary report – Frankston City Council

Islander, slightly higher than the 0.7% average for Greater Melbourne. About 84% of the population spoke only English at home, much higher than the average of 67% for Victoria overall (ABS 2021a, 2021b).

Almost two-thirds of the population were in the labour force (63.4%), with the main occupations 'professionals' at 18.6% compared to an average of 25% for the state, followed by 'technicians and trades workers' at 16.8%, higher than the 12.6% recorded for the state (ABS 2021a).

The main industries of employment within the council area were hospitals, supermarket and grocery stores, and other social assistance services, all at rates just above the Victorian average (ABS 2021a). Median weekly incomes were below those for Greater Melbourne overall. The city also had significant areas of social and economic disadvantage, such as in Frankston North (ABS 2021b, 2023).

Current number of councillors and electoral structure

Frankston City Council is currently divided into 3 wards with a total of 9 councillors:

- 3 wards with 3 councillors each (North-East, North-West and South wards).

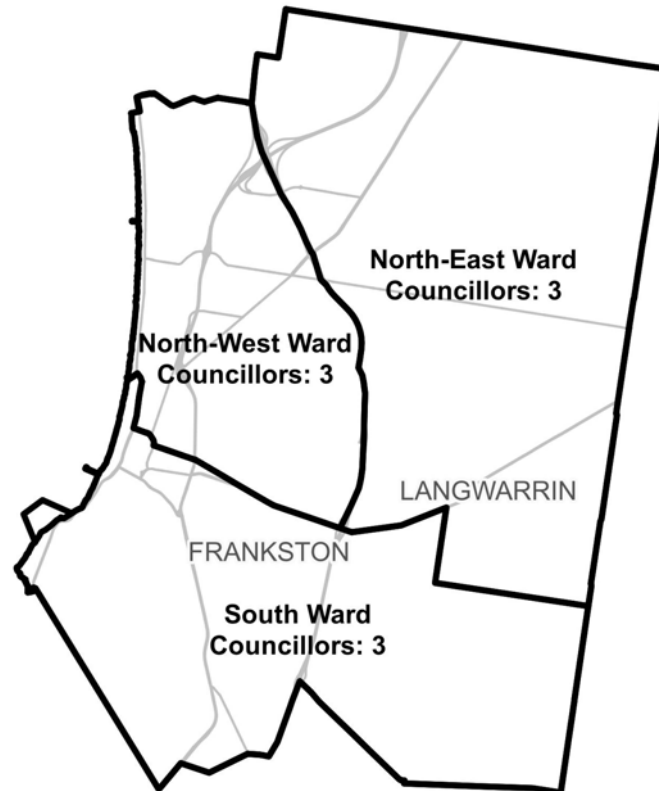


Figure 1: Diagram of current electoral structure of Frankston City Council.

There are an estimated 106,376 voters in Frankston City Council, with an estimated ratio of 11,819 voters per councillor.

Visit the VEC website at vec.vic.gov.au for more information on Frankston City Council.

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Last electoral structure review

The VEC conducted an electoral representation review of Frankston City Council in 2011. This review was carried out under the *Local Government Act 1989* (Vic), which was replaced by the *Local Government Act 2020* (Vic).

After conducting the review, the VEC recommended that Frankston City Council continue to consist of 9 councillors elected from 9 wards (3 wards with 3 councillors each).

Visit the VEC website at vec.vic.gov.au to access a copy of the 2011 representation review final report.

Local council electoral structure review – Preliminary report – Frankston City Council

Preliminary findings and models

Number of councillors

After taking into consideration the requirements of the Act and the agreed criteria, the panel found either 8 or 9 councillors to be an appropriate number for Frankston City Council.

The panel considered the characteristics of Frankston City Council in relation to similar metropolitan councils, including its population, the number and distribution of voters, and the size and geography of the council.

Similar metropolitan councils to Frankston City Council						
Local council	Area (km ²)	Number of voters at 2020 election	Population (2021 Census)	Current total estimate of voters	Number of councillors	Number of voters per councillor
Kingston City Council	91	118,779	158,129	119,474	11	10,861
Knox City Council	114	117,363	159,103	116,282	9	12,920
Darebin City Council	54	114,106	148,570	114,358	9	12,706
Whitehorse City Council	64	112,640	169,346	113,214	11	10,292
Frankston City Council*	130	107,216	139,281	106,376	9	11,819
Glen Eira City Council*	39	105,230	148,908	106,181	9	11,797
Greater Dandenong City Council	130	99,768	158,208	100,580	11	9,143
Port Phillip City Council*	21	88,268	101,942	97,755	9	10,861
Banyule City Council	63	95,510	126,236	95,151	9	10,572

*This local council is undergoing an electoral structure review during 2023–24.

As forecasts indicate only modest population change is expected for the council, the panel considers it appropriate for the total number of councillors to remain either unchanged or reduced by one.

Decreasing to 8 councillors

Although Frankston City Council has had 9 councillors since 2004, the panel felt that a model with 8 councillors might provide a more favourable electoral structure and invites community feedback around support for, or opposition to, a structure with 8 councillors.

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Maintaining 9 councillors

Frankston City Council currently has 106,376 voters represented by 9 councillors and covers an area of 130 km². Other metropolitan councils with a similar number of voters usually also have 9 councillors. For this reason, the panel felt that a structure based on 9 councillors may be the most appropriate for the council. Therefore, the panel also wants to hear community views regarding the 9-councillor models.

Electoral structure

To identify the most appropriate electoral structure, various factors were considered. This included the requirements of the Act, the communities of interest in Frankston City Council, the appropriateness of ward boundaries and which models best offered fair and equitable representation and consequently facilitate good governance.

In developing the preliminary models presented in this report, the panel considered a range of models. The strongest 3 models have been put forward for further public comment.

The panel proposes 3 models for the consideration of the Frankston City Council community:

- a subdivided electoral structure of 8 single-councillor wards (Model 1)
- a subdivided electoral structure of 9 single-councillor wards (Model 2)
- a subdivided electoral structure of 9 single-councillor wards, with different ward boundaries to Model 2 (Model 3).

Diagrams of the preliminary models are included in [Appendix 1](#).

In general, voters are not spread evenly across the council's suburbs, and in order to meet the +/-10% this means single councillor ward structures cannot be developed with 8 or 9 councillors that only adhere to suburb boundaries.

A single-councillor ward structure with 8 councillors (Model 1)

Under this model, Frankston City Council would adopt an 8-ward structure. Each ward would be represented by one councillor, in line with the requirements of the Act.

This model would be a significant change for Frankston City Council, reducing councillor numbers from 9 to 8. However, it most closely resembles the current electoral structure by dividing each of the 3-councillor wards into either 2 or 3 single-councillor wards. It maintains many of the current ward boundaries, which would be familiar to many residents.

The current North-East Ward is divided into 3 proposed wards, using Hall Road to separate Banyan Ward in the north from Boggy Creek Ward to its south. McClelland Drive, Valley, Potts and Cranbourne roads are used to form the boundary between Boggy Creek Ward and Lloyd Park Ward further to the south.

The current South Ward is also divided into 3 proposed wards, creating Mount Grand Ward in the east, Paratea Ward further west and Yamala Ward on the coastline. The latter includes a

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small area of the current North-West Ward to satisfy the +/-10% requirement. In most cases small boundaries separate each of these 3 wards.

The current North-West Ward is divided into 2 wards, Seaford Reserve Ward on the coast and Telopea Reserve Ward in the centre of the council area. A solid boundary in Frankston-Dandenong Road separates the 2 wards in most parts.

Of the 3 models, this has the most 'whole' localities contained within wards. For example, Seaford is wholly contained in Seaford Reserve Ward and all of Sandhurst is in Banyan Ward. Some suburbs have been split, however. Frankston and Langwarrin, the council's most populous suburbs, are divided between 4 and 3 wards respectively.

Mount Grand Ward cuts across a large area in the south of the council, so that the semi-rural areas in Langwarrin South are included in the same ward with parts of commercial and urban Frankston. Nonetheless, the current boundaries are all maintained, except in the division between Seaford Reserve and Yamala wards.

This model is relatively stable and is forecast to meet the +/-10% requirement at the 2024 election.

A single-councillor ward structure with 9 councillors (Model 2)

Under this model, Frankston City Council would adopt a 9-ward structure. Each ward would be represented by one councillor, in line with the requirements of the Act.

This model aims to create wards and boundaries following key features of the transport network, including the railway line to separate Coastal Ward and Crystal Park Ward, and major road corridors.

Model 2 creates a ward covering the entire coastal area of the council. The special use areas in the council are largely contained within individual wards, so the proposed Telopea Reserve Ward has the quarry areas and Crystal Park Ward has the Carrum Downs industrial precinct. In this model, most wards include some land designated as green wedge, which would make the management of this land a shared responsibility between a majority of councillors.

The model has some drawbacks. It places parts of Seaford and Frankston South in the same ward, where these communities may have very different interests. Like Model 1, Mount Grand Ward combines green wedge, semi-rural and urban areas. The one ward covering all the council's area of coastline could give the impression that only one councillor would be considering the needs of the community in relation to the beach areas. Further, using the railway as a boundary may divide the commercial centre of the council between 2 councillors unnecessarily.

This model is relatively stable and is forecast to meet the +/-10% requirement at the 2024 election.

Local council electoral structure review – Preliminary report – Frankston City Council

A single-councillor ward structure with 9 councillors (alternative version) (Model 3)

Under this model, Frankston City Council would adopt a 9-ward structure. Each ward would be represented by one councillor, in line with the requirements of the Act.

The approach for developing wards in this model focused primarily on balancing the areas in the north (Seaford, Carrum Downs, Sandford and Skye), where significant growth and development is expected. This model is relatively close to the current electoral structure, roughly dividing each of the current wards into 3 wards each. As such, many of the boundaries would be familiar to residents, including the use of the Mornington Peninsula Freeway.

This model keeps some entire suburbs together in wards, but to a lesser extent compared to Models 1 and 2. Frankston, for instance, is divided between 4 different wards. More significantly, a small section of Frankston, east of Peninsula Link and north of Skye Road, is included in the proposed Lloyd Park Ward. While this is necessary to boost the number of voters in Lloyd Park Ward to maintain the +/-10% requirement, residents in this area likely have stronger connections to the west and south. Further, dividing the commercial centre of the council between multiple wards, often using minor roads, has the potential to divide those communities of interest based around commercial activities.

In terms of model longevity, this model is the most stable. It is forecast to remain stable to the 2028 local council elections.

Summary

Introducing single-councillor wards represents a large electoral change for Frankston City Council. Dividing communities into wards while also accounting for population growth and ensuring they comply with the +/-10% requirement can be challenging. Possible electoral structures must balance voter numbers between the concentration of population in the commercial centre, urban areas, coastal areas, newer suburbs in the north and east, and the sparsely populated southern corner. The council's current wards have strong boundaries but using them in single-councillor ward models is not always possible.

Model 1 would see a reduction in councillor numbers and have 8 wards. The model draws on the current structure as a template and divides the existing council wards into the proposed 8 wards. Model 2, with 9 councillors, has the coast, the quarry and the Carrum Downs industrial area covered by one ward each, and the green wedge land is shared across many wards. Model 3 also maintains 9 councillors, largely retains current ward boundaries and is the most stable of the 3 models. Each model has attributes that residents will have differing views on, and the panel invites these perspectives through response submissions.

Local council electoral structure review – Preliminary report – Frankston City Council

Models for public feedback

The panel considers all models outlined below to be the single-councillor ward electoral structures with the best potential to offer fair and equitable representation for voters in Frankston City Council and consequently facilitate good governance. Please see [Appendix 1](#) for detailed maps of these models.

Model 1

Frankston City Council has 8 councillors and is divided into 8 wards with one councillor per ward.

Ward names: Banyan Ward, Boggy Creek Ward, Lloyd Park Ward, Mount Grand Ward, Paratea Ward, Seaford Reserve Ward, Telopea Reserve Ward, Yamala Ward.

Model 2

Frankston City Council has 9 councillors and is divided into 9 wards with one councillor per ward.

Ward names: Coastal Ward, Crystal Park Ward, Lloyd Park Ward, Lyrebird Ward, Mount Grand Ward, Paratea Ward, Telopea Reserve Ward, Wilton Bushland Ward, Worland Park Ward.

Model 3

Frankston City Council has 9 councillors and is divided into 9 wards with one councillor per ward.

Ward names: Banyan Ward, Lloyd Park Ward, Mount Grand Ward, Paratea Ward, Seaford Reserve Ward, Telopea Reserve Ward, Wilton Bushland Ward, Worland Park Ward, Yamala Ward.

Ward names

The panel has suggested ward names to identify the wards in each model and invites comments from the community on these names as part of submissions responding to the preliminary report. The basis of the ward name recommendations for each model are described below.

Model 1

Banyan, Boggy Creek, Lloyd Park, Mount Grand, Paratea, Seaford Reserve, Telopea Reserve, and Yamala ward names are new and are based on natural features, roads or localities found within each ward.

Model 2

Coastal, Crystal Park, Lyrebird, Wilton Bushland, and Worland Park ward names are new and are based on natural features, roads or localities found within each ward.

Lloyd Park, Mount Grand, Paratea, and Telopea Reserve wards as above.

Local council electoral structure review – Preliminary report – Frankston City Council

Model 3

Banyan, Lloyd Park, Mount Grand, Paratea, Seaford Reserve, Telopea Reserve, Wilton Bushland, Worland Park, and Yamala ward names as above.

The panel will review ward name suggestions received during the response submission stage when forming the final advice to the Minister for Local Government on the electoral structure of the council. Suggested ward names should comply with the panel's approach to naming wards (see [Deciding on ward names](#) and [Use of Aboriginal language](#)). All ward name suggestions received during the response submission stage will be provided to the Minister for consideration at the conclusion of the electoral structure review.




Local council electoral structure review – Preliminary report – Frankston City Council

Next steps

Response submissions

Any person or group, including the local council under review, can make a response submission to the electoral representation advisory panel. In your submission you should address the models proposed by the panel in this preliminary report.

You can make a submission:

	Online Visit vec.vic.gov.au to make a submission online. You will need to make an account to use the online Public Submission Tool and can save a draft submission to finish later.
	By email Frankston.ERAPSubmissions@vec.vic.gov.au
	By post Electoral Representation Advisory Panel c/o Victorian Electoral Commission Level 11, 530 Collins St Melbourne VIC 3000

The panel must receive all response submissions before 5 pm on Wednesday 2 August 2023. If you post your submission, make sure it has enough time to reach the panel before the deadline. Late submissions will not be accepted.

Required information

For your submission to be considered, you must include your:

- full name
- contact phone number or email address
- postal or residential address.

To protect the integrity and transparency of the review process, the panel will not consider submissions without this information. If you are submitting as a group or organisation, you must include the name of a nominated contact person who is authorised to submit on behalf of your group.

On behalf of the panel, the VEC will handle information provided by submitters in accordance with the privacy policy available at vec.vic.gov.au/privacy

Local council electoral structure review – Preliminary report – Frankston City Council

Public access to submissions

To ensure transparency in the electoral structure review process, your submission will be published on the VEC website at vec.vic.gov.au. The VEC will remove your signature and contact details, including residential and postal addresses, from all public copies but must publish your full name (or group name) and locality (suburb or town).

Please note that any submission content that is potentially defamatory, offensive, obscene or that includes the personal information of people or organisations who are not a party to the submission may also be redacted before publication.

Public hearing

If you make a response submission, you can also ask to speak at an online public hearing to support your submission and expand on your views.

The online public hearing is scheduled for:

Time: 2 pm

Date: Wednesday 9 August 2023

The panel encourages participation in the public hearing. If you wish to speak at the public hearing, you **must** indicate this in your response submission. The public hearing will not be held if there are no requests to speak.

Anyone can attend a public hearing, but you will only be able to speak if you asked to in your response submission. If you ask to speak, the VEC will contact you to arrange a time for you to speak at the hearing. You will have 10 minutes to address the public hearing panel, which will include at least 2 of the review panel members. The members of the public hearing panel may ask you questions.

Visit the VEC website at vec.vic.gov.au for more information on public hearings.

Final report

Following the public hearing, the review panel will consider all evidence gathered and prepare a final report for the Minister for Local Government containing a recommendation for the number of councillors and the electoral structure for the local council.

The final report is scheduled to be provided to the Minister on Wednesday 6 September 2023. The Minister will consider the final reports, including any determination to make the reports publicly available. Any change to the electoral structure of Frankston City Council following on from this review is expected to apply at the October 2024 local council elections. Under the Act, the final council electoral structure will be set by an Order in Council published in the Victoria Government Gazette.

Local council electoral structure review – Preliminary report – Frankston City Council

References

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—(2021a) [2021 Census All Persons QuickStats, Frankston \(LGA\)](#), ABS, accessed 25 May 2023.

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Frankston City Council (2021) [Frankston Green Wedge Management Plan](#), Frankston City Council, accessed 23 June 2023.

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.id (informed decisions) (2023) [Frankston City Population Forecast](#), .id, accessed 23 June 2023.

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Local Government (Electoral) Regulations 2020 (Vic)

Local council electoral structure review – Preliminary report – Frankston City Council

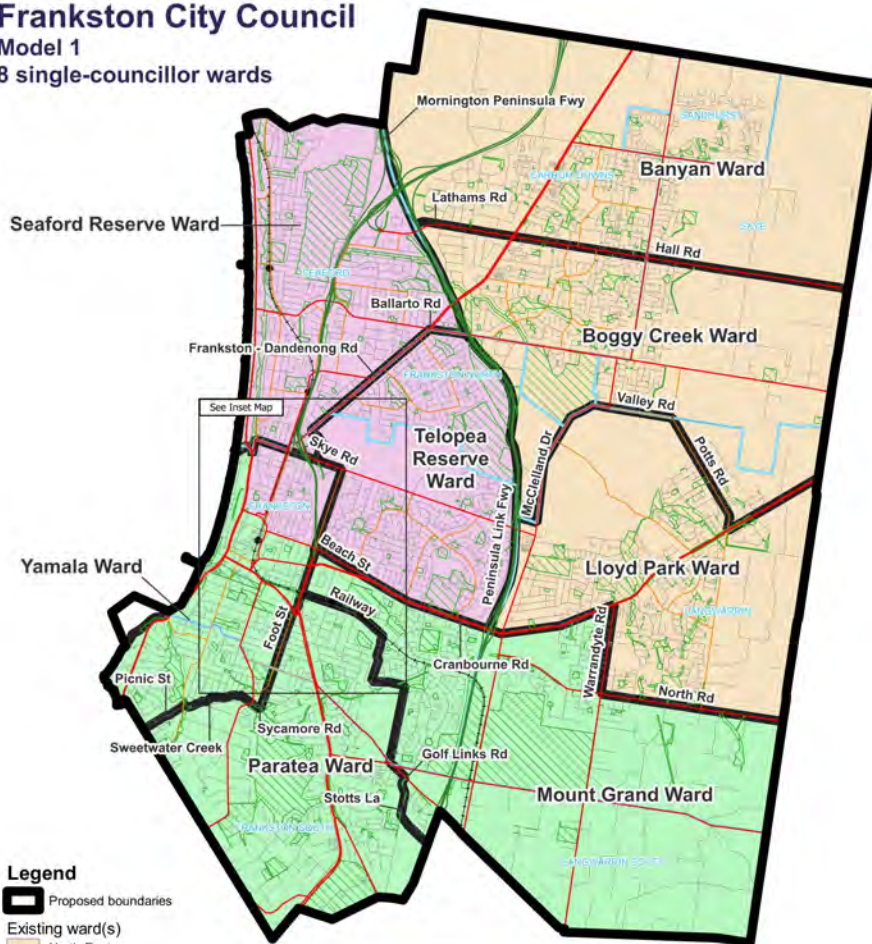
Appendix 1: Model maps

The following maps are included in this report:

Map	Page
Model 1 – a single-councillor ward structure with 8 councillors – 8 wards with one councillor per ward.	25
Model 2 – a single-councillor ward structure with 9 councillors – 9 wards with one councillor per ward.	27
Model 3 – a single-councillor ward structure with 9 councillors – 9 wards with one councillor per ward (with boundaries different to Model 2).	29

Local council electoral structure review – Preliminary report – Frankston City Council

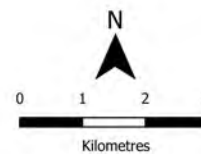
Frankston City Council
 Model 1
 8 single-councillor wards



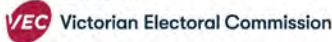
- Legend**
- Proposed boundaries
 - Existing ward(s)
 - North-East
 - North-West
 - South
 - Map symbols
 - Freeways
 - Main roads
 - Collector roads
 - Minor roads
 - Railways
 - Railway stations
 - Rivers & creeks
 - Lakes
 - Parks & reserves
 - Locality boundaries

Ward	Electors*	Deviation	Area sq km
Banyan	12,920	-2.84%	25
Boggy Creek	13,747	+3.38%	18
Lloyd Park	12,785	-3.85%	16
Mount Grand	12,054	-9.35%	24
Paratea	12,855	-3.32%	14
Seaford Reserve	14,390	+8.22%	13
Telopea Reserve	14,470	+8.82%	11
Yamala	13,155	-1.07%	8
Total	106,376		129
Average	13,297		16

*Electors numbers as at 30 March 2023



Map prepared by:



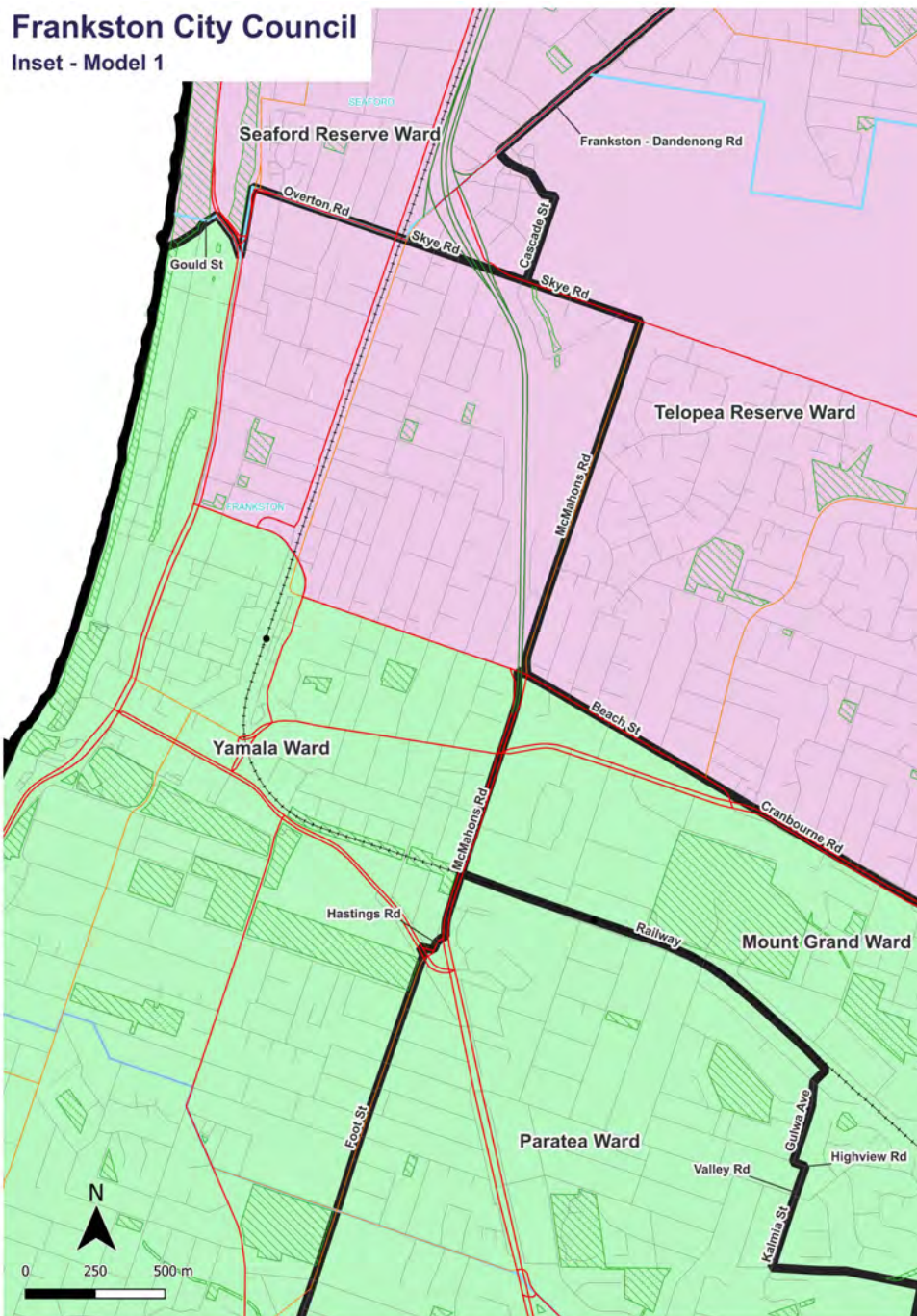
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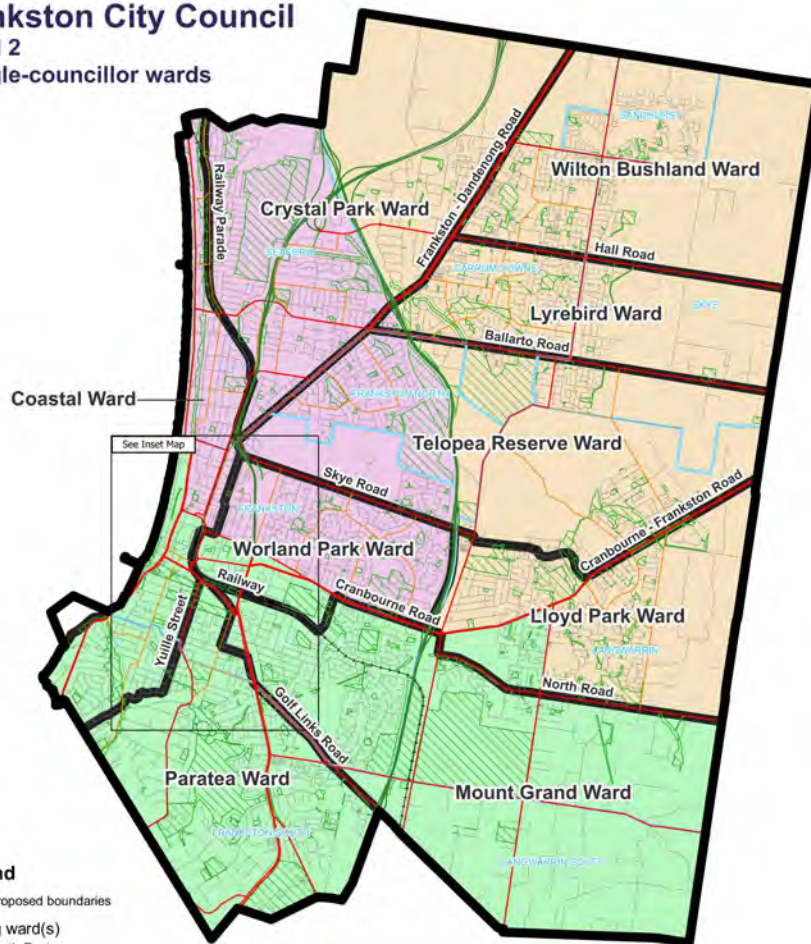
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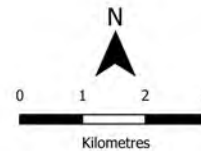
Frankston City Council
 Model 2
 9 single-councillor wards



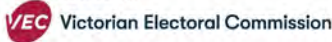
- Legend**
- Proposed boundaries
 - Existing ward(s)
 - North-East
 - North-West
 - South
 - Map symbols
 - Freeways
 - Main roads
 - Collector roads
 - Minor roads
 - Railways
 - Railway stations
 - Rivers & creeks
 - Lakes
 - Parks & reserves
 - Locality boundaries

Ward	Electors*	Deviation	Area sq km
Coastal	12,229	+3.46%	8
Crystal Park	11,233	-4.96%	20
Lloyd Park	11,293	-4.45%	12
Lyrebird	10,812	-8.52%	10
Mount Grand	12,604	+6.64%	24
Paratea	11,827	+0.06%	13
Telopea Reserve	11,817	-0.02%	20
Wilton Bushland	11,944	+1.05%	15
Worland Park	12,617	+6.75%	7
Total	106,376		129
Average	11,820		14

*Electors numbers as at 30 March 2023



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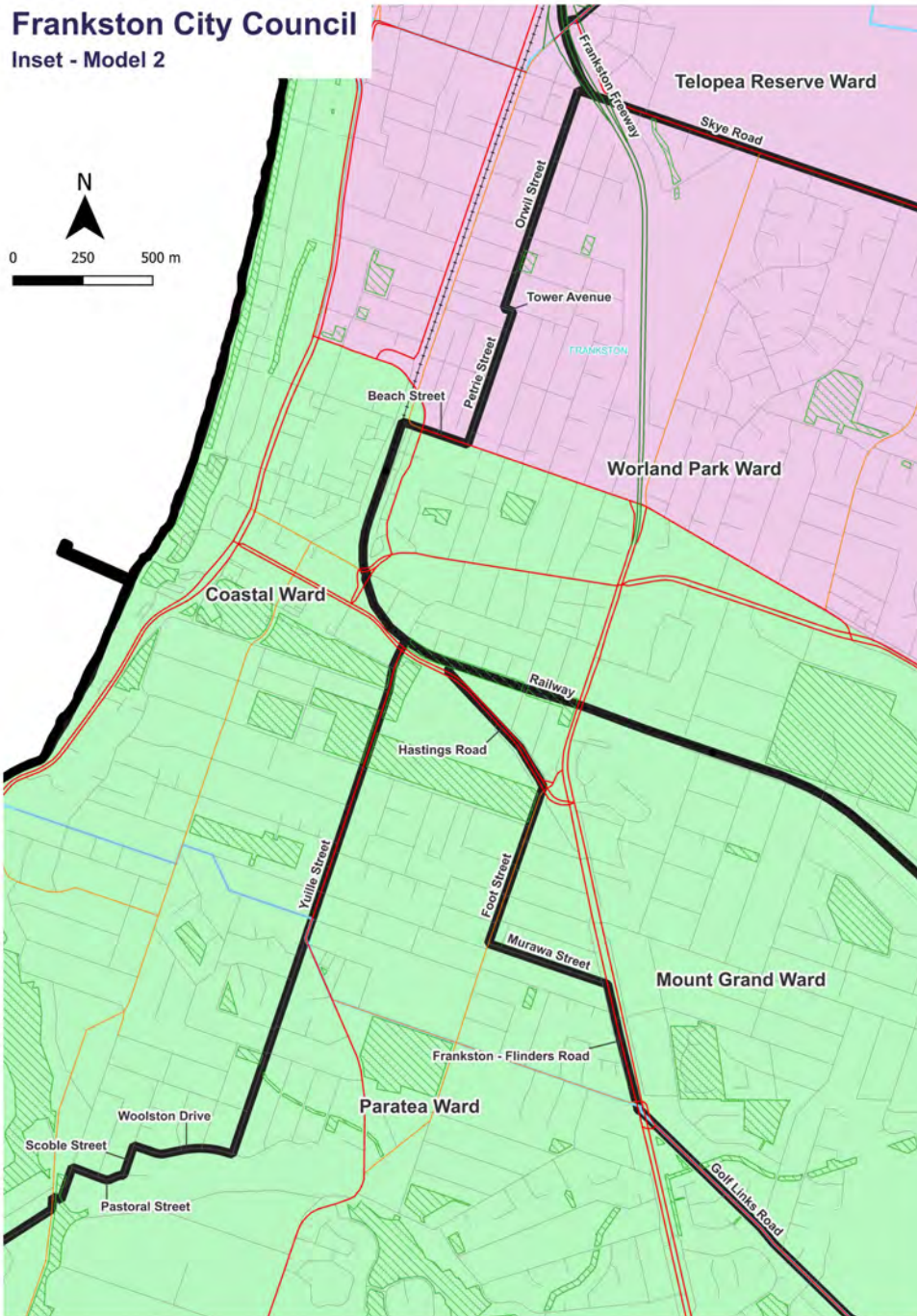
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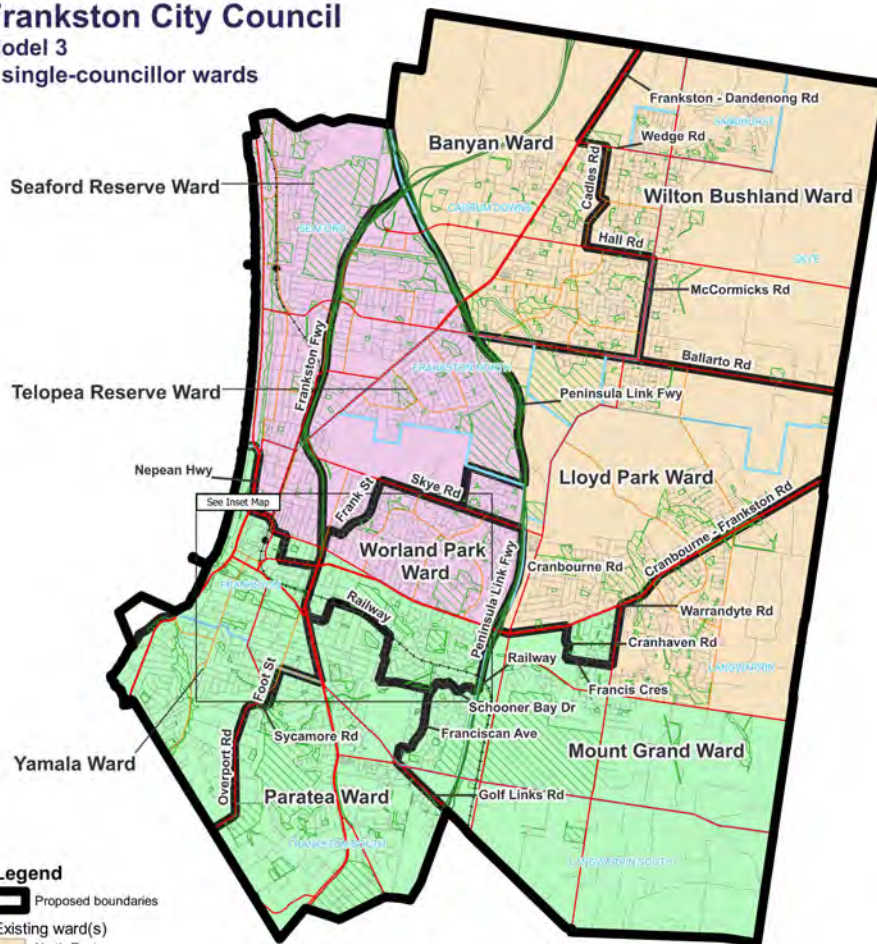
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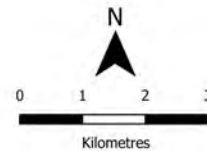
Frankston City Council
 Model 3
 9 single-councillor wards



- Legend**
- Proposed boundaries
 - Existing ward(s)
 - North-East
 - North-West
 - South
 - Map symbols
 - Freeways
 - Main roads
 - Collector roads
 - Minor roads
 - Railways
 - Railway stations
 - Rivers & creeks
 - Lakes
 - Parks & reserves
 - Locality boundaries

Ward	Electors*	Deviation	Area sq km
Banyan	11,921	+0.86%	16
Lloyd Park	11,423	-3.36%	17
Mount Grand	12,278	+3.88%	28
Paratea	11,676	-1.21%	12
Seaford Reserve	11,804	-0.13%	10
Telopea Reserve	11,524	-2.50%	11
Wilton Bushland	11,816	-0.03%	20
Worland Park	12,091	+2.30%	7
Yamala	11,843	+0.20%	8
Total	106,376		129
Average	11,820		14

*Electors numbers as at 30 March 2023



Map prepared by:



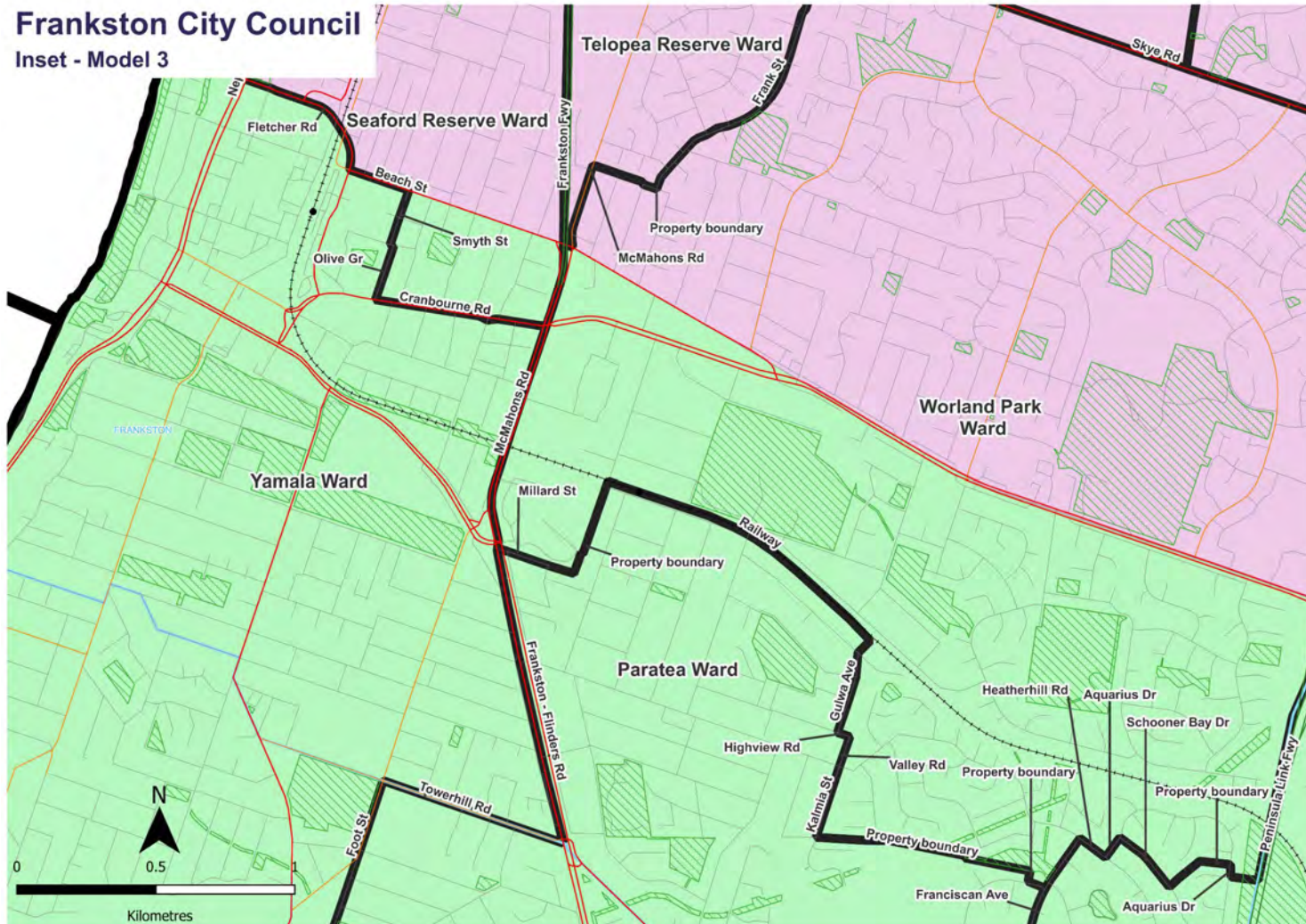
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Local council electoral structure review – Preliminary report – Frankston City Council

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Council's submission on each model proposed in the Preliminary Report dated 12 July, is given below:

Model 1 - a subdivided electoral structure with a total of 8 councillors – 8 wards with one councillor per ward.

Under this proposed model, Frankston City Council would adopt an 8-ward structure represented by one Councillor, in line with the requirements of the Act. The proposed ward names this model are; Banyan Ward, Boggy Creek Ward, Lloyd Park Ward, Mount Grand Ward, Paratea Ward, Seaford Reserve Ward, Telopea Reserve Ward, Yamala Ward.

This model is **NOT** preferred by Council due to:

- Proposed reduction in the number of councillors from nine (9) to eight (8) is not justified considering the geographic area, population and number of voters in the council as compared to other similar metropolitan councils;
- Frankston City Council comprises of the largest area and have population almost equal to other similar councils, who have between nine (9) and up to 11 Councillors.(refer page 15 of the report);
- It may not represent interests of the community and may have issues relating to representation;
- Even number of Councillors can create a deadlock in decision making and can result vote ties;
- Deadlock in decision making may result in not facilitating good governance as required under section 16(8)(b) of the *Local Government Act 2020*.

Model 2 - a subdivided electoral structure with a total of 9 councillors – 9 wards with one councillor per ward.

Under this model, Frankston City Council would adopt a 9-ward structure. Each ward would be represented by one Councillor, in line with the requirements of the Act. The proposed ward names this model are; Coastal Ward, Crystal Park Ward, Lloyd Park Ward, Lyrebird Ward, Mount Grand Ward, Paratea Ward, Telopea Reserve Ward, Wilton Bushland Ward, Worland Park Ward.

This model is **NOT** preferred by Council due to:

- The proposed boundaries are not aligned to the current ward structure which breaks up the wards;

2.

- Proposal to keep the entire coastal area in one ward, may not meet the criteria for representing the community interests and can give the impression that only one councillor would be considering the needs of the community in relation to beach areas;
- Proposing the ward boundaries following the key features of the transport network, such as the railway line, may not meet the criteria of having meaningful and effective ward boundaries;
- Proposed ward boundaries may not be easily identifiable to local communities;
- The above factors may lead to not facilitating good governance as required under section 16(8)(b) of the *Local Government Act 2020*.

Model 3 - a subdivided electoral structure with a total of 9 councillors – 9 wards with one councillor per ward, with different boundaries to Model 2

Under this model, Frankston City Council would adopt a nine (9) ward structure. Each ward would be represented by one councillor, in line with the requirements of the Act. The proposed ward names this model are; Banyan Ward, Lloyd Park Ward, Mount Grand Ward, Paratea Ward, Seaford Reserve Ward, Telopea Reserve Ward, Wilton Bushland Ward, Worland Park Ward, Yamala Ward.

Ward Boundaries

Frankston City Council has a diverse community with varying needs across the municipality. The differing population and circumstances within our locality necessitates the need for diverse representation. Taking this into account the implementation of nine (9) wards with one councillor in each, facilitates representation among the diverse needs of the entire municipality. This approach also facilitates greater local access to councillors.

Council SUPPORTS the ward boundaries proposed in Model 3 of the Preliminary Report but requests to consider the alternative names for the proposed wards.

This model is supported because:

- The proposed ward boundaries in this model are aligned better and relatively close to the current electoral structure roughly dividing each of the current wards into three (3) wards each;
- It is expected that many of the boundaries would be familiar to residents;
- This model is most stable and keeps some entire suburbs together in wards.

Ward Names

The names proposed by Council are based on:

- Traditional names, influential women and native flora or fauna;
- Names are registered under the Geographic Place Names Act 1998 and have been taken from GNV Naming register;
- Falls within the same ward easily recognisable and give a sense of the locality being represented.

3.

Council's proposed alternate names with significance for each name is detailed in the table below:

Ward names proposed in preliminary report	Proposed alternate name	Reason/significance of proposed name
Banyan Ward	Lyrebird Ward	Fauna theme and locally linked to Lyrebird Community Centre
Lloyd Park Ward	Langwarrin Ward	Traditional name that comes from the squatting run called Lang Waring or Long Waring, leased by William Willoby from 1843.
Mount Grand Ward	Elisabeth Murdoch Ward	Dame Elisabeth Murdoch was an Australian Philanthropist who lived at Cruden Farm in Langwarrin.
Paratea Ward	Derinya Ward	Means 'an egg, new life' and locally linked to Derinya primary school.
Seaford Reserve ward	Kananook Ward	Linked to the word Kannanuke which means yaluk which is a river/creek.
Telopea Ward	Pines Ward	Name of Forest and locally linked to Pines Forest and Pines Forest Primary School.
Wilton Bushland Ward	Wilton Ward	A simplified version which aligns with other proposed names.
Worland Park Ward	Ballam Ward	Linked to Balam-balam which has a meaning of butterfly.
Yamala Ward	Sweetwater Ward	Local link to Sweetwater Creek.

Submission Conclusion

- Model 1 – not supported
- Model 2 – not supported
- Model 3 – supportive of ward boundaries. Request to change the ward names as proposed in the submission above.

Executive Summary

12.8 Frankston Skate Park Management

*Enquiries: (Danielle Watts: Corporate and Commercial Services)
(Byron Douglas: Communities)*

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 obtain Council approval to enter into an agreement with Peninsula Leisure Pty Ltd for the management of Frankston Skate Park.

Recommendation (Director Corporate and Commercial Services)

That Council:

1. Notes that, after a service review, it was identified there was an opportunity to achieve greater value in the management of Frankston Skate Park by leveraging the services provided by Peninsula Leisure Pty Ltd;
2. Notes Peninsula Leisure Pty Ltd is a company wholly owned by Council and charged with the management of Peninsula Aquatic Recreation Centre (PARC), which is adjacent to the Frankston Skate Park;
3. Enters into a licence agreement with Peninsula Leisure Pty Ltd for the management of Frankston Skate Park, for a period of five (5) years, with an estimated total value of \$1,076,185 ex GST;
4. Authorises the Chief Executive Officer to execute and sign the agreement; and
5. Resolves all attachments to this report be retained confidential indefinitely on the grounds they contain private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage, pursuant to the *Local Government Act 2020 s3(1)(g)*.

Key Points / Issues

- Council's current contract for the management of Frankston Skate Park expires on 30 September 2023.
- Peninsula Leisure Pty Ltd (PL) is a company wholly owned by Council and charged with the management of Council's two aquatic facilities, Peninsula Aquatic Recreation Centre (PARC) and Pines Forest.
- Given PL's well developed experience and presence in the leisure and recreational areas, Council sought a proposal from PL for the future management and operation of the Frankston Skate Park.

Background

Frankston Skate Park, which opened in 2006, is located at 9N Olive Grove, Frankston. It is regarded as one of the best skate parks in Australia, attracting between 40,000 to 50,000 visitors each year.

12.8 Frankston Skate Park Management**Executive Summary**

The management of this facility includes the physical presence of staff during key hours to ensure the skate park is utilised by patrons in a safe and controlled manner; as well as from an OHS and risk management perspective. Having a physical presence on site also enables the staff to perform important outreach roles and responsibilities in working with the local youth within the municipality.

Frankston Skate Park has been managed externally in recent years by Victorian YMCA Community Programming Pty Ltd (YMCA). The current agreement with YMCA expires on 30 September 2023.

In considering the future management of Frankston Skate Park, a service review was undertaken and it was identified that there may be an opportunity to achieve greater value by leveraging the services provided by PL in the management of PARC, which is adjacent to the Skate Park. PL is an industry leader in the field of recreation and aquatic management and has developed a model, skill set and knowledge base that has intrinsic value to Frankston and the community.

While the primary focus is to ensure activation and safety at Frankston Skate Park, service provision and activation is also required at various times during the year at Frankston's other four skate facilities – Langwarrin Skate Park, Sandfield Reserve Skate Park, Seaford Skate Park and Monterey Reserve Skate Park. A requirement of the service is to ensure a consistently high standard offering to the community, high quality engagement with stakeholders, and promotion of an inclusive, engaging and safe space for all skaters and park users to enjoy.

PL's proposal provides significant operational, promotional and financial advantages by incorporating the asset officially within the PARC precinct, therefore becoming an integrated component of the PARC business.

Value-Add Proposition

Some notable advantages of engaging PL for the provision of these services are detailed below:

Staffing Model

Engaging PL will allow Frankston Skate Park to be incorporated into the PARC precinct, enabling staff to be shared and supported across the 2 sites.

Whilst key staff will work directly on the site, a range of additional staff will be readily available and ensure their roles provide valuable support, guidance and are on call to support the core Skate Park team.

A Risk Manager will provide ongoing support and regularly visit the site to continually assess risk and foster continual improvement.

A Precinct Duty Manager will have a direct communication link to the Skate Park staff at all times and regularly check in with staff to ensure they are supported and any risk minimised.

A Café Manager will ensure stock is replenished and that high quality special event catering is available.

The Cleaning Team will incorporate the facility into their routine schedule and like PARC, ensure that cleanliness is always maintained.

A variety of additional staff will provide advantages, including the Senior Management Team who have vast experience in community engagement, participation, customer experience, service and venue management. There is significant value derived from having such a range of highly qualified successful staff on site.

12.8 Frankston Skate Park Management**Executive Summary**Program Opportunities

The precinct approach will extend to all events and programs being supported by the PL marketing team, and social media platforms. Cross promotional opportunities are significant with a variety of opportunities to increase participation and development in scooting and skating through engagement of the 1,000,000 visitors to PARC each year. PL propose leveraging their existing online presence and membership databases to cross-promote services and events across the three facilities in their charge.

PL have strong and productive connections to local community including; schools, user groups, and sporting clubs as well as intervention plans to activate marginalised groups. PL have an established relationship with Council's Youth Services team, and through their service provision at the Skate Park will have the opportunity to develop a sustainable program that embraces youth leadership, as well as implementing a 'Sk8er Girl' program aligned to the Federal Government's 'This Girl Can' initiative, which focuses on increasing female participation in sports.

Alternately through the various programs run at the site, young people will be identified that could receive great benefit from the PARC asset, noting the example of PARC aiming to ensure swimming lessons are available to all children in Frankston.

Employment Opportunities

The inclusion of the Skate Park into the PARC precinct will provide a range of additional employment opportunities that will help build PL's capabilities namely in the technical areas of skating, as well as community programming. The Skate Park will form a powerful part of a staffing development model that allows for staff members' personal and professional growth and development. Such capability and capacity building will provide great benefits to the region over many years, as additional opportunities are considered.

Financial

As has been evident through PARC and Pines Management, the PL Board and Management will have a high focus on returning improved performance via the Skate Park asset, both through community outcomes, participation and financial results. There will be numerous efficiencies through the precinct approach; engaging in a partnership model with Peninsula Leisure will deliver better outcomes for the community, as well as allowing Council and PL to be innovative and agile over the 5 year term of the proposed licence.

PL's Business Plan and Frankston Skate Park Service Plan are included as Attachments A & B to this report.

Financial Impact

PL have a strong and vested interest in Frankston – all investment and returns into the skate park service, stay within Frankston, for Frankston. As Council is the only shareholder, providing opportunities for PL to diversify their offering and additional sources of revenue is in the public interest.

PL have proposed a Management Service Fee of \$198,693 ex GST for the first year, with an annual CPI increase over the five (5) year term. Officers have benchmarked this fee proposal, and confirm that it is in line with the current market.

PL and Council have also committed to reviewing the costings after the first 12 months of operation, and implementing any identified opportunities for cost savings.

12.8 Frankston Skate Park Management**Executive Summary**

Council's Chief Executive Officer provided an exemption from undertaking a competitive tender process for the management of Frankston Skate Park, in accordance with Section 12.2 of Council's Procurement Policy, where:

- it is in the public interest
- Council is still obtaining Value for Money in the process adopted; and
- the process is defensible and able to withstand internal and external scrutiny – one which achieves both accountability and transparency.

Officers maintained high levels of probity during all discussions with PL, and did not provide access to any financial information or intellectual property of the incumbent provider, to ensure that their proposal was commercially competitive. PL have been transparent in their costings and a detailed Operating Budget is provided as Attachment C.

Consultation**1. External Stakeholders**

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

2. Other Stakeholders

Nil to report

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

Council officers sought legal advice in relation to directly engaging PL for the provision of these services. Maddocks confirmed that Council's Chief Executive Officer may provide an exemption from Council's Procurement Policy in this instance.

Policy Impacts

The ongoing management of Frankston Skate Park is in line with Frankston City Council's Active Leisure Strategy 2021 – 2029 key objectives being:

- Empower people to be active and healthy by reducing barriers and increasing knowledge
- Ensure great facilities in the right location that are welcoming to all
- Create active neighbourhoods that allow people to connect with each other and the natural environment
- Strengthen our community through strong, inclusive clubs and robust governance.

Officer's Declaration of Interests

12.8 Frankston Skate Park Management**Executive Summary**

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

Risk Mitigation

PL's operations are managed within a formal governance and risk framework. Key Performance Indicators and regular contract review will ensure that quality services are provided to the Frankston community.

Conclusion

Frankston Skate Park is an important community asset that services a broad spectrum of the local community. Engaging PL to manage Frankston Skate Park presents good value to Council and the community by ensuring high quality service and access to a variety of sports, covering a range of ages, skill level and demographics.

ATTACHMENTS

Attachment A: Frankston Skate Park - Business Case - **CONFIDENTIAL**

Attachment B: Frankston Skate Park - Service Plan - **CONFIDENTIAL**

Attachment C: Frankston Skate Park - PL Budget - **CONFIDENTIAL**

Executive Summary**12.9 Langwarrin Child & Family Centre and Response to Long Street Reserve Petition**

*Enquiries: (Claire Benzie: Communities)
(Karen Wheeler: Communities)*

Council Plan

- | | |
|----------|---|
| Level 1: | 1. Healthy and Safe Communities |
| Level 2: | 1.1 Engage families to promote the importance of early childhood education and health |

Purpose

To update Council on the Langwarrin Child & Family Centre findings and respond to the Long Street Reserve petition.

Recommendation (Director Communities)

That Council:

1. Notes the engagement findings of the Langwarrin Child & Family Centre project at Long Street Reserve, including the strong community interest;
2. Notes the additional site investigations carried out in Langwarrin, including previous sites already investigated and those submitted by community, and notes the delay in response to the Long Street petition to investigate all possible options prior to a decision;
3. Notes the time limited additional funding offer from State Government for the Langwarrin Child & Family Centre and that this is subject to establishing a Building Blocks Partnership Agreement with State Government and maintaining the existing Long Street kindergarten for provision of kindergarten;
4. Subject to Ministerial approval and funding of \$6.75M, approves the Langwarrin Community Centre to be the location for the Langwarrin Child & Family Centre and for communication to be disseminated to community and stakeholders in August;
5. Approves officers to investigate the upgrade of Athol Reserve, including project scope of works and budget allocation, noting the upcoming increased utilisation of this reserve. A report is to be tabled with Council at the appropriate time;
6. Subject to the project being endorsed by the Minister, commits an allocation of \$75,000 to the Langwarrin Community Centre for the 2023-24 financial year to support the initial planning and transition to the new operational model, and for payment of a recurrent site management fee of the same amount (plus CPI) to be reviewed annually and subject to the standard annual budget planning processes;
7. Notes that additional interim financial support may be sought by the Langwarrin Community Centre to support their financial sustainability if it is found there is a period during the re-development of the facility that they are required to cease or significantly reduce their operations;
8. Subject to Ministerial approval (including a funding allocation of \$6.75M) of the Langwarrin Community Centre site, cease all planned work on the new Langwarrin Child and Family Centre at the Long Street Reserve in Langwarrin; and
9. Authorises Council officers to notify the Head Petitioner of the outcome of the petition.

12.9 Langwarrin Child & Family Centre and Response to Long Street Reserve Petition
Executive Summary**Key Points / Issues**

- At the Council briefing on 8 May 2023, officers presented information pertaining to recent additional funding offers from the State Government and high level findings of the Langwarrin Child & Family Centre engagement. The Kindergarten Strategy and upcoming projects were also discussed.
- At the Council briefing on 29 May 2023, officers presented the detailed findings of the Langwarrin Child & Family Centre engagement and other sites investigated.
- At the Council briefing on 24 July 2023, officers presented information on investigations carried out at a new alternative site for the Langwarrin Child & Family Centre.
- At its meeting on 30 January 2023, Council received a petition from Head Petitioner Jason Toomer containing 1751 signatures. The petition requested:

“We the undersigned hereby petition Frankston City Council to stop the demolition of Long Street Reserve. Frankston City Council are proposing to construct a new Child and Family Centre comprising of 3 kindergarten rooms, 2 Maternal and Child Health consultation suites and a playgroup/parent education room as advised in the Council letter from 9th December 2022: reference A4811398.

Long Street Reserve isn't only an important place for the surrounding residents but the whole of the Langwarrin community. It is a meeting point for friends and family, a place for dogs to run around, home to many Australian native flora and wildlife. It is a safe playground accommodating for children of all ages, which is hard to find in Langwarrin.

Long Street itself is a single laned street. It is a quiet street with no public transport route and majority of the streets off Long Street don't even have footpaths. The Frankston City Council proposal only allocates for a maximum of 27 car parks which is simply not enough for the quantity of children/adults the building will facilitate.

This proposal will transform our safe and quiet neighbourhood to a high-risk area due to the increased traffic. We, the undersigned, are the advocate for the neighbourhood, our children, nature and wildlife and we request that the Frankston City Council stop this proposal.”

- Langwarrin Child and Family Centre Community Engagement Findings

Community engagement for the Langwarrin Child & Family Centre commenced early December and concluded on 26 March 2023. It focussed on gathering feedback on the two concept plans suggested.

An estimated total of 514 people participated in the engagement:

- 290 online surveys via Engage Frankston
 - Engage Frankston activity feedback:
 - 32 - environmental mapping activity
- 25 - traffic specific questions.
- 122 unique emails written to Council – the majority wrote in objection with 3 in support of the location
- 22 unique hand written letters of objection

12.9 Langwarrin Child & Family Centre and Response to Long Street Reserve Petition
Executive Summary

- 23 unique objections at the community pop up event. There were approximately 70 to 90 people at the event – all objections received at the event were cross matched with other submitted material to ensure all were unique.

The overall findings include:

For the online survey preferred concept options:

- 37.6% - Option 2 (building at front of block) as their preferred placement
- 36.9% - Did not select either option
- 25.5% - Option 1 (building in middle of block)

Overall outcome for the online survey:

- 65.9% - support the project
- 24.5% - oppose the project
- 9.6% - unclear

Total engagement including written feedback:

- 38.1% - support the project
- 54.9% - oppose the project
- 7% - unclear

The community provided feedback on:

- Project site look and feel inclusive of; colour, plantings, design elements, car parking, playground importance and design
- Early childhood and other services located together
- Concerns ranging from loss of open space, biodiversity, wildlife, vegetation, impact on traffic and parking, suggestions for other community infrastructure, to Council's engagement and decision making processes
- Additional suggestions for improved safety and amenity were received, some of the items included a drinking fountain, BBQ, dog waste bin and park benches

The full Engagement Report is attached as 'Attachment A' and separate feedback document is also attached as 'Attachment B'.

While not part of the organised Community Engagement process, a petition with 1751 signatures was received by Council at the 30 January 2023 Council Meeting.

- Long Street Reserve Feasibility Assessments

As part of the infrastructure project planning phase, Council carried out three feasibility assessments to ascertain if the Long Street Reserve is suitable for the new early years facility. The three assessments carried out are:

- Aboriginal Cultural Heritage Desktop Assessment, attached as 'Attachment C'
- Ecological Assessment, attached as 'Attachment D'
- Transport and Traffic Assessment, attached as 'Attachment E'.

12.9 Langwarrin Child & Family Centre and Response to Long Street Reserve Petition

Executive Summary

All assessment reports detail the site findings and provide recommendations. Overall all, these three assessments have not presented any issues or concerns that cannot be addressed and incorporated into the next phase of the project and delivery. This means that the Long Street site is feasible for the new facility.

As part of the Ecological assessment, the consultant carried out a brief visual assessment of fauna habitats within the Reserve, with no exclusive fauna identified from an environmental perspective. Some birds and mammals were observed within the Reserve, however these can be facilitated to move from the Reserve to another habitat as part of the development of the site.

The Traffic report recommendation to increase onsite car parking from 27 spaces to 30 spaces can be achieved by constructing an additional three car spaces on the site in a tandem arrangement. The tandem parking option has been discussed and agreed with staff at the Langwarrin Pre School to ensure this is a practical parking solution for staff and families.

The additional car spaces has marginally increased the overall footprint of the concept option 2 from 31.9% to 33% and concept option 1 reduced from 39.6% to 35% due to reducing the size of the licenced outdoor place space. The revised concepts now include the additional car spaces and are attached as 'Attachment F and G'. The updated concepts that show square metre site coverage are also provided attached as 'Attachment H and I'.

- Additional Site Investigations Suggested by Community

In March 2023, Council received a letter from a community member with a number of suggested alternative sites for the new Langwarrin Child & Family Centre.

In April 2023, Council's Mayor Conroy, CEO - Phil Cantillon, Director Infrastructure & Operations – Cam Arullanatham, Director Communities – Angela Hughes and Manager Family Health Support Services – Claire Benzie, attended a number of existing Langwarrin kindergarten sites and other sites suggested by community. One of the sites had previously been investigated, several sites were not in the area of demand and were privately owned or in heavily vegetated sites with significant biodiversity value.

A list of these sites including a summary of the investigation is attached as, 'Attachment J'.

- Other Potential Sites Investigated

During the site tour across Langwarrin detailed in the dot point above, a number of other sites were discussed and identified for further investigation. Officers explored the options to increase the capacity of Langwarrin Pre-School, Wonnai Kindergarten and Bayport through re-development.

The Langwarrin Pre-School and Wonnai Kindergarten sites are too small to provide the additional 3 rooms required and Bayport is not within the area of demand.

The other sites investigated included two sites within Lloyd Park and a new site that borders between three local areas, again each of these sites presented a number of challenges and planning issues.

A list of these sites including a summary of the investigation is attached as, 'Attachment K'.

12.9 Langwarrin Child & Family Centre and Response to Long Street Reserve Petition
Executive Summary

- Recent New Alternative Site - Langwarrin Community Centre (New preferred site)

The Langwarrin Community Centre Incorporation recently approached Council to explore the opportunity to provide early years services at the Langwarrin Community Centre. The Committee run Community Centre currently provides a number of community development programs, Occasional Care, outside school hours care (OSHC) and also maintain a community garden.

The Centre's outside school hours service recently reduced prompting the Committee to re-evaluate their strategic direction and reach out to Council. Considering the current proposal for the Langwarrin Child & Family Centre at Long Street Reserve and the strong community interest, this presented an opportunity to investigate the Langwarrin Community Centre as an alternative location for early years service provision.

Feasibility assessments were carried out to investigate if this location is suitable to accommodate the required early years services at this location. Planning controls and requirements are considered to be minimal as Frankston City Council is the existing building and land owner and the building works will be carried out by Council. The location is not within a bushfire prone area.

There are several trees along the neighbouring fence line within the area of proposed works however, adequate set back/distance has been provided, including requirements for tree protection zones. The location of the Community Centre is not listed as being in an area of cultural sensitivity and the majority of works remain within the existing building envelope.

A traffic and parking assessment was undertaken. There are 49 car spaces onsite and the report recommendation is to increase the existing car spaces to 51 (including 2 accessible bays). The additional 2 car spaces required can be accommodated onsite and so this will meet the report recommendations. A survey of traffic volume was carried out and the report details a potential increase of 7%, this is considered minimal and no significant impact is expected on the operation of Lang Road and Warrandyte Road.

All feasibility assessments have confirmed that the Langwarrin Community Centre is feasible to accommodate the early years services.

Officers have worked collaboratively with the Langwarrin Community Centre Committee to reach an in-principle agreement on proposed changes to the space within the Centre.

- Athol Reserve – 60R Warrandyte Road, Langwarrin

Athol Reserve in Langwarrin is just over 2,000m² and is within walking distance of the Langwarrin Community Centre. The small reserve contains a playground with one swing set. There is a bus stop directly in front of the reserve on Warrandyte Road. There are no other services or structures within the reserve. If an early years service was provided at the Langwarrin Community Centre site, then this may increase the utilisation of Athol Reserve. As such, an upgrade to the playground would provide a more engaging environment for the children, encouraging their physical activity, social interaction, and overall development.

Financial Impact

Subject to the project being endorsed by the Minister, Council commits an allocation of \$75,000 to the Langwarrin Community Centre for the 2023-24 financial year to support

12.9 Langwarrin Child & Family Centre and Response to Long Street Reserve Petition
Executive Summary

the initial planning and transition to the new operational model, and for payment of a recurrent site management fee of the same amount (plus CPI) to be reviewed annually and subject to the standard annual budget planning processes. Noting that additional interim financial support may be sought by the Langwarrin Community Centre to support their financial sustainability if it is found there is a period during the re-development of the facility that they are required to cease or significantly reduce their operations.

Notwithstanding the lease provisions to be established for each Committee operator, it is intended that Council would engage LCC in an ongoing management contract arrangement to take on the role and responsibility as the over-all site manager. As the contracted site manager, Langwarrin Community Centre's responsibilities would include (but not limited to):

- Ensuring the site and services all operate in an effective and integrated way, providing a positive and intuitive customer experience for all site users.
- Delivery of the reception / front of house area, ensuring a positive and warm experience whereby community members get the support and way-finding assistance that they may require.
- Any additional entry/foyer area not directly monitored, LCC staff will be available to respond and assist to issues as required so that burden does not fall to staff who are occupied delivering kindergarten and MCH services.
- Leadership and development of the customer-first philosophy/culture of the centre, planning and facilitating whole of site team engagement and planning.
- Management of front desk phones and direct calls for the kindergarten and MCH as needed along with their own programs.
- Information provision. LCC staff will be familiar with all site services and processes so that community experience a 'no wrong door' approach and can make appointments, complete forms, pay fees in support of the early years and MCH services.
- Site maintenance / liaison with Council facility teams. LCC will receive and manage all reports regarding facility issues, and coordinate this as needed with Council staff.
- Management of room bookings/payments across the site and meeting room preparation, monitoring and quality along with providing site support for relevant equipment and IT issues etc.
- Direct management of shared use areas, their aesthetics and the associated cleaning and compliance requirements (the management & cleaning of the dedicated areas leased to kindergarten will be coordinated by the kindergarten unless otherwise arranged).
- Facilitation of regular site meetings, and the maintenance of effective internal communication channels for all services providers on site.
- General management of OHS, emergency procedures and compliance as it relates to the site.

In recognition of the role and responsibilities to be carried by LCC, it is proposed that an annual management fee of \$75,000 (plus CPI) be allocated on a recurrent basis (subject to performance reviews, standard contract management and reviewed annually as part of Council's annual budget process).

12.9 Langwarrin Child & Family Centre and Response to Long Street Reserve Petition

Executive Summary

This fee will supplement the existing grant revenue received by LCC from Council and the State Government and ensure they have the additional EFT to perform these further functions. The management fee will also help to off-set potential loss of revenue that LCC would experience due to the reduction of their hireable spaces, and the loss of an Occasional Child Care Room (that has needed to be reallocated for use by the kindergarten and MCH services).

State Government Additional Funding Offer

Council recently received correspondence from State Government regarding a major additional funding boost for the Reform rollout. Funding amounts for Building Blocks Capacity Grants and Building Blocks Partnerships (BBPs) have increased significantly to support the delivery of additional infrastructure capacity. This time limited offer is available for all projects that are yet to commence, and due to be completed by 30 June 30 2026. This major funding boost is applicable for the Langwarrin Child & Family Centre. This project has been identified and agreed in principle via the Building Blocks Partnership as an area of high need for additional kindergarten places.

Indicative State Government funding for the project is 6,750,000 and this is subject to establishing a Building Blocks Partnership Agreement with State Government and maintaining the existing Long Street kindergarten for the provision of kindergarten to not reduce the number of kindergarten places overall. These items will be progressed as part of the Building Blocks partnership ongoing meetings.

Updated Budget Allocation for Langwarrin Child & Family Centre

Project	Total Budget	Rates	Income	Grants	Loans
Langwarrin C&FC	8,400,000	300,000	8,100,000	6,750,000	1,350,000

Consultation

1. External Stakeholders

The following external stakeholders were consulted on the planning and delivery of the projects:

- Langwarrin Community Centre Incorporation
- Langwarrin Pre-School Committee
- External Architect
- Department of Education
- Victorian School Building Authority

2. Other Stakeholders

The following internal teams were consulted on the initial planning and feasibility of kindergarten/early years projects:

- Building and Facilities
- Capital Works Delivery
- Traffic Engineering
- Environment and Planning

12.9 Langwarrin Child & Family Centre and Response to Long Street Reserve Petition
Executive Summary

- Open Space
- Development Services
- Sustainable Assets
- Finance
- Property Services
- Social Policy and Planning

Analysis (Environmental / Economic / Social Implications)

There is a known existing demand for kindergarten places in Langwarrin, specifically within the area of the existing Langwarrin Pre-School on Long Street. The introduction of funded three-year-old kindergarten commencing this year and an increase in program hours for four-year-old kindergarten in the future will further increase this demand. It is essential that any new or re-developed kindergarten be established within the known area of demand to ensure long term viability and community needs are met.

There is significant research showing that quality early childhood education improves children's outcomes before, during and after the school years, and that two years of kindergarten have a greater impact than one, it is also important to note that integrated early years services is the best practice model.

Investment in early learning can also have significant benefits for society, including greater social cohesion, reduced inequality, and a healthier, happier and more resilient community. There is a high social and economic return on investment in the early years.

It is important that Council supports the reform changes and additional infrastructure projects to give the children in Frankston City the best start in life.

Ultimately, if infrastructure projects are not supported there may be fewer families moving into Frankston City, more families moving out of the area to access free early years education, and poorer future outcomes regarding mental health, social and economic, increased vulnerability and health and wellbeing issues.

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

Local Government is a key stakeholder in the Victorian Government Kindergarten Reform. The Kindergarten Infrastructure and Services Plan (KISP), although not legally binding, is an agreement co-signed by the Department of Education and Training (DET) and Frankston City Council to support the Kindergarten Reform. It is a commitment to work together to improve joint planning to deliver more kindergarten places to better support children and families wherever they live.

Council has many decision making roles under the Local Government Act, and must consider a range of legislation, policies and strategies as part of its decision making.

A key component of Council decision making is to ensure a net community benefit of achieved. To do this, compromise between different strategies, policies and/or views must sometimes be made in the context of overarching governance principles, which

12.9 Langwarrin Child & Family Centre and Response to Long Street Reserve Petition
Executive Summary

include that priority is to be given to achieving the best outcomes for the municipal community and future generations and the consideration of financial, economic, social and environmental sustainability.

The Langwarrin Pre-school operating at the existing Long Street location that cannot be expanded have accepted Council's offer to move across to the new alternative location, the Langwarrin Community Centre. With two Committees in operation at the facility a new governance structure is required, noting Maternal and Child Health services will be provided by Frankston City Council at the same location.

It is intended that the aspects of the site requiring dedicated use by the kindergarten will be leased by Council directly to the relevant kindergarten committee/organisation. This committee will retain full responsibility for the operations kindergarten services (quality and compliance). Council will also have a lease directly with the Langwarrin Community Centre (LCC) for the dedicated areas that they would use for programming and service delivery. The leases will include appropriate clauses to effectively manage occupant use of the shared areas within the facility. This proposed governance structure is in line with Council's Property Strategy and Plan and further developments will be in consultation with Council's Property Team.

Separate to the lease provisions, it is intended that Council would engage LCC in an ongoing management contract arrangement to take on the role and responsibility as the over-all site manager. In this capacity, LCC would hold a 'dotted line' of accountability for all services and users on the site (complementary to the lease-related obligations).

The above governance and management arrangement remains subject to further planning processes with all stakeholders. LCC is currently reviewing and re-designing its operational model to determine what changes may be needed to re-establish a sustainable operational model in the context of an integrated Hub arrangement such as is presently being considered.

Policy Impacts

Relevant Council policies include, Open Space Strategy, Housing Strategy, Kindergarten Infrastructure and Services Plan (KISP), Community Infrastructure Plan (CIP), Municipal Early Years Plan (MEYP) and the Council Plan.

A Kindergarten Strategy will commence development in June this year that will guide and support the Kindergarten Reform roll out, community and stakeholders will have various opportunities to be part of the process.

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 Long Street Reserve site was determined to be feasible for the early years services required in Langwarrin. Whilst the site meets the need for early years service provision and provided opportunity for an integrated service model and a bush kindergarten, it was noted through community engagement this site was opposed by many residents mainly due to the loss of open space and environmental impact. The new alternative site at Langwarrin Community Centre is within 1 kilometre (10 minute walk) of the Long Street Reserve, and whilst there is no opportunity for a bush kindergarten, it does provide an excellent opportunity for an innovative and progressive integration model. This can be achieved by providing access to care for children throughout the whole day, giving families more flexibility in managing their schedules.

12.9 Langwarrin Child & Family Centre and Response to Long Street Reserve Petition
Executive Summary

Creating an inclusive community environment that spans across all ages, provides potential to enhance the overall well-being and development of both children and older community members.

Conclusion

The Long Street Reserve location for the Langwarrin Child and Family Centre has attracted strong community interest, as demonstrated by the results of the community engagement.

Multiple sites in Langwarrin for a new kindergarten have been investigated over a number of years. Additional new and existing sites, including those suggested by community have also been explored as part of the preparation of this report. The Langwarrin Community Centre was recently identified as a possible alternative location, investigations have deemed this site to be feasible to accommodate the early years services and placing these services at this location will also support the Langwarrin Community Centre remain sustainable and be able to continue to deliver highly valuable community development programs and services to the community.

Considering the Long Street Reserve community engagement feedback, including the petition containing 1751 signatures opposing the project, the best outcome that meets all parties' needs is to progress the Langwarrin Child & Family Centre project at the Langwarrin Community Centre.

ATTACHMENTS

- Attachment A:[↓](#) Langwarrin Community Engagement Report
- Attachment B:[↓](#) Feedback other than concept
- Attachment C:[↓](#) Cultural Heritage Report
- Attachment D:[↓](#) Ecological Report
- Attachment E:[↓](#) Traffic Report
- Attachment F:[↓](#) Option 1 Additional car spaces
- Attachment G:[↓](#) Option 2 Additional car spaces
- Attachment H:[↓](#) Option 1 Square metre coverage
- Attachment I:[↓](#) Option 2 Square metre coverage
- Attachment J:[↓](#) Additional site investigations - community
- Attachment K:[↓](#) Other sites investigated

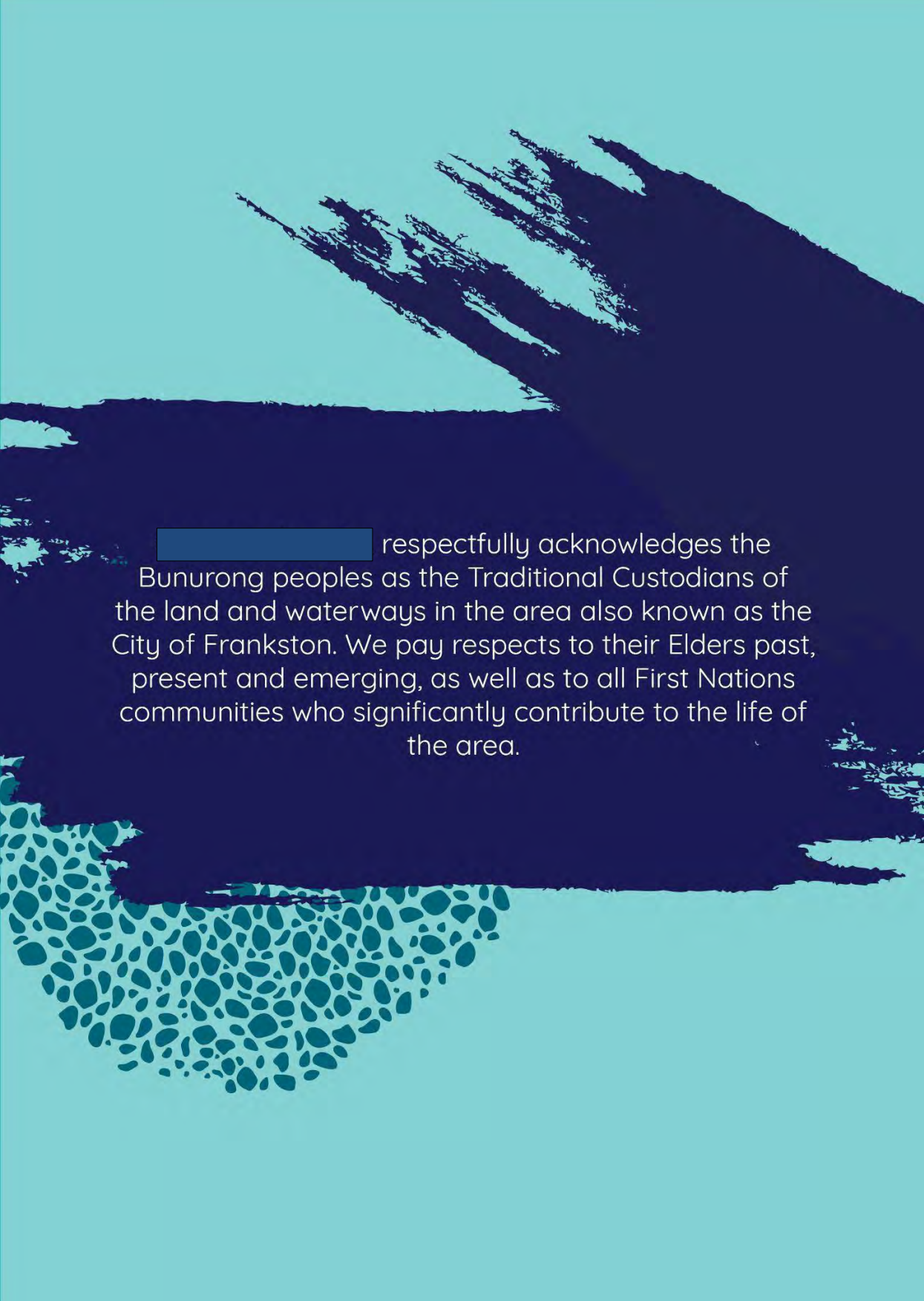
A New Kindergarten for Langwarrin

Frankston City Council

Engagement Summary Report
April 2023

Prepared by





[REDACTED] respectfully acknowledges the Bunurong peoples as the Traditional Custodians of the land and waterways in the area also known as the City of Frankston. We pay respects to their Elders past, present and emerging, as well as to all First Nations communities who significantly contribute to the life of the area.

1. Executive Summary

██████████ was engaged by Frankston City Council to conduct a data analysis of feedback on the proposed new Kindergarten for Langwarrin. Community engagement for this project opened up a discussion on many elements of the proposal, including site layout, design, material and plant selection, and parking and access. A further, and more detailed response type was allowed for additional considerations, including concerns and requests for additional services.

Between early December and late March, a range of engagement activities were held by Frankston City Council including face-to-face community pop-ups, an online survey, and map contributions. In addition to this, a community-led initiative was held that welcomed the community to participate in a letter writing day, and email submissions were received.

Project Overview

In response to recent changes in three and four year old kindergarten models, Frankston City Council assessed options to meet the future needs of the area. A new kindergarten is needed in Langwarrin as the existing Langwarrin Preschool cannot be expanded at its current location.

Following analysis and feasibility studies of several sites across Langwarrin, over a number of years, it has been determined that the reserve located on Long Street to be the most suitable new location.

Community consultation followed these studies, with a focus on two concept plans utilising the Long Street Reserve site to gain an accurate picture of the future use, aspirations and concerns of the Frankston community.

Engagement Methodology

The engagement program was designed to reach early years service users, nearby residents and people who currently use Long Street reserve. The premise of this engagement was that the project would proceed, and seeking feedback on how the project could be delivered. A mixed method approach was used, and included an online survey, environmental mapping activity, in person event, and option to send an email to the project team.

Participation

An estimated total of 514 people participated in the engagement, 290 online surveys, 32 through the environmental mapping activity, 25 through the traffic question on the engagement portal, 122 emails written to Council, 22 hand written letters and 23 at Community drop-in sessions. The QR code used on resident letters and signage was scanned 51 times.

Petition to Council

While not part of the organised Community Engagement process. A petition with 1751 signatures was received by Council at the 30 January 2023 Ordinary Council Meeting. A response to the petition will be received by Council at the 14 June 2023 Ordinary Council Meeting and is not included in this report. Council officers note that the matters raised in the petition were also identified in survey and email feedback which were analysed for this report.

Preferred site options



The majority of participants selected option 2 (building at front of block) as their preferred placement (37.6%), followed closely by those who did not select an option, and instead proceeded with the rest of the survey (36.9%) and finally, option 1 (building in middle of block) with 25.5% support.

Early childhood and other services

Participants provided comments in response to a question about what other services they would like to see at the proposed site, including:

- Health and community services (n=44)
- Other early childhood services (n=11)
- General positive comments about the inclusion of early childhood services or other infrastructure (n=8)
- Mentioned services already planned (such as MCH, playgroups, bush kinder) (n=18)
- Comments to oppose the project (n=29)

Project site look and feel

Participants selected colours inspired by the natural environment (36.5%) and the use of natural materials (35%) as the most common preference, followed by soft and curved lines (24.8%), and vibrant colour blocking (3.7%).

Plant selection

The most preferred plant selections were indigenous plants (24.8%), year round shade from trees (22.4%), and open grassed space (20.4%).

Project materiality and design

The design elements that participants were most in favour of were open grassed areas (20.9%), places to sit (18%), larger logs or stones as furniture (15.1%) and smooth paved areas (13.7%).

Car parking

The most common selections were wider car space (more space, fewer bays) (30.3%), choice of access/connection points for pedestrians (19%), and provision of pram parking (18.5%).

Playground importance and design

Overall, participants found the public playground to be important (85.6%), followed by those that were unsure or didn't mind (11.1%), and a small percentage finding the playground to be unimportant (3.2%).

Concerns and considerations for the project

Online survey participants provided the following responses when asked about what else should Council consider and any concerns they have:

- Concern about loss of open space/biodiversity/wildlife/vegetation (n=55)
- Concern about impact on traffic and parking (n=34)
- No concerns - support the project/suggestions for building design and placement (n=28)
- Suggestions for other community infrastructure (n=27)
- Oppose the kindergarten project on the site (n=27)
- Oppose any new built infrastructure on the site (n=24)
- Concern about additional noise/antisocial behaviour, personal safety (n=20)
- Comment about Council's engagement and decision making about this site (n=13)
- Other comments (n=12)



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6.3 Further engagement	26



2. Introduction

In response to recent changes in three and four year old kindergarten models, Frankston City Council is introducing new kindergartens and are assessing options to relocate existing facilities to meet the future needs of the area.

An existing pre-school in Langwarrin has been determined to be an unsuitable site for the accommodation of the increased hours and support required for three and four year olds. Following analysis and feasibility studies of several sites across Langwarrin, over a number of years, it has been determined that the reserve located on Long Street to be the most suitable new location.

Community consultation followed these studies, with a focus on two concept plans utilising the Long Street Reserve site. The site selections propose to retain 78% of vegetation, utilise 22% of the overall land available, but differ in their positioning on the land.

In order to understand the best use of this space, Council has sought data analysis from Conversation Co. to gain an accurate picture of the future use, aspirations and concerns of the Frankston community.

2.1 Project Background

The Victorian Government has announced the allocation of significant funding to kindergartens as part of the Early Childhood Reform Plan. This includes an additional year of funding to provide all children with two years of kindergarten prior to enrollment in primary school.

In response to this, Council and the Department of Education and Training developed a Kindergarten Infrastructure and Service Plan (KISP) for Frankston City. The KISP estimates future kindergarten demand against existing supply and supports kindergarten planning in preparation for the full reform implementation by 2032.

A shortage of 623 kindergarten facilities in Frankston have been identified through the Kindergarten Infrastructure and Service Plan (KISP), and as such, allocation of funds for new kindergarten development and expansion is expected within the region. This includes a new Langwarrin Child and Family Centre, expansion of Riviera Kindergarten in Seaford, Baden Powell Kindergarten expansion and a new Seaford Child and Family Centre.

Community consultation for the new Langwarrin Child and Family Centre commenced after recent feasibility studies had revealed an inability to expand Langwarrin Preschool to meet the future demand, and found the current building to not be fit for purpose.



3. Engagement Methodology

The engagement program was designed to reach early years service users, nearby residents and people who currently use Long Street reserve. The premise of this engagement was that the project would proceed, and seeking feedback on how the project could be delivered. This project sought to proactively provide detailed information about the project to mitigate confusion and the potential sharing of misinformation.

Engage Frankston

An online project page was created on Engage Frankston as a central information hub. The page was launched with detailed information about the project. Additionally, this page was responsive to community questions and feedback. Information was added based on areas of interest and to address misinformation being shared within the community. The FAQ section invited community members to submit a new question by email with new responses updated periodically.

The benefits of this method included having one 'source of truth' providing the most accurate and up to date information. It also allowed Council to

Online survey

Council's Community Engagement platform Engage Frankston hosted an online survey where participants could select a preferred concept plan, or no concept plan, and then respond to questions about the look, feel and function of the proposed Langwarrin Child and Family Centre. Participation in the survey was anonymous and participants could complete the survey more than once. One question "What is your interest in this project?" was mandatory with all others being optional and therefore could be skipped.

In person conversations with neighbours

An in person event was held at Long Street Reserve and promoted to neighbours of the reserve as an opportunity to speak to the project team. A series of 'stations' were set up in the space with each focussing on an area of community interest:

- Kindergarten reforms and project background
- Location selection for the proposed Langwarrin Child and Family Centre
- Environmental values at the reserve
- Traffic and movement (including car parking)
- Display of the concept plans for feedback
- Objection submission table with template forms

Participants could move freely between the stations. Participation was anonymous and numbers informally counted.

Emails to Childrens Services

A new Childrens Services email address was created so that people could submit questions for the FAQs directly to the project team. Community preference to provide feedback by email led to this email address also formally accepting objections to the project.

Petition to Council

A petition with 1751 signatures was received by Council at the 30 January 2023 Ordinary Council Meeting. A response to the petition will be received by Council at the 14 June 2023 Ordinary Council Meeting and is not included in this report. Council officers note that the matters raised in the petition were also identified in survey and email feedback which were analysed for this report.

4. Who Participated?

4.1 Participation by engagement activity

The majority of engagement participants provided their feedback using the online survey. Estimates of individual participants are shown in Table 1 for each of the other engagement activities. However, it should be noted that some of these activities did not require personal information to be provided so it is possible that some community members completed a survey anonymously and also attended a community drop-in session.

A small number of community members provided written feedback across multiple formats (survey, email, letter, objection form) and supplied identifying information - these were counted only once and are shown in Table 1 under one of the engagement activities.

Table 1. Participation by engagement activity

Engagement activity	No. of individual participants
Online surveys hosted on engagement portal**	290
Environmental mapping activity hosted on engagement portal*	32
Traffic question hosted on engagement portal	25
Emails written to Council * **	122
Handwritten letters to Council*	22
Community drop-in sessions*	23
Total	514

Notes:

* Multiple comments were made by member/s of the same household, these were counted separately.

** A number of participants lodged multiple email or survey submissions. Total shown is of participants not emails/surveys.

4.2 Participants' interest in the project

Online survey participants were asked to indicate their interest in the project and were able to choose one answer from a pre-selected list, shown in Table 2. The most common responses were participants who lived near Long Street Reserve (41.4%), and those interested in the services proposed at the site including Maternal and Child Health Nurses (29.0%).

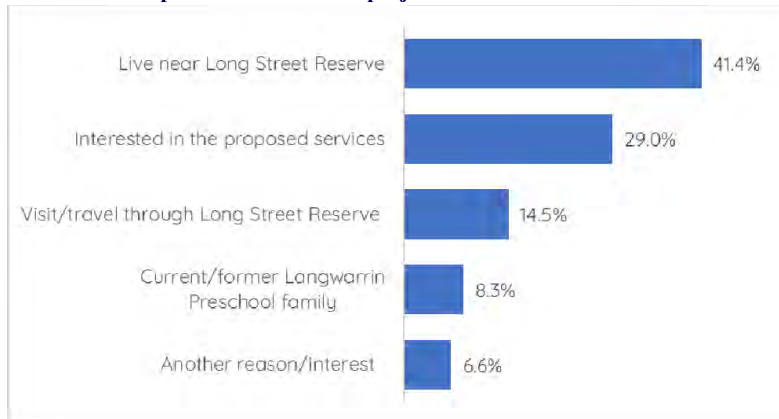


Table 2. Participants’ interest in the project

Interest in the project	No.	%
Total	289	100

Note: Online survey only (1 did not answer)

Chart 1. Participants’ interest in the project



5. Key Findings

5.1 Overview of level of support/opposition to project proposal

Feedback collected from each data source were assessed regarding the participant’s level of support/opposition to the project proposal. Some participants' feedback included questions or statements that did not demonstrate their position and as a result have been categorised under ‘position unclear’.

The combined level of support or opposition from all engagement activities shows a total of 282 participants opposing the project proposal, 196 in support and 36 with an unclear position - see Table 3 for a further breakdown of the level of support/opposition under each engagement activity.

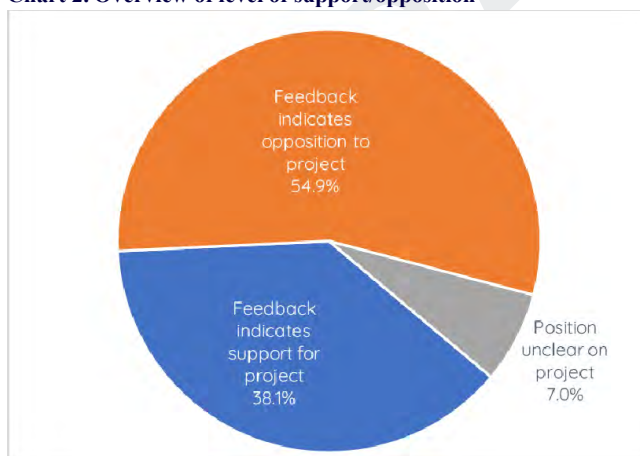
Table 3. Overview of level of support/opposition

Project proposal	Data source	Support No.	Oppose No.	Unclear No.
Selected Option 1 – Building in middle of block	Online survey	74		
Selected Option 2 – Building near front of block	Online survey	109		
Did not select an Option but:				



Project proposal	Data source	Support No.	Oppose No.	Unclear No.
> comments in survey indicate support	Online survey	8		
> comments in survey indicate opposition	Online survey		71	
> position unclear	Online survey			28
Environmental mapping activity (assumed)	Online portal		32	
Traffic question	Online portal	1	19	5
Emails feedback (number of participants)	Emails	4	116	2
Handwritten letters (number of participants)	Letters		21	1
Community drop-in sessions	Forms		23	
TOTAL SUPPORTING PROJECT PROPOSAL		196		
TOTAL OPPOSING PROJECT PROPOSAL			282	
TOTAL POSITION UNCLEAR FROM FEEDBACK				36

Chart 2. Overview of level of support/opposition



5.2 Preferred site options

Participants were provided with two options of the building placement on the site to determine which is most suitable. These options are similar, but provide slight variations in where the building is situated and access points. The majority of participants selected Option 2 as their preferred placement (37.6%),



followed closely by those who did not select an option and instead proceeded with the rest of the survey (36.9%) with Option 1 having 25.5% support.

Participants preferred building placement has also been mapped by their interest in the project, see Table 5. Those interested in the services proposed at the site were almost equally in favour of option 1 (46.4%) and 2 (45.2%), current Langwarrin Preschool families were most in favour of option 2 (41.7%). The remaining three interest groups (live near Long Street Reserve, visit or travel through Long Street Reserve, and those with another reason/interest) most often had not clearly stated their preference, and instead used their feedback to provide alternative site options, questions about the project, or lodged objections.

Table 4. Building placement on the site

Placement option	No.	%
Option 1 – Building in the middle of the block	74	25.5
Option 2 – Building near the front of the block	109	37.6
Did not select an Option	107	36.9
Total	290	100

Note: Online survey only.

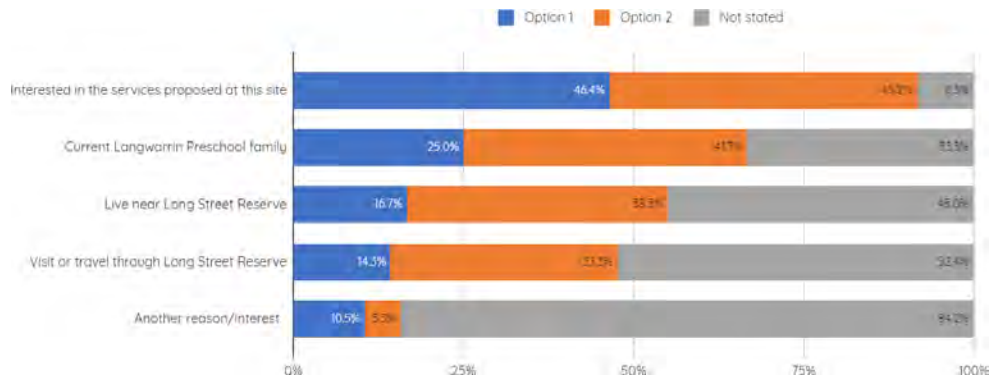
Table 5. Participants’ interest in the project and their preferred building placement

Interest in the project	Option 1 %	Option 2 %	Not stated %
Live near Long Street Reserve	16.7	38.3	45.0
Interested in the services proposed at this site	46.4	45.2	8.3
Current Langwarrin Preschool family	25.0	41.7	33.3
Visit or travel through Long Street Reserve	14.3	33.3	52.4
Another reason/interest	10.5	5.3	84.2

Note: Row percentages sum to 100%

Chart 3. Participants’ interest in the project and their preferred building placement








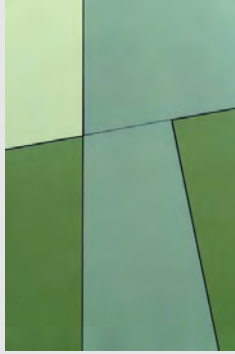
5.3 Project site look and feel

Online survey participants were given the chance to consider their preference for the look and feel of the proposed site, and choose from a preselected list as shown in Table 6.

Those that selected colours inspired by the natural environment (36.5%) and the use of natural materials (35%) were of the most common preference, followed by soft and curved lines (24.8%), and vibrant colour blocking (3.7%).

Across most interest groups there is a higher preference for natural colours and materials, over vibrant colours. The interest group of those with another reason/interest were represented by a small number of participants in this question, but had the highest preference for soft and curved lines (33.3%). A further breakdown of participants' connection to the site in relation to their preferred look and feel is shown in Table 7.

Table 6. Project site look and feel

Colours inspired by natural environment	Use of natural materials	Soft and curved lines	Vibrant colour blocking
			
n=178 (36.5%)	n=171 (35.0%)	n=121 (24.8%)	n=18 (3.7%)



Note: Online survey only. Multiple response question. Percentages are calculated using all responses n=488, not respondents n=290.

Table 7. Participants’ interest in the project and their preferred look and feel

Interest in the project	Vibrant colours %	Natural colours %	Natural materials %	Soft and curved %
Live near Long Street Reserve	4.2	34.5	37.0	24.2
Interested in the services proposed at this site	2.5	36.8	35.3	25.4
Current Langwarrin Preschool family	4.1	42.9	30.6	22.4
Visit or travel through Long Street Reserve	3.4	37.9	34.5	24.1
Another reason/interest (small number)	16.7	25.0	25.0	33.3





Note: Row percentages sum to 100%

5.4 Project materiality and design





Participants were invited to choose their preferred design elements for the proposed site, and were provided with eight pre-selected choices as seen in Table 8. The design elements that participants were most in favour of were open grassed areas (20.9%), places to sit (18%), larger logs or stones as furniture (15.1%) and smooth paved areas (13.7%).

For most interest groups, the highest preference was for grassed areas, although those with ‘another reason/interest’ most often selected logs/stones. Gravel/stones was least favoured by all interest groups. A further breakdown of participants’ connection to the project, in relation to their chosen design elements are seen in Table 9.

Table 8. Preferred design elements

Open grassed areas	Places to sit	Larger logs/stones as furniture	Smooth paved areas
			
n=184 (20.9%)	n=158 (18.0%)	n=133 (15.1%)	n=120 (13.7%)



Stepping stones	Green walls/screening	Tanbark	Gravel or loose river stones
			
n=98 (11.1%)	n=73 (8.3%)	n=61 (6.9%)	n=52 (5.9%)

Note: Online survey only. Multiple response question. Percentages are calculated using all responses n=879, not respondents n=290.

Table 9. Participants' interest in the project and their preferred design elements

Interest in the project	Paved areas %	Grassed areas %	Gravel/stones %	Tanbark %	Green walls %	Step'ng stones %	Places to sit %	Logs/stones %
Live near Long Street Reserve	15.0	22.0	4.5	5.6	8.4	9.8	18.5	16.4
Interested in the proposed services	13.3	19.1	6.9	6.9	9.0	11.1	18.8	14.9
Current Langwarrin Preschool family	15.6	21.9	6.3	9.4	7.3	15.6	12.5	11.5
Visit or travel through Reserve	8.4	24.2	6.3	9.5	7.4	10.5	20.0	13.7
Another reason/interest	15.8	21.1	5.3	0	5.3	10.5	15.8	26.3

Note: Row percentages sum to 100%

5.5 Car parking and access

Online survey participants were asked to consider car parking and access to the proposed site, and were able to select multiple responses using a preselected list as seen in Table 10. The most common selections were wider car space (more space, fewer bays) (30.3%), choice of access/connection points for pedestrians (19%), and provision of pram parking (18.5%).

The highest priority for those that live near Long Street Reserve, those interested in proposed services and current Langwarrin Preschool families is wider car spaces, whereas the highest priority for visitors to the Reserve and other reason/interest is pram parking. A further breakdown of these priorities by participants' interest in the project are seen in Table 11.

Table 10. Car parking and access



Car parking and access	No.	%
Wider car spaces (more space, fewer bays)	118	30.3
Choice of access/connection points for pedestrians	74	19.0
Provision of pram parking	72	18.5
Fit in as many car spaces as possible (less space, more bays)	63	16.2
Provision of bike/scooter parking (adult and children)	62	15.9
Total responses	389	100

Note: Online survey only. Multiple response question. Percentages are calculated using all responses n=389, not respondents n=290.

Table 11. Participants' interest in the project and their car parking and access

Interest in the project	Wider car spaces %	Maximise car spaces %	Bike/scoot parks %	Pram parking %	Pedestrian access %
Live near Long Street Reserve	31.0	16.3	14.7	13.2	24.8
Interested in the proposed services	31.1	14.4	17.4	20.4	16.8
Current Langwarrin Preschool family	31.7	22.0	14.6	14.6	17.1
Visit or travel through Reserve	25.6	17.9	15.4	28.2	12.8
Another reason/interest (small numbers)	16.7	16.7	16.7	33.3	16.7

Note: Row percentages sum to 100%

Other feedback on traffic and transport

Additional feedback from 25 participants was collected through a community drop-in session in order to gather the concerns specifically related to traffic and transport. This feedback has been categorised into themes, with some comments mentioning multiple themes in their feedback.

Here are some direct community comments:

- Traffic and road width (15)
 - “Width of road not wide enough... Concerned about traffic in behind streets and rear access to block.”
 - “McClelland drive is very busy/congested in afternoon/peak hrs.”
 - “Concerned about emergency services getting through.”
- Safety concerns (8)
 - “Decreases community safety.”
 - “Children using playground after kinder and concern with safety.”
 - “Traffic safety concerns.”



- Parking for the community and workers (8)
 - “Concerns about where staff are going to park.”
 - “Concern with parking spillover on Long Street.”
 - “Potential issue with parking on naturestrip... Restrictions on parking not going to work.”
- Footpaths and access (5)
 - “Ensure traffic is kept separate from walkers [currently people walk on road due to no footpaths].”
 - “Concerned about no footpaths on Wooten. Safety concerns RE kids.”





Other feedback included issues with noise (2), ongoing usage monitoring of the site (2), a general positive comment, and a general opposing comment. One participant raised an issue with accessing the survey.

5.6 Plant selections



Online survey participants were asked to select, from a preselected list, their preference on plant selections. Participants were able to select more than one option, and these options are seen in Table 12. The most preferred plant selections were indigenous plants (24.8%), year round shade from trees (22.4%), and open grassed space (20.4%).

Across most interest groups, indigenous plants were seen to be the highest priority, although current Langwarrin Preschool families most often preferred shade. The lowest preference for all groups was for flower beds. To further understand the preferences of these participants based on their connection to the project, a breakdown has been provided in Table 13.

Table 12. Plant selections

Indigenous plants	Year round shade from trees	Open grassed space	Edible garden
			
n=163 (24.8%)	n=147 (22.4%)	n=134 (20.4%)	n=89 (13.5%)



Trees that change with the seasons	Colourful flower beds
	
n=78 (11.9%)	n=46 (7.0%)

Note: Online survey only. Multiple response question. Percentages are calculated using all responses n=657, not respondents n=290.

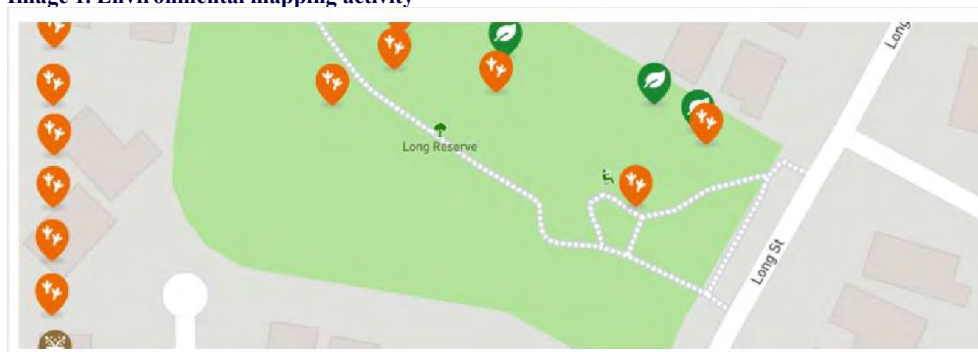
Table 13. Participants' interest in the project and their preferred plant selections

Interest in the project	Indig. plants %	Flower beds %	Shade %	Seasonal trees %	Grassed space %	Edible garden %
Live near Long Street Reserve	27.1	6.2	22.4	9.0	23.8	11.4
Interested in the proposed services	24.5	6.9	21.9	13.5	17.9	15.3
Current Langwarrin Preschool family	21.1	8.5	25.4	11.3	19.7	14.1
Visit or travel through Reserve	23.2	7.3	23.2	12.2	22.0	12.2
Another reason/interest (small no.)	25.0	12.5	12.5	18.8	12.5	18.8

Note: Row percentages sum to 100%

Environmental mapping activity

Image 1. Environmental mapping activity



An environmental mapping activity was included as part of the community drop-in discussions, in addition to being held online. This allowed users of Long Street Reserve to record natural features they had encountered in the space (including both flora and fauna), and suggest future features to consider. There were a total of 32 participants that completed this activity and submitted their responses under three categories: Native animals, natural features, and vegetation.

The following responses were provided in each category:

Native animals (18)

- Echidna
- Lorikeets
- Orange bellied parrot
- Kookaburras
- Eastern yellow robin
- Red bellied black snake
- Powerful owl
- People
- Ringtail possums
- Brushtail possums
- Bluetongues/ single backs
- Magpies
- Frogs
- Tawny frogmouths
- Rosellas
- Koalas.

Other feedback under this category included concerns about disruption of wildlife through lighting and habitat removal, feelings that this project will ruin the park, mentions of nocturnal and endangered species.

Natural features (8)

- Concerns for the removal of existing trees.
- Loss of open space.
- A suggestion to use the Melbourne Water site for open space.
- A request for a full environmental and risk assessment to be completed.

Vegetation (6)

- Impacts of tree root removal.
- Red bark tree.
- Looking after slow growing greenery.
- Preference for indigenous species.

5.7 Early childhood and other services on site

The online survey question was asked as an open question ‘*What other early childhood services would you like at this site?*’ There were 110 comments made by 97 survey respondents.

Table 14. Early childhood and other services on site

Early childhood and other services	Summary of feedback (most commonly mentioned listed first)
Health and community services (n=44)	Allied health services - speech pathology, audiology, developmental assessment, behavioural therapy, physiotherapy Immunisation, Cafe, Library/storytime Domestic violence support, vulnerable families support Meeting rooms, event spaces
Other early childhood services (n=11)	Toy library, occasional care, specialist childrens’ services/early intervention, child care, Preschool Field Officer
General supportive comments regarding the	Public art, toilets



inclusion of early childhood services, or other infrastructure (n=8)	
Not applicable - mentioned services already planned (n=18)	Supported playgroups, Parents' groups (M&CH), breastfeeding support (M&CH), bush kindergarten
Not applicable - oppose the project (n=29)	

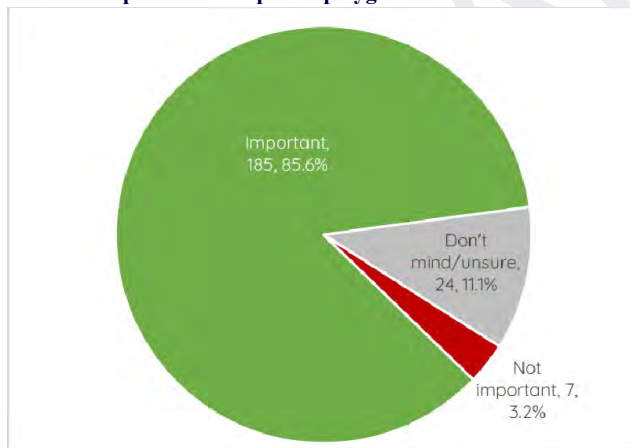
Note: Online survey only, open text question. Numbers shown refer to comments, not respondents.

5.8 Playground importance and design

The online survey asked 'A public playground is included in both concept plans. How important is it to provide a public playground at this site?' Overall, participants found the public playground to be important (85.6%), followed by those that were unsure or didn't mind (11.1%), and a small percentage finding the playground to be unimportant (3.2%). See chart 3 for overall importance.

The breakdown of these findings by interest in the project reflects these percentages, however the interest group with another reason or interest in the project had figures too small to report on. See Table 15 for a further breakdown of playground importance by interest in the project.

Chart 3. Importance of a public playground at the site



Note: Online survey only, n=216.

Table 15. Participants' interest in the project and their playground preferences

Interest in the project	Important %	Don't mind/unsure %	Not important %
Live near Long Street Reserve	89.7	7.7	2.6
Interested in the services proposed at this site	80.7	14.5	4.8



Interest in the project	Important %	Don't mind/ unsure %	Not important %
Current Langwarrin Preschool family	85.7	14.3	0
Visit or travel through Long Street Reserve	96.3	3.7	0
Another reason/interest (numbers too small)	-	-	-

Note: Row percentages sum to 100%

Participants recommended the following playgrounds for design ideas:

- Overport Park (fenced).
- Eltham North Adventure Playground
- Diamond Creek Regional Playspace.
- Lloyd Park Playground, Pindarra Boulevard.
- Southgateway Reserve.
- Witternberg Reserve Lakewood.

This survey question was asked as an open question 'What would you like included in the playground design? (e.g. swings, park bench, shade trees)?' There were 219 comments made by 143 survey respondents.

Inclusions for playground design have been categorised into three themes, with an additional section for opposing feedback. Of those that provided comment on playground infrastructure or equipment, the most commonly mentioned elements are; swings (60), slides (35), and climbing equipment (32). Feedback under other infrastructure includes high mentions of benches and/or seats (34), shelters and shade (29).

See Table 17 for design element feedback by interest group, supported by the most commonly selected options.

Table 16. Inclusions for playground design

Playground design elements	Summary of feedback (most commonly mentioned listed first)
Playground infrastructure/equipment (n=110)	Swings (n=60), slides (n=35), climbing equipment (n=32), toddler-focused (n=23), natural elements (n=15), places for parents to supervise (n=7), sand/mud pits (n=6)
Other infrastructure (n=58)	Benches and/or seats (n=34), shelters and shade (n=29), BBQ facilities (n=9), water fountain (n=9), basketball/outdoor gym, fenced, dog off leash
Trees, open space and vegetation (n=32)	No loss of trees - retain native trees, retain older trees. Trees for shade, water, rocks/stepping stones, natural landscapes
Oppose project/leave playground as it is (n=21)	

Note: Online survey only, open text question.



5.9 Summary of different interest groups’ feedback

Table 17. Summary of different interest groups’ feedback

Interest in the project	Summary of feedback (most common options only)
Live near Long Street Reserve (n=120)	Preferred building placement was not stated, otherwise Option 2 Site look and feel - natural materials and colours Materiality and design - grassed areas, places to sit Wider car spaces, pedestrian access Plant selection - indigenous plants, grassed, shade Playground is important
Interested in the proposed services (n=84)	Preferred building placement tied between Options 1 and 2 Site look and feel - natural materials and colours Materiality and design - grassed areas, places to sit Wider car spaces, pram access Plant selection - indigenous plants, shade Playground is important
Current Langwarrin Preschool family (n=24)	Preferred building placement was Option 2 Site look and feel - natural colours Materiality and design - grassed areas, paved areas, stepping stones Wider car spaces Plant selection - shade, indigenous plants, grassed Playground is important
Visit or travel through Reserve (n=42)	Preferred building placement was not stated, otherwise Option 2 Site look and feel - natural materials and colours Materiality and design - grassed areas, places to sit Pram parking, wider car spaces Plant selection - indigenous plants, shade, grassed space Playground is important
Another reason/interest (n=19)	Preferred building placement was not stated Site look and feel - soft and curved Materiality and design - logs/stones, grassed areas Pram parking Plant selection - indigenous plants, seasonal trees, edible garden Playground is important

5.10 Concerns and considerations for the project

In addition to the structured survey questions about the project proposal shown in previous sections of this report, verbatim feedback about the project proposal was provided via the online survey, emails and hardcopy letters written to Council and at the community drop-in sessions.

In the online survey participants were asked ‘*What else should we consider when planning this project? Do you have any concerns that haven't been addressed in the project information?*’ Thematic analysis employing a coding framework was used to categorise the 164 survey responses. Participants often mentioned multiple themes in one comment.



Concerns and considerations mentioned through the online survey outlined a high level of concern about the loss of open space, biodiversity, wildlife and vegetation (55), and concerns regarding the impact on traffic and parking (34). See Table 18 for a closer look at the concerns and considerations, supported by further detail provided by participants. Table 19 demonstrates the concerns and considerations by participants interest in the project.

See Table 19 for summary of different interest group’s feedback, supported by the most commonly mentioned themes.

Table 18. Concerns and considerations for the project - online survey feedback

Concerns and considerations (most frequently mentioned listed first)	Further detail provided by participants
Concern about loss of open space/biodiversity/wildlife/vegetation (n=55)	<ul style="list-style-type: none"> ● Loss of a local community recreation space ● Retention of large/established trees ● Displaced wildlife or blocked/damaged wildlife corridors and habitats
Concern about impact on traffic and parking (n=34)	<ul style="list-style-type: none"> ● More traffic in an already congested area ● Traffic safety due to lack of footpaths and speed bumps ● Unsupervised children near traffic ● Limited parking options and future increase of roadside parking in unsuitable areas
No concerns - support the project/suggestions for building design and placement (n=28)	General favourable response: “this is needed” or “great idea”
Suggestions for other community infrastructure (n=27)	<ul style="list-style-type: none"> ● Additional footpaths that accommodate those using a pram or wheelchair ● Suggestions for other playground equipment, suitable for all ages ● Public toilets ● Water fountains ● Park benches
Oppose the kindergarten project on the site (n=27)	<ul style="list-style-type: none"> ● Used the term “object” or “oppose” ● General statements of opposition referencing the Plan ● View that a new kindergarten is not necessary
Oppose any new built infrastructure on the site (n=24)	<ul style="list-style-type: none"> ● Used the term “object” or “oppose” ● Objections to building on green or open space
Concern about additional noise/antisocial behaviour, personal safety (n=20)	<ul style="list-style-type: none"> ● Issues with after hours use leading to graffiti and noise ● Construction noise ● Lack of visibility
Comment about Council’s engagement and decision making about this site (n=13)	<ul style="list-style-type: none"> ● Feelings that this was not an open or transparent decision



	<ul style="list-style-type: none"> Feelings that concerns were not addressed properly
Other comments (n=12)	<ul style="list-style-type: none"> Concerns about lowering property values Weather and drainage issues on-site Suggested changes to Options 1-2

Table 19. Summary of different interest groups' feedback - concerns or considerations

Interest in the project	Most commonly mentioned concerns or views
Live near Long Street Reserve	<ol style="list-style-type: none"> Concern about loss of open space/biodiversity/wildlife/vegetation AND Concern about impact on traffic and parking Oppose the kindergarten project/any new built infrastructure No concerns - support the project/suggestions for building design and placement Suggestions for other community infrastructure Concern about additional noise/antisocial behaviour, personal safety Comment about Council's engagement and decision making about this site
Interested in the proposed services (small numbers)	<ol style="list-style-type: none"> No concerns - support the project/suggestions for building design and placement Concern about loss of open space/biodiversity/wildlife/vegetation Other comments
Current Langwarrin Preschool family (small numbers)	<ol style="list-style-type: none"> Suggestions for other community infrastructure No concerns - support the project/suggestions for building design and placement Oppose the kindergarten project
Visit or travel through Reserve	<ol style="list-style-type: none"> Concern about loss of open space/biodiversity/wildlife/vegetation Oppose the kindergarten project/any new built infrastructure Concern about impact on traffic and parking Suggestions for other community infrastructure

Note: Online survey only

Concerns and considerations from engagement methods such as emails to Council, handwritten letters and objection forms collected at community drop-in sessions are outlined in Table 20. This feedback has been separated into relevant themes and counted through the number of associated comments. See Table 21 for the level of support and opposition for other engagement methods.

Table 20. Emails, handwritten letters and objection forms feedback (number of comments)

Theme of feedback	Emails to Council	Handwritten letters to Council (children and adults)	Objection Forms at Community drop-in sessions*
Reduced green space in the neighbourhood -> reduced health and wellbeing	85	10	21



Have enough kindergartens in Langwarrin	14	1	11
Concerned about impact on the environment (local flora and fauna)	67	8	17
Concerned about traffic, speeding and parking	38	4	20
Concerned about noise, privacy, safety	16	1	11
Concerned about playground replacement			14
Comment on Council engagement and decision making (mostly negative, 2 positive)	31	5	2
Walkability, distance, no public transport to site	15	4	-
State government or Council policy clash	6	6	-
Other comments incl. property values	6	4	-
Suggestions for infrastructure to increase amenity	27	2	1
Totals	305	45	97

Note:

* These forms were filled out in person at a pop-up event at Long Street Reserve. Instructions on the form read: "Primary reason for objection. Please Select up to two options." Participants could choose from list of 6 pre-filled responses or select 'Other (please specify below) to add a comment.

Table 21. Level of support and opposition by other engagement methods

Position	Emails to Council	Handwritten letters to Council (children and adults)	Objection Forms at Community drop-in sessions*
Oppose the project (reasons indicated above in some cases)	116	21	-
Support the project	3	-	-



6. Next steps

6.1 Communication to stakeholders

Given the intense interest in this project, it is recommended that Council prepares and implements a communications plan across all channels to provide an update on the project, the next steps for Council and to thank all participants for sharing their views and time. Council should publish and promote the engagement summary report on its engagement portal.

6.2 Council decision making

It is envisaged that Council will consider the results of this engagement during May-June 2023. If Council decides to proceed to the next stage of the project, officers will proceed with a detailed concept plan and design for the site.

6.3 Further engagement

If required a second phase of engagement will occur regarding the detailed concept plan and design for the site.

DRAFT



7. Attachments

7.1 Amenity and Safety lists

List and count of comments relating to amenity requests and safety concerns. Verbatim comments within these lists include potentially identifying information, so have not been included in the body of this report.

DRAFT



Item 12.9 Attachment B: Feedback other than concept

Keep as much as the natural environment as possible and keep as many old trees as possible. Allowing for a nature based and outdoor program.	1							
Keep the trees. You are so quick to cut down all trees and upset the wild life. Why put deciduous trees in when council CANNOT maintain the park and surrounding area, NOW. They ignore our requests. We have to put council green waste in our green bins and get charged in our rates.	1							
Less trees coming down	1							
Maintaining welfare of local fauna with places the can live and survive in all seasons. Water access for pets walking through the park.					1			
Move the current play equipment to maple street. Recycle it. It may look dated but you'll find everyone loves it and doesn't want a playground designed by a middle aged architect with no SMALL children.	1							
No but it is fantastic to see so many established trees stay and are maintained	1							
POP UP Poster question "What do you like about Concept Plan 1?" - Wants it to continue to be a pleasant, shaded, natural experience - Places to sit and have lunch - Have playground located at back of block and entrance [to centre] at Pamela Place (walking) - Not just a playground: [wants] tables, chairs, bins, drink station, toilets, dog water station - Don't like playground and kinder separated by carpark - Just no!! - Nothing, NO!! - Nothing older people count too - Nothing - Nothing not a thing - Nothing - Do not destroy the park - You should leave it as it		1						
POP UP Poster Question: "What would improve concept plan 1?" - Build somewhere else. NO!! - Feel really safe in this area as opposed to other Langwarrin sites 9eg studio park, the end of turner street) [supportive comment] - What will bush kinder be like? - Our community belonging will be destroyed - Don't relocated the playground by taking even more green space - Want to see the site used for: walk the dog; bring grandchildren to play in the area - only area for our children: likes it the way it is; wants to walk dog here - Leave the park as is - Nothing do not build here - Nothing - Option 1 needs to allow a circuit path around the park - This is a space highly valued to young children - Key wants: wheelchair access; don't want to lose access to the site - Include places to meet - Include public seating - Include spaces for picnicking on grass - Please take care to buffer noise from kinder yards - RE Proposed playground space - needs to be safe between playground and cars park	1	1						

Item 12.9 Attachment B: Feedback other than concept

<p>POP UP Poster Question: "What would improve concept plan 2?"- Vehicle access from rear- BBQs- Option 2 gives more usable connected public use space- Playground for all ages- Option 2 doesn't impact residents as much- Maintain quiet areas to meet and gather- I'd like a playground that services all age ranges- I would choose option 2 as it's further from my backyard- Ruin the park nocturnal animals impact of lights; prefer another site. Negative words; predetermined decision- Nothing- leave as is go away- leave as it is please; nothing please do not build here- none build somewhere else NO!</p>						1		
<p>Preservation of most of the native vegetation sounds good. Would be interested to see how wildlife could be increased in the park through plantations. Wondering about the building itself. What materials will be used for the kindergarten? What will be done to lower its environmental impact? Where will the materials from the old playground go?</p>	1							
<p>Public Toilets</p>						1		
<p>Storage sheds to hold resources</p>								1
<p>Surrounding streets will experience a three fold increase in traffic and this presents a danger to local residents as there are no footpaths around these streets. Raymond Ave, Wooten Cres and further surrounding backstreets have women and children walking on the road with prams and small children on bikes, with more traffic on the roads due to the new kindergarten this is a major safety concern. There are also resident tawny frog mouth owls in the trees in Long St Reserve and an abundance of bird life... Too many trees are being cut down resulting in the birds trying to find residence in local pergolas and roofs. Disturbing the reserve in this way will be terrible for the area! Number 1 though, the lack of footpaths in the area has been a major safety concern for a while but with more traffic now this problem will escalate.</p>	1							
<p>The area is well loved and used. It's really important to keep the trees and vegetation as much as possible and respect that the public playground will be missed if it is downsized etc. many people walk their dogs there also.</p>	1	1						
<p>The wildlife! Keep as many trees as you can. Make sure to make enough parking.</p>	1							
<p>There is a bog 3/4 of the year down the bottom of the park, which is quite unsuitable. The elevations of the landsite have not been considered with the current plant submitted, therefore an environmental impact hasn't been considered, let alone consideration for those who border onto this area.</p>			1					
<p>Toilets for public use</p>						1		
<p>Trees near a couple of the park bench for summer but ones in sun for winter</p>	1		1					
<p>With the obvious backlash to the planned facility, and the acknowledgement that the services it offers do not at all relate to those people, perhaps a concerted effort to meet their requests may help going forward. For example, some infrastructure to assist in re-establishing habitat for wildlife affected, park benches or more naturally styled seating in other parts of the reserve.</p>			1					
<p>Yes I have concerns. I understand this needs to be build but Long Street Reserve is not the right place! This build is going to taje away majority of the reserve! Your data 39,6% and 31.9% is not the true reflection of the actual impact! Please do not make fools out of your voters and rate payers Frankston Council! We all know that the actual impact will be much more significant! There will be nothing left for public to freely use, the land left is useless for public use as it's mostly boggy area in spring, autumn and winter! The build will not only take away significant amount of well established trees but excavation works will damage roots of the much more! Not mentioning the pollution and noice which will force all the native animals living in the reserve to leave or be killed! Not ok and I object. Long Street Reserve is not the right place for this build.</p>	1		1					
<p>To Whom It May Concern As a resident located immediately adjacent to the Long Street Reserve on Wootten Crescent, one of the access points for the reserve, I herewith submit my expression of concern in regard to your recent communication about the identification of the reserve as a suitable location for an upgrade of the current Long Street Kindergarten and Maternal and Child Health Centre (MCHC). 1. My first point of concern is the lack of consultation with any of the residents and home owners in the properties located adjacent to the reserve, i.e. who share a boundary fence with the reserve, prior to the hand-delivered communication dated 9th December 2022. Surely it would</p>	1							

be appropriate for there to be the transparency of a community meeting to allow residents who will be directly impacted by such a project to raise their questions and concerns PRIOR to being presented with a communication which indicates that the project is a fait accompli?

2. The location of a multiroom kindergarten facility and upgraded MCHC will indubitably have an impact upon residents due to the increased pedestrian and vehicular traffic not only along Long Street itself, but in both Pamela and Alcon Courts, and Wootten Crescent. This represents not only an increase in congestion on the road and noise in the vicinity of our homes, but the potential for security concerns in regard to people illegally accessing our properties. Due to the increased human presence, and thus decreased likelihood that people in the vicinity will pay attention to people loitering in the area, this is a not unlikely scenario.

3. Thirdly, while your website states that a traffic management plan will be undertaken at a later stage in the project, it is difficult to understand how this has not, instead, been an integral part of the initial pre-planning prior to considering the location of the kindergarten and MCHC of the project, rather than something to be undertaken after the fact i.e. once the project has been approved. Where the kindergarten is currently located, it is notable that it has been necessary to impose limitations on parking along Moate and Long Streets to manage congestion during drop-off and pick-up times at the kindergarten, as well as high traffic times such as when an event is being hosted on the site (e.g. an end-of-year celebration). This has implications for the residents in these areas, whose own capacity to park in the vicinity of their home is impacted.

While I note that the proposed diagrams indicate a parking area (as per your statement that you will “discourage street parking by providing a car park on site”), this would accommodate approximately 25 vehicles only - realistically only a single class of kindergarten children – and you are proposing that three classes will be run from this venue, all of which will need to be accommodated more or less within school drop-off and pick-up times. It is difficult to see how, even with staggered starts and finishes, there will not be significant congestion in the area.

Furthermore, Long Street, as one of only two streets which runs the length of this area from Cranbourne Road to its border with Pindara Estate, not only currently carries a significant traffic load, but despite the installation of speed humps and a speed limit of 40 km/h, there are still a those within the community who do not drive at speeds, or in ways, that consider the likelihood of children and families crossing the road. Increasing congestion in this area, directly opposite the intersection of Gerald Street and Long Street (the conduit between Paterson Avenue and Long Street), represents another traffic concern to local residents - yet you are planning to “promote Long Street as the main entrance for the site”!

4. The reserve and playground is currently utilised by not only local residents, but many folk who come from other areas due to its accessibility and quiet location. Furthermore, there are a limited number of public playgrounds in this area for resident families to choose from:

- a. The playground on Edward Street, adjacent to the arboretum*
- b. The playground on the corner of Myrtle and Cedar Street*
- c. The playground on Pindara Boulevard (an exceptionally busy road, and not located within the immediate area of “leafy Langwarrin”)*
- d. Long Street Reserve*

Long Street Reserve therefore represents one of only four playgrounds in the area, and alongside Pindara Boulevard, the largest and best equipped. Furthermore, the Pindara Boulevard playground is located on a busier road due to Pindara Boulevard being the only access point into the estate. Long Street Reserve therefore represents a safe and well-proportioned local gathering space for families compared to the other two options in the area. While the proposed plans suggest that the current playground MAY be relocated, it is notable that Option 1 represents a playground significantly smaller in scale than the current playground AND immediately adjacent to Long Street and the proposed parking lot, with Long Street carrying a significant amount more traffic than is currently the case (because you plan to “promote Long Street as the main entrance for the site”!) On the other hand, your Option 2 design suggests locating the playground on the west end of the current reserve, an area on a slope with significant drainage issues. This end of the reserve becomes waterlogged when there is regular rainfall (such as in winter), which would potentially preclude the playground being a place that families would wish to visit, given the likelihood that it will be unpleasantly wet and muddy, and a breeding place for mosquitoes.

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Item 12.9 Attachment B: Feedback other than concept

Your website states that you will “retain green open space”, but based on either of your designs, the “green open space” will be significantly reduced. Not only does this area of Langwarrin feature a paucity of playgrounds (as outlined above), but there are also limited “green open spaces” which are safe for families to walk to, and children to play in, without onerous parental supervision. These include only the arboretum and the “green open space” on Maple Street. Based on the current proposal, it would appear that Long Street Reserve simply become just another such “green open space”, and a very small one at that. In this case, this entire area of Langwarrin will have only three playgrounds and three “green open spaces” (Lloyd Park playing fields excluded). How does this align with the Federal Government’s initiative to get children outside and active – you are, essentially, removing one of the limited local options for families to do just that?

5. Long Street Reserve is home to many well-established trees, but based on both the current proposals, many of these will need to be removed. You state that “the majority of the perimeter trees” will be retained “for screening and privacy” and that you will “protect and feature many of the existing trees and native vegetation”. However, you also state that “while the concept plans seek to retain as many trees as possible, some will need to be removed”. These statements are somewhat contradictory, and local residents run the risk of being bullied into accepting one of the current designs with no clarity as to how exposed their back fences will become (and I draw your attention, again, to Point 2 above). New trees planted to replace any trees removed will take years to grow and provide the same level of shade in the area.

Furthermore, have we not seen significant deforestation in this area just based on the Council’s approval of subdivisions of blocks – for example, Edward Street, upon which blocks multistorey townhouses have replaced single dwellings? With so many well-established trees and other vegetation having been removed in recent years, there has been a significant impact upon local fauna. With this in mind, has an environmental study been undertaken on this project? Is there an understanding of what local fauna is currently resident in the park and would be impacted by the proposed development, particularly in view of the likelihood that many local creatures will have relocated to the sanctuary offered by the current reserve due to their loss of habitat following subdivisions and multi-residential constructions?

While we are completely in favour of the Federal Government funding improved access to early learning opportunities for every child in the community, we argue that it is equally important for the children in the local area to have access to a safe place to play outdoors, and for families to have access to safe, well-maintained playgrounds and park facilities. With this, and the concerns raised above in view, we are strongly opposed to the Council’s proposal to relocate the current Long Street Kindergarten and MCHC to the Long Street Reserve.

Regards

Dear email recipient
@ everyone

I implore you to please take notice of Dan Andrews intention to place NEW kindergartens next to or nearby to schools.

I have attached a photo the post Dan Andrews' post on his fb page about the same.

Dan Andrew's intention was NEVER to take Parks or Reserves to implement his free kindergarten roll-out.

Thank you for considering what Dan Andrews' post is proposing.

Kind Regards

██████████ ///

Dear ██████████

I write to in an endeavour to gain your support to oppose Frankston City Council’s proposed development of a Kindergarten, Child and Family Centre at Long Street Reserve Langwarrin.

I would like to draw your attention to the following concerns:-

1/ By councils own admission we are in a state of climate emergency. Destroying trees at this site is climate and environmental vandalism. Council is asking residents (quoted from Council’s website) What can you do to reduce emissions and climate vulnerability across Frankston City?

1	1						

the residents have received a letter of advice, but much later than the dates as advised on Councils website. For example, none of the residents in the northern end of Wootten Cres have received any letter or postcard that has been described on the website.
 Thank you for taking the time to consider my points. I hope you are able to see the merit of my reasoning for not continuing with the development of this proposal on this site.
 If you would like to discuss any of the points further I would be happy for you to call me at any time on [REDACTED]

Kind regards

[REDACTED]

Dear [REDACTED]

I write to communicate my considerations for the new kinda development being proposed by Frankston City Council.

I have attached a letter of objection regarding Councils current preferred location outlining reasons for my objection.

I have attached a letter suggesting an alternative site that I believe would be a far superior location for the kinda and my reasons why.

I have sent my letters to all Councillors but am yet to receive a reply.

I would be grateful if you could take the time to read my letters and consider the merit of their content

I would welcome a call to discuss the content at any time. My number is [REDACTED]

Kind Regards

[REDACTED]///

Good afternoon [REDACTED]

I called FCC customer service and asked how I could deliver my collection of photos to you. I was advised that sending my pictures individually was the only way I could submit them as the mailboxes at FCC are too small to receive them as a collection.
 All photos were taken in Long Street Reserve and represent what we will lose, destroy effect or damage if FCC proposed build on this site was to go ahead.

Thank you for receiving mMedical Research Evidence supporting the benefits of intergenerational skill sharing.

Dear Councillors

I am writing to add the below medical research references in support of my proposal for an alternative position of the new kinda in Chute Drive. I trust you will peruse my findings, consider the merit of them and add this evidence to the reasons supporting the relocation of this development.

References:-

After the success of the ABC's 'Old People's Home for 4 Year Olds', attention is being paid to the importance of intergenerational skill sharing between young children and senior members of the community in an attempt to combat later life depression, loneliness and frailty. However, the benefits have been circulating in research fields for years.

In 2016, Cortellesi and Kernan found that contact between young children and older people significantly supported the wellbeing of both groups, and stressed the need for

local governments to support such cross-intergenerational contact via urban planning and infrastructure development (Cortellesi & Kernan,

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2016).

Similarly, DeVore, Winchell, & Rowe (2016) found that intergenerational programs across the United States positively affected the development outcomes of both young children and older members of each community that these programs were active in. In fact, according to Generations United, a leading organisation focused on improving the lives of children, youth, and older people through intergenerational strategies, intergenerational programs “purposefully bring together people of different generations in ongoing, mutually beneficial, planned activities, designed to achieve specified program goals.” At the heart of these programs is the understanding that society is based on the giving and receiving of resources across the lifespan.

There is furthermore, a wealth of research that suggests that intergenerational contact promotes the preservation of cultural practices (Teter, 2016; Storm & Storm, 2015; Fair, 2015), which also promotes the wellbeing of both young children and older adults. At the heart of all research that supports intergenerational skill sharing is the importance for local government to provide access to environments which promote such skill sharing and well-being promotion.

Kind Regards

██████████ submissions to be added to feedback being collected other than design features, as per Cr Bakers notion at last Council meeting.

Regards

██████████ //Good afternoon ██████████

I would like to have my attached submissions added to the feedback being collected opposing the proposed development of Long Street Reserve.

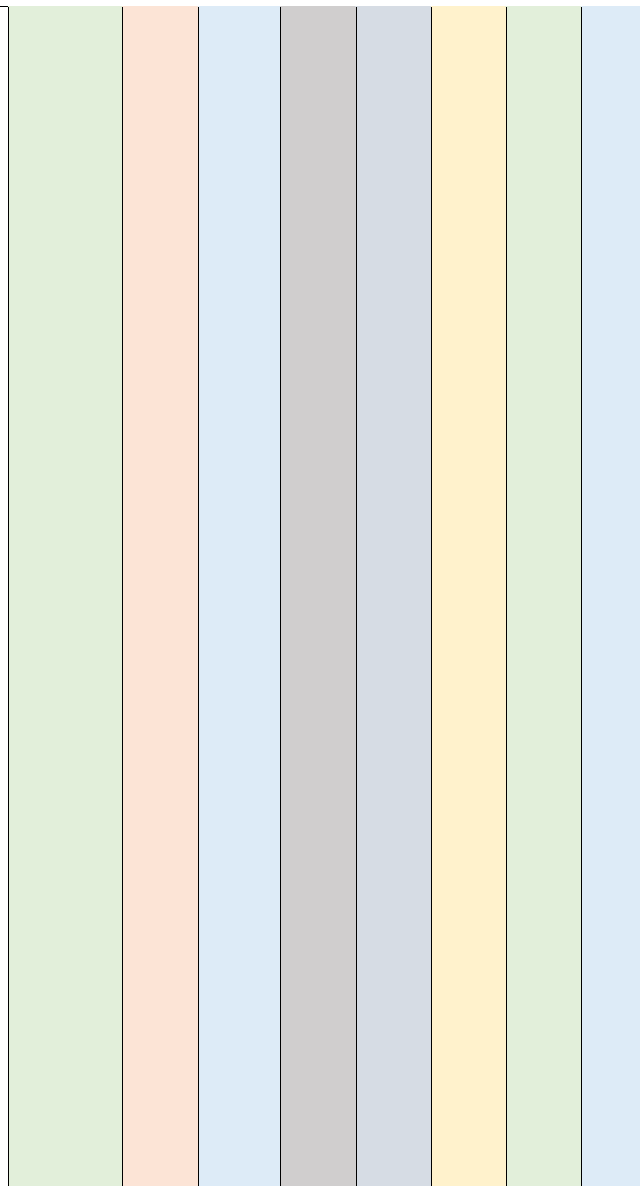
Thank you.

Regards

██████████

RESIDENT BIRDS in Long Reserve include, but are not limited to:

- Australian Magpies
- Magpie Larks
- Tawny Frogmouths
- Eastern Barn Owls
- Southern Boobooks (Rare)
- Pied Butcherbirds
- Grey Butcherbirds
- Noisy Miners
- Red Wattlebirds
- Little Wattlebirds
- Yellow faced Honeyeaters
- White eared Honeyeaters
- White plumed Honeyeaters
- New Holland Honeyeaters
- Eastern Spinebills (Common in Victoria but locally rare)
- Eastern Yellow Robins (Common in Victoria but locally rare)



Item 12.9 Attachment B: Feedback other than concept

<ul style="list-style-type: none"> • <i>Crimson Rosellas</i> • <i>Eastern Rosellas</i> • <i>Galahs</i> • <i>Sulphur Crested Cockatoos</i> • <i>Yellow Tailed Black Cockatoos</i> • <i>Little Corellas</i> • <i>Rainbow Lorikeets</i> • <i>Musk Lorikeets</i> • <i>Australian Ravens</i> • <i>Little Ravens</i> • <i>Spotted Pardalotes</i> • <i>Striated Pardalotes</i> • <i>Hooded Plovers</i> • <i>Common Bronze wings (Common in Victoria but locally rare)</i> • <i>Crested Pigeons</i> • <i>Silvereyes</i> • <i>Brown Thornbill</i> • <i>Swift Parrots (Listed with EPBC as Critically Endangered)</i> • <i>Welcome Swallows</i> • <i>Superb Fairy Wrens</i> • <i>Golden Whistlers</i> • <i>Grey Fantails</i> • <i>White Browed Scrub wrens</i> • <i>Nankeen Kestrels</i> • <i>Black Shouldered Kites</i> • <i>Laughing Kookaburras</i> • <i>RESIDENT ANIMALS in Long Reserve include, but are not limited to:</i> • <i>Short beaked Echidnas</i> • <i>Common Brushtail Possums</i> • <i>Common Ringtail Possum</i> • <i>Bush Rat</i> <i>RESIDENT REPTILES in Long Reserve include, but are not limited to:</i> • <i>Tree Dragons</i> • <i>Eastern Skinks</i> • <i>Delicate Skinks</i> • <i>White Lipped Snakes</i> • <i>Eastern Tiger Snakes</i> • <i>Garden Skinks</i> • <i>Southern Brown Tree Frogs</i> • <i>Marbled Geckos</i> <i>RESIDENT INSECTS AND POLLINATORS in Long Reserve include, but are not limited to:</i> • <i>Native Cockroaches</i> • <i>Andrena Native Bees</i> • <i>Amophilla Sabulosa</i> • <i>Prionyx</i> • <i>Various Grasshoppers</i> • <i>Several varieties of Ants</i> 								
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Item 12.9 Attachment B: Feedback other than concept

• Huntsman Spiders
 • European Honeybees//1 OBJECT TO COUNCIL DEVELOPING LONG ST RESERVE IN ANY MANNER FOR THE FOLLOWING REASONS
 1/ By councils own admission we are in a state of climate emergency. Destroying trees at this site is climate and environmental vandalism. Council is asking residents (quoted from Council's website) What can you do to reduce emissions and climate vulnerability across Frankston City?

It would not be in Council's best interests if they were to contradict their own standards by destroying the trees in Long Street Reserve to build this development. Especially when there are more suitable sites available, where this development could be placed without the loss of established native trees.

Amongst much other fauna that call this park home, there is a family of Tawny Frogmouths who use this park annually to nest and raise young. Tawny Frogmouths require the environment in Long Street Reserve to remain as it so continue to survive. Many local residents are familiar with the Tawny's' nesting habits and feel very protective towards them. Planting trees will not overcome the problem of the destruction of the Tawny's habitat as Tawny's require old growth trees in which to nest and camouflage.

Native Noisy miners, Eastern Yellow Robins, Rainbow Lorikeets Crested Pigeons, Common Bronzing pigeons, Brushy Tailed and Ringtail Possums also nest in this park. Eastern Rosellas and Crimson Rosellas both nest in the hollow of these old trees. New plantings cannot provide homes for these species for 50 – 100 years. It is environmental vandalism to destroy the habitat of these native birds and animals.

Council is contradictory in its statements regarding connecting children with land and nature to be advocates for future generations when it is destroying the very habitat of what they should be protecting for their future and the future of their own children..

2/ I question Council's decision in proposing this site for development before undertaking a traffic engineering assessment, and also to spend ratepayers money having plans drawn up before a site is yet to be fixed. This development would be bringing a minimum of 99 parent's cars plus 9 staff cars for the kinda alone. Add to that the extra cars for attendees and staff that will be running the Healthcare Centre. Add to that the attendees and the staff attending the proposed playgroups. Add to that the cars delivering supplies etc. This represents an increase of somewhere in the vicinity of 120 – 130 cars coming in and going out of our quiet safe estate twice a day 5 days a week., and bringing with them the noise and pollution that amount of traffic will generate.

Our roads in "Leafy Langwarrin" are narrow and most of our streets do not even have footpaths, meaning that local residents walking their dogs, pushing their prams, whilst holding brolleys (on rainy days) holding young children's hands, people with mobility devices or shopping jeeps, kids walking and riding bicycles to Langwarrin Primary and Langwarrin Secondary College will all have to contend with this number of extra cars that they have to give way to, along with our existing traffic. Any increase in traffic automatically brings with it an increased level of danger. It is sheer lunacy and irresponsible of council to expect pedestrians and bicycle riders with no choice but to walk and ride on the roads in this estate, because we have no footpaths, to be forced to contend with this amount of extra traffic.

3/ With intersections at both ends and opposite Long Street Reserve, namely Alcon Crt, Wootton Cres and Gerald drive it would be impossible to see around corners safely with this volume of traffic coming, going, parking turning, loading and unloading kids from cars. An entrance to a car parking area at the kinda is adding yet another "intersection" to the chaos. Creating this kind of traffic environment is creating a recipe for utter chaos and danger to drivers, pedestrians cyclists and especially small children. The bend in long street, as you approach Long Reserve from Long Street also inhibits clear view.

4/The number of car parking spaces included in this proposed development are grossly inadequate for the number of vehicles that will be frequenting it. Because there is not enough safe car parking places, parents will be forced to park on the narrow roads whilst loading and unloading small children, and this will be occurring in the chaotic traffic situation as discussed previously. If staff is not permitted to park in the carpark they are highly likely to park in Wootton Cres where there are no safe footpaths for the resident, therefore forcing pedestrians into further danger. The entrance to Long Street Reserve via Wootton Lane would appear inviting for staff and some parents. Meaning they would be parking their cars on the narrow street close to the blind corner where the entrance is situated. Wootton Cres has already seen an increase in traffic since the speed humps were constructed as cars use it as a cut through from Long Street to Raymond Avenue to avoid a few speed humps. Alcon Crt and Pamela Place already have very limited areas for parking, and people will be parking in the bowl s of the courts creating the need for cars turning to have to drive into residents driveways to turn around.

The proposal speaks of pram and scooter parking but residents would be disinclined to have their small children on scooters or push their prams along our roads with no footpath with the increased level of traffic.

5/ The playground in our park is one of very few suitable for the use of toddlers and small children available anywhere in our estate and even as far away as Ballam park that has had its toddler friendly elements removed during the latest refurbishment. Our small child friendly playground

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is well used by many families, some even coming here from other areas because of its suitability.
 Both of the plans in the proposal take up the prime part of the reserve and the residual land is so poorly drained that it is flooded for much of the year. Council knows this as they cannot even cut the grass because it is too wet. There is no suitable leftover space to erect another playground.
 6/ Most of the residents in the surrounding streets have not received any notification about this proposed development in any form. A few of the residents have received a letter of advice, but much later than the dates as advised on Councils website. For example, none of the residents in the northern end of Wootten Cres have received any letter or postcard that has been described on the website.
 Thank you for taking the time to consider my points. I hope you are able to see the merit of my reasoning for not continuing with the development of this proposal on this site.
 If you would like to discuss any of the points further I would be happy for you to call me at any time on [REDACTED]
 [REDACTED]
 [REDACTED]

Dear [REDACTED]
 I am writing to appeal to you personally to assist us to stop the Council proposal to destroy our Long Street Reserve and build a kindergarten on our only green space.
 We live at [REDACTED], which is [REDACTED] away from Wootten Lane.
 I particularly need you to understand, that we use Long Street Reserve as vital part of the education process we use to re-educate the greyhounds that we foster.
 Without this park and all that it represents we could not have the success in re-educating our foster greyhounds as we do.
 We have been fostering for almost 13 years now and during that time we have built up a wide and varied network of people in our nearby community that help us to get out our dogs ready for adoption.
 We meet these people, and their kids and their dogs in Long Street Reserve on a regular basis.
 The people within the network of which I speak, have become familiar with what we do and have seen the benefits for our efforts both for the greyhounds and the people who adopt them.
 In fact we have had two new greyhounds come to live in our street recently and a third arriving very soon, possibly from [REDACTED]

- Long Street Reserve provides our foster greyhounds with regular opportunities to meet and socialise with dogs of all shapes, sizes, breeds and personalities.
- Long Street Reserve provides our foster greyhounds with regular opportunities to meet and socialise with people of all ages from tiny tots in prams, toddlers, small children, older children, teenagers adults and the elderly that ALL visit our park on a regular basis.
- Long Street Reserve provides our foster greyhounds to experience the sounds of children, the sights and sounds of kids on plastic push toys, kids in pushers and prams, kids on bikes and skateboards.

Our twice daily visits to Long Street Reserve are far more than just 'walks in the park' for our greys, the visits are how we educate them and have the ability to assess and match our fosters as well as we can.
 I have attached a copy of the personal report I have developed to assess every greyhound that we rehome. You will see that the report covers all the elements that I have mentioned above.
 Without our Long Street Reserve and our amazing community we would not be able to do what we
 Please [REDACTED] do not destroy our Long Street Reserve.
 Kind regards
 [REDACTED]
 [REDACTED] Foster Carers//

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Langwarrin Child and Family Centre Development, Langwarrin

Due Diligence Aboriginal Cultural Heritage Desktop Assessment

Due Diligence Assessment

Client: Frankston City Council

Heritage Advisor: [REDACTED]

Authors: [REDACTED]

Date of completion: 20 April 2023

Due Diligence Assessment

Executive Summary

Frankston City Council are currently considering the development of the Langwarrin Child and Family Centre with two concept designs for layout. This report provides a preliminary Desktop Assessment of the potential for Aboriginal heritage to be present within the subject area and councils obligations under the *Aboriginal Heritage Act 2006*.

The proposed land for development is located at Long Street Reserve in Langwarrin, at 19/35 Long Street and situated within a residential subdivision. The public reserve is accessible by vehicles or by pedestrians and cyclists via Long Street (that runs along the southeastern boundary of the activity area) or Pamela Place (located in the northwestern boundary of the activity area).

Briefly, the results of the Desktop Assessment revealed that:

- Aboriginal people of the Kulin nation including the *Bun wurrung* language groups occupied this part of Victoria for thousands of years;
- The entire subject area is within an area of cultural heritage sensitivity;
- There are no previously recorded Aboriginal cultural heritage places within the activity area itself;
- There are, however, five previously recorded Aboriginal cultural heritage places within 1.5 km of the activity area; and
- The area has been disturbed caused by historical farming and clearing, residential development, and landscaping.

The results of the Due Diligence Desktop Assessment revealed that the activity area has been disturbed in the past, but that these disturbances have not been significant over the entire activity area. It is, therefore, reasonably possible that Aboriginal heritage is present.

Given the subject area is located within an area of cultural heritage sensitivity, if an activity involving significant ground disturbance is proposed, then a CHMP would be required to be prepared, according to the *Aboriginal Heritage Act 2006* and the *Aboriginal Heritage Regulations 2018*.

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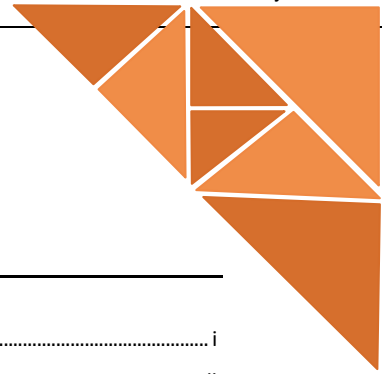


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Due Diligence Assessment

Introduction

Frankston City Council are currently considering the development of the Langwarrin Family and Child Centre with two concept designs for layout.

The proposed land for development is located at Long Street Reserve in Langwarrin, at 19/35 Long Street and situated within a residential subdivision. The public reserve is accessible by vehicles or by pedestrians and cyclists via Long Street (that runs along the southeastern boundary of the activity area) or Pamela Place (located in the northwestern boundary of the activity area).

Given the area is mapped as an area of cultural heritage sensitivity under the *Aboriginal Heritage Act 2006 (Act)*, Frankston City Council commissioned [REDACTED] to complete a Due Diligence Desktop Assessment to clarify their obligations under the Act and inform their planning process.

According to the *Aboriginal Heritage Regulations 2018 (Regulations or r.)*, a Cultural Heritage Management Plan (CHMP) must be prepared for a high impact activity if all or part of an activity area falls within an area of cultural heritage sensitivity (e.g. land that is within the unit of sand sheets r.41 (1) (*AHR 2018*)).

According to r.46 (1) of the *Regulations*, a high impact activity includes:

- the construction of a building or the construction or carrying out of works on land, if the construction of the building or the construction or carrying out of the works-
 - (a) would result in significant ground disturbance; and
 - (b) is for, or associated with, the use of the land for
 - (v) a childcare centre.

As such, a CHMP would usually be required for the proposed activity. However, if part of a sand sheet, including the Cranbourne sand, has been subject to significant ground disturbance, that part is not an area of cultural heritage sensitivity r.41 (2). A CHMP would not be required if the activity area includes only sand sheet that has been subject to significant ground disturbance (see Appendix 1 on significant ground disturbance).

This Due Diligence Desktop Assessment aims to determine whether or not the land comprising Long Street Reserve, at 19/35 Long Street in Langwarrin (all of which is within an area of cultural heritage sensitivity) has been subject to previous significant ground disturbance and therefore whether or not it is an area of cultural heritage sensitivity and whether a CHMP must be prepared.

[REDACTED] is the Heritage Advisor (HA) who assisted the client in preparing this Due Diligence Desktop Assessment. [REDACTED] holds a Masters degree in an interdisciplinary field of cultural materials conservation, a Bachelors degree of archaeology, and possesses extensive experience of over five

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years in cultural heritage management (see CV for [REDACTED] attached in Appendix 2). [REDACTED] [REDACTED] (Director) and [REDACTED], a historian, assisted with this Due Diligence Desktop Assessment.

The Registered Aboriginal Party (RAP) for this part of Victoria is the Bunurong Land Council Aboriginal Corporation (BLCAC). Should a CHMP be required and/or undertaken it is important to consult the RAP prior to and during the assessment, as they have the authority over heritage in this area and will evaluate the CHMP.

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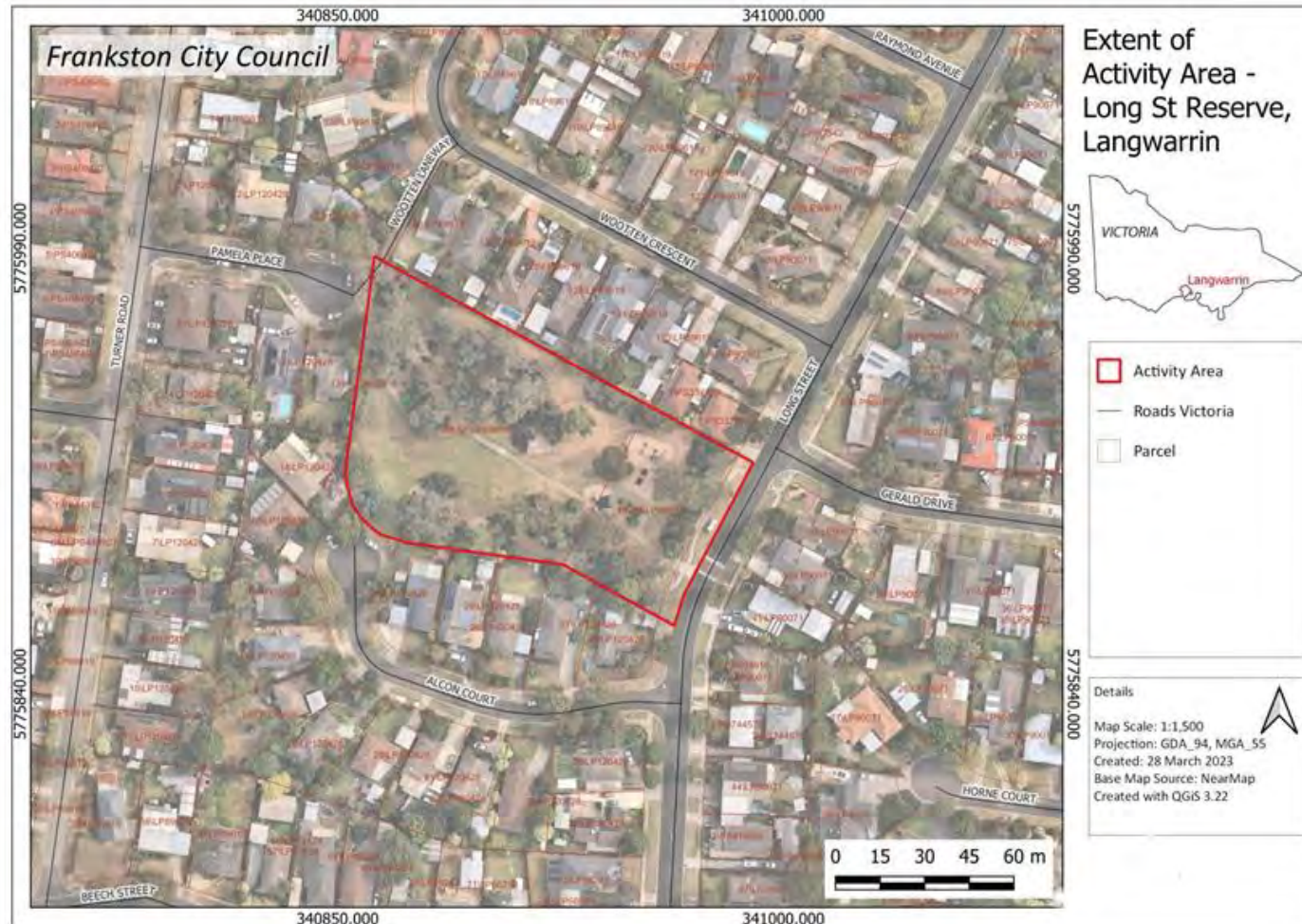


Figure 1: Aerial view of Long Street Reserve, Langwarrin, and the subject area.

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Aboriginal Cultural Heritage Due Diligence Assessment

Desktop Assessment

Methodology

This desktop assessment was completed to determine whether it is reasonably possible that the subject area contains Aboriginal cultural heritage. It was also prepared to determine the level of prior disturbance and thus the requirement, or not, to prepare a CHMP under the *Aboriginal Heritage Act 2006* and *Aboriginal Heritage Regulations 2018*.

In order to predict the possibility that Aboriginal cultural heritage places might be found within the subject area, a review of the known places registered on the Victorian Aboriginal Heritage Register (VAHR) and previous archaeological assessments, including reports, surveys and CHMPs was undertaken for a sample area of 1.5 km around the subject area.

Data was collected from the VAHR on the 28 March 2023 under access approval number [REDACTED]. The desktop assessment was completed by [REDACTED], [REDACTED], and [REDACTED].

To assist in developing a predictive site model, Aboriginal history, and more recent land use history and thus disturbance of the area was also investigated and briefly reviewed in the following sections.

Search of the Victorian Aboriginal Heritage Register

The search of the VAHR revealed that there are five (5) previously recorded Aboriginal cultural heritage places within a 1.5 km radius of the subject area, with a total of 11 components. There are no VAHR sites that are within 150 m of the subject area. Table 1 below provides a summary of the Aboriginal cultural heritage places identified within the geographic region.

Please note, all registered Object Collections within the geographic region have been omitted from this Due Diligence Assessment, as they all correspond with a storage unit at 381 McClelland Drive, Langwarrin.

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Table 1: Aboriginal cultural heritage places within 1.5 km of the subject area.

VAHR #	Place name	Place type	Details	Deposit type where artefacts were found	Distance from site
7921-0440	CRANBOURNE /FRANKSTON RD 1	Artefact Scatter	"High density scatter of quartz"	Surface artefact scatter found on nature strips between intersection of Cranbourne-Frankston Road, Veronica Street, and Cranhaven Road.	0.53 km south
7921-1198	Union Road Langwarrin 1	Artefact Scatter	1 quartz flake	Sub-surface isolated artefact found in a sand dune, at a depth of 500-600 mm. Noted to be a relatively undisturbed unconsolidated dry sand deposit.	1.1 km southeast
7921-1743-1	55 Union Rd LDAD1	LDAD	1 crystal quartz flake	Sub-surface artefact found on a sandy lower slope, at a depth between 1 m and 1.05 m. Noted to be a relatively undisturbed deposit below 200 mm.	0.92 km southeast
7921-1743-2			1 quartz flake	Sub-surface artefact found on a sandy middle slope, at a depth between 650 mm and 700 mm. Noted to be a relatively undisturbed deposit below 130 mm.	0.93 km southeast
7921-1743-3			1 quartz flake	Sub-surface artefact found on a sandy middle slope, at a depth of 850 mm. Noted to be a relatively undisturbed deposit below 130 mm.	0.93 km southeast
7921-1743-4			1 quartz flake	Sub-surface artefact found on a sandy middle slope, at a depth of 850 mm. Noted to be a relatively undisturbed deposit below 200 mm.	0.94 km southeast
7921-1919-1	Cruden Farm LDAD	LDAD	1 quartz bipolar core	Sub-surface artefact found on a rise, at a depth of 400 mm	1.42 km southwest
7921-1919-2			1 quartz flake	Sub-surface artefact found on a rise, at a depth of 900 mm.	1.07 km southwest
7921-1919-3			1 silcrete multidirectional core	Surface artefact found on a rise.	1.07 km southwest
7921-1928-1	Cruden Farm AS 1	Artefact Scatters	54 artefacts: silcrete, quartz, and quartzite	Surface (n=5) and sub-surface (n=49) artefacts found on sandy loam rise, at depths between 0 and 400 mm. Separated to demonstrate nature of Aboriginal	1.28 km southwest

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				occupation, with possible spatial relationship between Components 1 and 2.	
7921-1928-2			67 artefacts: silcrete, marlstone, basalt. Inclusive of 4 Bondi points.	Sub-surface artefacts found... at depths between 200 and 600 mm. Separated to demonstrate nature of Aboriginal occupation, with possible spatial relationship between Components 1 and 2.	1.22 km southwest

The closest Aboriginal heritage place is artefact scatter, *CRANBOURNE/FRANKSTON RD 1* (VAHR 7921-0440), located approximately 530 m south of the current subject area. This place is situated at the intersection of Cranbourne-Frankston Road, Cranhaven Road, and Veronica Street; the scatter noted to be on both nature strips of Cranhaven Road and on the west nature strip of Veronica Street. This place comprised a “high density” of quartz artefacts. However, its VAHR record notes that “none of [them are] artefactual”. They were “believed to derive from a quartz driveway, leading to an old homestead (“8 Oaks”)”.

Artefact scatters are the most common place identified in the region. They comprise between one and 67 stone artefacts of various raw materials including quartz, silcrete, marlstone, crystal quartz, quartzite, and basalt. This indicates that a number of sources were exploited, or materials traded by past Traditional Owners.

There are no previously recorded places within the subject area.

Previous Archaeological Studies

Several archaeological studies have been completed within the 1.5 km geographic region, some of which did locate Aboriginal cultural heritage. They have been limited to CHMP projects for the purpose of this assessment, as outlined below.

Patton and Fiddian (2021) prepared CHMP 17308 for the proposed residential development at 26 Sycamore Street in Langwarrin, on behalf of private sponsors, Shane and Leanne Roberts. The subject area is located approximately 350 m northwest of the current activity area. Desktop, Standard, and Complex assessments were undertaken, which re-identified 36 Aboriginal places within the geographic region. No new places were identified during sub-surface testing due to the extent of significant ground disturbance associated with the then-current dwelling and underground services. There were no specific measures for management recommendations, as no Aboriginal cultural heritage was found.

White *et al.* (2020) prepared CHMP 16834 for the proposed childcare centre at 26 Union Road in Langwarrin, on behalf of Berrettas Hotels. The subject area is located approximately 935 m east of the

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current activity area. Desktop, Standard, and Complex assessments were undertaken, which re-identified 22 Aboriginal places within the geographic region, the majority of which were situated on underlying inland dune deposits (Qd1). No new places were identified during sub-surface testing in which the top 500 mm were noted to be completely disturbed, overlying natural undisturbed deposits that reached a maximum depth of 1.5 m. The possible presence of any Aboriginal cultural heritage was limited by the water table at the latter depth, and the extent of the remaining dune deposits present below clear surface disturbances. Other factors such as the landform of a low relief section of a dune in which the activity area was located may not be representative of an occupation site. There were no specific measures for management recommendations, as no Aboriginal cultural heritage was found.

Bensted (2019) prepared CHMP 16486 for the proposed ambulance station at McClelland Drive in Langwarrin, on behalf of Vincent Chrisp. The subject area is located approximately 1.16 km southwest of the current activity area. Desktop, Standard, and Complex assessments were undertaken, which re-identified 23 Aboriginal places within the geographic region. No new places were identified during sub-surface testing. Disturbance and modern inclusions were noted throughout the two 1 m² test pits, that came down to introduced gravelly clay fill at depths between 100 mm and 350 mm. There were no specific measures for management recommendations, as no Aboriginal cultural heritage was found.

Anderson and Tranter-Edwards (2018) prepared CHMP 15903 for the proposed residential subdivision at 5,7, and 9 Edward Street in Langwarrin on behalf of H&M (VIC). The subject area is located approximately 1.04 km southwest of the current activity area. Desktop, Standard, and Complex assessments were undertaken, which re-identified 22 Aboriginal heritage places. No new places were identified during sub-surface testing. Of the one 1 m² test pit and four auger probes, disturbance and modern inclusions were noted to depths between 180 mm and 300 mm, overlying undisturbed silty sand and sandy deposits. Testing was carried out to basal clay or depth of proposed impact at varying depths between 300 mm and 1.57 m. There were no specific measures for management recommendations, as no Aboriginal cultural heritage was found.

Mitchell (2018) prepared CHMP 15628 for the proposed subdivision of 2/55 Union Road in Langwarrin, on behalf of Brian Moxham Surveying. The subject area is located approximately 895 m southeast of the current activity area. Desktop, Standard, and Complex assessments were all undertaken, which re-identified 115 Aboriginal places within the geographic region. One new Aboriginal place was identified during sub-surface testing, comprising LDAD, VAHR 7921-1743, and is located approximately between 30 and 70 m east off a tributary of Boggy Creek in the north. This place is located approximately between 920 and 940 m southeast of the current subject area. This place comprises a total of four stone tool artefacts and were predominately quartz, with a singular crystal quartz flake, found sub-surface between 650 mm and 1.05 m depths. It was noted that most were recovered from undisturbed sand deposits, below disturbed contexts of 200 mm. These four stone tool artefacts were collected at time of recording. Management conditions included RAP inspections during the proposed works schedule.

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Barker (2015) prepared CHMP 13644 for the proposed residential subdivision of 17 Athol Court in Langwarrin, on behalf of private sponsor, Emil Melham. The proposed works included the construction of three properties on an activity area of 1020 m². The subject area is located approximately 945 m southeast of the current activity area. Desktop, Standard, and Complex assessments were undertaken which re-identified 27 Aboriginal places within the geographic region. No new places were identified during sub-surface testing, due to the activity area exhibiting evidence of ground disturbance due to past land use and vegetation clearance. There were no specific measures for management recommendations, as no Aboriginal cultural heritage was found.

Stevens (2015) prepared CHMP 13246 for the proposed residential subdivision of 29 Athol Court in Langwarrin, on behalf of ABP Consultants. The subject area is located approximately 975 m southeast of the current activity area. Desktop and Standard assessments were undertaken, which re-identified 9 Aboriginal places. No new places were identified during surface survey assessment due to low ground surface visibility. The CHMP did not proceed to Complex assessment, as the survey demonstrated the significant ground disturbance within the activity area due to stormwater and irrigation pipe installations and drainage systems, implemented by Melbourne Water. There were no specific measures for management recommendations, as no Aboriginal cultural heritage was found.

Barker (2010) prepared CHMP 10978 for the proposed residential development of 71 Union Road in Langwarrin, on behalf of Papalia Developments and Construction. The subject area is located approximately 1.05 km southeast of the current activity area. Desktop, Standard, and Complex assessments were conducted, which re-identified 137 Aboriginal places within the geographic region. One new site was identified as Low-Density Artefact Scatter, 7921-1198, containing a single quartz flake found at a depth of 600-700 mm. Management conditions included the allowance for harm to come to VAHR 7921-1198 and the reburial of the site's contents where it will not be disturbed, in consultation with the RAP.

Cummins (2010) prepared CHMP 10893 for the proposed residential subdivision of 2 Pindara Boulevard in Langwarrin, on behalf of K3 Developments. The subject area is located approximately 865 m east of the current activity area. Desktop, Standard and Complex testing were undertaken, which re-identified 108 Aboriginal places within the geographical region. No new places were identified during surface or sub-surface testing. The region was noted to be disturbed by frequent pedestrian use and the steep angle of the geographic features, as well as ground disturbance and introduced fill. Management conditions that the proposed works could go ahead as planned without risk of causing disturbance to Aboriginal cultural heritage.

Long *et al.* (2009) prepared CHMP 10015 for the proposed Frankston Bypass Peninsula Link project, on behalf of the Southern and Eastern Integrated Transport Authority (SEITA). The proposed works involved the construction of 25 km of road bounded by the Mornington Peninsula/Eastlink interchange at Carrum Downs and the Mornington Peninsula Freeway at Mount Martha. The subject area, Area H, is closest to the

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current activity area located approximately 1.25 km to the west. Desktop, Standard, and Complex assessments were undertaken. 26 new places were identified during surface and sub-surface testing. Low Density Artefact Scatters were the only identified place type, comprising between 1 and 133 artefacts per site. The predominant raw materials included silcrete, chert, quartz, and hornfels found in flakes and angular fragments. Microliths and blades were also found in low quantities. Much of the activity area was determined to be significantly disturbed by previous Eastlink roadwork construction, although 10 places exhibited potential for further artefact distributions. Management conditions included the implementation of protective fencing for Aboriginal places during construction of the proposed bypass. Although no further sub-surface testing was deemed necessary for this CHMP, there was a capacity for future salvage excavations within the areas with a high potential for Aboriginal cultural heritage.

Historical and ethno-historical accounts of Aboriginal occupation of the geographic region

Aboriginal people have occupied the Australian continent for tens of thousands of years. A recent review of archaeological evidence suggests that the earliest unequivocal evidence for the occupation of Sahul (Pleistocene Australia and New Guinea) was from 47,000 years ago (Allen & O'Connell 2015). However, there is also evidence to suggest that occupation of Sahul could have occurred even earlier, potentially at around 60,000 years ago (e.g. Clarkson et al. 2015).

According to Clark (1990), prior to the European settlement of Australia, Aborigines in and around the Port Phillip district were divided into a number of distinct groups based on language, but together forming the Kulin nation. The activity area falls within the traditional territory of the *Bun Wurrung* people ('Bun' = no; 'Wurrung' = lip, speech, tongue or language), one of the East Kulin language groups.

Whilst exact boundaries are difficult to determine, the *Bun wurrung* lands are understood to have extended along the coast of the Werribee River to the Tarwin River watershed, Anderson Inlet, and possibly Wilsons Promontory and inland to Warragul and the Dandenong Ranges (Clark 1990, p. 363). The people of the *Bun wurrung* lived in six small groups or clans, with each clan having their own lands. There are two clans whose traditional lands may have encompassed the activity area. The *Mayune bulag* ('Mayune people') were associated with territory around Carrum Swamp and the upper part of the Mornington Peninsula (Clark 1990, p. 367). Nearby were lands occupied by the *Ngark Willam* ('Stone dwellers') (Brighton, Mordialloc, Dandenong and between Mt Eliza and Mt Martha) (Clark 1990, p. 367). Groups of the Kulin nation such as the *Bun Wurrung* were organized into moieties belonging to either *Waa* (crow) or *Bunjil* (eaglehawk), and used a marriage system that required individuals to marry outside the moiety, thereby establishing a range of links and kinship ties with other clans. Kulin religious beliefs ascribe the creation of all things to *Bunjil* (Barwick 1988, p. 105).

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In all, however, little is known of the *Bun wurrung* from historical accounts. Most early records come from officers of the Port Phillip Aboriginal Protectorate (e.g. William Thomas), under the direction of Chief Protector George Augustus Robinson. Such ethno-historical sources can be useful for understanding aspects of archaeological sites as manifests of past subsistence practices, socio-cultural practices and settlement systems. However, it should be noted that these sources can also be problematic, as ethnographic observations are made post-contact and therefore do not necessarily reflect traditional Aboriginal society or lifestyles. Further, they can often project an idea of 'cultural stasis', whereby observations made at a single point in time are extrapolated across an entire cultures history. This can be both damaging and inaccurate to what was likely a dynamic and adaptive culture.

Resource exploitation/patterns of movement

William Thomas interacted with the *Bun wurrung* people and recorded some information on their movements and resource exploitation. Much of Thomas' work has been cited here from Sullivan (1981), who noted that due to the effects of contact on the *Bun wurrung*, probably did not reflect a traditional Aboriginal lifestyle.

Thomas identified that land animals (e.g. kangaroo and possum), fish (especially eels), shellfish and plant foods were the most important elements of the *Bun wurrung* diet. Few observations were made of seasonal exploitation of resources aside from the hunting of eels in the late summer in swamp lands near Carrum and Koo-wee-rup, and Lyre-birds in the ranges to the east. The only other seasonal observations were made by sealers that suggest that the *Bun wurrung* returned to the interior lands during winter (Sullivan 1981, p. 30).

It was further observed by Thomas that the *Bun wurrung* people moved on a regular basis throughout their lands, focusing primarily on coastal areas (Sullivan 1981, p. 29). Group size was rarely larger than 30 people (at times consisting of only 6-7 people), and whilst such larger groups were identified to have stayed in a single location for up to 10 days, they usually only camped for 3 days or less (Sullivan 1981, p. 33). The mobile groups typically moved a distance of 10-14km per day and had resource-gathering range of 10 km around a camp (Sullivan 1981, p. 37). Whilst Thomas noted little on activities undertaken in the camps, there was one useful excerpt (Thomas 1854, p. 399):

'... all are employed; children in getting gum, knocking down birds etc; women in digging up roots, killing bandicoots, getting grubs etc; the men in hunting kangaroos, etc, scaling trees for opossums etc etc. They mostly are at the encampment about an hour before sundown - the women first, who get fire and water, etc. by the time their spouses arrive ... In warm weather, while on tramp, they seldom make a miam - they use merely a few boughs to keep off the wind, in wet weather a few sheets of bark make a comfortable house. In one half hour I have seen a neat village begun and finished'.

Such huts were also noted by other European explorers around the Port Phillip region, and in one instance they numbered up to 100 around a waterhole (Sullivan 1981, p. 33).

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Whilst the *Bun wurrung* movements were primarily coastal, it was also identified that inland 'base camps' were located specifically to exploit both inland and coastal resources. Such camps were generally located near inland water sources such as the banks of creeks or waterholes (Sullivan 1981, p. 33).

Technology

Little has been recorded on the use of technology by the *Bun Wurrung*, with just a few descriptions made by Thomas that can be highlighted here, cited again from Sullivan (1981). Stone technology was observed being used, including the hardening of a spear point via heating. Other references to technology included wooden digging sticks, baskets, and drinking and water carrying vessels. Some wooden 'hunting' and 'fighting' weapons (which were part of a toolkit) were also listed by Thomas to include (Sullivan 1981, p. 26):

- Five spears, two barbed,
- A waddy,
- A bludgeon,
- A throwing stick,
- A boomerang,
- Two shields, one for close and one for far combat, and
- An axe.

Contact with Europeans

The first encounters between *Bun wurrung* people and Europeans as detailed in historical records were with sealers and whalers who visited Western Port and Port Phillip Bay in the late 18th century. Some established camps in Western Port Bay and others remained on the Bass Strait islands. Aboriginal women were abducted by the sealers, a practice that is reported to have continued till the 1830s (Cotter 2001, p. 19).

In addition, Spillane (1971, p. 366) noted that when Mathew Flinders climbed Arthurs Seat in 1802, he noticed deserted Indigenous campfires and remains of oyster shells which had been left behind along with smoke from camps nearby.

The *Bun wurrung* were one of the first Aboriginal groups to be severely affected by European settlement. Thomas wrote in 1850 about the alarming mortality rate, where *Bun wurrung* population numbers had dropped to just 28. Disease and sickness, murder, intemperance, executions, shooting by authorities and death in goal were listed by Thomas as the major causes of population decline (Sullivan 1981, p. 18). The *Bun wurrung* were last seen on the peninsula in 1856, with remaining members shifting to a small reserve at Mordialloc.

Today, the descendants of the *Bun wurrung* people continue to maintain a connection with their country. They are now represented by the Bunurong Land Council Aboriginal Corporation and the Boon wurrung Foundation Ltd.

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History of Post-contact Land-Use and Disturbances

With the formal establishment of Melbourne in 1834 settlers began moving into Aboriginal country to establish squatting runs across the Port Phillip District. As a result, Melbourne developed into a prosperous port for the wool industry. *Bun wurrung* and the *Woi wurrung* found themselves dispossessed of their traditional land and food sources. Some resisted the Europeans. Some entered into an accommodation with this new world while maintaining traditional lifestyles and beliefs (Broome 2005, p.2).

The Parish of Langwarrin is named after the Lang Warrin pastoral run, which extended from the present suburb to Western Port Bay in Tyabb. Cattle were grazed at Lang Warrin until the lease expired in 1868. The property was divided into 320 acres blocks under the 1869 Lands Act. Selectors could lease these blocks for farming or agricultural purposes (Butler 1987, p.30). The blocks had to be held for three years before they could be leased for a further seven years or purchased. Improvements, such as fencing, housing and cultivation, and the removal of vermin, had to be demonstrated.

The activity area is located within Section 41A in the Parish of Langwarrin. The 320 acres were purchased by Thomas Long in 1876 (Land Selection File 29039). His application for selection was initially challenged by Wood Beilby, who had a three-month prospecting claim for gold on the land. In a letter to the Secretary of the Mining Department in 1872, Beilby described the locality as known as ‘the gold hills’, and claimed gold pieces could be seen in the broken quartz a few meters below the surface (PROV 2023a).

Beilby also noted in his letter that Thomas Beilby lived with his family on the adjoining property to the west called Ballam Park (VHR652). Thomas Long’s selection was most likely an opportunity to expand the existing Long farm, rather than set himself up independently on a small family farm, the original purpose of the Land Acts. The Land Selection file includes an 1876 report recording Long had planted 50 acres of oats and other crops. He built a one room paling house on the block – which was required under the Act – but didn’t live on the property, but at Ballam Park (Lands Section File 20939, PROV 2023b). Long Street is named after the family (RootsWeb n.d.).



Figure 2. Insert of Langwarrin 1888 (Noones) Parish Plan depicting early subdivision of the region. The subject area was part of Allotment 41A owned in the 1878 by Thomas Long, and J.J. Corlett in 1882.

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John J. Corlett took over the lease in 1882 and purchased Lots 40A and 41A for £320 (see Figure 2). The Corlett family established a successful orchard. The Corletts were a well-known and prosperous family on the Mornington Peninsular (*Mornington Standard* 1920, p.3). J.J. Corlett's three sons planted the orchard and sent the fruit to the Melbourne markets by train (Butler 1987, p.32).

In 1889, the Langwarrin Railway Station was built to service the Langwarrin military camp. This was the Stony Point Line which operated from 1889 to 1981. There was a brief speculative land boom in the 1880s which was over by 1889. The township of Langwarrin declined and was renamed Pearcedale in 1907 when its fortunes improved. A new Langwarrin township emerged in 1903 east of the railway station (Victorian Places 2015). Langwarrin's population stood at 117 in 1911 and was described in the Victorian Municipal Directory as a grazing district (Victorian Places 2015).

John J. Corlett died in 1921 and his probate documents described his property as including 320 acres being 40A and 41A Parish of Langwarrin (PROV 2023c). The land was described as being subdivided into:

'4 paddocks and fenced with post and wire fences over 40 years old. Portion of the fences has been burnt and not renewed. About 40 acres has been cleared, 30 acres an orchard and the balance in its natural state. Erected on a portion of the land is a 5-room wattle and daub and paling house occupied by the deceased as his residence at the time of his death. Upon another portion is a four room WB house and outbuilding let to the deceased son Caesar Steven Corbett at a rental of £10 per annum'.

There was an additional weather board house on the property rented to his son Robert Corbett. This property was valued at £1,920. His personal estate was valued at £2,714.

In 1943 Robert Allen Corlett owned 120 acres of Allotment 41A, land he had inherited from his father in 1921. He sold this land to an orchardist in Tyabb in 1940, who sold it on to Douglas Robert and Ida Adderley (Vol.4463/Fol. 439). A new title was created in 1949 for the new owners Douglas Robert and Ida Adderley (Vol. 6635/Fol. 822).

Post-World War Two suburban development began in the 1960s on the Mornington Peninsular and by the late 1960s Frankston had become a major suburban municipality. Residential developments began in Langwarrin in the 1960s. Long Street can be found in the 1966 Melways Greater Melbourne Street Directory, part of a small residential development west of the activity area (see Figure 3). The Adderley property was subdivided for suburban residential development by the Shire of Cranbourne in 1972. 'Reserve 1', the current Long Street Reserve, is shown on the Subdivision Plan 89618, Shire of Cranbourne on the 1972 Lands Title (Vol. 8862/Fol. 507). In 1975 a new title was created for approximately one acre of

Due Diligence Assessment

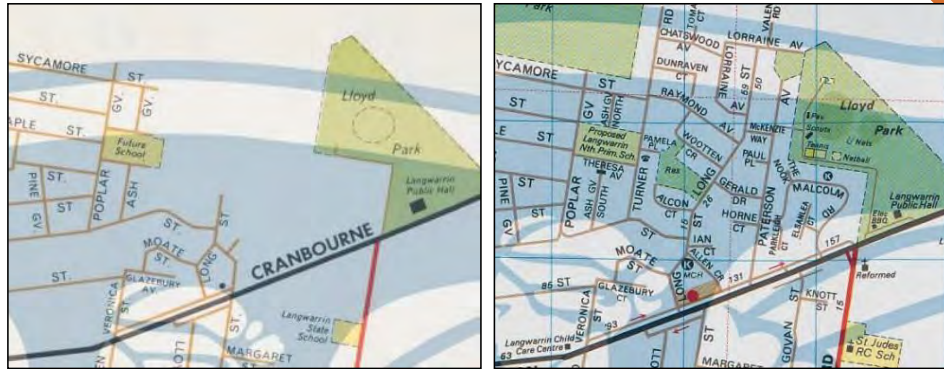


Figure 3. Comparative inserts of Melways Greater Melbourne Street Directory from 1966 (above left) and the 1990s (above right) depicting Long Street subdivision and development and the ultimate construction of the public reserve.

land 'being a Reserve' for the 'Councillors and Ratepayers of the Shire of Cranbourne' (Vol. 9089/Fol. 690).

This is the parent title for the Long Street Reserve.

By the 1980s suburbia was well entrenched in Langwarrin. The Long Street Reserve appears in the Melways Greater Melbourne Street Directory in the 1990s.

Due Diligence Assessment

Conclusion to the Desktop Study

The results of the desktop assessment reveal that:

- Aboriginal people of the Kulin nation including the *Bun wurrung* language groups occupied this part of Victoria for thousands of years.
- There are five previously recorded Aboriginal Cultural Heritage Places within the geographic region (1.5 km radius). These include three artefact scatters and two LDADs.
- There are no Aboriginal Cultural Heritage Places within the activity area, nor within 200 m.
- There have been a number of cultural heritage investigations carried out within the geographic region; some finding Aboriginal heritage during test excavations within sub-surface deposits below disturbed soil strata.
- Based on previous findings, inland dune deposits (Qd1) have been verified as sensitive landforms for Aboriginal heritage.
- The subject area is within an area of cultural heritage sensitivity.

The identified disturbances across the activity area will have reduced the sensitivity of the landform. However, based on previous studies in the geographic region, it is reasonably possible that cultural heritage is present. This heritage may occur in isolated instances, below disturbed soil strata on the elevated landform and therefore within the proposed activity area. As such, a CHMP must be prepared prior to ground disturbing activities taking place.

Due Diligence Assessment

Management Recommendations

This study involved Desktop Assessment only which concluded that no Aboriginal Cultural Heritage is present within the subject area at Long Street Reserve, Langwarrin. It was determined reasonably possible, however, that Aboriginal Cultural heritage will be present and may be impacted during any proposed ground disturbing works proposed.

As such, it would be mandatory to prepare a CHMP prior to any ground disturbance taking place under the *Aboriginal Heritage Act 2006*.

RECOMMENDATION 1: Prepare a CHMP for any proposed activity involving significant ground disturbance.

Due Diligence Assessment

Glossary

Acronyms

AA - Activity Area - the area of land included in the activity
AHA - Aboriginal Heritage Act
AHR - Aboriginal Heritage Regulations
AV - Aboriginal Victoria
CHMP - Cultural Heritage Management Plan
CV - Curriculum Vitae
GDA - the Geocentric Datum of Australia
MGA - the Map Grid of Australia
HA - Heritage adviser
PGC - Primary Grid Coordinate
PROV - Public Records Office Victoria
SLV - State Library Victoria
TO - Traditional Owner
RAP - Registered Aboriginal Party
VAHR - Victorian Aboriginal Heritage Register

Other words specific to Aboriginal heritage assessment

Artefact scatter (AS) – the material remains of past Aboriginal activity or habitation consisting of an isolated stone artefact or cluster of stone artefacts, but may contain other material such as shell and bone.

Chert – a fine-grained, silica-rich, microcrystalline, sedimentary rock. It varies greatly in colour (from white to black), but most often manifests as grey, brown, greyish brown and light green to rusty red; its colour is an expression of trace elements present in the rock.

Core – a stone from which flakes have been struck to make tools.

Flake – a piece of stone that is struck from a core

Flint -

Geometric microlith – microliths are small stone tools usually part of a composite tool like a barbed spear. Geometric microliths are usually triangular, trapezoid or lunate.

Geomorphology – the scientific study of landforms and the processes that shape them.

In situ – Latin phrase that translates literally to 'in position'.

LDAD - low density artefact distribution of fewer than 10 flaked stone artefacts in a 10 x 10m area and spread up to 1km distant.

Due Diligence Assessment

Quartz – a very abundant silicate mineral occurring as a constituent of igneous rocks such as granite; sedimentary rocks such as sandstone and shale; carbonate rocks; and other metamorphic rocks such as schist, gneiss and quartzite. Because of its resistance to weathering it is very common in stream sediments and in residual soils. It was also commonly used by Aboriginal people for stone tool manufacture.

Quartzite – a metamorphosed, non-foliated, quartz-rich sandstone favoured for stone knapping.

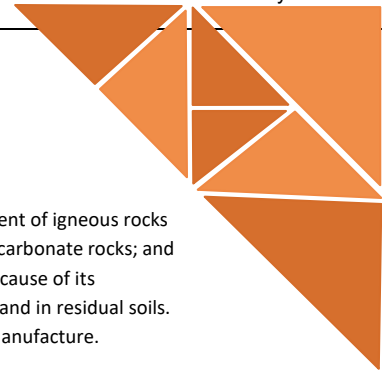
Scarred tree – trees marked by a scar or scars resulting from bark removal. Aboriginal people often removed bark from trees to make canoes, containers, etc.

Sedimentary – refers to a something derived from sediment, i.e. sedimentary rock is formed by the deposition of sediment at the Earth's surface or in water bodies.

Scraper – are unifacial stone tools that may have been used for hide working or woodworking purposes. Specific types include end scrapers, which are blades with worked ends, and thumbnail scrapers, which have a rounded shape and are worked.

Silcrete – an indurated soil duricrust formed when silica is dissolved and resolidifies as a cement. It is a hard and resistant material that was widely used by Aboriginal people for stone tool manufacture.

Pitting (or pecking) - hollow or indentation in the surface of a rock caused by use.



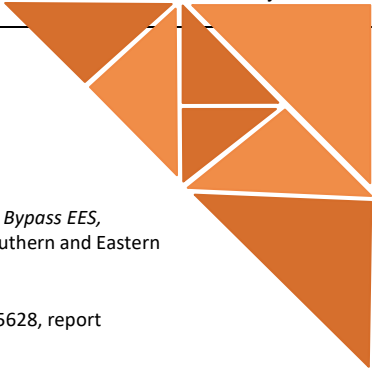
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Due Diligence Assessment

Appendix 1 – FPSR Significant Ground Disturbance

(Please see next page)



Aboriginal Heritage Act 2006

Practice Note: Significant Ground Disturbance

This Practice Note provides guidance about the meaning of **significant ground disturbance** as it relates to requirements to prepare Cultural Heritage Management Plans under the *Aboriginal Heritage Act 2006**

The Practice Note covers:

- when a Cultural Heritage Management Plan is required
- why significant ground disturbance should be assessed
- what significant ground disturbance means
- who needs to provide proof
- how to determine significant ground disturbance
- who can determine this
- what is the role of the responsible authority
- how Aboriginal cultural heritage is protected in areas of significant ground disturbance.

Background

The *Aboriginal Heritage Act 2006* (the Act) and Aboriginal Heritage Regulations 2018 (the Regulations) provide protection in Victoria for all Aboriginal places, objects and human remains regardless of their inclusion on the Victorian Aboriginal Heritage Register or whether they are located on public or private land.

When is a Cultural Heritage Management Plan required?

A Cultural Heritage Management Plan ("Management Plan") is required for an activity (i.e. the use or development of land) if the activity:

- is a high impact activity
- falls in whole or in part within an area of cultural heritage sensitivity.

The terms 'high impact activity' and 'cultural heritage sensitivity' are defined in the Regulations.

A Management Plan must also be prepared when an activity requires an Environmental Effects Statement, or when directed by the Minister for Aboriginal Affairs.

High impact activities are categories of activity that are generally regarded as more likely to harm Aboriginal cultural heritage. Most high impact activities provided for in the Regulations are subject to a requirement that the activity results in significant ground disturbance. The term 'significant ground disturbance' is defined in the Regulations.

Areas of cultural heritage sensitivity are landforms and land categories that are generally regarded as more likely to contain Aboriginal cultural heritage. A registered Aboriginal cultural heritage place is also an area of cultural heritage sensitivity.

If part of an area of cultural heritage sensitivity (other than a cave) has been subject to significant ground disturbance that part is not an area of cultural heritage sensitivity.

If a Management Plan is required for an activity it must be approved before the sponsor can obtain any necessary statutory authorisation for the activity and/or before the activity can start. For more information about Cultural Heritage Management Plans see Aboriginal Victoria's (AV) website:

<http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-cultural-heritage/cultural-heritage-management-plans>.

Why should significant ground disturbance be assessed?

It is important to assess significant ground disturbance when considering whether a Management Plan is required because:

- A Management Plan does not need to be prepared for a high impact activity if all the area of cultural heritage sensitivity within the activity area has been subject to significant ground disturbance.
- Some types of activity will not be a high impact activity, meaning a Management Plan would not need to be prepared, if the activity does not cause significant ground disturbance.

The Regulations specify the landforms and land categories that are areas of cultural heritage sensitivity. Areas of cultural heritage sensitivity are displayed in a series of maps available on AV's website. The areas delineated on these maps however do not take account of the past history of land use and development that may have caused significant ground disturbance in localised areas.

How is significant ground disturbance defined?

'Significant ground disturbance' is defined in r.4 of the Regulations as meaning disturbance of –

- a) the topsoil or surface rock layer of the ground; or
- b) a waterway –
by machinery in the course of grading, excavating, digging, dredging or deep ripping, but does not include ploughing other than deep ripping.

The words 'disturbance', 'topsoil', 'surface rock layer', 'machinery', 'grading', 'excavating', 'digging', 'dredging', 'ploughing' (other than deep ripping) are not defined in the regulations and therefore have their ordinary meanings.

The Victorian Civil and Administrative Tribunal (VCAT) has determined that the words "topsoil or surface rock layer" include the former topsoil or former surface rock layer if that topsoil or surface rock layer is a naturally occurring surface level that is readily ascertainable and does not include the current topsoil or current surface rock layer if established by the mere filling of the land.

Ploughing (other than deep ripping) to any depth is not significant ground disturbance. Deep ripping is defined in the regulations to mean 'ploughing of soil using a ripper or subsoil cultivation tool to a depth of 60 centimetres or more'. None of the words used in this definition are defined, and therefore have their ordinary meanings. VCAT has determined that a ripper or subsoil cultivation tool must be distinguished from conventional ploughs or topsoil cultivation tools such as disc ploughs or rotary hoes which are not sufficient to show significant ground disturbance.

Deep ripping will result in significant ground disturbance regardless of the degree of disturbance caused to the topsoil or surface rock layer of the ground.

Who needs to provide proof that land has been subject to significant ground disturbance?

The burden of proving that an area has been subject to significant ground disturbance rests with the applicant for a statutory authorisation for the activity (or the sponsor of the activity). The responsible authority may assist by providing the applicant access to any relevant records it has about past land use and development.

How can a sponsor determine whether significant ground disturbance has occurred?

The responsible authority should require evidence of support for claims that there has been significant ground disturbance of an area. The levels of inquiry outlined below provide some guidance about what information should be required to satisfy a responsible authority (depending on the circumstances of each case) that significant ground disturbance has occurred. The levels of inquiry are listed in order of the level of detail that may be required. An assessment of whether significant ground disturbance has occurred should be dealt with at the lowest possible level in order to avoid unnecessary delay or cost to applicants.

Little weight should be given to mere assertions by applicants or land owners that an activity area has been subject to significant ground disturbance.

Level 1 – Common knowledge

The fact that land has been subject to significant ground disturbance may be common knowledge. Very little or no additional information should be required from the responsible authority.

For example, common knowledge about the redevelopment of a petrol station with extensive underground storage tanks.

Level 2 – Publicly available records

If the existence of significant ground disturbance is not common knowledge, a responsible authority may be able to provide assistance from its own records about prior development and use of land, or advise the applicant about other publicly available records, including aerial photographs.

These documents may allow a reasonable inference to be made that the land has been subject to significant ground disturbance.

In such event, no further inquiries or information would be needed by the responsible authority. The particular records and facts relied upon should be noted by the responsible authority as a matter of record.

For example, a former quarry site subsequently filled, but where the public records show the area of past excavation.

Level 3 – Further information

If 'common knowledge' or 'publicly available records' do not provide sufficient information about the occurrence of significant ground disturbance, the applicant may need to present further evidence either voluntarily or following a formal request

from the responsible authority. Further evidence could consist of land use history documents, old maps or photographs of the land or statements by former landowners or occupiers. Statements should be provided by statutory declaration or similar means.

For example, the construction of a former dam on a farm.

Level 4 – Expert advice or opinion

If these levels of inquiry do not provide sufficient evidence of significant ground disturbance (or as an alternative to level 3), the applicant may submit or be asked to submit a professional report with expert advice or opinion from a person with appropriate skills and experience.

Depending on the circumstances, this may involve a site inspection and/or a review of primary documents. If there is sufficient uncertainty some preliminary sub-surface excavation or geotechnical investigation may be warranted.

An expert report should comply with VCAT's practice note on expert evidence.

The responsible authority must be reasonably satisfied that the standard of proof presented by the applicant shows that all of the land in question has been subject to significant ground disturbance.

A level 1 or 2 inquiry will commonly provide sufficient information as to whether or not the activity area has been subject to significant ground disturbance, and a level 3 or 4 inquiry should not be required as a matter of course.

There will be cases when the responsible authority is simply not persuaded or where there remains genuine doubt about significance ground disturbance regardless of the level of inquiry. In these circumstances the default position is that a Management Plan is required. This is in line with the purpose of the Act and Regulations to provide for the protection of Aboriginal cultural heritage in Victoria.

Who can provide expert advice about significant ground disturbance?

A person needs to have expertise to decide, based upon an inspection of the land or interpreting primary documents, whether the land has been subject to significant ground disturbance.

A cultural heritage advisor may not necessarily have this expertise. Under section 189 of the Act, an advisor must have a qualification directly relevant to the management of Aboriginal cultural heritage such as 'anthropology, archaeology or history' or have extensive experience or knowledge in relation to the management of heritage. An advisor appropriately qualified in archaeology may be able to assist where excavation is required to determine significant ground disturbance.

Other experts such as a land surveyor, geomorphologist or civil engineer could also have the necessary expertise (depending on the circumstances). For example, a civil engineer should have the qualifications and experience to determine the extent of previous engineering works along a watercourse or road, and therefore the extent of significant ground disturbance.

What is the role of the responsible authority?

The responsible authority determines whether a Management Plan is required for an activity. It may require the applicant to provide information to satisfy it that an area has been subject to significant ground disturbance.

Evaluating information relating to the occurrence of significant ground disturbance may be critical in deciding whether a Management Plan is required and therefore whether a statutory authorisation can be granted. This question should be resolved at an early stage in planning a proposed development. Applicants for statutory authorisations and the responsible authority should therefore seek to agree at an early stage about whether a Management Plan is required. In the event of a dispute this can be brought without delay to VCAT for resolution. The responsible authority should take care to document the steps taken in each case.

What if Aboriginal cultural heritage is discovered in an area determined to have been subject to significant ground disturbance?

It is possible that there are Aboriginal cultural heritage places, objects or human remains within areas determined to no longer be areas of cultural heritage sensitivity due to significant ground disturbance. It is also possible that Aboriginal cultural heritage could be harmed by activities which do not amount to high impact activities.

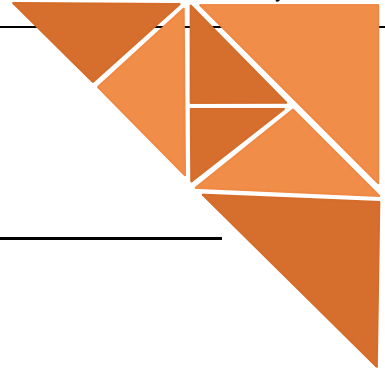
These Aboriginal places are still protected under the Act. In particular, it is an offence under sections 27 and 28 of the Act to harm Aboriginal cultural heritage unless acting in accordance with a Cultural Heritage Permit or approved Cultural Heritage Management Plan (regardless of whether a Management Plan was required).

** This Practice Note is based on VCAT's determination about significant ground disturbance. For further details see VCAT, Reference No. P1020/2008 – Mainstay Australia vs Mornington Peninsula SC and Reference No. P1204/2010 – Colquhoun & Ors vs Yarra SC.*

Due Diligence Assessment

Appendix 2 - CV for the Heritage Advisor

(Please see next page)



CURRICULUM VITAE



Professional Summary

- Master of Cultural Materials Conservation, University of Melbourne
- Bachelor of Archaeology, La Trobe University
- Recognised Cultural Heritage Advisor under the *Aboriginal Heritage Act 2006*

Professional Experience

Since 2018, [REDACTED] has worked across different aspects of archaeology and cultural heritage management, bringing a broad range of professional skills to ArchLink. [REDACTED] has experience in managing archaeological surveys and cultural heritage assessments for both indigenous and historic archaeology as an archaeologist and Heritage Advisor.

In addition, [REDACTED] is also an objects conservator. Upon completing [REDACTED] MA, [REDACTED] worked internationally for a private conservation practice, and on numerous archaeological projects as both archaeologist and site conservator within Australia. [REDACTED] has a special interest in the conservation of archaeological material, specifically metals.

Current [REDACTED] Projects 2023

- 2023 Earthworks Proposal at [REDACTED] Preliminary Aboriginal Heritage Test application
 - *Lead author for PAHT application*
- 2023 [REDACTED] Kindergarten Development, [REDACTED] Preliminary Aboriginal Heritage Test application
 - *Lead author for PAHT application*
- 2022 [REDACTED] Boys Camp, [REDACTED] for DELWP
 - *Lead author of CHMP 18626*
- 2021 [REDACTED] Road Upgrade, [REDACTED] Park for Parks Victoria
 - *Archaeological survey and excavation*
- 2021 [REDACTED] Permit application for DELWP
 - *Lead author of CHP application*
 - *Archaeological survey*
- 2020 Aboriginal Sites on Roads: [REDACTED] Cultural Heritage Permit applications for DELWP
 - *Lead author of CHP applications*
 - *Archaeological survey*

CURRICULUM VITAE



██████████ in 2020-2023

- 2023 ██████████ Reconstruction Works, ██████████ Preliminary Aboriginal Heritage Test application for ██████████ Council
 - *Lead author for PAHT application*
- 2023 ██████████ Public Golf Course Upgrade, ██████████ Preliminary Aboriginal Heritage Test application for ██████████ Architecture
 - *Lead author for PAHT application*
- 2022 7 ██████████ Drive, ██████████ Preliminary Aboriginal Heritage Test application
 - *Lead author for PAHT application*
- 2021 ██████████ House Complex Preliminary Aboriginal Heritage Test application for ██████████ Architecture
 - *Lead author of PAHT application*
- 2021 Aboriginal Melbourne ██████████ Permit applications for ██████████
 - *Lead author of CHP applications*
 - *Archaeological survey*
- 2021 ██████████ Regional Park Development, ██████████
 - *Archaeological survey*
- Artefact Analysis for an assemblage excavated during the Melbourne ██████████ Project for ██████████
 - *Assisting with conservation of collection post-excavation with ██████████*
 - *Assisting with cataloguing and analyses of the ██████████*
- 2020 ██████████ Shared Path, ██████████ Reserve, Lalor for ██████████
 - *Archaeological excavation*
- 2020 Archaeology Assessment for the ██████████ Building, ██████████
 - *Archaeological excavation*
 - *Archaeological site conservator*
- 2020 ██████████, Warburton for ██████████
 - *Archaeological excavation*
- 2020 ██████████ for ██████████
 - *Archaeological excavation*

Australian Consulting Experience 2018-2020

- Aboriginal Cultural Heritage Test Excavations assisting ██████████
██████████ Archaeological Supervision and assess artefact assemblages within conservation assisting ██████████
██████████
- Assess artefact assemblages and conducted treatments within conservation for ██████████
██████████
- Historical Archaeological Test Excavations and Conservation assisting ██████████
██████████

CURRICULUM VITAE

International Projects

2018

Upon graduating with an MA in cultural materials conservation, [REDACTED] worked for a private conservation company in [REDACTED]. [REDACTED] was involved with the restoration of the [REDACTED], strengthening [REDACTED] conservation skills with a particular focus on restoring the brass lettering found variously on and within the building. [REDACTED] also conducted documentation and treatments for other material objects such as ceramics.

2014

During [REDACTED] studies at university and prior to embarking on a career as a consultant, [REDACTED] participated in one season of excavation of the Lost Churches Project located in [REDACTED] as part of archaeological field school managed by ArchaeoTek Archaeology, Canada. Whilst there, [REDACTED] was involved in the exhumation and mapping of human skeletal remains and associated artefacts.



Ecological Assessment
Proposed Development
Long Street Reserve, Langwarrin
May 2023

Ecological Impact Assessment - Long Street Reserve - 31 May 2023

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Report:	Ecological Assessment – Long Street Reserve
Job no:	[REDACTED]
Prepared For:	Frankston City Council [REDACTED]
Author:	[REDACTED]
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Ecological Impact Assessment - Long Street Reserve - 31 May 2023

1 Introduction

████████████████████ has been engaged by ████████████████████ on behalf of *Frankston City Council* (FCC) to undertake an ecological assessment in relation to a re-development of Long Street Reserve, Langwarrin.

FCC proposes to construct a child and family centre which includes a carpark, accessway, new footpaths, outdoor play areas, central building and associated earthworks.

The report addresses the following:

- Native vegetation regulations outlined in clause 52.17 of the Frankston Planning Scheme and the incorporated 'Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017) (referred to herein as the 'Native Vegetation Guidelines').
- ██████████ Review of existing information in an Arboricultural Assessment by ████████████████████ ██████████
- Review of development plans provided by ████████████████████

1.1 Site Context

Long Street Reserve (the study area) is approximately 0.9 hectares and contains a playground, footpaths, managed lawn areas and vegetated areas containing Australian, Victorian and locally indigenous species.

As shown in figure 1, the land is zoned Public Park and Recreation Zone (PPRZ) with the surrounding properties being Residential 1 Zone (R1Z). The entire study area is also within an area of Aboriginal cultural heritage sensitivity and the northwest corner is within a designated bushfire prone area.

The study area is within the Gippsland Plains Bioregion and the Port Phillip and Western Port Catchment Management Region.

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Figure 1. Study Area and Surrounding Zoning (Long Street Reserve)



1.2 Development Plans

Survey Plans

Feature surveys by [REDACTED] and development drawings by [REDACTED] [REDACTED] used in the field and for map production. Maps were generated in QGIS 3.6 incorporating VicMap spatial layers, design drawings and data collected in the field.

Arboricultural Considerations

Trunk size was measured using diameter tape at 1.3m trunk height, i.e. Diameter at Breast Height (DBH).

Information provided by [REDACTED] (2022) informed the development of this report. AS 4970-2009 Protection of Trees on Development Sites (AS 4970) was also applied where relevant. AS 4970 defines a Tree Protection Zone (TPZ) as a radial area 12 x the trunk diameter measured at 1.4 metres above the ground. The Australian Standard considers that where

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development encroachment is greater than 10%, a tree may be adversely impacted due to potential root damage, compaction stress and reduced water absorption.

Additional trees were surveyed by [REDACTED] where relevant to inform Habitat Hectare Assessments.

1.3 Permit Requirements and Exemptions

A range of state and local government regulations may apply to proposals to remove native vegetation in Victoria. Various permit requirements may or may not be triggered based on the land area, land tenure, local planning schemes (including the relevant planning zones, overlays or specific provisions) and permit exemptions.

A summary of regulations that are considered in context of the proposal is outlined below.

Level	Regulations	Description	Relevance to the application
Victorian Planning Provisions	Clause 52.17	A permit is triggered for the removal of native vegetation due to land size being greater or equal to 0.4 hectares.	Applicable
	Clause 52.17-7 Permit Exemptions	No permit is required to remove, destroy or lop if the native vegetation is planted	Not applicable
State Legislation	The Flora and Fauna Guarantee ACT 1988 (FFG Act)	Generally, applies to public land unless private land is listed as critical habitat for a species or ecological community.	Not applicable
Federal Legislation	Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)	May apply to private land if a listed species or ecological community is present.	Not applicable

Map 1 illustrates existing native vegetation.

Maps 2A and B illustrate the layout for two development options and the associated tree and vegetation removal.

Section 2 outlines the results of the native vegetation assessment.

Section 3 outlines the implications of development in accordance with Clause 52.17, the *Native Vegetation Guidelines*.



Map 1 - Existing Conditions

Long Street Reserve Frankston

-  Title Boundary
- Native Vegetation**
-  Indigenous Tree
-  Victorian Native tree
-  Australian Native Tree
-  Native Vegetation Patch

Scale (A3)
1:500



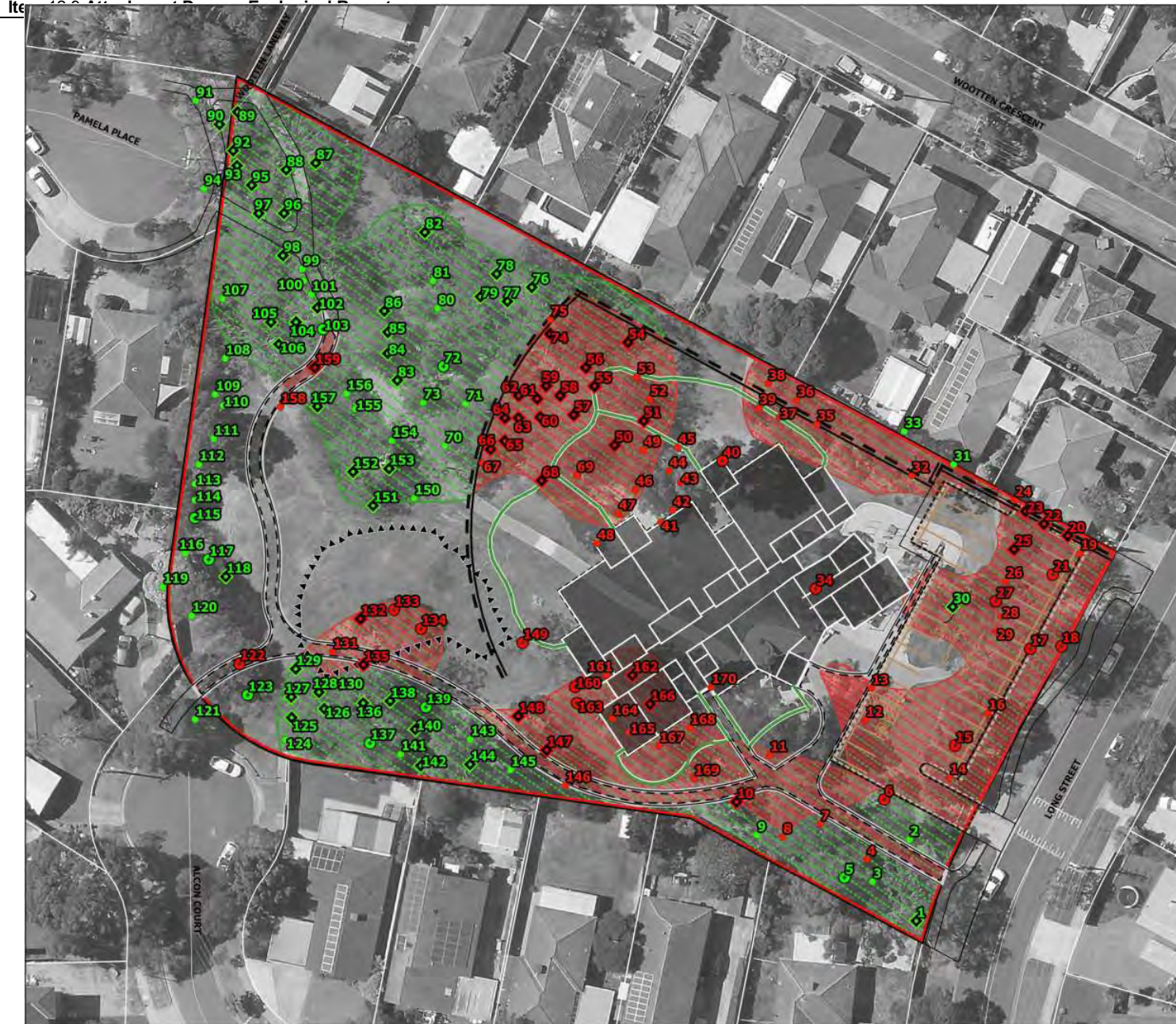
Map 2A - Option 1 Development Impact Long Street Reserve Frankston



- Title Boundary
- Development Layout**
- Carpark and Accessway
- Main Building
- New Path
- Playground
- Outdoor Play Areas
- Trees**
- Indigenous Remove
- Indigenous Retain
- Victorian Native Remove
- Victorian Native Retain
- Australian Native Remove
- Australian Native Retain
- Understorey**
- Native Vegetation Patch
- Impact to Understorey

Scale (A3)
1:500





**Map 2B - Option 2
Development Impact
Long Street Reserve Frankston**

- Title Boundary
- Development Layout**
- Main Building
- Carpark and Accessway
- Path
- Playground
- Outdoor Play Areas
- Earthworks
- Trees**
- ◆ Indigenous Remove
- Australian Native Remove
- Victorian Native Remove
- ◆ Australian Native Retain
- Indigenous Retain
- Australian Native Retain
- Understorey**
- Native Vegetation Patch
- Impact to Understorey

Scale (A3)

1:500

0 10 20m



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2 Native Vegetation Assessment

A site assessment was undertaken by [REDACTED] on 28 February 2023. The site assessment considered trees and native understorey vegetation and impacts associated with the development.

2.1 Assessment Criteria

Native vegetation is assessed in accordance with the *Native Vegetation Guidelines*, which defines native vegetation as 'plants that are indigenous to Victoria, including trees, shrubs, herbs and grasses'. Native vegetation is assessed in two categories:

Native vegetation patch

A patch of native vegetation is either:

- an area of vegetation where at least 25 per cent of the total perennial understorey plant cover is native
- any area with three or more native canopy trees where the drip line of each tree touches the drip line of at least one other tree, forming a continuous canopy, or
- any mapped wetland included in the current wetlands map, available in DEECA systems and tools.

Scattered tree

A scattered tree is a native canopy tree that does not form part of a Native Vegetation Patch.

Note: A canopy tree is a mature tree that is greater than three metres in height and is normally found in the upper layer of a vegetation type.

Vegetation that is neither a native vegetation patch nor a scattered tree is not applicable to the *Native Vegetation Guidelines* e.g. scattered native shrubs, introduced pasture, planted woodlots and cultivated gardens.

Ecological Vegetation Classes

An Ecological Vegetation Class (EVC) is a native vegetation type classified based on its floristic, life form, environmental and ecological characteristics (DEPI 2013). The benchmark for an EVC describes the attributes of the vegetation type in its mature natural state, which reflects pre-settlement conditions.

Modelled EVCs produced by DEECA and accessible via [Nature Kit Online](#), indicates that Heathy Woodland (EVC 48) previously occurred on the site. It is expected that most native vegetation in the study area has been planted. However, the structure observed on the site of a Eucalypt dominated woodland supporting a diverse array of shrubs and minimal ground cover is consistent with that of Heathy Woodland. Therefore, the Heathy Woodland benchmark was used when assessing native vegetation condition.

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Site Condition Assessments

Site condition assessments are a key measure of native vegetation impact assessments and offset requirements. Where a native vegetation patch (or habitat zone) is identified, a site condition assessment can be attained by applying one of two methods below:

- The modelled site condition score using the NVIM online tool (basic and intermediate applications only)
- A Habitat Hectare assessment undertaken by an accredited Native Vegetation Assessor

Habitat Hectare assessments apply a defined EVC benchmark as per standardised methodology (DSE 2004). The assessment combines 7 site-based measures and 3 landscape-based measures to generate a site condition score between 0 and 1 that represents vegetation quality as a percentage of the optimum benchmark. In this instance

Given the unique nature of the vegetation in the landscape, it is expected that a modelled condition score would yield inaccurate results. Therefore, Habitat Hectare assessments were used to determine site condition.

Native vegetation patches are separated where there is clear disconnection between one patch and the next, where two types of EVCs are observed or where there are significant differences in condition within a single EVC.

Large Tree Benchmark

The Large Tree benchmark applies to trees in an existing or formerly occurring EVC. The Large Tree benchmark for Heathy Woodland is 50cm diameter for Eucalypts and 40cm diameter for Coast Banksia when measured at breast height (1.3m above the ground). Impact to large trees are a key consideration of the *Native Vegetation Guidelines*.

Large trees are accounted for when using the modelled site condition score and in habitat hectare assessments.

2.2 Results

Flora Species

During the site assessment, a total of 82 flora species were identified including 36 local indigenous species, 9 Victorian natives, and 37 species of Australian and other exotic origin. No threatened flora was observed during the site assessment. Appendix 1 provides a list of all flora species observed.

Limitations of the Flora Survey

The timing of the flora survey has seasonal limitations in the identification of some flora species. Further surveys over winter and spring are likely to reveal additional native and introduced species such as seasonal herbs and grasses. However, the brief survey provided a fair representation of vegetation quality and plant diversity across the site.

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2.2.1 Native Vegetation Condition

The study area consists of vegetation with a diverse range of origins. Exotic vegetation is primarily limited to herbaceous weed species and exotic grasses in the mown lawn areas. The remaining vegetation in the reserve is a mix of Australian native, Victorian native and locally occurring indigenous species, the vast majority of which have been planted.

Two areas (Habitat Zones) have been identified that contain vegetation of all origins. Overall cover of species native to Victoria exceeds 25% and therefore these areas have been assessed as native vegetation patches. Habitat Zones are shown in Map 1 and described below.

Habitat Zone 1

As shown on Map 1, Habitat Zone 1 encompasses 0.26 hectares and runs along the southern, eastern and northern boundaries. It supports a moderate Eucalypt canopy including species such as Silver-leaf Stringy Bark *Eucalyptus cephalocarpa*, Narrow-leaf Peppermint *Eucalyptus radiata* and Manna Gum *Eucalyptus viminalis* with large trees above benchmark levels.

Understorey lifeforms predominantly consist of medium to large shrubs including Sweet Bursaria *Bursaria spinosa subsp. spinosa*, Hedge Wattle *Acacia paradoxa*, Hop Goodenia *Goodenia ovata* and Coastal Correa *Correa alba*. Large patches of graminoids also occur throughout the zone such as Tasman Flax-lily *Dianella tasmanica*, Wattle Mat-rush *Lomandra longifolia* and Common Tussock Grass *Poa labillardieri*.

Minimal diversity of native herbs occur, however Pigface *Carpobrotus glaucescens* occurs in dense patches. Minimal recruitment of understorey species is evident however, woody species diversity is high. Habitat features such as leaf litter and logs are present.

Exotic species occur throughout the zone with some high threat weeds present such as Kikuyu *Cenchrus clandestinus*. Due to poor landscape connectivity, Habitat Zone 1 receives a site condition score of 46% of the Heathy Woodland benchmark.



Figure 2. Dense cover of graminoids in HZ1



Figure 3. Large *Eucalyptus cephalocarpa* with native understorey and habitat logs in HZ1

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Habitat Zone 2

Habitat Zone 2 is located in the north-western half of the study area and is approximately 0.22 hectares. The zone contains a canopy dominated by Silver-leaf Stringybark with multiple large old specimens present (>50cm DBH). Several other native trees and shrubs occur that are likely a combination of planted and naturally established species including Black Wattle *Acacia mearnsii*, Black Sheoak *Allocasuarina littoralis*, Silver Banksia *Banksia marginata*, Kangaroo Apple *Solanum aviculare* and Coast Tea-tree *Leptospermum laevigatum*.

Several stands of Weeping Grass *Microleana stipoides*, Common Wallaby Grass *Rytidosperma caespitosum* and Pale Rush *Juncus pallidus* occur throughout the zone as well as large patches of Pigface.

Like HZ1, several exotic species occur, including large patches of Heartleaf Ice Plant *Mesembryanthemum cordifolium*, scattered individuals of Sweet Pittosporum *Pittosporum undulatum* and planted native Australian species.

Although the landscape context score is also very low, the high amount of habitat features and presence of large logs gives Habitat Zone 2 a slightly higher score than HZ1 of 47% of the Heathy Woodland benchmark.



Figure 4. Dense stands of *Rytidosperma caespitosum* and abundant habitat features in HZ2



Figure 5. Dense cover of *Eucalyptus cephalocarpa* in HZ2

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Habitat Hectare Results

Table 1 presents the results of the habitat hectare assessments.

Table 1. Habitat Hectare Results

Habitat Zone			1	2
Benchmark criteria	Max. Score	EVC		
		HW (EVC 48)	HW (EVC 48)	
Site condition	Large Old Trees	10	10	10
	Canopy cover	5	3	2
	Understorey	25	15	15
	Lack of weeds	15	7	7
	Recruitment	10	3	3
	Organic litter	5	3	3
	Logs	5	3	5
		1x	44	45
Multiplier	100%	44	45	
	Patch Size	1	1	
	Neighbourhood	0	0	
	Distance to Core	1	1	
		2	2	
Habitat quality score	100	46	47	
Habitat score as above = #/100		0.46	0.47	

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2.2.2 Tree Assessment

A total of 170 individual trees were considered in this assessment as documented by [REDACTED] (2022). The majority of native trees occur within the Habitat Zones and are assessed as part of each native vegetation patch. Large trees were assessed to inform the habitat hectare condition score of each zone and are summarized in Table 2.

Table 2. Summary of Large Trees (> 50cm DBH)

Location	Tree No.	Scientific Name	Common Name	DBH	Condition
Habitat Zone 1	1	<i>Eucalyptus cephalocarpa</i>	Silver-leaf Stringybark	91	Fair
	10	<i>Eucalyptus cephalocarpa</i>	Silver-leaf Stringybark	70	Poor
	30	<i>Eucalyptus cephalocarpa</i>	Silver-leaf Stringybark	69	Good
	136	<i>Eucalyptus cephalocarpa</i>	Silver-leaf Stringybark	101	Fair
	162	<i>Eucalyptus viminalis</i>	Manna Gun	85	Good
Habitat Zone 2	55	<i>Eucalyptus cephalocarpa</i>	Silver-leaf Stringybark	58	Poor
	74	<i>Eucalyptus cephalocarpa</i>	Silver-leaf Stringybark	111	Fair
	82	<i>Eucalyptus cephalocarpa</i>	Silver-leaf Stringybark	81	Fair
	89	<i>Eucalyptus cephalocarpa</i>	Silver-leaf Stringybark	63	Good
	87	<i>Eucalyptus cephalocarpa</i>	Silver-leaf Stringybark	56	Good
	98	<i>Eucalyptus cephalocarpa</i>	Silver-leaf Stringybark	98	Good
	106	<i>Eucalyptus cephalocarpa</i>	Silver-leaf Stringybark	52	Dead
	153	<i>Eucalyptus cephalocarpa</i>	Silver-leaf Stringybark	101	Fair

A number of Victorian native trees occur outside the Habitat Zones and are therefore assessed as 'scattered trees' as per the native vegetation guidelines. Table 3 provides a summary of scattered trees.

Table 3. Scattered trees in the study area

Tree No.	Scientific Name	Common Name	DBH	Condition
34	<i>Eucalyptus leucoxylon</i>	Yellow Gum	52	Fair
40	<i>Corymbia maculata</i>	Spotted Gum	55	Poor
115	<i>Corymbia maculata</i>	Spotted Gum	19	Good
117	<i>Corymbia maculata</i>	Spotted Gum	10	Fair
122	<i>Eucalyptus crenulata</i>	Buxton Gum	30	Good
123	<i>Eucalyptus crenulata</i>	Buxton Gum	35	Good
149	<i>Corymbia maculata</i>	Spotted Gum	24	Good

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2.2.3 Fauna Habitat

No targeted fauna survey was undertaken for this study, however, it is recommended a targeted survey is undertaken once a development layout is approved. This survey will assist with planning for potential fauna salvage and relocation prior to or during permitted tree removal.

Anecdotes from local residents report a nesting pair of Tawny Frogmouth *Podargus strigoides* and Short-beaked Echidna *Tachyglossus aculeatus* occurring in the reserve.

Habitat Assessment

Based on a visual assessment of onsite fauna habitat and local records obtained from the Victorian Biodiversity Atlas (VBA), native vegetation throughout the study area is likely to provide valuable habitat for a range of common fauna species as discussed below.

The numerous large old trees including some hollows provide suitable nesting habitat for a range of hollow dependent birds and arboreal mammals known to frequently occur in the area. These species include though not limited to Eastern Rosella *Platycercus eximius*, Rainbow lorikeet *Trichoglossus molucannus*, Laughing Kookaburra *Dacelo novaeguineae*, White-striped Free-tailed Bat *Austronomus australis*, Sugar Glider *Petaurus breviceps* and Common Brush-tailed Possum *Trichosurus vulpecula*.

The moderately dense biomass in the understorey in some areas of the reserve, as well as organic litter and large logs within the habitat zones provide a variety of foraging opportunities and protective cover for a range of taxon. These include but are not limited to locally occurring birds such as New Holland Honeyeater *Phylidonyris novaehollandiae* and Eastern Yellow Robin *Eopsaltria australis* and reptiles such as Blotched Blue-tongued Lizard *Tiliqua nigrolutea* and Garden Skink *Lampropholis guichenoti*.

The reserve is isolated from other areas of habitat resulting in low connectivity and thereby reducing the likelihood of occurrence of some species, particularly ground-dwelling species or arboreal urban-sensitive species with large habitat ranges. For this reason, the site is most unlikely to support rare or threatened fauna that have been recorded locally throughout more contiguous habitats (e.g. within the ~225 ha Pines Flora and Fauna Reserve and the 215 ha Langwarrin Flora and Fauna Reserve). Notable rare or threatened fauna species known to occur within these larger forested areas include Glossy Black-Cockatoo *Calyptorhynchus lathami*, Southern Brown Bandicoot *Isodon obesulus obesulus*, Hooded Robin *Melanodryas cucullata*, Large Forest Bat *Vespadelus darlingtoni* and New Holland Mouse *Pseudomys novaehollandiae*, all of which are highly unlikely to occur within Long Street Reserve.

Nevertheless, the abundance of canopy trees including some with habitat hollows provides suitable habitat for urban-tolerant bird and arboreal species whether perching, foraging or nesting.

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Figure 6. Several trees within the reserve contain habitat hollows



Figure 7. Fallen logs with hollows provide nesting and protective cover

3 Implications of the Native Vegetation Removal Guidelines

Clause 52.17 is the principle clause under the Frankston Planning Scheme that regulates native vegetation protection and permitted removal. The *Guidelines for the removal, destruction or lopping of native vegetation* (DELWP 2017) (referred to as the *Native Vegetation Guidelines*) is the primary reference document under this clause. Native Vegetation is regulated under all Victorian Planning Schemes and is defined in Clause 72 as:

'Plants that are indigenous to Victoria, including trees shrubs, herbs and grasses'.

Clause 52.17 regulates clearing of native vegetation by achieving no net loss to Victoria's biodiversity. This is achieved through the following approaches:

1. Avoid the removal, destruction or lopping of native vegetation.
2. Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.
3. Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy or lop native vegetation.
4. To manage the removal, destruction or lopping of native vegetation to minimise land and water degradation.

3.1 Planted Vegetation Exemption

Although the majority of native vegetation within the reserve has been planted, this exemption (Clause 52.17-7) does not apply due to the vegetation being planted or managed with public funding for the purpose of biodiversity (despite the planting increasing the quality and extent of native vegetation overtime).

Therefore, all vegetation native to Victoria impacted by the proposal requires a permit for removal and associated offsets apply.

3.2 Native Vegetation Impact – Option 1

There are currently two options for the proposed development. This section discusses impacts and application requirements associated with option 1. Section 3.3 discusses impacts and application requirements associated with option 2.

Option 1

As shown in Map 2A, development option 1 will result in impact to native vegetation as defined in the *Guidelines* amounting to 0.352 hectares.

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Although Trees 30 and 34 are proposed to be retained through carpark design responses such as permeable paving, due to compaction from cars and encroachments into TPZ and SRZs, long term viability cannot be guaranteed. Therefore, these trees have been accounted for as an assumed loss.

Trees 17 and 21, within the playground area are recommended for retention. Construction of the playground must be minimal impact, including a permeable surface such as mulch and no excavation within SRZs.

Table 4 summarises all native vegetation patches and scattered trees impacted.

Table 4. Native vegetation impacted by Option 1

Id	Category	Hectares
Habitat Zone 1	Native Vegetation Patch (including 3 large trees)	0.139
Habitat Zone 2	Native Vegetation Patch (including 1 large tree)	0.080
Tree 34	Scattered Tree (Large)	0.071
Tree 122	Scattered Tree	0.031
Tree 149	Scattered Tree	0.031
Total		0.352

3.2.1 Assessment Category – Option 1

The assessment category of an application is determined in accordance with Table 5. The location category is a biodiversity mapping unit that has been determined across Victoria and is represented in three classes:

Location 3 – includes locations where the removal of less than 0.5 hectares of native vegetation could have a significant impact on habitat for a rare or threatened species.

Location 2 – includes locations that are mapped as endangered EVCs and/or sensitive wetlands and coastal areas are not included in Location 3

Location 1 – includes all remaining locations in Victoria.

Table 5. Determining the assessment category

Extent of Native Vegetation	Location Category		
	Location 1	Location 2	Location 3
Less than 0.5 hectares and not including any large trees	Basic	Intermediate	Detailed
Less than 0.5 hectares include one or more large trees	Intermediate	Intermediate	Detailed
0.5 hectares or more	Detailed	Detailed	Detailed

Source: Table 3, *Guidelines for the removal, destruction or lopping of native vegetation* (DEPI 2017)

The proposal is within location 1, impacts on less than 0.5 hectares and includes the loss of more than 1 large tree. Therefore, the intermediate assessment category applies.

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3.2.2 Impact and Offset Requirements – Option 1

A Native Vegetation Removal (NVR) Report was generated by DEECA with provision of spatial data from the site assessment. The report verifies the results of the impact assessment and is provided in Appendix 2.

The NVR specifies offset requirements for the proposed removal native vegetation as outlined below:

Offset Type	General Offset
Offset Amount	0.119 general habitat units
Minimum Strategic Biodiversity Value	0.184
Large Trees	5
Vicinity	Port Phillip and Western Port Region or Frankston Council Area

3.2.3 Offset Strategy – Option 1

A native vegetation offset works on the principle of providing an ecological gain equivalent to the value of native vegetation loss. There are two ways in which an offset can be secured:

- Through legal protection, conservation management and forfeit of rights to the use the land (e.g. grazing and firewood collection) on the same property, providing sufficient land is available or,
- Purchase of a third-party native vegetation offset. This is typically purchased through an accredited broker trading under the State’s Native Vegetation Credit Register

There are no opportunities for a first party offset on the land. Therefore, offsets are to be secured through a third party. Current available options (as of May 2023) are included in Appendix 3.

3.3 Native Vegetation Impact - Option 2

As shown in Map 2B, development option 2 will result in impact to native vegetation as defined in the *Guidelines* amounting to 0.419 hectares. Table 6 summarises all native vegetation patches and scattered trees impacted.

Although Tree 30 is proposed to be retained through carpark design responses such as permeable paving, due to compaction from cars and encroachments into the TPZ and SRZ, long term viability cannot be guaranteed. Therefore, this tree has been accounted for as an assumed loss.

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Table 6. Native vegetation impacted by Option 2

Id	Category	Hectares (without overlap)
Habitat Zone 1	Native Vegetation Patch (including 5 large trees)	0.191
Habitat Zone 2	Native Vegetation Patch (including 2 large tree)	0.061
Tree 34	Scattered Tree (Large)	0.062
Tree 40	Scattered Tree (Large)	0.044
Tree 122	Scattered Tree	0.031
Tree 149	Scattered Tree	0.030
Total		0.419

3.3.1 Assessment Category – Option 2

Table 7. Determining the assessment category

Extent of Native Vegetation	Location Category		
	Location 1	Location 2	Location 3
Less than 0.5 hectares and not including any large trees	Basic	Intermediate	Detailed
Less than 0.5 hectares include one or more large trees	Intermediate	Intermediate	Detailed
0.5 hectares or more	Detailed	Detailed	Detailed

Source: Table 3, *Guidelines for the removal, destruction or lopping of native vegetation* (DEPI 2017)

The proposal is within location 1, impacts on less than 0.5 hectares and includes the loss of more than 1 large tree. Therefore, the intermediate assessment category applies.

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3.3.2 Impact and Offset Requirements – Option 2

A Native Vegetation Removal (NVR) Report was generated by DEECA with provision of spatial data from the site assessment. The report verifies the results of the impact assessment and is provided in Appendix 4.

The NVR specifies offset requirements for the proposed removal of native vegetation as outlined below:

Offset Type	General Offset
Offset Amount	0.138 general habitat units
Minimum Strategic Biodiversity Value	0.184
Large Trees	9
Vicinity	Port Phillip and Western Port Region or Frankston Council Area

3.3.3 Offset Strategy – Option 2

As stated, in section 3.2.3, there are no opportunities for a first party offset on the land. Therefore, offsets are to be secured through a third party. Current available options (as of March 2023) are included in Appendix 5.

3.4 Avoid and Minimise Statement

As required for all applications, an avoid and minimise statement is provided below to demonstrate how the development (for Options 1 and 2) has or could reduce impacts on biodiversity and other values of native vegetation.

Site Level Planning

- The footprint of the building for both options are sited predominantly in the open areas of the reserve.
- Minimal impact construction of the car park is recommended through the use of permeable paving in order to retain surrounding trees of high significance.
- 12 of the 17 large native trees as defined in the benchmark (>50cm) are to be retained for option 1 and 9 of the 17 large native trees are to be retained for option 2.
- There appears to be an opportunity to modify the layout of the option 2 playground to avoid understorey trees and native ground cover by utilising other adjacent mown areas

Other than the above recommendations, no feasible opportunities exist to further avoid and minimise impacts on native vegetation without undermining the key objectives of the proposal.

Two siting options have been explored to determine opportunities for minimising impacts and option 1 demonstrates the lesser impact in terms of hectares and loss of large trees. However, the community consultation process has resulted in an overall preference for option 2 based on a range of criteria that is largely separate from biodiversity considerations.

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Strategic Level Planning

The selection of Long Street Reserve as the preferred site for a Child and Family Centre is the result of a feasibility study that has considered many other alternative sites. A range of sites that that were considered, which appear to have significant biodiversity values, have been include:

- a) A Melbourne Water Site between the Peninsula Link Freeway and McClelland Drive (opposite the Beech Road Intersection). Concerns over this option include:
 - Significant Biodiversity Values
 - Owned by Melbourne Water
 - Significant ground works required
 - Excess traffic noise
 - No direct accessible utilities
 - Sewer easement
 - Not within area of need
- b) Lloyd Park (either the Scout Hall or Telecom Tower Site). Concerns over these options include:
 - Existing users displaced
 - Reduced car parking overall
 - Telecom tower within very close proximity
 - Tower is expensive to relocate 1M approx.
 - Land owner is DELWP
- c) McClelland Gallery Site. Concerns over this option include:
 - Significant Biodiversity Values
 - Bushfire Overlay will increase requirements for vegetation removal
 - Not in high density residential area
 - Additional cost of land and earth works 2.5m
 - Road network changes required
 - Limited public transport
 - Limited walkability and access
- d) Flame Robin Reserve – North Road. Concerns over this option include:
 - Dense vegetation
 - Significant site providing habitat connectivity

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- e) Stringybark Bushland Reserve – Centre/North Road. Concerns over this option include:
- Dense vegetation, extensive habitat
 - Not within an area of need
 - Telstra tower in close proximity

Note 1: The concerns listed in relation to the alternative sites above are a combination of concerns expressed by Council and the community.

Note 2: while the above considerations are worth including as background information to this report, the authors of this report have not undertaken comparative studies of the reserves listed above.

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4 Conclusion and Recommendations

Option 1

The proposed development of option 1 will result in impact to 0.352 hectares of native vegetation and require offsets as outlined below.

Offset Type	General Offset
Offset Amount	0.119 general habitat units
Minimum Strategic Biodiversity Value	0.184
Large Trees	5
Vicinity	Port Phillip and Western Port Region or Frankston Council Area

Option 2

The proposed development of option 2 will result in impact to 0.419 hectares of native vegetation and require offsets as outlined below.

Offset Type	General Offset
Offset Amount	0.138 general habitat units
Minimum Strategic Biodiversity Value	0.184
Large Trees	9
Vicinity	Port Phillip and Western Port Region or Frankston Council Area

Third-party offsets are available for both options and are included in Appendix 3 and 5.

Given the habitat value of an abundance of logs, large trees and intact indigenous canopy of Habitat Zone 2, it is recommended that this area, particularly the canopy be prioritised in the detailed design and construction process (to the extent possible).

Option 1 impacts on a slightly larger area within Habitat Zone 2 (0.073ha) however only requires the removal of one Silver-leaf Stringybark *Eucalyptus cephalocarpa*. Option 2 impacts on 0.059ha of Habitat Zone 2, however this layout would necessitate the removal of 12 Silver-leaf Stringybark.

Due to an overall lower impact to native vegetation, as well as the requirement for less removal of high value Silver-leaf Stringybark trees, option 1 will result in slightly reduced impacts to biodiversity when compared to option 2.

Ecological Impact Assessment - Long Street Reserve - 31 May 2023

4.1 Further recommendations

Although the size of the development limits the options for retaining native vegetation, the following steps are recommended to minimise the impacts of the project and to protect retained vegetation.

Fauna Monitoring, Salvage and Relocation

- Mature trees provide nesting resources for numerous species of bird and arboreal mammals that are susceptible to injury and displacement during tree removal works.
- Trees marked for removal should be subject to nocturnal surveys by a suitably qualified zoologist in the days leading up to planned removal. Pre-clearing nocturnal surveys will provide the opportunity for zoologists to identify fauna activity and the use of nests and hollows and to devise a strategy for fauna salvage and relocation prior to or during tree removal works.
- A qualified zoologist should be present on-site during the removal of trees that are likely to be occupied by wildlife.
- In accordance the Wildlife Act 1975 and the FFG Act 1988, the zoologist will be required to hold the appropriate permits for fauna handling, transportation and re-habitation.

Tree and Vegetation Protection Zones

Tree and vegetation protection zones close to the approved construction footprint are vulnerable to inadvertent impacts including:

- Works within the Tree Protection Zone (TPZ) of trees to be retained
- Inappropriate machinery access or stockpiling that has an impact on vegetation or a designated TPZ
- Damage to tree trunks from machinery such as excavators, bobcats and forestry mulchers.

Prior to any approved vegetation removal or construction works, tree and vegetation protection zones should be established in the following manner:

- Retention of trees and other native vegetation is to be secured by the installation of high visibility vegetation protection fencing set at the edge of the construction zones.
- Where specific trees are to be retained, the full extent of the TPZ needs to be protected or a minimum setback as agreed by the responsible authority
- no construction activity is to be undertaken beyond the designated construction zone including but not limited to excavation, vehicle and equipment, storage, and stockpiling.
- Work areas should include appropriate signage of protection zones that provide clear direction for construction personnel.

5 References

DELWP (2017) *Guidelines for the removal, destruction or lopping of native vegetation* (the Department of Environment, Land, Water and Planning, December 2017)

DELWP (2017b) *Assessors Handbook – Applications to remove, destroy or lop native vegetation* (the Department of Environment, Land, Water and Planning, December 2017)

DELWP (2017c) *Nature Kit Online*. the Department of Environment, Land, Water and Planning, December 2017. <http://maps.biodiversity.vic.gov.au/viewer/?viewer=NatureKit>

DEPI (2017a) *Native Vegetation Gain Scoring Manual*. Department of Environment and Primary Industries, Government of Victoria, Melbourne.

DEPI (2014b) *Ecological Vegetation Class (EVC) Benchmarks for each Bioregion*. Department of Environment and Primary Industries, Government of Victoria. Accessed via: <http://www.dse.vic.gov.au/conservation-and-environment/native-vegetation-groups-for-victoria/ecological-vegetation-class-evc-benchmarks-by-bioregion>

DSE (2004) *Vegetation Quality Assessment Manual–Guidelines for applying the habitat hectares scoring method*. Version 1.3. Victorian Government Department of Sustainability and Environment, Melbourne.

Standards Australia AS 4970-2009 *Protection of Trees on Development Sites*.

Ecological Impact Assessment - Long Street Reserve - 31 May 2023

Appendix 1. Flora Observations

Weed Status

- * Introduced species
- # Victorian species occurring outside their natural range
- C – Listed as regionally controlled under the CaLP Act

Origin	Scientific Name	Common Name	Lifeform
	<i>Acacia dealbata</i>	Silver Wattle	Understorey tree or large shrub
#	<i>Acacia floribunda</i>	White Sallow-wattle	Understorey tree or large shrub
	<i>Acacia paradoxa</i>	Hedge Wattle	Medium shrub
	<i>Allocasuarina littoralis</i>	Black Sheoak	Understorey tree or large shrub
	<i>Allocasuarina verticillata</i>	Drooping Sheoak	Understorey tree or large shrub
*	<i>Angophora costata</i>	Smooth-barked Apple	Canopy Tree
	<i>Austrostipa stipoides</i>	Coast Spear-grass	Large tufted graminoid
	<i>Banksia integrifolia</i> subsp. <i>integrifolia</i>	Coast Banksia	Understorey tree or large shrub
	<i>Banksia marginata</i>	Silver Banksia	Medium shrub
	<i>Banksia serrata</i>	Saw Banksia	Medium shrub
*	<i>Briza maxima</i>	Large Quaking-grass	Medium to small tufted graminoid
	<i>Bursaria spinosa</i>	Sweet Bursaria	Medium shrub
#	<i>Callistemon citrinus</i>	Crimson Bottlebrush	Medium shrub
*	<i>Callistemon salignus</i>	Willow Bottlebrush	Medium shrub
*	<i>Callistemon</i> spp.	Bottlebrush	Medium shrub
*	<i>Callistemon viminalis</i>	Weeping Bottlebrush	Medium shrub
	<i>Carpobrotus glaucescens</i>	Pigface	Medium herb
*	<i>Cenchrus clandestinus</i>	Kikuyu	Large non-tufted graminoid
	<i>Correa alba</i>	Coastal Correa	Medium shrub
	<i>Correa glabra</i>	Rock Correa	Medium shrub
	<i>Correa reflexa</i>	Common Correa	Medium shrub
*	<i>Cortaderia selloana</i>	Pampas Grass	Large tufted graminoid
*	<i>Corymbia citriodora</i>	Lemon-scented Gum	Canopy Tree
*	<i>Corymbia ficifolia</i>	Red Flowering Gum	Canopy Tree
#	<i>Corymbia maculata</i>	Spotted Gum	Canopy Tree
*	<i>Cynodon dactylon</i> var. <i>dactylon</i>	Couch	Medium to tiny non-tufted graminoid
	<i>Dianella tasmanica</i>	Tasman Flax-lily	Medium to small tufted graminoid
	<i>Dichondra repens</i>	Kidney-weed	Small or prostrate herb
*	<i>Echinochloa muricata</i>	Barnyard Grass	Medium to small tufted graminoid
*	<i>Ehrharta erecta</i>	Panic Veldt-grass	Medium to small tufted graminoid
	<i>Epilobium</i> spp.	Willow Herb	Medium herb
*	<i>Erigeron</i> spp.	Fleabane	Medium herb
#	<i>Eucalyptus botryoides</i>	Southern Mahogany	Canopy Tree
	<i>Eucalyptus cephalocarpa</i> s.l.	Silver-leaf Stringybark	Canopy Tree
*	<i>Eucalyptus cladocalyx</i>	Sugar Gum	Canopy Tree
#	<i>Eucalyptus crenulata</i>	Buxton Gum	Canopy Tree
#	<i>Eucalyptus leucoxylon</i>	Yellow Gum	Canopy Tree

Ecological Impact Assessment - Long Street Reserve - 31 May 2023

Origin	Scientific Name	Common Name	Lifeform
	<i>Eucalyptus obliqua</i>	Messmate Stringybark	Canopy Tree
	<i>Eucalyptus ovata</i>	Swamp Gum	Canopy Tree
	<i>Eucalyptus radiata</i> s.l.	Narrow-leaf Peppermint	Canopy Tree
*	<i>Eucalyptus</i> spp.	Eucalypt	Canopy Tree
	<i>Eucalyptus viminalis</i>	Manna Gum	Canopy Tree
*	<i>Eucalyptus gomphocephala</i>	Tuart	Canopy Tree
*	<i>Eucalyptus scoparia</i>	Willow Gum	Canopy Tree
#	<i>Eucalyptus tricarpa</i>	Red Ironbark	Canopy Tree
	<i>Exocarpos cupressiformis</i>	Cherry Ballart	Understorey tree or large shrub
	<i>Ficinia nodosa</i>	Knobby Club-sedge	Medium to tiny non-tufted graminoid
*	<i>Fraxinus angustifolia</i>	Desert Ash	Understorey tree or large shrub
	<i>Gahnia sieberiana</i>	Red-fruit Saw-sedge	Large tufted graminoid
*	<i>Geranium</i> spp.	Geranium	Medium shrub
	<i>Goodenia ovata</i>	Hop Goodenia	Medium shrub
*	<i>Hakea laurina</i>	Pin-cushion Bush	Medium shrub
*	<i>Hedera helix</i> s.l.	English Ivy	Scrambler or climber
*	<i>Hypochaeris radicata</i>	Flatweed	Medium herb
	<i>Juncus pallidus</i>	Pale Rush	Large tufted graminoid
*	<i>Lactuca serriola</i>	Prickly Lettuce	Large herb
	<i>Leptospermum laevigatum</i>	Coast Tea-tree	Medium shrub
*	<i>Leptospermum petersonii</i>	Lemon-scented Teatree	Medium shrub
*	<i>Leucadendron</i> spp.	Leucadendron	Medium shrub
*	<i>Lomandra confertifolia</i>	Mat Rush	Medium to tiny non-tufted graminoid
	<i>Lomandra longifolia</i>	Spiny-headed Mat-rush	Large tufted graminoid
*	<i>Lophostemon confertus</i>	Brush Box	Canopy Tree
#	<i>Melaleuca armillaris</i> subsp. <i>armillaris</i>	Giant Honey-myrtle	Understorey tree or large shrub
*	<i>Melaleuca styphelioides</i>	Prickly Paperbark	Understorey tree or large shrub
*	<i>Mesembryanthemum cordifolium</i>	Heartleaf Ice Plant	Medium herb
	<i>Microlaena stipoides</i> var. <i>stipoides</i>	Weeping Grass	Medium to tiny non-tufted graminoid
*	<i>Modiola caroliniana</i>	Red-flower Mallow	Small or prostrate herb
*	<i>Nephrolepis cordifolia</i>	Sword Fern	Ground fern
	<i>Oxalis exilis</i>	Shade Wood-sorrel	Small or prostrate herb
*	<i>Paspalum distichum</i>	Water Couch	Medium to tiny non-tufted graminoid
	<i>Patersonia</i> sp.	Native Iris	Medium to small tufted graminoid
*	<i>Pittosporum tenuifolium</i>	Black Matipo	Medium shrub
#	<i>Pittosporum undulatum</i>	Sweet Pittosporum	Understorey tree or large shrub
*	<i>Plantago lanceolata</i>	Ribwort	Large herb
	<i>Poa labillardierei</i>	Common Tussock-grass	Medium to small tufted graminoid
	<i>Rytidosperma caespitosum</i>	Common Wallaby-grass	Medium to small tufted graminoid
	<i>Rytidosperma racemosum</i> var. <i>racemosum</i>	Slender Wallaby-grass	Medium to small tufted graminoid
	<i>Solanum aviculare</i>	Kangaroo Apple	Medium shrub
*	<i>Solanum nigrum</i> s.l.	Black Nightshade	Large herb
*	<i>Sonchus oleraceus</i>	Common Sow-thistle	Large herb
*	<i>Syzygium australe</i>	Lilly-pilly	Medium shrub
	<i>Westringia</i> spp.	Coastal Rosemary	Medium shrub

Appendix 2. Native Vegetation Report Option 1

The Native Vegetation Removal (NVR) Report was generated by DELWP with provision of spatial data from the site assessment.

Native vegetation removal report

This report provides information to support an application to remove, destroy or lop native vegetation in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation*. The report is **not an assessment by DELWP** of the proposed native vegetation removal. Native vegetation information and offset requirements have been determined using spatial data provided by the applicant or their consultant.

Date of issue: 11/05/2023
Time of issue: 11:01 am

Report ID: REC_2023_051


Project ID	23018_NVR Option 1
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Assessment pathway

Assessment pathway	Intermediate Assessment Pathway
Extent including past and proposed	0.352 ha
Extent of past removal	0.000 ha
Extent of proposed removal	0.352 ha
No. Large trees proposed to be removed	5
Location category of proposed removal	Location 1 The native vegetation is not in an area mapped as an endangered Ecological Vegetation Class (as per the statewide EVC map), sensitive wetland or coastal area. Removal of less than 0.5 hectares in this location will not have a significant impact on any habitat for a rare or threatened species

1. Location map





Native vegetation removal report

Offset requirements if a permit is granted

Any approval granted will include a condition to obtain an offset that meets the following requirements:

General offset amount ¹	0.119 general habitat units
Vicinity	Port Phillip and Westernport Catchment Management Authority (CMA) or Frankston City Council
Minimum strategic biodiversity value score ²	0.184
Large trees	5 large trees

NB: values within tables in this document may not add to the totals shown above due to rounding

Appendix 1 includes information about the native vegetation to be removed

Appendix 2 includes information about the rare or threatened species mapped at the site.

Appendix 3 includes maps showing native vegetation to be removed and extracts of relevant species habitat importance maps

¹ The general offset amount required is the sum of all general habitat units in Appendix 1.

² Minimum strategic biodiversity score is 80 per cent of the weighted average score across habitat zones where a general offset is required

Native vegetation removal report

Next steps

Any proposal to remove native vegetation must meet the application requirements of the Intermediate Assessment Pathway and it will be assessed under the Intermediate Assessment Pathway.

If you wish to remove the mapped native vegetation you are required to apply for a permit from your local council. Council will refer your application to DELWP for assessment, as required. **This report is not a referral assessment by DELWP.**

This *Native vegetation removal report* must be submitted with your application for a permit to remove, destroy or lop native vegetation.

Refer to the *Guidelines for the removal, destruction or lopping of native vegetation* (the Guidelines) for a full list of application requirements. This report provides information that meets the following application requirements:

- The assessment pathway and reason for the assessment pathway
- A description of the native vegetation to be removed (met unless you wish to include a site assessment)
- Maps showing the native vegetation and property
- The offset requirements determined in accordance with section 5 of the Guidelines that apply if approval is granted to remove native vegetation.

Additional application requirements must be met including:

- Topographical and land information
- Recent dated photographs
- Details of past native vegetation removal
- An avoid and minimise statement
- A copy of any Property Vegetation Plan that applies
- A defensible space statement as applicable
- A statement about the Native Vegetation Precinct Plan as applicable
- An offset statement that explains that an offset has been identified and how it will be secured.

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Melbourne 2023

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For more information contact the DELWP Customer Service Centre 136 186

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Obtaining this publication does not guarantee that an application will meet the requirements of Clauses 52.16 or 52.17 of the Victoria Planning Provisions and Victorian planning schemes or that a permit to remove native vegetation will be granted.

Notwithstanding anything else contained in this publication, you must ensure that you comply with all relevant laws, legislation, awards or orders and that you obtain and comply with all permits, approvals and the like that affect, are applicable or are necessary to undertake any action to remove, lop or destroy or otherwise deal with any native vegetation or that apply to matters within the scope of Clauses 52.16 or 52.17 of the Victoria Planning Provisions and Victorian planning schemes.

Appendix 1: Description of native vegetation to be removed

All zones require a general offset, the general habitat units each zone is calculated by the following equation in accordance with the Guidelines:

$$\text{General habitat units} = \text{extent} \times \text{condition} \times \text{general landscape factor} \times 1.5, \text{ where the general landscape factor} = 0.5 + (\text{strategic biodiversity value score}/2)$$

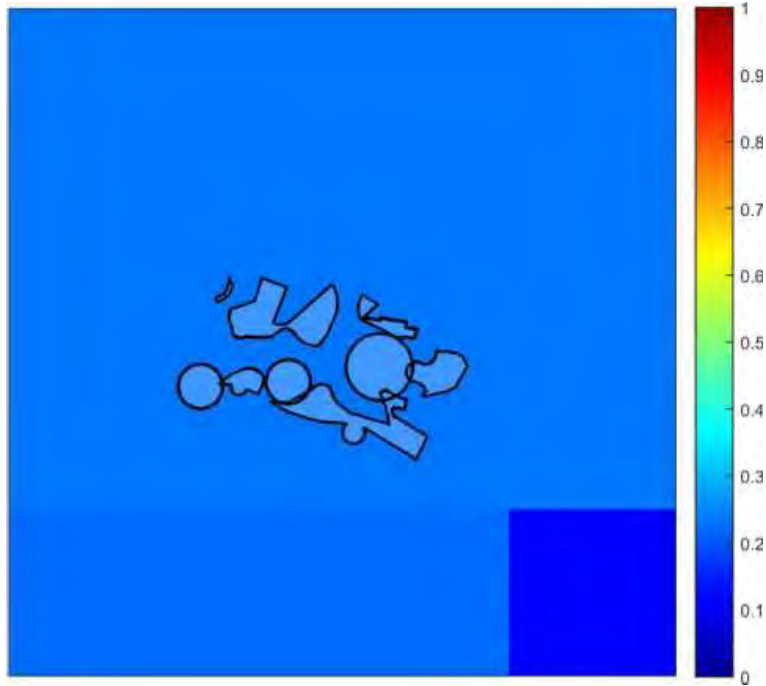
The general offset amount required is the sum of all general habitat units per zone.

Native vegetation to be removed

Information provided by or on behalf of the applicant in a GIS file							Information calculated by EnSym					
Zone	Type	BioEVC	BioEVC conservation status	Large tree(s)	Partial removal	Condition score	Polygon Extent	Extent without overlap	SBV score	HI score	Habitat units	Offset type
1- HZ1	Patch	gipp0048	Least Concern	0	no	0.460	0.005	0.005	0.230		0.002	General
2- T34	Scattered Tree	gipp0048	Least Concern	1	no	0.200	0.071	0.067	0.230		0.012	General
3- T122	Scattered Tree	gipp0048	Least Concern	0	no	0.200	0.031	0.031	0.230		0.006	General
4- HZ2	Patch	gipp0048	Least Concern	0	no	0.470	0.002	0.002	0.230		0.001	General
5- T149	Scattered Tree	gipp0048	Least Concern	0	no	0.200	0.031	0.030	0.230		0.006	General
6- HZ1	Patch	gipp0048	Least Concern	0	no	0.460	0.035	0.035	0.230		0.015	General
7- HZ1	Patch	gipp0048	Least Concern	0	no	0.460	0.015	0.015	0.230		0.007	General
8- HZ2	Patch	gipp0048	Least Concern	1	no	0.470	0.078	0.078	0.230		0.034	General
10- HZ1	Patch	gipp0048	Least Concern	3	no	0.460	0.077	0.077	0.230		0.032	General
9- HZ1	Patch	gipp0048	Least Concern	0	no	0.460	0.012	0.012	0.230		0.005	General

Appendix 2: Information about impacts to **rare or threatened species' habitats on site**

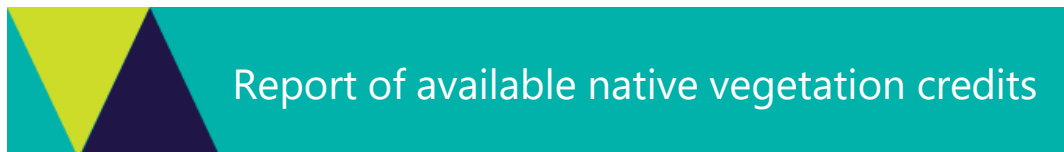
This is not applicable in the Intermediate Assessment Pathway.





Appendix 3. Available Native Vegetation Credits Option 1

Provided on the overleaf



Report of available native vegetation credits

This report lists native vegetation credits available to purchase through the Native Vegetation Credit Register.

This report is **not evidence** that an offset has been secured. An offset is only secured when the units have been purchased and allocated to a permit or other approval and an allocated credit extract is provided by the Native Vegetation Credit Register.

Date and time: 09/05/2023 11:14

Report ID: 18842

What was searched for?

General offset

General habitat units	Strategic biodiversity value	Large trees	Vicinity (Catchment Management Authority or Municipal district)	
0.119	0.184	5	CMA	Port Phillip and Westernport
			or LGA	Frankston City

Details of available native vegetation credits on 09 May 2023 11:14

These sites meet your requirements for general offsets.

Credit Site ID	GHU	LT	CMA	LGA	Land owner	Trader	Fixed price	Broker(s)
BBA-0277	4.486	453	Port Phillip and Westernport	Mornington Peninsula Shire	No	Yes	No	Abezco, Ethos, VegLink
BBA-0670	17.706	141	Port Phillip and Westernport	Cardinia Shire	No	Yes	No	Abezco, VegLink
BBA-0677	14.947	1470	Port Phillip and Westernport	Whittlesea City	No	Yes	No	Abezco, VegLink
BBA-0678	44.587	2612	Port Phillip and Westernport	Nilumbik Shire	No	Yes	No	VegLink
BBA-0678_2	0.388	59	Port Phillip and Westernport	Nilumbik Shire	No	Yes	No	VegLink
BBA-2789	1.317	14	Port Phillip and Westernport	Baw Baw Shire	Yes	Yes	No	Contact NVOR
BBA-2790	2.911	116	Port Phillip and Westernport	Baw Baw Shire	Yes	Yes	No	Contact NVOR
BBA-2870	2.544	431	Port Phillip and Westernport	Yarra Ranges Shire	Yes	Yes	No	VegLink
BBA-2871	16.335	1668	Port Phillip and Westernport	Yarra Ranges Shire	Yes	Yes	No	VegLink
TFN-C1636	0.551	115	Port Phillip and Westernport	Yarra Ranges Shire	Yes	Yes	No	Yarra Ranges SC
TFN-C1664	1.538	61	Port Phillip and Westernport	Yarra Ranges Shire	Yes	Yes	No	Yarra Ranges SC
VC_CFL-0838_01	0.209	697	Port Phillip And Westernport	Yarra Ranges Shire	Yes	Yes	No	VegLink
VC_CFL-3084_01	0.172	102	Port Phillip And Westernport	Cardinia Shire	Yes	Yes	No	VegLink

VC_CFL-3687_01	0.278	61	Port Phillip And Westernport	Baw Baw Shire	Yes	Yes	No	Baw Baw SC
VC_CFL-3709_01	0.139	395	Port Phillip And Westernport	Yarra Ranges Shire	Yes	Yes	No	VegLink
VC_CFL-3710_01	7.606	322	Port Phillip And Westernport	Yarra Ranges Shire	Yes	Yes	No	VegLink
VC_CFL-3740_01	1.041	92	Port Phillip And Westernport	Cardinia Shire, Yarra Ranges Shire	Yes	Yes	No	Bio Offsets
VC_CFL-3740_01	0.318	16	Port Phillip And Westernport	Yarra Ranges Shire	Yes	Yes	No	Bio Offsets
VC_CFL-3744_01	1.342	354	Port Phillip And Westernport	Macedon Ranges Shire	Yes	Yes	No	VegLink
VC_CFL-3762_01	0.235	90	Port Phillip And Westernport	Moorabool Shire	Yes	Yes	No	VegLink
VC_CFL-3764_01	7.278	50	Port Phillip And Westernport	Yarra Ranges Shire	Yes	Yes	No	VegLink

These sites meet your requirements using alternative arrangements for general offsets.

Credit Site ID	GHU	LT	CMA	LGA	Land owner	Trader	Fixed price	Broker(s)
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There are no sites listed in the Native Vegetation Credit Register that meet your offset requirements when applying the alternative arrangements as listed in section 11.2 of the Guidelines for the removal, destruction or lopping of native vegetation.

These potential sites are not yet available, land owners may finalise them once a buyer is confirmed.

Credit Site ID	GHU	LT	CMA	LGA	Land owner	Trader	Fixed price	Broker(s)
VC_CFL-3746_01	4.962	563	Port Phillip And Westernport	Macedon Ranges Shire	Yes	Yes	No	VegLink
VC_CFL-3781_01	5.568	24	Port Phillip And Westernport	Moorabool Shire	Yes	Yes	No	VegLink

LT - Large Trees

CMA - Catchment Management Authority

LGA - Municipal District or Local Government Authority

Next steps

If applying for approval to remove native vegetation

Attach this report to an application to remove native vegetation as evidence that your offset requirement is currently available.

If you have approval to remove native vegetation

Below are the contact details for all brokers. Contact the broker(s) listed for the credit site(s) that meet your offset requirements. These are shown in the above tables. If more than one broker or site is listed, you should get more than one quote before deciding which offset to secure.

Broker contact details

Broker Abbreviation	Broker Name	Phone	Email	Website
Abezco	Abzeco Pty. Ltd.	(03) 9431 5444	offsets@abzeco.com.au	www.abzeco.com.au
Baw Baw SC	Baw Baw Shire Council	(03) 5624 2411	bawbaw@bawbawshire.vic.gov.au	www.bawbawshire.vic.gov.au
Bio Offsets	Biodiversity Offsets Victoria	0452 161 013	info@offsetsvictoria.com.au	www.offsetsvictoria.com.au
Contact NVOR	Native Vegetation Offset Register	136 186	nativevegetation.offsetregister@delwp.vic.gov.au	www.environment.vic.gov.au/native-vegetation
Ecocentric	Ecocentric Environmental Consulting	0410 564 139	ecocentric@me.com	Not available
Ethos	Ethos NRM Pty Ltd	(03) 5153 0037	offsets@ethosnrm.com.au	www.ethosnrm.com.au
Nilumbik SC	Nilumbik Shire Council	(03) 9433 3316	offsets@nilumbik.vic.gov.au	www.nilumbik.vic.gov.au
TFN	Trust for Nature	8631 5888	offsets@tfn.org.au	www.trustfornature.org.au
VegLink	Vegetation Link Pty Ltd	(03) 8578 4250 or 1300 834 546	offsets@vegetationlink.com.au	www.vegetationlink.com.au
Yarra Ranges SC	Yarra Ranges Shire Council	1300 368 333	biodiversityoffsets@yarraranges.vic.gov.au	www.yarraranges.vic.gov.au

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For more information contact the DELWP Customer Service Centre 136 186 or the Native Vegetation Credit Register at nativevegetation.offsetregister@delwp.vic.gov.au

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Notwithstanding anything else contained in this publication, you must ensure that you comply with all relevant laws, legislation, awards or orders and that you obtain and comply with all permits, approvals and the like that affect, are applicable or are necessary to undertake any action to remove, lop or destroy or otherwise deal with any native vegetation or that apply to matters within the scope of Clauses 52.16 or 52.17 of the Victoria Planning Provisions and Victorian planning schemes

Appendix 4. Native Vegetation Report Option 2

Provided on the overleaf

Native vegetation removal report

This report provides information to support an application to remove, destroy or lop native vegetation in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation*. The report is **not an assessment by DELWP** of the proposed native vegetation removal. Native vegetation information and offset requirements have been determined using spatial data provided by the applicant or their consultant.

Date of issue: 11/05/2023
Time of issue: 12:02 pm

Report ID: REC_2023_050

Project ID	23018_NVR Option 2
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Assessment pathway

Assessment pathway	Intermediate Assessment Pathway
Extent including past and proposed	0.419 ha
Extent of past removal	0.000 ha
Extent of proposed removal	0.419 ha
No. Large trees proposed to be removed	9
Location category of proposed removal	Location 1 The native vegetation is not in an area mapped as an endangered Ecological Vegetation Class (as per the statewide EVC map), sensitive wetland or coastal area. Removal of less than 0.5 hectares in this location will not have a significant impact on any habitat for a rare or threatened species

1. Location map



Native vegetation removal report

Offset requirements if a permit is granted

Any approval granted will include a condition to obtain an offset that meets the following requirements:

General offset amount ¹	0.138 general habitat units
Vicinity	Port Phillip and Westernport Catchment Management Authority (CMA) or Frankston City Council
Minimum strategic biodiversity value score ²	0.184
Large trees	9 large trees

NB: values within tables in this document may not add to the totals shown above due to rounding

Appendix 1 includes information about the native vegetation to be removed

Appendix 2 includes information about the rare or threatened species mapped at the site.

Appendix 3 includes maps showing native vegetation to be removed and extracts of relevant species habitat importance maps

¹ The general offset amount required is the sum of all general habitat units in Appendix 1.

² Minimum strategic biodiversity score is 80 per cent of the weighted average score across habitat zones where a general offset is required

Native vegetation removal report

Next steps

Any proposal to remove native vegetation must meet the application requirements of the Intermediate Assessment Pathway and it will be assessed under the Intermediate Assessment Pathway.

If you wish to remove the mapped native vegetation you are required to apply for a permit from your local council. Council will refer your application to DELWP for assessment, as required. **This report is not a referral assessment by DELWP.**

This *Native vegetation removal report* must be submitted with your application for a permit to remove, destroy or lop native vegetation.

Refer to the *Guidelines for the removal, destruction or lopping of native vegetation* (the Guidelines) for a full list of application requirements. This report provides information that meets the following application requirements:

- The assessment pathway and reason for the assessment pathway
- A description of the native vegetation to be removed (met unless you wish to include a site assessment)
- Maps showing the native vegetation and property
- The offset requirements determined in accordance with section 5 of the Guidelines that apply if approval is granted to remove native vegetation.

Additional application requirements must be met including:

- Topographical and land information
- Recent dated photographs
- Details of past native vegetation removal
- An avoid and minimise statement
- A copy of any Property Vegetation Plan that applies
- A defensible space statement as applicable
- A statement about the Native Vegetation Precinct Plan as applicable
- An offset statement that explains that an offset has been identified and how it will be secured.

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Melbourne 2023

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Obtaining this publication does not guarantee that an application will meet the requirements of Clauses 52.16 or 52.17 of the Victoria Planning Provisions and Victorian planning schemes or that a permit to remove native vegetation will be granted.

Notwithstanding anything else contained in this publication, you must ensure that you comply with all relevant laws, legislation, awards or orders and that you obtain and comply with all permits, approvals and the like that affect, are applicable or are necessary to undertake any action to remove, lop or destroy or otherwise deal with any native vegetation or that apply to matters within the scope of Clauses 52.16 or 52.17 of the Victoria Planning Provisions and Victorian planning schemes.

Appendix 1: Description of native vegetation to be removed

All zones require a general offset, the general habitat units each zone is calculated by the following equation in accordance with the Guidelines:

$$\text{General habitat units} = \text{extent} \times \text{condition} \times \text{general landscape factor} \times 1.5, \text{ where the general landscape factor} = 0.5 + (\text{strategic biodiversity value score}/2)$$

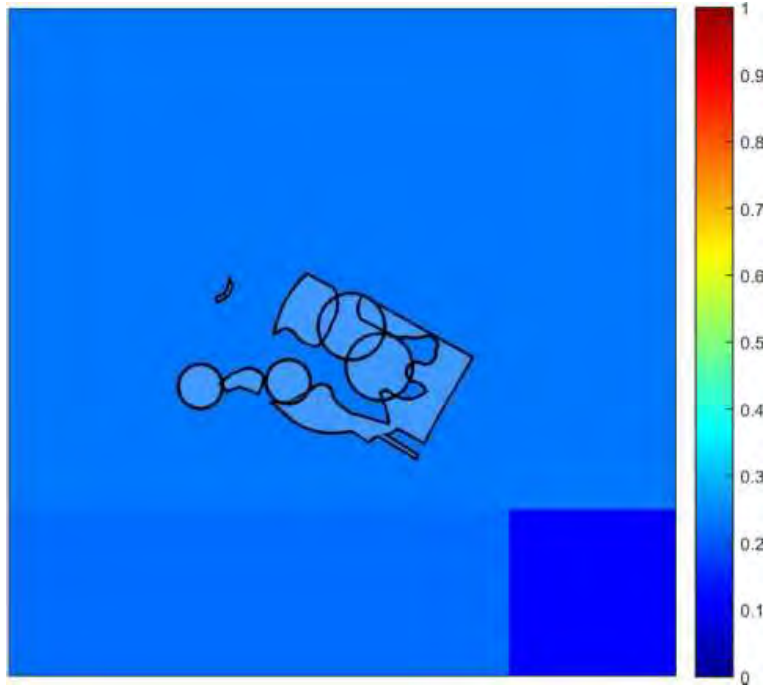
The general offset amount required is the sum of all general habitat units per zone.

Native vegetation to be removed

Information provided by or on behalf of the applicant in a GIS file							Information calculated by EnSym					
Zone	Type	BioEVC	BioEVC conservation status	Large tree(s)	Partial removal	Condition score	Polygon Extent	Extent without overlap	SBV score	HI score	Habitat units	Offset type
2-T34	Scattered Tree	gipp0048	Least Concern	1	no	0.200	0.071	0.062	0.230		0.011	General
2-T122	Scattered Tree	gipp0048	Least Concern	0	no	0.200	0.031	0.031	0.230		0.006	General
2-T149	Scattered Tree	gipp0048	Least Concern	0	no	0.200	0.031	0.030	0.230		0.005	General
2-HZ1 A	Patch	gipp0048	Least Concern	0	no	0.460	0.015	0.015	0.230		0.006	General
2-HZ1 B	Patch	gipp0048	Least Concern	5	no	0.460	0.176	0.176	0.230		0.075	General
2-HZ2 A	Patch	gipp0048	Least Concern	2	no	0.470	0.059	0.059	0.230		0.026	General
2-T40	Scattered Tree	gipp0048	Least Concern	1	no	0.200	0.071	0.044	0.230		0.008	General
1-HZ2 B	Patch	gipp0048	Least Concern	0	no	0.470	0.002	0.002	0.230		0.001	General

Appendix 2: Information about impacts to **rare or threatened species' habitats on site**

This is not applicable in the Intermediate Assessment Pathway.



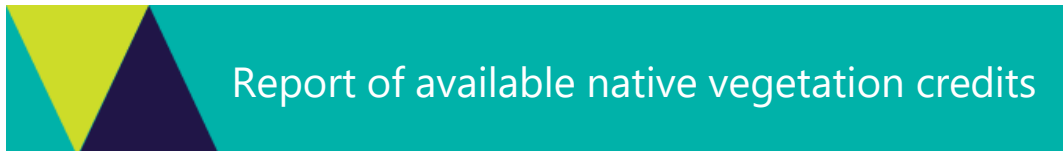
4. Map of the property in context



Yellow boundaries denote areas of proposed native vegetation removal.

Appendix 5. Available Native Vegetation Credits Option 2

Provided on the overleaf



Report of available native vegetation credits

This report lists native vegetation credits available to purchase through the Native Vegetation Credit Register.

This report is **not evidence** that an offset has been secured. An offset is only secured when the units have been purchased and allocated to a permit or other approval and an allocated credit extract is provided by the Native Vegetation Credit Register.

Date and time: 09/03/2023 03:14

Report ID: 18102

What was searched for?

General offset

General habitat units	Strategic biodiversity value	Large trees	Vicinity (Catchment Management Authority or Municipal district)	
0.138	0.184	9	CMA	Port Phillip and Westernport
			or LGA	Frankston City

Details of available native vegetation credits on 09 March 2023 03:14

These sites meet your requirements for general offsets.

Credit Site ID	GHU	LT	CMA	LGA	Land owner	Trader	Fixed price	Broker(s)
BBA-0277	6.162	454	Port Phillip and Westernport	Mornington Peninsula Shire	No	Yes	No	Abezco, Ethos, VegLink
BBA-0670	18.072	148	Port Phillip and Westernport	Cardinia Shire	No	Yes	No	Abezco, VegLink
BBA-0677	15.605	1479	Port Phillip and Westernport	Whittlesea City	No	Yes	No	Abezco, VegLink
BBA-0678	43.163	2613	Port Phillip and Westernport	Nilumbik Shire	No	Yes	No	VegLink
BBA-0678_2	0.388	59	Port Phillip and Westernport	Nilumbik Shire	No	Yes	No	VegLink
BBA-2789	1.317	14	Port Phillip and Westernport	Baw Baw Shire	Yes	Yes	No	Contact NVOR
BBA-2790	2.911	116	Port Phillip and Westernport	Baw Baw Shire	Yes	Yes	No	Contact NVOR
BBA-2870	2.544	431	Port Phillip and Westernport	Yarra Ranges Shire	Yes	Yes	No	VegLink
BBA-2871	16.335	1668	Port Phillip and Westernport	Yarra Ranges Shire	Yes	Yes	No	VegLink
TFN-C1636	0.941	130	Port Phillip and Westernport	Yarra Ranges Shire	Yes	Yes	No	Yarra Ranges SC
TFN-C1664	1.797	61	Port Phillip and Westernport	Yarra Ranges Shire	Yes	Yes	No	Yarra Ranges SC
VC_CFL-0838_01	0.209	697	Port Phillip And Westernport	Yarra Ranges Shire	Yes	Yes	No	VegLink
VC_CFL-3084_01	0.210	114	Port Phillip And Westernport	Cardinia Shire	Yes	Yes	No	VegLink

VC_CFL-3687_01	0.321	64	Port Phillip And Westernport	Baw Baw Shire	Yes	Yes	No	Baw Baw SC
VC_CFL-3708_01	0.198	507	Port Phillip And Westernport	Yarra Ranges Shire	Yes	Yes	No	VegLink
VC_CFL-3709_01	0.139	395	Port Phillip And Westernport	Yarra Ranges Shire	Yes	Yes	No	VegLink
VC_CFL-3710_01	7.606	322	Port Phillip And Westernport	Yarra Ranges Shire	Yes	Yes	No	VegLink
VC_CFL-3740_01	1.094	92	Port Phillip And Westernport	Cardinia Shire, Yarra Ranges Shire	Yes	Yes	No	Bio Offsets
VC_CFL-3740_01	0.318	16	Port Phillip And Westernport	Yarra Ranges Shire	Yes	Yes	No	Bio Offsets
VC_CFL-3744_01	2.428	377	Port Phillip And Westernport	Macedon Ranges Shire	Yes	Yes	No	VegLink
VC_CFL-3762_01	0.271	94	Port Phillip And Westernport	Moorabool Shire	Yes	Yes	No	VegLink
VC_CFL-3764_01	8.011	51	Port Phillip And Westernport	Yarra Ranges Shire	Yes	Yes	No	VegLink
VC_CFL-3769_01	0.518	42	Port Phillip And Westernport	Nillumbik Shire	Yes	Yes	No	VegLink

These sites meet your requirements using alternative arrangements for general offsets.

Credit Site ID	GHU	LT	CMA	LGA	Land owner	Trader	Fixed price	Broker(s)
----------------	-----	----	-----	-----	------------	--------	-------------	-----------

There are no sites listed in the Native Vegetation Credit Register that meet your offset requirements when applying the alternative arrangements as listed in section 11.2 of the Guidelines for the removal, destruction or lopping of native vegetation.

These potential sites are not yet available, land owners may finalise them once a buyer is confirmed.

Credit Site ID	GHU	LT	CMA	LGA	Land owner	Trader	Fixed price	Broker(s)
VC_CFL-3746_01	4.962	563	Port Phillip And Westernport	Macedon Ranges Shire	Yes	Yes	No	VegLink
VC_CFL-3781_01	5.568	24	Port Phillip And Westernport	Moorabool Shire	Yes	Yes	No	VegLink

LT - Large Trees

CMA - Catchment Management Authority

LGA - Municipal District or Local Government Authority



No.	Description	Date
A	Preliminary Issue	221121
B	Preliminary Issue	221201
C	Preliminary Issue	221201
D	Preliminary Issue	221205
G	Preliminary Issue	230501

PROJECT
 Langwarrin Child & Family Centre - Long Street

CLIENT
 Frankston City Council

PROJECT
 221104

SCALE
 1 : 400



DRAWING TITLE
 Site Plan - Option 1

DRAWING
 SK-01

REV
 G



No.	Description	Date
A	Preliminary Issue	221121
B	Preliminary Issue	221201
C	Preliminary Issue	221201
D	Preliminary Issue	221205
G	Preliminary Issue	230501

PROJECT
 Langwarrin Child & Family Centre - Long
 Street
 CLIENT
 Frankston City Council

PROJECT SCALE
 221104 1 : 400



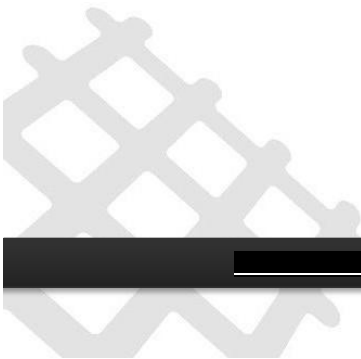
DRAWING TITLE
 Site Plan - Option 2
 DRAWING
 SK-04

REV
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Long Street Reserve, Langwarrin
Transport Impact Assessment



[REDACTED]
26 May 2023



[Redacted]

[Redacted]

DOCUMENT INFORMATION

Prepared for	[Redacted]	Report Date	26 May 2023
File Name	[Redacted]	Reviewed by	[Redacted]
Prepared by	NT		

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1 INTRODUCTION

█ has been requested by █ to undertake a Transport Impact Assessment of the proposed kindergarten and maternal health clinic on Long Street Reserve, Langwarrin.

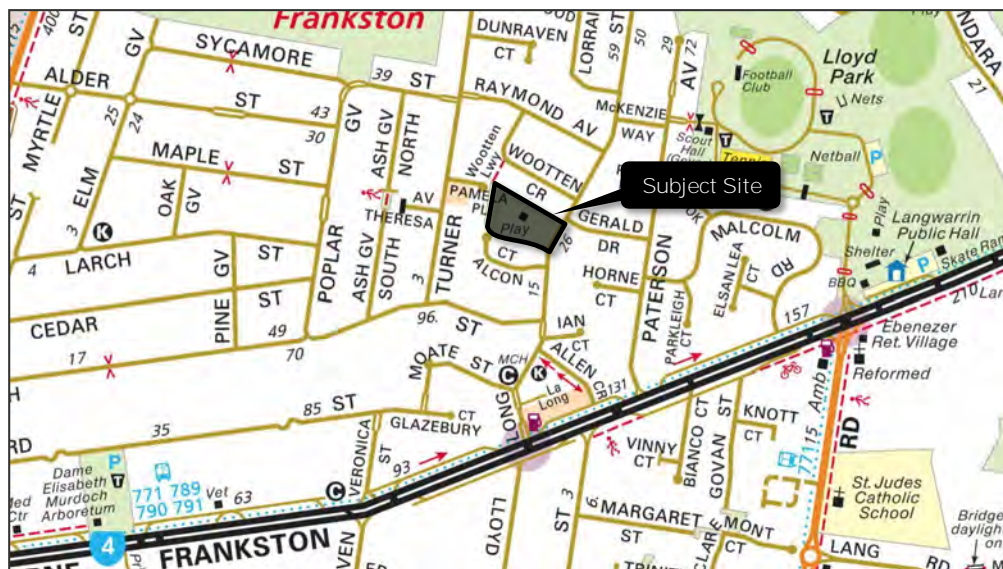
As part of this assessment the subject site has been inspected with due consideration of the development proposal, traffic and parking data has been sourced and relevant background reports have been reviewed.

2 EXISTING CONDITIONS

2.1 Site Location

The [subject site](#) is located at Long Street Reserve, Langwarrin, located on the western side of Long Street as shown in Figure 1.

Figure 1 Site Location



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The site is irregular in shape with frontage to Long Street of approximately 45 metres. Additional frontage to Alcon Court and Pamela Place are located at the end of each respective streets court bowls. The total site area is approximately 8,900 m².

The site is currently occupied by Long Street Reserve, which comprises a playground in the eastern portion of the site adjacent Long Street, and open space in the remaining area.

No car parking or accessways are provided on-site, however a crossover is located on Long Street for maintenance vehicles access. Several pedestrian access points are located on Long Street, Alcon Court and Pamela Place, which are connected internally via a footpath network.

Land use in the immediate vicinity of the site is residential in nature with standard-density residential lots surrounding the site. Additionally, two preschools are located on Long Street to the south of the site and several shops are situated on the Cranbourne-Frankston Road service road at the intersection with Long Street.

An aerial view of the subject site is provided in Figure 2.

Figure 2 Site Context (15 February 2023)

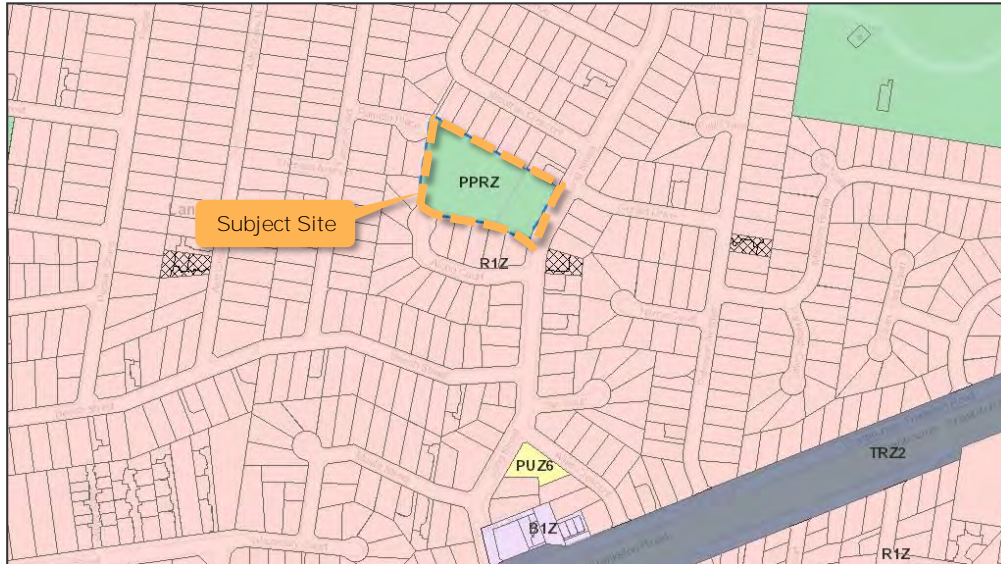


Copyright Nearmap

2.2 Planning Zones and Overlays

It is shown in Figure 3 that the site is located within a Public Park and Recreation Zone (PPRZ).

Figure 3 Planning Scheme Zones



2.3 Road Network

2.3.1 Long Street

Long Street is a local road generally aligned north-south, running between Cranbourne-Frankston Road in the south and Lorraine Avenue in the north. Long Street provides a single traffic lane in each direction adjacent to the site. Kerbside parking is not permitted along Long Street in the vicinity of the site, due to the solid centreline.

The cross-section of Long Street at the frontage of the site is shown in Figure 4.

Figure 4 Long Street looking south (subject site on right)



A 40km/h speed limit applies to Long Street in the vicinity of the site.

2.3.2 Cranbourne-Frankston Road

Cranbourne-Frankston Road is an arterial road, which operates through Langwarrin in an east-west direction to the south of the site. Cranbourne-Frankston Road provides dual traffic lanes and a bike lane in each direction in proximity to the site, separated by a central median.

Cranbourne-Frankston Road intersects with Long Street approximately 350 metres south of the site.

An 80km/h speed limit applies to Cranbourne-Frankston Road in the vicinity of the site.

2.4 Traffic Volumes

2.4.1 General

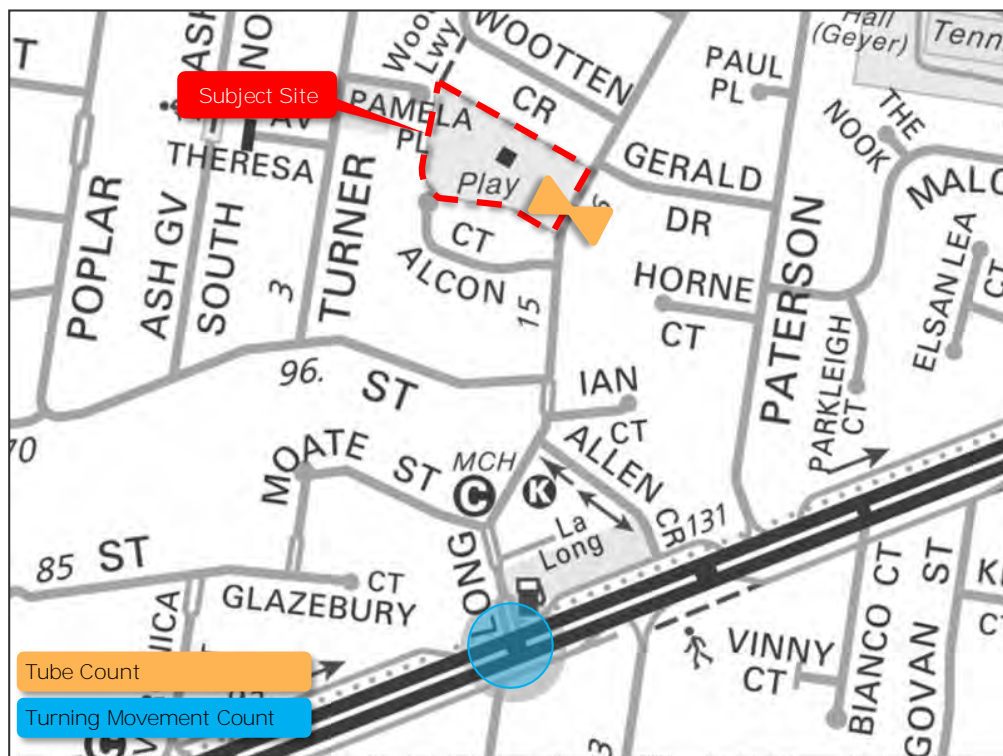
To understand the existing traffic condition at the site frontage and surrounds, traffic surveys were undertaken by Trans Traffic Survey on behalf of [REDACTED].

Traffic volume, speed and classification surveys (tube counts) were undertaken on Long Street adjacent the site, for a one-week period from Thursday 16th February 2022 to Wednesday 23rd February 2022 inclusive.

Additionally, turning movement counts were undertaken at the intersection of Long Street and Cranbourne-Frankston Road, on Friday 17th February 2023, between 6:30am and 9:30am, and between 2:30pm and 6:30pm.

The location of the surveys are shown below in Figure 5.

Figure 5 Traffic Survey Locations



2.4.2 Long Street – Tube Counts

The results of the tube count surveys are summarised below in Table 1.

Table 1 Traffic Volume and Speed Surveys

Time Period	Direction	Traffic Volume (vpd)	85 th Percentile Speed (km/h)	Heavy Vehicles (%)
Weekday Average	Northbound	564	35.8	7.21%
	Southbound	649	35.9	7.46%
	Both Directions	1,213	35.7	7.34%
7 Day Average	Northbound	543	35.3	6.62%
	Southbound	628	35.6	7.21%
	Both Directions	1,171	35.5	6.93%

Based on the above, Long Street currently operates with an average of 1,171 daily vehicle movements, with a maximum of 1,265 movements recorded on a weekday (Thursday).

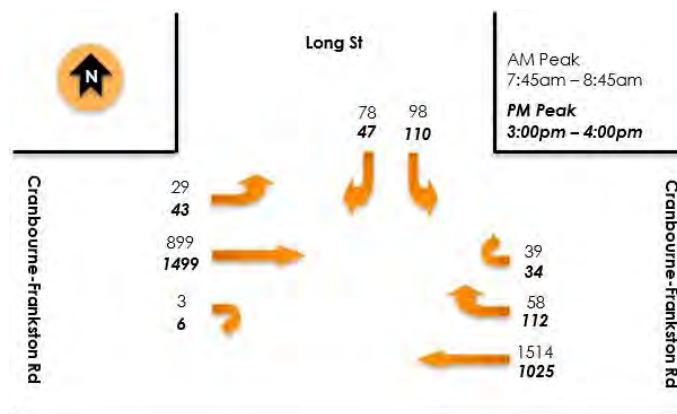
Long Street is classified as an Access Street, which has an indicative capacity of 1,000-2,000 vehicles per day. Therefore, Long Street currently operates comfortably within its indicative capacity.

During the weekday peak hour periods, Long Street experienced a maximum of 136 vehicles, occurring at 4:00pm on the Thursday.

2.4.3 Cranbourne-Frankston Road / Long Street – Turning Movement Counts

The peak hour results of the turning movement surveys are shown in Figure 6.

Figure 6 Existing Traffic Volumes – 17th February 2023



2.5 Sustainable Transport

2.5.1 Public Transport

The full public transport provision in the site vicinity is shown in Figure 7 and detailed in Table 2.

Figure 7 Public Transport Provision

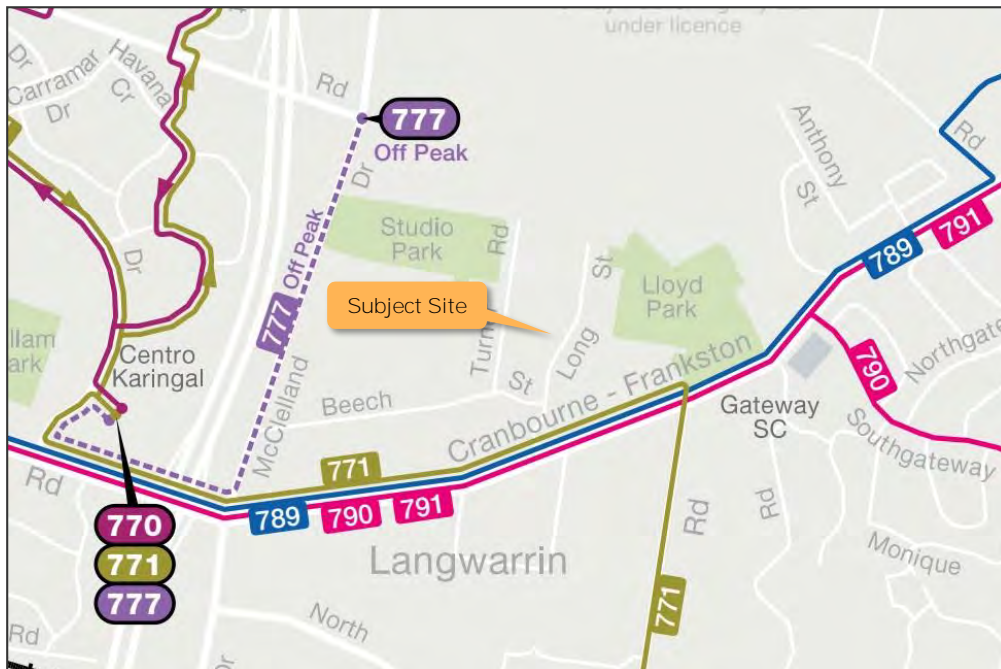


Table 2 Public Transport Provision

Mode	Route No.	Route Description	Nearest Stop/Station
Bus	771	Frankston - Langwarrin via Karingal	
	789	Frankston Station - Langwarrin via Langwarrin North	Long Street /
	790	Frankston Station - Langwarrin via Langwarrin South	Cranbourne-
	791	Frankston Station - Cranbourne Station	Frankston Road

It is shown that several bus routes operate in the vicinity of the site, which connect to Frankston Activity Centre and Frankston Station in the west, and Cranbourne to the east.

The nearest stop is located on Cranbourne-Frankston Road at the intersection with Long Street.

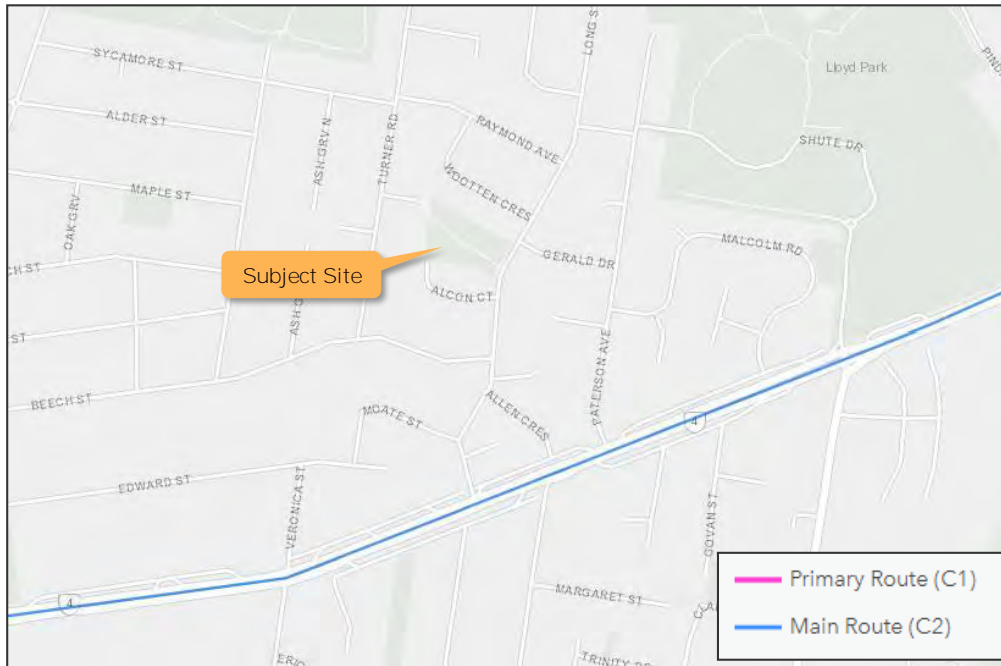
2.5.2 Bicycle Facilities

"Strategic Cycling Corridors are important routes for cycling for transport and link up important destinations including the Central City, National Employment and Innovations Clusters, Metropolitan Activity Centres and other destinations of metropolitan and regional significance".

Strategic Cycling Corridors (SCC) are considered to be the arterials for bicycles, and have been designed to provide connected, low stress and safe routes, intended primarily for the use of cyclists for transport (rather than recreation).

The SCCs in the vicinity of the site is limited to Cranbourne-Frankston Road, which is designated as a main route, as shown in Figure 8.

Figure 8 Strategic Cycling Corridors



3 DEVELOPMENT PROPOSAL

3.1 General

It is proposed to develop the site for the purposes of a kindergarten with three rooms and up to 99 children. A Maternal Child Health clinic is also proposed with 2 practitioners on-site at a time, as well as playgroup sessions, parent education sessions and parent group sessions.

Two design options are in development, although both options are proposed with a total of 30 car parking spaces, inclusive of two accessible spaces and several tandem spaces. Access is proposed from the existing crossover from Long Street in the south-east of the site, which will be upgraded to provide two-way access from the site. A turning bay is proposed at the end of the parking aisle.

Additionally, 6 bicycle parking spaces are proposed near the building entrance for both staff and visitor use.

3.2 Site Operation

The following information has been provided with regard to the operation for the site:

- A Kindergarten with 8 teaching staff and 1 admin staff, with a capacity for up to 99 children;
- A Maternal Child Health clinic (MCH) with 2 staff;
- A playgroup session, which will occur twice per week with up to 10 children and parents;
- Monthly parent education sessions and new parent ground sessions with up to 12 parents;

The operating hours of the kindergarten are provided in Table 3 below. The playgroup, parent education sessions and new parent group sessions will be coordinated so they take place outside the peak pick-up/drop-off periods of the kindergarten.

Table 3 General Kindergarten Hours of Operation

	4YO Group 1	4YO Group 2	3YO Group 1	3YO Group 2
Number of People				
Children	28	28	22	22
Staff	3	3	2	2
Operating Hours				
Monday	8:15am - 2:15pm	10am - 4pm	9:00am - 4:30pm	
Tuesday	8:15am - 2:15pm	10am - 4pm		10:45am - 3:45pm
Wednesday	8:15am - 2:15pm	10am - 4pm	9:00am - 4:30pm	
Thursday	8:15am - 2:15pm	10am - 4pm		10:45am - 3:45pm
Friday	8:15am - 2:15pm	10am - 4pm		10:45am - 3:45pm

3.3 Existing Preschool

It is understood that the existing preschool located at 6 Long Street (approximately 240 metres south of the subject site) will be removed, and the existing staff and students will be relocated to the proposed site. Therefore, this preschool and the proposed development will not operate concurrently at any point in time.

The preschool at 6 Long Street operates with a capacity of 28 children and 3 staff on site at any time, with a maximum of two 'sessions' occurring any given day. A maternal and child health clinic is also located on the site with a single staff member providing services.

The preschool is provided with 4 informal car parking spaces on-site, accessed from Long Street. An additional 8 angle parking spaces are located on-street for use by the preschool.

4 DESIGN ASSESSMENT

4.1 Frankston Planning Scheme – Clause 52.06

█ has undertaken an assessment of the car parking layout and access for the proposed development with due consideration of the Design Standards detailed within Clause 52.06-9 of the Planning Scheme. A review of those relevant Design Standards is provided in the following sections.

4.1.1 Design Standard 1: Accessways

A summary of the assessment for Design Standard 1 is provided in Table 4.

Table 4 Clause 52.06-9 Design Assessment – Design Standard 1

<i>Requirement</i>	<i>Comments</i>
Be at least 3 metres wide.	Satisfied
Have an internal radius of at least 4 metres at changes of direction or intersection or be at least 4.2 metres wide.	Satisfied
Allow vehicles parked in the last space of a dead-end accessway in public car parks to exit in a forward direction with one manoeuvre.	Satisfied
Provide at least 2.1 metres headroom beneath overhead obstructions, calculated for a vehicle with a wheel base of 2.8 metres.	N/A – No overhead obstructions
If the accessway serves four or more car spaces or connects to a road in a Transport Zone 2 or Transport Zone 3, the accessway must be designed so that cars can exit the site in a forward direction.	Satisfied – all vehicles can exit the site in a forwards direction
Provide a passing area at the entrance at least 6.1 metres wide and 7 metres long if the accessway serves ten or more car parking spaces and is either more than 50 metres long or connects to a road in a Transport Zone 2 or Transport Zone 3.	Satisfied
Have a corner splay or area at least 50 per cent clear of visual obstructions extending at least 2 metres along the frontage road from the edge of an exit lane and 2.5 metres along the exit lane from the frontage, to provide a clear view of pedestrians on the footpath of the frontage road. The area clear of visual obstructions may include an adjacent entry or exit lane where more than one lane is provided, or adjacent landscaped areas, provided the landscaping in those areas is less than 900mm in height.	Satisfied – sight splays are provided on either side of the accessway clear of landscaping or obstructions greater than 900mm height
If an accessway to four or more car parking spaces is from land in a Transport Zone 2 or Transport Zone 3, the access to the car spaces must be at least 6 metres from the road carriageway.	Satisfied

4.1.2 Design Standard 2: Car Parking Spaces

Standard car spaces have been designed with a length of 5.4 metres a minimum width of 2.6 metres and are accessed from aisles of no less than 5.8 metres in accordance with the Australian/New Zealand Standard for Parking facilities, Part 1: Off-street car parking (AS/NZS 2890.1:2004). It is noted that Design Standard 2 recommends the use of the Planning Scheme dimensions in preference to the Australian Standard however the Australian Standard dimensions still provides for safe and efficient access to car spaces and are considered acceptable.

The accessible bays are provided with a length of 5.4 metres and a width of 2.4 metres, and an adjacent shared area of the same dimensions, in accordance with the Australian Standard for Parking facilities, Part 6: Off-street parking for people with disabilities (AS 2890.6:2022).

All tandem spaces are provided with a length of 5.4 metres and a width of 2.4 metres, in accordance with the Australian Standard.

4.2 Bicycle Parking

Bicycle parking is proposed to be provided in the form of on-ground bicycle hoops.

The bicycle hoops have been designed in accordance with the Australian Standards; specifically, they are provided at one metre centres, with an envelope of 1.8 metres provided for bicycles and a 1.5 metre access aisle.

5 LOADING

Clause 65 (Decision Guidelines) of the Frankston Planning Scheme identifies that “*Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate: The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.*”

It is considered that an on-site loading bay would not be practical or necessary for the proposed kindergarten and maternal health clinic. It is expected that any deliveries will occur via small vans and utility vehicles, which can utilise the existing on-site parking bays.

The provision for loading is therefore considered appropriate for the proposed use.

6 BICYCLE PARKING

The bicycle parking requirements for the subject site are identified in Clause 52.34 of the Frankston Planning Scheme, which specifies the following requirements for the different components of the proposed development. Note there is no requirement for bicycle parking for a kindergarten.

Table 5 Clause 52.34 – Bicycle Parking Requirements

<i>Component</i>	<i>No/Area</i>	<i>Requirement</i>	<i>Total</i>
Medical centre (maternal health clinic)	2 practitioners	1 space per 8 practitioners for employees	0
		1 space per 4 practitioners for visitors	1
Place of assembly (parents groups)	< 300 m ² *	1 space per 1,500m ² for employees	0
		2 + 1 space per 1,500m ² for visitors	2
Total		Employees	0
		Visitors	3

**Floor area varies between the design options. Both options result in the same bicycle requirement.*

It is proposed to provide a total of 6 bicycle parking spaces for both staff and visitor use, in excess of the statutory requirements.

The provision of bicycle parking is therefore considered to be appropriate.

7 CAR PARKING

7.1 Statutory Car Parking Requirements

7.1.1 Car Parking Requirements – Clause 52.06

The car parking requirements for the subject site are identified in Clause 52.06 of the Frankston Planning Scheme, which specifies the following requirements for the different components of the proposed development.

Table 6 Clause 52.06 – Car Parking Requirements

<i>Component</i>	<i>Land Use</i>	<i>No/Area</i>	<i>Rate</i>	<i>Car Parking Measure</i>	<i>Total</i>
Kindergarten	Child care centre	99 children	0.22	to each child	21
Maternal Health	Medical centre	2 practitioners	5 3	to the first person providing health services, plus to every other person providing health services	8
Parents Group	Place of assembly	12 patrons	0.3	to each patron permitted	3
	Total				32

Based on the above calculations, a total of 32 parking spaces are required for the proposed development.

7.1.2 Proposed Car Parking Provision

It is proposed to provide a total of 30 car parking spaces on-site, which equates to a shortfall of 2 spaces when compared to the Planning Scheme requirements.

Clause 52.06-7 of the Frankston Planning Scheme indicates that an application to reduce (including reduce to zero) the requirement for car spaces must be accompanied by a Car Parking Demand Assessment. The Assessment must assess the car parking demand likely to be generated by the proposed development, having consideration to:

- The likelihood of multi-purpose trips within the locality which are likely to be combined with a trip to the land in connection with the proposed use.
- The variation of car parking demand likely to be generated by the proposed use over time.
- The short-stay and long-stay car parking demand likely to be generated by the proposed use.
- The availability of public transport in the locality of the land.
- The convenience of pedestrian and cyclist access to the land.
- The provision of bicycle parking and end of trip facilities for cyclists in the locality of the land.
- The anticipated car ownership rates of likely or proposed visitors to or occupants (residents or employees) of the land.
- Any empirical assessment or case study.

An assessment of the likely parking demands and the appropriateness of reducing the car parking provision below them is set out below.

7.2 Car Parking Demand Assessment

7.2.1 Empirical Assessment

7.2.1.1 Kindergarten

For assessment purposes, the Planning Scheme statutory rate of 0.22 spaces per child will be adopted, which equates to a demand for 22 parking spaces. It is of note that this rate is inclusive of staff and parent pick-up/drop-off demands.

7.2.1.2 Maternal Health Clinic (MHC)

The MHC will operate with a maximum of two staff members on-site throughout the day, each of which will generate a demand for one space (two staff spaces). An additional demand for two parking spaces will be created intermittently throughout the day from Maternal Health Clinic visitors, equating to a total Maternal Health Clinic demand for 4 spaces.

7.2.1.3 Playgroup / New Parents Group

It is understood that up to 12 parents will be on-site as part of the new parents / playgroup sessions. A portion of parents may potentially car share, walk, or cycle to the site, resulting in a slight reduction in parking demands. A demand of 10 spaces will be adopted for assessment purposes.

The operating times for these groups will be coordinated to occur outside the peak operating hours of the site, and therefore will not contribute to the peak parking demands for the site.

7.2.2 Anticipated Parking Demand

Based on the above assessment, and the operating periods for each component, a maximum demand for 26 parking spaces may be generated, comprising 22 kindergarten spaces, 2 MCH staff spaces and 2 MCH visitor spaces.

Therefore, the provision of 30 parking spaces for the proposed development is in excess of the expected demands outlined above, and is considered appropriate.

7.3 Accessible Car Parking

The National Construction Code specifies the minimum requirements for provision of accessible car parking.

The proposed kindergarten and parents group, classified as a Class 9B building, requires provision of one accessible car space for every 50 car parking spaces or part thereof for the first 1,000 spaces, and then 1 space per 100 car parking spaces or part thereof in excess of 1,000 spaces.

The proposed maternal health clinic, classified as a Class 5 building, requires provision of one accessible car space for every 100 car parking spaces or part thereof.

Noting the proposed provision of 30 car spaces on-site, the National Construction Code (NCC) requires at least one accessible car space on-site.

The proposed provision of two spaces thus satisfies the NCC requirements.

8 TRAFFIC

8.1 Traffic Generation

8.1.1 Kindergarten

Based on the information provided, a maximum of 28 children will be a part of a single session. It is expected that the peak traffic demand for the kindergarten will occur during the pick-up/drop-off periods for this session.

Conservatively assuming that all parents will drive to the site themselves, a peak of 28 inbound movements and 28 outbound movements, or 56 total vehicle movements can be expected. It will also be assumed all of these movements occur within the same one-hour period.

As staff will arrive on-site prior to parent drop-off and will leave after parent pick-up, it is expected that no staff movements will occur during the peak period.

8.1.2 Maternal Health Clinic (MHC)

It is expected that each practitioner (2 total) will generate one inbound movement in the AM peak and one outbound movement in the PM peak, equating to 2 total peak hour staff movements.

Additionally, each visitor (maximum of 2) will generate one inbound and one outbound movement. It will be conservatively assumed that both visitors will enter and leave the site during the same hour, equating to 4 vehicle movements (2 inbound and 2 outbound).

Assuming all of the above occurs within the same hour (which is unlikely to occur in practice) the MHC will generate a maximum of six vehicle movements. These movements are likely to occur outside of the peak operating periods for the kindergarten.

8.1.3 Playgroup / New Parents Group

As discussed previously in section 7.2.1.3, the car parking demand for the Playgroup / New Parents Group is approximately 10 spaces. Each session will likely run for an hour or longer, meaning the inbound and outbound movements will not occur within the same one-hour period. Therefore, the Playgroup / New Parents Group is expected to generate 10 vehicle movements during a single hour. Noting the scheduling information, these movements will not coincide with the existing road network peak periods.

8.1.4 6 Long Street Preschool – Traffic Removed

As previously mentioned in Section 3.3, the existing preschool located at 6 Long Street will be removed, with all the existing staff and students to be relocated to the proposed site. The preschool operates with a capacity of 28 children and 3 staff, and a maternal and child health clinic (MCH) which operates with a single staff member providing services.

Similar to the proposed kindergarten, assuming that all parents will drive to the site themselves, a peak of 28 inbound movements and 28 outbound movements will be generated, or 56 total vehicle movements. It is expected that no staff movements will occur during the same period.

With regard to the MCH component, it will be assumed that the 1 staff member will arrive or depart, and 1 visitor will arrive and depart within the same 1-hour period, equating to 3 vehicle movements.

Based on the above, a total of 59 vehicle movements can be removed from the road network due to the removal of the preschool.

8.1.5 Net Traffic Generation

The operating hours of each component of the proposed development will be coordinated so that each of the 3 peak periods (kindergarten, MCH and playgroup) occur at different periods throughout the day. Therefore, the peak hour traffic generation will equate to 56 movements for to the kindergarten pick-up/drop-off.

Nonetheless, to provide a highly conservative assessment, it will be assumed that all movements occur during the same peak hour, and also occur during the peak road network periods as determined by the existing traffic surveys.

Therefore, the total traffic generation can be determined by subtracting the 59 vehicle movements from the preschool at 6 Long Street, from the 72 traffic generated from the proposed development, equating to a net increase of 13 vehicle movements during the peak hour periods.

This equates to just under one additional movement every 4 minutes during the peak hour periods, however it is acknowledged that the vehicle movements will likely occur more frequently during a smaller time period due to parent/children pick-up/drop-off.

Furthermore, based on the number of kindergarten groups and other information provided for the development, it is estimated that up to 360 daily traffic movements may be generated. This assumes 3 of the 4 kinder groups occur on the day (as per the information provided) and the parental group (or any other similar session) takes place.

The existing preschool currently operates with a maximum of 2x 28 child sessions per day with 3 staff on site, as well as the MCH clinic. This equates to approximately 240 vehicle movements per day.

Therefore, the net increase in daily traffic on Long Street equates to approximately 120 vehicle movements.

8.2 Traffic Distribution

The additional 13 peak hour movements will be split between inbound and outbound volumes, and further between the north and south of Long Street. Based on the location of the site in relation to the arterial road network and residential catchments, the following traffic distribution will be adopted.

- Long Street North – 5%
- Long Street South – 95%

It is noted that south of the subject site, majority of vehicles will approach the site directly from the Long Street / Cranbourne-Frankston Road intersection, however a portion of vehicles may approach via Beech Street or Moate Street to the west.

In order to provide a conservative assessment for the Long Street / Cranbourne-Frankston Road intersection, it will be assumed that all vehicles approaching the site from the south do so via this intersection.

8.3 Traffic Impact

8.3.1 Long Street

Based on the above traffic generation and the information provided, the site will generate up to 120 additional daily vehicle movements compared to existing conditions, equating to the following daily traffic volumes on Long Street. As the site will not be operating on weekends, only the weekday average volumes have been shown.

Table 7 Traffic Volume and Speed Surveys

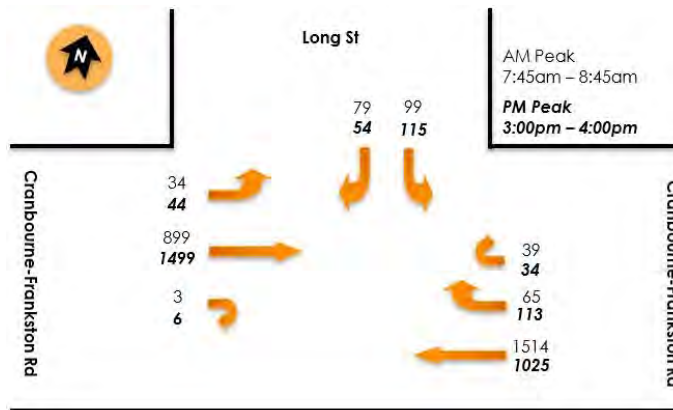
Time Period	Direction	Traffic Volume (vpd)
Weekday Average	Northbound	624
	Southbound	769
	Both Directions	1,333

Based on the above, Long Street will operate with approximately 1,333 vehicle movements per day after the development of the site (and removal of the existing preschool). As previously mentioned, Long Street has an indicative capacity for up to 2,000 daily movements, and therefore will continue to operate well within capacity.

8.3.2 Cranbourne-Frankston Road / Long Street Intersection

The future traffic volumes at the Cranbourne-Frankston Road and Long Street intersection are provided in Figure 9 below, as a combination of the existing traffic volumes, and the additional traffic generated by the proposed development.

Figure 9 Post Development Traffic Volumes - Cranbourne-Frankston Rd / Long St



To assess the operation of the intersection the traffic volumes have been input into SIDRA Intersection, a traffic modelling software package.

The SIDRA Intersection software package has been developed to provide information on the capacity of an intersection with regard to a number of parameters. Those parameters considered relevant are, Degree of Saturation (DoS), 95th Percentile Queue, and Average Delay as described below.

Table 8 SIDRA Intersection Parameters

Parameter	Description
Degree of Saturation (DoS)	The DoS represents the ratio of the traffic volume making a particular movement compared to the maximum capacity for that particular movement. The value of the DoS has a corresponding rating depending on the ratio as shown below.
	Excellent
	Very Good
	Good
	Fair
	Poor
	Very Poor
	It is noted that whilst the range of 0.91 – 1.00 is rated as 'poor', it is acceptable for critical movements at an intersection to be operating within this range during high peak periods, reflecting actual conditions in a significant number of suburban signalised intersections.
Average Delay (seconds)	Average delay is the time delay that can be expected for all vehicles undertaking a particular movement in seconds. This includes time taken to accelerate or decelerate, time taken to undertake the manoeuvre, and delay at a hold line or stop line.
95th Percentile (95%ile) Queue	95%ile queue represents the maximum queue length in metres that can be expected in 95% of observed queue lengths in the peak hour.

The results of the intersection analysis, for both the existing and future conditions are shown below.

Table 9 Long Street / Cranbourne-Frankston Road – Existing/Future Conditions

Approach	DoS		Avg. Delay (sec)		Queue (m)	
	Existing	Future	Existing	Future	Existing	Future
AM Peak						
Cranbourne-Frankston Road (E)	0.609	0.610	13.5	13.7	176.6	176.8
Long Street (N)	0.573	0.584	85.4	85.9	49.5	50.3
Cranbourne-Frankston Road (W)	0.429	0.429	14.8	14.8	110.5	110.5
PM Peak						
Cranbourne-Frankston Road (E)	0.658	0.659	13.2	13.2	84.1	84.1
Long Street (N)	0.414	0.517	77.0	83.5	43.5	51.2
Cranbourne-Frankston Road (W)	0.663	0.663	17.2	17.2	210.1	210.2

As shown above, the intersection will continue to operate under very good conditions after the development of the site. Long Street will see very minor increases in delays during the PM peak hour and an increase in queue lengths of approximate 1 vehicle. Cranbourne-Frankston Road will see a negligible change in operation on both legs of the intersection.

It is reiterated that the above future traffic volumes are conservative as it has been assumed all components on the site (kinder, maternal health clinic and playgroup) peak during the same one-hour period, and that all parents will drive to the site. In reality, the operating hours of the development will be coordinated to ensure this does not occur, and the resulting traffic generated from the subject site will likely cancel out with the removed traffic from the nearby preschool. Similarly, a proportion of parents are expected to walk or cycle to the site. Therefore the actual change in traffic conditions compared to the current operation will be even less than what is identified above.

8.3.3 Summary

Based on the above, the additional traffic generated from the site is not expected to have any significant impacts on the operation of Long Street, which will continue to operate within its capacity. Furthermore, the Long Street / Cranbourne Frankston Road will continue to operate sufficiently, with minimal increases in delays and queue times experienced by all vehicles at the intersection.

Therefore, the additional traffic generated from the site is not expected to have any significant impacts on the operation of Long Street or the surrounding road network.

8.4 Other Traffic Considerations

It is understood that there are concerns regarding Long Street (and the residential streets to the west) being used as a cut through between McClelland Drive and Cranbourne-Frankston Road. It is noted that a number of streets within the surrounding area have slow points and speed control devices installed, presumably to minimise the amount of non-local traffic, and to maintain appropriate speeds.

This is an existing vehicle behavioural issue that is not strictly related to the proposed development, and the proposed development is not expected to have any significant impact on this issue.

It is noted that even with these additional 'cut through' movements, Long Street is still operating within its indicative capacity.

9 CONCLUSIONS

It is proposed to develop the subject site for the purposes of a kindergarten and maternal health clinic with 30 on-site car parking spaces proposed, accessed from Long Street.

Considering the analysis presented above, it is concluded that:

- The car parking layouts and accesses have been designed generally in accordance with the requirements of the Planning Scheme and are considered appropriate;
- The provision and design of bicycle parking is provided in excess of the Planning Scheme Requirements;
- Based on the information provided, the site will generate a peak parking demand for 26 spaces;
- The proposed provision of car parking is proposed in excess of the expected demands and is considered acceptable;
- The existing Preschool at 6 Long Street will be removed following the development of the site, with the existing staff and students to be relocated to the subject site;
- Long Street will see a net increase of 13 peak hour traffic movements and 120 daily movements due to the proposed development and removal of the existing preschool;
- Long Street is classified as an '**Access Street**' which has an indicative capacity for 1,000 – 2,000 vehicles. The net increase in traffic due to the proposed development and the removal of the existing preschool will increase the daily volumes to 1,333 vehicle movements, which is still well within the acceptable capacity; and
- Assessment of the post development traffic volumes at the Long Street / Cranbourne Frankston Road intersection determined the intersection will continue to operate under good conditions, with negligible increases in queue lengths and delays for vehicles.



No.	Description	Date
A	Preliminary Issue	21/11/11
B	Preliminary Issue	21/12/11
C	Preliminary Issue	21/12/11
D	Preliminary Issue	21/12/11
E	Preliminary Issue	22/05/11
F	Preliminary Issue	22/05/11
G	Preliminary Issue	22/05/11

PROJECT
 Langwarrin Child & Family Centre - Long Street
 CLIENT
 Frankston City Council

PROJECT
 221104

SCALE
 1 : 400



DRAWING TITLE
 Site Plan - Option 1
 DRAWING
 SK-01

REV
 1



No.	Description	Date
A	Preliminary Issue	22/12/21
B	Preliminary Issue	22/12/21
C	Preliminary Issue	22/12/21
D	Preliminary Issue	22/12/21
G	Preliminary Issue	23/06/21
H	Preliminary Issue	23/06/20
I	Preliminary Issue	23/06/21

PROJECT
 Langwarrin Child & Family Centre - Long Street

CLIENT
 Frankston City Council

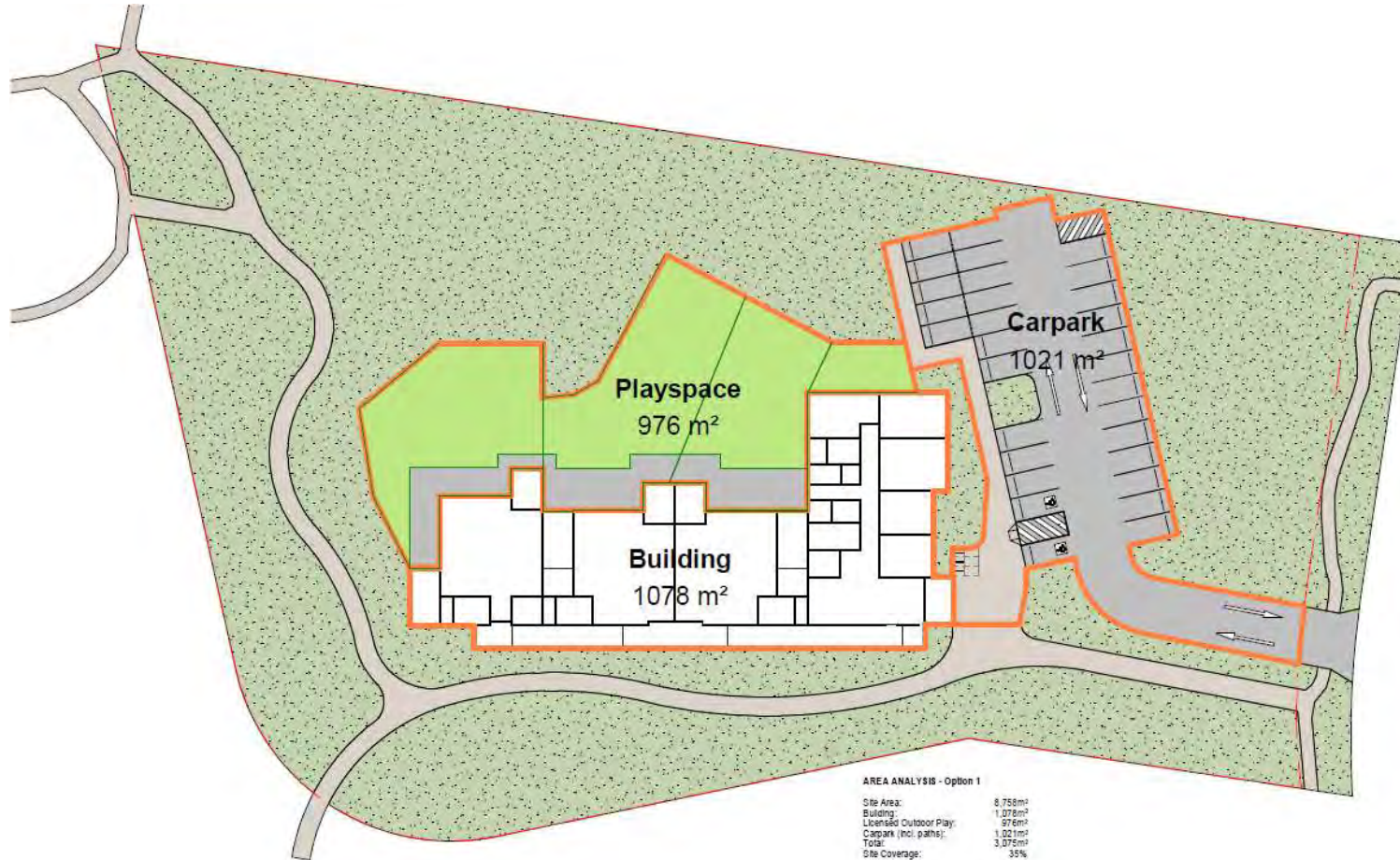
PROJECT NO. 221104
 SCALE 1:400



DRAWING TITLE
 Site Plan - Option 2

DRAWING NO.
 SK-04

REV
 1



AREA ANALYSIS - Option 1

Site Area:	8,758m ²
Building:	1,078m ²
Licensed Outdoor Play:	976m ²
Carpark (incl. paths):	1,021m ²
Total:	3,075m ²
Site Coverage:	35%

No.	Description	Date
1	Preliminary Issue	23/05/11

PROJECT
 Langwarrin Child & Family Centre - Long Street

CLIENT
 Frankston City Council

PROJECT
 221104

SCALE
 1 : 400

DRAWING TITLE
 Area Analysis - Option 1

DRAWING
 SK-07

REV
 1



No.	Description	Date
	Primary Issue	2/23/11

PROJECT		DRAWING TITLE	
Langwarrin Child & Family Centre - Long Street		Area Analysis - Option 2	
CLIENT	PROJECT	DRAWING	REV
Frankston City Council	221104	SK-08	1
	SCALE		
	1 : 400		

Additional Site Investigations Suggested by Community

1. A section of the Melbourne Water Site (McClelland Drive Langwarrin):
 - The land is owned by Melbourne Water and there is water station infrastructure onsite and other current use further to the South of the site
 - The land is bordered by two main through roads, neither of which have noise barriers and there is currently a considerable level of noise and this may not be suitable for young children, noting that a noise level assessment could be carried out and any recommendations incorporated into site design
 - No existing road / pedestrian infrastructure, the site would require major works to prepare the site and make it accessible from the street
 - No direct accessible power, electrical and water supply to the site
 - Sewer easement running north-south through the site, bisecting the site impacts on developable area
 - Special Building Overlay (SBO) covers part of the site
 - The location of this land is not within close proximity to the area of known demand prohibiting easy access
 - The postcode and location of this site is Langwarrin
 - The overall building footprint can be accommodated on this site and also provides opportunity for a bush kindergarten
2. Moving the proposed service to Skye/Sandhurst
 - Currently, less than five percent of 2023 enrolments for Langwarrin Kindergarten list a Skye address, and so creating a new service in Skye will not preclude the requirement for a new facility in Langwarrin
 - The Community Infrastructure Plan clearly indicates the need for an additional service in Skye. Relocating an existing, utilised, service to Skye does not address the Langwarrin nor the Skye need
3. Flame Robin Reserve – North Road
 - The site is a connected habitat providing connectivity for species with large habitat requirements as well as suitable habitat for bird and arboreal species whether perching, foraging or nesting
 - Site is densely treed
4. Stringybark Bushland Reserve – Centre/North Road corner
 - The Telstra tower cannot be relocated without significant expense
 - Site is densely treed and part of a large habitat with listed fauna in multiple categories
 - Site is not within the local area of the existing Langwarrin Kindergarten
5. Quarry Road
 - From the documentation and map provided it is difficult to ascertain the location of this site. Reviewing all options from the Frankston-Cranbourne Road there are open land sites however they are all zoned residential and privately owned
6. Gum Nut Drive
 - The reserve is densely vegetated, permits would be required to remove extensive vegetation
 - The reserve is part of Open Space contribution and a primary conservation space
 - Gumnut Bushland Reserve was transferred to Council in 1998 as a developer's contribution to public open space and is classified as a high priority reserve with significant conservation values

- The site is recognised in the Fauna connectivity plan as a high property Biodiversity Corridor
 - The site has a Bushfire overlay and would require a Cultural Heritage Management Plan
7. Between Homestead Road and Kelvin Grove (490 Cranbourne/Frankston Road)
- There is a gas pipe line on Melbourne Water land running through the middle of the block with the land on either side privately owned
8. 110 McClelland Drive
- This land is privately owned, zoned residential and is not within a high density residential area or area of need, making it unsuitable for an early years service
 - Cost of land is listed at \$950,000

Other Potential Sites Investigated

1. Lloyd Park – Scout Hall
 - Existing users of the Scout Hall would be displaced and Council would need to relocate users to another site
 - The fall of the land negates the creation of new car parking and this would mean reduced car parking for tennis club and oval users
 - The slope of the land also creates accessibility issues from the oval car park that would be at additional cost
 - The single lane road entrance would need to be widened and a new pedestrian path would also be required to facilitate the additional cars accessing the facility. Feasibility would need to be carried out to ascertain if this is possible
 - This location within Lloyd Park is included within an existing community and neighbouring houses within close proximity providing a sense of community
2. Lloyd Park – Telecom Tower
 - Land owner is Department of Environment, Land, Water and Planning (DELWP)
 - The services required for the early years facility can be accommodated on this site
 - The central location within Lloyd Park will extend the pick-up and drop off times for families which may impact utilisation
 - Current use of this land is for car park over flow and with a new building placed between ovals may impact interaction
 - Whilst the non-use of surrounding ovals during the day supports less congestion, it does create isolation which may increase general staff and child safety concerns
 - Previously the Telecom tower was raised as a concern due to the perception of the close proximity. The costs associated with decommissioning the existing tower and building a new one would involve paying out the existing leases which total over \$400,000 and the capital costs for a new tower of approximately \$500,000. Notwithstanding that if the tower was moved there would be a significant impact on residents during decommission and commission and the time this process would take is also a consideration
3. Existing Langwarrin Pre School
 - All options explored to develop the existing site require the purchase of adjoining properties
 - A multi-storey building may negatively impact the view of surrounding properties
 - The cost of an underground car park is prohibitive and neighbouring properties would still need to be purchased
4. Wonnai Kindergarten
 - Wonnai Kindergarten was previously assessed for expansion as it is currently a single room facility. The initial desk top feasibility showed that it is possible to accommodate two kindergarten rooms only, it would need to be a custom build due to the size and shape of the land and expansion would only be possible with additional car parking along both nature strips and this requires removal of mature trees. Further feasibility is required to confirm re-development of this site and the project is already listed in Council's Long Term Infrastructure Plan
 - A further review of the site was carried out to ascertain feasibility of including the services as proposed at the Long Street site. It was determined that the land size and shape will not accommodate the services without the purchase of adjoining properties
5. Bayport Kindergarten

- The services required for the early years facility can be accommodated on this site with the utilisation of the adjoining open space and this will impact neighbouring properties and the expansion would place the properties within very close proximity
 - This location is not in the area of known current demand
 - Locating maternal and child health at this location would place the two services in Langwarrin within close proximity and this may not be suitable for families accessing services
6. New Site in Skye, bordering Langwarrin and Carrum Downs
- Community engagement and consultation is key to ensuring this would be a utilised service
 - The central location would provide access to Carrum Downs, Langwarrin and Skye families which would be of great benefit, however this will mean families need to travel outside of their immediate community to access services
 - It may not address the shortfall in Skye/Sandhurst and Langwarrin and additional infrastructure will still be required
 - Planning requirements may impact development of this site, further feasibility is required to determine the future use and permits required due the Public Acquisition Overlay (PAO)

Executive Summary**12.10 Award of Contract CN11104 - Overport Park Oval No 1 Reconstruction**

Enquiries: (Doug Dickins: 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 obtain Council approval to award Contract CN11104 to SJM Turf & Civil Pty Ltd for the provision of Overport Park Oval No 1 Reconstruction.

Recommendation (Director Infrastructure and Operations)

That Council:

1. Awards contract CN11 Overport Park Oval No 1 Reconstruction to SJM Turf & Civil Pty Ltd (CAN 624 750 018) for \$1,339,432.25 GST exclusive;
2. Approves the contingency amount of \$134,567.75 exclusive of GST;
3. Authorises the Chief Executive Officer to sign the contract;
4. Delegates approval of contract variations to the Chief Executive Officer;
5. Notes a \$400,000 project budget shortfall to award this contract;
6. Commits \$400,000 towards Overport Park Oval Reconstruction No 1 in 2023/24 Annual Budget and defers \$400,000 from Frankston South Drainage Strategy - Drainage Upgrade - Warringa Rd catchment Stage 2 in 2023/24 Annual Budget to address the project budget shortfall; and
7. Resolves Attachments A to this report be retained confidential on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage, pursuant to the *Local Government Act 2020 s3(1)(g)*.

Key Points / Issues

- Overport Park is an important recreation and leisure venue for the community and sporting groups. The playing fields are utilised by three large and expanding sporting clubs that include Frankston Dolphins Football Netball Club, Frankston Dolphins Junior Football Club and Baden Powell Cricket Club. Current indicative participants made up of both male and female players and volunteers, are as follows:
 - Frankston Dolphins Football Netball Club - 182
 - Frankston Dolphins Junior Football Club - 558
 - Baden Powell Cricket Club – 164
- The reconstruction of Overport No 1 Oval has been identified as a priority project to be completed as part of the 2023/24 Capital Works programme due to its current condition rating and usage.

12.10 Award of Contract CN11104 - Overport Park Oval No 1 Reconstruction**Executive Summary**

- The existing oval is located on a clay subgrade with inadequate drainage and is prone to becoming very muddy during winter months.
- Council has carried out a number of improvements over the past five (5) years to Overport Park including new sports field lighting to the No 1 & 2 ovals, reconstruction of No 2 Oval, construction new car parking and pedestrian paths, and a new sports pavilion. The No 1 Oval reconstruction will compliment these improvements.

Background

The Sports Ground Playing Surface Renewal Program is an annual works program that funds the renewal and upgrade of Council's sports fields with a focus on warm-season turf conversion and improved playing surfaces. Overport Oval No 1 is proposed for renewal in 2023/24 as a priority due to the condition of the existing surface and the high usage by the three resident sports clubs.

Tender Process

The request for tender (RFT) was released to market on 13 May 2023 via Council's website and advertised in The Age on 5 May 2023.

The tender closed at 3.00pm on 6 June 2023, AEST.

Four submissions were received.

No late tenders were received

Tender EvaluationEvaluation criteria

All four submissions progressed to evaluation and were assessed against the following evaluation criteria, as advertised in the RFT documents:

Evaluation Criteria	Weighting (%)
Cost to Council	30 %
Capability, Experience and Management Systems	15 %
Current Commitments and Ability to Meet Project Timeframe	15 %
Performance on Most Similar Projects	15 %
Methodology	15 %
Occupational Health and Safety	Pass / Fail
Community Benefit	10 %

Evaluation was guided by the approved Evaluation Plan, which is filed in Council's document management records system, reference A4923044.

The evaluation of submissions is documented in the Evaluation Report, which is provided as Attachment A.

Negotiations

All tender negotiations are complete.

12.10 Award of Contract CN11104 - Overport Park Oval No 1 Reconstruction**Executive Summary**Post award of the contract

If award is approved by Council at this Ordinary Meeting, all respondents will be notified of the outcome and offered debriefs.

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.

Disclosures of Conflicts of Interest in Relation to Advice Provided in this Report

No person involved in the evaluation of tenders declared a direct or indirect interest requiring disclosure.

Contract Value

This is a fixed price contract.

The total contract price is \$1,339,432.25 GST exclusive.

Term of the Contract

The contract term will be four months with 16 week establishment and maintenance, and a 12 month defects liability period.

Policy Considerations

This procurement does not conflict with any Council policies

Collaboration

Section 109(2) of the Local Government Act 2020 requires that any report to Council that recommends entering into a procurement agreement must include information in relation to any opportunities for collaboration with other Councils or public bodies.

Under this contract there were no opportunities to collaborate with other Councils or public bodies.

Financial Implications

Evaluation indicates a total contract price of \$1,339,432.25 GST exclusive.

The table below provides an indicative cost estimate for the project.

Item	Amount
Available 2023/24 Capital Works Program Budget	\$1,100,000.00
Construction Tender Award	\$1,339,432.25
Contingency (Overport Park Project) – 10%	\$134,567.75
Project Management	\$26,000.00
Anticipated Total Project Expenditure	\$1,500,000.00

12.10 Award of Contract CN11104 - Overport Park Oval No 1 Reconstruction**Executive Summary**

It is noted there is a budget shortfall of \$400,000.

Council officers have been reviewing Council's Capital Works Program and Long Term Infrastructure Plan to ensure the identified projects are able to be delivered within 2023/24. Frankston South Drainage Strategy - Drainage Upgrade - Warringa Rd catchment Stage 2A project has been identified as a project which requires further investigation and design prior to commencing construction and it is likely that this will not be ready for delivery in 2023/24. Noting that both this project and Overport Oval No 1 reconstruction project are non-discretionary projects, it is recommended that \$400,000 be made available from Frankston South Drainage Strategy - Drainage Upgrade - Warringa Rd catchment Stage 2 to enable Overport project to proceed.

Legal/Statutory Implications

The tender process complies with Council's Procurement Policy 2021-2025.

Environmental/Sustainability Impacts

Environmentally responsible materials, processes and approaches will be addressed at the Action Plan and adhered to during implementation.

Buy Local Impacts

The contractor will be encouraged to source local resources and materials through this contract.

ATTACHMENTS

Attachment A: Overport Oval No 1 Reconstruction - Evaluation Panel Report -
CONFIDENTIAL

Executive Summary**12.11 Award of Contract CN11108 - Professional Engineering and Design Consultancy Services**

*Enquiries: (Doug Dickins: Infrastructure and Operations)
(Danielle Watts: Corporate and Commercial Services)*

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 Council approval for appointment of Professional Engineering and Design Consultancy Services Panel under Contract CN11108.

Recommendation (Director Infrastructure and Operations)

That Council:

- a. Appoints the following consultants to CN11108 - Professional Engineering Design and Consultancy Services Panel, for an initial three (3) year term with a provision of three (3) further two (2) year terms, with an estimated potential contract value of \$4.5M exclusive of GST;
 - a) AME Consulting Pty Ltd, ABN 37 609 456 546
 - b) BVY Pty Ltd, ABN 18 434 565 435
 - c) Civil Road Solutions Pty Ltd, ABN 13 151 174 104
 - d) CRE Consulting Engineers Pty Ltd, ABN 11 078 132 804
 - e) Coulthardshim Pty Ltd, ABN 62 372 050 254
 - f) Elite Engineering Pty Ltd, ABN 18 631 104 866
 - g) Engeny Australia Pty Ltd, ABN 70 656 040 961
 - h) FMG Engineering Pty Ltd, ABN 58 083 071 185
 - i) HDS Australia Pty Ltd, ABN 72 008 214 266
 - j) JCA Land Consultants Pty Ltd, ABN 75 083 816 915
 - k) JJ Ryan Pty Ltd, ABN 69 145 797 726
 - l) LR Pardo Pty Ltd, ABN 29 133 787 612
 - m) NEN Consulting Pty Ltd, ABN 73 638 046 894
 - n) O'Brien Traffic Pty Ltd, ABN 55 007 006 037
 - o) One Mile Grid Pty Ltd, ABN 79 168 115 679
 - p) PROCIVIL Consulting Pty Ltd, ABN 51 759 386 092
 - q) Sustainable Transport Surveys as trustee for St Surveys Unit Trust, ABN 76 150 090 207
 - r) Institute for Sensible Transport as trustee for Fishman Family Trust, ABN 78 504 466 884
 - s) Site Geotechnical Pty Ltd, ABN 23 114 166 997
 - t) SMEC Australia Pty Ltd, ABN 47 065 475 149

12.11 Award of Contract CN11108 - Professional Engineering and Design Consultancy Services**Executive Summary**

- u) Stantec Australia Pty Ltd, ABN 17 007 820 322
 - v) Traffic Works Pty Ltd, ABN 59 125 488 977
 - w) Traffix Group Pty Ltd, ABN 32 100 481 570
 - x) Transafe Pty Ltd as trustee for Transafe Unit Trust, ABN 15 177 622 541
 - y) Water Technology, ABN 60 093 377 283
- b. Authorises the Chief Executive Officer to execute the contract(s);
 - c. Authorises the Chief Executive Officer to approve any contract variations;
 - d. Authorises the Director Infrastructure and Operations to approve the extensions of the contract(s) subject to the satisfactory performance of the contractor(s); and
 - e. Resolves that Attachment A to this report be retained confidential on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage, pursuant to the *Local Government Act 2020 s3(1)(g)*.

Key Points / Issues

- The objective of this contract is to establish a prequalified panel of professional engineering and design consultants which can be called upon, on an as needs basis, to provide professional services to assist in delivering upcoming capital works projects during the term of this Panel Contract.
- There is a need to establish a new Panel as the previously appointed Civil Design Services Panel under Contract CN10155 expired on 31 May 2023.
- Consultants from the following areas of expertise were considered for appointment to the Panel under this Contract.
 1. Civil Engineering
 - a) Road Design
 - b) Drainage design; and
 - c) flood mitigation;
 2. Structural engineering;
 3. Traffic and transport engineering
 - a) Traffic Studies,
 - b) Traffic Data collection; and
 - c) Road Safety Audit;
 4. Geotechnical services; and
 5. Public lighting
- This Contract is to be a Schedule of Rates Contract. The initial contract term is three (3) years with provision for three (3) extensions for a further two (2) years plus a further two (2) years plus a further two (2) years at the discretion of Council. The total contract term is nine (9) years, comprising three (3) years + two (2) years + two (2) years + two (2) years.

12.11 Award of Contract CN11108 - Professional Engineering and Design Consultancy Services**Executive Summary****Background**

- Engineering design consultancy services are utilised by Council project managers in the delivery of a range of projects in Council's Long Term Infrastructure Plan. These services can include specialist engineering investigation, design and analysis throughout the life of a project.
- Having a panel of consultants with the specialist skills and abilities enables the efficient and suitable engagement for services to provide best value to Council.

Tender Process

- In order to seek interest and obtain best value from suitably qualified consultants, a public tender process was conducted in accordance with Council's procurement policy and guidelines.
- The tender was advertised on Saturday 22 April 2023 through Council's Etendering Portal and closed on Wednesday 17 May 2023.
- A total of 40 tenderers made submissions by the closing date and time, for the multiple areas of expertise listed in the tender document. No late tenders were received

Tender EvaluationMandatory criteria

- All submissions were assessed against the following criteria, as advertised in the Request For Tender documents:

Criteria	Weighting
Financial Cost to Council;	30%
Design Quality & Ability to Meet Technical Requirements – Demonstrate by submitting recent example/s of similar type projects, and references	20%
Ability to Meet Technical Requirements – Demonstrate by submitting recent example/s of similar type projects	20%
Capability & Capacity - Demonstrate by providing evidence of enough skilled/experienced staff/employees and references	20%
Community Benefit Including Local, Social, Economic and/or Environmental Sustainability	10%
Mandatory Criteria: <ul style="list-style-type: none"> • Insurances; • Licences / Qualifications; • Child Safe Standards; • Applicable standards or industry best practice; and • Engineering Registration 	Pass/Fail

- One submission did not pass initial checks against the mandatory criteria.

Evaluation was guided by the approved Evaluation Plan, which is filed in Council's document management records system, reference [A4939721](#).

12.11 Award of Contract CN11108 - Professional Engineering and Design Consultancy Services**Executive Summary**

The evaluation of submissions is documented in the Evaluation Report, which is provided as Attachment A.

Following the evaluation, a list of consultants recommended to be included in the panel for various areas of expertise was determined. The proposed contractors and areas of expertise to be part of the Professional Engineering and Design Consultancy Services Panel under Contract CN11108 are listed below.

Supplier	ABN/ACN	Area of expertise
AME Consulting Pty Ltd	37 609 456 546	Road Design
BVY Pty Ltd	18 434 565 435	Traffic Data Collection
Civil Road Solutions Pty Ltd	13 151 174 104	Road Design, Drainage Design
CRE Consulting Engineers Pty Ltd	11 078 132 804	Road Design
Coulthardshim Pty Ltd	62 372 050 254	Structure Design
Elite Engineering Pty Ltd	18 631 104 866	Road Design, Structural Design
Engeny Australia Pty Ltd	70 656 040 961	Road Design, Drainage Design, Flood Mitigation, Structural Design
FMG Engineering Pty Ltd	58 083 071 185	Road Design, Drainage Design, Structural Design and Geotechnical Investigation
HDS Australia Pty Ltd	72 008 214 266	Road Design, Traffic Studies, Road Safety Audit, Traffic Data Collection
JCA Land Consultants Pty Ltd	75 083 816 915	Road Design, Drainage Design
JJ Ryan Pty Ltd	69 145 797 726	Public Lighting
LR Pardo Pty Ltd	29 133 787 612	Geotechnical Investigation
NEN Consulting Pty Ltd	73 638 046 894	Public Lighting
O'Brien Traffic Pty Ltd	55 007 006 037	Road Design, Traffic Studies, Road Safety Audit
One Mile Grid Pty Ltd	79 168 115 679	Traffic Studies
PROCIVIL Consulting Pty Ltd	51 759 386 092	Road Design, Drainage Design
Sustainable Transport Surveys ATF ST Surveys Unit Trust (Trading as SALT3)	76 150 090 207	Traffic Studies, Road Safety Audit
The Trustee For Fishman Family Trust (Trading as Institute for Sensible Transport)	78 504 466 884	Traffic Studies, Road Safety Audit

12.11 Award of Contract CN11108 - Professional Engineering and Design Consultancy Services**Executive Summary**

Supplier	ABN/ACN	Area of expertise
Site Geotechnical Pty Ltd	23 114 166 997	Geotechnical Investigation
SMEC Australia Pty Ltd	47 065 475 149	Road Design, Drainage Design, Flood Mitigation, Structural Design, Traffic Studies, Road Safety Audit
Stantec Australia Pty Ltd	17 007 820 322	Road Design, Drainage Design, Flood Mitigation, Structural Design, Road Safety Audit, Geotechnical Investigation, Public Lighting
Traffic Works Pty Ltd	59 125 488 977	Road Design, Traffic Studies, Road Safety Audit, Public Lighting
Traffix Group Pty Ltd	32 100 481 570	Road Design, Traffic Studies, Road Safety Audit,
Transafe Pty Ltd ATF Transafe Unit Trust	15 177 622 541	Road Safety Audit
Water Technology	60 093 377 283	Drainage Design, Flood Mitigation

A summary of the number of submissions together with the proposed number of contractors for each area of expertise is listed in the table below. It is noted that tenderers were able to make submissions to be included in more than one area of expertise.

Area of Expertise	No of Submissions received	Proposed Number of Contractors
Civil Engineering		
a. Road Design	25	14
b. Drainage Design	22	8
c. Flood Mitigation Investigation and Design	11	4
Structural Engineering Design	14	6
Traffic and Transport Engineering		
a. Traffic Studies	16	8
b. Road Safety Audits	14	9
c. Traffic Data Collection	4	2
Geotechnical Investigation	8	4
Public Lighting	10	4

Negotiations

All tender negotiations are complete.

Post award of the contract

If award of this Contract is approved by Council at this Ordinary Meeting, all respondents will be notified of the outcome and offered debriefs.

Details of the awarded contract will be published on the Council website.

12.11 Award of Contract CN11108 - Professional Engineering and Design Consultancy Services**Executive Summary****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.

An external probity advisor was not appointed.

Disclosures of Conflicts of Interest in Relation to Advice Provided in this Report

No person involved in the evaluation of tenders declared a direct or indirect interest requiring disclosure.

Contract Value

This is a schedule of rates contract. The anticipated budget spend to undertake professions design services utilising this contract over the full contract term of nine (9) years, including all extensions, is not expected to be over \$4.5million.

Term of the Contract

The contract term will initially be three (3) years. The contract will include provision for three extensions for further two (2) years plus two (2) years plus two (2) years at the discretion of Council.

Policy Considerations

This procurement does not conflict with any Council policies

Collaboration

Section 109(2) of the Local Government Act 2020 requires that any report to Council that recommends entering into a procurement agreement must include information in relation to any opportunities for collaboration with other Councils or public bodies.

Council engaged in a collaborative arrangement for this contract.

The following clause relating to collaborative arrangements with Mornington Council was included in Item 1 of the Part B Tender Specification.

"The panel predominantly accessed by Frankston City Council may also be accessed by Mornington Peninsula Shire Council. Alternative Victorian Councils may access the panel following endorsement by Frankston City Council".

Financial Implications

There is no specific budget allocated to deliver services under this contract. However budgets allocated to projects listed in Council's Long Term Infrastructure Plan (LTIP) over the nine (9) year term of the contract (including possible extensions) will be utilised to deliver such projects by procurement of services under this contract.

There is no guarantee that any of the Consultants appointed on the panel will be requested to provide services under this contract. Successful registration of a Consultant on the Panel does not guarantee continuity of Service for any Consultant.

Anticipated budget spent over the full contract term of nine (9) years including all extensions to undertake professions design services utilising this contract is not expected to be over \$4.5million.

12.11 Award of Contract CN11108 - Professional Engineering and Design Consultancy Services**Executive Summary****Legal/Statutory Implications**

The tender process complies with Council's Procurement Policy 2021-2025.

Environmental/Sustainability Impacts

Environmental initiatives are being encouraged and were an evaluation criteria as a part of the evaluation process for awarding this Contract. Consultants' environmental management policies and management practises were also assessed during the tender evaluation process.

Buy Local Impacts

Tenderers who were encouraging local employment opportunities were favourably scored in Community Benefit criteria as a part of the evaluation process for awarding this Contract.

ATTACHMENTS

Attachment A: Tender Evaluation Report - CN11108 Professional Engineering and Design Consultancy Services - **CONFIDENTIAL**

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).

Recommendation

That the Council Meeting be closed to the public to discuss the following Agenda items and all documents associated with the consideration and discussion of it, that are designated confidential information by me, pursuant to Section 3(1)) of the *Local Government Act 2020* on the following grounds

C.1 Support Request From The Frankston District Netball Association (FDNA)

Agenda Item C.1 Support Request From The Frankston District Netball Association (FDNA) is designated confidential as it contains private commercial information, being provided by a business, commercial or financial undertaking that if released would unreasonably expose the business, commercial or financial undertaking to disadvantage (s3(1) (g).

Recommendation

That the Council Meeting be closed to the public to discuss the following Agenda items and all documents associated with the consideration and discussion of it, that are designated confidential information by me, pursuant to Section 3(1)) of the *Local Government Act 2020* on the following grounds

C.2 CEO Employment and Remuneration Committee

Agenda Item C.2 CEO Employment and Remuneration Committee is designated confidential as it relates to contain private information being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (s3(1) (f).

.....
Signed by the CEO