

COUNCIL MEETING AGENDA

2019/OM14

Monday 18 November 2019



COUNCIL CHAMBERS

Phil Cantillon Chief Executive Officer	Cr Sandra Mayer Mayor	Tim Frederico Director Corporate Development
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EA to Mayor & Councillor	Business Support Officer
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Cr. McCormack

Cr. O'Connor

Cr. Cunial

Cr. Hampton

Cr Bolam

Cr. O'Reilly

Cr. Aitken

EMT

EMT

MEDIA

MEDIA

Guest
Speaker

Gallery



THE COUNCIL MEETING

Welcome to this Meeting of the Frankston City Council

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

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

The law regarding the conduct of Council meetings enables the public to observe the session. However, to ensure the manageability of Council meetings, opportunities for public participation are limited to Question Time and registered submissions in accordance with Council's guidelines, which are available from Council's 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.

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

Governance Local Law No. 1 – Meeting Procedure

34. Chair's Duty

Any motion which is determined by the Chair to be:

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

must not be accepted by the Chair.

88. Chair May Remove

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

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

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

Live Streaming of Council Meetings

Frankston City Council is now Live Streaming its Council Meetings.

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

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

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

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

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

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

The Formal (Ordinary) Meeting Agenda

The Council meeting agenda is available for public inspection immediately after it is prepared, which is normally on the Thursday afternoon four (4) clear days before the meeting. It is available from the Reception desk at the Civic Centre (upper level), on our website www.frankston.vic.gov.au or a copy is also available for you in the chamber before the meeting.

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

- **Items Brought Forward**

These are items for discussion that have been requested to be brought forward by a person, or a group of people, who have a particular item on the Agenda and who are present in the Public Gallery.

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

Question Time forms are available from the Civic Centre and our website, www.frankston.vic.gov.au.

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

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

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

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

- **Presentation of Petitions and Joint Letters**

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

- **Presentation of Reports**

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

- **Presentation of Delegate Reports**

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

- **Urgent Business**

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

- **Closed Meetings**

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

Opportunity to address Council

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

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

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

Disclosure of Conflict of Interest

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

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

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

Agenda Themes

The Council Agenda is divided into four (4) themes which depict the Council Plan's Strategic Objectives, as follows:

1. A Planned City
2. A Liveable City
3. A Well Governed City
4. A Well Managed City

MAYOR



NOTICE PAPER

ALL COUNCILLORS

NOTICE is hereby given that an Ordinary Meeting of the Council will be held at the Civic Centre, Davey Street, Frankston, on 18 November 2019 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

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

BUSINESS**1. PRESENTATION TO COMMUNITY GROUPS**

Nil

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Ordinary Meeting No OM10 held on 11 November 2019.

3. APOLOGIES

Nil

4. DISCLOSURES OF INTEREST AND DECLARATIONS OF CONFLICT OF INTEREST**5. PUBLIC QUESTIONS AND SUBMISSION TIME**

Nil

6. HEARING OF SUBMISSIONS**7. ITEMS BROUGHT FORWARD****8. PRESENTATIONS / AWARDS****9. PRESENTATION OF PETITIONS AND JOINT LETTERS**

Nil

10. DELEGATES' REPORTS

Nil

11. CONSIDERATION OF TOWN PLANNING REPORTS

- 11.1 Planning Application 167/2019/P - 3N High Street Frankston - To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11 (two (2), forty-eight (48) metre high light towers).....5
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Phil Cantillon

CHIEF EXECUTIVE OFFICER

13/11/2019



Executive Summary**11.1 Planning Application 167/2019/P - 3N High Street Frankston - To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11 (two (2), forty-eight (48) metre high light towers)**

Enquiries: (Stuart Caldwell: Community Development)

Council Plan

Community Outcome:	1. Planned City
Strategy:	1.1 Community Infrastructure
Priority Action	1.1.6 Ensure community infrastructure and services match community need

Purpose

This report considered the merits of the planning application to construct four (4), forty eight (48) metre high light poles at Frankston Park.

Recommendation (Director Community Development)

That a Notice of Decision to Grant a Planning Permit be issued to construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11(two (2), forty-eight (48) metre high light towers).

Key Points / Issues

- Council at its meeting on 22 October 2018 resolved that Council officers undertake briefing and information sessions with the surrounding property Owners and Occupiers to seek feedback on the proposed sports lighting upgrade works; and to authorise Council officers to initiate the process of potential realignment of Crown Land boundary between the Frankston Park Oval and Plowman Place Road Reserve.
- Following the completion of community engagement, Council at its ordinary meeting on 18 February 2019 resolved to authorise council officers to proceed with a town planning application for the upgrade to the sports lighting
- The planning application was submitted in April 2019 to construct buildings and works in the Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11.
- Public notice of the application was given and four objections have been received.
- The proposal is consistent with the relevant planning controls and policy as it will provide for the upgrade of a regional sporting facility.
- The matter is reported to Council as it is a significant application and a council project.

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

11.1 Planning Application 167/2019/P - 3N High Street Frankston - To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11 (two (2), forty-eight (48) metre high light towers)**Executive Summary****Financial Impact**

The Victorian Government introduced the “Fair Go Rates” system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council’s major source of income, Council’s capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are no financial implications associated with this report.

The permit application fee paid to Council is \$4,508. The average cost to process a planning application is \$1,729. This represents a difference of \$2,779.

Consultation**1. External Referrals**

The application was referred to Department of Health and Human Services who do not object subject to conditions.

2. Internal Referrals

The application was referred internally to Council’s Environment Officer.

3. Other relevant parties / stakeholders

Nil required

Notification of Proposal

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

Notification was given in the form of:

- Mail to adjoining and opposite owners and occupiers; and
- Three (3) signs erected, one on each road frontage.

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

Analysis (Environmental / Economic / Social Implications)

The installation of the broadcast quality light towers will provide economic and social benefits to Frankston City by facilitating potential telecasting of AFLW, AFL X and VFL games.

The proposal would contribute to achievement of Council Plan strategic priorities for a revitalised city centre and enhancement of regional sporting facilities.

11.1 Planning Application 167/2019/P - 3N High Street Frankston - To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11 (two (2), forty-eight (48) metre high light towers)**Executive Summary****Legal / Policy / Council Plan Impact**Charter of Human Rights and Responsibilities

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

Legal

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

Policy Impacts

Council officers have assessed the planning permit application in accordance with the following State and Local Planning Policy provisions, zones, overlays, particular and general provisions of the Frankston Planning Scheme.

State and Local Policy Frameworks – Clauses 11, 15, 21.03, 21.04 and 21.10

Zone and Overlays – Clause 34.01 – Commercial 1 Zone; and

Clause 43.02 – Design and Development (Schedule 11)

Particular Provisions — Clause 65 – Decision Guidelines

Reference documents - Frankston Metropolitan Activity Structure Plan, May 2015

Planning Scheme Amendment C123

Officer's Declaration of Interests

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

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

Risk Mitigation

There are no particular risks associated with this matter.

Conclusion

Overall the proposal is considered to be satisfactory and should be supported as discussed throughout this report.

ATTACHMENTS

Attachment A:[↓](#) Locality Map

Attachment B:[↓](#) Locality Map (Aerial)

Attachment C:[↓](#) Development Plans - Lighting towers

Attachment D:[↓](#) Lighting Report

11.1 Planning Application 167/2019/P - 3N High Street Frankston - To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11 (two (2), forty-eight (48) metre high light towers)

Officers' Assessment

Summary

Existing Use	Frankston Park and Plowman Place Road Reserve
Proposal	To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11(two (2), forty-eight (48) metre high light towers).
Zoning	Public Park and Recreation (PPRZ) Commercial 1 (CZ1)
Overlays	Design and Development Schedules 6 & 11 Heritage Overlay (HO46) Special Building Parking Overlay Environmental Significance Schedule 4
Reason for Reporting to Council	Councillor interest

Background

Subject Site

The subject site is an existing Council Reserve containing a football oval, change facilities & clubrooms, function rooms. Frankston Park is Frankston's premier oval and is home to the Frankston Dolphins Football Club. The proposal also includes a part of the Plowman Place road reserve to the north of Frankston Park which is subject to a separate process for road discontinuance. This land forms part of the nature strip and contains existing semi mature coastal banksias and native grasses. These were planted as part of the works undertaken in Plowman Place several years ago.

Locality

The site is located on the periphery of the Frankston Activity Centre and is bounded by roads, being High Street to the south; Bay Street & Nepean Hwy to the west and Young Street to the east.

Land to the south and further afield of Frankston Park has been primarily developed for housing with some community facilities including Brother of Lawrence and St Pauls Anglican Church. Beauty Park is located to the east. To the north is a mixed area comprising of medical centres and a mix of single and double storey flats.

Site History

The site has been subject to a number of planning applications with the most recent being:

11.1 Planning Application 167/2019/P - 3N High Street Frankston - To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11 (two (2), forty-eight (48) metre high light towers)

Officers' Assessment

Planning Permit 358/2015/P was issued on 10 July 2015 to increase the area that liquor is able to be consumed.

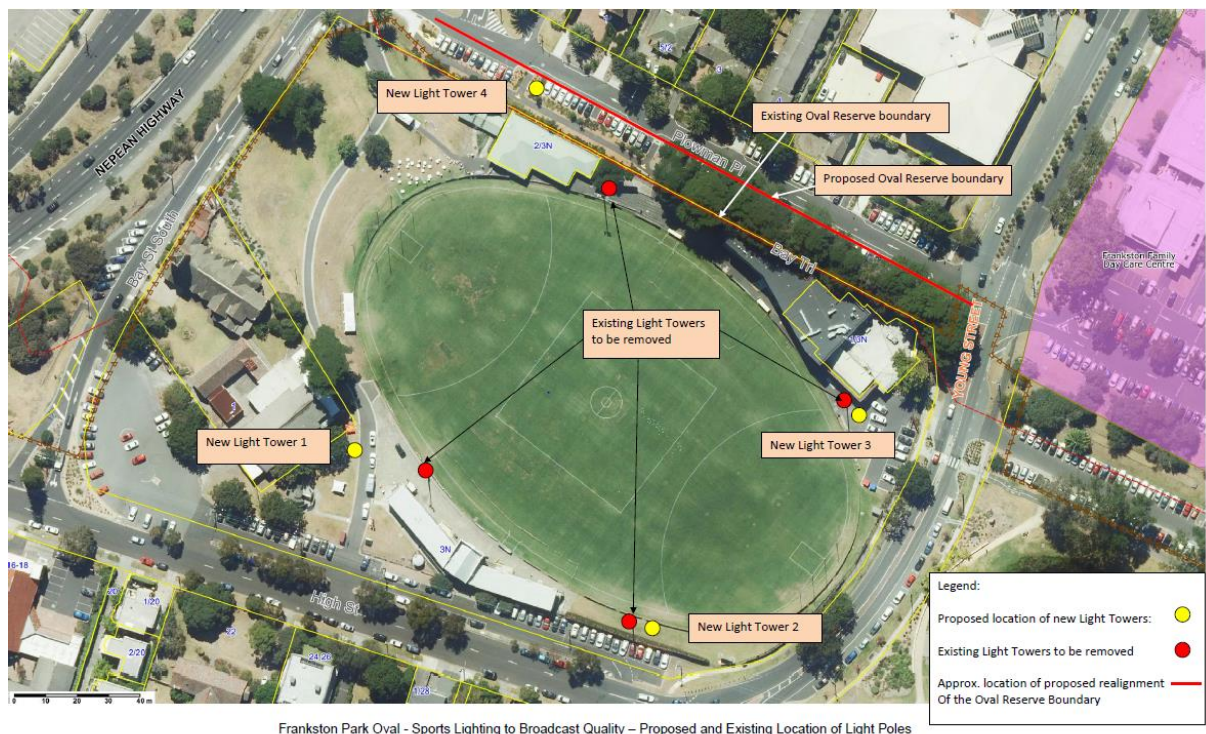
Planning Permit 314/2013/P was issued on 6 January 2014 to construct additions to the Frankston Football Club (Major Sports and Recreation Facility) including:

- Use and development of a function centre; and
- Reduction in the carparking and loading bay requirements of the Frankston Planning Scheme.

Proposal

The proposal is to upgrade the existing sports lighting to broadcast levels suitable for televising AFL and VFL matches. The upgrade of lighting will also enable professional matches in addition to practice matches which the current lighting is not of an adequate standard to enable games to be played. The existing light towers are to be removed and replaced with 4 new light towers with approximately 380 LED light fittings.

Light towers 2 and 3 are to be located within close proximity to the existing towers. Light tower 1 is to be relocated to the west side of the road adjacent to the St Pauls. Light tower 4 will be located to the north of the site within an area which currently utilised for landscaping in Plowman Place.



The new towers will be approximately be 48 metres in overall height including the lights. Each tower will also be provided with platforms and climbing systems to provide for access and maintenance.

11.1 Planning Application 167/2019/P - 3N High Street Frankston - To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11 (two (2), forty-eight (48) metre high light towers)**Officers' Assessment**

As the park is zoned Public Park and Recreation, buildings and works which are undertaken by the Public Land Manager do not require planning approval. Therefore the new lighting on the buildings and light towers 1 and 3 do not require planning approval. However as light tower 2 is to be located within the area of the site which is affected by the Design and Development Overlay Schedule 11, and light tower 4 is located within the proposed discontinued portion of Plowman Place which is zoned commercial 1, a planning permit is required for these two towers.

State and Local Planning Policy Frameworks

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

- Clause 11.01-1S – Settlement
- Clause 11.01-1R – Metropolitan Activity Centres
- Clause 11.03-1R – Activity centres – Metropolitan Melbourne
- Clause 15.01-1S – Urban Design

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

- Clause 21.03 – Vision and Strategic Framework
- Clause 21.04 – Settlement
- Clause 21.10 – Built Environment and Heritage

Planning Scheme Controls

A Planning Permit is required pursuant to:

- Clause 34.01-4 – Commercial 1 Zone to construct a building or construct or carry out works
- Clause 43.02 – Design and Development Overlay – Schedule 11 of the Frankston Planning Scheme to construct or carry out buildings and works.

Particular Provisions

- Clause 65 – Decision guidelines

Reference documents

- Frankston Metropolitan Activity Centre Structure Plan, May 2015.

Relevant Planning Scheme Amendments

- Frankston Planning Scheme Amendment C123 – Implementation of part of the Frankston MAC Structure Plan, May 2015.

Notification of Proposal

- Public notice of the proposal was given in accordance with *Section 52 of the Planning and Environment Act 1987* by way of mail to adjoining owners and occupiers and three (3) signs on site.

11.1 Planning Application 167/2019/P - 3N High Street Frankston - To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11 (two (2), forty-eight (48) metre high light towers)**Officers' Assessment**

- As a result of the public notice four objections were received.

The key grounds of objection as relevant to Council's consideration of the application are as follows:

- The towers will be higher than stated in the application.
- The existing lighting is already really bright and shines directly into bedrooms of nearby residences.
- The proposal will have an impact on public safety as it will direct patrons towards the residential area that does not cater for car parking.
- The light glare/spill study is not an accurate representation of the effect the light spill will have on residences.
- The proposal will result in a substantial loss of amenity to nearby and adjacent properties as the light towers will present as visual pollution and light spill.
- Traffic safety – the effect the light will have on drivers on the Kars Street roundabout.
- Ongoing cost and carbon footprint – who will be funding the maintenance and electricity cost going forward.
- Overcrowding/street parking – there is insufficient car parking within the area as experienced during the local footy finals.
- Viability and waste of money – Frankston doesn't have an AFLW team at the moment. The proposal is a waste of money. This money could be spent on more needy projects which will benefit local residents.
- The application does not supply the information in regard to DDO11. The whole of the Frankston oval should have been included in the DDO11. Should aerial navigation lighting be included on the towers given the close proximity to the bay and the number of aircraft flown at low level along the coast.
- The application does not respond to the provisions of DDO6.
- There is a conflict of interest with Frankston Council being both the applicant and the responsible authority.

A Residents Discussion Meeting was held. The meeting was attended by a Councillor, applicant, the owner, a number of objectors, and Planning Officers. The meeting provided an opportunity to discuss the key concerns of the objectors and provide clarification of the proposal.

No resolution between parties was achieved.

Referrals**External Referral**

Department of Health and Human Services

The application was referred to the Department of Health and Human Services in accordance with S55 of the Planning and Environment Act 1987. The Department did not object to the proposal subject to conditions of any permit issued.

11.1 Planning Application 167/2019/P - 3N High Street Frankston - To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11 (two (2), forty-eight (48) metre high light towers)**Officers' Assessment**Internal referrals**Environment**

Council's Environment Officer does not object to the proposal subject to conditions requiring the replanting of vegetation within the Plowman Place road reserve and protection of trees during construction.

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

The proposal is considered to respond appropriately to State and local planning policy as it will result in an upgrade of facilities to an existing park of regional significance. Frankston Park is located within the Frankston MAC which serves as the major community, employment and commercial focal point for the municipality and region, with good access to public transport.

The upgrade to the facility to enable night games will assist to revitalise and activate the FMAC increasing entertainment and recreational activities for residents and visitors to Frankston. This is consistent with other regional football facilities across Melbourne whereby the potential to hold night games and to televise the games has become more frequent.

The proposal will also assist to improve the amenity of the nearby residential properties by ensuring that the new lighting will be constructed in accordance with the new standard for the control of obtrusive effects of outdoor lighting.

Commercial 1 Zone

Light pole 4 is proposed to be located within the Plowman Place road reserve which is currently zoned Commercial 1. Amendment C123 which is currently with DELWP for approval, pending a decision from VCAT, proposes to rezone the land to Activity Centre Zone. Under the ACZ, buildings and works for the purpose of local government will be exempt from requiring a planning permit.

The light tower is proposed to be located outside of the Frankston Park boundary in an area of landscaping within the road reserve. Council has lodged a formal request with DELWP to temporarily reserve the southern portion of Plowman Place for public recreation and to appoint Council as the Committee of Management. There will be no impact upon the provision of carparking within Plowman Place. The portion of the road reserve contains semi mature coastal banksias which were planted following the upgrade to Plowman Place several years ago. A condition requiring replacement planting will be included as a condition of any permit issued.

The existing lighting was erected in the 1970's and currently causes significant light spill and glare to dwellings, particularly to the south side of High Street irrespective of whether the oval is being used for training or practice matches. The oval is currently used for training up to 5 times a week during the football season.

11.1 Planning Application 167/2019/P - 3N High Street Frankston - To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11 (two (2), forty-eight (48) metre high light towers)**Officers' Assessment**

Light spill mapping has been prepared by the lighting designers who specialise in sport design lighting which show the lux levels for broadcast mode and non-broadcast modes. The mapping demonstrates that the residential properties to the south and north will experience luminance levels of a maximum of 85 lux when the lighting is at broadcast mode which is within the maximum of 110 lux level allowed by the standard. For all other events, including non televised games and training, the mapping shows the maximum lux level to be 2 at the property boundary which is comparable to street lighting which has a lux level of 2. Overall, as the number of broadcast events are proposed to be between 4 to 6 times per year, it is considered that the proposal is not unreasonable given the low number of events in addition to the high level of compliance with the standard for obtrusive lighting. Furthermore, the upgrade to the lighting will ensure that the existing glare and light spill experienced by the residents will be reduced for all other events.

The height of the tower will be visible from properties to the south of Frankston Park. within the skyline and may have some impact on the visual amenity of the area. However, this can be mitigated by painting poles in a colour which will blend the poles in with the skyline. The existing row of mature cypresses trees along Plowman Place will also assist to mitigate the impact on the visual amenity.

It is acknowledged that the poles are considerably higher than the existing light poles and will be visually prominent. The additional height is required to ensure that the light spill and glare to the adjoining residential properties is minimised and to accord with the new standards for obtrusive outdoor lighting and therefore is unavoidable.

Design & Development Overlay (Schedule 11)

The DDO11 only applies to the land along the southern site boundary which is the existing car parking area and strip between the carparking and the oval fencing. The purpose of this overlay is to ensure that the height of buildings and works do not encroach on the flight path areas associated with the Frankston Hospital helipad and to ensure that the height of development avoids creating a potential hazard to aircraft.

As such only one tower is proposed to be located within the area affected by the overlay. The application was referred to Department of Health and Human Services who have not objected to the proposal subject to conditions to minimise the impact on the operation of the hospital helipad and to require that construction equipment be fitted with low intensity steady red obstruction lighting in accordance with the Civil Aviation safety requirements to ensure that they can be seen within the helicopter flight paths. The application is considered to have satisfied the objective and decision guidelines of this overlay and will not unduly cause any hazards to aircraft. .

Response to Objectors

- *The project description was not correct – the lights are over 60 metres in height.*

The light towers are not over 60 metres in height. The plans clearly show that the height of the pole to the top of the lights will be 48 metres with steel spires above for lighting protection. The plans show the overall height of the poles to Australian Height Datum (AHD) which is between 65.4 and 66.6 to AHD. The height is measured by determining the ground level at the location for each pole plus 48 metres for the pole and lights (not inclusive of the steel spires for lighting).

11.1 Planning Application 167/2019/P - 3N High Street Frankston - To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11 (two (2), forty-eight (48) metre high light towers)**Officers' Assessment**

- *The light glare/spill study is not an accurate representation of the effect the light spill will have on residences.*

The objector is referring to the current lighting which does cause significant glare and spill to his dwelling. The light glare/spill study has been prepared by qualified lighting designers who specialise in sport lighting. The objector has not provided any evidence to support their claim that the study is incorrect.

- *The proposed entry will have an impact on public safety as it will direct patrons towards the residential area that does not cater for car parking.*

The objector is referring to a draft master Plan which shows a new pedestrian entry at the corner of Young and High Streets. This application does not propose any changes to the current pedestrian entries to the site.

- *Traffic safety – the effect the light will have on drivers on the Kars Street roundabout.*

The upgrade to the lighting will have minimal impact on drivers on the Kars Street roundabout as the lights will be directed down onto the oval rather than spilling over the immediate surrounding area as currently occurs.

- *Ongoing cost and carbon footprint – who will be funding the maintenance and electricity cost going forward.*

There are no changes to the responsibilities for the maintenance and costs of running the lighting with the Frankston Dolphins responsible for operating costs. However, it is anticipated that as the old lighting is to be replaced with new energy efficient LED lighting, the electricity costs will be reduced.

- *Waste removal – the proposal will result in increased rubbish after games.*

Frankston Dolphins are responsible for the maintenance of the grounds, including cleaning up after games. There are no plans to alter this agreement.

- *Overcrowding/street parking – there is insufficient car parking within the area as experienced during the local footy finals.*

It is acknowledged that events like the local footy finals do impact on the demand for carparking within the immediate area. Night games are generally played at a time when the demand for carparking by commuters and workers within the FMAC area is at its lowest and the Council carpark and parking within Beauty Park will be available. It should also note that the application is for buildings and works associated for the construction of the light poles and do not require any assessment against the Frankston Planning Scheme in relation to car parking.

- *Viability and waste of money – Frankston doesn't have an AFLW team at the moment. The proposal is a waste of money. This money could be spent on more needy projects which will benefit local residents.*

This is not a relevant planning matter. The viability and need for the project is dealt with via a separate process.

- *The application does not respond to the provisions of DDO6*

11.1 Planning Application 167/2019/P - 3N High Street Frankston - To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11 (two (2), forty-eight (48) metre high light towers)**Officers' Assessment**

Frankston Park is affected by the Design and Development Overlay (DDO6). The DDO6 specifically exempts buildings and works undertaken by the public land manager. Therefore there is no requirement for the application to respond to the objectives and decision guidelines of the overlay.

- *There is a conflict of interest with Frankston Council being both the applicant and the responsible authority.*

This is not a relevant planning matter. Council has obligations under the Planning and Environment Act to assess the application against the controls in the planning scheme. This is not unique to Frankston City Council. All councils will be faced with similar situations where Council's Capital Projects may require planning approval.

Cultural Heritage Management Plan

While part of the subject site is located within an area of Aboriginal Cultural Heritage Sensitivity, the proposed works do not trigger the need for a Cultural Heritage Management Plan. The use of the land for a major sporting facility was well established prior to 2006. Pursuant section 46 (3) of the Aboriginal Heritage regulations, any lawful existing use prior to 28 May 2007 is exempt from requiring a CHMP. The site has also been subject to significant ground disturbance due to the construction of the oval and associated buildings. The area of land within Plowman Place has also been subject to significant ground disturbance due to the construction of the road.

Conclusion

The proposal is considered to be consistent with the State and Local Planning Policies of the Frankston Planning Scheme.

On balance, it is considered that the proposal can be supported and a planning permit issued subject to conditions.

11.1 Planning Application 167/2019/P - 3N High Street Frankston - To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11 (two (2), forty-eight (48) metre high light towers)**Officers' Assessment****Recommendation (Director Community Development)**

That Council resolves to issue a Notice of Decision to Grant a Planning Permit in respect to Planning Permit Application number 167/2019/P for to construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11(two (2), forty-eight (48) metre high light towers) at 3N High Street Frankston and part of Plowman Place Reserve, subject to the following conditions:

No Alterations

1. The development as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.
2. The location and details of the structures shown on the endorsed plan must not be altered without the written consent of the Responsible Authority.

Vegetation protection and landscaping

3. Prior to the commencement of works, including the removal of vegetation, tree protection must be carried out in accordance with the Australian Standard AS 4970-2009 Protection of trees on development sites and the Construction Impact Assessment and Tree Protection Plan prepared by Arbor Survey dated 26 February 2019 to the satisfaction of the Responsible Authority.

Re-planting

4. Prior to the commencement of works, including the removal of the trees, a plan showing the proposed location of the replacement planting must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:
 - a minimum of six (6) indigenous canopy trees with a minimum mature height of 15m, species to be selected from the EVC002 – Coast Banksia Woodland.
 - All trees are to be a minimum two (2) metres tall when planted.
 - All species selected must be to the satisfaction of the Responsible Authority.
5. Within two (2) months of the removal of the tree(s) allowed by this permit (or if the timing is unsuitable for effective planting and establishment as agreed by the Responsible Authority not later than the end of the following May) replacement planting as shown on the endorsed plan(s) must be provided to the satisfaction of the Responsible Authority and thereafter maintained to the satisfaction of the Responsible Authority.

Amenity

6. The exterior colour and cladding of the light towers must be of a non-reflective nature and/or either painted or have a pre-painted finish in natural, muted tones (or such other colour as is approved by the Responsible Authority).
7. The number of events for which the lights are utilised with lighting levels exceeding 500 lux must not exceed six (6) per calendar year, except with the prior written consent of the Responsible Authority.

11.1 Planning Application 167/2019/P - 3N High Street Frankston - To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11 (two (2), forty-eight (48) metre high light towers)**Officers' Assessment**

8. The use of the lights for broadcasting purposes must not be between the hours of 10.30 pm to 7.30 am, except with the prior written consent of the Responsible Authority.
9. The amenity of the area must not be detrimentally affected by the development through the:-
 - Transport of materials, goods or commodities to or from the land;
 - Appearance of any building, works or materials;
 - Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
 - Presence of vermin;
 - Others as appropriate; or
 - In any other way.
10. All lighting must comply with the Australian Standard 4282:2019: Control of the Obtrusive Effects of Outdoor Lighting to the satisfaction of the Responsible Authority.

Satisfactorily Completed

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

Permit Expiry

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

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

Notes

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

11.1 Planning Application 167/2019/P - 3N High Street Frankston - To construct a building and carry out works in a Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11 (two (2), forty-eight (48) metre high light towers)

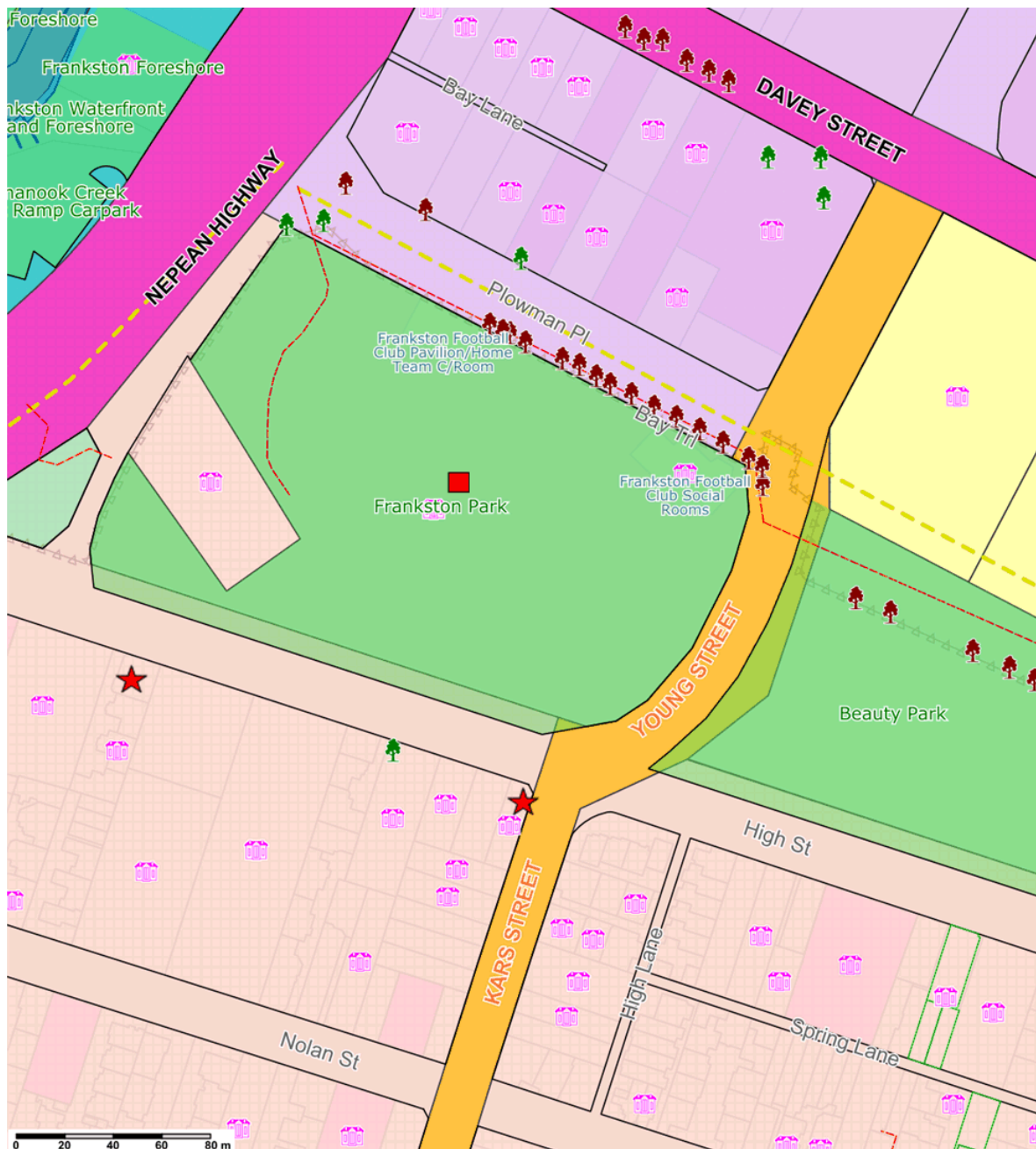
Officers' Assessment

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

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

Town Planning Application 167/2019/P – 3N High St Frankston

Subject site  Objectors (Not all objectors shown) 



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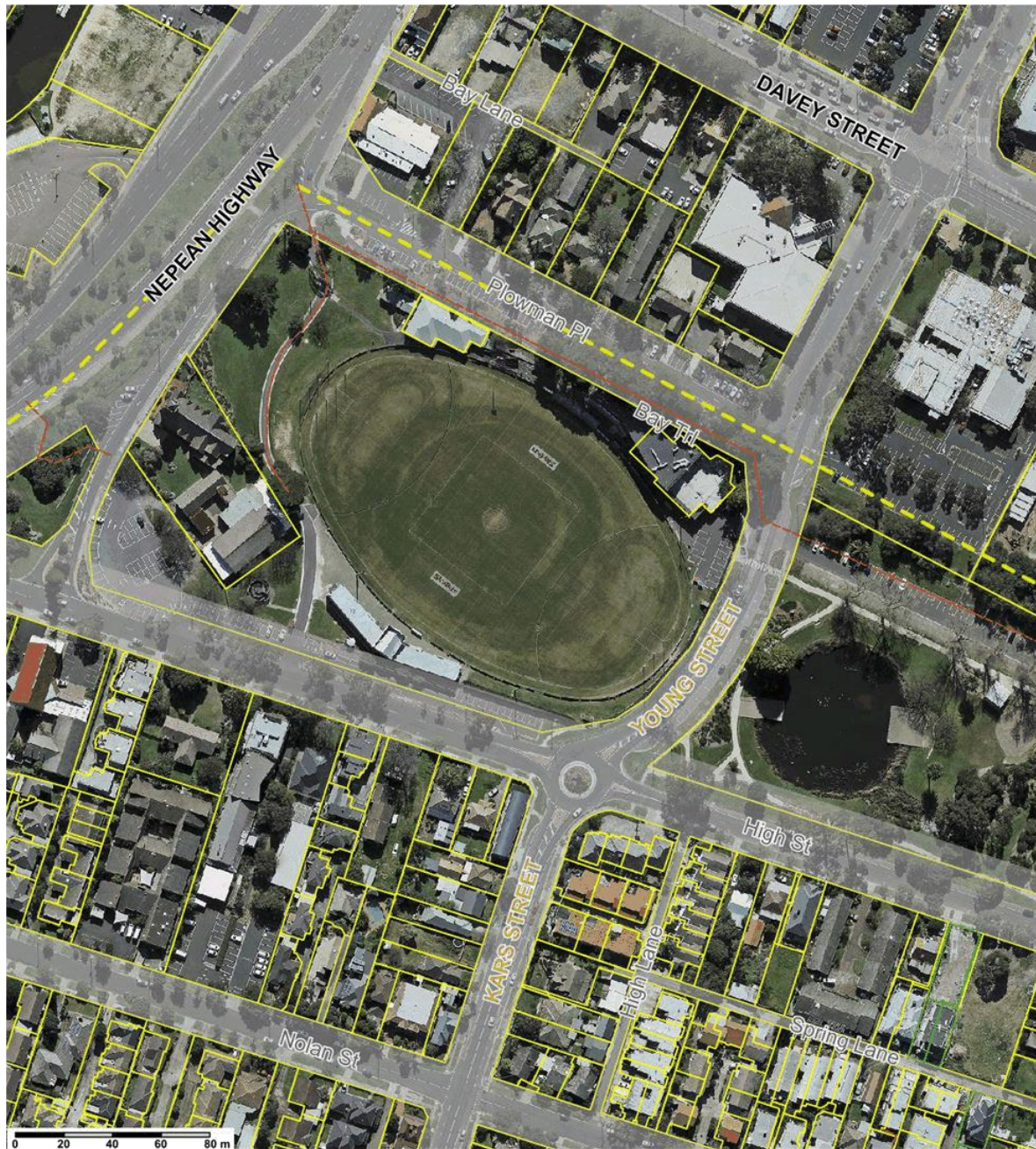
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Town Planning Application 167/2019/P – 3N High St Frankston



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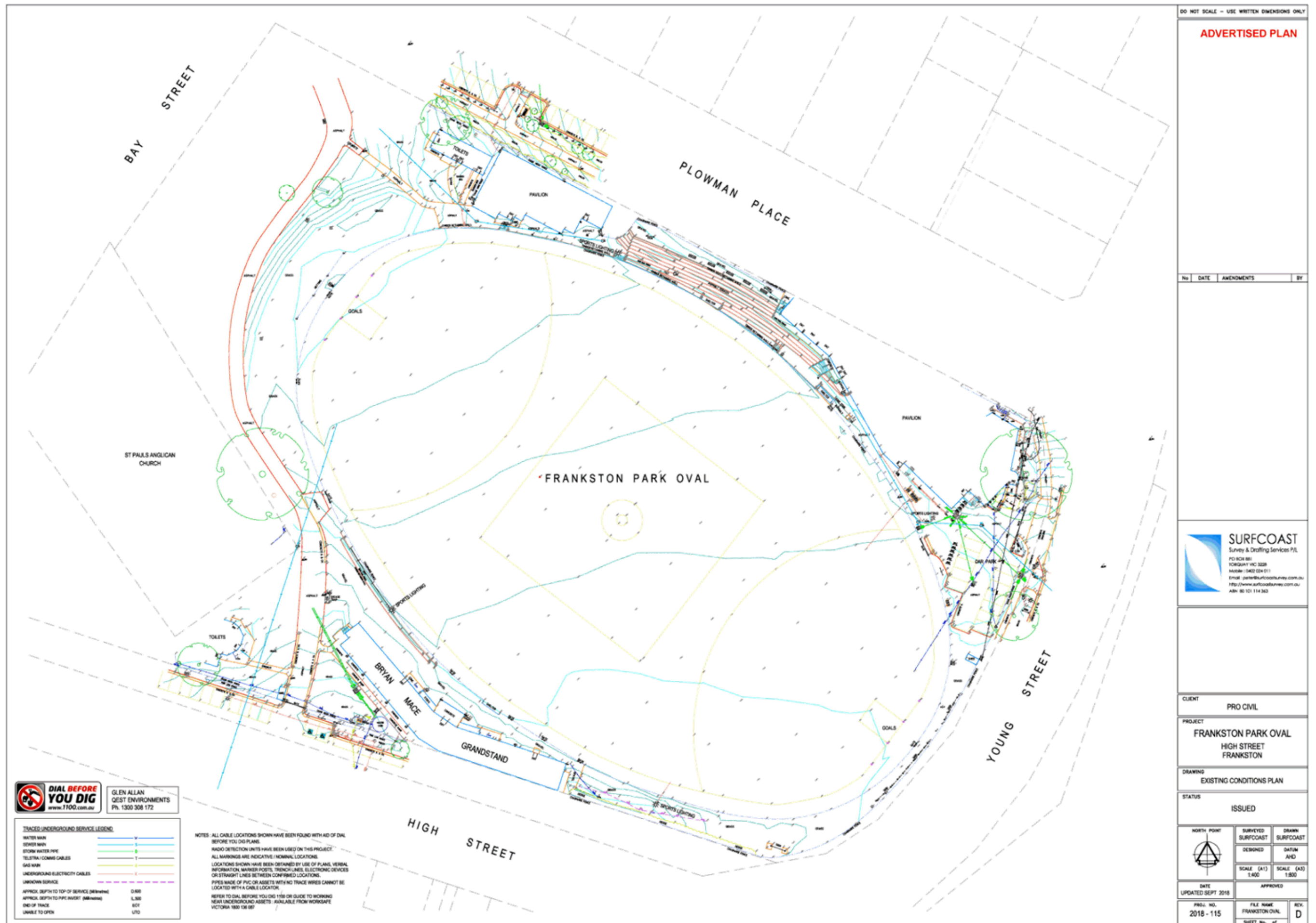
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ADVERTISED PLAN



LEGEND OF SYMBOLS :

	LIGHTING MAST
	LIGHTING MAST I.D. NUMBER
	SITE MAIN SWITCHBOARD

NOTES:

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02	FOR REVIEW	20.05.19	P.M.	R.H.
01	FOR INFORMATION	06.05.19	P.M.	R.H.
DATE	REVISION	DATE	REVIEW	APPROVED



CONSULTING ELECTRICAL ENGINEERS LIGHTING CONSULTANTS TECHNOLOGY CONSULTANTS

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TELEPHONE 03 9652 0333 FACSIMILE 03 9652 0300 EMAIL webb@webb.com.au

CLIENT

FRANKSTON CITY COUNCIL



PROJECT

FRANKSTON PARK
SPORTS LIGHTING

DRAWING

SITE PLAN AND LIGHTING POLES

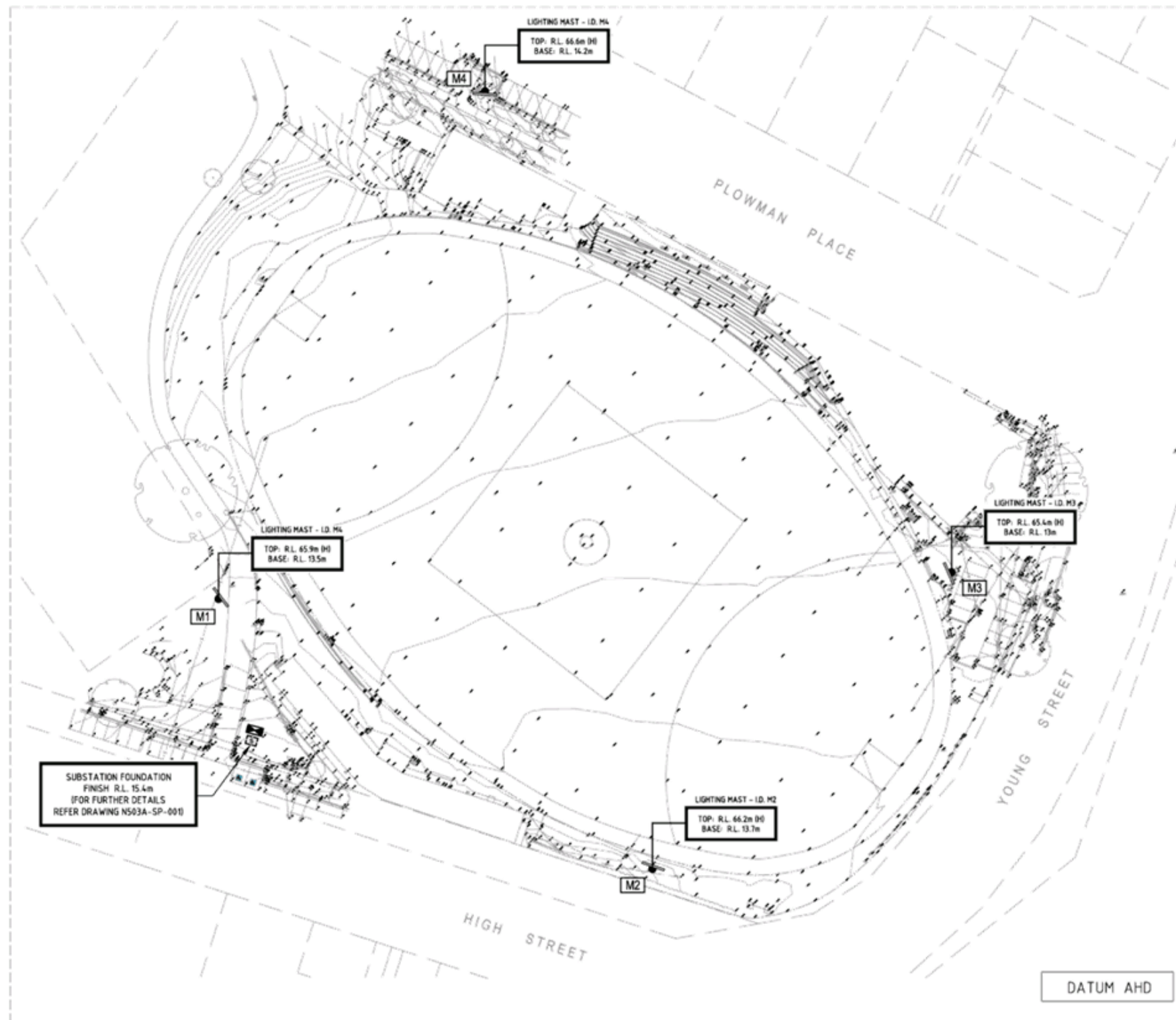
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20.05.19	AS SHOWN (A1)	A.P.	P.M.	R.H.

PROJECT	DWG NO	REVISION	NO IN SET
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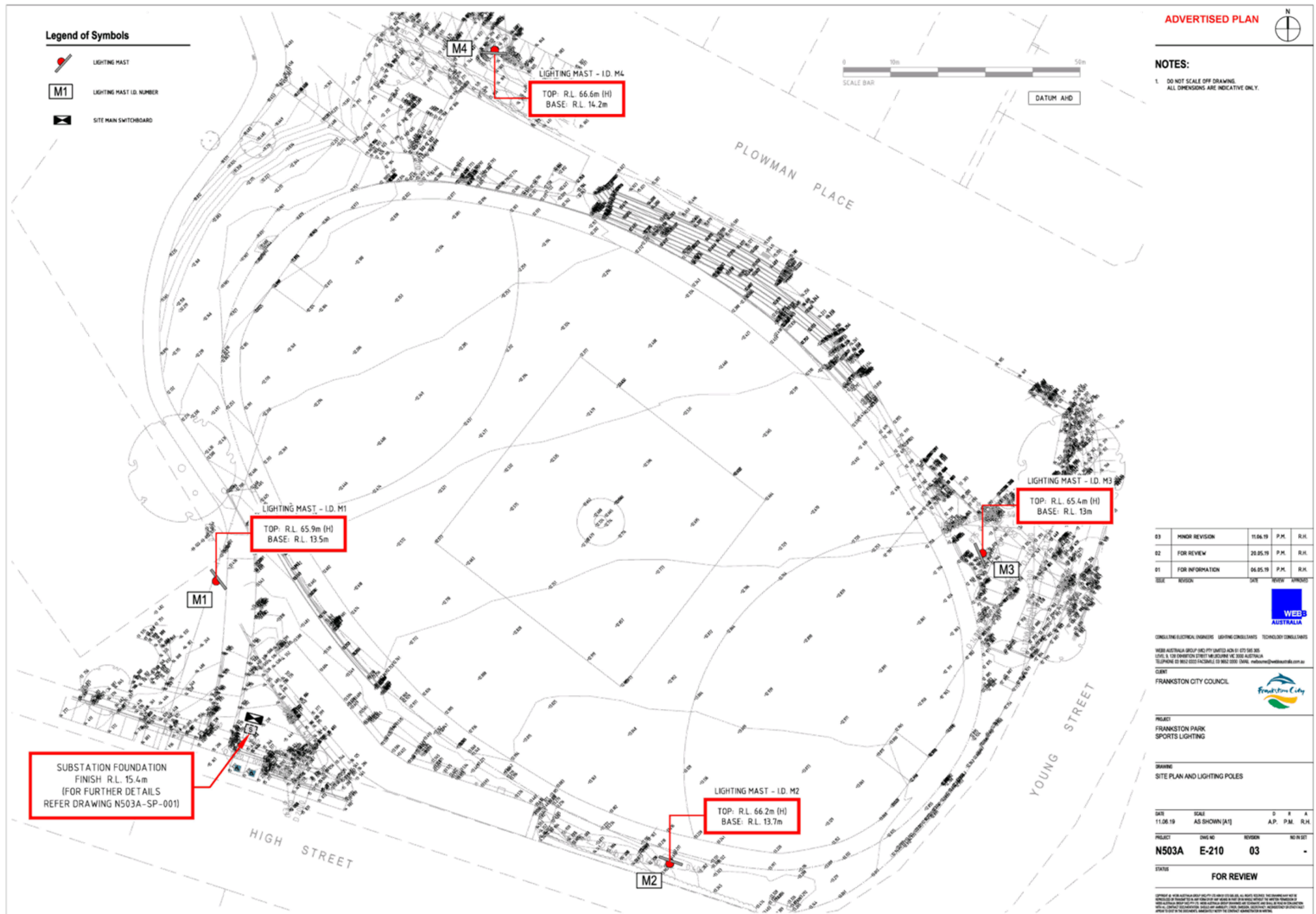
STATUS

FOR REVIEW

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FRANKSTON PARK
SCALE 1500 @ A1



ADVERTISED PLAN



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LEGEND OF SYMBOLS :

	LIGHTING MAST
	LIGHTING MAST I.D. NUMBER
	SITE MAIN SWITCHBOARD
	ESTIMATED VERTICAL ILLUMINANCE AT PROPERTY BOUNDARY - @ 1.5m FACING FRANKSTON PARK FOOTBALL GROUND

01	FOR REVIEW	07.06.19	P.M.	R.H.
DATE	REVISION	DATE	REVISION	DATE



CONSULTING ELECTRICAL ENGINEERS LIGHTING CONSULTANTS TECHNOLOGY CONSULTANTS

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CLIENT

FRANKSTON CITY COUNCIL



PROJECT
FRANKSTON PARK
SPORTS LIGHTING

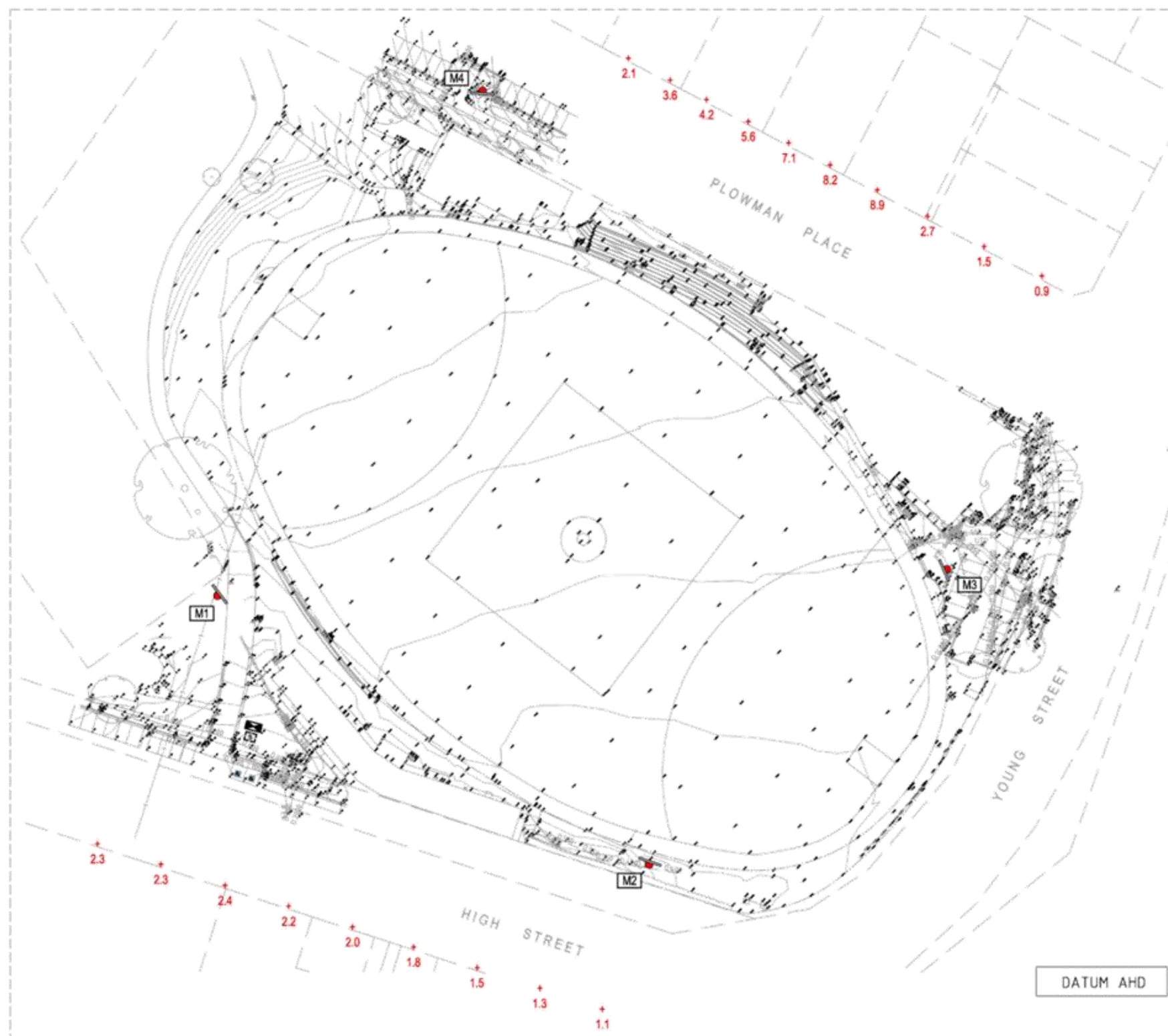
DRAWING
ILLUMINANCE CALCULATION
MATCH LEVELS - SPILL LIGHT

DATE	SCALE	D	R	A
07.06.19	AS SHOWN (A1)	A.P.	P.M.	R.H.

PROJECT	DWG NO	REVISION	NO IN SET
N503A	E-211	01	-

STATUS	FOR REVIEW
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FRANKSTON PARK
SCALE 1500 @ A1

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LEGEND OF SYMBOLS :

	LIGHTING MAST
	LIGHTING MAST I.D. NUMBER
	SITE MAIN SWITCHBOARD
	ESTIMATED VERTICAL ILLUMINANCE AT PROPERTY BOUNDARY - @ 1.5m FACING FRANKSTON PARK FOOTBALL GROUND

01	FOR REVIEW	07.06.19	P.M.	R.H.
DATE	REVISION	DATE	REVISION	APPROVED



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CLIENT

FRANKSTON CITY COUNCIL



PROJECT
FRANKSTON PARK
SPORTS LIGHTING

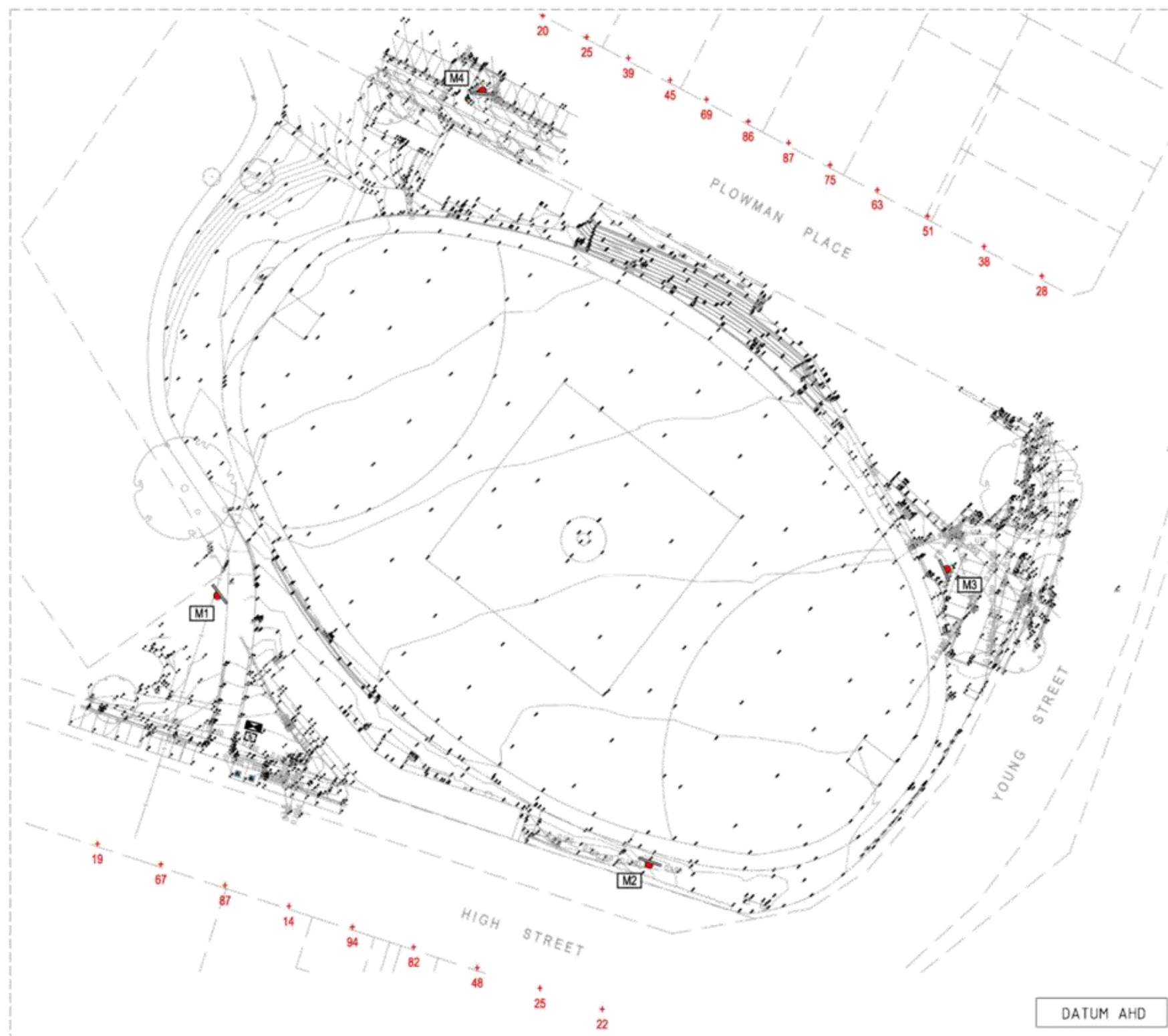
DRAWING
ILLUMINANCE CALCULATION
BROADCAST LEVELS - SPILL LIGHT

DATE	SCALE	D	R	A
07.06.19	AS SHOWN (A1)	A.P.	P.M.	R.H.

PROJECT	DWG NO	REVISION	NO IN SET
N503A	E-211	01	-

STATUS	FOR REVIEW
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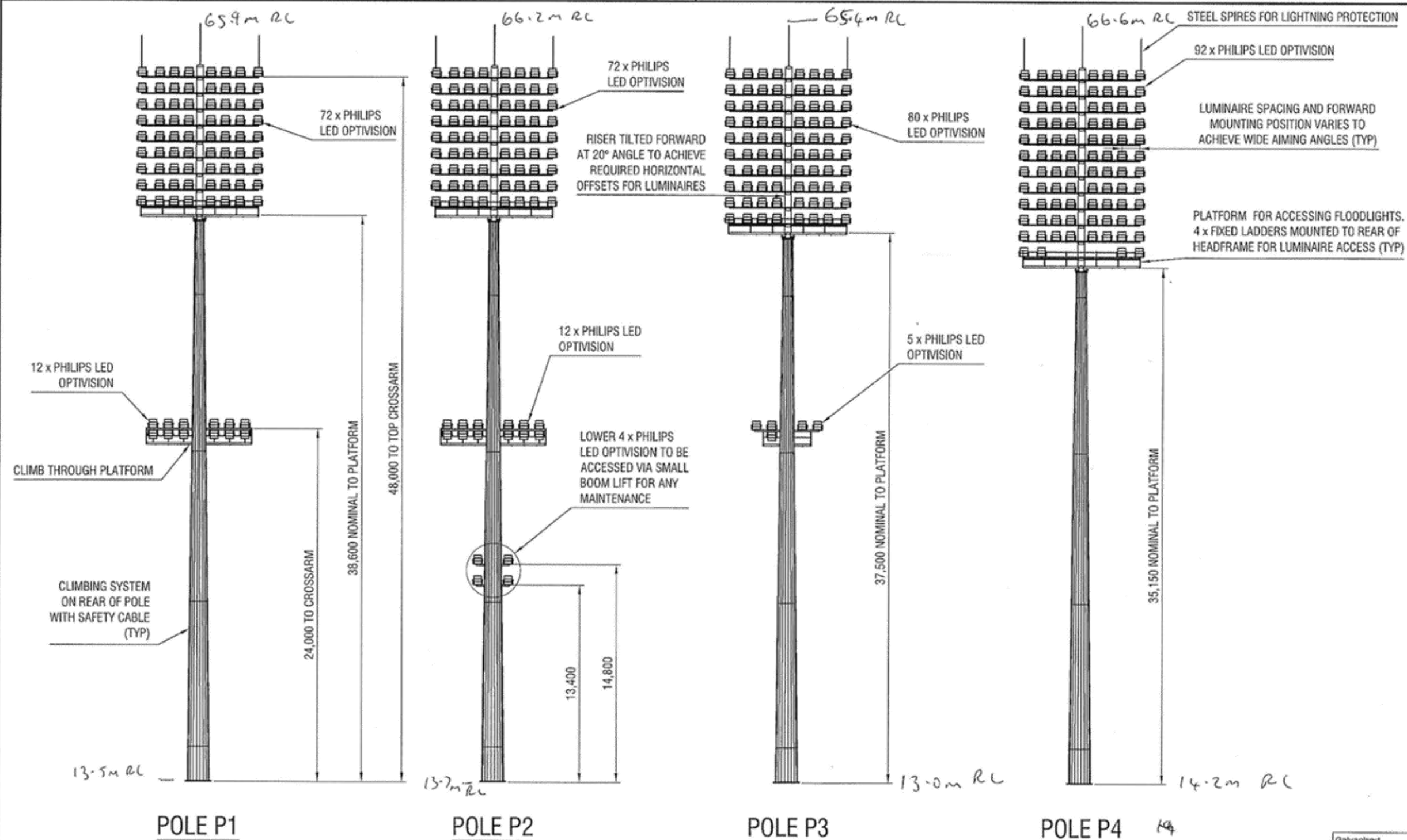
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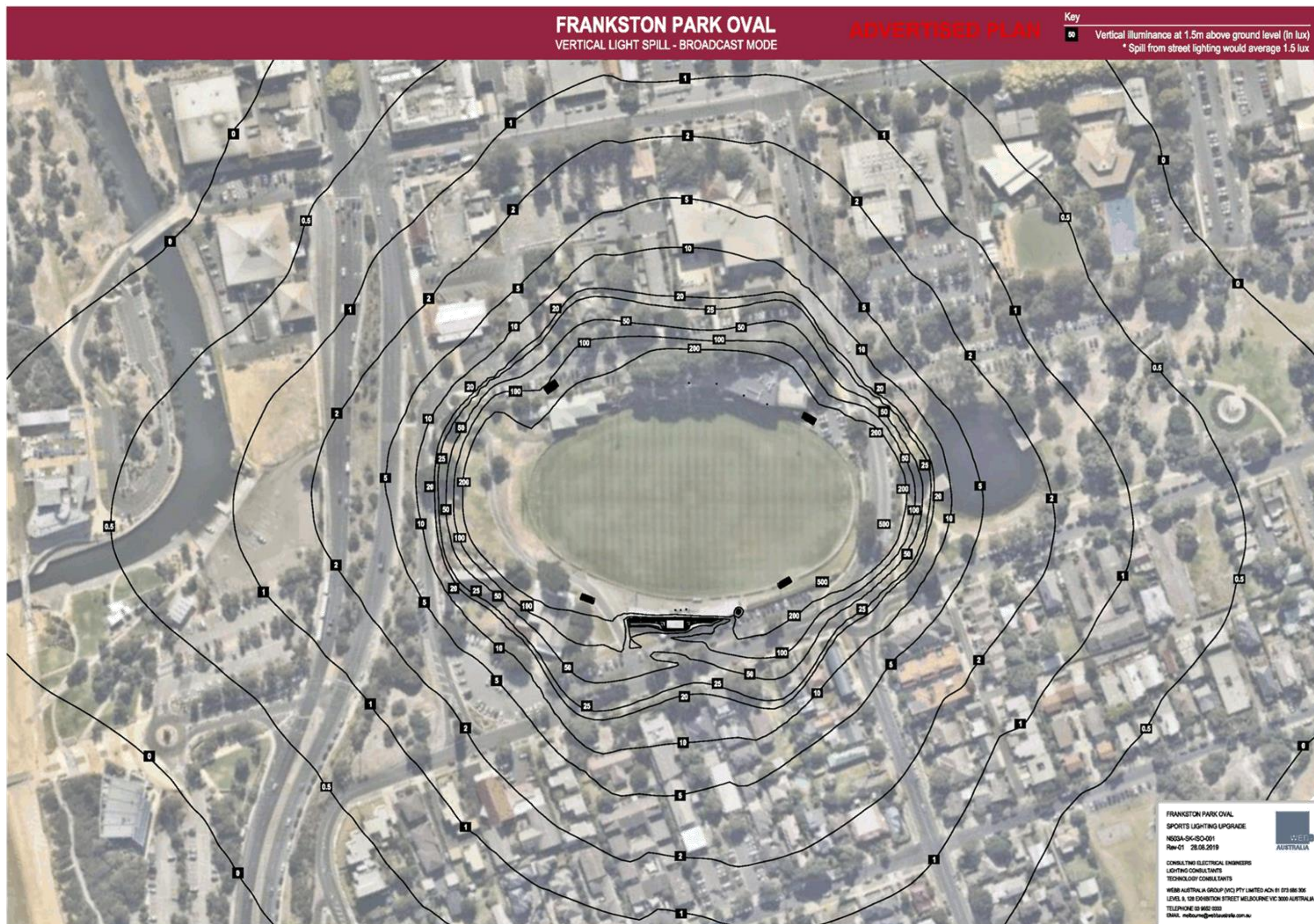
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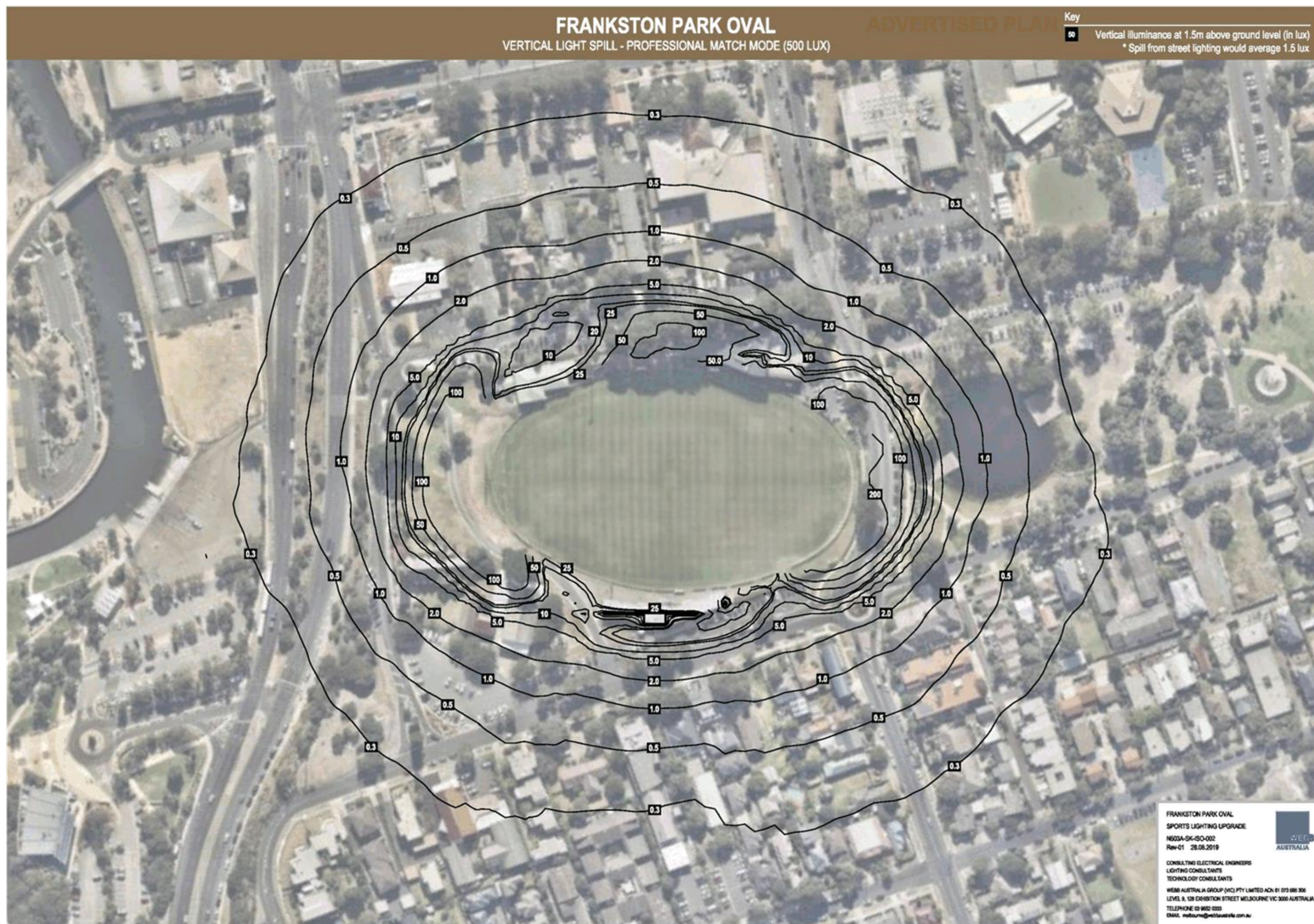
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DATUM: AHD

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FRANKSTON PARK SPORTS LIGHTING UPGRADE BROADCAST LIGHTING FOR AFLW AND PRE-SEASON GAMES

DESIGN REPORT

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FRANKSTON PARK SPORTS LIGHTING UPGRADE
DESIGN REPORT



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Introduction

Background

Frankston Park plays a key role as a home of the Frankston Dolphins who compete in the Victorian Football League (VFL) competition matches. Council is committed to the retention of the Frankston Dolphins as a member of the VFL competition and to assisting the Frankston Football Club to strengthen their long-term sustainability as a football club in the VFL competition.

The proposal for the new sports lighting to broadcast level will establish Frankston Park as a premium sporting ground. This will increase its capability to televise VFL matches and for hosting future Australian Football League Women's League (AFLW) matches.

Project Objective

Frankston City Council wishes Frankston Park Oval to establish as a premium VFL sporting ground with a major night venue for televised Victorian Football League (VFL) matches and Australian Football League for Women (AFLW) matches in the future.

Project Description

The project includes upgrade of existing sports lighting to broadcast levels suitable for telecasting AFLW and VFL games.

The key elements include:

- Erection of four new 48 metre high light towers with approximately 374 numbers of LED light fittings to be installed across four light towers. The survey plan indicating the location of the light towers and setbacks of the proposed lights from relevant property boundaries are as shown in **Appendix 1**. The light tower elevations are shown in **Appendix 2**;
- Installation of three LED light fittings on Grandstand and five light fittings on Function Centre building;
- Removal and disposal of existing light towers;
- A new substation for increased electricity requirements. The location of the proposed new substation is shown in the **Appendix 1**.
- Sports Lighting also to operate various lower level lux levels including 500 lux design (professional match level) and 100 - 300 lux for training sessions and security purpose;
- The light tower on the north-west side will need to be located outside of the Frankston Park in the Plowman Place Road Reserve. This is to avoid conflict with possible future grandstand location as shown in the attached draft Master Plan (**Appendix 3**); and
- Platforms and climbing system will be provided on every Light tower for the access and maintenance to the luminaires.

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Purpose

The purpose of this document is to provide:

- Assessment of compliance of spill lighting and glare in broadcast mode and professional games mode (500 lux) mode on surrounding residents
- Identify event types, anticipated frequencies and event durations

Description of the Lights

Lighting Modes

Sports lighting at Frankston Park Oval will provide varying levels or modes of illumination depending on the event. Table 1 identifies the average lux levels for horizontal luminance for each lighting mode.

Table 1 – Average Lux Levels for Event Types

Event Type	Average Lux Levels
Broadcast sporting events	1000lux
Professional (VFL) matches	500lux
Match Practice	200lux
Practice	100lux
Security	50lux

What is Lux?

Lux is the standard measure for the level of illumination on a surface. The higher the lux level the brighter an area will be. For example:

- Sunny day ~ 70,000 lux
- Overcast day ~ 20,000 lux
- Office environment ~ 400 lux
- Indoor car park ~ 40 lux
- Typical street lighting ~ 2-5 lux
- Full moonlight ~ 0.5 lux

Event Types

Broadcast sporting events

Lighting for broadcast events is operated at maximum lux levels to provide sufficient light for high definition television recording requirements suitable for AFLX and AFLW matches. The anticipated hours of use for a night match will be from 5.00pm to 10.00pm.

The average light levels in broadcast mode for both sports codes are around 1,000 lux in accordance with AS 2560.2.3-2007 Specific Applications – Lighting for Football.

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Estimated number of televised broadcast level (AFLW) matches in a year are approximately four to five matches per year.

Non-broadcast sporting events

Light lux levels are significantly reduced for non-broadcast sports. Lux levels for non-broadcast events are around 500 lux in accordance with AS 2560.2.3-2007 Specific Applications – Lighting for Football. Number of VFL night matches is expected to be between two and four matches per season. The anticipated hours of use for a night match will be from 5.00pm to 10.00pm.

Match Practice

Match practice mode provides much lower light levels of around 200 lux sufficient for match practice. It is anticipated that match practice lights may be used two or three times per week during the respective AFL and VFL playing seasons.

Training

General practice mode provides much lower light levels of around 100 lux sufficient for training. It is anticipated that training lights may be used two or three times per week during the respective AFL and VFL playing seasons.

Security

Security mode provide adequate light of around 50 lux for the safe egress of patrons and as work environment for venue staff to carry out limited venue maintenance, such as a requirement to clean the venue after an event prior to another event the next day.

Lighting Level (Lux) Compliance

The lighting design has been prepared using Phillips Optivision gen3 LED luminaires to the following lighting criteria set in AFL guidelines for televised AFL pre-season (only) and AFLW and AFLX.

TV mode:

1000 Lux measured at a point on the field of play towards main broadcast cameras; and
800 lux measured at a point on the field of play towards secondary cameras.

Non-TV 500 lux mode:

Average 500 lux.

Light Spill Compliance

The requirements for limiting light spill to the surrounding areas are set out in recently updated AS 4282: 2019 - Control of the obtrusive effects of outdoor lighting.

This Standard sets out requirements for the control of the obtrusive effects of outdoor lighting. It includes limits for the relevant light technical parameters to control these effects.

Spill Light is light emitted by a lighting installation that falls outside of the design area. Spill light may or may not be obtrusive depending on what it affects. Spill lighting is measured at boundaries in the vertical direction facing the light source.

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Table 2: Light spill assessment benchmarks for broadcast and non-broadcast mode, spill levels, measured in Illuminance (Lux).

	Residential zone (High Street) at property boundary			Commercial Zone (Plowman Place) at property boundary		
	Spill Light - Max allowed as per Australian Standard	Spill Light along property boundaries - after new lights installed	Example of what it will look like	Max allowed as per Australian Standard	Spill Lights along property boundaries - after new lights installed	Example of what it will look like
Broadcast levels (AFLW matches)	110	Varies from Max 74 to Min 10	Undercover car park lighting	110	Varies from Max 87 Min 10	Undercover car park lighting
Non televised, Professional Match Level (VFL) (500 lux)	10	Max 3 Min 1	Typical Street lighting of minor streets.	25	Max 9.9 Min 1	Typical street lighting of major streets.

The design light spill in broadcast mode at the residential and commercial properties are found below the maximum standards specified in AS4282. (Appendix 4: Contour plan for Spill Lighting at broadcast level).

The design light spill in non-broadcast mode at all residential locations are found below the maximum standard specified in AS 4282:2019. (Appendix 5: Contour plan for Spill Lighting at professional games level (500 lux). In non-broadcast mode, the lighting effect will be low and will have little noticeable effect compared to street lighting. In most areas except immediately adjacent the oval it will be more of a moonlight effect.

Light Glare Compliance

The requirements for limiting light glare to the surrounding areas are set out in recently updated AS 4282: 2019 - Control of the obtrusive effects of outdoor lighting.

Glare is the condition of vision in which there is discomfort or a reduction in ability to see caused by extreme contrasts in the field of vision. Glare is unaffected by distance. Glare levels can be annoying and cause discomfort if they are not controlled adequately.

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Table 3: Glare assessment benchmarks for broadcast and non-broadcast mode, measured in Luminous intensity (cd)

	Residential zone (High Street) at property boundary			Commercial Zone (Plowman Place) at property boundary		
	Max allowed as per Australian Standard	Glare Light after new lights installed	Example?	Max allowed as per Australian Standard	Glare after new lights installed	Example?
Broadcast levels	100,000	25,000	Glare levels produced outside the MCG	100,000	25,500	Glare levels produced outside the MCG
Non televised Matches (500 lux)	12,500	7,000	As per a typical well designed floodlit suburban ground.	12,500	6,500	As per a typical well designed floodlit suburban ground.

Note, floodlights on buildings have higher glare levels approaching standard of 100,000cd however these are at a low level and not visible from external property positions in most cases.

The glare levels to drivers on the surrounding streets once the new sports lighting in operation are within the limits set by AS4282 when the lights operated in broadcast and non-broadcast mode.

The glare levels to traffic will be substantially less than received from a car headlight.

Conclusion

The design of the proposed sports lighting meets the requirements of the relevant Australian Standards AS /NZS 4282 – 2019 and AS 2560.2.3-2007.

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Appendix 1

Layout showing Light Towers Locations



KEY LEGEND:

• LP LIGHTING MAST



WEBB AUSTRALIA GROUP
Lighting Consultants

FRANKSTON PARK OVAL
N503A E-110 Rev-01 26.02.18

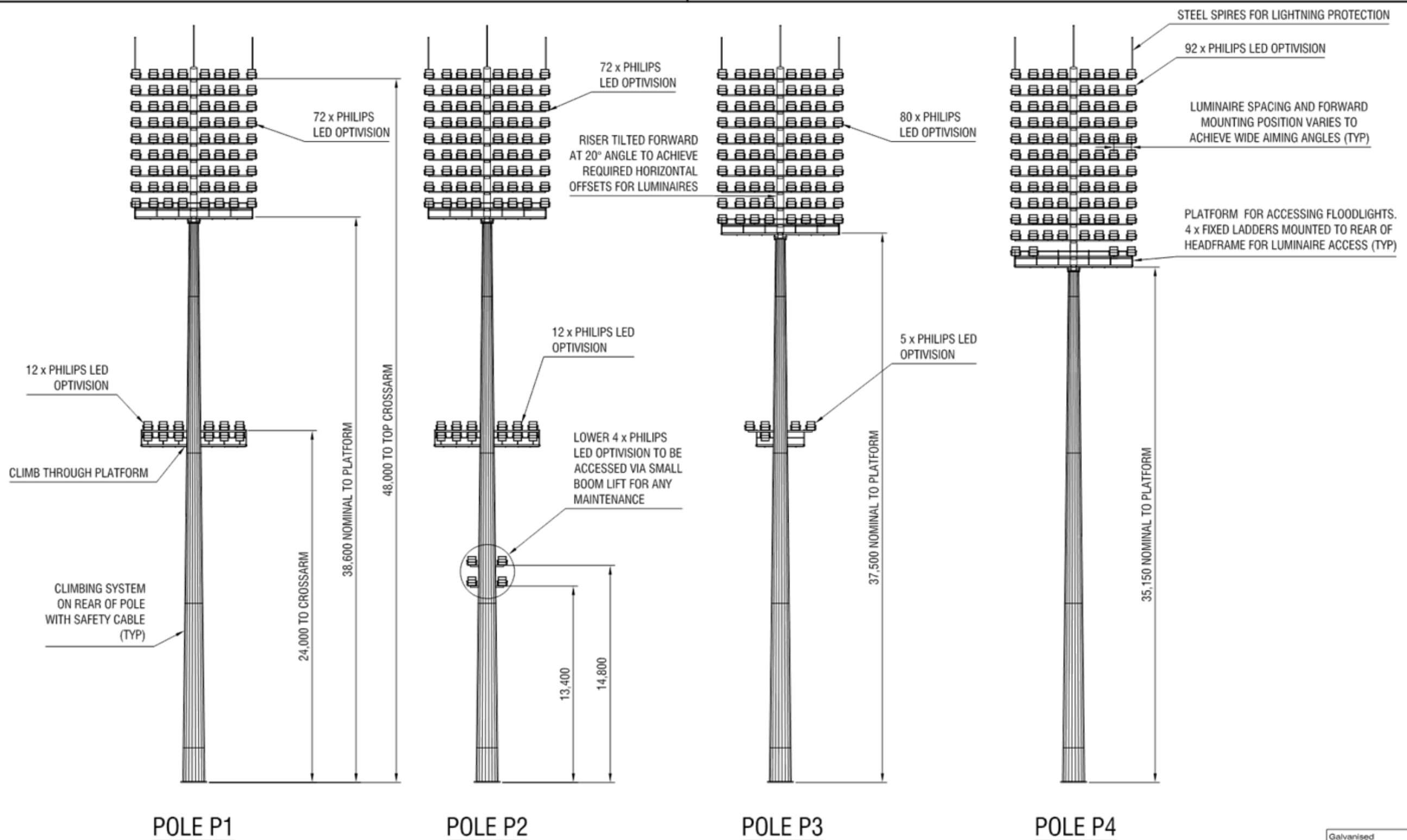
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Appendix 2

Light Towers Elevations

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FRANKSTON PARK SPORTS LIGHTING UPGRADE
DESIGN REPORT

WEBB

Appendix 3

Draft Master Plan for Frankston Park



LEGEND - MASTERPLAN

- 1 New Frankston Park entry gates and forecourt. Primary eastern entry to Frankston Park to encourage pedestrian use.
- 2 Formalise pedestrian crossings.
- 3 Existing Bryan Mace grandstand
- 4 Consider possible upgrade of this entry and consider possible access to public toilets
- 5 Existing car park reconfigured (55 spaces)
- 6 New pedestrian path
- 7 Remove existing car park and plant out
- 8 Drop zone for church services
- 9 New entry gates and forecourt from western precinct
- 10 Line of fencing - dashed orange
- 11 Upgrade the interface between the church memorial gardens and the parkland. Pedestrian path only.
- 12 Upgrade Heritage Gates precinct
- 13 Accessible pathways to public amenities within proposed grandstand
- 14 Reinforced and leveled grass area for temporary infrastructure
- 15 Existing fence behind goals to catch balls
- 16 New pedestrian pathway around football oval
- 17 Proposed light mast locations for football oval.
- 18 Reserve boundary re-alignment (RED) and existing boundary (BLUE)
- 19 Pathway for pedestrians and maintenance vehicles
- 20 Waste management and services for new grandstand. Driveway to be accessible from north-west entry gates
- 21 Proposed new Grandstand features undercover seating for 2000 people, two player change rooms with capacity to be divided into four separate spaces, umpire change rooms, a canteen, storage and public toilets. Ground floor RL approx. 12.800
- 22 Roof line dashed for clarity
- 23 Existing building to be demolished - dashed red
- 24 Re-construct the terrace spectator area
- 25 Existing Pavillion
- 26 Existing Public Toilet block
- 27 Improved pedestrian entry and connection to parkland
- 28 Include passive use infrastructure in this area
- 29 Include pedestrian path on outside of fence. Parking may need to be reconfigured.



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FRANKSTON PARK DRAFT UPDATE 2018 FRANKSTON PARK MASTERPLAN

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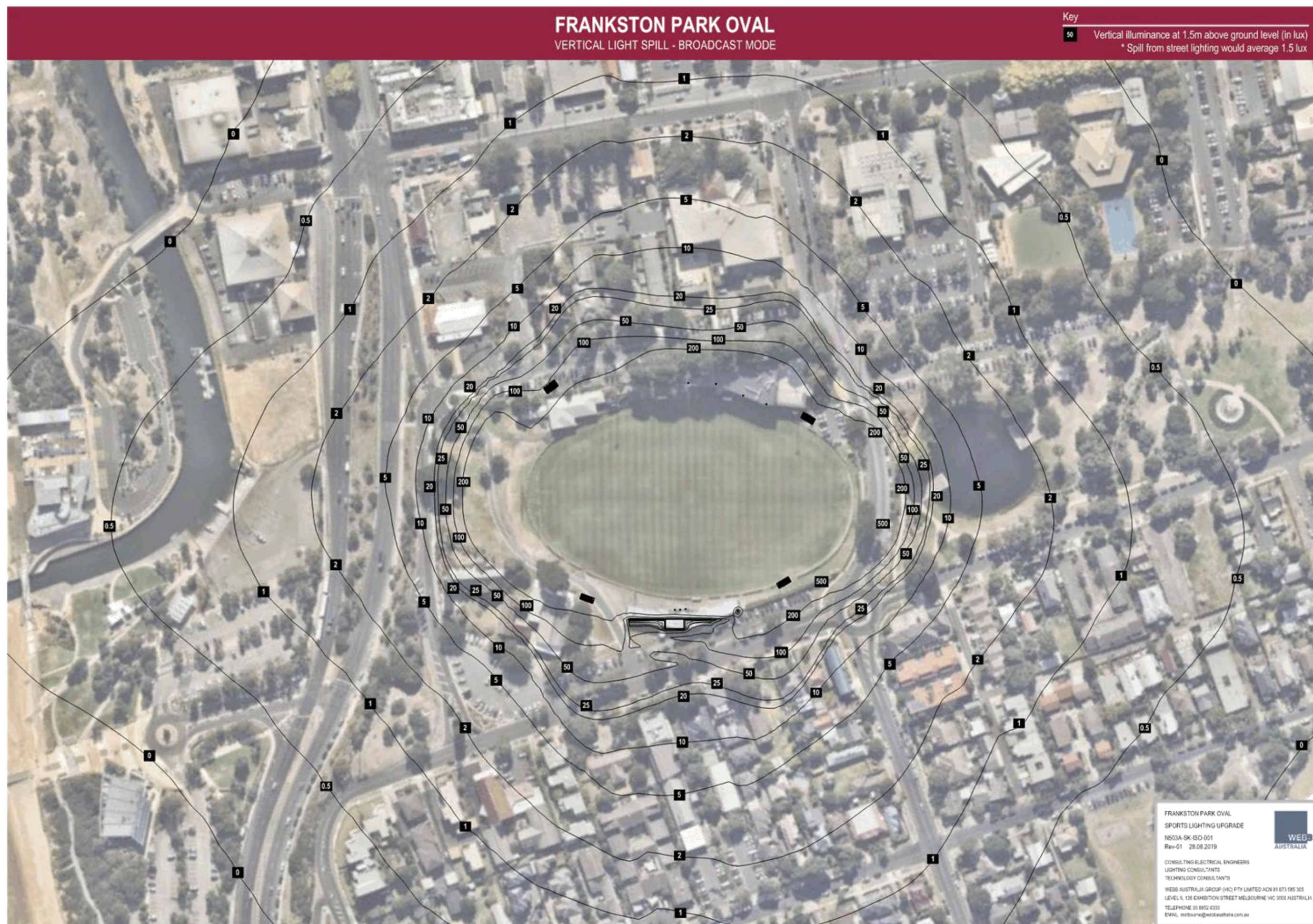
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FRANKSTON PARK SPORTS LIGHTING UPGRADE
DESIGN REPORT

WEBB

Appendix 4:

Contour plan for Spill Lighting at broadcast level

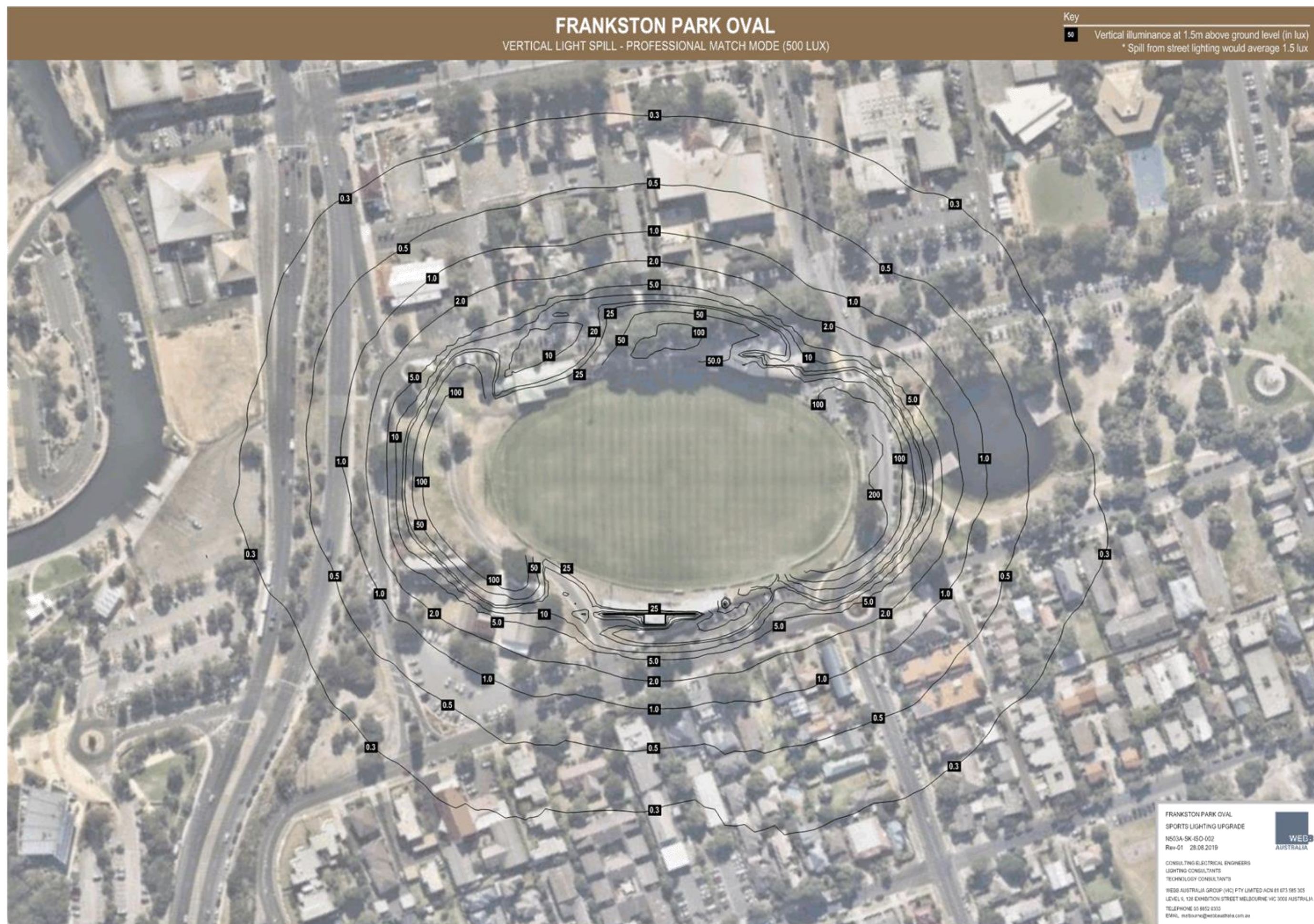


FRANKSTON PARK SPORTS LIGHTING UPGRADE
DESIGN REPORT

WEBB

Appendix 5:

Contour plan for Spill Lighting at Professional Match level (500 lux)



Executive Summary**11.2 Town Planning Application 343/2019/P- 24 and 26 Playne Street Frankston
- To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme**

Enquiries: (Stuart Caldwell: Community Development)

Council Plan

Community Outcome:	1. Planned City
Strategy:	1.1 Community Infrastructure
Priority Action	1.1.6 Ensure community infrastructure and services match community need

Purpose

This report considers the merits of the planning application to use the land for the sale and consumption of liquor, to construct or carry out buildings and works, to erect and display internally illuminated business identification signage and to reduce the number of car spaces and bicycle parking spaces.

Recommendation (Director Community Development)

That Council resolves to issue a Planning Permit in respect to Planning Permit Application number 343/2019/P - To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme at 24 and 26 Playne Street Frankston, subject to the conditions contained in the Officers' Assessment.

Key Points / Issues

- The proposal is to use the existing building for sale and consumption of liquor (General licence), in association with a hotel and a bottle shop.
- A maximum capacity of 250 patrons are proposed.
- The proposal is seeking approval to reduce the requirements of Clause 52.06 by 10 car parking spaces.
- The proposal is consistent with the planning controls and policy as it provides for retail, entertainment and commercial uses in a commercial area which is part of the Frankston Major Activity Centre.

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

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

11.2 Town Planning Application 343/2019/P- 24 and 26 Playne Street Frankston - To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme**Executive Summary**

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are no financial implications associated with this report.

The permit application fee paid to Council is \$2,617.05. The average cost to process a planning permit application is \$2,264 which represents a difference of \$353.05.

Consultation**1. External Referrals**

The application was referred to Victoria Police. No comments were received at the time of preparation of this report.

2. Internal Referrals

The application was referred internally to Community Strengthening, Waste Management and Engineering Services (traffic) who offer no objections to the proposal.

Notification of Proposal

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

Notification was given in the form of:

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

As a result of the public notification, no objections were received.

Analysis (Environmental / Economic / Social Implications)

The proposal will have no material impact on the environment given its location and nature. The proposed licensing of the hotel will bring economic growth and employment opportunities in the area and promote the vibrancy of the city centre. The proposal will constitute another alcohol related use in the Frankston Central Activities Area, however appropriate management of the facility as would be required under a Liquor Licence approval issued by the Victorian Commission for Gambling and Liquor Regulation (VCGLR) would mitigate impacts in this area and provide mechanism for enforcement.

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.

11.2 Town Planning Application 343/2019/P- 24 and 26 Playne Street Frankston - To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme**Executive Summary**

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

Legal

The proposal requires a planning permit under the following provision of the Frankston Planning Scheme:

- Clause 52.27 (Licensed Premises)
- Clause 34.01-4 – Building and works
- Clause 52.06- 03 – reduction of car parking spaces
- Clause 52.34 – Reduction of bicycle parking
- Clause 52.05- display of business identification signage

Policy Impacts

- Clause 11 – Settlement
- Clause 17 – Economic Development

Should a permit be issued, the applicant will be recommended to become a member of Council's Liquor Accord.

Officer's Declaration of Interests

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

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

Risk Mitigation

There are no particular risks associated with this application.

Conclusion

Overall, it is considered that the proposal is satisfactory subject to conditions and should be supported as discussed throughout this report.

ATTACHMENTS

- Attachment A:[↓](#) Locality Plan
Attachment B:[↓](#) Locality Plan (Aerial)
Attachment C:[↓](#) Development Plans

11.2 Town Planning Application 343/2019/P- 24 and 26 Playne Street Frankston - To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme**Officers' Assessment****Summary**

Existing Use	Vacant building
Site Area	398.54m2
Proposal	To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme.
Site Cover	Not applicable
Permeability	Not applicable
Zoning	Commercial 1 Zone
Overlays	Parking Overlay schedule 1
Neighbourhood Character Precinct	Not applicable
Reason for Reporting to Council	Application associated with Liquor

Background

The site contains a single storey building which was previously occupied by Rivers (retail). It is located on the southern side of Playne Street in Frankston and is known as 24-26 Playne Street.

26 Playne Street is regular in shape, with a frontage of approximately 10 metres to Playne Street and depth of approximately 39 metres. It has an overall area of approximately 398 square metres and is not affected by any easements. The building is currently vacant.

24 Playne Street is irregular in shape forming an "L" shape. It has a frontage to Playne Street and Arthurs Lane to the side. The site contains an existing building at the front of the site. (This building is not part of the application). The rear of the site provides for carparking and vehicle access from Arthurs Lane.

Locality

The subject site is located within the Frankston Major Activity Centre and is surrounded by commercial developments.

Site History

No previous planning approvals have been issued for this site.

11.2 Town Planning Application 343/2019/P- 24 and 26 Playne Street Frankston - To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme

Officers' Assessment

Proposal

The proposal is to use the land to sell and consume liquor with a General Licence in association with a hotel and a bottle shop use. The proposed hours for the serving of liquor are:

Hotel premises - Sale and consumption of liquor

Sunday 12noon to 11.30pm

Monday 12noon to 11pm

Tuesday and Wednesday 12noon to 11.30pm

Thursday to Saturday 12noon to 1am.

Good Friday and Anzac day – 1pm to 10pm

Bottle shop - Sale and consumption of liquor on and off the premises

Monday to Sunday 12noon to 11pm

Anzac Day and Good Friday 1pm to 9pm

The maximum capacity of the premises is to be 250 patrons. The seats are shown on the floorplan within the building and outdoor area within the footpath is also proposed to be included in the licenced area.

Alterations to the front and rear section of the building are proposed. It includes an open garden area at the front section of the building with a retractable roof to allow sunlight access to this area. Alterations to the front façade and to the entry of the building. Other internal alterations re proposed to include a new kitchen and amenities areas.

A reduction of car parking (10 spaces) and bicycle parking spaces (2 spaces) is also proposed.

State and Local Planning Policy Frameworks

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

- Clause 11 – Settlement
- Clause 15.01 – Urban Environment
- Clause 17 – Economic Development

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

- Clause 21.04 – Settlement
- Clause 21.08 – Economic Development

Planning Scheme Controls

A Planning Permit is required pursuant to:

- Clause 52.27 (Licensed Premises).
- Clause 34.01-4 – Building and works

11.2 Town Planning Application 343/2019/P- 24 and 26 Playne Street Frankston - To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme

Officers' Assessment

- Clause 52.06- 03 – Reduction of car parking spaces.
- Clause 52.34 – Reduction of bicycle parking.
- Clause 52.05- Display of business identification signage

Notification of Proposal

Notification was given in the form of:

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

As a result of the public notification, no objections were received.

Amended plans and documents

After public notification the application was amended as follows;

- The red line area plan was amended to confine the area to the building and delete the back yard area from the designated red line area.
- The proposed car parking arrangement was amended to seek approval to reduce the number of car parking spaces required by Clause 52.06-5.
- To include the adjoining property at 24 Playne street Frankston as part of the application. This was to provide access for waste collection over 24 Playne street.

Re-advertising was considered not required as the amendments themselves would not cause adverse impact to the area.

Internal Referrals

A summary of internal referral comments regarding the proposal are provided below.

Community Strengthening Department

The application was referred internally to Community Strengthening Department who have advised that they support the proposal subject to opening hours of the bottle shop being restricted until 11pm consistent with other similar businesses such as Liquorland.

Traffic Engineer

The proposal is seeking 100% car parking reduction, which is 10 car parking spaces. This site is situated within Frankston Metropolitan Activities Centre (FMAC) with good public transport coverage. There are also on or off street and in short or long term parking facilities available within the centre for staff and visitors of this proposed development. As such, the reduction of 10 car parking spaces for this development is acceptable in the context of the FMAC.

In relation to access requirement for waste collection vehicle. It is noted there is no direct vehicle access to the subject site via the rear laneway - Arthurs Lane. Vehicle access to the rear part of the subject site is only possible by travelling through the land of No.24 Playne Street. While this is not ideal, it would be acceptable from traffic perspective if access arrangement is documented by a S173 agreement between the land owners.

11.2 Town Planning Application 343/2019/P- 24 and 26 Playne Street Frankston - To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme**Officers' Assessment**

It is noted that the application form was amended to include 24 Playne Street as part of the application. Thus, a condition will be included on any permit issued to show waste collection vehicles access from 24 Playne Street on the proposed site plan. This will negate the need for a Section 173 agreement as the condition will place ongoing requirements to ensure that the access arrangement is maintained.

Waste Management

No objections were raised for the proposed private contractor waste collection.

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

It is considered that the proposal meets the objectives of the relevant State and Local Planning Policies as the proposed licensed hotel is located within an existing retail and commercial area where food and drink premises, including the use of the land for a hotel are allowed as of right. Managed appropriately, the proposal should not reduce the public amenity of the area, and instead should add to the vibrancy of the area as it will assist to provide a destination which will bring customers to the city centre.

Clause 52.06 Car Parking

The site is within the Principal Public Transport Network Area. The premises will accommodate 250 patrons on site at any one time and the area of the existing building is approximately 300m². Under Clause 52.06-5, 10 car parking spaces are required at the rate of 3.5 spaces per 100m².

No car parking spaces are available on the site and no space is available to provide car parking on site. Thus, car parking waiver is required for total of 10 spaces.

The applicant submitted a transport demand assessment which states that the shortfall can be adequately accommodated within the immediate area with car parking opportunities existing on-street and off-street. Further it is noted that of an evening when the proposed development will be operating at peak capacity, many of the other surrounding businesses will be closed thus creating greater car parking opportunities for patrons.

The site is located within the Frankston Major Activity Centre (FMAC) and within Principal Public Transport Network area where public transport is largely available and the car parking in the area is largely a shared resource. Further, the site was used previously as a shop which required a similar car parking requirement and has been sharing the existing car parking within the vicinity. Therefore, the reduction of car parking requirement is considered acceptable.

As the site is within Parking Overlay schedule 1, Council may consider accepting a financial contribution in-lieu of car parking spaces required. However, as the proposal is making use of an existing building that has been used for commercial purposes for a number of years and which has relied on the existing car parking spaces within the area, it would not be equitable to require a financial contribution in this instance.

11.2 Town Planning Application 343/2019/P- 24 and 26 Playne Street Frankston - To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme**Officers' Assessment*****Waste Collection***

A waste collection area is proposed to be located at the rear of the site and is to be undertaken by a private contractor. Vehicle access is currently via the rear of 24 Playne Street as the site does not have access to Arthurs Lane,. This arrangement been used for to provide access to the rear of both 24 and 26 Playne Street for a number of years. No change is proposed to this arrangement.

To ensure that the current arrangement is more formalised, the application has been amended to include 24 Playne Street. In addition conditions will be included on any permit issued to provide amending plans to show the waste collection arrangements and to update the waste management plan to reflect the access arrangements accordingly.

Clause 52.34 Bicycle Parking

Pursuant to clause 52.34-5, four bicycle parking spaces (2 for employer and 2 for patrons) are required for the new use. 2 bicycle parking spaces are provided at the rear of the building for the employer/staff. A waiver of two spaces are sought approval. There are shared bicycle parking facilities in the near vicinity of the site and a waiver is considered acceptable.

Clause 52.27 Licence Premises

The site is considered appropriately located for a use involving consumption of liquor, as it is within the existing Frankston Central Activities area, which is the focus for commercial and entertainment type uses directed by planning policies.

The plans were amended after public notice to confine the area to be licensed to be within the building by deleting the vacant land at the rear. The written submission and the Operation Management Plan indicates that alcohol will be served within proposed outdoor seating area immediately in front of the building as shown on plans. Therefore, the red line plan should be amended to include this area accordingly. It is noted that a Local Law permit is required for outdoor footpath trading/dining. Therefore, a condition is recommended to apply on any permit to issue that red line area to be amended subject to obtaining relevant approvals under Local Law.

As the land is located in a commercial area and does not have abutting residential neighbours, the consumption of liquor will not likely impact upon the amenity of the area. Council's Community Strengthening Department has not objected to the proposal.

A management plan has been submitted by the applicant which considers the impact of consumption of liquor, hours of operation and patron numbers on the amenity of the surrounding properties. The plan proposes measures to mitigate any adverse impact from noise generation, lighting, waste generation, footpath trading etc. However, the plan does not cover patron management, venue shut down procedures, use of signage to avoid anti-social behaviour and encourage responsible off site patron behaviour etc. Thus, a condition is recommended to be included on any permit issued to ensure the Management plan will be amended to cover all the above matters accordingly and resubmit as a Venue Management Plan.

11.2 Town Planning Application 343/2019/P- 24 and 26 Playne Street Frankston - To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme**Officers' Assessment*****Cumulative Impact***

The State Government has prepared Practice Note 61 ('Licensed premises: Assessing cumulative impact') which provides guidance for assessing the cumulative impact of licensed premises as part of a planning permit application under Clause 52.27 of the planning scheme. According to the practice note, 'Cumulative Impact' refers to both the positive and negative impacts that can result from the clustering of licensed premises. It is a product of the number and type of venues present, the way they are managed, and the capacity of the local area to accommodate these venues.

The Practice Note states that it should be used for new or expanded licensed premises that will trade past 11 pm and are located in a 'cluster' of licensed premises, i.e. where there are three or more licensed premises within a radius of 100m from the subject land; or, 15 or more licensed premises within a radius of 500m from the subject land.

Since, there are 31 licensed premises within 300m radius (as per the submitted cumulative impact assessment) and it is proposing to serve liquor until 1am, a Cumulative Impact Assessment of the proposal is required as follows:

- *Is the proposal consistent with the planning outcomes encouraged in the policy, zoning and other planning controls in the area?*

A planning permit is not required to use land for a hotel in a Commercial 1 Zone. The site is located within FMAC area and among already established commercial sites and close to all the transport facilities. It is considered that the site is appropriately located for a food and drink premises and a licenced premises which would meet the objective of FMAC to promote vibrant hospitality premises within the area.

- *Will the proposal significantly increase the number of patrons near sensitive uses at any time? Will the proposal generate amenity impacts beyond what is reasonable?*

The site is not located near to any sensitive land uses. The impact of the patron numbers will have minimal impacts on the surrounding commercial properties.

- *Does the proposal contribute to the diversity of activities and vibrancy of the area?*

The proposal will add a food and drink premises (hotel) in an area where activities are generally limited to offices and small cafes which operate mainly during daytime hours. It will therefore add to the diversity and vibrancy of the area.

- *Is the proposed licensed premises' location or characteristics likely to contribute to any problems for patron dispersal?*

Given the good availability of public transport, proximity to a number of taxi ranks and the location adjacent to an arterial road it is unlikely patron dispersal will be an issue.

Will the proposal reinforce any existing or create any new impacts arising from licensed premises closing times and patron dispersal in the area?

The closing times of the licensed premises is to be 1am Thursday to Saturday. This is consistent with the other similar businesses in the area and it is therefore unlikely patrons will remain in the area to consume liquor elsewhere.

11.2 Town Planning Application 343/2019/P- 24 and 26 Playne Street Frankston - To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme**Officers' Assessment**

Overall, it is unlikely there will be a negative cumulative impact resulting from the proposal, given the nature of the licence sought and the hours of operation similar to other licensed venues in the area.

Building and works

It is proposed to alter the frontage and the rear section of the building creating a “beer garden” with a retractable roof at the front of the site. Other changes to the front façade also include a new entry into the building and new glazing opening the frontage to Playne Street. Minor alterations to the rear section of the building including an area for storage of bins, are proposed.

It is considered that the proposed additions and alterations to the existing building will contribute positively to the existing commercial nature of the area and will achieve the purpose of the zone. The alterations to the front façade will assist to activate the street frontage and create a sense of vibrancy to the street.

Advertising Signs

Clause 34.04-5 stipulates that Advertising Signs in this zone are in Category 1 of Clause 52.05.

The internal illuminated signage component of the application contains the following:

- A circular light box with 1mx1m dimension fixed to corrugated surface above awning. The sign is simple in design with green lettering in white background.
- An existing hanging light box under the verandah with 0.44m x 1.74m dimension.
- A circular light box with 0.4mx0.44m dimension fixed to right side of the facade below awning comprises of simple cartoon style picture.
- An illuminate neon window signage with 0.31mx1m comprises of simple wording ‘Bottle’O”.

The proposed signs are not excessive in a commercial setting. The signs do not create clutter or visual disorder as the signs are small and fixed to the building façade.

Liquor Accord

Council supports the responsible serving of alcohol in a consistent manner throughout the municipality. A permit note is recommended to be included on any planning permit issued encouraging the permit holder to become a member of the Frankston Liquor Industry Accord.

Analysis (Economic and Social Implications)

It is considered that the proposal will have positive economic development implications. Social impacts are considered to be positive, providing an area for patrons to consume liquor in a managed and clearly delineated area within the proposed hotel.

Conclusion

On balance, it is considered that the proposal satisfies the requirements of the State and Local Planning Policy Framework and the purpose of the 52.27 (Licensed Premises) and other relevant provisions of the Frankston Planning Scheme and warrants support.

11.2 Town Planning Application 343/2019/P- 24 and 26 Playne Street Frankston - To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme**Officers' Assessment****Recommendation (Director Community Development)**

That Council resolves to issue a Planning Permit in respect to Planning Permit Application number 343/2019/P To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme at 24 and 26 Playne Street Frankston, subject to the following conditions:

Plans

1. Before the use and development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be substantially in accordance with the plans submitted with the application (or some other specified plan) but modified to show:
 - (a) The access and turning area for waste collection vehicles at the rear of 24 Playne Street via Arthurs Lane.
 - (b) Delete reference to car parking spaces for the proposed use at the rear of the 24 and 26 Playne Street on all relevant plans.
 - (c) Delete the footpath seating area unless approval is obtained under Local Laws.
 - (d) The Waste Management plan amended to include waste collection vehicles access is to be provided from rear of 24 Playne Street.
 - (e) The Venue/Patron Management Plan amended in accordance with condition 9.

No Alterations

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

Amenity

4. The amenity of the area must not be detrimentally affected by the use and development through the:
 - a) Transport of materials, goods or commodities to or from the land;
 - b) Appearance of any building, works or materials;
 - c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot ash, dust, waste water, waste products, grit or oil;
 - d) Presence of vermin; others as appropriate; or

11.2 Town Planning Application 343/2019/P- 24 and 26 Playne Street Frankston - To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme

Officers' Assessment

e) In any other way.

5. Noise levels emanating from the premises must not exceed those required to be met under State Environment protection Policy (Control of Music Noise from Public Premises), No. N-2.

Liquor Licence Requirements

6. The sale and consumption of alcohol must only take place at the premises during the following hours:
- a. Hotel premises - Sale and consumption of liquor
Sunday 12noon to 11.30pm
Monday 12noon to 11pm
Tuesday and Wednesday 12noon to 11.30pm
Thursday to Saturday 12noon to 1am the following day.
Good Friday and Anzac day – 1pm to 10pm
 - b. Bottle shop - Sale and consumption of liquor
Monday to Sunday 12noon to 11pm
Anzac Day and Good Friday 1pm to 9pm

Patron Numbers

7. Not more than 250 patrons may be present on the premises at any one time.

Satisfactorily Completed

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

Patron/Venue Management Plan

9. Prior to the commencement of use, an amended Management plan must be submitted, for approval to the satisfaction of the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. All activities forming part of the use must be generally in accordance with the Patron/Venue Management Plan including details as follows:
- a) Renaming of the plan to Patron/Venue Management Plan;
 - b) Hours of Operation (on the premises and off the premises);
 - c) Venue shut down procedures to encourage the patrons to leave the premises sporadically.
 - d) The number of patrons admitted on site at any one time;
 - e) Signage to be used to encourage responsible off-site patron behaviour;
 - f) The training of staff and the management of patron behaviour;
 - g) Measures to control noise emissions from the premises and amenity control;

11.2 Town Planning Application 343/2019/P- 24 and 26 Playne Street Frankston - To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme

Officers' Assessment

- h) Measures to prevent vandalism and antisocial behaviour;
- i) Details to address waste including bottles, rubbish and reduce generated by the use;

All to the satisfaction of a Responsible Authority.

Signage Requirements

- 10. The signs hereby permitted must be constructed to the satisfaction of the Responsible Authority, and must be maintained to the satisfaction of the Responsible Authority.
- 11. For the advertising signs the permit expires 15 years from the date of this permit.
- 12. Upon expiry of the approved signage, all structures built specifically to support the structure must subsequently be removed.

Permit Expiry

- 13. This permit will expire if one of the following circumstances applies:
 - The development is not started within two (2) years of the date of this permit.
 - The development is not completed within four (4) years of the issued date of this permit.
 - The use is not commenced within two (2) years of the date of this permit.
 - The use ceases for a continuous period of two (2) or more years.

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

Notes

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

11.2 Town Planning Application 343/2019/P- 24 and 26 Playne Street Frankston - To use the land for the sale and consumption of liquor, to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 and bicycle parking spaces under Clause 52.34 of the Frankston Planning Scheme

Officers' Assessment

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

Town Planning Application 343/2019/P – 26 Playne St Frankston 3199

Subject site



No objectors



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Projection: GDA94 / MGA zone 55

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Town Planning Application 343/2019/P – 26 Playne St Frankston 3199

Subject site



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TOWN PLANNING APPLICATION

ALTERATIONS & ADDITIONS TO 26 PLAYNE STREET, FRANKSTON

LOT 1 ON TP 223216

ADVERTISED PLAN

INDEX	
TP-00	COVER SHEET
TP-01	NEIGHBOURHOOD & SITE DESCRIPTION
TP-02	SITE PHOTOS
TP-10	EXISTING / DEMOLITION GROUND FLOOR PLAN
TP-11	EXISTING / DEMOLITION ROOF PLAN
TP-12	EXISTING / DEMOLITION ELEVATIONS
TP-13	EXISTING / DEMOLITION ELEVATIONS
TP-20	PROPOSED DESIGN RESPONSE PLAN
TP-21	PROPOSED GROUND FLOOR PLAN
TP-22	PROPOSED ROOF PLAN
TP-30	PROPOSED ELEVATIONS
TP-32	PROPOSED ELEVATIONS
TP-50	PROPOSED LAND USE PLANS
TP-51	PROPOSED RED LINE PLAN
TP-60	3D VIEWS & FINISHES



COVER SHEET

TOWN PLANNING
The Hop Shop
JOB NO. 19012
26 Playne Street Frankston VIC 3199
CLIENT: Aisworks Pty Ltd
9/8/19

TP-00

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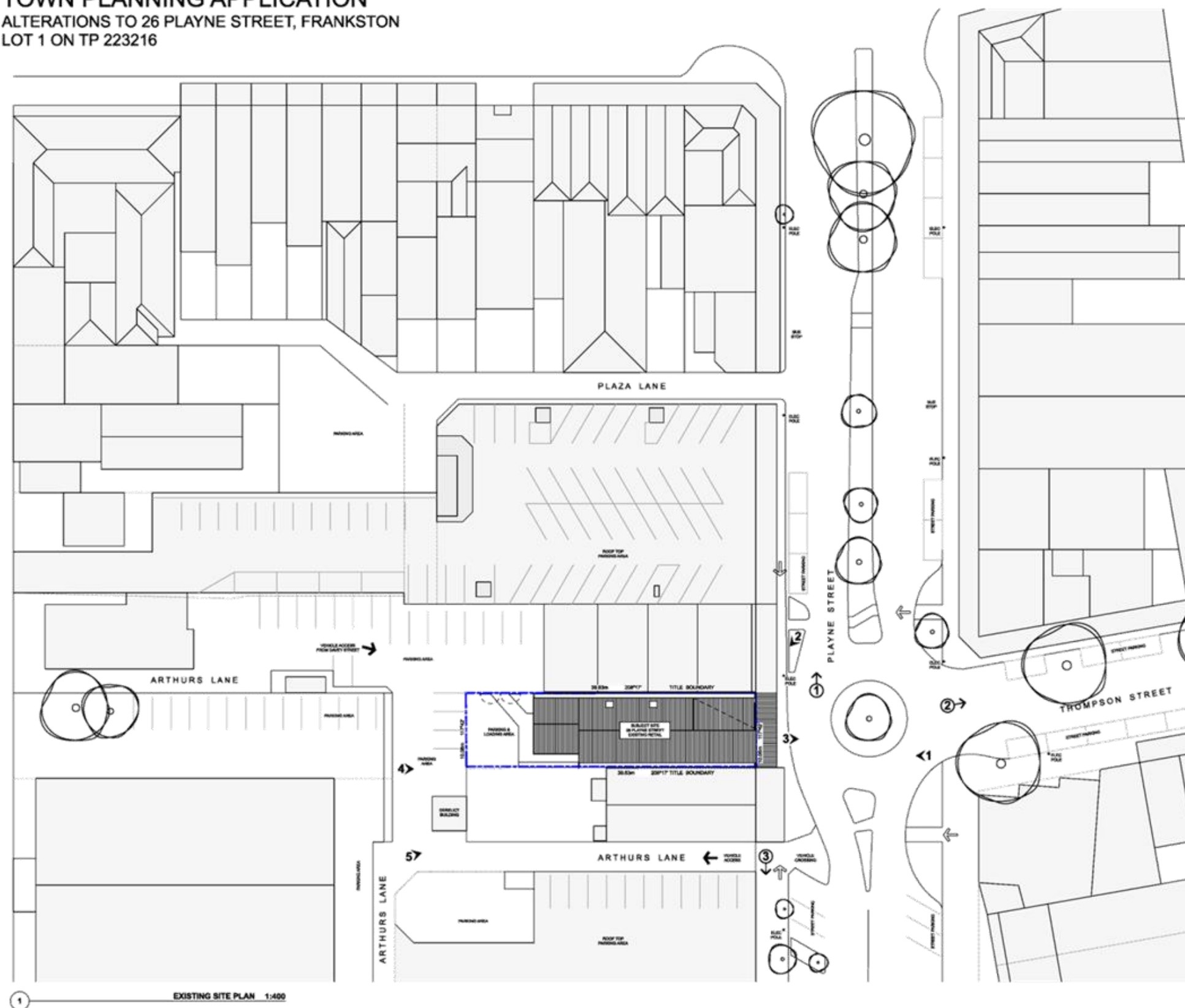
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TOWN PLANNING APPLICATION
ALTERATIONS TO 26 PLAYNE STREET, FRANKSTON
LOT 1 ON TP 223216



LEGEND

	CP	CAR PARKING SPACE
	RD	ROLLER DOOR
	HW	HABITABLE WINDOW
	NS	NATURAL, GROUND LINE
	TM	TEMPERARY BENCH
	AL	AUTELAIRNAL HEIGHT
	LPO	LEGAL POINT OF DISCH
	GM	GAS METER
	WM	WATER METER
	SB	SEWER PIT
	SB	SEWER BRANCH
	WM	METER SBOX
	AC	AIR CONDITIONER
	TE	TELECOMMUNICATION
	EP	ELECTRICAL POLE
	LP	LIGHT POLE
	HW	HOT WATER SERVICE

DEVELOPMENT SUMMARY - EXISTING
SITE AREA: 336.64sq2 (WITHIN TITLE BOUNDARY)
BUILDING SITE COVERAGE: 31.7 % (76.59%)
GROSS FLOOR AREA - EXISTING: 206,430sq2

SITE CHARACTERISTICS

- ① NEARBY HIGHWAY APPROX. 85m FROM THE SUBJECT SITE
- ② MULTI-LEVEL CAR PARKING, SHOPPING CENTRE & CINEMA APPROX. 95m FROM THE SUBJECT SITE
- ③ FRANKTON TRAIN STATION APPROX. 400m FROM THE SUBJECT SITE

NEIGHBOURHOOD & SITE DESCRIPTION

TOWN PLANNING

The Miss Store

JOB NO. 19012

26 Playne Street Frankston VIC 3150

CLIENT: Aisworks Pty Ltd

5/19/19

TP-01

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DEWITT, MA

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THEREFORE

10.06m
SUBJECT SITE

ADVERTISED PLAN



IMAGE 1 - PLAYNE STREET ELEVATION



IMAGE 2 - SUBJECT SITE SHOP FRONT (26 PLAYNE STREET)



IMAGE 3 - NORTH VIEW (FROM 26 PLAYNE STREET)



IMAGE 4 - REAR ACCESS WAY & PARKING



IMAGE 5 - ARTHURS LANE REAR ACCESS WAY

SITE PHOTOS

TOWN PLANNING

The Hop Shop
JOB NO. 19012
26 Playne Street Frankston VIC 3199
CLIENT: Aisworks Pty Ltd
9/8/19

TP-02

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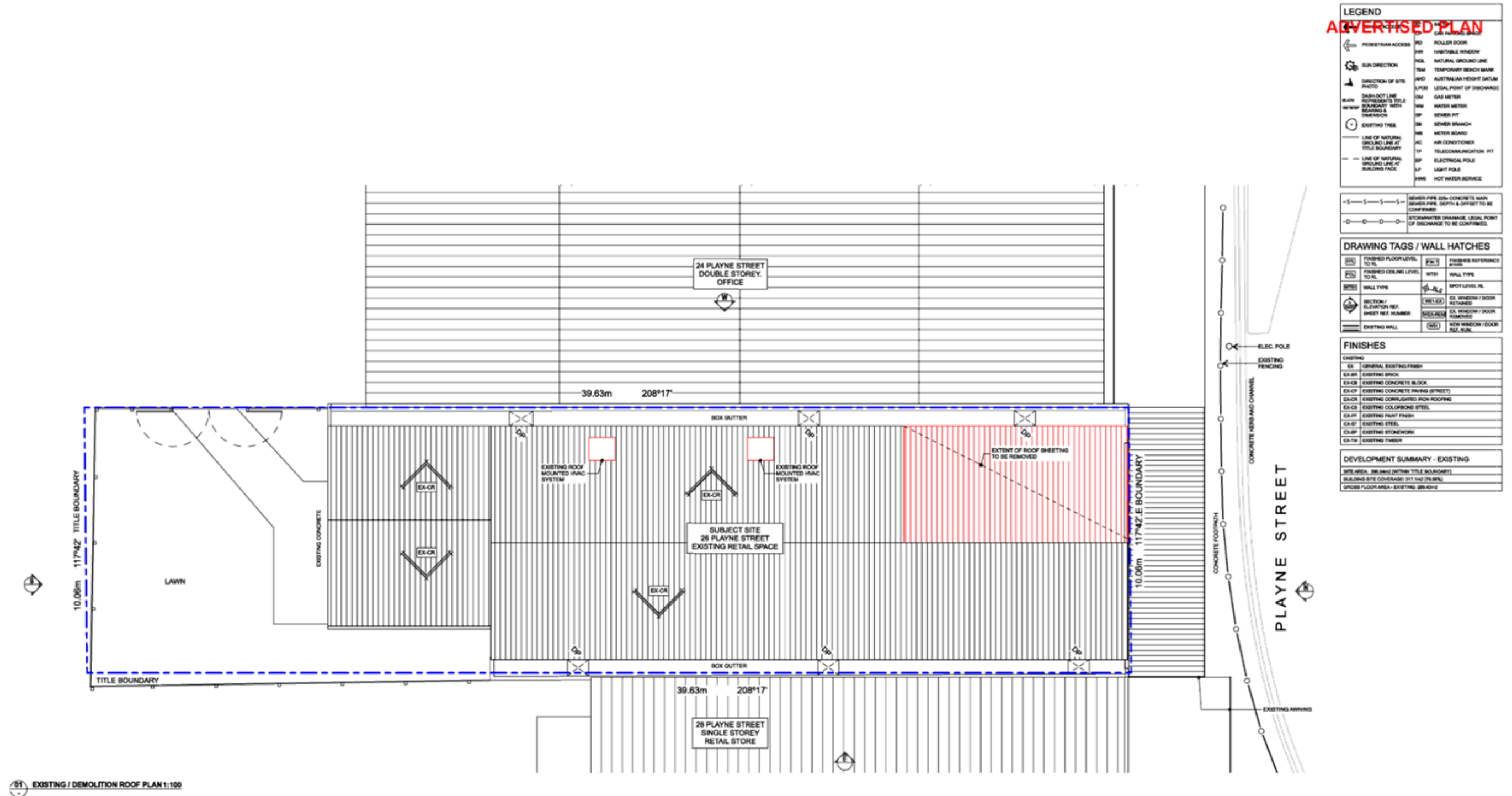
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EXISTING / DEMOLITION ROOF PLAN

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The Hop Shop

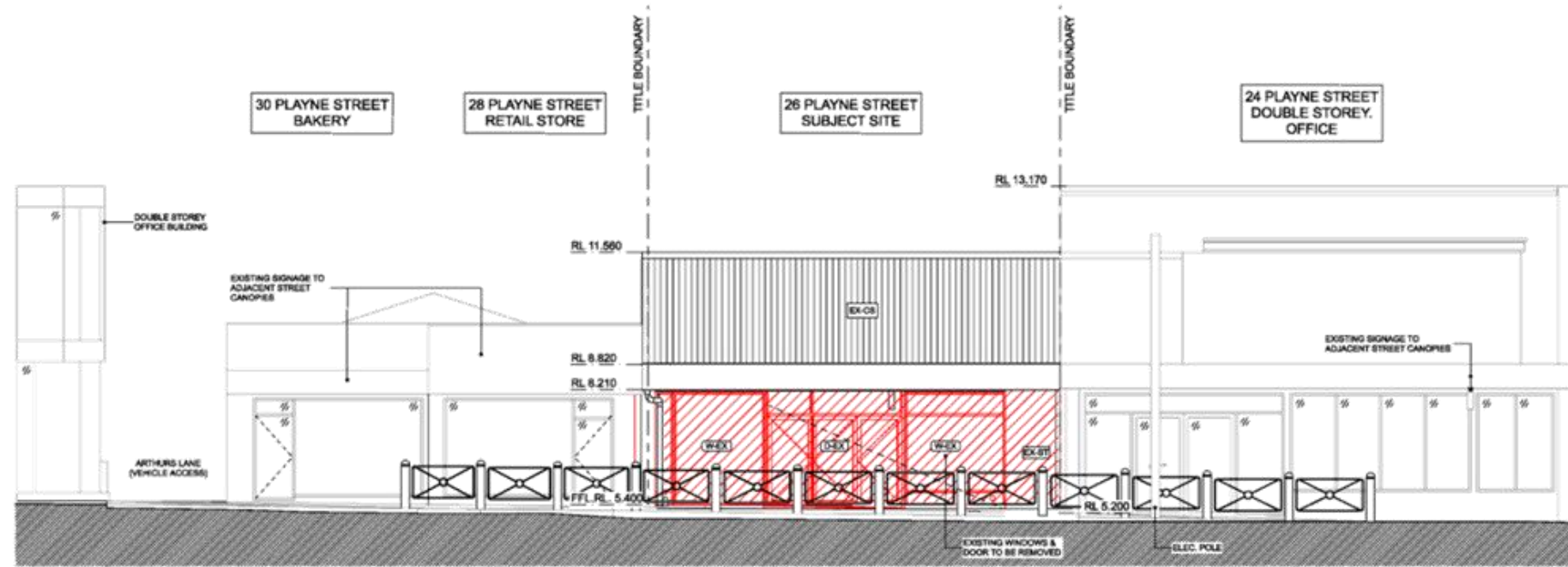
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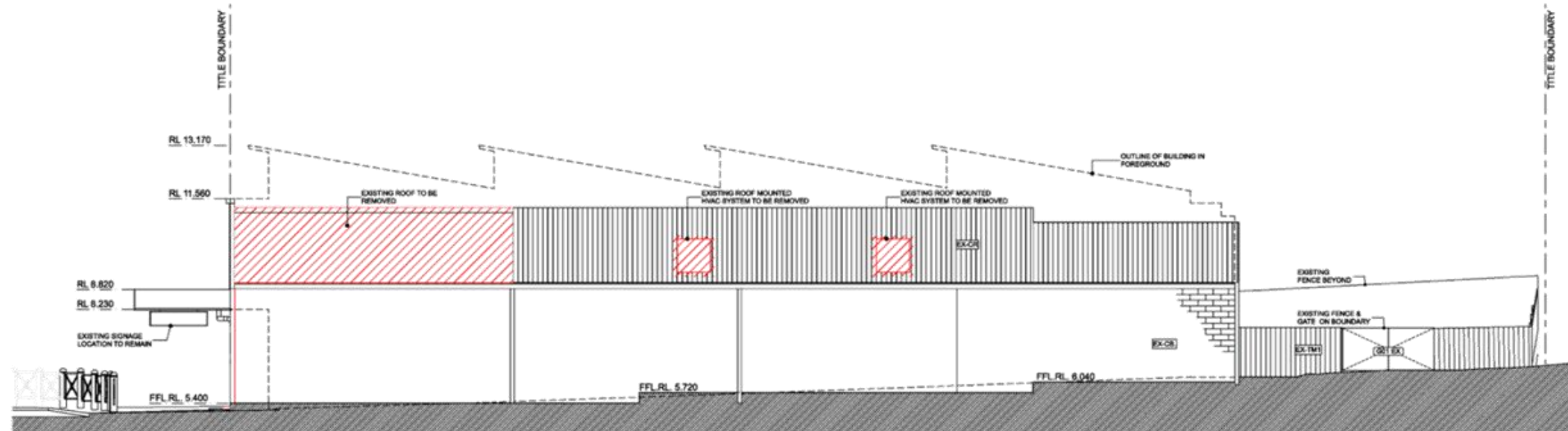
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5/8/19

TP-11



01 EXISTING / DEMOLITION NORTHERN ELEVATION 1:100



02 EXISTING / DEMOLITION WESTERN ELEVATION 1:100

LEGEND	
	PD PEDESTRIAN ACCESS
	SD SUN DIRECTION
	DP DIRECTION OF SITE PHOTO
	SL SASH/DOOR LINE REPRESENTS TITLE BOUNDARY WITH BEARING & DIMENSION
	ET EXISTING TREE
	LN LINE OF NATURAL GROUND LINE AT TITLE BOUNDARY
	LB LINE OF NATURAL GROUND LINE AT BUILDING FACE
	SP SEWER PIPE (250mm CONCRETE MAIN SEWER PIPE DEPTH & OFFSET TO BE CONFIRMED)
	SDR STORMWATER DRAINAGE LEGAL POINT OF DISCHARGE TO BE CONFIRMED
DRAWING TAGS / WALL HATCHES	
	FFL FINISHED FLOOR LEVEL TO RL
	FCL FINISHED CEILING LEVEL TO RL
	WT WALL TYPE
	SL SPOT LEVEL RL
	SE SECTION / ELEVATION REF. SHEET REF. NUMBER
	EW EXISTING WALL
	NW NEW WINDOW / DOOR SET OUT
FINISHES	
EX	GENERAL EXISTING FINISH
EX-BR	EXISTING BRICK
EX-CB	EXISTING CONCRETE BLOCK
EX-CP	EXISTING CONCRETE PAVING (STREET)
EX-CR	EXISTING CORRUGATED IRON ROOFING
EX-CS	EXISTING COLORBOND STEEL
EX-PT	EXISTING PAINT FINISH
EX-ST	EXISTING STEEL
EX-TM	EXISTING TIMBER
DEVELOPMENT SUMMARY - EXISTING	
SITE AREA - 186.142 (WITHIN TITLE BOUNDARY)	
BUILDING SITE COVERAGE: 311.142 (7% MIN)	
GROSS FLOOR AREA - EXISTING: 286.43G	

EXISTING / DEMOLITION ELEVATIONS

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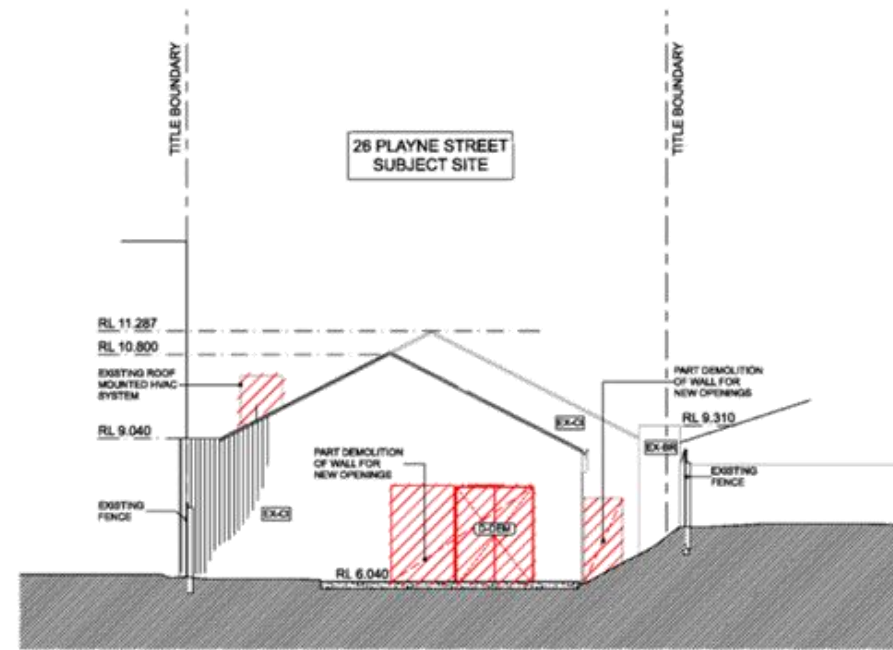
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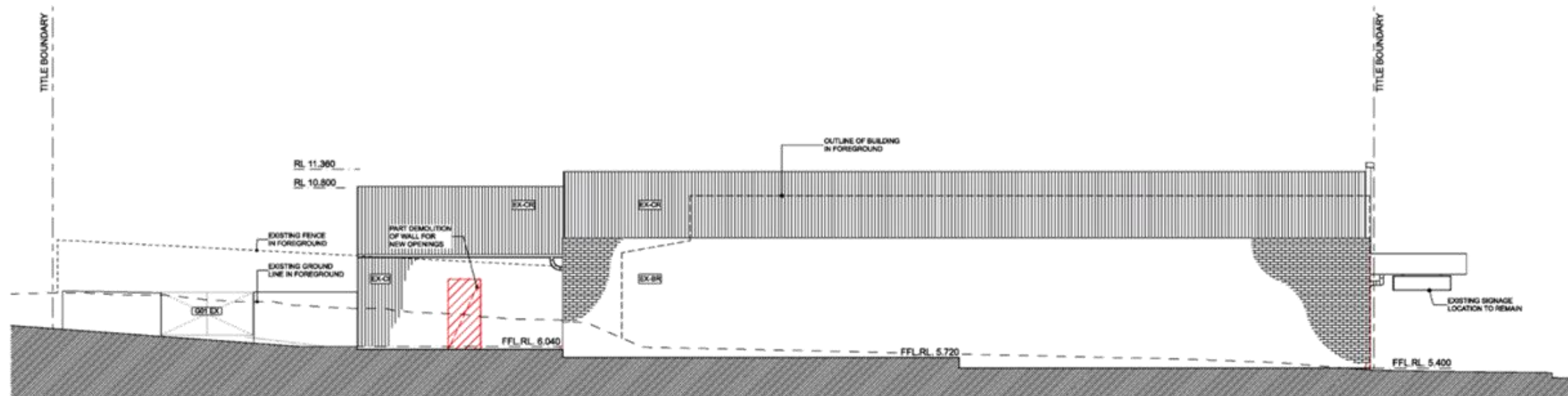
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TOWN PLANNING
The Hop Shop
JOB NO. 18012
26 Playne Street Frankston VIC 3199
CLIENT: Aleworks Pty Ltd
5/8/19
TP-12



01 EXISTING / DEMOLITION SOUTHERN ELEVATION 1:100



02 EXISTING / DEMOLITION EASTERN ELEVATION 1:100

LEGEND	
	PD PEDESTRIAN ACCESS
	SD SUN DIRECTION
	DP DIRECTION OF SITE PHOTO
	DDL DASH-DOT LINE REPRESENTS TITLE BOUNDARY WITH BEARING & DIMENSION
	ET EXISTING TREE
	LNGL LINE OF NATURAL GROUND LINE AT TITLE BOUNDARY
	LNBL LINE OF NATURAL GROUND LINE AT BUILDING FACE
	RD ROLLER DOOR
	HW HABITABLE WINDOW
	NGL NATURAL GROUND LINE
	TBM TEMPORARY BENCH MARK
	AHD AUSTRALIAN HEIGHT DATUM
	LPOD LEGAL POINT OF DISCHARGE
	GM GAS METER
	WM WATER METER
	SP SEWER PIT
	SB SEWER BRANCH
	MB METER BOX
	AC AIR CONDITIONER
	TP TELECOMMUNICATION PIT
	EP ELECTRICAL POLE
	LP LIGHT POLE
	HWS HOT WATER SERVICE

	SP200 SEWER PIPE (200mm CONCRETE MAIN)
	SDR STORMWATER DRAINAGE (LEGAL POINT OF DISCHARGE TO BE CONFIRMED)

DRAWING TAGS / WALL HATCHES	
	FFL FINISHED FLOOR LEVEL TO RL
	FCL FINISHED CEILING LEVEL TO RL
	WT WALL TYPE
	SL SPOT LEVEL RL
	SE SECTION / ELEVATION REF. SHEET REF. NUMBER
	EW EXISTING WALL
	NWD NEW WINDOW / DOOR SET, SUN.

FINISHES	
	EX GEN. EXISTING FINISH
	EX-BR EXISTING BRICK
	EX-CB EXISTING CONCRETE BLOCK
	EX-CP EXISTING CONCRETE PAVING (STREET)
	EX-CR EXISTING CORRUGATED IRON ROOFING
	EX-CS EXISTING COLORBOND STEEL
	EX-PT EXISTING PAINT FINISH
	EX-ST EXISTING STEEL
	EX-SB EXISTING STONE/BLOCK
	EX-TB EXISTING TIMBER

DEVELOPMENT SUMMARY - EXISTING	
	SA SITE AREA, (BEARING & DISTANCE) (WITHIN TITLE BOUNDARY)
	BS BUILDING SITE COVERAGE: 31% (74.1m²)
	GFA GROSS FLOOR AREA - EXISTING BUILDING

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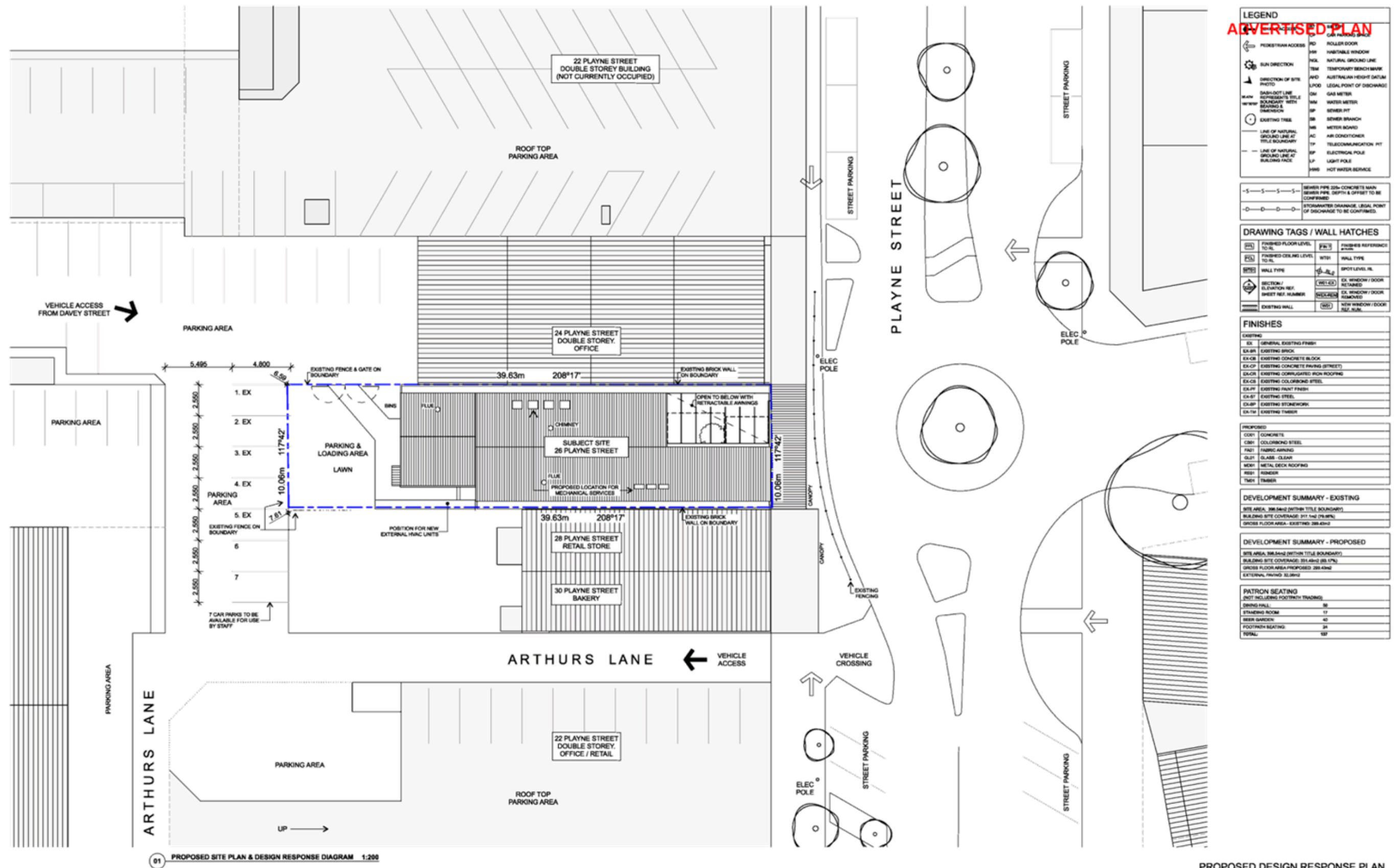
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THEREFORE

EXISTING / DEMOLITION ELEVATIONS

TOWN PLANNING
The Hop Shop
JOB NO. 18012
26 Playne Street Frankston VIC 3199
CLIENT: Aesworks Pty Ltd
5/8/19

TP-13



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PROPOSED DESIGN RESPONSE PLAN

TOWN PLANNING

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26 Playne Street Frankston VIC 3199
CLIENT: Aisworks Pty Ltd
5/8/19

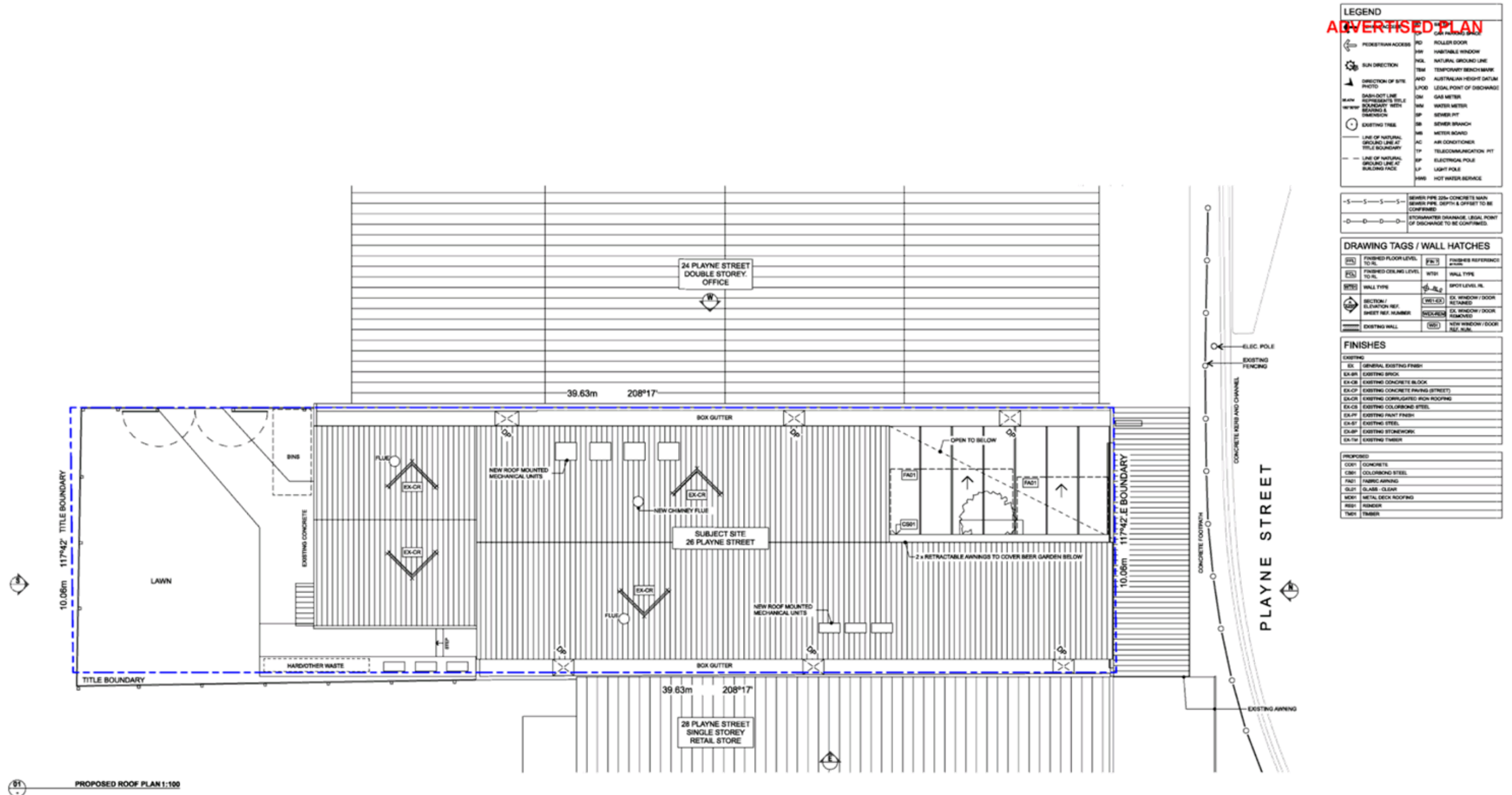
TP-20



TOWN PLANNING

The Hop Shop
JOB NO: 19012
26 Playne Street Frankston VIC 3199
CLIENT: Aiseworks Pty Ltd
7/6/19

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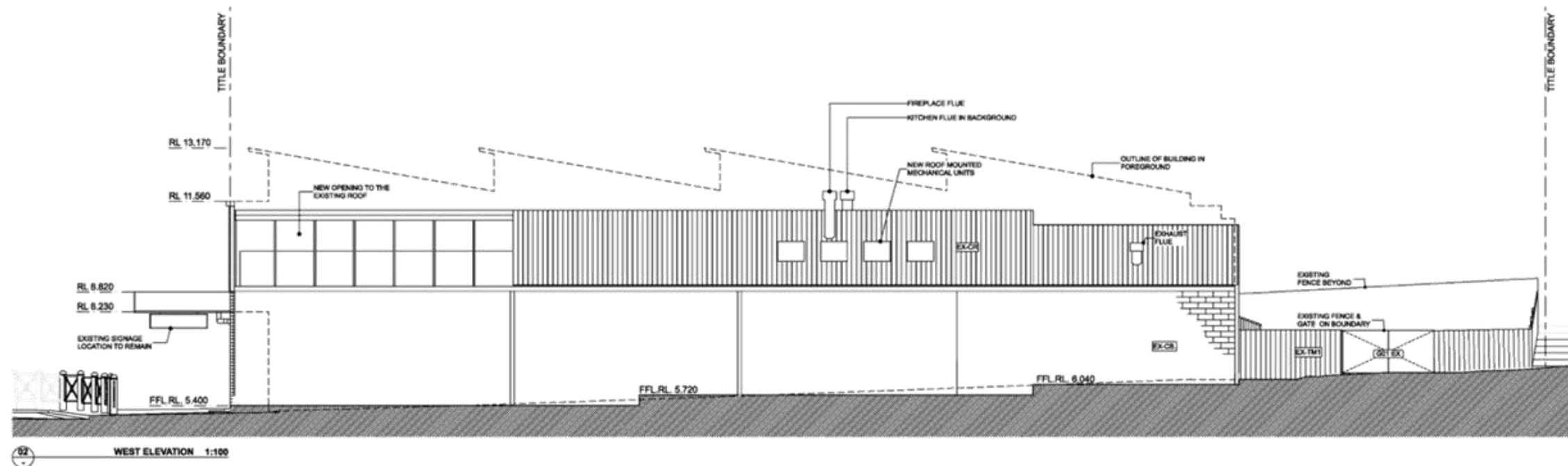
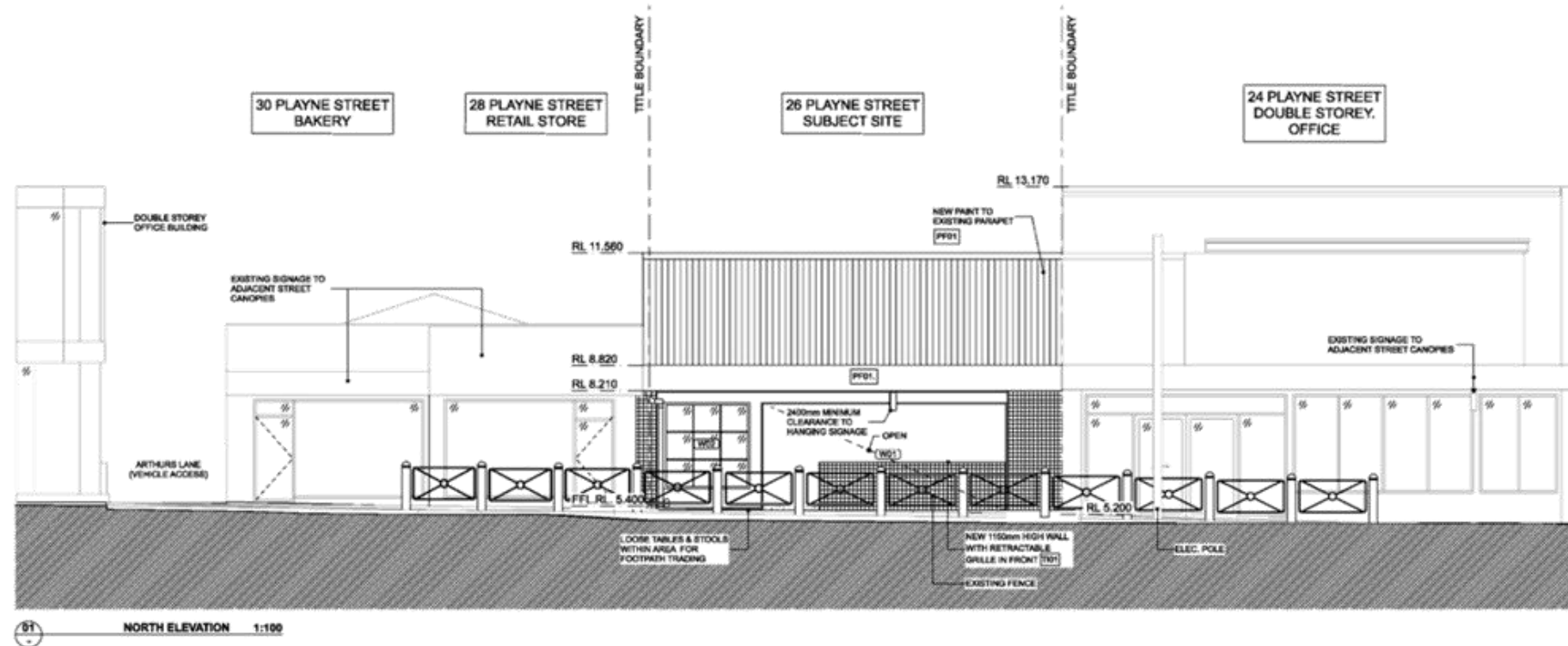
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PROPOSED ROOF PLAN

TOWN PLANNING

The Hop Shop
JOB NO. 19012
26 Playne Street Frankston VIC 3199
CLIENT: Aleworks Pty Ltd
5/8/19

TP-22



REFER TO SEPARATE
DRAWING PACKAGE FOR
PROPOSED SIGNAGE

LEGEND	
	SUN DIRECTION
	DIRECTION OF SITE PHOTO
	SASH/OUT LINE REPRESENTS TITLE BOUNDARY WITH BEARING & DIMENSION
	EXISTING TREE
	LINE OF NATURAL GROUND LINE AT TITLE BOUNDARY
	LINE OF NATURAL GROUND LINE AT BUILDING FACE
	RD ROLLER DOOR
	HW HABITABLE WINDOW
	NGL NATURAL GROUND LINE
	TM TEMPORARY BENCH MARK
	AHD AUSTRALIAN HEIGHT DATUM
	LPOD LEGAL POINT OF DISCHARGE
	GM GAS METER
	WM WATER METER
	SP SEWER PIT
	SB SEWER BRANCH
	MB METER BOX
	AC AIR CONDITIONER
	TP TELECOMMUNICATION PIT
	EP ELECTRICAL POLE
	LP LIGHT POLE
	HWS HOT WATER SERVICE

	SEWER PIPE (200mm CONCRETE MAIN) DEPTH & OFFSET TO BE CONFIRMED
	STORMWATER DRAINAGE LEGAL POINT OF DISCHARGE TO BE CONFIRMED

DRAWING TAGS / WALL HATCHES	
	FINISHED FLOOR LEVEL TO RL
	FINISHED CEILING LEVEL TO RL
	WALL TYPE
	SPOT LEVEL RL
	SECTION / ELEVATION REF. SHEET REF. NUMBER
	EXISTING WALL
	NEW WINDOW / DOOR RETAINED
	NEW WINDOW / DOOR REMOVED
	NEW WINDOW / DOOR SET ASIDE

FINISHES	
EXISTING	
EX	GENERAL EXISTING FINISH
EX-BR	EXISTING BRICK
EX-CB	EXISTING CONCRETE BLOCK
EX-CP	EXISTING CONCRETE PAVING (STREET)
EX-CR	EXISTING CORRUGATED IRON ROOFING
EX-CS	EXISTING COLORBOND STEEL
EX-PT	EXISTING PAINT FINISH
EX-ST	EXISTING STEEL
EX-TM	EXISTING TIMBER

PROPOSED	
CON	CONCRETE
CS	COLORBOND STEEL
FAB	FABRIC ARMING
GL	GLASS - CLEAR
MD	METAL DECK ROOFING
RM	RUMOR
TM	TIMBER

PROPOSED ELEVATIONS

TOWN PLANNING

The Hop Shop
JOB NO. 18012
26 Playne Street Frankston VIC 3199
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5/8/19

TP-30

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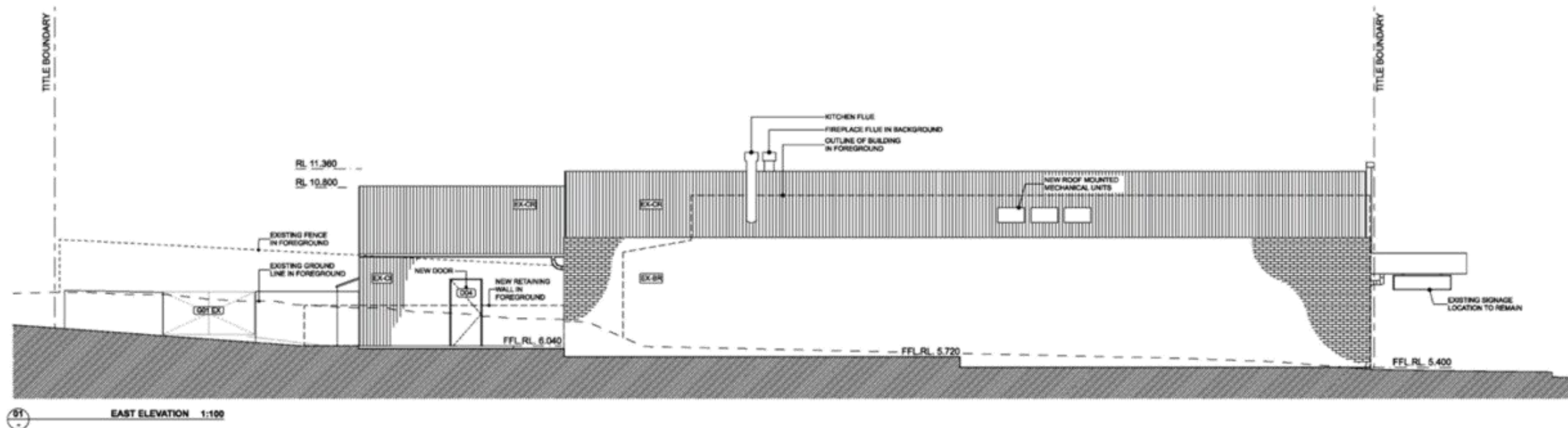
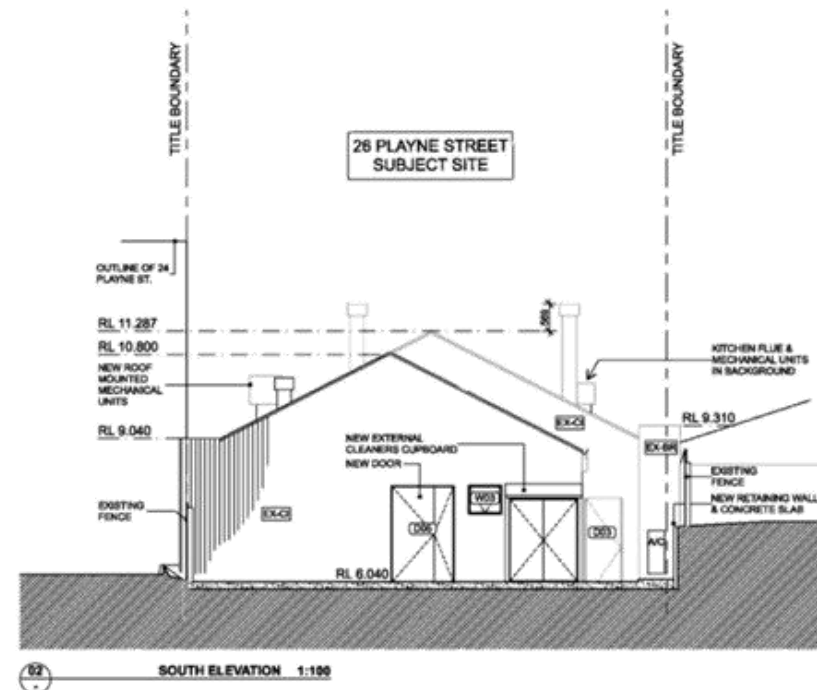
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	EXISTING TREE
	LINE OF NATURAL GROUND LINE AT TITLE BOUNDARY
	LINE OF NATURAL GROUND LINE AT BUILDING FACE
	RD ROLLER DOOR
	HW PARTABLE WINDOW
	NGL NATURAL GROUND LINE
	TBM TEMPORARY BENCH MARK
	AHD AUSTRALIAN HEIGHT DATUM
	LPOD LEGAL POINT OF DISCHARGE
	GM GAS METER
	WM WATER METER
	SP SEWER PIT
	SB SEWER BRANCH
	MB METER BOX
	AC AIR CONDITIONER
	TP TELECOMMUNICATION PIT
	EP ELECTRICAL POLE
	LP LIGHT POLE
	HWS HOT WATER SERVICE

	SEWER PIPE 150mm CONCRETE MAIN
	SEWER PIPE 150mm CONCRETE MAIN
	STORMWATER DRAINAGE LEGAL POINT OF DISCHARGE TO BE CONFIRMED

DRAWING TAGS / WALL HATCHES	
	FINISHED FLOOR LEVEL TO RL
	FINISHED GROUND LEVEL TO RL
	WALL TYPE
	SPOT LEVEL RL
	SECTION / ELEVATION REF. SHEET REF. NUMBER
	EXISTING WALL
	EX WINDOW / DOOR RETAINED
	EX WINDOW / DOOR REMOVED
	NEW WINDOW / DOOR RET. SUB.

FINISHES	
EXISTING	
EX	GENERAL EXISTING FINISH
EX-BR	EXISTING BRICK
EX-CB	EXISTING CONCRETE BLOCK
EX-CP	EXISTING CONCRETE PAVING (STREET)
EX-CR	EXISTING CORRUGATED IRON ROOFING
EX-CS	EXISTING COLORBOND STEEL
EX-PT	EXISTING PAINT FINISH
EX-ST	EXISTING STEEL
EX-SW	EXISTING STONEWORK
EX-TM	EXISTING TIMBER

PROPOSED	
CON	CONCRETE
CS	COLORBOND STEEL
FA	FABRIC ARMING
GL	GLASS - CLEAR
MD	METAL DECK ROOFING
RD	ROLLER DOOR
TM	TIMBER

PROPOSED ELEVATIONS

TOWN PLANNING

The Hop Shop
JOB NO. 19012
26 Playne Street Frankston VIC 3199
CLIENT: Aleworks Pty Ltd
9/8/19

TP-32

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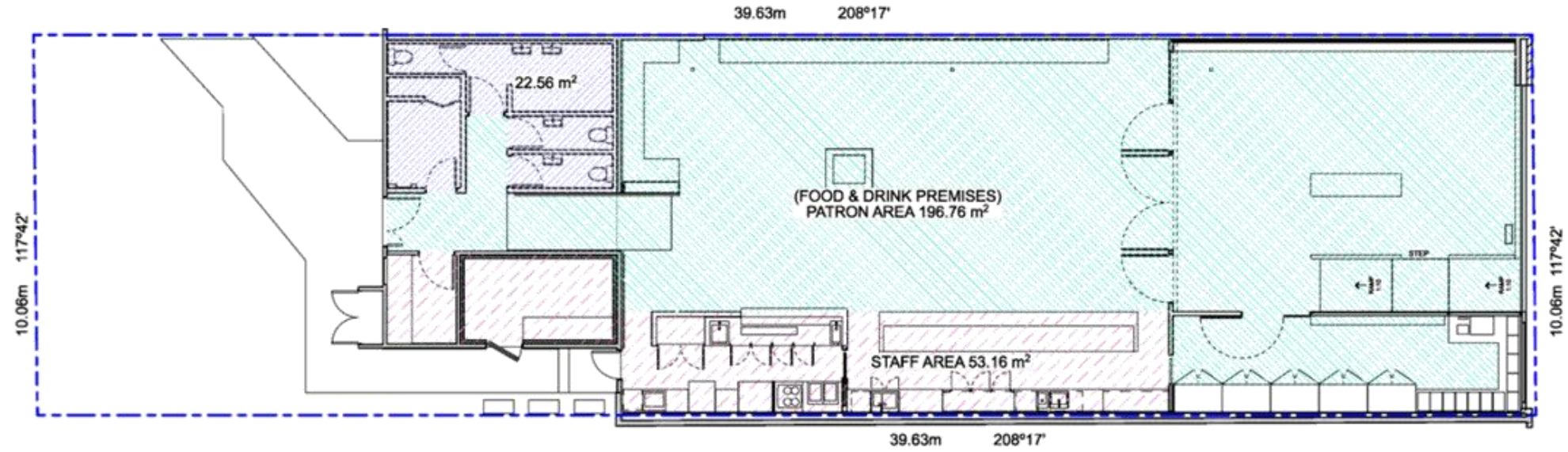
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ADVERTISED PLAN



01 PROPOSED GROUND FLOOR USAGE PLAN 1:100

FOOD & DRINK PREMISES - TAVERN	
HOURS: MONDAY	12:00pm - 11:00pm
TUESDAY / WEDNESDAY	12:00pm - 11:30pm
THURSDAY / FRIDAY / SATURDAY	12:00pm - 1:00am
SUNDAY	12:00pm - 11:30pm
GOOD FRIDAY & ANZAC DAY	1:00pm - 10:00pm
PATRONS	250

BOTTLE SHOP	
HOURS: MONDAY - SUNDAY	12:00pm - 11:00pm
GOOD FRIDAY & ANZAC DAY	1:00pm - 9:00pm

STAFF	8
-------	---



PROPOSED LAND USE PLANS

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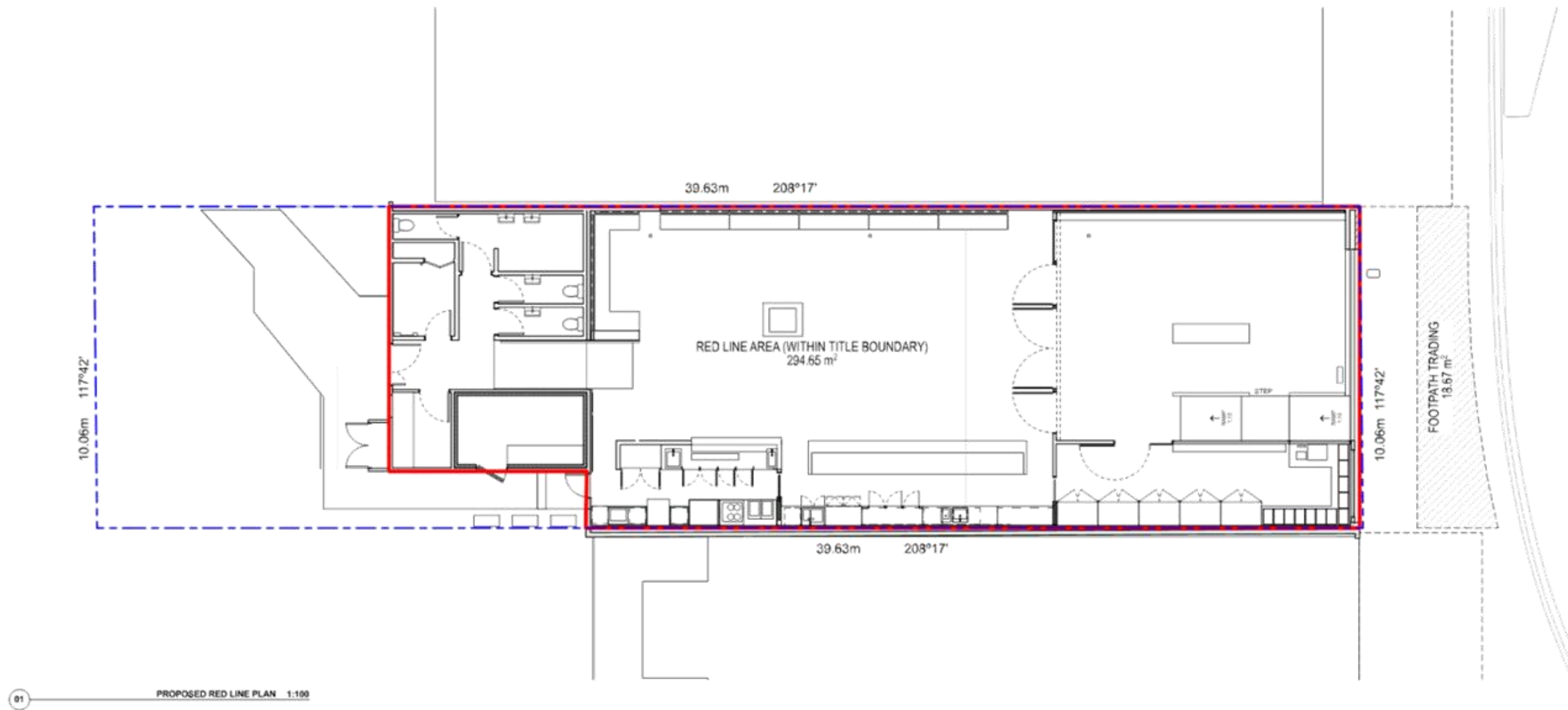
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TOWN PLANNING
The Hop Shop
JOB NO. 18012
26 Playne Street Frankston VIC 3199
CLIENT: Aleworks Pty Ltd
5/8/19
TP-50



PROPOSED RED LINE PLAN

TOWN PLANNING

The Hop Shop
JOB NO. 15012
25 Playne Street Frankston VIC 3199
CLIENT: Aleworks Pty Ltd
2019/18

TP-51 Rev.A

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EXTERNAL FINISHES SCHEDULE



EX-BR EXISTING BRICK



EX-CB EXISTING CONCRETE BLOCK



EX-CO EXISTING CONCRETE



EX-CP EXISTING CONCRETE PAVING



EX-CR CORRUGATED IRON ROOFING



EX-CS COLORBOND STEEL



EX-ST STONEWORK



CO01 CONCRETE



FA01 FABRIC AWNING



GL01 GLASS



MD01 METAL DECK ROOFING



PF01 NEW PAINT TO EXISTING CLADDING



TI01 TILES

ADVERTISED PLAN



3D VIEWS & FINISHES

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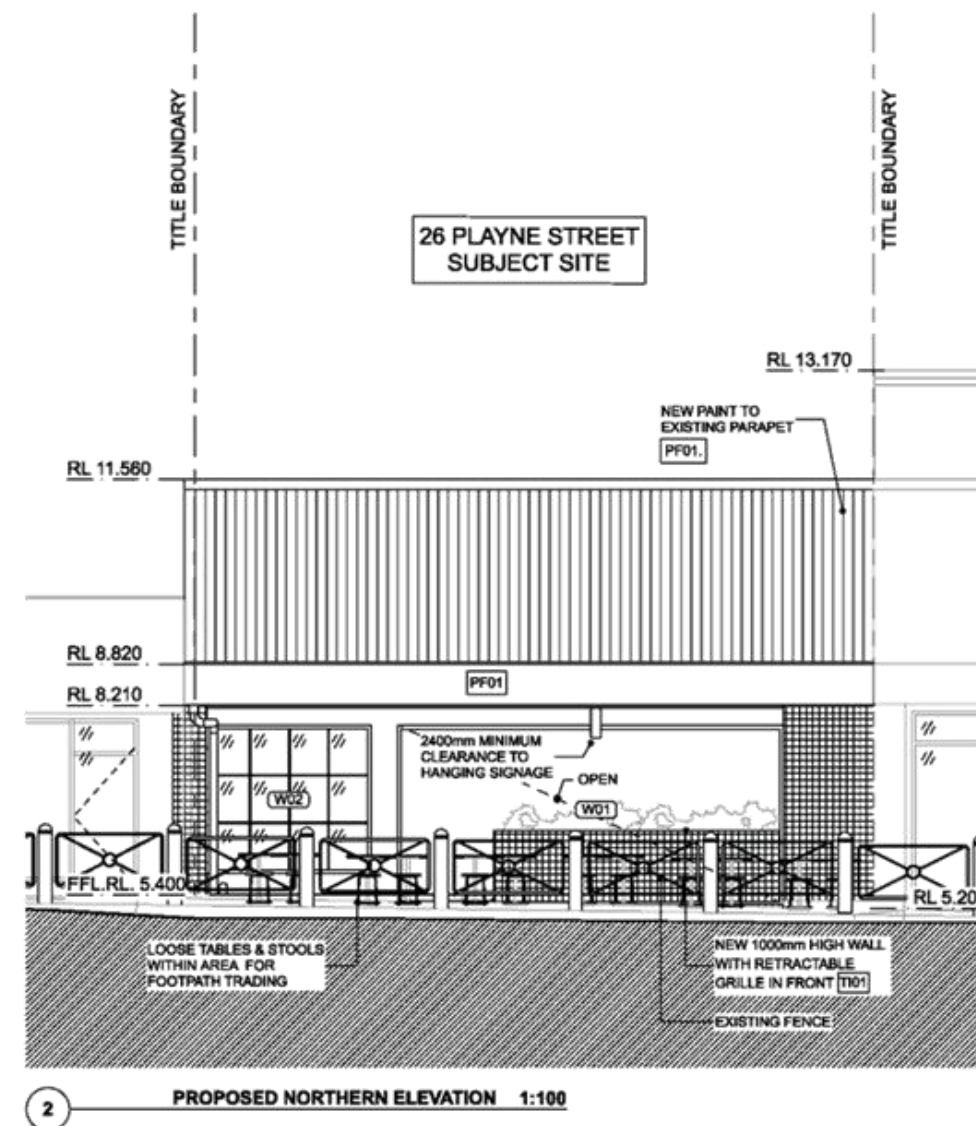
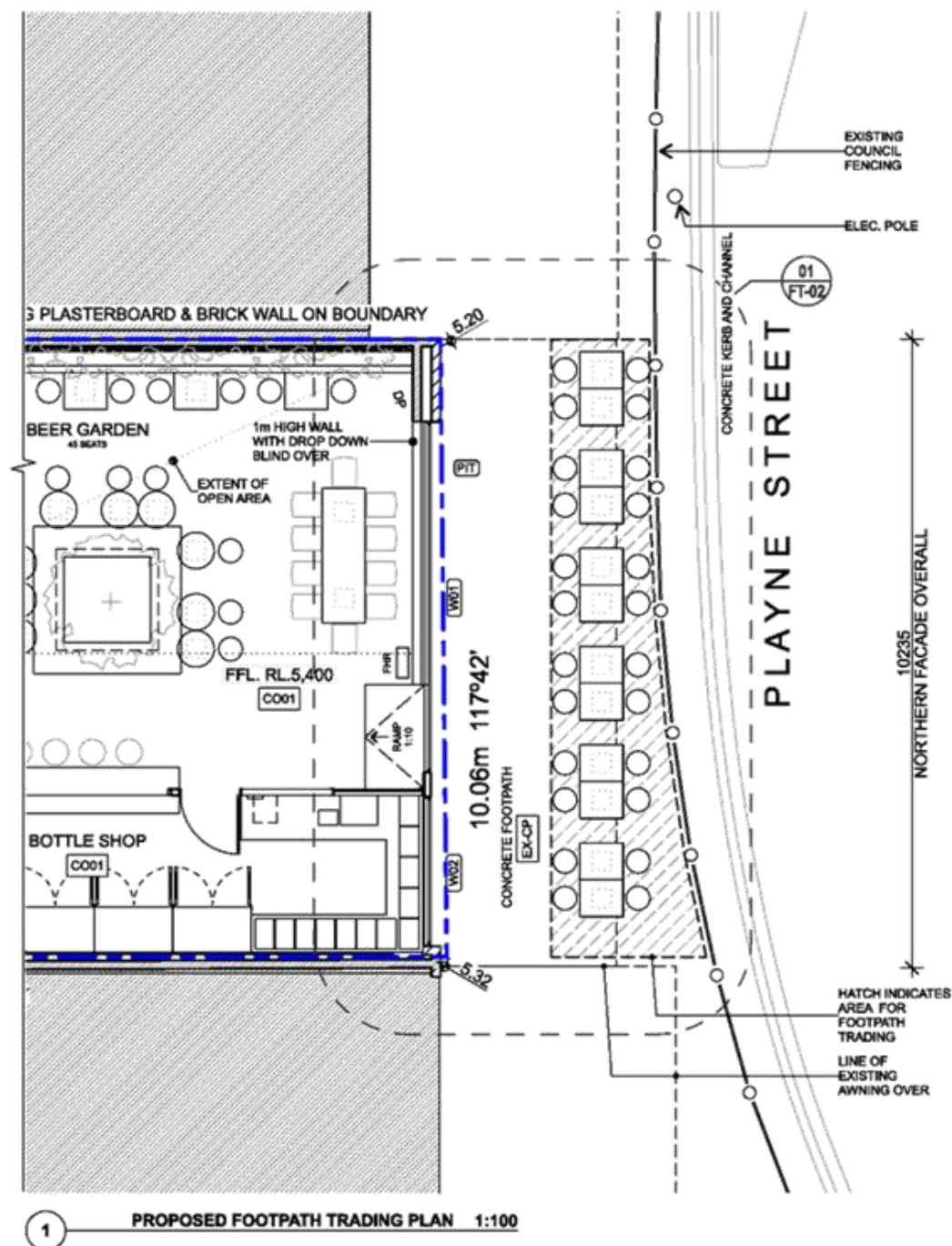
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TOWN PLANNING
The Hop Shop
JOB NO. 19012
26 Payne Street Frankston VIC 3199
CLIENT: Aleworks Pty Ltd
9/8/19

TP-60

ADVERTISED PLAN



FOOTPATH TRADING

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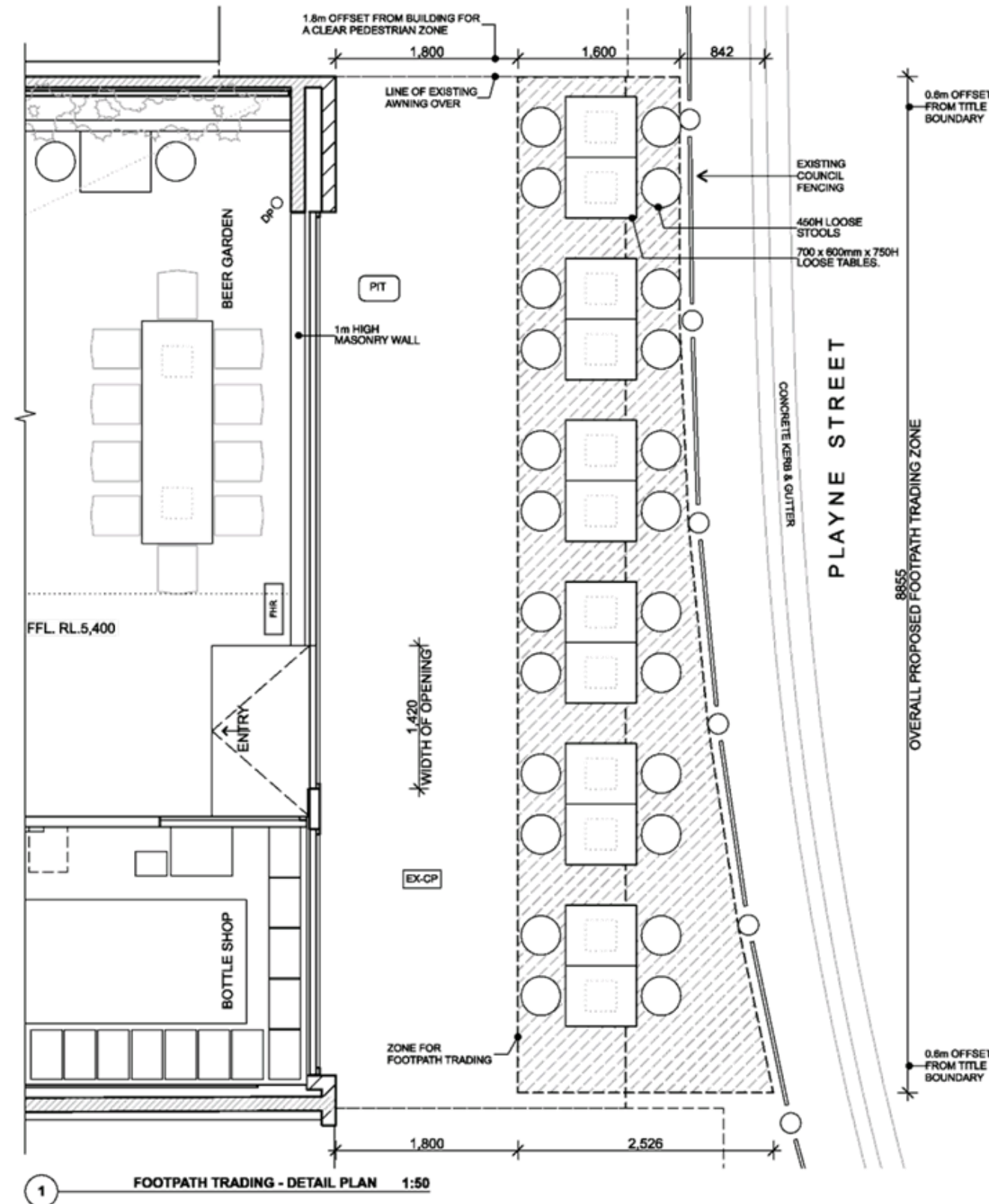


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The Hop Shop
JOB NO. 19012
26 Playne Street Frankston VIC 3199
CLIENT: Aleworks Pty Ltd
15/7/19

FT-01



ADVERTISED PLAN

DRAWING TAGS / WALL HATCHES			
EXIST	EXISTING DOOR / WINDOW	EXIST	EXISTING FINISH
EX-CP	EXISTING CONCRETE PAVING	EX-CP	EXISTING CONCRETE PAVING (STREET)
EX-CP	EXISTING CONCRETE PAVING (STREET)	EX-CP	EXISTING CORRUGATED IRON ROOFING
EX-CP	EXISTING CORRUGATED IRON ROOFING	EX-CP	EXISTING COLORBOND STEEL
EX-CP	EXISTING COLORBOND STEEL	EX-CP	EXISTING PAINT FINISH
EX-CP	EXISTING PAINT FINISH	EX-CP	EXISTING STEEL
EX-CP	EXISTING STEEL	EX-CP	EXISTING STONEMASONRY
EX-CP	EXISTING STONEMASONRY	EX-CP	EXISTING TIMBER

FINISHES	
EXIST	GENERAL EXISTING FINISH
EX-CP	EXISTING CONCRETE
EX-CP	EXISTING CONCRETE BLOCK
EX-CP	EXISTING CONCRETE PAVING (STREET)
EX-CP	EXISTING CORRUGATED IRON ROOFING
EX-CP	EXISTING COLORBOND STEEL
EX-CP	EXISTING PAINT FINISH
EX-CP	EXISTING STEEL
EX-CP	EXISTING STONEMASONRY
EX-CP	EXISTING TIMBER
PROPOSED	
COO1	CONCRETE
COO1	COLORBOND STEEL
FAB1	FABRIC AWNING
GLD1	GLASS - CLEAR
MDR1	METAL DECK ROOFING

FOOTPATH TRADING - FURNITURE SETOUT

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The Hop Shop

JOB NO. 19012

26 Playne Street Frankston VIC 3199

CLIENT: Aleworks Pty Ltd

15/7/19

FT-02

ADVERTISED PLAN

From the desk of
Alex Crampton.

The Hop Shop
Frankston
↓
Signage

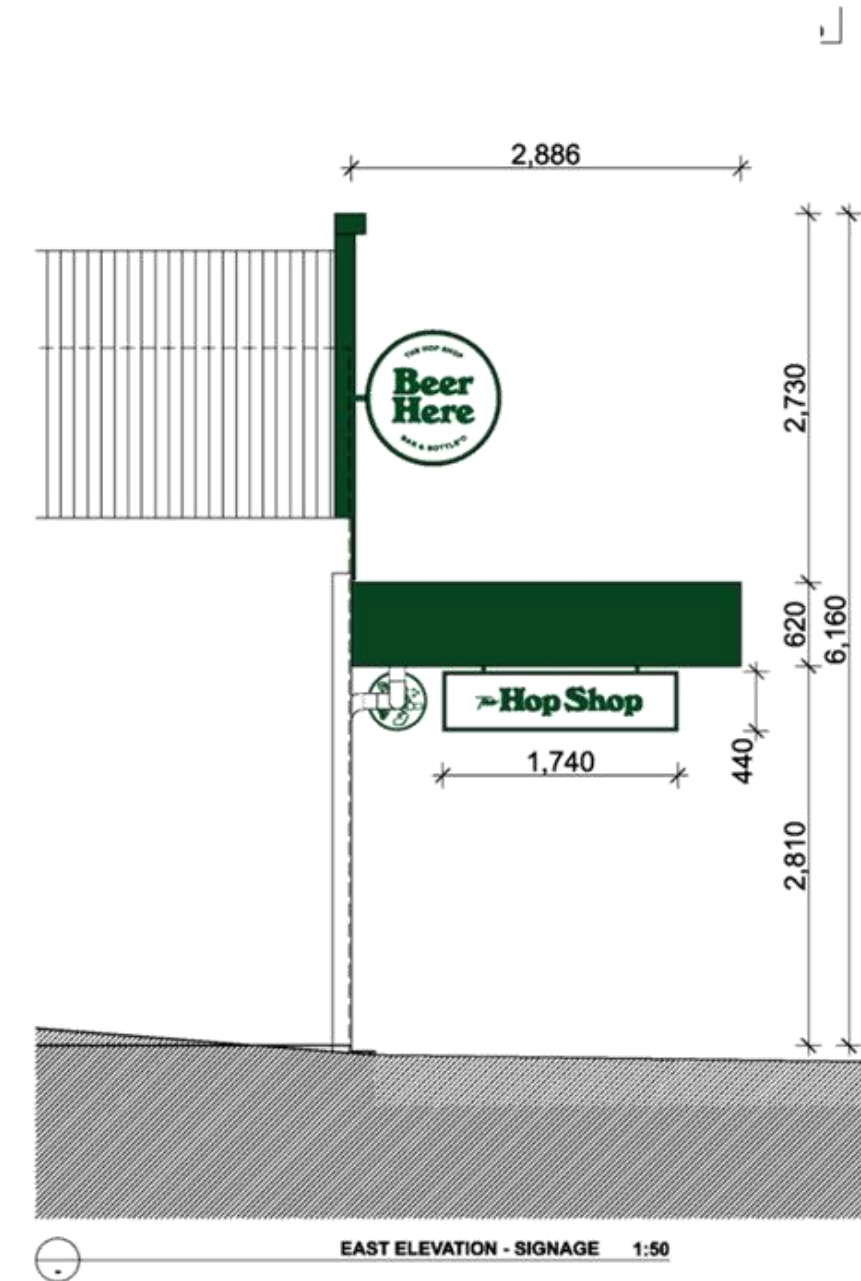
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alexcrmpn@gmail.com

A
C

Hop Shop
Frankston

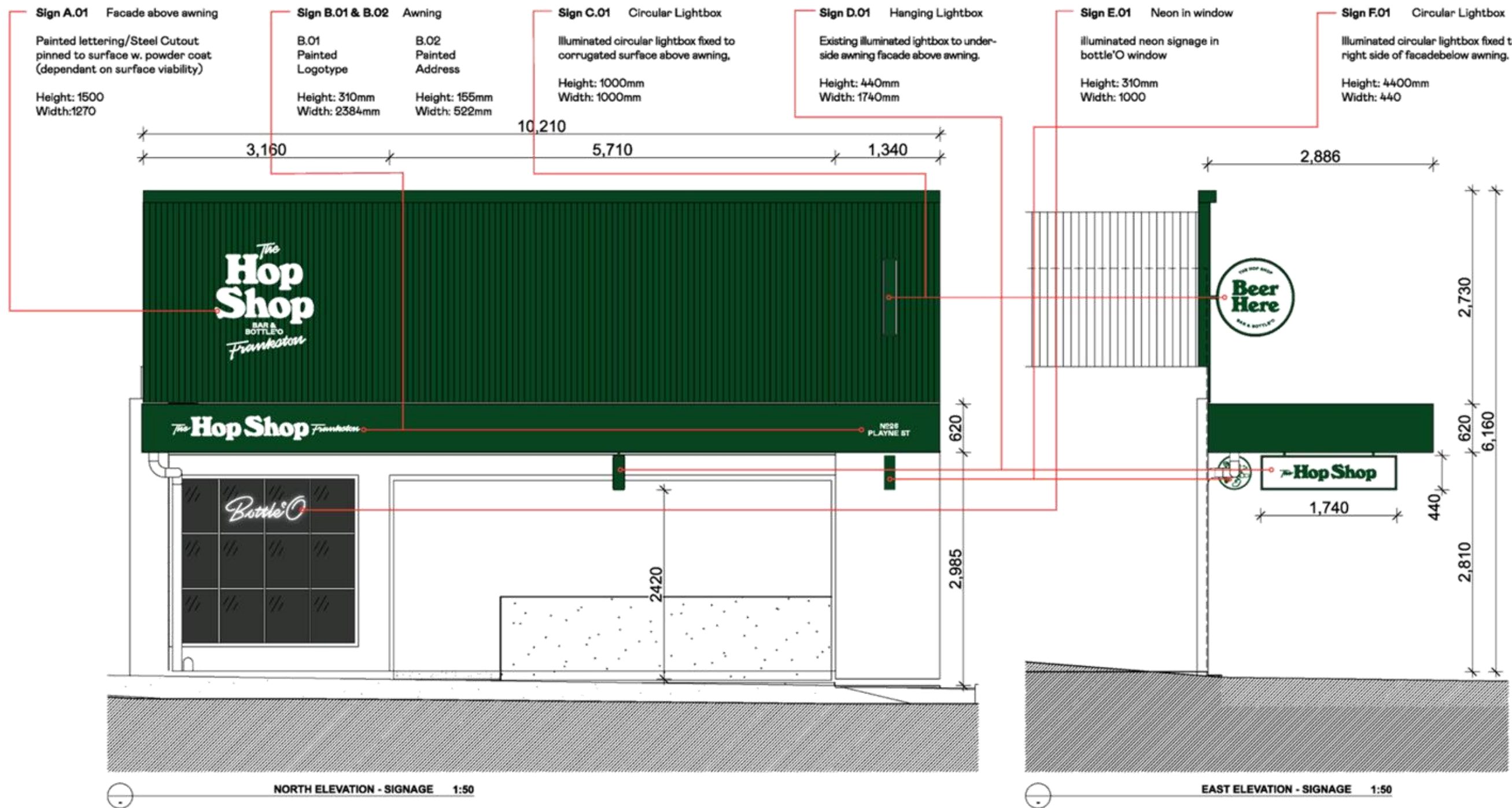
Signage

ADVERTISED PLAN
PP 102



A
C Hop Shop Frankston Signage Dimensions + description

ADVERTISED PLAN PP 003



A
C

Hop Shop
Frankston

Signage

Sign A.01
Facade above awning

ADVERTISED PLAN

PP
04

Signage Type
Painted lettering/Steel Cutout
pinned to surface w. powder coat
(dependant on surface viability)

Location
on corrugated surface above
awning, centered above window on
left side of facade.

Dimensions
Height: 1500
Width:1270

Illuminated
No



A
C

Hop Shop
Frankston

Signage

Sign B.01 & B.02
Awning

ADVERTISED PLANS

PP
05

B.01

Signage Type
Painted logotype

Location
On awning, centered above win-
dow on left side of facade.

Dimensions
Height: 310mm
Width: 2384mm

Illuminated
No



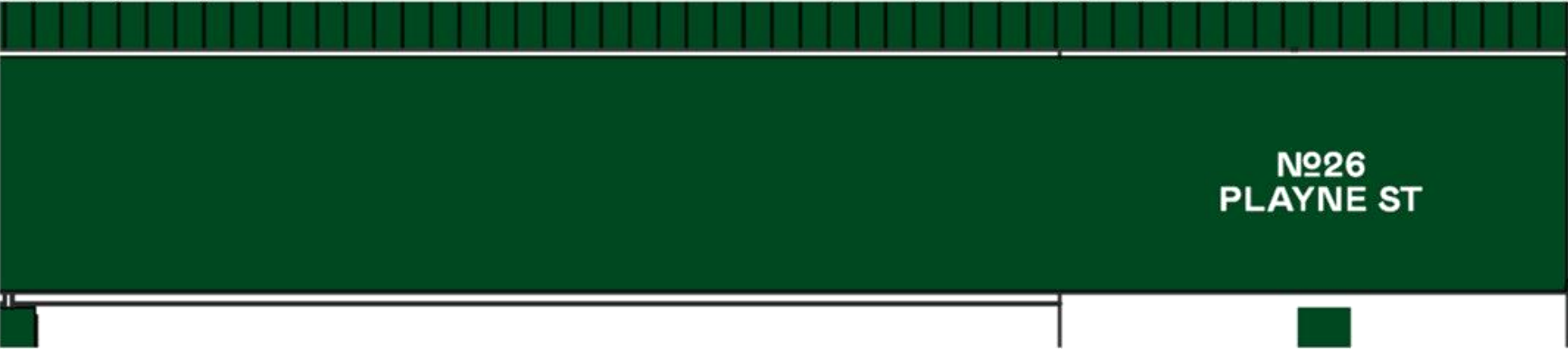
B.02

Signage Type
Painted Address Lettering

Location
On awning, centered above wall at
rightside of facade

Dimensions
Height: 155mm
Width: 522mm

Illuminated
No



A
C

Hop Shop
Frankston

Signage

Sign C.01
Facade above awning

ADVERTISED PLAN

PP
06

Signage Type
Circular Lightbox with
applied lettering.

Location
Fixed to corrugated surface above
awning, centered above wall on
right side of facade.

Dimensions
Height: 1000
Width:1000

Illuminated
yes



A
C

Hop Shop
Frankston

Signage

Sign D.01
Hanging lightbox fixed below awning

ADVERTISED PLAN

PP
007

Signage Type
Rectangular Lightbox with applied logotype.

Location
Existing lightbox location, fixed hang from awning above entrance.

Dimensions
Height: 1000
Width: 1000

Illuminated
yes



A
C

Hop Shop
Frankston

Signage

Sign E.01
Neon in window

ADVERTISED PLAN

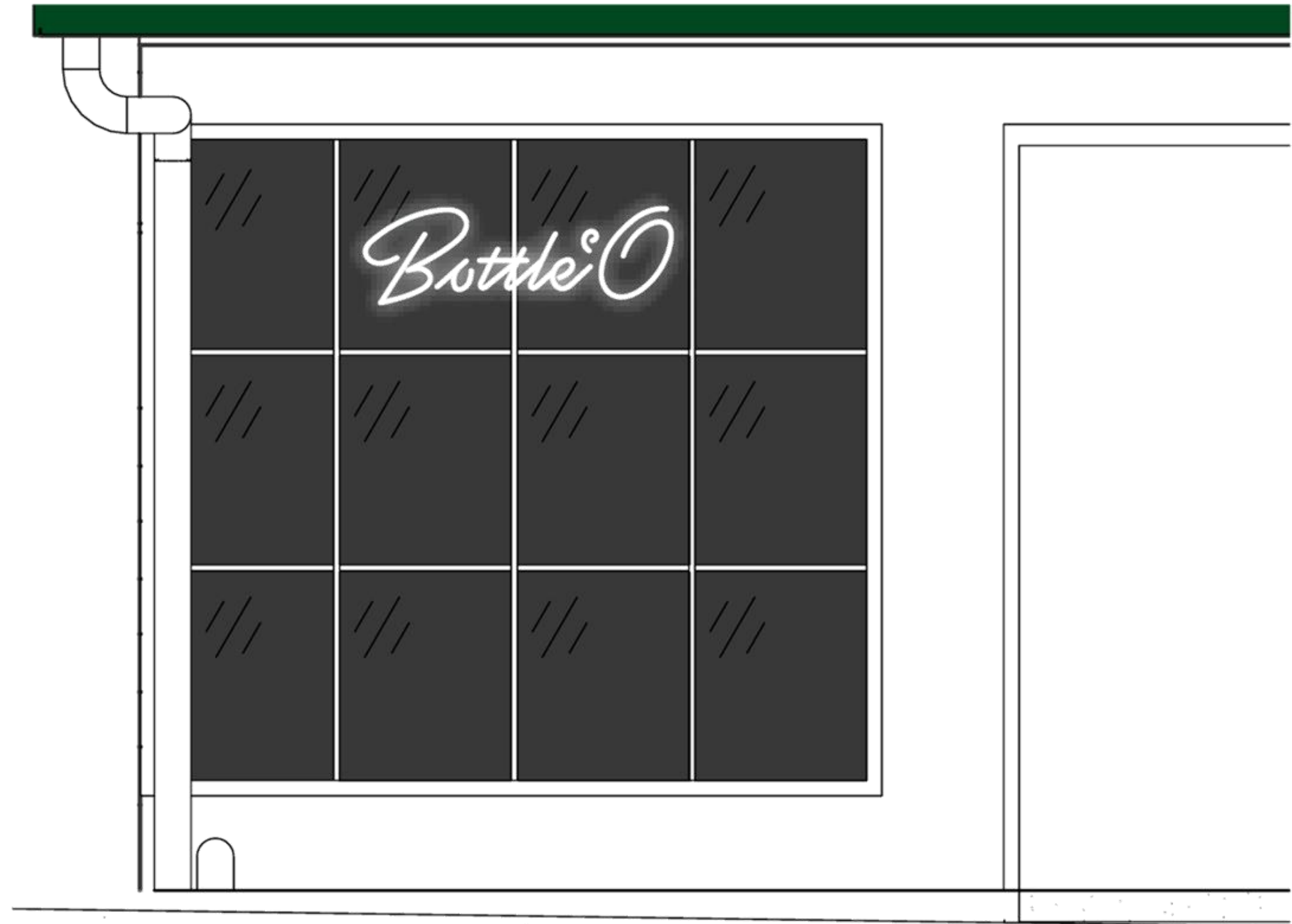
PP
08

Signage Type
Neon lettering displayed in window

Location
Visible in the top of the window on
lower right of facade,

Dimensions
Height: 310mm
Width: 1000

Illuminated
yes



A
C

Hop Shop
Frankston

Signage

Sign F.01
Small Circular Lightbox

ADVERTISED PLAN

PP
09

Signage Type
Circular lightbox displaying brand mascot/character.

Location
Fixed perpendicular to wall below awning on right of facade.

Dimensions
Height: 440mm
Width: 440

Illuminated
yes



A
C

Hop Shop
Frankston

Signage

ADVERTISED PLANNING PERMIT

From the desk of
Alex Crampton.

That's all for now.

0434 053 377
alxormptn@gmail.com

Executive Summary**11.3 Frankston Planning Scheme Amendment C131 - Report on exhibition of the Amendment and authorise officers to request the Minister for Planning to approve the Amendment as exhibited**

Enquiries: (Stuart Caldwell: Community Development)

Council Plan

Community Outcome:	1. Planned City
Strategy:	1.2 Development and Housing
Priority Action	1.2.3 Ensure built form, displays architectural excellence and embodies creative urban design

Purpose

To brief Council on the exhibition of Amendment C131 and authorise officers to request the Minister for Planning to approve the Amendment as exhibited.

Recommendation (Director Community Development)

That Council:

1. Notes that Amendment C131 was exhibited from 9 September 2019 to 14 October 2019 and that there were no submissions received.
2. Adopts the Frankston Planning Scheme Amendment C131 as exhibited.
3. Authorises officers to request the Minister for Planning to approve the Amendment as exhibited.

Key Points / Issues

- At its meeting on 1 April 2019, Council resolved to authorise officers to prepare the Amendment documents and to make an application to the Minister for Planning in accordance with Section 9(3) of the *Planning and Environment Act 1987* to obtain authorisation to prepare Amendment C131 in accordance with Sections 17-19 of the *Planning and Environment Act 1987*.
- The proposed Amendment will apply to land which is currently affected by Schedules 1-6 of the Development Plan Overlay (DPO) contained in the Frankston Planning Scheme.
- The various DPOs cover General Residential Zoned, Commercial Zoned and Industrial Zoned land within the Urban Growth Boundary (UGB). These DPOs affect small areas of Frankston, Carrum Downs, Skye, Langwarrin and Frankston South and include residential estates and commercial and industrial areas.
- The various DPO Schedules required that for the affected areas a 'Development Plan' was to be prepared before any subdivision or development was to occur. These development plans prescribe the location of public infrastructure such as roads, schools, shopping centres and parkland.
- The DPO also exempts the notice and review requirements for all town planning applications for land covered by the overlay. This means that such applications cannot be advertised to adjoining land owners and occupiers. Third party appeal rights are therefore unavailable to this group. *(The rationale for this was that any development that complies with the DPO is 'pre-approved'. The consequence was that should a proposed development not properly conform with the DPO it cannot even be considered for approval – it is effectively prohibited).*

11.3 Frankston Planning Scheme Amendment C131 - Report on exhibition of the Amendment and authorise officers to request the Minister for Planning to approve the Amendment as exhibited**Executive Summary**

- It is now considered warranted to remove Schedules 1-6 of the DPO as the affected areas have been developed in accordance with their development plans. The removal of the DPO Schedules will also allow for any new town planning applications to be advertised and third party appeal rights being available for affected persons.
- Following authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C131 in accordance with Sections 17-19 of the *Planning and Environment Act 1987*, the Amendment was exhibited from 9 September to 14 October 2019, which provided the opportunity for review and formal comment on the proposed Planning Scheme Amendment. Formal notice of the Amendment was published in the Frankston Leader on 9 September and 23 September 2019 and in the Victorian Government Gazette on 12 September 2019. Information was made available on Council's and DELWP's website, and at the Frankston Civic Centre. Notice of the Amendment was also given by the posting of letters to relevant Statutory Authorities and Prescribed Ministers.
- No submissions have been received by Council.
- It is recommended that Council authorises officers to request the Minister for Planning to approve the Amendment as exhibited.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are financial costs, however, these costs can be accommodated within existing budgets.

Consultation**1. Exhibition**

Planning Scheme Amendment C131 was placed on exhibition for 5 weeks from 9 September 2019 to 14 October 2019. The exhibitions included:

- Formal notice of the Amendment published in the Frankston Leader on 9 September and 23 September 2019.
- Advertisement on the "*Your Council – Our Community*" page of the Frankston Leader on 9 September and 23 September 2019.
- Information of the Amendment posted on Council's website.
- Information of the Amendment posted on the Department of Environment, Land, Water and Planning website.

11.3 Frankston Planning Scheme Amendment C131 - Report on exhibition of the Amendment and authorise officers to request the Minister for Planning to approve the Amendment as exhibited**Executive Summary**

- Notice given to prescribed Ministers and relevant authorities.
- Notice published in the Government Gazette on 12 September 2019.

2. Submissions

No submissions have been received.

Analysis (Environmental / Economic / Social Implications)

Proposed Planning Scheme Amendment C131 will have positive social implications as the removal of the Schedules to the DPO will allow for future town planning applications in the affected areas to be advertised to adjoining property owners and occupiers. This will also allow for affected people to exercise their third party appeal rights to town planning applications.

The removal of the Schedules to the DPO will allow for simpler planning application assessments saving time and expense for both planning applicants and Council officers.

There will be no foreseeable environmental implications resulting from proposed Planning Scheme Amendment C131.

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

Procurement procedures and protocols are relevant to this matter.

When undertaking a Planning Scheme Amendment Council is required to follow the *Planning and Environment Act 1987* and *Ministerial Direction No. 15* which outlines the timeframes and steps in the planning scheme amendment process.

Policy Impacts

The proposed removal of the DPO Schedules will require an amendment to the Frankston Planning Scheme.

Officer's Declaration of Interests

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

Risk Mitigation

Removing the DPO Schedules over the affected areas of Frankston, Carrum Downs, Skye, Langwarrin and Frankston South will allow for town planning applications to be advertised to adjoining property owners and occupiers. This will also allow for these people to exercise their third party appeal rights to town planning applications.

Conclusion

In response to exhibition of Amendment C131, no submissions have been received.

11.3 Frankston Planning Scheme Amendment C131 - Report on exhibition of the Amendment and authorise officers to request the Minister for Planning to approve the Amendment as exhibited**Executive Summary**

It is therefore requested that Council adopt the Amendment as exhibited, and that Council authorise officers to request the Minister for Planning to approve the Amendment as exhibited.

Recommendation (Director Community Development)

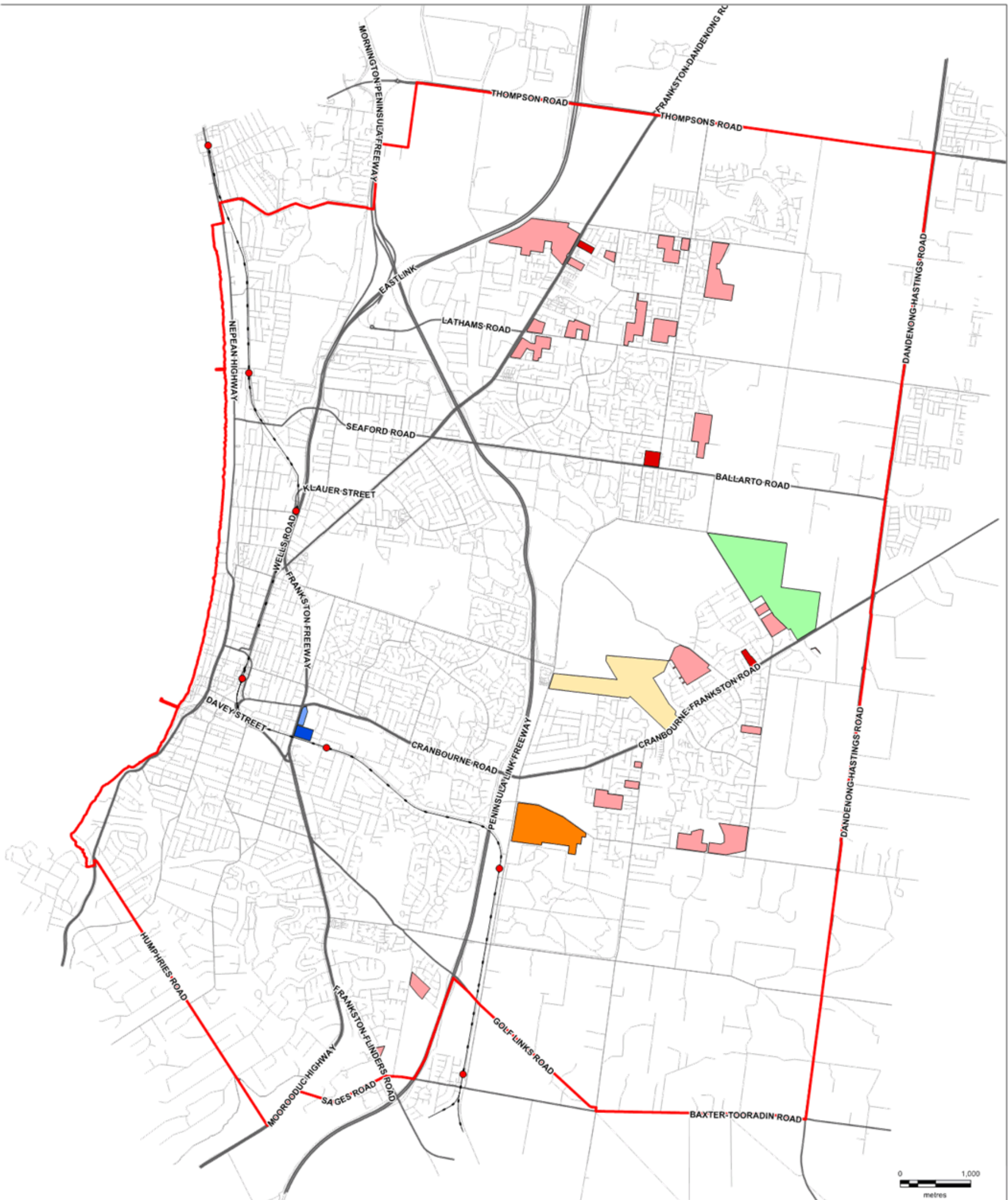
That Council:

1. Notes that Amendment C131 was exhibited from 9 September 2019 to 14 October 2019 and that there were no submissions received.
2. Adopts the Frankston Planning Scheme Amendment C131 as exhibited.
3. Authorises officers to request the Minister for Planning to approve the Amendment as exhibited.

ATTACHMENTS

- | | |
|---------------|---|
| Attachment A: | Areas of FCC affected by Developmnt Plan Overlays |
| Attachment B: | Carrum Downs Development Plan |
| Attachment C: | Langwarrin Development Plan |

Frankston City Council Development Plan Overlay



0 1,000
metres

Planning Overlay - DPO

DPO1	DPO6
DPO2	DPO7
DPO3	
DPO4	
DPO5	

Infrastructure - Railway

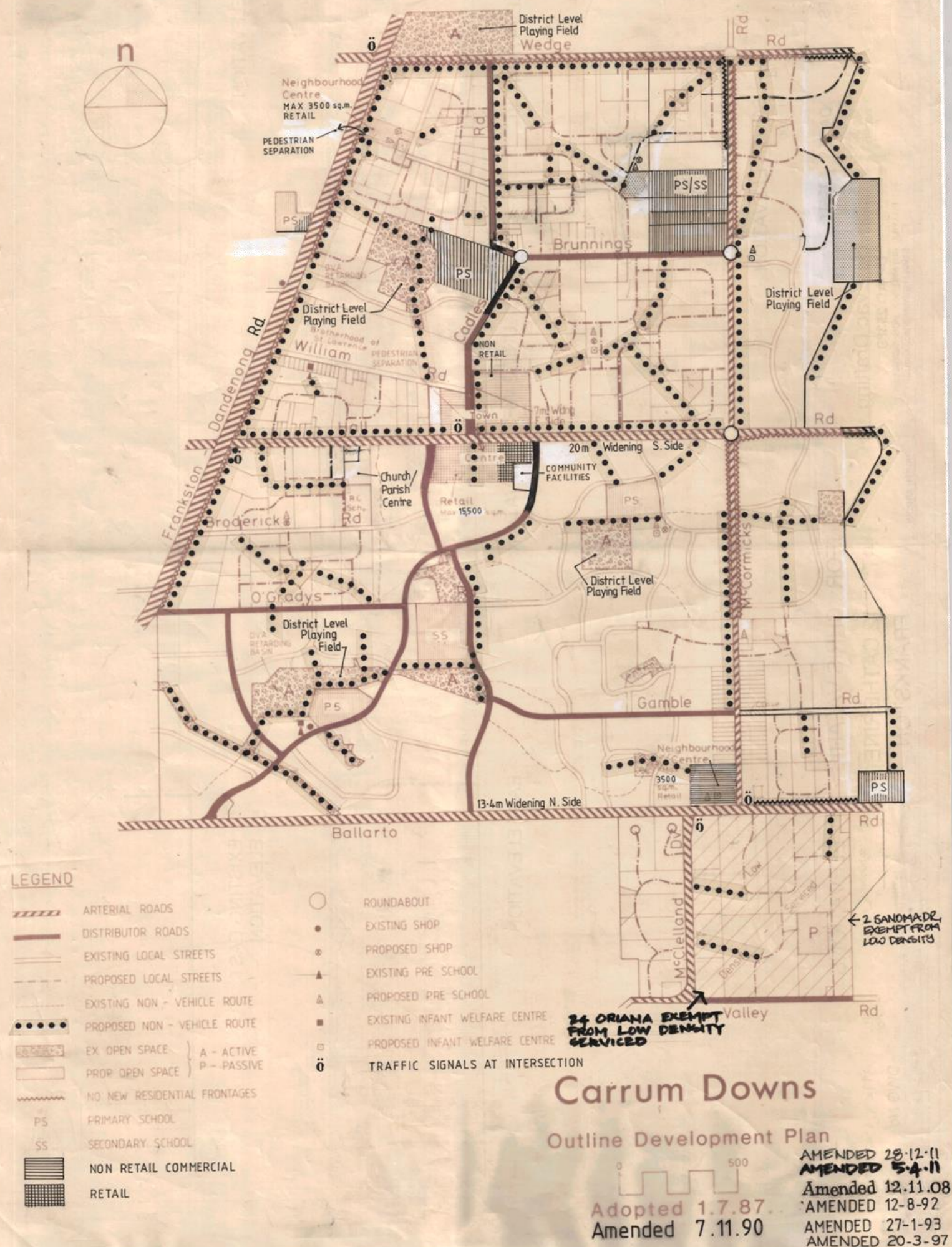
- Railway Station
- Railway Line

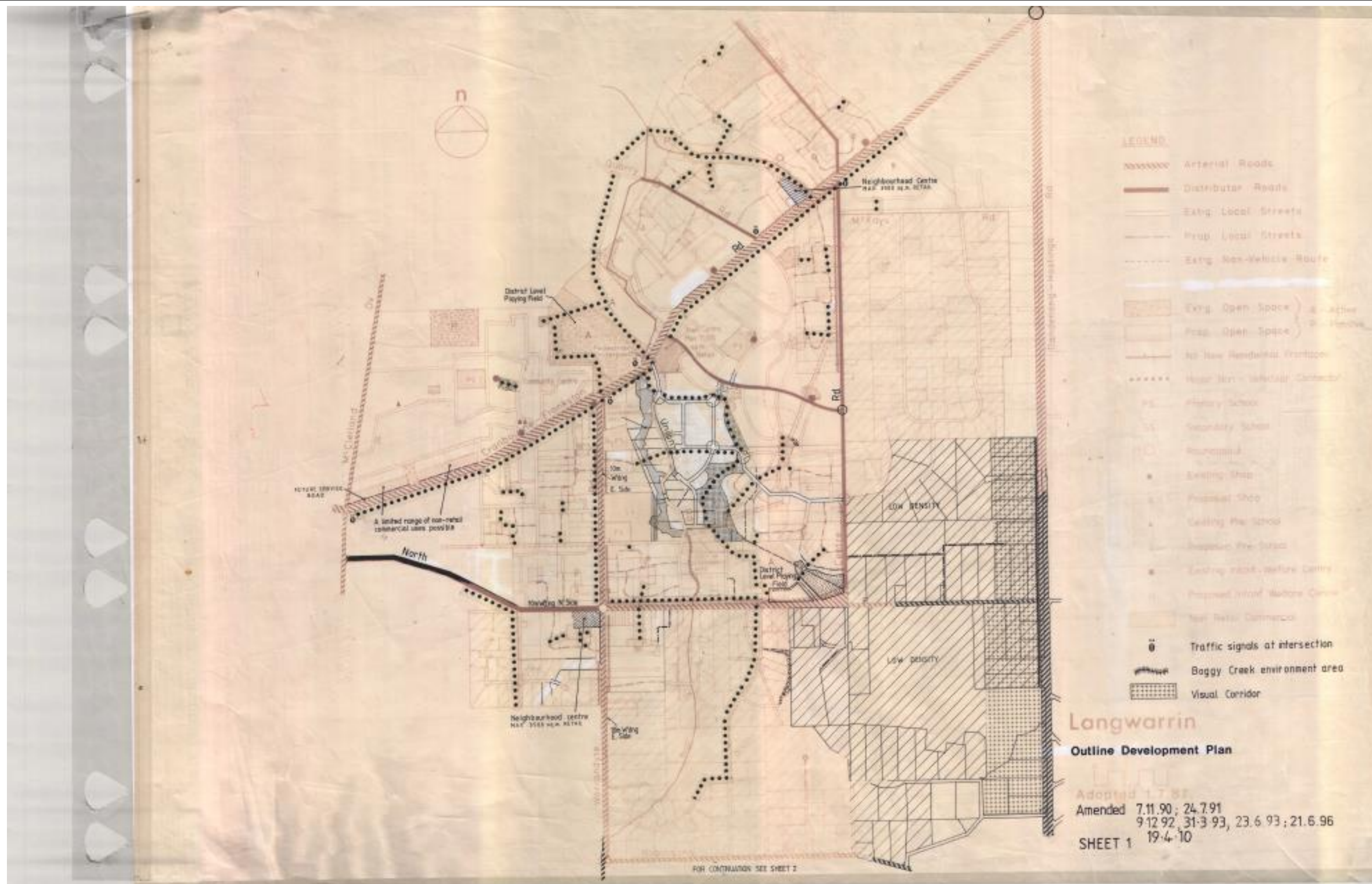
Printed: 13/03/2019



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Executive Summary**11.4 September 2019 Planning and Environment Progress Report**

Enquiries: (Stuart Caldwell: Community Development)

Council Plan

Community Outcome:	4. A Well Managed City
Strategy:	4.2 Systems
Priority Action	4.2.3 Facilitate informed decision making through informed reporting and data management

Purpose

To provide Council with an update on the exercise of planning delegations by Council officers for the month of September 2019.

Recommendation (Director Community Development)

That Council receives and notes the September 2019 Planning and Environment Progress Report.

Key Points / Issues

- This report provides Council with an update on the exercise of planning delegations by Council officers on the following items:
 - Planning applications received;
 - Planning decisions;
 - Subdivision applications received;
 - Subdivision decisions;
 - Planning scheme amendments;
 - VCAT appeal register; and
 - VCAT decisions.
- In September 2019, 84 applications for planning permits or amendments to permits were received, and 93 applications determined. A total of 73% of permit decisions were made within 60 statutory days.
- As at the time of preparation of this report, there are 238 undecided planning permit, amendment to planning permit, and plan approval applications currently with Council.
- 16 decisions related to multi-dwelling applications. 14 of these applications complied with the Multi-Dwelling Visitor Car Parking Guidelines.
- 3 VCAT decisions were handed down during the month.

Financial Impact

The Victorian Government introduced the “Fair Go Rates” system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

11.4 September 2019 Planning and Environment Progress Report**Executive Summary**

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

Where a party seeks review of Council's decision at the Victorian Civil and Administrative Tribunal, Council will incur representation costs. Often, Council is represented by its officers and these costs are managed within Council's adopted budget. However where a matter is complex or involves legal issues, or where Council decides an application at variance with the officers recommendation, an external representative will be engaged. The type and cost of the representative engaged will vary depending on the nature of the application and issues in contention.

Indicatively, costs to engage a planning consultant representative for a VCAT case typically range between \$4,000 and \$8,000 (depending on hearing length), and between \$10,000 and \$50,000+ for legal representation (again, depending on hearing length and potential engagement of expert witnesses).

Consultation

This report provides details of all planning applications and decisions that are required to be considered in accordance with the Frankston Planning Scheme and the Planning and Environment Act (1987).

Consultation occurs with the community as part of the planning process of each application that requires public advertising.

Analysis (Environmental / Economic / Social Implications)

This report will not result in any identified environmental, economic or social impacts.

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.

Officer's Declaration of Interests

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

Risk Mitigation

There are no identified risks noted in relation to the preparation of this report.

Conclusion

This report provides Council with an overview of the activities and decisions made on planning applications in the month of September 2019.

11.4 September 2019 Planning and Environment Progress Report**Executive Summary**

ATTACHMENTS

Attachment A: [↓](#) September 2019 Planning and Environment Progress Report

Progress Report – Planning Applications Received For The Application Date: From 1/09/2019 To 30/09/2019				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
92/2019/P/VS	North-East	8/81 Edward Street, Langwarrin 3910	To construct extensions to a dwelling on a lot less than 300.0 square metres in the General Residential Zone (GRZ)	2/09/2019
93/2019/P/VS	North-East	2/15 Bradford Drive, Carrum Downs 3201	To construct extensions to a dwelling on a lot less than 300.0 square metres in the General Residential Zone (GRZ)	2/09/2019
369/2019/P	North-East	35 Barnett Avenue, Carrum Downs 3201	To construct buildings and works for one (1) single storey dwelling within the tree protection zone of a tree listed in the Significant Landscape Overlay - Schedule 5 (SLO5)	6/09/2019
370/2019/P	North-East	5 Highview Road, Skye 3977	To use the land for and to undertake buildings and works in association with the use of the land for Agriculture in a Rural Conservation Zone Schedule 2 (RCZ2)	6/09/2019
96/2019/P/VS	North-East	106 Colemans Road Carrum Downs 3201	Business identification signage	9/09/2019
104/2019/P	North-East	26 Tucker Boulevard, Carrum Downs 3201	Satisfaction Matters	9/09/2019
379/2019/P	North-East	29 William Road, Carrum Downs 3201	To construct buildings and works for one (1) single storey dwelling within the Tree Protection Zone of a tree listed in the Significant Landscape Overlay - Schedule 5 (SLO5)	9/09/2019
98/2019/P/VS	North-East	45 Progress Drive, Carrum Downs 3201	To construct or carry out works within an existing warehouse for a mezzanine in an Industrial 1 Zone (IN1Z)	10/09/2019
97/2019/P/VS	North-East	45 Progress Drive, Carrum Downs 3201	To construct a mezzanine floor to extend the storage space in our warehouse	11/09/2019
99/2019/P/VS	North-East	6 Oasis Court, Carrum Downs 3201	To construct a building and construct and carry out works (verandah) to an existing dwelling on a lot less than 300.0 square metres in a General Residential Zone (GRZ)	12/09/2019
384/2019/P	North-East	92 Cadles Road, Carrum Downs 3201	To construct twenty-four (24) dwellings on a lot in a General Residential Zone Schedule 1 (GRZ1) and to remove native vegetation	13/09/2019
100/2019/P/VS	North-East	4 Arbor Way, Carrum Downs 3201	To construct buildings and works in an Industrial 1 Zone (IN1Z)	17/09/2019

Progress Report – Planning Applications Received For The Application Date: From 1/09/2019 To 30/09/2019				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
390/2019/P	North-East	11 Landstead Court, Carrum Downs 3201	To construct one (1) double storey dwelling to the side of the existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)	20/09/2019
393/2019/P	North-East	25 Southgateway, Langwarrin 3910	To erect and display business identification signage	20/09/2019
105/2019/P/VS	North-East	20/17 Coco Parade, Skye 3977	To construct buildings and works to an existing dwelling (verandah) on a lot less than 300.0 square metres in a General Residential Zone (GRZ)	24/09/2019
104/2019/P/VS	North-East	26 Cedar Street, Langwarrin 3910	Two (2) lot subdivision	24/09/2019
395/2019/P	North-East	842 Frankston-Dandenong Road, Carrum Downs 3201	To use the land for a place of worship and associated accommodation (Section 2 Use in a Green Wedge Zone (GWZ)), to construct a building and construct and carry out works in a Green Wedge Zone (GWZ), to construct a building and construct and carry out works and to remove vegetation in an Environmental Significance Overlay Schedule 2 (ESO2), to remove and construct a building and construct and carry out works in the Tree Protection Zone of substantial trees in a Significant Landscape Overlay Schedule 2 (SLO2), to remove native vegetation and to create/alter access to a road in a Road Zone Category 1	26/09/2019
397/2019/P	North-East	45 Yazaki Way, Carrum Downs 3201	Signage	30/09/2019
North-East Ward = 18				
366/2019/P	North-West	30 Wunalla Road, Seaford 3198	Two (2) lot subdivision	2/09/2019
94/2019/P/VS	North-West	2/4 Bardia Avenue, Seaford 3198	To construct one (1) double storey dwelling in a Special Building Overlay (SBO)	3/09/2019
367/2019/P	North-West	54 Kareela Road, Frankston 3199	To construct three (3) double storey dwellings on a lot in a General Residential Zone (GRZ)	4/09/2019

Progress Report – Planning Applications Received For The Application Date: From 1/09/2019 To 30/09/2019				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
378/2019/P	North-West	45 Fortescue Avenue, Seaford 3198	To construct one (1) single storey and one (1) double storey dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)	10/09/2019
376/2019/P	North-West	1 Vermay Avenue, Frankston 3199	To construct three (3) double storey dwellings on a lot in a General Residential Zone Schedule (GRZ) and to construct buildings and works in a Special Building Overlay (SBO)	10/09/2019
381/2019/P	North-West	2 Kananook Avenue, Seaford 3198	To carry out buildings and works for a domestic spa in a Special Building Overlay (SBO)	11/09/2019
380/2019/P	North-West	14 Johnstone Street, Seaford 3198	To construct one (1) single storey and two (2) double storey dwellings (three (3) dwellings on a lot) in a General Residential Zone (GRZ) and to construct buildings and works in a Special Building Overlay (SBO)	11/09/2019
382/2019/P	North-West	47 Fortescue Avenue, Seaford 3198	To construct two (2) double storey dwellings on a lot in a General Residential Zone (GRZ) and to construct a building and construct and carry out works in a Special Building Overlay (SBO)	12/09/2019
387/2019/P	North-West	12 Sturdee Street, Seaford 3198	To construct two (2) double storey dwellings on a lot in a General Residential Zone Schedule 1 (GRZ1)	17/09/2019
389/2019/P	North-West	26 Cricklewood Avenue, Frankston 3199	To construct six (6) double storey dwellings on a lot in a General Residential Zone (GRZ)	18/09/2019
106/2019/P/VS	North-West	242 Nepean Highway, Seaford 3198	To construct buildings and works to an existing dwelling in a Land Subject to Inundation Overlay (LSIO)	24/09/2019
109/2019/P/VS	North-West	4 Rushcliffe Court, Frankston 3199	To construct a deck and pergola to an existing dwelling	25/09/2019
107/2019/P/VS	North-West	332 & 334 Cranbourne Road, Frankston 3199	To construct buildings and works in a Commercial 1 Zone (C1Z) and to erect and display business identification signage	25/09/2019
391/2019/P	North-West	Nepean Hwy Seaford, 3198	To remove native vegetation	25/09/2019

Progress Report – Planning Applications Received For The Application Date: From 1/09/2019 To 30/09/2019				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
392/2019/P	North-West	21 Ebdale Street, Frankston 3199	To construct twelve (12) dwellings on a lot in a Residential Growth Zone Schedule 1 (RGZ1), to construct a building and construct and carry out works in a Special Building Overlay (SBO) and a Design and Development Overlay Schedule 12 (DDO12)	25/09/2019
North-West Ward = 15				
95/2019/P/VS	South	1 Kirkby Court, Frankston South 3199	To construct or carry out works in a Design and Development Overlay Schedule 1 (DDO1)	4/09/2019
368/2019/P	South	8-12 Nolan Street, Frankston 3199	To erect and display business identification signage	4/09/2019
374/2019/P	South	120-128 Robinsons Road, Langwarrin South 3911	Buildings and works associated with a Section 2 Use (Education Centre) in a Rural Conservation Zone Schedule 3 (RCZ3)	9/09/2019
372/2019/P	South	12 Palm Court, Frankston 3199	To construct and carry out works for a double storey dwelling in a Land Subject to Inundation Overlay (LSIO)	9/09/2019
371/2019/P	South	85 McComb Boulevard, Frankston South 3199	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings); to construct buildings and works exceeding 40% building coverage in a Design and Development Overlay - Schedule 9; to construct buildings and works within the Tree Protection Zone of substantial trees in a Significant Landscape Overlay - Schedule 4	9/09/2019

Progress Report – Planning Applications Received For The Application Date: From 1/09/2019 To 30/09/2019				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
373/2019/P	South	555 Nepean Highway, Frankston 3199	To vary the restricted covenant contained in Instrument of Transfer 1089986 in Volume 07866 Folio 028 by replacing the words: 'that no building other than one dwelling house with the usual outbuildings and offices will be erected on said Lot three hereby transferred'; with the words; 'that no more than three dwellings, together with the usual outbuildings and offices will be erected on said Lot three hereby transferred'	9/09/2019
375/2019/P	South	22 Marcus Road, Frankston South 3199	To carry out works in the Tree Protection Zone of substantial trees in a Significant Landscape Overlay Schedule 3 (SLO3) and to construct an outbuilding in a Design and Development Overlay Schedule 1 (DDO1)	10/09/2019
386/2019/P	South	435 Nepean Highway, Frankston 3199	To construct and carry out works in a Commercial 1 Zone (C1Z) associated with a telecommunications facility	13/09/2019
383/2019/P	South	18 Fenton Crescent, Frankston South 3199	To construct buildings and works to an existing dwelling	13/09/2019
385/2019/P	South	33 Genista Street, Frankston South 3199	Two (2) lot subdivision	13/09/2019
388/2019/P	South	641A Nepean Highway, Frankston South 3199	To construct one (1) double storey dwelling to the front of the existing dwelling (two (2) dwellings on a lot) in a General Residential Zone Schedule 1 (GRZ1), to create access to a Road in a Road Zone category 1, to construct a building and construct and carry out works in the Tree Protection Zone of a Substantial Tree in a Significant Landscape Overlay Schedule 4 (SLO4) and to construct a building and carry out buildings and works in a Design and Development Overlay Schedule 9 (DDO9)	17/09/2019
102/2019/P/VS	South	3 Lunan Place, Frankston South 3199	To construct a domestic swimming pool in a Design and Development Overlay Schedule 9 (DDO9)	19/09/2019

Progress Report – Planning Applications Received For The Application Date: From 1/09/2019 To 30/09/2019				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
101/2019/P/VS	South	73 Fleetwood Crescent, Frankston South 3199	To remove one (1) tree	19/09/2019
103/2019/P/VS	South	11 Hoadley Avenue, Frankston South 3199	To construct a building in the Tree Protection Zone of a substantial tree in a Significant Landscape Overlay Schedule 4 (SLO4) and within 7.5 metres of the road frontage in a Design and Development Overlay Schedule 9 (DDO9)	23/09/2019
108/2019/P/VS	South	34 Cliff Road, Frankston 3199	To construct a pool fence within the Erosion Management Overlay (Schedule 3)	25/09/2019
111/2019/P/VS	South	19 Davey Street, Frankston 3199	Buildings and works to the existing building (replacement of roof) in a Commercial 1 Zone	26/09/2019
394/2019/P	South	38 Hillcrest Road, Frankston 3199	Five (5) lot subdivision	26/09/2019
110/2019/P/VS	South	7 Liddesdale Avenue, Frankston South 3199	To construct buildings and works in a Design and Development Overlay Schedule 9 (deck and pergola)	26/09/2019
396/2019/P	South	16-22 Playne Street, Frankston 3199	To use the land for an indoor recreation facility, to sell and consume liquor, to erect and display business identification signage and a reduction in the car parking requirements of Clause 52.06 of the Frankston Planning Scheme	30/09/2019
South Ward = 19				
Total New Applications = 52				

Progress Report – Amendments to Planning Permits Received For The Application Date: From 1/09/2019 To 30/09/2019				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
662/2009/P/C	East	144 Cadles Road, Carrum Downs 3201	Secondary Consent - To construct sixteen (16) dwellings, vegetation removal and sixteen (16) lot subdivision in stages	10/09/2019
East Ward = 1				
319/2019/P/A	North-East	9 Whimbrel Crescent, Carrum Downs 3201	Extension of Time - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings)	9/09/2019
319/2015/P/F	North-East	28-40 Colemans Road, Carrum Downs 3201	Extension of Time - To construct up to eighty-five (85) factories and a reduction in car parking	10/09/2019
72/2016/P/B	North-East	7 Silkwood Rise, Carrum Downs 3201	Secondary Consent - To construct four (4) warehouses	10/09/2019
179/2013/P/A	North-East	81 Edward Street, Langwarrin 3910	Secondary Consent - To construct nine (9) single storey dwellings and the removal of an easement	10/09/2019
662/2009/P/C	North-East	10 Bradford Drive, Carrum Downs 3201	Secondary Consent - To construct sixteen (16) dwellings, vegetation removal and sixteen (16) lot subdivision in stages	10/09/2019
362/2017/P/D	North-East	1195B Frankston-Dandenong Road, Carrum Downs 3201	Secondary Consent - 15To construct seven (7) double storey dwellings and the removal of one (1) tree on Lot 217 (Tree No. 627) within Stage 6 of the Wattlewood Estate	16/09/2019
303/2018/P/B	North-East	2 & 4 Cedebe Place, Carrum Downs 3201	Secondary Consent - Construction of buildings and works and use the land as a Photography Studio	16/09/2019
462/2018/P/C	North-East	88 Northgateway, Langwarrin 3910	Secondary Consent - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings) and a two (2) lot subdivision	26/09/2019
494/2014/P/F	North-East	560 Frankston-Dandenong Road, Carrum Downs 3201	Section 72 - To use and develop the site for a Micro-brewery, sale and consumption of liquor, cafe (food and drink premises) and a variation to the carparking requirements	26/09/2019
North-East Total = 9				

Progress Report – Amendments to Planning Permits Received For The Application Date: From 1/09/2019 To 30/09/2019				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
369/2016/P/C	North-West	6 John Street, Frankston 3199	Secondary Consent - To construct three (3) double storey dwellings	3/09/2019
483/2014/P/D	North-West	11 St George Court, Frankston 3199	Secondary Consent - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings)	9/09/2019
323/2012/P/A	North-West	236 Frankston-Dandenong Road, Seaford 3198	Secondary Consent - To use the land as a Medical Centre and associated building and works and business identification signage	10/09/2019
86/2017/P/B	North-West	20 Poplar Street, Frankston North 3200	Section 72 - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings)	10/09/2019
217/2019/P/B	North-West	1/101 Fortescue Avenue, Seaford 3198	Secondary Consent - To construct a dwelling in a Special Building Overlay (SBO)	12/09/2019
369/2016/P/D	North-West	6 John Street, Frankston 3199	Extension of Time - To construct three (3) double storey dwellings	16/09/2019
154/2018/P/C	North-West	197 Karingal Drive, Frankston 3199	Section 72 - Use of the land for a community space (Place of Assembly), buildings and works to facilitate a major extension to the existing Karingal Hub Shopping Centre, realignment of a drainage easement and vegetation removal	16/09/2019
2/2017/P/VS	North-West	53 Kananook Avenue, Seaford 3198	Section 72 - The construction of one (1) single storey dwelling	17/09/2019
422/2014/P/E	North-West	45 East Road, Seaford 3198	Extension of Time - Construction of one (1) double storey dwelling and two (2) single storey dwellings to the rear of an existing double storey dwelling (four (4) dwellings)	24/09/2019
588/2014/P/D	North-West	1 Glen Alvie Street, Seaford 3198	Secondary Consent - To construct five (5) double storey dwellings	24/09/2019
681/2003/P/A	North-West	33 Austin Road, Seaford 3198	Section 72 - Multi Unit Development (4 units)	25/09/2019
North-West Ward = 11				
32/2017/P/VS	South	3-4 Callaghan Place, Frankston 3199	Extension of time - Subdivision (Re-alignment of boundaries)	4/09/2019

Progress Report – Amendments to Planning Permits Received For The Application Date: From 1/09/2019 To 30/09/2019				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
364/2016/P/C	South	3 Liddesdale Avenue, Frankston South 3199	Secondary Consent - The construction of alterations and extensions to the existing dwelling including the addition of a second storey	6/09/2019
591/2014/P/F	South	65A Wells Street, Frankston 3199	Extension of Time - To construct a three storey building, and to waive car parking and loading bay requirements	9/09/2019
562/2014/P/D	South	46 Ithaca Road, Frankston South 3199	Section 72 - Two (2) lot subdivision	10/09/2019
32/2019/P/VS	South	23 Gulls Way, Frankston South 3199	Secondary Consent - To remove one (1) substantial tree in a Significant Landscape Overlay - Schedule 3	12/09/2019
173/2014/P/D	South	28 Overport Road, Frankston South 3199	Extension of Time - To construct one (1) single storey dwelling to the rear of the existing dwelling (two (2) dwellings)	13/09/2019
51/2017/P/VS	South	12 Willora Court, Frankston South 3199	Secondary Consent - Extension and alterations to the existing dwelling	13/09/2019
266/2018/P/B	South	34-36 Cranbourne Road, Frankston 3199	Secondary Consent - To undertake works and use the land for a Car Park (Section 2 Use) in a General Residential Zone and create and alter access to a road in a Road Zone Category 1	19/09/2019
671/2011/P/H	South	4 Orchard Grove, Frankston South 3199	Extension of Time - To construct four (4) double storey dwellings and the removal of vegetation	23/09/2019
279/2013/P/D	South	19 Robinia Street, Frankston 3199	Section 72 – To use the land for a Child Care Centre, to construct associated buildings and works and to display one (1) business identification sign	24/09/2019
501/2012/P/C	South	302-308 Nepean Highway, Frankston 3199	Extension of time – For construction of a four (4) storey building comprising a semi-basement, eighteen (18) dwellings, café and associated reduction of loading / unloading bay requirements, reduction of car spaces for the café use and alteration of access to a road in a Road Zone Category 1	25/09/2019
South Ward = 11				
Total Amendments = 32				

Progress Report – Planning Application Decisions For The Application Date: From 1/09/2019 To 30/09/2019					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
135/2019/P	North-East	471 North Road, Langwarrin 3910	To construct buildings and works in a Design and Development Overlay; to construct works in the Tree Protection Zone of a substantial tree in a Significant Landscape Overlay - Schedule 1; to use the land for a Section 2 Use (Horse Stables) in a Low Density Residential Zone	Permit Approved	3/09/2019
292/2019/P	North-East	42 Progress Drive, Carrum Downs 3201	To use the land for a Section 2 Use (After-School Care) in an Industrial 1 Zone	Permit Approved	3/09/2019
322/2019/P	North-East	6/2 Malibu Circuit, Carrum Downs 3201	To construct buildings and works for mezzanines in an Industrial 1 Zone (IN1Z)	Permit Approved	3/09/2019
352/2019/P	North-East	117 Lyrebird Drive, Carrum Downs 3201	Two (2) lot subdivision	Permit Approved	5/09/2019
88/2019/P/VS	North-East	29 William Road, Carrum Downs 3201	To remove substantial tree number 564 (Liquidambar styraciflua) listed in the Significant Landscape Overlay Schedule 5 (SLO5)	Application Withdrawn	9/09/2019
183/2019/P/B	North-East	Stringybark Bushland Reserve 315R North Road, Langwarrin 3910	Section 72 - To remove scattered indigenous vegetation, works within the Tree Protection Zones of substantial trees and within five (5) metres of indigenous vegetation within a Significant Landscape Overlay Schedule 1, an Environmental Significance Overlay Schedule 1 and under Clause 52.17 of the Frankston Planning Scheme	Permit Approved	9/09/2019
555/2018/P	North-East	1M Rossiter Road, Carrum Downs 3201	Use and development of the land for a 17 megawatt photovoltaic solar farm	Permit Approved	9/09/2019
60/2019/P	North-East	71-77 Hall Road, Carrum Downs 3201	Use and development of the land for a motel and extension to existing carpark	Permit Approved	9/09/2019

Progress Report – Planning Application Decisions For The Application Date: From 1/09/2019 To 30/09/2019					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
92/2019/P/VS	North-East	8/81 Edward Street, Langwarrin 3910	To construct extensions to a dwelling on a lot less than 300.0 square metres in the General Residential Zone (GRZ)	Application Withdrawn	10/09/2019
93/2019/P/VS	North-East	2/15 Bradford Drive, Carrum Downs 3201	To construct extensions to a dwelling on a lot less than 300.0 square metres in the General Residential Zone (GRZ)	Application Withdrawn	10/09/2019
91/2019/P/VS	North-East	25 Kelvin Grove, Langwarrin 3910	To construct a building and carry out works associated with a Section 2 use (dwelling) in a Rural Conservation Zone Schedule 2 and in the Tree Protection Zone of a substantial tree in a Significant Landscape Overlay Schedule 1 (SLO1)	Permit Approved	11/09/2019
151/2017/P	North-East	105 Taylors Road, Skye 3977	In accordance with the endorsed plans: â€¢ Use and development of land for a place of worship, buildings and works to an existing dwelling and removal of native vegetation.	Permit Approved	12/09/2019
246/2019/P	North-East	3/59 Lathams Road, Carrum Downs 3201	To use the site for motor vehicle and caravan sales within an Industrial 1 Zone	Permit Approved	16/09/2019
246/2019/P	North-East	2/59 Lathams Road, Carrum Downs 3201	To use the site for motor vehicle and caravan sales within an Industrial 1 Zone	Permit Approved	16/09/2019
158/2019/P	North-East	1335 Dandenong-Hastings Road, Langwarrin 3910	To construct an outbuilding in a Rural Conservation Zone Schedule 1 (RCZ1) and Bushfire Management Overlay (BMO) and to carry out buildings and works in the Tree Protection Zone of substantial trees and to remove four (4) native and substantial trees	Permit Approved	17/09/2019
96/2019/P/VS	North-East	106 Colemans Road, Carrum Downs 3201	Business identification signage	Permit Approved	18/09/2019
266/2019/P	North-East	122 Union Road, Langwarrin 3910	To construct two (2) double storey dwellings	Permit Approved	20/09/2019

Progress Report – Planning Application Decisions For The Application Date: From 1/09/2019 To 30/09/2019					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
369/2019/P	North-East	35 Barnett Avenue, Carrum Downs 3201	To construct buildings and works for one (1) single storey dwelling within the tree protection zone of a tree listed in the Significant Landscape Overlay - Schedule 5 (SLO5)	Permit Approved	20/09/2019
285/2019/P	North-East	16 Moorhen Crescent, Carrum Downs 3201	Two (2) lot subdivision	Permit Approved	23/09/2019
354/2019/P	North-East	27 Alder Street, Langwarrin 3910	Two (2) lot subdivision	Permit Approved	25/09/2019
73/2019/P	North-East	57 Gum Nut Drive, Langwarrin 3910	To remove the restrictive covenant contained in the Instrument of Transfer S979704W from Certificate of Title, Volume 10096, Folio 570	Permit Approved	25/09/2019
North-East Ward = 21					
230/2019/P	North-West	13 Elliott Street, Seaford 3198	Two (2) lot subdivision	Permit Approved	2/09/2019
70/2019/P/VS	North-West	6 Hi-Tech Place, Seaford 3198	To construct two (2) warehouses	Permit Approved	3/09/2019
227/2019/P	North-West	19 Boonong Avenue, Seaford 3198	To construct two (2) double storey dwellings and to construct or carry out building and works in a Special Building Overlay (SBO)	Permit Approved	5/09/2019
366/2019/P	North-West	30 Wunalla Road, Seaford 3198	Two (2) lot subdivision	Permit Approved	5/09/2019
553/2018/P	North-West	73 Rosemary Crescent, Frankston North 3200	To construct Two (2) double storey dwellings	Permit Approved	5/09/2019
324/2018/P	North-West	37 Nepean Highway, Seaford 3198	Construction of six (6) three storey dwellings and reduction of visitor car parking	Application Refused	9/09/2019
324/2018/P	North-West	37 Nepean Highway, Seaford 3198	Construction of six (6) three storey dwellings and reduction of visitor car parking	Application Refused	9/09/2019
153/2019/P	North-West	101 East Road, Seaford 3198	To construct four (4) double storey dwellings in a General Residential Zone (GRZ)	Permit Approved	10/09/2019
239/2019/P	North-West	12 Sturdee Street, Seaford 3198	To construct two (2) double storey dwellings	Application Lapsed	12/09/2019

Progress Report – Planning Application Decisions For The Application Date: From 1/09/2019 To 30/09/2019					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
101/2019/P	North-West	58 Boonong Avenue, Seaford 3198	Satisfaction Matters - Consent for Council to vary the development under the Section 173 Agreement on Title (Instrument of Transfer No. AN905774K, dated 6 June 2017)	Completed	16/09/2019
514/2017/P	North-West	8/180-181 Nepean Highway, Seaford 3198	To construct one (1) double storey dwelling on a lot less than 300m2 and over 7.0 metres in height in a Design and Development Overlay Schedule 6.	Permit Approved	16/09/2019
307/2019/P	North-West	35 Kananook Avenue, Seaford 3198	To construct four (4) double storey dwellings and to carry out buildings and works in a Special Building Overlay (SBO)	Application Withdrawn	17/09/2019
208/2019/P	North-West	29 Lorna Street, Seaford 3198	Three (3) Lot Subdivision	Permit Approved	17/09/2019
338/2018/P	North-West	22 East Road, Seaford 3198	To construct two (2) single storey dwellings and six (6) double storey dwellings (eight (8) dwellings)	Permit Approved	18/09/2019
360/2019/P	North-West	8 Raymond Road, Seaford 3198	To construct one (1) single storey dwelling	Application Withdrawn	19/09/2019
653/2018/P	North-West	1 Riversdale Avenue, Seaford 3198	To construct three (3) double storey dwellings	Permit Approved	19/09/2019
80/2019/P/C	North-West	13 Curie Court, Seaford 3198	To construct sixteen (16) stores with mezzanines, including one (1) ancillary office (Unit 9) and to construct and use the land for a Section 2 Use of one (1) office (Unit 1) in an Industrial 1 Zone	Permit Approved	19/09/2019
94/2019/P/VS	North-West	2/4 Bardia Avenue, Seaford 3198	To construct one (1) double storey dwelling in a Special Building Overlay (SBO)	Permit Approved	19/09/2019
129/2019/P	North-West	2 Nepean Highway, Seaford 3198	To construct two (2) double storey dwellings and to create/alter access to a road in a Road Zone Category 1	Permit Approved	25/09/2019
203/2019/P	North-West	37 Hartnett Drive, Seaford 3198	To use the land for motor vehicle sales	Permit Approved	30/09/2019
North-West Ward = 20					

Progress Report – Planning Application Decisions For The Application Date: From 1/09/2019 To 30/09/2019					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
320/2019/P	South	8 Roberts Street, Frankston 3199	To create an easement	Permit Approved	2/09/2019
273/2019/P	South	39 Wahgunyah Crescent, Langwarrin 3910	To create an easement	Permit Approved	3/09/2019
312/2019/P	South	39 Grange Road, Frankston South 3199	To construct buildings and works to an existing dwelling (extension and verandah) within the Design and Development Overlay Schedule 8 DDO8) and Erosion Management Overlay Schedule 2 (EMO2)	Permit Approved	3/09/2019
576/2011/P/B	South	1-3 Golf Links Road, Frankston 3199	Section 72 Amendment - Use of the site for a restricted recreation facility (twenty four (24) hour gymnasium) in accordance with the endorsed plans. Amendments - To include a 2.1 metre fence/gate on the southern side of the building to create a break out area, increased landscaping and the installation of two shade sails on the southern side of the building.	Permit Approved	3/09/2019
103/2019/P	South	1 Quail Place, Langwarrin 3910	Satisfaction Matters	Application Withdrawn	4/09/2019
335/2019/P	South	119 Cranbourne Road, Frankston 3199	Three (3) lot subdivision	Permit Approved	5/09/2019
362/2019/P	South	11 Helvetia Court, Frankston 3199	Two (2) lot subdivision	Permit Approved	5/09/2019
383/2017/P	South	15 Gum Hill Drive, Langwarrin 3910	Two (2) lot subdivision	Decision to Issue - Section 71 Correction	9/09/2019

Progress Report – Planning Application Decisions For The Application Date: From 1/09/2019 To 30/09/2019					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
243/2007/P/B	South	120 Overport Road, Frankston South 3199	Section 72 Amendment - To use the land for a Section 2 Use (Child Care Centre) in a General Residential Zone; to construct buildings and works in association with a Section 2 Use in a General Residential Zone; to construct buildings and works in a Design and Development Overlay - Schedule 1; to construct buildings and works within the Tree Protection Zone of any substantial tree and remove substantial trees in a Significant Landscape Overlay - Schedule 3	Permit Approved	9/09/2019
243/2007/P/B	South	118 Overport Road, Frankston South 3199	Section 72 Amendment - To use the land for a Section 2 Use (Child Care Centre) in a General Residential Zone; to construct buildings and works in association with a Section 2 Use in a General Residential Zone; to construct buildings and works in a Design and Development Overlay - Schedule 1; to construct buildings and works within the Tree Protection Zone of any substantial tree and remove substantial trees in a Significant Landscape Overlay - Schedule 3	Permit Approved	9/09/2019
288/2019/P	South	72 Young Street, Frankston 3199	To display business identification signage	Permit Approved	12/09/2019
536/2018/P	South	211 Heatherhill Road, Frankston 3199	To construct Two (2) double storey dwellings	Permit Approved	13/09/2019
211/2019/P	South	6 Kandy Court, Frankston 3199	To construct one (1) single storey dwelling to the rear of the existing dwelling (two (2) dwellings	Permit Approved	16/09/2019

Progress Report – Planning Application Decisions For The Application Date: From 1/09/2019 To 30/09/2019					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
143/2019/P	South	35-37 Towerhill Road, Frankston South 3199	To construct three (3) triple storey and three (3) double storey dwellings (six (6) dwellings) and construct buildings and works within the Tree Protection Zone of substantial trees in a Significant Landscape Overlay - Schedule 6	Permit Approved	17/09/2019
32/2019/P/VS	South	23 Gulls Way, Frankston South 3199	Secondary Consent - To remove one (1) substantial tree in a Significant Landscape Overlay - Schedule 3	Permit Approved	17/09/2019
332/2019/P	South	50 Frankston-Flinders Road, Frankston 3199	Four (4) lot subdivision	Permit Approved	17/09/2019
338/2019/P	South	12 Marilyn Way, Frankston South 3199	To carry out buildings and works where there is an existing dwelling on the lot in a Design and Development Overlay Schedule 1 (DDO1)	Permit Approved	17/09/2019
157/2019/P	South	10 Gowrie Avenue, Frankston South 3199	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot), to carry out works within the Tree Protection Zone of a substantial tree and to construct a building with a setback of less than 2 metres from side boundaries in a Design and Development Overlay Schedule 9 (DDO9)	Permit Approved	18/09/2019
163/2019/P	South	7 Ronald Avenue, Frankston South 3199	To construct one (1) double storey dwelling to the rear of the exiting dwelling (two (2) dwellings) and to construct or carry out works to the existing dwelling	Permit Approved	18/09/2019
501/2018/P/A	South	110 Cranbourne-Frankston Road, Langwarrin 3910	Section 72 - To construct ten (10) double storey and nine (9) single storey dwellings (nineteen (19) dwellings); to subdivide nineteen (19) lots and create and alter access and subdivide adjacent to a road in a Road Zone - Category 1 (RDZ1)	Permit Approved	18/09/2019

Progress Report – Planning Application Decisions For The Application Date: From 1/09/2019 To 30/09/2019					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
253/2014/P/B	South	42 Beach Street, Frankston 3199	<p>Section 72 - Use of the land for a restricted recreation facility (24 hour gym) and display of advertising signage</p> <p>Amendment - To amend the permit conditions to reduce the required hours of staff on site to the following:</p> <p>Monday to Friday: 6.00am - 8.00pm Saturday: 6.00am - 1.00pm (previously 24 hours a day, 7 days)</p>	Permit Approved	19/09/2019
562/2014/P/D	South	46 Ithaca Road, Frankston South 3199	Section 72 - Two (2) lot subdivision	Permit Approved	19/09/2019
95/2019/P/VS	South	1 Kirkby Court, Frankston South 3199	To construct or carry out works in a Design and Development Overlay Schedule 1 (DDO1)	Permit Approved	19/09/2019
209/2019/P	South	37 Williams Street, Frankston 3199	Five (5) Lot subdivision	Permit Approved	20/09/2019
382/2018/P	South	22 Nursery Avenue, Frankston 3199	Construction of four (4) dwellings on a lot	Permit Approved	20/09/2019
450/2017/P	South	23-25 Kelso Street, Frankston 3199	To construct five (5) double storey dwellings on a lot in a General Residential Zone (GRZ) and to construct buildings and carry out works in a Special Building Overlay (SBO)	Permit Approved	24/09/2019
226/2019/P	South	54 Mountain Avenue, Frankston South 3199	To construct a building or carry out works within the Tree Protection Zone of substantial trees in a Significant Landscape Overlay Schedule 3; and construct a building or carry out works to an existing dwelling in a Design and Development Overlay Schedule 1	Permit Approved	25/09/2019

Progress Report – Planning Application Decisions For The Application Date: From 1/09/2019 To 30/09/2019					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
253/2019/P	South	54 Norman Avenue, Frankston South 3199	To construct a building or construct or carry out works in a Commercial 1 Zone (C1Z) and a Design and Development Overlay Schedule 9 (DDO9)	Permit Approved	25/09/2019
339/2019/P	South	13 Harcourt Avenue, Frankston South 3199	To carry out buildings and works to an existing dwelling in a Design and Development Overlay Schedule 9 (DDO9) and carry out works in the Tree Protection Zone of substantial trees in a Significant Landscape Overlay Schedule 4 (SLO4)	Permit Approved	25/09/2019
368/2019/P	South	8-12 Nolan Street, Frankston 3199	To erect and display business identification signage	Permit Approved	25/09/2019
469/2018/P	South	179-181 Overport Road, Frankston South 3199	Three (3) lot re-subdivision and removal of vegetation in the Significant Landscape Overlay Schedule 3	Permit Approved	25/09/2019
South Ward = 31					
Total Decisions = 72					

Progress Report – Amendments to Planning Application Decisions For The Application Date: From 1/09/2019 To 30/09/2019					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
118/2005/P/F	North-East	500 Ballarto Road, Skye 3977 20 Harold Road, Skye 3977	Secondary Consent - The use and development of part of land known as 500 Ballarto Road, Skye being the land contained partly within Lot 1 LP 146228T and partly within Lot 4 LP 117269, for the purposes of a waste transfer station and materials recycling facility (including, for the purposes of clarification, green waste shredding and use as a shop, but not including concrete crushing or the receipt or storage of putrescible waste [other than green waste])	Secondary Consent Approved	4/09/2019
497/2012/P/A	North-East	1C Beech Street, Langwarrin 3910 1 Myrtle Street, Langwarrin 3910	Secondary Consent - To construct one (1) double storey dwelling adjacent to the existing dwelling (two (2) dwellings)	Secondary Consent Approved	7/09/2019
325/2015/P/C	North-East	120 Colemans Road, Carrum Downs 3201	Secondary Consent - To construct one (1) warehouse and associated office	Secondary Consent Approved	9/09/2019
319/2015/P/F	North-East	28-40 Colemans Road, Carrum Downs 3201	Extension of Time - To construct up to eighty-five (85) factories and a reduction in car parking	Extension of Time Approved	19/09/2019
72/2016/P/B	North-East	7 Silkwood Rise, Carrum Downs 3201	Secondary Consent - To construct four (4) warehouses	Secondary Consent Approved	19/09/2019
North-East Ward = 5					
123/2016/P/D	North-West	40 Tamarisk Drive, Frankston North 3200	Secondary Consent - The construction of one (1) single storey dwelling to the rear of the existing dwelling (two (2) dwellings)	Secondary Consent Approved	7/09/2019
502/2016/P/C	North-West	1/5 David Street, Frankston 3199	Extension of Time - To construct two (2) double storey dwellings	Extension of Time Approved	9/09/2019

Progress Report – Amendments to Planning Application Decisions For The Application Date: From 1/09/2019 To 30/09/2019					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
563/2016/P/E	North-West	147A Nepean Highway, Seaford 3198	Extension of Time - To construct a triple storey dwelling and a double storey dwelling (two (2) dwellings) and alter access to a Road Zone, Category 1	Extension of Time Approved	9/09/2019
660/2016/P/D	North-West	217 Austin Road, Seaford 3198	Secondary Consent - Construction of four (4) double storey dwellings	Secondary Consent Approved	11/09/2019
369/2016/P/D	North-West	6 John Street, Frankston 3199	Extension of Time - To construct three (3) double storey dwellings	Extension of Time Approved	24/09/2019
100/2017/P/B	North-West	6 Raymond Road, Seaford 3198	Secondary Consent - To construct two (2) double storey dwellings and one (1) single storey dwelling (three (3) dwellings)	Secondary Consent Approved	24/09/2019
483/2014/P/D	North-West	11 St George Court, Frankston 3199	Secondary Consent - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings)	Secondary Consent Approved	25/09/2019
North West Ward = 7					
2/2019/P/VS	South	41 Menzies Close, Frankston South 3199	Secondary Consent - To extend an existing deck within the Design and Development Overlay Schedule 9	Secondary Consent Approved	6/09/2019
361/2019/P	South	South East Water 101 Wells Street, Frankston 3199	Secondary Consent	Secondary Consent Approved	6/09/2019
591/2014/P/F	South	65A Wells Street, Frankston 3199	Extension of Time - To construct a three storey building, and to waive car parking and loading bay requirements	Extension of Time Approved	10/09/2019
307/2018/P/A	South	1 Healsview Court, Langwarrin South 3911	Secondary Consent - To construct one (1) single storey dwelling	Secondary Consent Approved	11/09/2019

Progress Report – Amendments to Planning Application Decisions For The Application Date: From 1/09/2019 To 30/09/2019					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
130/2018/P/F	South	214 North Road, Langwarrin 3910	Secondary Consent - To construct two (2) single storey and four (4) double storey dwellings (six (6) dwellings) and construct buildings and works in association with accommodation under a Bushfire Management Overlay (BMO)	Secondary Consent Approved	12/09/2019
51/2017/P/VS	South	12 Willora Court, Frankston South 3199	Secondary Consent - Extension and alterations to the existing dwelling	Secondary Consent Approved	19/09/2019
173/2014/P/D	South	28 Overport Road, Frankston South 3199	Extension of Time - To construct one (1) single storey dwelling to the rear of the existing dwelling (two (2) dwellings)	Extension of Time Approved	24/09/2019
260/2012/P/E	South	7 Vera Street, Frankston 3199	Secondary Consent - To construct two (2) dwellings (one (1) double storey dwelling and one (1) single storey)	Secondary Consent Approved	25/09/2019
32/2017/P/VS	South	3-4 Callaghan Place, Frankston 3199	Extension of time - Subdivision (Re-alignment of boundaries)	Extension of Time Approved	30/09/2019
South Ward = 9					
Total Amendment Decisions = 21					

Progress Report – Subdivision Application Received For The Application Date: From 1/09/2019 To 30/09/2019				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
118/2019/S	North-East	71-77 Hall Road, Carrum Downs 3201	Consolidation of Lots	11/09/2019
120/2019/S	North-East	28-40 Colemans Road, Carrum Downs 3201	Sixteen (16) lot subdivision	16/09/2019
121/2019/S	North-East	28-40 Colemans Road, Carrum Downs 3201	Twelve (12) lot subdivision	16/09/2019
122/2019/S	North-East	26 Cedar Street, Langwarrin 3910	Two (2) lot subdivision	24/09/2019
115/2019/S	North-West	30 Wunalla Road, Seaford 3198	Two (2) lot subdivision	2/09/2019
116/2019/S	South	4 Clyde Court, Frankston South 3199	Consolidation of lots	5/09/2019
117/2019/S	South	435 Warrandyte Road, Langwarrin South 3911	Nine (9) lot subdivision	10/09/2019
119/2019/S	South	33 Genista Street, Frankston South 3199	Two (2) lot subdivision	13/09/2019
123/2019/S	South	38 Hillcrest Road, Frankston 3199	Five (5) lot subdivision	26/09/2019
Total = 9				

Progress Report – Subdivision Decisions					
For The Application Date: From 1/09/2019 To 30/09/2019					
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
187/2012/S	North-East	8 Grnja Way, Carrum Downs 3201	Thirty Six (36) lot subdivision - Stage 5	Application Withdrawn (M)	2/09/2019
190/2014/S	North-East	1 Cicada Court, Carrum Downs 3201	Two (2) lot subdivision	Application Lapsed	2/09/2019
192/2014/S	North-East	28 Elm Grove, Langwarrin 3910	Two (2) lot subdivision	Application Lapsed	2/09/2019
23/2013/S	North-East	19 Marinda Drive, Skye 3977	Two (2) Lot Subdivision	Application Lapsed	2/09/2019
64/2014/S	North-East	51 Cotoneaster Way, Langwarrin 3910	Two (2) lot subdivision	Application Withdrawn (M)	2/09/2019
71/2015/S	North-East	3 Kirribilli Close, Langwarrin 3910	Two (2) lot subdivision	Application Withdrawn (M)	2/09/2019
113/2016/S	North-East	11 Cedar Street, Langwarrin 3910	Two (2) lot subdivision	Certification and SOC Issued	6/09/2019
118/2019/S	North-East	71-77 Hall Road, Carrum Downs 3201	Consolidation of Lots	Certification and SOC Issued	16/09/2019
22/2019/S	North-East	22 Cockatoo Drive, Carrum Downs 3201	Two (2) Lot Subdivision	SOC Issued (M)	16/09/2019
North-East = 9					
12/2014/S	North-West	40 Tamarisk Drive, Frankston North 3200	Two (2) lot subdivision	Application Lapsed	2/09/2019
124/2014/S	North-West	150 Skye Road, Frankston 3199	Four (4) lot subdivision	Application Withdrawn (M)	2/09/2019
131/2012/S	North-West	29 Bouvardia Crescent, Frankston North 3200	Two (2) lot subdivision	Application Lapsed	2/09/2019
15/2012/S	North-West	23 Riviera Street, Seaford 3198	To remove an easement	Application Withdrawn (M)	2/09/2019
160/2012/S	North-West	3 Molesworth Street, Seaford 3198	Two (2) Lot Subdivision	Application Lapsed	2/09/2019
221/2015/S	North-West	6 Parer Street, Frankston 3199	Two (2) lot subdivision	Application Withdrawn (M)	2/09/2019

Progress Report – Subdivision Decisions					
For The Application Date: From 1/09/2019 To 30/09/2019					
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
75/2012/S	North-West	149 Fortescue Avenue, Seaford 3198	Two (2) Lot Subdivision	Application Withdrawn (M)	2/09/2019
86/2012/S	North-West	232 Frankston-Dandenong Road, Seaford 3198	Two (2) lot subdivision	Application Lapsed	2/09/2019
46/2018/S	North-West	44 Queen Street, Frankston 3199	Eight (8) lot subdivision	Certification and SOC Issued	5/09/2019
71/2019/S	North-West	13 Elliott Street, Seaford 3198	Two (2) lot subdivision	Certified	6/09/2019
104/2019/S	North-West	17B East Road, Seaford 3198	Two (2) lot subdivision	Certified	9/09/2019
89/2019/S	North-West	111 East Road, Seaford 3198	Three (3) lot subdivision	SOC Issued (M)	9/09/2019
90/2019/S	North-West	19 Riviera Street, Seaford 3198	Two (2) lot subdivision	Certified	9/09/2019
4/2019/S	North-West	28 & 36 Nabilla Avenue, Seaford 3198	Two (2) Lot subdivision	Certification and SOC Issued	12/09/2019
115/2016/S	North-West	66 – 68 Fortescue Avenue, Seaford 3198	Six (6) Lot subdivision	SOC Issued (M)	18/09/2019
89/2019/S	North-West	111 East Road, Seaford 3198	Three (3) lot subdivision	SOC Issued (M)	20/09/2019
24/2018/S	North-West	112 Austin Road, Seaford 3198	Two (2) lot subdivision	Certification and SOC Issued	23/09/2019
49/2019/S	North-West	11 Sir Laurence Drive, Seaford 3198	Three (3) Lot Subdivision	Certification and SOC Issued	23/09/2019
50/2019/S	North-West	25 Weatherston Road, Seaford 3198	Two (2) Lot Subdivision	Certified	25/09/2019
North-West = 19					
197/2015/S	South	21 Warrandyte Road, Langwarrin 3910	Twenty nine (29) lot subdivision	Application Withdrawn (M)	2/09/2019
66/2016/S	South	10 Holmes Street, Frankston 3199	Two (2) lot subdivision	Application Withdrawn (M)	2/09/2019
82/2012/S	South	5 Bloom Street, Frankston 3199	Two (2) lot subdivision	Application Lapsed	2/09/2019

Progress Report – Subdivision Decisions					
For The Application Date: From 1/09/2019 To 30/09/2019					
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
91/2013/S	South	3 Bembridge Avenue, Frankston South 3199	Nine (9) lot subdivision	Application Withdrawn (M)	2/09/2019
93/2012/S	South	28 Overport Road, Frankston South 3199	Two (2) lot subdivision	Application Lapsed	2/09/2019
127/2018/S	South	84 Heatherhill Road, Frankston 3199	Three (3) lot subdivision	SOC Issued (M)	3/09/2019
67/2018/S	South	50 Gardeners Road, Langwarrin South 3911	Four (4) lot subdivision (staged subdivision)	SOC Issued (M)	3/09/2019
84/2017/S	South	8 Catherine Parade, Frankston 3199	Two (2) lot subdivision	SOC Issued (M)	5/09/2019
116/2019/S	South	4 Clyde Court, Frankston South 3199	Consolidation of lots	Certification and SOC Issued	6/09/2019
83/2017/S	South	671 Nepean Highway, Frankston South 3199	Two (2) lot subdivision	Certification and SOC Issued	12/09/2019
18/2018/S	South	6 Rosedale Grove, Frankston South 3199	Two (2) lot subdivision	Certified	16/09/2019
109/2019/S	South	39 Wahgunyah Crescent, Langwarrin 3910	To create an easement	SOC Issued (M)	18/09/2019
98/2017/S	South	3-4 Callaghan Place, Frankston 3199	Two (2) lot subdivision	Certified	18/09/2019
41/2017/S	South	65 Brighton Street, Frankston South 3199	Two (2) lot subdivision	Certified	24/09/2019
86/2019/S	South	11 George Street, Frankston 3199	Realignment of boundaries	SOC Issued (M)	24/09/2019
120/2018/S	South	7 Vera Street, Frankston 3199	Two (2) lot subdivision	SOC Issued (M)	25/09/2019
130/2017/S	South	13 Foot Street, Frankston 3199	Three (3) lot subdivision	Certification and SOC Issued	26/09/2019
99/2019/S	South	42 Margate Avenue, Frankston 3199	Three (3) lot subdivision	Certified	30/09/2019
South Ward = 18					
Total = 46					

Town Planning Applications – Direction To Advertise Issued September 2019				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Application Date</u>
321/2019/P	North-East	73 Jacana Drive, Carrum Downs 3201	To construct one (1) single storey dwelling to the rear of the existing dwelling (two (2) dwellings)	29/07/2019
327/2019/P	North-West	197 Karingal Drive, Frankston 3199	To erect and display internally illuminated centre and tenant business identification signage, reformat two existing pylon signs and relocate one pylon sign, all internally illuminated; and directional signage in association with the expansion of the Karingal Hub Shopping Centre	1/08/2019
367/2019/P	North-West	54 Kareela Road, Frankston 3199	To construct three (3) double storey dwellings on a lot in a General Residential Zone (GRZ)	4/09/2019
235/2019/P	North-West	7 Hi-Tech Place, Seaford 3198	To erect and display an animated and electronic major promotion sign	5/06/2019
337/2019/P	North-West	305 Frankston-Dandenong Road, Frankston North 3200	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) and to alter access to a Road in a Road Zone Category 1.	9/08/2019
532/2017/P	North-West	286 Nepean Highway, Seaford 3198	To construct twenty-seven (27) dwellings, to construct a building and construct and carry out works in a Land Subject to Inundation Overlay (LSIO), to construct a building over 7.0 metres in height in a Design and Development Overlay Schedule 6 (DDO6) and to create/alter access to a road in a Road Zone	15/11/2017
224/2019/P	South	16 Charlotte Court, Frankston South 3199	To construct two (2) double storey dwellings, to construct or carry out buildings and works in a Design and Development Overlay Schedule (DDO9) and Bushfire Management Overlay and to construct a building or construct or carry out works inside the Tree Protection Zone of substantial trees and to remove substantial trees in a Significant Landscape Overlay Schedule 4 (SLO4)	4/06/2019

296/2019/P	South	9 Spring Lane, Frankston 3199	To construct one (1) double storey dwelling over 7.0 metres in height in a Design and Development Overlay Schedule 6 (DDO6)	11/07/2019
301/2019/P	South	10 Donald Road, Langwarrin 3910	To undertake buildings and works to an existing dwelling and to construct an outbuilding	15/07/2019
348/2019/P	South	2-4 Davey Street, Frankston 3199	To construct a building and carry out works (an enclosed roof) in a Heritage Overlay	16/08/2019
167/2019/P	South	Frankston Park (Dolphins VFL) 3N High Street, Frankston 319	To construct four (4), forty-eight (48) metre high light towers in a Public Park and Recreation Zone and Commercial 1 Zone; to construct buildings and works exceeding 51.10 metres above Australian Height Datum (AHD) in a Design and Development Overlay - Schedule 11	29/04/2019
334/2019/P	North-East	6 Timarron Court, Langwarrin 3910	To construct an outbuilding with a floor area over 100.0 square metres in a Design and Development Overlay Schedule 4 (DDO4)	2/08/2019
378/2019/P	North-West	45 Fortescue Avenue, Seaford 3198	To construct one (1) single storey and one (1) double storey dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)	10/09/2019
382/2019/P	North-West	47 Fortescue Avenue, Seaford 3198	To construct two (2) double storey dwellings on a lot in a General Residential Zone (GRZ) and to construct a building and construct and carry out works in a Special Building Overlay (SBO)	12/09/2019
202/2019/P	South	6 Yamala Drive, Frankston South 3199	To construct or carry out buildings or works for earthworks and a front fence	22/05/2019
286/2019/P	South	16 Gulwa Avenue, Frankston 3199	Construct one (1) single storey dwelling to the rear of existing dwelling and two (2) lot subdivision	4/06/2019

270/2010/P/D	South	628 Nepean Highway, Frankston South 3199	<p>Section 72 Amendment - The construction of buildings and works for one (1) double storey dwelling, pool, decking areas and vegetation removal (retrospective)</p> <p>The proposal includes the following retrospective modifications to the previous proposal:</p> <ul style="list-style-type: none"> - An increase to the ground floor outdoor living area (an extension to the approved decking area). - The removal of two (2) trees (Tree 10 [Coast Tea Tree] and Tree 11 [Cork Tree]). 	6/08/2019
371/2019/P	South	85 McComb Boulevard, Frankston South 3199	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings); to construct buildings and works exceeding 40% building coverage in a Design and Development Overlay - Schedule 9; to construct buildings and works within the Tree Protection Zone of substantial trees in a Significant Landscape Overlay - Schedule 4	9/09/2019

Legend

10 or more dwellings:	Yellow
3 or more lot subdivisions:	Blue
3 or more storey development:	Green
Applications in the CAA:	Pink

Progress Report – Current VCAT Appeals September 2019									
<u>Appeal No</u>	<u>Application Number</u>	<u>Address</u>	<u>Proposal</u>	<u>Lodged at VCAT</u>	<u>Council Decision</u>	<u>Appeal Type</u>	<u>Date of Appeal</u>	<u>VCAT Decision</u>	<u>Date of VCAT Decision</u>
P298/2019	382/2018/P	22 Nursery Avenue Frankston	To construct three (3) double storey dwellings including retention of the existing dwelling (four (4) dwellings)	20/02/2019	Notice of Decision	Decision to grant a permit	22-Aug-19	Approval	17/09/19
P650/2019	511/2018/P	11 Pratt Avenue Frankston South	To construct Three (3) dwellings	17/04/2019	Notice of Decision	Decision to grant a permit	28-Aug-19	No permit granted	19/09/19
P2572/2018	4/2018/P	88 Young Street, Frankston 3199	Use of land for accommodation, construction of a six (6) storey building containing fourteen (14) apartments and retail (shop) at ground floor; and reduction in car parking	8/01/2019	Refusal	Refusal to grant a permit	03-Jul-19	Affirmed	20/09/19
P82/2019	151/2017/P	105 Taylors Road Skye	To use and develop the land for a place of worship and to remove substantial and native vegetation	18/01/2019	Notice of Decision	Decision to grant a permit	23,25,26/07/2019		
P314/2019	283/2018/P	490-504 Nepean Highway Frankston	Use and development of the land for retail, food and drink premises, office and accommodation (108 apartments) in a 10 storey building plus basement and reduction in car parking requirements	19/02/2019	Not yet Determined	Failure to determine	22-Jul-19		
P433/2019	445/2018/P	72 Williams Street Frankston	Two (2) lot subdivision	18/03/2019	Refusal	Refusal to grant a permit	11-Sep-19		
P280/2019	211/1998/P/B /C/D	1075 Dandenong-Hastings Road Langwarrin	Retail plant nursery and caretakers residence	18/02/2019	Notice of Decision	Decision to grant a permit	20-Aug-19		
P164/2019 Enforcement order	211/1998/P	1075 Dandenong-Hastings Road Langwarrin	Retail plant nursery and caretakers residence	1/02/2019	Notice of Decision	Decision to grant a permit	20-Aug-19		

P656/2019	321/2017/P	310 Centre Road Langwarrin	Four (4) lot subdivision	15/04/2019	Notice of Decision	Decision to grant a permit	11-Oct-19		
P757/2019	508/2018/P	47 Hunt Drive Seaford	To construct four (4) double storey dwellings	17/04/2019	Refusal	Refusal to grant a permit	24-Oct-19		
P732/2019	436/2018/P	113 Gould Street Frankston	To carry out buildings and works for a dwelling over 7.0 metres in height in a Design and Development Overlay Schedule 6 and to construct a building or to construct or carry out works in a Land Subject to Inundation Overlay	21/04/2019	Refusal	Refusal to grant a permit	28-Aug-19		
P755/2019	301/2018	314C Centre Road Langwarrin	To construct one (1) outbuilding to be used as a store	18/04/2019	Refusal	Refusal to grant a permit	12-Sep-19		
P819/2019	468/2018/P	6 Blair Avenue Frankston South	To construct one (1) double storey dwellings to the rear of the existing dwelling (two (2) dwellings) and removal of trees.	4/05/2019	Refusal	Refusal to grant a permit	20-Nov-19		
P1079/2019	345/2018/P	13 Bembridge Avenue Frankston South	Two (2) lot subdivision and removal of vegetation	24/05/2019	Approved	Appeal against conditions	24-Oct-19		
P1106/2019	254/2018/P	475 Baxrter-Tooradin Road Langwarrin South	To change the use of the land to Intensive animal production (production of free range eggs) under the existing use provisions of Clause 63 of the Frankston Planning Scheme	6/06/2019	Refusal	Refusal to grant a permit	29-Nov-19		
P1149/2019	146/2018/P	8 Brighton Street Frankston South	Two (2) lot subdivision	13/06/2019	Refusal	Refusal to grant a permit	06-Dec-19		
P1436/2019	205/2018/P	531 Nepean Highway, Frankston 3199	To construct eight (8) double storey dwellings	19/07/2019	Not yet Determined	Failure to grant a permit	16-Dec-19		

P1504/2019	300/2018/P	145 Frankston- Flinders Road, Frankston 3199	To construct building and works for use as a Supermarket and Shop, Business Identification Signage and a reduction to the car parking requirements of Clause 52.06	26/07/2019	Approved	Appeal against conditions	14-Jan-20		
P1188/2019	3/2018/P	68-70 Seaford Road Seaford	To construct eight (8) double storey dwellings	26/06/2019	Refusal	Refusal to grant a permit	06-Nov-19		
P1566/2019	111/2019/P	66A Cliff Road Frankston South	To construct two (2) double storey dwellings on a lot and to construct and carry out buildings and works and a domestic swimming pool in a Design and Development Overlay Schedule 9	19/08/2019	Refusal	Refusal to grant a permit	11-Feb-20		
P1570/2019	642/2018/P	35 Playne Street Frankston	The Construction of a 14 storey mixed use building for leisure and recreation facility (gym), accommodation (11 student rooms and 77 apartments), office, retail (cafe', hairdresser, restaurant and motor vehicle sales) and a reduction in car parking requirements of Clause 52.06	29/08/2019	Refusal	Refusal to grant a permit	04-Feb-20		
P1711/2019	201/2018/P	5/32 Access Way, Carrum Downs 3201	The use of an ancillary caretaker house on the site and associated buildings and works	2/09/2019	Refusal	Refusal to grant a permit	24-Feb-20		
P1797/2019	41/2019/P	21 Barmah Court, Frankston South 3199	For the use and development of the land for a child care centre; to remove fifteen (15) substantial trees and construct and carry out works in the tree protection zone of substantial trees; and to construct and put up for display two (2) business identification signs.	1/10/2019	Refusal	Refusal to grant a permit	23-Mar-20		
P1934/2019	100/2019/P	137 Overport Road, Frankston South 3199	To use and develop the land for a child care centre in a General Residential Zone, to construct a building or	7/10/2019	Refusal	Refusal to grant a permit	14-Apr-20		

			construct or carry out works in the tree protection zone of substantial trees in a Significant Landscape Overlay Schedule 3 and to construct a building in a Design and Development Overlay Schedule 1						
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Progress Report – VCAT Determination – Policy Implications September 2019			
<u>Appeal No</u>	<u>Application No</u>	<u>Address</u>	<u>VCAT Determination – Policy Implications</u>
P298/2019	382/2018/P	22 Nursery Avenue Frankston	The applicant sought permission to construct three (3) double storey dwellings including retention of the existing dwelling on the land. Council issued a Notice of Decision to Grant a Planning Permit and a review of this decision was sought by an objector of the application to the VCAT. The grounds of objection included loss of sunlight/privacy, visual bulk and non-compliance with Neighbourhood Character and ResCode. The VCAT determined that a permit should be granted generally in accordance with Council's Notice of Decision
P650/2019	511/2018/P	11 Pratt Avenue Frankston South	The applicant had sought permission to construct three (3) double storey dwellings on the land. Council issued a Notice of Decision to Grant a Planning Permit and a review of this decision was sought by an objector of the application to the VCAT. The VCAT determined that a Planning Permit should not be granted, raising concern with the ability to provide landscaping including the provision of canopy trees, the front setback, the lack of north facing windows and vehicle access arrangements.
P2572/2018	4/2018/P	88 Young Street, Frankston 3199	The applicant had sought permission to construct a six (6) storey building containing fourteen (14) apartments and retail (shop) at the ground floor on the land. The applicant also sought permission to use the land for accommodation and to waive the requirement to provide some of the car parking required by the Planning Scheme. Council had refused to grant a planning permit. The VCAT determined that a permit should not be granted. The VCAT shared Council's concerns including the waiver of car parking sought (particularly for the commercial component), the poor architectural and urban design standard of the development, poor internal amenity and non-compliance with the preferred height limits in the FMAC.

Strategic Unit - Planning Scheme Amendments – September 2019				
<u>Amendment</u>	<u>Address</u>	<u>Description</u>	<u>Status</u>	<u>Status Date</u>
C105	Health & Education precinct	Student Accommodation Policy	Deferred. Will do a following on project after the Housing Strategy Amendment Exhibition. Will discuss with DELWP.	10 October 2019
C120	Frankston City Council Wide	Implements the recommendations of the Frankston Housing Strategy 2018	Authorised by Council at its 4 June 2018 Ordinary meeting. Officers sent Authorisation application to DELWP to exhibit the Amendment. DELWP have requested further time to review.	10 October 2019
C123	Frankston MAC	Implements the recommendations of the Frankston MAC Structure Plan	Adopted at 3 April 2018 Council Meeting. Submitted to the Minister for Planning for Approval with Council's recommendations. Minister will not make a decision due to the VCAT appeal. Hearing was on 6 and 7 June 2019. No decision from VCAT has been determined yet.	10 October 2019
C124	Frankston MAC (balance)	Implements the recommendations of the Frankston MAC Structure Plan for areas other than city centre.	Adopted at 23 July 2018 Council Meeting. Was submitted to the Minister for Planning for Approval with Council's recommendations on 10 August 2018. Amendment was approved on 20 September 2019.	10 October 2019
C127	Frankston City Council Wide	Public Open Space Contributions	Adopted at 22 July 2019 Council Meeting. Was submitted to the Minister for Planning for Approval with Council's recommendations on 29 July 2019.	10 October 2019

C131	Frankston City Council Wide	Removal of Development Plan Overlays	Authorised by Council at its 1 April 2019 Ordinary meeting. Officers sent Authorisation application to DELWP to exhibit the Amendment. DELWP have authorised the Amendment on 31 July 2019. Exhibition of the Amendment starts 9 September and finishes 14 October 2019	10 October 2019
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Executive Summary**12.1 Notice of Motion and Deferred Report Status Update for 18 November 2019**

Enquiries: (Phil Cantillon: Chief Executive Office)

Council Plan

Community Outcome:	3. A Well Governed City
Strategy:	3.1 Accountable Governance
Priority Action	3.1.1 The elected representatives will provide clear and unified direction, transparent decision makers and good governance

Purpose

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

Recommendation (Chief Executive Office)

That Council:

1. Receives the Notices of Motion Report as at 18 November 2019.
2. Notes and accepts there are 3 Notices of Motion that have been reported as being complete.
 - NOM 1381 – Committee for the Future Occupancy of Linen House
 - 2019/NOM32 – Pines Flora and Fauna Reserve
 - 2019/NOM36 - Councillor Column
3. Notes the report listed below will not be presented back to Council by its advised date and a detailed explanation is provided in the body of the report:
 - Response to 2018/NOM45 – Greening our City
 - Response to 2019/NOM69 – White Street Mall Revitalisation

Key Points / Issues

- At the Ordinary Council Meeting OM295 held 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 the Ordinary Council Meeting 2019/OM9, held 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)”

12.1 Notice of Motion and Deferred Report Status Update for 18 November 2019**Executive Summary**

- The Notices of Motion Report as at 18 November 2019 is attached and will continue to be updated and reported at each Ordinary Council Meeting. Note there are no items listed under confidential, as such this report has not been attached.
- There are 3 Notices of Motion actions that have been reported as 'complete':
 - NOM 1381 – Committee for the Future Occupancy of Linen House
 - 2019/NOM32 – Pines Flora and Fauna Reserve
 - 2019/NOM36 - Councillor Column
- Due to various factors, it is sometimes not possible for reports to be brought back before Council in accordance with the time frames resolved. There are 2 reports listed as being delayed for this meeting. Progress updates have been supplied for the items set out below:
 - Response to 2018/NOM45 – Greening our City
A briefing to Councillors was presented on 21 October 2019. A report will be presented to Council at its Ordinary Meeting in February 2020.
 - Response to 2018/NOM69 – White Street Mall Revitalisation
This report has been moved to the Ordinary Meeting in December subject to a further briefing to Councillors providing an update.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

Nil.

2. Other Stakeholders

Nil.

Analysis (Environmental / Economic / Social Implications)

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

12.1 Notice of Motion and Deferred Report Status Update for 18 November 2019**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

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 is no risk associated with this report.

Conclusion

The purpose of this report is to brief and update Council on the implementation and status of resolutions including Notices of Motion and Urgent Business. Council Officers are continuously working to implement a range of Council resolutions and in addition to noting the work completed, it is recommended that the Notices of Motion as listed within this report now be archived.

ATTACHMENTS

- Attachment A: [↓](#) Notices of Motion Cost Summary as at 18 November 2019
Attachment B: [↓](#) Notices of Motion as at 18 November 2019
Attachment C: [↓](#) Urgent Business Status Report as at 18 November 2019

Notice of Motion Report - 2019 - for the 18 November Council Meeting (A4073604).XLSX

**Notice of Motions Estimated Costs
By Councillor
2016 – 2020 Term**

Councillor	Number	Primary Cost	Ongoing Cost	Outcome Cost	2019/20 Budget Cost *	Urgent Business
Cr Cunial	11	\$0	\$128,800	\$257,500	\$35,000	1
Cr McCormack	16	\$17,025	\$11,300	\$258,000	\$140,000	2
Cr Toms	34	\$7,240	\$70,000	\$259,158	\$87,000	1
Cr Aitken	40	\$7,115	\$0	\$79,750	\$85,000	10
Cr Bolam	99	\$61,978	\$842,392	\$588,800	\$1,005,000	6
Cr O'Connor	18	\$2,600	\$4,000	\$25,163	\$80,000	0
Cr Mayer	3	\$200	\$66,000	\$0	-	6
Cr Hampton	28	\$6,565	\$4,200	\$36,000	\$190,000	1
Cr O'Reilly	4	\$0	\$0	\$0	-	1
TOTAL	267	\$ 102,723	\$ 1,126,692	\$ 1,504,371	\$ 1,622,000	26

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

* 2019/20 Budget Cost: these are totals reflective of costs associated with project requests that Councillors have submitted as part of the 2019/2020 Budget Process and not associated with the outcomes of Notices of Motion submissions.

Notice of Motion Report - 2019 - for the 18 November Council Meeting (A4073604).XLSX

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
16-Oct-17	14.1	NOM 1376 - Inconsistencies of Clause 52.48 - Bushfire Protection Exemptions (Known as the 10/30 Right) Cr Aitken	Council Decision: That Council make representations through all local Members of Parliament with reference to the inconsistencies of the Clause 52.48 – Bushfire Protection Exemptions (otherwise known as the 10/30 Right) The introduction of a uniform ability for residents to remove trees without any impediment when located within 10 metres of their house (if constructed or approved prior to September 2009), entirely negates the recognition particularly of highly important or heritage trees that contribute greatly to the streetscape. The irreparable damage to the character of local communities by the provision of this exemption as it currently stands means that vast numbers of trees are being removed throughout the greater Melbourne area in situations that are at either very low or negligible fire risk because of the blanket status of this provision. This is entirely against widely upheld state policy of greening our suburbs and represents an administrative measure which was taken at a moment of understandably high public emotion following the devastating bushfires of 2009. However, as outlined above the unfortunate nett effect is that vegetation has been removed from locations where it cannot be reasonably justified. C/U	Stuart Caldwell	1 November 2019 - Officers have again contacted DELWP however, to date there is still no response. 1 October 2019 - Currently there is still no response from DELWP on this matter. 10 September 2019 - Currently there is still no response from DELWP on this matter. Revised Target Date changed by: Hall-davis, Tracee From: 13 Sep 2019 To: 27 Sep 2019 20 August 2019 - Still no response from DELWP in this matter. 30 July 2019 - There is still no response from DELWP on Council's numerous proposals to the State Government to date to review the application of the Bushfire vegetation clearing exemptions to Frankston. 9 July 2019 - There is as yet no response from DELWP on Council's requested changes. 18 June 2019 - Council officers met on 24/5 with officers from Casey, Cardinia and Morning Peninsula Councils to consider a joint submission to the State Government on this matter. 21 May 2019 - No further update 29 April 2019 - No further update from DELWP on progress with Council's requested changes. 8 April 2019 - No further news from DELWP on progress with their review of these exemptions. 18 March 2019 - Following Council's submission to DELWP on Clause 52.12 - Bushfire Protection: Exemptions made in February we have been advised that DELWP is considering a similar change for a number of other Councils. We are hoping that the outcome of the exemption review by DELWP will be a group planning scheme amendment. We do not have a date for when DELWP will complete its deliberations. No further updates to report. 25 February 2019 - DELWP has advised that it is reviewing the provisions (now contained in Clause 52.12 rather than 52.48). Officers have provided information for DELWP's consideration in respect of the impact of the provisions in Frankston, including in respect of vegetation removal. Council will need to await the outcome of DELWP's review. Revised Target Date changed by: Craig, Tenille From: 30 Jan 2019 To: 31 Jul 2019 Reason: To allow DELWP to undertake its review. 4 February 2019 - We are now awaiting DELWP advice on the best way forward. Council may sponsor a GC amendment with neighbouring Councils that have the same issue with the exemptions. Council officers met with DELWP officer in January 2019 to advise of the urging of removing the exemption and the impact on the progress of the	Primary Cost:
16-Oct-17	14.6	NOM 1381 - Committee for the Future Occupancy of Linen House Cr Hampton	Council Decision: That a committee of interested Councillors, Chief Executive Officer and appropriate Council officers be formed to oversee the future occupancy of Linen House including the Expressions of Interest (EOI) that go out to organisations interested in participating. That this committee meet on a monthly basis and report back to Council on the issues covered. C/U	Tim Bearup	6 November 2019 - Agreement finalised and ROI now publicly released. 1 November 2019 - The finalised Letter of Agreement has been circulated and we are awaiting final execution in order to proceed with ROI. Draft ROI documentation has been developed in tandem and will shortly be ready for publication. Advice received from SKFC on 3/10/19 that the Letter of Agreement has been signed and is being sent back to Council. This will then be executed by the CEO as per the Council resolution enabling the EOI process to commence. Signed letter of agreement returned 4 October 2019 by St Kilda Football Club. Expression of Interest process cleared to commence pending finalisation of prospectus document. The Expression of Interest for the Frankston Health and Well Being Hub (Linen House) is now officially open and the information below has gone out to a broad range of recipients. It is also advertised on Council's website and being promoted through the media. The closing date is Friday 29 November 2019. Prospectus to be released 28 October 2019. Request to close. 1 October 2019 - No further update at this stage. 10 September 2019 - Council SKFC have continued to meet and make good progress in relation to plans for a Registration of Interest Process (ROI) to be undertaken for the Belvedere Precinct. Subject to the confirmation of some final details, it is anticipated this ROI process will commence very shortly. Revised Target Date changed by: Hall-davis, Tracee From: 16 Aug 2019 To: 27 Sep 2019 20 August 2019 - Further extensive negotiation have been undertaken with St Kilda, along with updates to Council. A delegation of Councillors (with officer support) are meeting with SKFC representatives on 19/8/19. 30 July 2019 - Council has continued to work closely with St Kilda Football Club to identify potential future uses and achieve broader community use of the Belvedere Precinct in a long-term arrangement. SKFC have confirmed their support to achieve greater community use of the site, and the planning discussions for a Registration of Interest process are progressing. 9 July 2019 - Legal obligations and all options are being reviewed to enable an ROI to proceed. 18 June 2019 - Council Officers have been working with St Kilda on the relinquishment of their lease and licences and discussions are ongoing with the expectation that St Kilda will relinquish their existing rights in return for limited access to the facility. Once this has been completed then Council Officers will begin the Expression of Interest process with the community. CEO noted - Council to discuss further at a briefing on 24 June 2019.	Primary Cost: \$350 (meetings held) Year 1: \$10,000
19-Feb-18	14.3	2018/NOM6 - Letter to the Minister regarding Level Crossing Removal Projects Cr Bolam	Council Decision: That in light of the fact that no funding packages have been made available to communities and businesses affected by the Level Crossing Removal at Skye/Overton Road, the closure of Eel Race Road, and the government's decision to locate a new train stabling facility at Kananook, that Council write to the Minister for Public Transport, the Hon. Jacinta Allan MP, to call for a consistent approach to the provision of funding to communities and businesses affected by Level Crossing Removal Projects (defined community benefit/compensation). The letter should also include a request that all crossing removal projects should incorporate a common protocol for asset ownership and maintenance to ensure consistency and equity for all local government areas impacted by Level Crossing Removal. Carried Unanimously	Doug Dickins	1 November 2019 - Council officers have assessed the financial impact of the assets being created and are pursuing discussions with LCRP regarding proposed ongoing asset ownership and maintenance. 1 October 2019 - This matter is ongoing. 10 September 2019 - This matter is ongoing with discussion relating to asset handover and responsibility. 20 August 2019 - This matter is ongoing. Discussions are currently underway regarding asset management responsibility. 30 July 2019 - No change from previous update 9 July 2019 - No change to the status. 18 June 2019 - Ongoing negotiations about funding and ownership of assets. An update Memo was provide to Councillors on 10 April 2019. The expected cost burden of assuming asset ownership has been raised with the LCRP on a number of occasions and formally communicated to the Minister for Public Transport. The Mayor has requested a meeting with the Minister to discuss this and other key matters. Council has to date refused to accept these assets pending a better deal for Council. This position is not dissimilar to that taken by the many other Council impacted by level crossing removal works. Other than ongoing Memo update, this matter will not likely be brought to Council for a decision until a response is received from the Minister's office. 21 May 2019 - No further update 29 April 2019 - A Memo to Councillors was distributed on 10 April 2019. No further update at this time. 8 April 2019 - A Memo to Councillors is currently being prepared and will shortly be provided to the Councillors. 18 March 2019 - The next update for Councillors is planned via Memo in April 2019. 25 February 2019 - No change to the status. 4 February 2019 - No change to the status. 14 January 2019 - Discussions have been held with both Transport for Victoria (ED Asset Management) and CEO of LXRA in relation to Council's advocacy for funding to compensate for any gifted assets handed over to Council. Councillors have also been briefed on this as part of a wider LXRA presentation. Any decision to accept assets will be determined by Council and after further negotiation on costs. Presentation provided to EMT on 10 December 2018 outlining projected cost impact. Discussions with TIV have confirmed draft code of practice is potentially two years away and will not provide any relief in the short term.	Primary Cost: \$820 (letters sent & large meeting held)

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Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
2-Jul-18	14.1	2018/NOM35 - Proposed Downs Estate Business Case Cr Bolam	<p>Council Decision Moved: Councillor Bolam Seconded: Councillor Cunial</p> <p>It is noted that the University of Melbourne is engaging with the Friends of the Downs Estate community group to prepare a business case on the future sustainability of the site as food security demonstration site. The business case will cost between \$80k to \$100k and subject to Council approval, the University of Melbourne is seeking \$25k contribution from Council. Should Council support the proposal, \$25k will be referred for consideration to the mid-year budget review.</p> <p>A report is to be provided to 10 September Ordinary Meeting outlining the proposal and considerations that will be detailed in the business case</p> <p>Carried Unanimously</p>	Stuart Caldwell / Kim Jaensch	<p>6 November 2019 - Paperwork has been received and is being reviewed.</p> <p>1 November 2019 - At the 23 September meeting there was a secondary resolution giving the Uni 30 days to provide us with the evidence.</p> <p>"Notes that the University of Melbourne and Down's Estate Community Group have no more than 30 days from this resolution to provide relevant paperwork regarding additional funding for the Down's Estate that was allocated (but held in abeyance) in 2018. This paperwork, relating to the \$25,000 grant that was awarded on the basis that such paperwork would be produced, is to be to the satisfaction of Council. If the said relevant paperwork is not provided at the end of 30 days, the funding is to be forfeited forthwith.</p> <p>1 October 2019 - At 2018/OM11 on 10 September 2018, Council approved a \$25K contribution to the development of the Business case, subject to State and Federal Government funding commitment. Officers are currently seeking evidence of other funding commitments before releasing the money to Melbourne Uni.</p> <p>Council also requested the ability to review and provide comments on the draft document prior to it being finalised and to be updated at various hold points. Officers are yet to receive any communication on the progression of the Business Case to date.</p> <p>10 September 2019 - A reminder was sent to Nick Thomson on Monday 19 August 2019. Council is still waiting for the paperwork from Uni of Melbourne.</p> <p>A formal written confirmation is imminent, and once this comes in funding will be able to be released, as resolved by Council. University of Melbourne have raised the \$25K pledged from three faculties and chancellery. It is being finalised now so it should be ready to formally be announced within a fortnight.</p> <p>20 August 2019 - No change in status.</p> <p>30 July 2019 - University of Melbourne (UOM) contacted Council last week to advise they are very advanced with the \$25,000 UOM cash commitment to match the \$25,000 from Frankston City Council. UOM have been working to align a multi-faculty contribution that will be matched by the DVC research - therefore the contribution may exceed the \$25,000. A couple of weeks are needed to finalise to ensure involvement of key stakeholders to assist.</p> <p>Significant progress has been achieved on the project with \$100,000 already mobilized for the Indigenous bush food aspect of the work from a philanthropy which will really allow to kick start work while completing the business case.</p> <p>It is still expected that this project will proceed as planned and that the \$25,000 from Council will be required.</p> <p>9 July 2019 - CEO noted - funding allocated but awaiting advice from U.O.M.</p>	Primary Cost:
22-Oct-18	14.4	2018/NOM65 - New Bylaws Cr Bolam	<p>Council Decision Moved: Councillor Bolam Seconded: Councillor Toms</p> <p>That the next review of Council's 2016 General Local Law No 8 pending legal advice is to consider the following bylaws for adoption:</p> <ol style="list-style-type: none"> 1. Brimbank City Council's bylaw offence: participating (including bystanding) in 'hoon events'; 2. Melton City Council's bylaw offence: noise from vehicle sound equipment; and 3. City of Onkaparinga (SA) bylaw offence: flying a drone aircraft in an unsafe manner and/or (by flying a drone aircraft) detracting from another person's lawful use and enjoyment of public land. <p>Carried</p>	Leonie Reints / Brianna Alcock	<p>1 November 2019 - Councillors have provided comments on the draft. Formatting, updating and legal review will be undertaken. A further report will be presented to Councillors in early 2020.</p> <p>Draft Community Local Law has been sent to lawyers for legal review. A further report will be presented to Councillors in February 2020 seeking endorsement for community consultation.</p> <p>1 October 2019 - Officers have undertaken the initial review of General Local Law 2016 No 8 and have added the suggested new local laws into the document. Officers will be presenting the first draft of the document to Councillors at the Council Briefing 30 September 2019</p> <p>10 September 2019 - No further update at this stage.</p> <p>20 August 2019 - Officers are currently reviewing General Local Law 2016 No 8. As part of the review officers will consider the 3 options put forward by Councillors in NOM65. Officers will present the draft Local Law at the Council Briefing on 30 September 2019.</p> <p>30 July 2019 - Officers across the organisation are continuing to review the General Local Law No. 8 with a view to having first draft finalised later in 2019.</p> <p>9 July 2019 - No further update</p> <p>18 June 2019 - Officers have commenced the review of General Local Law No. 8 2016 with a view of presenting to Council in April 2020.</p> <p>21 May 2019 - No further update</p> <p>29 April 2019 - A review of the local law is due to commence in April 2020 and a report will be provided to Council in June 2020 with the outcome of this review. Also noting that a new local law is to be created for short stay accommodation and this is due in December 2019. The short stay accommodation local law will be undertaken independently of the whole local law review.</p> <p>Revised Target Date changed by: Hall-davis, Tracee From: 4 Nov 2019 To: 06 Apr 2020</p> <p>8 April 2019 - Revised Target Date changed by: Hall-davis, Tracee From: 12 Nov 2018 To: 04 Nov 2019</p> <p>Reason: Review of Local Law late 2019</p> <p>18 March 2019 - Officers will be reviewing Frankston City Council General Local Law No. 8, 2016 in late 2019 and the items raised in this NOM will be investigated at the time of the review.</p> <p>25 February 2019 - The next review date for the General Local Law is being considered. No further action as yet.</p> <p>4 February 2019 - The next review date for the General Local Law is being considered.</p>	
10-Dec-18	14.1	2018/NOM67 - Kananook Railway Station Improvements Cr Bolam	<p>Moved: Councillor Bolam Seconded: Councillor Aitken</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Writes to The Hon. Jacinta Allan MP, Minister for Public Transport seeking a meeting to discuss the current changes underway to Kananook Railway Station and surrounds as a result of the Level Crossing Removal Authority projects. In particular to discuss the impacts of these projects and opportunities available to better enhance the public use of the precinct such as improving disability access, landscaping and urban design improvements (e.g. lighting). 2. Offers to work with the relevant State Government Departments to develop a Kananook Railway Station Precinct Plan. <p>C/U</p>	Doug Dickins / Stuart Caldwell	<p>1 November 2019 - There has been no response to the letter to Hon Jacinta Allan MP of 12 August 2019</p> <p>1 October 2019 - No response has been received to date</p> <p>10 September 2019 - No response has been received to date</p> <p>20 August 2019 - A further letter was sent to Hon Jacinta Allan, Minister for Public Transport in relation to issues at Kananook Stabling Facility (2019/NOM17) which also referred to this outstanding matter. (A4013947).</p> <p>30 July 2019 - No change to the status.</p> <p>9 July 2019 - no further update.</p> <p>18 June 2019 - Director Community Assets - "no meeting obtained as yet but project proceeding. Follow up calls about a meeting to be organised made via CEO's office on 5 February, 13 February, 26 February, 21 March, 9 April and 17 April 2019."</p> <p>21 May 2019 - CEO commented, "no meeting obtained as yet but project proceeding." Follow up calls about a meeting to be organised made via CEO's office on 5 February, 13 February, 26 February, 21 March, 9 April and 17 April 2019.</p> <p>29 April 2019 - A response is yet to be received to the letters sent.</p> <p>8 April 2019 - A response is yet to be received to the letters sent</p> <p>18 March 2019 - Letters have been sent to the Hon. Jacinta Allan MP, Minister for Public Transport, Shadow Minister for Public Transport and Ms Sonya Kilkenny (State Member for Carrum)</p> <p>25 February 2019 - A letter has been sent to Minister for Transport Infrastructure (ref A3787569).</p> <p>4 February 2019 - No further update</p> <p>14 January 2019 - Council Officers are currently drafting the letter to MP and likely to be forwarded next week</p>	Primary cost: \$600 (letters sent)

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Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
10-Dec-18	14.3	2018/NOM69 - White Street Mall Revitalisation Cr Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Toms That: 1. Council notes the recent comments made by Mr Paul Edbrooke MP, Member for Frankston to Councillors and Council officers with respect to his commitment to working with Council on the revitalisation of the White Street Mall in Central Frankston, including accepting a design from Council. 2. On the basis, Council submits a revitalisation plan for the White Street Mall to Mr Paul Edbrooke MP, Member Frankston and ask that he provides, in writing, confirmation of the State Government's funding for this project, subject to Council making application for the funding. 3. A meeting with Mr Paul Edbrooke, MP, Member for Frankston and Council officers be held to discuss the White Street Mall in Central Frankston. 4. A report be provided to Council at the April Ordinary Meeting 2019 detailing the response from Mr Paul Edbrooke MP, Member for Frankston and potential funding to the 2019/2020 Annual Budget for White Street Mall upgrade design works. Carried Unanimously	Sally Prideaux	1 November 2019 - A report to Council with concept options was prepared and on hold until outcomes of a meeting with Cr Aitken. Officers are now preparing an alternative option for inclusion in a report to Council in December. 1 October 2019 - Investigation of options for the site is continuing. 10 September 2019 - Council officers have met with Cr Aitken to discuss the proposal. Cr Aitken has requested officers investigate a few more options for the site and this process is now underway. This report will now be brought to Council in November 2019. 20 August 2019 - A report will be presented to 23 September Ordinary Meeting. 30 July 2019 - No change to the status. 9 July 2019 - On behalf of CEO: The report to Council has been delayed pending a presentation by external stakeholders, scheduled for August, which could have a potential to impact on the current proposals for White Street Mall. The report will be rescheduled after this presentation, likely in September 2019. 18 June 2019 - A further update was presented at the May 29th MPAC meeting. Several Councillors were apologies at this meeting so meetings with individual Councillors to provide an update on concepts are underway. Currently awaiting confirmation of a meeting opportunity with Paul Edbrooke before reporting to Council on 22 July 2019. 21 May 2019 - Initial presentation was provided to MPAC on 27 March on ideas for White Street Mall revitalisation. Further discussion occurred with key stakeholders including Bayside Shopping Centre, to refine options. Concepts are being developed for discussion with Paul Edbrooke through May. A further update to be presented at the May 29th MPAC meeting before reporting to Council in July 2019. 29 April 2019 - No change to the status. 8 April 2019 - Presentation was provided to MPAC on 27 March on ideas for White Street Mall revitalisation. Further discussion with key stakeholders including Bayside Shopping Centre, to refine options and then develop concept options for discussion with Paul Edbrooke through May, with an update on the preferred options to be presented at the May 27th MPAC meeting before reporting to Council in June.	Primary Cost: \$620.00 (meetings held) 2x officer time (stakeholder discussions and prep for concepts x4hrs) Concept cost to be added when known
23-Apr-19	14.2	2019/NOM8 - Local Law to regulate Short Stay Rental Accommodation Cr McCormack	Council Decision Moved: Councillor McCormack Seconded: Councillor Toms 1. That Frankston Council develops and implements a Local Law to provide clear guidelines on the required standards for the operation of Short Stay Rental Accommodation within the municipality. 2. That the objectives of the Local Law, replicate those of the Mornington Peninsula Shire Council, namely: a) Regulate and control the use of Short Stay Rental Accommodation within the municipality of Frankston; b) Ensure an appropriate standard of management and presentation of such accommodation; c) Minimise the risk of such accommodation affecting neighbouring properties and the peace of neighbours; d) Implement a registration requirement; and e) Provide for a Code of Conduct under the Local Law. 3. The local law be implemented by December 2019. Carried Unanimously	Leonie Reints	1 November 2019 - Councillors have provided feedback. The draft Short Term Rental Local Law will be submitted to Council by December. Feedback has been received from Lawyers and Short Term Rental Local Law is going out for community consultation end of October. A report will be submitted to Council in December 2019. 1 October 2019 - The Draft Short Term Rental Accommodation Local Law is being presented to Councillors at the Council Briefing 30 September 2019. 10 September 2019 - No further update at this stage. 20 August 2019 - The draft Short Term Rental Accommodation Local Law feedback was received from Maddocks Lawyers 13 August. Officers continue to work towards implementing this by December 2019. 30 July 2019 - The draft Short Term Rental Accommodation Local Law is still with Maddocks Lawyers. Officers continue to work to have this implemented by December 2019. 9 July 2019 - No further update 18 June 2019 - The draft Short Term Rental Accommodation Local Law has been forwarded to Maddock's Lawyers for feedback. Revised Target Date changed by: Hall-davis, Tracee From: 14 May 2019 To: 20 Dec 2019 21 May 2019 - A meeting was held with Mornington Peninsula Shire to better understand the requirements of implementing the Local Law. The draft local law and code of conduct are currently being compiled by officers using Mornington's as a basis to work from. It is expected this will be completed by December 2019	Direct Cost (once-off) - \$14,000 Direct Cost (recurring) - \$11,300 Coming back to Council in December 2019 Costs for officer time to investigate, develop and implement the new local law; legal advice and initial set up costs with BNB Guard. Ongoing Annual costs - monthly BNB Guard reports and administrative support.
1-Jul-19	14.1	2019/NOM12 - Legal Advice Cr Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Mayer That: 1a. Councillors be provided a quarterly report on consultancy expenditure relating to obtained legal advice. The confidential closed council report should provide an itemised description of the advice sought and is to include the YTD accumulative total expended by Frankston City Council on legal advice; 1b. Councillors be provided a retrospective internal report on sought legal advice particulars (cost and description specifics) since 2016. This confidential closed council report is to be provided by September 2019. 2. A report be provided to Council at the September Ordinary Meeting on governance, resourcing and financing relating to potential in-house legal counsel to: a) reduce external reliance on sought legal advice; and b) provide greater legal guidance to the organisation and Council on legal considerations 3. A report be provided to Council on a new process to seek legal advice. The process is to apply to both staff and councillors and should seek to implement controls on the type of information sought and the level of approvals required. The report should look at templates and checks-and-balances that are practiced externally (both inside and outside of the sector) to ensure accountability and the best use of public monies. The report is to be provided at the September Ordinary Meeting. Carried Unanimously	Brianna Alcock	1 November 2019 - A report has been prepared for Council's consideration at its meeting on 18 November 2019. 1 October 2019 - Officers met with Cr Bolam on 2 September 2019 to clarify various matters related to the NOM. Options are to be finalised for the Council Meeting in November. 10 September 2019 - Officers met with Cr Bolam on 2 September 2019 to clarify various matters related to the NOM. Options are now being investigated, and a report will be prepared for Council's consideration at its October meeting. 20 August 2019 - A response to the September Meeting will be delayed due to a meeting being requested with the Councillor seeking clarification. 30 July 2019 - A quarterly report will be prepared on consultancy expenditure relating to obtained legal advice. This report will be presented at the September 2019 Ordinary Council Meeting. The report will also include the expenditure since 2016. The same report will also discuss governance, resourcing and financing relating to potential in-house legal counsel and a Policy or Protocol that will be developed detailing the process for legal requests. 9 July 2019 - A quarterly report will be prepared on consultancy expenditure relating to obtained legal advice. This report will be presented at the September Ordinary Council Meeting. The report will also include the expenditure since 2016. The same report will also discuss governance, resourcing and financing relating to potential in-house legal counsel and a Policy or Protocol that will be developed detailing the process for legal requests.	

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Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
1-Jul-19	14.2	2019/NOM15 - Consultancy Fees Report Cr Bolam	Council Decision Moved: Councillor Aitken Seconded: Councillor Mayer 1. That a quarterly report be provided to open Council on organisational consultancy expenditure. The report should provide both an overall and departmental analysis. At the completion of twelve months, the report should juxtapose overall and departmental consultancy expenditure against the previous year's expenditure. The first report should be provided to Council in September with quarterly reports thereafter; and 2. Where a respective department incurs a variation in consultancy expenditure - specifically 20% above the median average for departments - reference must be made in the report with explanations from both the CEO and relevant Director about such variations. Carried Unanimously	Kim Jaensch	1 November 2019 - Meeting was conducted with Cr Bolam on 14 October where the layout and format of the Consultancy Report was discussed. Cr Bolam was sent a draft of the report on Monday 28 October 2019. This report will now be included in the Appendix of the Quarterly Financial Report. 1 October 2019 - No change to status. 10 September 2019 - 1. A quarterly report will be provided at the next available open Ordinary Meeting held on 18 November 2019, after the 30 September 2019 quarter close off period - the information will not be available in time for the October meeting due to reporting deadlines for Council Meetings. The report will provide both an overall and departmental analysis of Council's organisational consultancy expenditure. At the completion of twelve months, a report will be developed comparing financial year results i.e. 2019-2020 against 2018-2019 results. 2. The above report will include details of departments incurring a variation in 20% above the median average for departments - reference will be made in the report with explanations from both the CEO and relevant Director about such variations. 20 August 2019 - No change in status. 30 July 2019 - 1. A quarterly report will be provided at the next available open Ordinary Meeting held on 14 October 2019, after the 30 September 2019 quarter close off period. The report will provide both an overall and departmental analysis of Council's organisational consultancy expenditure. At the completion of twelve months, a report will be developed comparing financial year results i.e. 2019-2020 against 2018-2019 results. 2. The above report will include details of departments incurring a variation in 20% above the median average for departments - reference will be made in the report with explanations from both the CEO and relevant Director about such variations. 9 July 2019 - A report will be prepared in due course.	
22-Jul-19	14.1	2019/NOM17 - Kananook Rail Stabling Facility Cr Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Aitken That Council writes to the Hon. Jacinta Allan MP, Minister for Public Transport, the Hon. David Davis MLC, Shadow Minister for Public Transport and Ms Sonya Kilkenny MP (State Member for Carrum) requesting that the current design and construction of the Kananook Rail Stabling Facility incorporate: 1. Effective noise mitigation measures to attenuate noise disturbance from the operation of the facility to adjoining residential areas with relevant project team staff that are delivering the facility to be available to consult and appropriately explain the noise testing data and design measures to residents and interest groups; 2. A permanent security presence to deter inappropriate behaviour and activities attributable to the facility; 3. Work sheds to house operating rail infrastructure to improve the overall aesthetics of the facility. Carried Unanimously	Doug Dickins	1 November 2019 - A meeting with Sonya Kilkenny MP is to be arranged. 1 October 2019 - Following a reply from Sonya Kilkenny MP, a meeting is to be arranged to further discuss this matter. 10 September 2019 - Letters were sent in relation to Kananook Rail Stabling Facility. Letter of response received from Sonya Kilkenny (A4042679). 20 August 2019 - Letters were signed by the Mayor and sent to Hon Jacinta Allan, Minister for Public Transport - David Davis, Shadow Minister and Sonya Kilkenny MP on 14 August 2019 (A4013947). 30 July 2019 - A letter is currently being prepared.	
22-Jul-19	14.2	2019/NOM19 - CCTV in Frankston CAA Cr Toms	Council Decision Moved: Councillor Toms Seconded: Councillor Aitken That Council: 1. Notes 2018/NOM25 which resolved: "Should grant funding not be awarded in 19/20 the full list of CCTV cameras will be presented for consideration as part of each year's capital works budget process"; 2. Notes Priority 11 (Excelsior Drive) at \$10K was approved by Council at its 1 July 2019 Ordinary Meeting; 3. Supports Priority 1 (foreshore park opposite South East Water) at \$54K and Priority 2 (Nepean Highway between Wells St and Fletcher Rd) at \$63K, noting there is a \$27K shortfall in available budget; and 4. Refers \$27K for consideration at the 2019-2020 mid-year budget review. Carried Unanimously	Cam Arullanantham / Leonie Reints / Kim Jaensch	1 November 2019 - The capital works financial implications cited in the resolution have been processed in the Long Term Infrastructure Plan (LTIP) database and documented in a register of adjustments for the 2019/20 Mid-Year Budget Review (MYBR). Pending the outcomes of the grant application, the adjustments will be presented to Council at its Ordinary Meeting in December 2019 for the MYBR. 1 October 2019 - The capital works financial implications cited in the resolution have been processed in the Long Term Infrastructure Plan (LTIP) database and documented in a register of adjustments for the 2019/20 Mid-Year Budget Review (MYBR). Officers note the CCTV grant application was successful and as a result, the balance of required funds will be presented to Council at its Ordinary Meeting in December 2019 for the MYBR. 10 September 2019 - Noted. The matter will be referred to mid year budget review for consideration. 20 August 2019 - Action reassigned to Ure, Luke as the matter will be referred to mid-year budget review for consideration. The implications for the Capital Works program cited in the Notice of Motion have been processed in the Long term Infrastructure Plan (LTIP) database and documented in a register of adjustments for the 2019/20 Mid-Year Budget Review (MYBR). The adjustments will be presented to Council at its Ordinary Meeting for the MYBR. 30 July 2019 - Noted. The matter will be referred to mid year budget review for consideration. Grant application has been submitted and outcome and report will be presented to council in November 2019. Officers are currently working with property owners in Excelsior Drive Frankston North to install CCTV. Some additional negotiations will apply as CCTV needs to be fixed to private property.	\$27K Costs to be considered at mid-year budget (not yet committed, so this is not yet reflected in the totals)
22-Jul-19	14.3	2019/NOM20 - Re-Affirmation of Victorian Local Government Women's Charter Cr McCormack	Council Decision Moved: Councillor McCormack Seconded: Councillor Cunial That Council: 1. Reaffirms its status as a signatory to the Victorian Local Government Women's Charter. 2. Develops and implements an action plan, incorporating the Charter aims, that supports the progress of gender equality, diversity and active participation in Council. 3. Refers an amount of \$20,000 to the 2019-2020 mid-year budget review for a community event in support of International Women's Day 2020, recognising the centenary of the first ever woman elected to local government in December 2019. Carried Unanimously	Brianna Alcock / Kim Jaensch	1 November 2019 - A letter has been sent to reaffirm Council's status as a signatory to the Victorian Local Government Women's Charter. A Charter Champion has been nominated in the letter. An action plan outlining gender equity initiatives will be included in the People Strategy, which is currently being developed for the organisation. A report will also be provided to Council annually on gender equity initiatives and the impact of these across Council and the community. A community event will be run in 2020 and will include key messaging and promotion on the topic. \$20,000 is to be referred to the Mid-year budget review process in 2019. A 'Response to NOM' report will now be prepared. A report has been prepared for Council's consideration at its meeting on 18 November 2019. 1 October 2019 - Gender equity initiatives will be included in an action plan in the People Strategy, which is currently being developed for the organisation. It is planned that a report be provided to Council annually on gender equity initiatives and the impact these initiatives have across Council and the community. A letter has been prepared to reaffirm Council's status as a signatory to the Victorian Local Government Women's Charter with a Charter Champion being nominated. 10 September 2019 - Officers met with the Community Strengthening and Human Resources Departments to discuss options for an action plan. The Arts and Culture Department will run a community event which will include key messaging and promotion. 20 August 2019 - Work is currently underway to determine the requirements for an action plan for Council on the Victorian Local Government Women's Charter. The Events team will organise a community event which will include key messaging and promotion on the topic. 30 July 2019 - Reaffirmation of Council's status as a signatory to the Victorian Local Government Women's Charter will be undertaken. An action plan will be developed with input from key stakeholders to incorporate the Victorian Local Government Women's Charter aims to support active participation in Council. It will be noted with the relevant officers to undertake a community event and the referral of \$20,000 to the Mid-year budget review process. Council officers have listed an amount of \$20,000 to the 2019-2020 mid-year budget review for a community event in support of International Women's Day 2020, recognising the centenary of the first ever woman elected to local government in December 2019.	\$20K to mid-year budget

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Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
22-Jul-19	14.5	2019/NOM22 - Save our Red Gums Cr Aitken	Council Decision Moved: Councillor Aitken Seconded: Councillor Toms That Council makes representation to the Premier, the Hon. Daniel Andrews MP, Minister for Energy, Environment & Climate Change, Minister for Planning, Minister for Aboriginal Affairs and all local members of Parliament requesting a special significant classification be placed over the native Red Gum (Eucalyptus Camaldulensis) population in the municipality of Frankston City. Of particular importance are the more mature trees ranging in age between 100 years and in excess of 500 years. We also note that, given the life span of this species (around 1000 years), the older trees occupy a highly significant place in both landscape and history, pre-dating European settlement, and therefore are an irreplaceable living link with traditional owners of this land to the present day and, as such, should be enshrined as part of the national heritage. Supporting information can be sought at https://www.nationaltrust.org.au/treeoftheyear/ To support the basis of this Motion, other examples of strict legislation on the protection of native trees include: • Sequoiadendron Giganteum, United States • Quercus Robur, United Kingdom Carried Unanimously	Stuart Caldwell	6 November 2019 - Note that the motion to MAV was approved at the State Council Meeting held in October 2019. 1 November 2019 - No further update at this stage. 1 October 2019 - A submission has been made to the DELWP seeking engagement and advice on progression of this issue with the identified Ministers and local members of parliament. 10 September 2019 - No further update at this stage. 20 August 2019 - A submission to the State Council is currently in preparation consistent with the Council resolution. 30 July 2019 - Officers have received the recent resolution by Council and are commencing the research required to support a case for enhanced regulatory protection for red gums in Frankston City.	
12-Aug-19	14.1	2019/NOM25 - Recycled Water Scheme Projects Cr Hampton	Council Decision Moved: Councillor Hampton Seconded: Councillor Mayer That Council: 1. Reviews the outcomes achieved following completion of the Stage 1 Robinson Recycled Water Scheme Project that connected Baxter and Robinsons Parks; 2. Uses this analysis to complete the feasibility study of potential future projects, including a continuation of the pipeline from Robinsons Park to Lawton Reserve; and 3. Provides a report to Council by the March 2020 Ordinary Meeting. Carried Unanimously	Luke Ure	1 November 2019 - Officers are continuing to work on a review of the outcomes of the Stage 1 Robinson Recycled Water Scheme, including a cost benefit analysis and feasibility study of future recycled water projects. In particular, the continuation of the pipeline from Robinsons Park to Lawton Reserve (Stage 2) is part of the assessment. 1 October 2019 - Officers have commenced a review of the outcomes of the Stage 1 Robinson Recycled Water Scheme, including a cost benefit analysis and feasibility study of future recycled water projects. In particular, the continuation of the pipeline from Robinsons Park to Lawton Reserve (Stage 2) will be assessed. It is anticipated that a report will be presented to Council by the March 2020 Ordinary Meeting. 10 September 2019 - Officers to commence a review of the outcomes of the Stage 1 Robinson Recycled Water Scheme, including a cost benefit analysis and feasibility study of future recycled water projects. In particular, the continuation of the pipeline from Robinsons Park to Lawton Reserve (Stage 2) will be assessed. It is anticipated that a report will be presented to Council by the March 2020 Ordinary Meeting. 20 August 2019 - Officers to commence a review of the outcomes of the Stage 1 Robinson Recycled Water Scheme, including a cost benefit analysis and feasibility study of future recycled water projects, including continuation of the pipeline (Stage 2) from Robinsons Park to Lawton Reserve.	
12-Aug-19	14.2	2019/NOM26 - Lawton Park Master Plan Cr Hampton	Council Decision Moved: Councillor Hampton Seconded: Councillor Toms That a report on the cost of updating the master plan for Lawton Park and adjoining Council land be presented to the November 2019 Ordinary Meeting for assessment by the Council for possible funding allocation in the 2019/20 mid-year budget review. Carried Unanimously	Tim Bearup	1 November 2019 - No Change to status. 1 October 2019 - A report is being prepared for the Ordinary meeting on 18 November 2019. 10 September 2019 - No further update at this stage. Preparing the report for Nov 2019. Revised Target Date changed by: Hall-davis, Tracee From: 2 Sep 2019 To: 25 Nov 2019 Reason: OM18/11 20 August 2019 - Officers are undertaking investigations in order to provide a report to Council on costs and scope for the requested master-plan.	
12-Aug-19	14.3	2019/NOM27 - Sandfield Reserve Fenced-off Leash-free area Cr Hampton	Council Decision Moved: Councillor Hampton Seconded: Councillor Mayer That Council prepare a report for the 18 November 2019 Ordinary Meeting for the feasibility and costings to establish a fenced dog leash-free area on Sandfield Reserve. Carried Unanimously	Tim Bearup / Leonie Reints	1 November 2019 - Internal planning and report development is underway for the 18th Nov 2019. Report is being submitted to Council OM on 18 November 2019. 1 October 2019 - A report is being prepared for the Ordinary meeting on 18 November 2019 10 September 2019 - No further update at this stage. Preparing the report for November 2019 OM. 20 August 2019 - Officers are undertaking investigations in order to provide a report to Council in November regarding the feasibility of a dog off leash area at Sandfield Reserve.	
12-Aug-19	14.4	2019/NOM28 - Council Based Grants Cr Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Aitken 1. That a new grant category – 'Local Heritage Retention' - be considered for creation. The grant, which will duplicate facets of Lake Macquarie City Council's 'Local Heritage Places' grant process, seeks to encourage owners and community groups to nominate buildings or areas within the municipality with either symbolic and/or historical value. The proviso for funding is that the owner or community groups must be undertaking such works at a cost that is greater than the sought contribution from Council. The owner/s or groups, if successful in being awarded this grant, will then receive capped funding to conduct restorative works at respective locations. It is envisaged that grant recipients will be recommended by Heritage and Assets Promotion Committee. 2. A report is to be provided at the second September Ordinary Meeting on the proposed annual funding pool for the grant (\$10k-\$15k annually), the capped amount per grant (up to, but no more than \$2k) and general governance considerations. Carried Unanimously	Stuart Caldwell / Kim Jaensch / Tim Bearup	1 November 2019 - Due to the intensive preliminary work required in preparing the Grants Management Portfolio this report will be deferred to allow officers sufficient time to coordinate and complete the assessment process. A report will be presented to Council at its November 2019 Ordinary Meeting. 1 October 2019 - No change in status. Report scheduled to be presented to Council at its November 2019 Ordinary Meeting. 10 September 2019 - 1) Noted 2) A report will be scheduled for November 2019. The financial impact will be known when the report is presented to the second September Ordinary Meeting. No further action required from a financial perspective. 20 August 2019 - 1) Noted 2) A report will be scheduled for September OM.	
12-Aug-19	14.5	2019/NOM29 - Public Art Murals Cr Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Aitken That Council: 1. Notes the cost to create two high quality art pieces under the Fletcher Road overpass is strictly capped at \$60K; 2. Ensures adherence to the prescribed budget with a local and regarded artist to undertake the mural works; 3. Ensures that the selected artist works with the Frankston Arts Board on the proposed imagery for the two locations; and 4. Refers the sought funding be considered at the 2019/2020 Midyear Budget for consideration. Carried Unanimously	Andrew Moon / Kim Jaensch	1 November 2019 - Awaiting mid-year budget review. 1 October 2019 - The Board recommended an Artists Brief EOI be advertised in the open market in order to procure the right artwork and artist that is required for such a site. This project will be going to the mid-year budget review seeking funding 10 September 2019 - The cost to create two high quality art pieces under the Fletcher Road overpass is strictly capped at \$60K and the sought funding has been listed for consideration at the 2019/2020 Mid-year Budget review. 20 August 2019 - 1) Noted 2) Noted 3) Noted 4) Manager A & C to liaise with Manager Finance	\$60K to be considered at 19/20 mid-year budget (not committed at this stage, so not reflected in totals)

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Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
12-Aug-19	14.6	2019/NOM30 - Investigation of Major Projects Cr Aitken	Council Decision Moved: Councillor Aitken Seconded: Councillor Toms Officers are to create a register for all major projects to monitor incremental loss or impact and replacement of environmental attributes. The register must record and also enable a red flag system on any of the elements listed below: The register must record: 1. Loss of green space 2. Loss of vegetation 3. Increase of bitumen, which actively increases the heat bank effect 4. Replacement of any vegetation loss with an increase of canopy cover trees in car parks which must also: a. take into account safety risks for pedestrians and vehicles in storm events b. enhance the visual appeal of an urban forest Carried Unanimously	Stuart Caldwell	1 November 2019 - Officers are still working on the recording system. 1 October 2019 - Officers have commenced work on a recording system which will integrate with the Urban Forest Action Plan in respect of outcome recording in the first instance. 10 September 2019 - Officers will consider the most effective way to design and implement the monitoring system that has been required by Council with this resolution. Initially, this will be included as a separate action within the forthcoming urban Forest Action Plan. It may be necessary to commission a consultatn study to confirm the most effective way to undertake the proposed monitoring and measurement. of environmental impaccts of major projects.	
2-Sep-19	14.1	2019/NOM32 - Pines Flora and Fauna Reserve Cr Bolam	Council Decision Moved: Councillor Aitken Seconded: Councillor Bolam That the following are to be implemented in relation to the Pines Flora and Fauna Reserve: a) The State Government, given the reserve is theirs, is formally requested in writing by Council to provide a permanent CCTV unit; b) Victoria Police (Carrum Downs) are formally requested by Council to patrol the car park of the Reserve as part of their daily patrols; c) Council is to work with the 'Friends of the Pines Flora and Fauna Reserve' group to increase its membership and prominence (ie. Frankston City News, social media and Miscellaneous Grants); and d) Properties within close proximity to the Reserve, to be determined by officers, are to be letterboxed with flyers encouraging occupants to report anti-social behaviour. Carried Unanimously	Stuart Caldwell / Leonie Reints	1 November 2019 - Request to close 1 October 2019 - a) State Government have advised that CCTV has been installed. b) Completed c) Officers have noted the resolution and will now approach the Pines Friends group to assist them to undertake a membership drive. d) Completed 10 September 2019 - Officers have noted the resolution and will now approach the Pines Friends group to assist them to undertake a membership drive. Officers will send letter to Victoria Police formally requesting they patrol the car park of this reserve as part of their patrols. Officers are currently identifying the properties with close proximity to the reserve and are developing flyers to be distributed.	
2-Sep-19	14.2	2019/NOM33 - Investigation into the Sale of Evelyn Street Cr Aitken	Council Decision Moved: Councillor Aitken Seconded: Councillor Bolam That a forensic investigation be carried out in relation to all aspects of the previously proposed sale of Evelyn Street public land capped at \$10,000, subject to further review by Council if additional funds are required.. Carried	Brianna Alcock	1 November 2019 - A brief for the investigation into the Sale of Evelyn Street was provided by Council's internal auditors HLB Mann. It was circulated to Councillors by Councillor memorandum and feedback was provided to indicate that the investigation should be conducted by external auditors. A revised brief has been prepared to seek quotes for a forensic investigation to be conducted by external auditors. A report to Council may be required to seek approval for additional funding should the quotes exceed the allocated amount of \$10,000. 1 October 2019 - A draft scope has been provided to Internal Auditors to prepare a Brief in collaboration with Cr Aitken, who raised the NOM, and the wider Council. This is expected by the week ending 4 October. A report will go to the November Audit and Risk Committee meeting. 10 September 2019 - A meeting has been scheduled with external auditors to provide a scope for an audit of Evelyn Street.	Direct Cost (once-off): \$10,000 A forensic investigation is required and has been requested to be conducted by an external auditor. The current funding allocated is \$10,000 with quotes being sought to determine the cost for an external audit to be conducted. Should the cost be more than \$10,000 a report will be required to Council for a further decision.
2-Sep-19	14.3	2019/NOM34 - Departmental Expenditure Limits (DELs) Cr Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Aitken 1. That as a programmed component of future budget deliberations, Council is to determine annual departmental spending-caps/department expenditure limits (DELs) for each department within the organisation; 2. Where departments exceed their DELs, reports are to be provided to Council on DEL breaches and how any over-expenditure can be offset (as well as explanation for any overspends and remedial actions to prevent future DEL breaches); and 3. That prior to formal initiation, a Memorandum is to be provided to Councillors on how the aforementioned mechanisms will be reported and determined by Council. Carried Unanimously	Kim Jaensch	1 November 2019 - Meeting was conducted with Cr Bolam where the layout and format of the report was discussed. Cr Bolam was sent a draft of the report on Monday 28 October 2019. This report will now be included in the Appendix of the Quarterly Financial Report. 1 October 2019 - A meeting has been arranged for 14 October with Cr Bolam to discuss DELs, Consultancy Report & Zero based Budgeting. 10 September 2019 - A meeting was arranged to discuss the requirements of this NOM with Cr Bolam, Tim Frederico and Kim Jaensch via teleconference. Mr Frederico left a message with Cr Bolam to call back. No further action has occurred.	
2-Sep-19	14.4	2019/NOM35 - Resident/Developer Discussions Cr Aitken	Council Decision Moved: Councillor Aitken Seconded: Councillor Bolam That: a) Minutes be taken at Resident/Developer discussions and that a summary of them be included in the Agenda Report. b) The CEO be requested to undertake a review of how the minutes from resident/developer meetings are reported. The review, to be reported back to Council in November, is to determine a process to ensure that all views and discussions emanating from such meetings are accurately and concisely captured. Carried Unanimously	Stuart Caldwell	1 November 2019 - A report is scheduled to come back to OM 18/11/19. 1 October 2019 - Per previous note, officers will include a summary of RDM discussions in Council reports, ongoing. Additionally, a format and approach for recording RDM meeting discussions is being developed. 10 September 2019 - Officers have noted the resolution and will include a summary of any RDM outcomes in future planning assessment reports to Council.	
2-Sep-19	14.5	2019/NOM36 - Councillor Column Cr Aitken	Council Decision Moved: Councillor Aitken Seconded: Councillor Bolam That Cr Aitken's Councillor Column from the May-June 2019 edition of Frankston City News, which was banned, be released for the November-December 2019 publication. Carried	Sam Jackson	1 November 2019 - Cr Aitken's Column has been incorporated into the November/December issue of Frankston City News in accordance with the resolution. From a reporting point of view this action is now complete and recommended for closure 1 October 2019 - Officers are currently preparing the November issue of Frankston City News and have included Cr Aitken's previously excluded column in accordance with this resolution. 10 September 2019 - Officers are currently preparing the November issue of Frankston City News and have included Cr Aitken's previously excluded column in accordance with this resolution.	

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Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
2-Sep-19	14.6	2019/NOM37 - Overport Park Cr McCormack	Council Decision That the \$35,000 funding allocation in the 2019/2020 budget for the planning and design works for the Overport Park Netball courts, be put on hold and the balance of any unspent funding be removed from the budget at the mid-year review, pending the completion of a full community consultation process and development of an updated Master Plan for Overport Park and that this community consultation process be conducted and the report brought back to Council at the first Council Meeting in 2020. Carried	Tim Bearup	1 November 2019 - The community and stakeholder consultations are scheduled as follows: Round 1 - Week ending Oct 18th 2019 Round 2 - Week ending Nov 15th 2019 In order to facilitate Councillor participation in community consultations, these sessions have been rescheduled for November 2019. Details to be provided. 1 October 2019 - Concept design has been previously completed. No further work will be completed as remaining budget and its use is now on hold. Planning has commenced to undertake the community consultation process as requested. Further information will be provided as this develops. Community consultation process has been developed and will be implemented in the coming weeks. 10 September 2019 - Planning and design works have been put on hold. Planning has commenced to undertake the community consultation process as requested. Further information will be provided as this develops.	
23-Sep-19	14.1	2019/NOM39 - Lighting Frankston Cr Bolam	Council Decision That Council develops a strategy with respect to the implementation of a LED Lighting Program across the municipality, to ensure a strategic rationalised approach to installation. That such a strategy be brought before Council for adoption by April 2020. Carried	Stuart Caldwell	1 November 2019 - No further update 1 October 2019 - Council will develop a strategy to implement a LED Lighting Program across the municipality and will be brought back to Council for adoption by April 2020.	
23-Sep-19	14.2	2019/NOM40 - Trial Program Cr Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Aitken That: 1. A new initiative be considered for the implementation of public art at pilot locations on ten utility power boxes throughout the municipality if supported by the utility provider. 2. A memo be provided to Councillors in December on the pilot locations to be considered as part of a potential future trial. Carried Unanimously	Andrew Moon	1 November 2019 - Investigation of possible locations scheduled for early November. 1 October 2019 - A memo will be prepared for Councillors in December on the pilot locations to be considered in the future trial once support is gained by the utility provider.	
23-Sep-19	14.6	2019/NOM44 - Strip Shopping Improvement Schedule Cr Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Aitken That Council develop a strategy with respect to Strip Shopping improvements in locations across the municipality, to support the justification and demand for enhancement, including a list of priority projects, with any funding allocated in the 19/20 budget being held in abeyance pending the development implementation of the strategy. Such a strategy is to be returned to Council for adoption by March 2020 C/I	Stuart Caldwell	1 November 2019 - No change to status. 1 October 2019 - A strategy will be developed to identify strip shopping improvement locations across the municipality. The strategy will be brought back for Council adoption by March 2020.	
14-Oct-19	14.1	2019/NOM38 - Economic Incentives Cr Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Mayer 1. That \$60k annual recurrent funding be referred for consideration to Budget 2020/2021 for ongoing Place Activation. This amount is to enable operators to make their businesses more inviting, while also promoting campaigns and activations in the City Centre. Specifically the funding should be allocated to the following programs that will cease at the conclusion of the State Government funded Frankston Transit Interchange Precinct Upgrade Place Activation grant: a) Façade Improvement Program - \$15,000 b) Kerbside Dining Encouragement Grant - \$20,000 (\$10K city centre, \$10K city wide) c) Marketing campaigns and promotional activations - \$25,000 2. That performance measures be developed to ensure the benefits are clearly understood and provided to Councillors in a memorandum by December 2019 assessing the past and present efficiency of the proposed initiatives. 3. That \$30k annual recurrent funding be referred for consideration to Budget 2020/2021 for ongoing support of the tourism sector. This amount is to enable Council to deliver a program to support existing tourism businesses to increase visitor dispersal and enhanced customer experience consistent with the 2019-2024 Visitor Economy Strategy, and may include initiatives such as: • Collaboration through partnership and product packaging • Strengthening digital marketing skills (focussing on how to get visitors to drive this) • Visitor and Customer Service Training • Business expansion programs that help existing operators develop new experiences • Working with industry to attract more business events and conferencing 4. Where appropriate outcomes of these two programs be incorporated into the quarterly economic scorecard. Carried Unanimously	Sam Jackson	1 November 2019 - Items 1 & 3 will be referred to the 2020/2021 Budget process for consideration. The funding has been referred to the mid-year-budget review for considerations. Officers are currently developing the KPIs with the aim of providing these to Councillors in a memo in accordance with the resolution.	
14-Oct-19	14.2	2019/NOM45 - Karingal Bulls Cr Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Aitken That Council 1. Notes that the cost for two new coaches boxes at Ballam Park Oval is \$20K. 2. Notes that the Karingal Bulls Football Club has applied for a Federal Government grant of \$10K for the coaches boxes. 3. Refers to fund up to \$10K the 2020/2021 Capital Works program to augment the grant, should the funding application be successful. Carried	Vishal Gupta / Luke Ure / Kim Jaensch	1 November 2019 - \$10K will be referred to the 2020/2021 Capital Works program to augment the grant, should the funding application to the Federal Government be successful. This item doesn't require any action from Capital Works Delivery Department at this time. Once funding is allocated in the Capital Works Program in 2020/21 and grant is confirmed, arrangements will be made for delivery of the works in 2020/21. No update from project delivery perspective at this time.	

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Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
14-Oct-19	14.3	2019/NOM46 - Seaford Foreshore Activation Cr Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Aitken 1. Council officer's advocate and negotiate with DELWP for enhanced experience of the Seaford Foreshore. 2. Pending DELWP support in principle Council refers \$40K to the 2020/21 capital works budget for planning and design, which is to be sympathetic of the coastal location and colours. 3. Notes a report outlining the detailed budget will be presented to Council for inclusion in the draft Capital Works program once planning and design has been completed Carried Unanimously	Luke Ure / Stuart Caldwell / Brad Hurren / Kim Jaensch	1 November 2019 - \$40K will be referred to the 2020/2021 Capital Works program, should DELWP support the proposed works.	
14-Oct-19	14.4	2019/NOM47 - Intercontinental Sporting Competitions Grant Cr Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Mayer That a report be provided to Council in December 2019 on the creation of a specific grants category within the Miscellaneous Grants pool to support the participation of Frankston residents seeking to represent both Frankston and Australia in any of the following international events: the Commonwealth Games, the Olympic Games, the Paralympic Games or a World Championship. The report is to consider conditions, eligibility, funding amount per participant and any branding/promotional commitments in lieu of potential Council support. Carried	Tim Bearup	1 November 2019 - This report is in development for the December Ordinary Meeting.	
14-Oct-19	14.5	2019/NOM48 - Langwarrin Kindergarten and Library Cr O'Reilly	Council Decision Moved: Councillor Mayer Seconded: Councillor McCormack That Council 1. Notes a petition, signed by 499 people objecting to the construction of a kindergarten and library in Pindara Boulevard, was received by Council at its Ordinary Meeting on 23 September 2019. 2. Ceases further engagement of the community in relation to siting the kindergarten and library at this location. 3. Requests officers to review alternative locations in Langwarrin. Carried Unanimously	Joanne Ferrie	1 November 2019 - Noted	
14-Oct-19	14.6	2019/NOM49 - Glyphosate Herbicide Cr Aitken	Council Decision Moved: Councillor Aitken Seconded: Councillor Mayer That Frankston City discontinue the use of the current herbicide regime ie. Glyphosate, effective 1 July 2020. This applies to Council staff and contractors employed by Frankston City Council. Carried Unanimously	Brad Hurren / Kim Jaensch	1 November 2019 - Will discuss with Manager Operations on the impact this will have on the 2020/2021 budget and incorporate relevant financial impact into the budget.	

Item 12.1 Attachment C: Urgent Business Status Report as at 18 November 2019

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Urgent Business

Meeting Date	NOM Title and Councillor	Council Resolution	Responsibility	Comments
3-Jun-19	Urgent Business - Evelyn Street Site Sale Moved: Cr Aitken	<p>Council Decision Moved: Councillor Aitken Seconded: Councillor Toms 1. That Council resolves the Evelyn Street site 17R and 19R-21R will not be sold and is to be retained as open space for the people of Frankston both now and into the future. 2. That a report be provided at the August Ordinary Meeting on options for planting and landscape improvements to the Evelyn Street open space as a value added public area. Carried</p>	Vishal Gupta	<p>1 November 2019 - This action item is complete and report was presented to Council at its September 2019 meeting. Further updates will be provided in this matter as per separate Council resolution. Requesting to be archived. 1 October 2019 - Community consultation works to occur from late October to November 2019. This item can be now archived. Further update will be provided via separate Council resolution on Evelyn Street Public Open Space. 10 September 2019 - Council officers have met with Cr Aitken to discuss revised plan and continue to work with the Councillor to finalise concept plan prior to Council consideration at September Council meeting. 20 August 2019 - Plans are currently being refined for Council consideration and decision at its meeting on 23 September 2019. 30 July 2019 - Council officers met with Cr Toms and Cr Aitken to discuss options for the proposed redevelopment of the site as public open space. Concept plans are now being refined and will be presented to Council at its September meeting. 10 July 2019 - Works are currently underway to develop concept plans for the site. A report will be presented on this matter to Council at its August meeting. 27 June 2019 - Council officers are currently investigating options for planting and landscape improvements to the Evelyn Street open space as a value added public area. A report will be presented to Council in August as per Council resolution.</p>

Executive Summary**12.2 Appointment and Authorisation of Council Staff**

Enquiries: (Brianna Alcock: Corporate Development)

Council Plan

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

Purpose

To appoint a Council officer for the purpose of enforcing the *Planning and Environment Act 1987* and the *Local Government Act 1989*.

Recommendation (Director Corporate Development)

That:

1. Pursuant to the provisions of Section 147 (4) of the *Planning and Environment Act 1987* and Section 232 of the *Local Government Act 1989* (Act), Council appoints the officer listed in the Instrument of Appointment and Authorisations.
2. The Instrument of Appointment and Authorisation be signed and sealed.

Key Points / Issues

- For proper administration of the provisions of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989*, ('Act') planning officers must be formally appointed as 'authorised officers' for the purposes of enforcing the Act.
- Council's Lawyers have reviewed the provisions of the Acts in regard to delegation of powers and have concluded that authorisation of officers under the Act cannot be delegated by the Chief Executive Officer. The Lawyers are of the view that planning officers must be authorised by resolution of Council.
- The appropriate resolutions for appointment and authorisation of the planning officer are set out in the recommendation to this report.
- The Instrument of Appointment and Authorisation for the relevant Council officer has been prepared which is to be signed and sealed. This has been provided to Councillors under separate cover.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.50 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

12.2 Appointment and Authorisation of Council Staff**Executive Summary**

Council will continue to evaluate the impacts of rate capping annually and needs to be mindful of these outcomes in all Council decisions.

The authorisation of officers has no financial implications.

Consultation**1. External Stakeholders**

Not applicable.

2. Other Stakeholders

The authorisation of the officer listed for consideration have been discussed with the Acting Manager Planning and Environment.

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

Officers are required to be appointed as authorised officers under Section 147(4) the *Planning and Environment Act 1987* and under Section 232 of the *Local Government Act 1989*.

Policy Impacts

There are no Policies that impact the decision of this report.

Officer's Declaration of Interests

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

Risk Mitigation

Failure to provide authorisations would result in officers not being able to enforce the law.

A suite of authorisations have been developed by Maddocks and are used by most councils across Victoria. Authorisations for other officers in the same or similar roles have been in place for many years without undue issues.

There are a range of checks and balances undertaken to ensure these powers are exercised appropriately. When no longer required these powers are revoked to ensure good governance practices are being maintained and the risks associated with inappropriate use are reduced.

Conclusion

Adoption of the recommendation within this report will give effect to administrative changes within the Planning and Environment Department, and facilitate the effective ongoing administration of the provisions of the Act.

12.2 Appointment and Authorisation of Council Staff**Executive Summary**

ATTACHMENTS

Attachment A: [!\[\]\(c694a3ff3b077d76910920a6a1593ab4_img.jpg\)](#) Instrument of Appointment and Authorisation by Council for member of staff (*Under Separate Cover*)

Executive Summary

12.3 Record of Assemblies of Councillors

Enquiries: (Brianna Alcock: Corporate Development)

Council Plan

Community Outcome:	3. Sustainable City
Strategy:	3.3 Ensure good governance and management of Council resources
Priority Action	3.3.3 Continue to build organisational capability and a customer service culture

Purpose

To table the written records for the Assembly of Councillors as defined by the *Local Government Act 1989*.

Recommendation (Director Corporate Development)

That Council receives the following written records for the Assembly of Councillors on:

- 2 September 2019 (Pre-Agenda Council Meeting)
- 9 September 2019 (Councillor Briefing)
- 16 September 2019 (Councillor Briefing)
- 23 September 2019 (Pre-Agenda Council Meeting)
- 30 September 2019 (Councillor Briefing)
- 7 October 2019 (Councillor Briefing)
- 14 October 2019 (Pre-Agenda Council Meeting)
- 21 October 2019 (Councillor Briefing)

Key Points / Issues

Council is required under the *Local Government Act 1989* to keep a written record for the Assembly of Councillors, including:

- the names of all Councillors and members of Council staff attending a Councillor Briefing or other meeting;
- any matters considered;
- any conflict of interest disclosures made by a Councillor or member of Council staff; and
- if the Councillor or member of staff who disclosed a conflict of interest, left the meeting.

Financial Impact

The Victorian Government introduced the “Fair Go Rates” system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

12.3 Record of Assemblies of Councillors**Executive Summary**

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

It is a statutory requirement to present all written records of all Councillors who participate in an advisory committee, planned or scheduled meeting to the next practicable Council meeting. Thus it is not necessary to consult with external stakeholders.

2. Other Stakeholders

It is a statutory requirement to present all written records of all Councillors who participate in an advisory committee, planned or scheduled meeting to the next practicable Council meeting. Thus it is not necessary to consult with internal stakeholders.

Analysis (Environmental / Economic / Social Implications)

Making written records available to the public may provide some confidence in transparency of decision making and is best practice advice from the Office of the Local Government Inspectorate.

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

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

Legal

Under Section 76AA of the *Local Government Act 1989*, Council is required to make a written record of all Councillors who participate in;

- An Advisory Committee where at least one (1) Councillor and a member of Council staff is present; and
- A planned or scheduled meeting where at least half the Councillors and a member of staff is present.

Policy Impacts

There are no policies that will impact the decision of this report.

Officer's Declaration of Interests

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

Risk Mitigation

There are no risks associated with this report.

Conclusion

It is recommended that the written records as attached to the report be received.

12.3 Record of Assemblies of Councillors**Executive Summary****ATTACHMENTS**

- Attachment A: [↓](#) Record of Assembly of Councillors - 2 September 2019 - Pre-Agenda Discussion
- Attachment B: [↓](#) Record of Assembly of Councillors - 9 September 2019 - Councillor Briefing
- Attachment C: [↓](#) Record of Assembly of Councillors - 16 September 2019 - Councillor Briefing
- Attachment D: [↓](#) Record of Assembly of Councillors - 23 September 2019 - Pre-Agenda Discussion
- Attachment E: [↓](#) Record of Assembly of Councillors - 30 September 2019 - Councillor Briefing
- Attachment F: [↓](#) Record of Assembly of Councillors - 7 October 2019 - Councillor Briefing
- Attachment G: [↓](#) Record of Assembly of Councillors - 14 October 2019 - Pre-Agenda Discussion
- Attachment H: [↓](#) Record of Assembly of Councillors - 21 October 2019 - Councillor Briefing



RECORD OF ASSEMBLY OF COUNCILLORS

Title of Meeting: Pre-Council Meeting agenda review			
Meeting Date: 2 September 2019			
Commencement Time: 6.00pm		Location: Acacia Room	
Finish Time: 6.35pm			
Matters Considered: (Heading only) Council Meeting agenda items Yacht Club general discussion			
Councillors	Present	Arrival and Departure	
Cr Brian Cunial	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Colin Hampton	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5.30pm	Left: 6.35pm
Cr Kris Bolam	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5.30pm	Left: 6.35pm
Cr Sandra Mayer	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5.35pm	Left: 6.35pm
Cr Glenn Aitken	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5.30pm	Left: 6.35pm
Cr Quinn McCormack	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5.52pm	Left: 6.35pm
Cr Michael O'Reilly	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 6.00pm	Left: 6.35pm
Cr Lillian O'Connor	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 6.28pm	Left: 6.35pm
Cr Steve Toms	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Council Staff Attendance: <input type="checkbox"/> Phil Cantillon <input type="checkbox"/> Tim Frederico <input type="checkbox"/> Dr Gillian Kay Michael Papageorgiou, Sharon Lozsan, Brianna Alcock, Vera Roberts, Kim Jaensch, Gill Kay, Luke Ure, Vishal Gupta, Mandy Hay, Doug Dickins Apology: Tim Frederico			

Please submit completed form to Governance within 24 hours of conclusion of meeting.

Others in attendance (including titles):☐ Prue Digby

None

Conflict of Interest Disclosures

"This is an assembly of Councillors as defined in the Local Government Act. Does any Councillor present have a conflict of interest in any of the matters to be considered at this assembly?"

None

Whether a Councillor(s), having disclosed a conflict of interest, left the assembly:**Name of Council Staff Member responsible for this written record:** Brianna Alcock**Position Title:** Manager Governance and Information

Please submit completed form to Governance within 24 hours of conclusion of meeting.



RECORD OF ASSEMBLY OF COUNCILLORS

Title of Meeting: Councillor Briefing			
Meeting Date: 9 September 2019			
Commencement Time: 5:30pm		Location: Acacia Room / Council Chamber	
Finish Time: 8:15pm			
Matters Considered: <i>(Heading only)</i> Update on sporting capital projects Approach to local area engagement Sunland Developments - proposed development in Carrum Downs			
Councillors	Present	Arrival and Departure	
Cr Brian Cunial	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Colin Hampton	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Kris Bolam	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: Via phone 6:10pm	Left: 8:15pm
Cr Sandra Mayer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5.30pm	Left: 8:15pm
Cr Glenn Aitken	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:55pm	Left: 8:15pm
Cr Quinn McCormack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:45pm	Left: 8:15pm
Cr Michael O'Reilly	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5.50pm	Left: 8:15pm
Cr Lillian O'Connor	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input checked="" type="checkbox"/> No	Arrived:	Left:
Cr Steve Toms	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input checked="" type="checkbox"/> No (suspended)	Arrived:	Left:
Council Staff Attendance: <input checked="" type="checkbox"/> Phil Cantillon <input type="checkbox"/> Tim Frederico <input type="checkbox"/> Dr Gillian Kay Cam Arullanantham, Tim Bearup, Stuart Caldwell, Byron Douglas, Vishal Gupta, James Robinson, Luke Ure,			

Please submit completed form to Governance within 24 hours of conclusion of meeting.

Others in attendance (including titles):☐

Prue Digby

Nick Hooper - Taylors Development Consultants

David Morgan - Sunland

Simon Laurenstein - Sunland

Kim Ly - Sunland

Conflict of Interest Disclosures

"This is an assembly of Councillors as defined in the Local Government Act. Does any Councillor present have a conflict of interest in any of the matters to be considered at this assembly?"

Nil to report

Whether a Councillor(s), having disclosed a conflict of interest, left the assembly:

Not applicable

Name of Council Staff Member responsible for this written record: Tim Frederico**Position Title:** Director Corporate Development

Please submit completed form to Governance within 24 hours of conclusion of meeting.



RECORD OF ASSEMBLY OF COUNCILLORS

Title of Meeting: Councillor Briefing			
Meeting Date: Monday 16 September 2019			
Commencement Time: 5.30pm		Location: Acacia Room / Council Chambers	
Finish Time: 7.47pm			
Matters Considered: (Heading only) Note: Not an Assembly of Councillors Agenda Review (OM12 - 23 September 2019)			
Councillors	Present	Arrival and Departure	
Cr Brian Cunial	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Colin Hampton	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Kris Bolam	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 6.10pm	Left: 7.47pm
Cr Sandra Mayer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5.33pm	Left: 7.47pm
Cr Glenn Aitken	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Quinn McCormack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5.57pm	Left: 7.47pm
Cr Michael O'Reilly	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5.48pm	Left: 7.47pm
Cr Lillian O'Connor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Steve Toms	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input checked="" type="checkbox"/> No (suspended)	Arrived:	Left:
Council Staff Attendance: <input checked="" type="checkbox"/> Phil Cantillon <input type="checkbox"/> Tim Frederico <input type="checkbox"/> Dr Gillian Kay Vishal Gupta, Michelle Tipton, Tim Bearup, Luke Ure, Michael Papageorgiou, Vera Roberts, Stuart Caldwell, Cam Arullananthan, Doug Dickins, Melanie Boulton, Sam Jackson, Rob Savoia, Roger Gunn, Ruwan Jayarathne			

Please submit completed form to Governance within 24 hours of conclusion of meeting.

Others in attendance (including titles):

Prue Digby

Conflict of Interest Disclosures

"This is an assembly of Councillors as defined in the Local Government Act. Does any Councillor present have a conflict of interest in any of the matters to be considered at this assembly?"

Nil

Whether a Councillor(s), having disclosed a conflict of interest, left the assembly:

Nil

Name of Council Staff Member responsible for this written record: Michelle Tipton**Position Title:** Acting Manager Governance and Information

Please submit completed form to Governance within 24 hours of conclusion of meeting.



RECORD OF ASSEMBLY OF COUNCILLORS

Title of Meeting: Councillor Briefing			
Meeting Date: 23 September 2019			
Commencement Time: 5:30pm		Location: Acacia Room / Council Chamber	
Finish Time: 7:00pm			
Matters Considered: (Heading only) Agenda Review			
Councillors	Present	Arrival and Departure	
Cr Brian Cunial	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:50pm	Left: 7:00pm
Cr Colin Hampton	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Kris Bolam	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:30pm	Left: 7:00pm
Cr Sandra Mayer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:35pm	Left: 7:00pm
Cr Glenn Aitken	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:30pm	Left: 7:00pm
Cr Quinn McCormack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 6:00 pm	Left: 7:00pm
Cr Michael O'Reilly	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:55 pm	Left: 7:00pm
Cr Lillian O'Connor	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 6:00 pm	Left: 7:00 pm
Cr Steve Toms	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input checked="" type="checkbox"/> No (suspended)	Arrived:	Left:
Council Staff Attendance: <input checked="" type="checkbox"/> Phil Cantillon <input checked="" type="checkbox"/> Tim Frederico <input checked="" type="checkbox"/> Dr Gillian Kay Michael Papageorgiou, Tenille Craig, Vera Roberts, Sharon Lozsan, James Robinson, Taylor McVean, Doug Dickins, Brad Hurren, Luke Walker, Luke Ure, Roger Gunn, Michelle Tipton, Sam Jackson, Mel Boulton, Tim Bearup,			

Please submit completed form to Governance within 24 hours of conclusion of meeting.

Others in attendance (including titles):☐

Prue Digby

Conflict of Interest Disclosures

"This is an assembly of Councillors as defined in the Local Government Act. Does any Councillor present have a conflict of interest in any of the matters to be considered at this assembly?"

Nil

Whether a Councillor(s), having disclosed a conflict of interest, left the assembly:

Not applicable

Name of Council Staff Member responsible for this written record: Tim Frederico**Position Title:** Director Corporate Development

Please submit completed form to Governance within 24 hours of conclusion of meeting.



RECORD OF ASSEMBLY OF COUNCILLORS

Title of Meeting: Councillor briefing			
Meeting Date: 30 September 2019			
Commencement Time: 5:00pm		Location: Acacia Room / Council Chamber	
Finish Time: 8:10pm			
Matters Considered: <i>(Heading only)</i> SEM Group update Draft Local Law No.8 Sporting capital projects			
Councillors	Present	Arrival and Departure	
Cr Brian Cunial	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Colin Hampton	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Kris Bolam	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: Attended via telephone 6:05pm	Left: 7:35pm
Cr Sandra Mayer	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:30pm	Left: 8:10pm
Cr Glenn Aitken	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Quinn McCormack	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 6:20pm	Left: 8:10pm
Cr Michael O'Reilly	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:50pm	Left: 8:10pm
Cr Lillian O'Connor	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Steve Toms	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No (suspended)	Arrived:	Left:

**Council Staff Attendance:**

☐ Phil Cantillon ☐ Tim Frederico ☐ Dr Gillian Kay

Cam Arullanantham, Byron Douglas, Luke Ure, Tim Bearup, Sam Jackson, Leonie Reints, Matthew Harvey, Claire Benzie, Jarred Stevens, James Madder, Sue McShane, Bruce Gardiner

Others in attendance (including titles):

Ian Pridgeon, Russell Kennedy Lawyers
Marcus Heath, Russell Kennedy Lawyers

Conflict of Interest Disclosures

"This is an assembly of Councillors as defined in the Local Government Act. Does any Councillor present have a conflict of interest in any of the matters to be considered at this assembly?"

Nil

Whether a Councillor(s), having disclosed a conflict of interest, left the assembly:

Not applicable

Name of Council Staff Member responsible for this written record: Tim Frederico

Position Title: Director Corporate Development

Please submit completed form to Governance within 24 hours of the meeting



RECORD OF ASSEMBLY OF COUNCILLORS

Title of Meeting: Councillor briefing			
Meeting Date: 7 October 2019			
Commencement Time: 5:30pm		Location: Acacia Room / Council Chamber	
Finish Time: 8:15pm			
Matters Considered: <i>(Heading only)</i> Peninsula Leisure update Review of Agenda for 14 October Council Meeting Update on EOFY result and Mid-Year budget review			
Councillors	Present	Arrival and Departure	
Cr Brian Cunial	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Colin Hampton	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Kris Bolam	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: Attended via telephone 6:05pm	Left: 8:15pm
Cr Sandra Mayer	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:30pm	Left: 8:15pm
Cr Glenn Aitken	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:45pm	Left: 8:15pm
Cr Quinn McCormack	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 6:10pm	Left: 8:5pm
Cr Michael O'Reilly	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:50pm	Left: 8:15pm
Cr Lillian O'Connor	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Steve Toms	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No (suspended)	Arrived:	Left:



Council Staff Attendance:

☐

Phil Cantillon

☐

Tim Frederico

☐

Dr Gillian Kay

Cam Arullanantham, Byron Douglas, Vera Roberts, Stuart Caldwell, Luke Ure, Rob Savoia, Rob Lean, Martin Poole, Isuru Thilakaratne, Kim Jaensch, Doug Dickins, Vishal Gupta

Others in attendance (including titles):

Tim Gledhill, Rosanne Healy - Peninsula Leisure Pty. Ltd.

Conflict of Interest Disclosures

"This is an assembly of Councillors as defined in the Local Government Act. Does any Councillor present have a conflict of interest in any of the matters to be considered at this assembly?"

Nil

Whether a Councillor(s), having disclosed a conflict of interest, left the assembly:

Not applicable

Name of Council Staff Member responsible for this written record: Tim Frederico

Position Title: Director Corporate Development

Please submit completed form to Governance within 24 hours of the meeting



RECORD OF ASSEMBLY OF COUNCILLORS

Title of Meeting: Councillor Briefing - Pre Agenda Discussion			
Meeting Date: 14 October 2019			
Commencement Time: 5:30pm		Location: Acacia Room	
Finish Time: 6:45pm			
Matters Considered: (Heading only) Agenda review			
Councillors	Present	Arrival and Departure	
Cr Brian Cunial	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Colin Hampton	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Kris Bolam	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:30pm	Left: 6:45pm
Cr Sandra Mayer	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:30pm	Left: 6:45pm
Cr Glenn Aitken	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:30pm	Left: 6:45pm
Cr Quinn McCormack	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:40pmm	Left: 6:45pm
Cr Michael O'Reilly	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5:50pm	Left: 6:45pm
Cr Lillian O'Connor	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Steve Toms	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No (suspended)	Arrived:	Left:

**Council Staff Attendance:**☐

Phil Cantillon

☐

Tim Frederico

☐

Dr Gillian Kay

Cam Arullanantham, Keith Black, Stuart Caldwell, Tenille Craig, Doug Dickins, Vishal Gupta, Kim Jaensch, Robert Lean, Sharon Lozsan, Taylor McVean, Vera Roberts, Luke Ure.

Others in attendance (including titles):**Conflict of Interest Disclosures**

"This is an assembly of Councillors as defined in the Local Government Act. Does any Councillor present have a conflict of interest in any of the matters to be considered at this assembly?"

Nil declared

Whether a Councillor(s), having disclosed a conflict of interest, left the assembly:

Not applicable

Name of Council Staff Member responsible for this written record: Tim Frederico

Position Title: Director Corporate Development

Please submit completed form to Governance within 24 hours of the meeting



RECORD OF ASSEMBLY OF COUNCILLORS

Title of Meeting: Councillor Briefing			
Meeting Date: 21 October 2019			
Commencement Time: 5.30pm		Location: Frankston Arts Centre, Peninsula Room	
Finish Time: 8.15pm			
Matters Considered: <i>(Heading only)</i> Frankston Arts Board Presentation Frankston City Strategic Homelessness Alliance Town Planning Application - 26 Brunnings Road - external presenters Frankston Urban Forest Action Plan - status update			
Councillors	Present	Arrival and Departure	
Cr Brian Cunial	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Colin Hampton	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Kris Bolam	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: By phone 5.45pm	Left: Call ended 8.15pm
Cr Sandra Mayer	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5.30pm	Left: 8.15pm
Cr Glenn Aitken	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5.30pm	Left: 8.15pm
Cr Quinn McCormack	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5.30pm	Left: 8.15pm
Cr Michael O'Reilly	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived: 5.30pm	Left: 8.15pm
Cr Lillian O'Connor	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No	Arrived:	Left:
Cr Steve Toms	<input type="checkbox"/> Yes <input type="checkbox"/> Apology <input type="checkbox"/> No (suspended)	Arrived:	Left:

**Council Staff Attendance:**☐

Phil Cantillon

☐

Tim Frederico

☐

Dr Gillian Kay

Cam Arullanantham, Brianna Alcock, Clare Davey, Nathalie Nunn, Andrew Moon, Tim Bearup, Rachel Masters, Venita Mackinnon, Stuart Caldwell

Others in attendance (including titles):

Frankston Arts Board members: Barbara Crook and Mish Eisen
External presenters: Philip Rygl of Mecone Consultants

Conflict of Interest Disclosures

"This is an assembly of Councillors as defined in the Local Government Act. Does any Councillor present have a conflict of interest in any of the matters to be considered at this assembly?"

None disclosed.

Whether a Councillor(s), having disclosed a conflict of interest, left the assembly:

Name of Council Staff Member responsible for this written record: Brianna Alcock

Position Title: Acting Director Corporate Development

Please submit completed form to Governance within 24 hours of the meeting

Executive Summary**12.4 Formal endorsement of Letter under Seal Policy**

Enquiries: (Brianna Alcock: Corporate Development)

Council Plan

Community Outcome:	3. A Well Governed City
Strategy:	3.1 Accountable Governance
Priority Action	3.1.1 The elected representatives will provide clear and unified direction, transparent decision makers and good governance

Purpose

For Council to endorse the Letter under Seal Policy.

Recommendation (Director Corporate Development)

That Council:

1. Endorses the Letter under Seal Policy; and
2. Notes the Letter under Seal Policy was publicly exhibited for a period of four (4) weeks and no submissions were received.

Key Points / Issues

- At its Ordinary Council Meeting on 2 September 2019, Council resolved:
That Council:
 1. *Notes the draft Letter under Seal Policy (Policy) and agrees for it to be publicly exhibited for a period of four (4) weeks; and*
 2. *Seeks a report back to Council no later than the November 2019 Ordinary Meeting to endorse the Policy, taking into account any feedback received by the community.*
- A notice was published in the Frankston Leader newspaper and Council website on Monday 9 September 2019, inviting the public to make written submissions on the Letter under Seal Policy (Policy). The deadline for written submissions was Monday 7 October 2019. No submissions were received.
- A Councillor Briefing (Briefing) was held on Monday 27 May 2019 to review the draft Council Meeting Agenda for the 3 June 2019 Council meeting.
- A Notice of Motion (NOM) was proposed for a Letter under Seal to be presented to an individual within the community. Concerns were expressed by some Councillors that this type of acknowledgement could set a precedent and that a Policy should be developed to provide a clear set of guidelines for determining and recognising individuals or community organisations.
- The draft Policy, attached as **Appendix A**, establishes procedures for recognising:
 - individuals and/or community organisations;
 - the service provided by Mayors and Deputy Mayors; and
 - Councillors who have completed significant years of service to Local Government.

This will take the form of a Letter under Seal and be presented formally at an Ordinary Council Meeting or at a function determined by the Mayor.

12.4 Formal endorsement of Letter under Seal Policy**Executive Summary****Financial Impact**

The Victorian Government introduced the “Fair Go Rates” system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council’s major source of income, Council’s capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

A notice was published in the Frankston Leader newspaper and Council website on Monday 9 September 2019, inviting the public to make written submissions on the Policy. The deadline for written submissions was Monday 7 October 2019. No submissions were received.

2. Other Stakeholders

The Executive Management Team and the Councillors Office were consulted on the proposed Policy.

Analysis (Environmental / Economic / Social Implications)

A clear Policy minimises the potential for confusion and disputes to arise in relation to matters that relate to Letters under Seal.

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

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

Legal

There are no legal or statutory obligations associated with this report.

Policy Impacts

There are no Policies or Protocols that affect the decision of this report.

Officer’s Declaration of Interests

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

Risk Mitigation

A clear and detailed Policy reduces the potential for disputes to arise on matters relating to Letters under Seal.

12.4 Formal endorsement of Letter under Seal Policy**Executive Summary****Conclusion**

At its Ordinary Council Meeting on 2 September 2019, Council resolved for the Policy to be placed on public exhibition for a period of four (4) weeks from 9 September 2019 to 7 October 2019 (inclusive). No submissions were received.

The attached Policy has been drafted to provide direction for determining and recognising individuals and/or community organisations, the service provided by Mayors and Deputy Mayors and for Councillors who have completed significant years of service to Local Government.

It is recommended that the Policy be formally endorsed.

ATTACHMENTS

Attachment A: [↓](#) Letter under Seal Policy

Letter under Seal Policy

Council Policy

A4001507



opportunity » growth » lifestyle

1. Policy statement

This Policy establishes procedures for recognising:

- Mayors and Deputy Mayors at the end of their tenure during their term of **Council**;
- Councillors upon completing significant years of service to Local Government; and
- Individuals and/or community groups for an **outstanding achievement** or **outstanding service** to the community.

2. Reason for Policy

This Policy aims to provide a set of guidelines for determining and recognising individuals and/or community organisations for an **outstanding achievement** or **outstanding service** which has achieved benefits for the Frankston Community, the service provided by Mayors and Deputy Mayors to the Frankston community during their tenure at **Council** and the years of service provided by a Councillor.

3. Scope

Recognition will take the form of a Letter under Seal which will be presented formally at an Ordinary Council Meeting or at a function determined by the Mayor or Chief Executive Officer.

This Policy applies to:

Mayors and Deputy Mayors	for the contribution they have made to the City during their tenure at Council .
Councillors	for the completion of any significant terms of extended service to Local Government i.e. 10, 15, 20, 25 or 30 years, after their anniversary dates.
Individuals and/or community groups (i.e. all residents and persons closely associated with Council)	for an outstanding service that has achieved benefits for the Frankston community or for an outstanding achievement in a particular area i.e. sporting, environmental etc.

This Policy does not consider Citizen of the Year, Young Citizen of the Year, Senior Citizen of the Year and Community Event of the Year Awards as they are separate awards run in auspice with the National Australia Day Council and are given each year on Australia Day. Nor does this Policy address employee service awards, which are administered internally through the Human Resource Department.

4. Authorisation

This Policy is managed by the Governance and Information Department, and is approved by Frankston City's Mayor and Council's Chief Executive Officer (CEO):

Mayor, Frankston City

CEO, Frankston City Council

in accordance with Frankston City Council resolution at its Ordinary Council meeting of xxxx.

5. Revision date

This Policy will be reviewed and presented to **Council** within the first 12 months of a General Council Election or earlier as deemed necessary by **Council**, and therefore once within each subsequent **Council** term.

6. Principles

Mayors and Deputy Mayors

1. A Letter under Seal will be awarded to an outgoing Mayor and Deputy Mayor in recognition of their service to the community during their tenure.
2. A report will be prepared and considered by **Council** at its Special Statutory Meeting in November to award a Letter under Seal to an outgoing Mayor and Deputy Mayor in recognition of their service to the community. Where a Councillor has been Mayor or Deputy Mayor in their final term of **Council**, a report will be prepared and considered by **Council** at its Ordinary Council Meeting in September to award a Letter under Seal.
3. After **Council** resolves to award a Letter under Seal to an outgoing Mayor and Deputy Mayor, the Mayor and Councillors office will be prepare the letter and the **Council's** common seal will be affixed. This will be presented by the incoming Mayor at a function determined by the Mayor or Chief Executive Officer.
4. The Register will be updated by the Councillors Office.

Councillors

1. A Letter under Seal will be awarded to a Councillor in recognition of their years of service to Local Government.
2. A report will be prepared and considered by **Council** at its Ordinary Council Meeting in September to award a Letter under Seal to a Councillor who has served as a Councillor for 10, 15, 20, 25 or 30 years.
3. After **Council** resolves to award a Letter under Seal to a Councillor, the Mayor and Councillors Office will prepare the letter and the **Council's** common seal will be affixed.

4. This will be presented by the Mayor either at an Ordinary Council Meeting or a function determined by the Mayor or Chief Executive Officer.
5. The Register will be updated by the Councillors Office.

Individual / Community Groups

1. A Letter under Seal may be awarded to an individual or community group in recognition of an **outstanding achievement** or **outstanding service** that has achieved great benefits to the Frankston municipality.
2. The Councillor who is wanting to submit a nomination for an individual or community group, will need to provide material to support their nomination, to enable Councillors to make a well informed decision on whether to award a Letter under Seal to an individual or community group.
3. This material will need to be provided to the Mayor and Councillors Office so a preliminary assessment, including background checks, can be made.
4. Following the preliminary assessment, nominations will be informally discussed by Councillors at a briefing and must be agreed by the majority, prior to any Notice of Motion being put to **Council**.
5. Up to four (4) nominations for a Letter under Seal to an individual or community group can be issued during each Mayoral term year. It will be at the Mayor's discretion if further nominations will be considered.
6. After **Council** resolves to award a Letter under Seal to an individual or community group, the Mayor and Councillors office will prepare the letter and the **Council's** common seal will be affixed. This will be presented by the Mayor at the next scheduled Ordinary Council Meeting or a function determined by the Mayor or Chief Executive Officer.
7. The Register will be updated by the Councillors Office.

7. Roles and responsibilities

Chief Executive Officer	will be responsible in determining the nominations of an individual or community group submitted by a Councillor through a Notice of Motion to ensure it complies with this Policy.
Manager Governance and Information	will be responsible for ensuring the Policy is implemented and maintained.
Mayor and Councillor Support	will be responsible for: <ul style="list-style-type: none"> • conducting a preliminary assessment on all nominations; • preparing Letters under Seal and making arrangements for the individual(s) and/or community group(s) to attend a Council Meeting to receive their Letter under Seal; and • maintaining a Register of all Letters under Seal.

8. Policy non-compliance

Council reserves the right to withdraw a Letter under Seal to an individual and/or community group if it is considered that they have not complied with the spirit of the Policy.

9. Related documents

There are no other related documents that will need to be read in conjunction with this Policy.

10. Administrative updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this Policy.

Where an update does not materially alter this Policy, such a change may be made administratively. Examples of this may include a change to the name of a **Council** department as a result of a restructure or change in management, a change to the name of a Federal or State Government department or minor updates to legislation which does not have a material impact.

Any substantial changes will require a resolution of **Council**.

11. Implementation of the Policy

This Policy will be published on **Councils** website and intranet so it can be used by **Council** officers when responding to queries in relation to the award of a Letter under Seal.

12. Definitions

Council: means Frankston City Council

Outstanding achievement: means recognising outstanding performance by an individual or community group who are known for their continued commitment to excellence in endeavours of sport, environmental, economic or leadership. Leadership will have been demonstrated by the individual or community group as an achievement and/or commitment to enhancing the City of Frankston in the best interests for the community.

Outstanding service: means recognising an individual or community group who has made a significant contribution to the community for a period of 20 years or more, through their time, actions, talents and dedication. The individual or community group will have a passion for helping others in their community outside any volunteer work done for their employer.

Executive Summary**12.5 Revised Child Safe Policy**

Enquiries: (Joanne Ferrie: Community Development)

Council Plan

Community Outcome:	3. A Well Governed City
Strategy:	3.1 Accountable Governance
Priority Action	3.1.1 The elected representatives will provide clear and unified direction, transparent decision makers and good governance

Purpose

To seek Council's support for publicly exhibiting the revised Child Safety Policy for consultation with the community.

Recommendation (Director Community Development)

That Council:

1. Endorses the revised Child Safe Policy (Policy) for public exhibition for a period of four (4) weeks; and
2. Notes a report will be submitted to Council by February 2020 to consider public submissions and adoption of the policy.

Key Points / Issues

- A Memorandum was circulated to Councillors in February 2019, to inform of the new obligations under the Victorian Governments *Reportable Conduct Scheme* that came into effect for Council on 1 January 2019. The aim of the obligations is to strengthen the safety of children from abuse.
- The *Reportable Conduct Scheme* is administered by the Commission for Children and Young People. It focuses on employee, volunteer and contractor conduct and prescribes specific actions that must be taken by the Chief Executive Officer (or delegate) to ensure reportable conduct is properly investigated and responded to.
- There are five types of Reportable Conduct:
 1. Sexual offences committed against, with or in the presence of a child;
 2. Sexual misconduct committed against, with or in the presence of a child;
 3. Physical violence against, with or in the presence of a child;
 4. Any behaviour that causes significant emotional or psychological harm to a child; or
 5. Significant neglect of a child.
- The *Reportable Conduct Scheme* has been phased in over a two (2) year period for organisations with high level of responsibility. As part of Phase 3, all Education and Care Services including Council's Mahogany Rise Child and Family Centre came into the scope of the scheme which automatically brings the entire organisation within the scope.
- To reflect the changes to the *Reportable Conduct Scheme*, the Child Safety Policy (Policy) that was endorsed by Council at its meeting in April 2017 has now been amended to include:

12.5 Revised Child Safe Policy**Executive Summary**

- Details on when the CEO must be notified of a reportable allegation, being within 24 hours or the next business day; and
- The process the CEO is required to undertake upon notification.
- It is recommended that the Policy be placed on public exhibition for a period of four (4) weeks. A report, including feedback that may be received by members of the community, will be presented to Council for consideration at its meeting in February 2020 to formally endorse the Policy.

Financial Impact

The Victorian Government introduced the “Fair Go Rates” system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are financial costs associated with the public notice in the newspaper, however, these costs can be accommodated within existing budgets.

Consultation**1. External Stakeholders**

Members of the public will be provided with the opportunity to make a written submission after Council has considered the Policy at its meeting in November 2019. The Policy will be placed on public exhibition for a period for 4 weeks.

2. Other Stakeholders

Councillors, the Executive Management Team and all staff, including volunteers and contractors, have been notified of the new obligations.

Analysis (Environmental / Economic / Social Implications)

Council will be modelling child safety within the community which contributes to the Health and Wellbeing Plan 2017-2021 community building outcomes to promote stronger families, a safe and strong community.

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

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

Legal

This Policy has been amended to reflect new obligations that came into effect for Council as part of the Victorian Government *Reportable Conduct Scheme* from 1 January 2019. These obligations have been incorporated into the existing Policy and together with the Child Safe Standards, aim to keep children safe from abuse.

12.5 Revised Child Safe Policy**Executive Summary**

The Child Safe Standards are governed by the *Child Wellbeing and Safety Act 2005* and the *Children, Youth and Families Act 2005*. Any non-compliance with the Child Safe Standards may lead to a penalty or imprisonment as prescribed within these Acts.

Policy Impacts

The inclusion of the new obligations will strengthen Council's Policy and its position on its Child Safe Standards with the aim of keeping children safe from abuse.

Officer's Declaration of Interests

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

Risk Mitigation

Child safety is embedded and integrated into Council's overall risk management program. The inherent risks regarding child abuse are well documented. The implementation of policies, practices and procedures consistent with the strategies will form the basis of managing and eliminating such risks.

Conclusion

The attached revised Policy has been drafted to reflect the new obligations under the Victorian Governments *Reportable Conduct Scheme* that came into effect for Council on 1 January 2019. The aim of the obligations is to strengthen the safety of children from abuse.

It is recommended that the Policy be publicly exhibited for a period of four (4) weeks prior to returning to Council for formal endorsement.

ATTACHMENTS

Attachment A:[↓](#) Revised Child Safe Policy

Child Safe Policy



A3331405

Lifestyle Capital of Victoria

1. Policy statement

Frankston City Council is committed to the health, safety and wellbeing of all children and to protecting them from child abuse.

Council does not tolerate child abuse and all allegations and safety concerns will be treated very seriously, reported and investigated.

Council will at all times listen to children respectfully and advocate for their right to feel safe, valued and protected.

Council will work in partnership with local organisations and services to protect children in our community from child abuse regardless of their age, gender, race, ability or their family's religious beliefs, sexual orientation, or social background.

Council is committed to the ongoing training and education of Councillors, employees, contractors and volunteers on child safety.

2. Reason for Policy

In 2012, the Victorian Government initiated an inquiry into the handling of child abuse by religious and other non-government organisations. The Betrayal of Trust report was tabled on 13 November 2013; the report found that there were inadequate and inconsistent approaches to child safety in organisations across Victoria. The report provided 15 recommendations, including the introduction of child safe standards in Victoria to ensure child safe environments in organisations that work with children.

The Victorian Government committed to implementing all recommendations of the Betrayal of Trust Inquiry.

This Policy reflects Council's commitment to creating and sustaining a child safe organisation that is consistent with the Child Safe Standards:

- Standard 1:** Strategies to embed an organisational culture of child safety, including effective leadership arrangements
- Standard 2:** A child safe policy or statements of commitment to child safety
- Standard 3:** A code of conduct that establishes clear expectations for appropriate behaviour with children
- Standard 4:** Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing employees
- Standard 5:** Processes for responding to and reporting suspected child abuse

Standard 6: Strategies to identify and reduce or remove risks of child abuse

Standard 7: Strategies to promote the participation and empowerment of children

3. Scope

This Policy applies to Councillors, the Chief Executive Officer, the Executive Management Team, all employees, and volunteers irrespective of their involvement in child related work or duties. This Policy also applies to contractors and labour hire workers working with Council through an agency or on a contract basis, volunteers and work experience/work placement students.

4. Authorisation

This Policy is managed by the Family Health Support Services Department, and is approved by Frankston City's Mayor and Council's Chief Executive Officer (CEO):

Mayor, Frankston City

CEO, Frankston City Council

in accordance with Frankston City Council resolution at its Ordinary Council meeting of 3 April 2017. This Policy was revised by Council at its Ordinary Council meeting on xx.

5. Revision date

This Policy will be reviewed and presented to Council no later than April 2021. If there is any change to the relevant legislation the Policy will be reviewed at that time and may be reviewed earlier as deemed necessary by Council. Thereafter, the Policy will be reviewed once within each subsequent Council term.

6. Principles

- 6.1. Embedding an organisational culture of child safety.
- 6.2. Preventing instances of child abuse occurring within Council.
- 6.3. Clearly articulating individuals' responsibilities for identifying possible instances of suspected child abuse being perpetrated and establishing controls and procedures for preventing abuse occurring within our control.
- 6.4. Providing guidance to councillors, employees, contractors and volunteers regarding the actions they should take where they suspect any child abuse may be occurring within or outside the organisation.
- 6.5. Providing a clear statement to councillors, employees, volunteers and contractors showing that council has zero tolerance for child abuse.
- 6.6. Providing assurance that any and all suspected abuse will be reported and internally investigated.

7. Roles and responsibilities

All Councillors, employees, contractors or volunteers on forming a reasonable belief that that a child is in need of protection (due to their safety, health, or wellbeing being at risk) are encouraged to report such information through the Child Safe Policy Reporting Process (**Appendix 2**).

7.1 Council

Councillors are responsible for providing leadership for the good governance of Council by acting as a responsible partner in fostering and developing an organisational culture that has zero tolerance for child abuse. Councillors will advocate in the best interests of children to create and sustain a community in which children are safe and protected from abuse.

7.2 Chief Executive Officer

The Chief Executive officer is ultimately responsible for driving the required cultural change of zero tolerance for child abuse, so that protecting children from risks of child abuse is embedded in every day thinking and practice across the organisation.

The Chief Executive Officer is responsible for ensuring that Council has effective controls in place to prevent child abuse occurring. This will be achieved through the implementation of robust procedures that aim to prevent the employment of perpetrators of child abuse, ensure early detection of any instances of child abuse and ensure any allegations of child abuse are reported and fully investigated.

The Chief Executive Officer (or delegate) must ensure that:

- the Manager Human Resources is notified of any allegation against an employee
- the Commission for Children and Young People (responsible for managing the Reportable Conduct Scheme) are notified within 3 business days of becoming aware of a reportable allegation against an employee
- allegations are investigated (subject to police clearance on criminal matters or those involving family violence)
- advise the Commission who will be undertaking the investigation within the organisation as soon as practicable
- any risks to children are managed to ensure their safety and wellbeing whilst an investigation takes place (e.g. preventing the subject of the allegation from having direct contact with children, or in very serious cases suspending them or taking other similar action to remove them from the workplace)
- within 30 calendar days the Commission is provided with detailed information about the reportable allegation and any action taken
- the Commission is notified of the investigation findings and any disciplinary action taken (or the reasons no action was taken).



7.3 The Executive Management Team

The Executive Management Team is responsible for supporting the Chief Executive Officer to drive a culture of zero tolerance for child abuse. This will be achieved by ensuring:

- the organisation has in place and implements robust child safety procedures that protect children from child abuse
- suspected or alleged instances of child abuse are reported and fully investigated
- support is provided to employees, contractors and volunteers in undertaking their child protection responsibilities.

7.4 Child Safety Officers

Child Safety Officers will:

- act as the first point of contact for and receive child safety concerns or allegation of abuse within Council
- initiate internal processes to ensure the safety of the child
- clarify the nature of the complaint and decide whether the matter should be reported to the Police or Child Protection and make a report as soon as possible
- notify the Chief Executive Officer of a reportable allegation within 24 hours or the next working day.

Council's Child Safety officers are:

- Manager Community Safety – Leonie Reints
- Coordinator Risk Management - Chris Innes
- Manager Family Health Support Services – Joanne Ferrie

7.5 Managers

All Managers must ensure that they:

- receive reports of child safety concerns or allegations of abuse within Council and inform the Child Safety Officers
- support internal processes to ensure the safety of the child
- support the disciplinary process managed by Human Resources as required
- identify any potential for child abuse to be perpetrated, and assess the related risks of child abuse within their Department
- eradicate/minimise any risk to the extent possible
- ensure employees are educated about the prevention and detection of child abuse and attend any relevant training when it is provided, and
- offer support to the child, the parents, the person who reports and the accused staff member, contractor or volunteer.

7.6 Manager Human Resources

The Manager Human Resources must ensure:

- support and guidance is provided to the Child Safety Officers, CEO and other Managers to ensure fair, timely and appropriate responses to allegations received
- they manage Council's disciplinary procedure including a thorough investigation as it applies to the child safe standards and Reportable Conduct
- they support the CEO with the submission of reports and information to the Commission for Children and Young People (Reportable Conduct Scheme) within the prescribed timeframes.
- the principles of the child safe standards are embedded in Council procedures including recruitment and pre-employment screening processes
- employees and volunteers have access to and are aware of the Child Safe Policy and Child Safe Procedure
- the organisation strictly adheres to procedures as they apply to Child Safe Standards and takes appropriate action when a non-compliance arises
- they support employees who have been impacted by a child abuse incident and make appropriate referrals to the Employee Assistance Program, and
- they incorporate child safety in Council's Induction and Learning and Development program.

7.7 Employees

All employees must familiarise themselves with the relevant laws, the Staff Code of Conduct, and Council's Policy and procedures in relation to child safety, and comply with all requirements, including:

- participation in employee induction training
- reporting any suspicion or reasonable belief that a child's safety may be at risk to their supervisor or the designated Child Safety Officers
- providing an environment that is supportive of all children's emotional and physical safety.

7.8 Volunteers

Volunteers share the responsibility for the prevention and detection of child abuse, and must report any suspected cases to their direct supervisor or the relevant external reporting channels.

7.9 Labour hire – agency employees and contractors

Labour hire agency employees and contractors also share the responsibility for the prevention and detection of child abuse and any suspected case or allegation of child abuse. Council will embed a process that provides a contractual obligation to ensure that the same standards that apply to Council, will apply to labour hire agency employees and contractors.

7.10 Licensee / Lessor

Council acknowledges that sporting associations and not-for-profit entities are themselves also required to comply with Child Safe Standards. Council, as their licensee or lessor, will note this requirement in the Occupancy Licence Agreement between Council and individual groups with the aim to raise awareness of the legislation and compliance requirements.

8. Policy non-compliance

The Child Safe Standards are governed by the *Child Wellbeing and Safety Act 2005* (the *Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015* amended the *Child Safety and Wellbeing Act 2005*) and the *Children, Youth and Families Act 2005*. Any non-compliance with the Child Safe Standards may lead to a penalty or imprisonment as prescribed within these Acts.

The establishment of these Child Safe Standards outlines the process to disclose and report suspected or alleged cases of Child Abuse. Disclosure is required in circumstances in which a reasonable belief exists that a sexual offence has been committed against a child. Furthermore, individuals are also required to protect a child when they knew of a risk of child sexual abuse by someone and had the authority to reduce or remove the risk but negligently failed to do so.

Failure to report or protect a child from abuse is now a criminal offence.

9. Related documents

- Frankston City Council Child Safe Procedure 2017
- Frankston City Council Councillors' Code of Conduct 2016 (currently being revised)
- Volunteer Code of Conduct 2016 (currently being developed)
- Frankston City Council Risk Management Policy 2014
- Frankston City Council Staff Code of Conduct 2012 (currently being revised)
- Human Resources procedures pertaining to recruitment, induction, performance management and general conditions of employment
- Frankston City Council Privacy Policy 2008
- Mahogany Rise Child and Family Centre Child Protection Policy 2016
- Privacy and Data Protection Act 2014
- Public Records Act 1973
- Frankston City Council Child and Family Plan 2014-2018

10. Implementation of the Policy

This Policy (in conjunction with other Related Documents) will be incorporated into key decision making processes and operating procedures of Council.

11. Definitions

The Act: Child Safety and Wellbeing Act 2005

Child: A person who is under the age of 18 years.

Child safety: In the context of the child safe standards, child safety means measures to protect children from abuse.

Aboriginal child: A person under the age of 18 who:

- is of Aboriginal or Torres Strait islander descent

- identifies as Aboriginal or Torres Strait islander, and
- is accepted as Aboriginal or Torres Strait islander by an Aboriginal or Torres Strait Islander community.

Cultural safety: An environment that is safe for people, where there is no assault, challenge or denial of their identity, of who they are and what they need. Cultural safety is about shared respect, shared meaning, shared knowledge and experience, of learning, living and working together with dignity and truly listening (*Williams, R 208*).

Child safe organisation: In the context of the child safe standards, a child safe organisation is one that meets the child safe standards by proactively taking measures to protect children from abuse.

Child abuse: Section 3 of the *Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015*, states “child abuse includes—

- (a) any act committed against a child involving—
 - (i) a sexual offence; or
 - (ii) an offence under section 49B(2) of the *Crimes Act 1958*; and
- (b) the infliction, on a child, of—
 - (i) physical violence; or
 - (ii) serious emotional or psychological harm; and
- (c) the serious neglect of a child”

Children from culturally and / or linguistically diverse backgrounds: A child or young person who identifies as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language, or language spoken at home, or because of their parents identification on a similar basis.

Children with a disability: A disability can be any physical, sensory, neurological disability, acquired brain injury or intellectual disability or developmental delay that affects a child’s ability to undertake everyday activities. Some disabilities can be obvious while others are hidden.

Child Protection Authority: The Victorian Child Protection Service is specifically targeted to those children and young people at risk of harm or where families are unable or unwilling to protect them. The main functions of child protection are to:

- investigate matters where it is alleged that a child is at risk of harm
- refer children and families to services that assist in providing the ongoing safety and wellbeing of children
- take matters before the Children’s Court if the child’s safety cannot be assured within the family
- supervise children on legal orders granted by the Children’s Court, and
- provide and fund accommodation services, specialist support services, and adoption and permanent care to children and adolescents in need.

Councillors: Councillors are individuals holding the office of a member of Frankston City Council.

Commission for Children and Young People: Responsible for administering the Victorian Reportable Conduct Scheme including;

- supporting and guiding organisations that receive allegations in order to promote fair, effective, timely and appropriate responses

- Independently overseeing, monitoring and, where appropriate, making recommendations to improve the responses of those organisations.

Frankston City Council: Frankston City Council, a body corporate constituted as a municipal Council under the *Local Government Act 1989*.

Reasonable Belief: A person may form a belief on reasonable grounds that a child is in need of protection after becoming aware that a child or young person's health, safety or wellbeing is at risk and the child's parents are unwilling or unable to protect the child.

Reportable Conduct Scheme: The Reportable Conduct Scheme requires certain organisations that provide services or conducts activities related to children to notify the Commission for Children and Young People (the Commission) about allegations of child abuse and child related misconduct made against their employees, volunteers or contractors. It also requires organisations to undertake an investigation into any allegations and allows the Commission to oversee these investigations.

Appendix 1

TYPES OF CHILD ABUSE

Child abuse is any action (or non-action) that hurts a child or puts a child in danger.

Physical	Occurs when a child suffers significant harm from a non-accidental injury. The injury may be inflicted intentionally or may be the inadvertent consequence of physical punishment or physically aggressive treatment of a child. Some examples of physical abuse include hitting, punching, burning or shaking a child.
Sexual	Occurs when a person uses power, force or authority to involve a child or young person or adult in any form of unwanted or illegal sexual activity. This can involve touching or no contact at all. This may take the form of taking sexual explicit photographs or videos of children, forcing children to watch or take part in sexual acts and forcing or coercing children to have sex or engage in sexual acts with other children or adults.
Emotional	Affects a child's self-esteem and their psychological and emotional well-being. Emotional abuse can include being repeatedly isolated, rejected, continual coldness, excluding and distancing a child, or putting down and calling a child demeaning names.
Neglect	The failure to provide for the child or young person's basic needs for life, such as food, clothing, shelter, medical attention, supervision or care to the extent that the child's health and development is, or is likely to be, placed at risk. Some examples of neglect include frequent hunger, malnutrition, poor hygiene, inappropriate clothing.
Family Violence	Violence between members of a family or extended family or those fulfilling the role of family in a child or young person's life. Exposure to family violence places children and young people at increased risk of physical injury or harm and has a significant impact on their well-being and development.
Grooming	The offence of grooming concerns predatory conduct undertaken to prepare a child for sexual activity at a later time. The offence applies where an adult communicates by word or conduct with a child under the age of 16 years or with a person who has care, supervision or authority for the child with the intention of facilitating a child's involvement in sexual conduct, either with the groomer or another adult.

Related Terms:

Cumulative Harm: - refers to the effects of multiple adverse or harmful circumstances and events in a child's life. The unremitting daily impact of these experiences on the child can be profound and exponential, and diminish a child's sense of safety, stability and wellbeing. Cumulative harm may be caused by an accumulation of a single recurring adverse circumstance or event or by multiple circumstances or events.

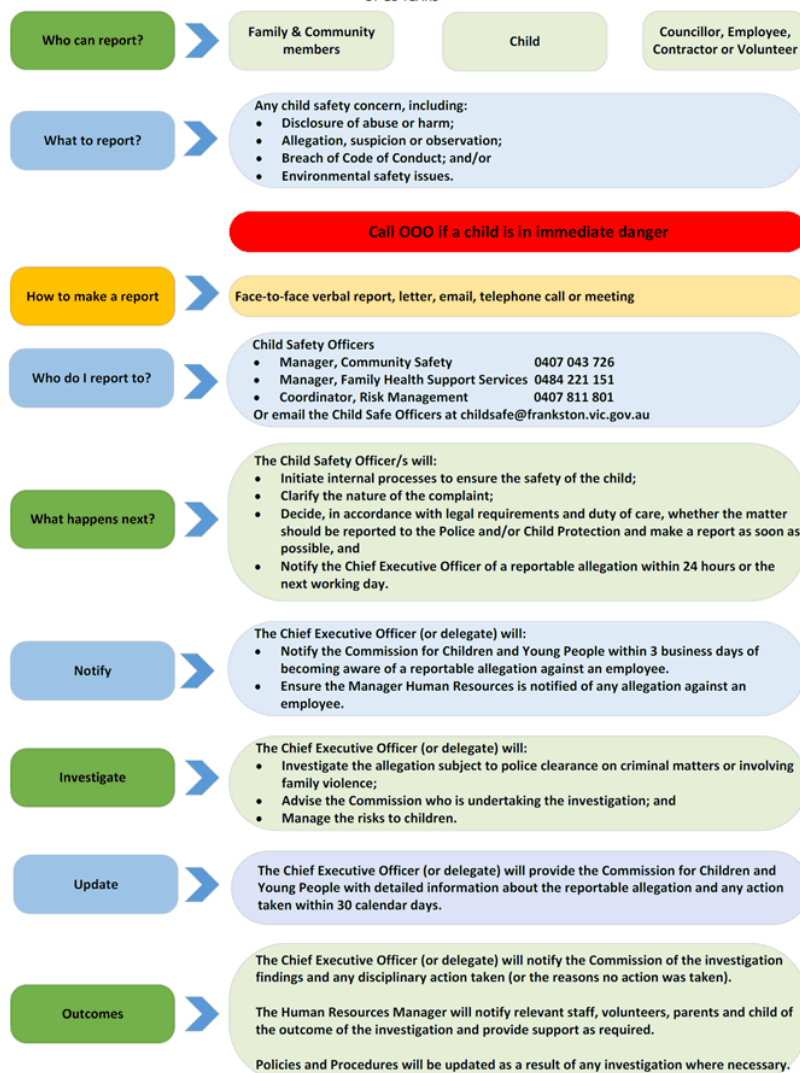
Multi-dimensional abuse: - Multi-dimensional abuse occurs where several abuse types are experienced at the same time i.e. sexual abuse that also involves physical and emotional abuse.

Appendix 2

CHILD SAFETY REPORTING PROCESS

CHILD SAFETY REPORTING PROCESS

A REPORT CAN BE MADE ABOUT THE CONDUCT OF A COUNCILLOR, COUNCIL EMPLOYEE, CONTRACTOR OR VOLUNTEER OVER THE AGE OF 18 YEARS



Appendix 3

REPORTABLE CONDUCT

WHAT TYPE OF CONDUCT IS REPORTABLE?

There are five types of 'reportable conduct':

- sexual offences committed against, with or in the presence of a child;
- sexual misconduct committed against, with or in the presence of a child;
- physical violence against, with or in the presence of a child;
- any behaviour that causes significant emotional or psychological harm to a child, and
- significant neglect of a child.

Executive Summary**12.6 Revised ESD Standards for Council Buildings Policy (2019) - Public Consultation**

Enquiries: (Luke Ure: Community Assets)

Council Plan

Community Outcome:	1. Planned City
Strategy:	1.3 Natural and sustainable environment
Priority Action	1.3.2 Reduce Council's energy use and greenhouse gas emissions and progress towards carbon neutrality

Purpose

To report to Council on the updated Environmentally Sustainable Design (ESD) Standards for Council Buildings Policy and to seek approval to release the draft Policy for public consultation.

Recommendation (Director Community Assets)

That Council:

1. Notes the updated ESD Standards for Council Buildings Policy and agrees for it to be exhibited for public consultation for a period of four (4) weeks from Tuesday 19 November to Tuesday 17 December 2019; and,
2. Seeks a report back to Council at the February 2020 Ordinary Meeting to consider the community feedback and to adopt the Policy.

Key Points / Issues

- Frankston City Council is responsible for the management and upkeep of over 380 buildings. Each building contributes to Council's environmental impacts and costs, for example through increased natural resource use (energy, water, materials) and the generation of greenhouse gas emissions.
- To reduce Council's environmental impacts, improve comfort and amenity for building occupants and to address the rising cost of utilities, Council adopted its first Environmentally Sustainable Design (ESD) Standards for Council Buildings Policy on 13 April 2015 (OM270). This Policy is due for review and the revised Policy is now attached (Attachment A).
- The Policy outlines Council's ESD principles, targets and tools for all Council building projects through their life cycle, from creation, upgrade, expansion, operation, maintenance and renewal through to disposal. It goes beyond the minimum energy efficiency requirements of the National Construction Code which is aimed at eliminating worst practice. The Policy includes additional ESD considerations such as emissions, water, waste, materials, land use and ecology, indoor environment quality and transport.
- In particular, the revised Policy includes changes to the ESD targets and tools to enable Council officers to now utilise more contemporary ESD assessment tools, as well as tools more suited to the different building categories. A new tool (the ESD Matrix tool) is intended to replace the former Sustainable Design Scorecard which is now out-of-date and no longer supported by its developers.
- The Policy plays an integral part in Council progressing towards its adopted environmental targets (i.e. zero net emissions and water targets), with Council buildings on average making up 50% or more of the organisation's greenhouse gas emissions (from energy usage) and 35% of Council's mains water usage.

12.6 Revised ESD Standards for Council Buildings Policy (2019) - Public Consultation
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- The Policy supports Council's commitment at its Ordinary Meeting on 12 August 2019 (OM10) to establish an ESD Policy for inclusion in the Frankston Planning Scheme. The Policy will go beyond the ESD requirements that are intended for planning permit applications, as a higher standard of ESD is recommended and has traditionally been sought for Council building projects.
- It is recommended that the draft Policy be released for four (4) weeks public consultation and be advertised through Council's communication channels (e.g. website, newspaper column, e-newsletters, social media) as well as through Council's relevant networks and contacts. A report on the outcomes of the public consultation phase and feedback received will be prepared by Council officers and presented back to Council at the February 2020 Ordinary Meeting.
- Following public consultation, once the Policy is adopted by Council it will be applied from that date to all Council building projects, with the exception of existing building projects already at the detailed design stage. It is recommended that these projects be exempt due to the potential cost and time delay that may be incurred by reviewing these projects against the new ESD assessment tools.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are financial costs associated with the Policy, however, these costs can be accommodated within existing capital budgets. The changes incorporated into the Policy are unlikely to significantly impact the current budget estimates for facility projects in the Long Term Infrastructure Plan. Moreover, it is expected that operational costs (utility charges) would be reduced through enhanced design which will deliver energy and water efficiency savings.

Consultation**1. External Stakeholders**

Several other councils were contacted to benchmark and inform the revision of the Policy (Bass Coast, Bayside, Casey, Darebin, Geelong, Greater Dandenong, Kingston, Mornington Peninsula). Of these councils, all had ESD building policies either planned for, or in place.

2. Other Stakeholders

Council's Building and Facilities team worked collaboratively with the Sustainable Assets team to revise the Policy. Council's Strategic Planning Coordinator was consulted on the ESD Policy planning scheme amendment process. Additional Council officer feedback was sought through an internal consultation stage. A meeting with the Executive was held on 14 October 2019 to seek their feedback on the Policy.

12.6 Revised ESD Standards for Council Buildings Policy (2019) - Public Consultation
Executive Summary

A memorandum to Councillors was distributed on 21 October 2019 to inform Councillors on the Policy review and to seek their feedback on the draft prior to this Ordinary Meeting.

Analysis (Environmental / Economic / Social Implications)

Economically, the Policy may assist with encouraging local investment in sustainable industries through Council's tender and procurement of building design, construction and maintenance services.

Socially, the Policy will result in improved comfort levels and amenity for staff/users. In addition, ESD buildings aim to be more environmentally efficient with reduced operating costs, thereby the financial burden of rising utility costs can be minimised for both Council and its tenants.

Environmentally, the Policy will reduce Council's environmental impacts and contribute to Council's environmental targets (i.e. zero net emissions and water targets).

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

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

Legal

The Policy support Council's obligations under the *Environment Protection Act 1970*.

Policy Impacts

The Policy is consistent with Council's *Environmental Sustainability Policy* and *Asset Management Policy*.

The Policy is consistent with key actions outlined in Council's *Greening Our Future – Environment Strategy (2014-2024)*, *Integrated Water Action Plan (2016-2026)* and *Towards Zero Emissions Plan (2019-2023)*.

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 a risk to Council that the Policy may not be followed by Council staff or contractors, therefore ongoing training, as well as a new process will be developed to improve the understanding of key stakeholders and reduce the risk of contractors not adhering to the Policy. The Policy will be monitored and reviewed over time by the Sustainable Assets Department, with formal reporting back to the Executive and Council.

Conclusion

To reduce Council's environmental impacts, improve comfort and amenity for building occupants and to address the rising costs of utilities, Council officers have updated the ESD Standards for Council Buildings Policy. It is recommended that Council note the Policy and approve the release of the draft for public consultation for a period of four (4) weeks. A report on the outcomes of the public consultation phase and feedback received will be prepared by Council officers and presented back to Council at the February 2020 Ordinary Meeting.

12.6 Revised ESD Standards for Council Buildings Policy (2019) - Public Consultation
Executive Summary

ATTACHMENTS

Attachment A: [↓](#) ESD Standards for Council Buildings Policy - Revised draft
(November 2019)

ESD Standards for Council Buildings Policy



(A4018991)

Lifestyle Capital of Victoria

1. Policy statement

Frankston City Council (Council) is committed to avoiding and minimising the environmental impacts and costs of its buildings through environmentally sustainable design (ESD) and management. By incorporating ESD performance standards into all Council building projects, a broad range of positive environment, social and economic benefits can be realised.

2. Reason for Policy

Council acknowledges that every building has an impact on the environment. Poorly designed and constructed buildings use more energy and water, can generate polluting toxins, rely more heavily on raw materials from non-renewable sources and often cost more to operate and maintain. In addition to environmental impacts, there can be human health impacts from the built environment as well.

Whilst existing energy and water saving measures in the National Construction Code¹ are a positive first step, they are the minimum requirements for sustainability in the construction of new buildings and aim to eliminate worst practice. A more comprehensive and coordinated ESD approach is therefore desirable by Council.

The aim of this Policy is to improve the environmental performance and sustainability of Council buildings by integrating ESD principles and initiatives throughout their life cycle. This will be achieved by providing clear commitments on the minimum ESD standards, targets and assessment tools applicable to Council's building projects.

This Policy will have succeeded when all Council building projects incorporate ESD principles and initiatives as standard practice and meet the specified ESD targets as outlined in this Policy.

This Policy underpins Council's *Towards Zero Emissions Plan (2019-2023)* and *Integrated Water Action Plan (2016-2026)* and the organisation's progress towards its adopted greenhouse gas emissions and water reduction targets.

3. Scope

This Policy applies to all Council-owned buildings and covers all building projects including new buildings, as well as building expansions, upgrades, renewals and maintenance works undertaken by Council, through to final disposal.

This Policy applies to all types of Council buildings including (but not limited to); administrative offices, arts and library facilities, sporting facilities and pavilions, community buildings, child care and health centres, leisure and aquatic centres, work depots, halls and public toilets.

¹ Source: Australian Building Codes Board, abcd.gov.au

This Policy does not apply to ESD requirements as part of the planning scheme for residential or commercial buildings. Nor does the Policy apply to buildings utilised by Council which are owned by another party.

4. Authorisation

This Policy is managed by the Sustainable Assets Department, and is approved by Frankston City's Mayor and Council's Chief Executive Officer (CEO):

Mayor, Frankston City

CEO, Frankston City Council

in accordance with Frankston City Council resolution at its Ordinary Council meeting.

5. Revision date

This Policy will be reviewed and presented to Council no later than eighteen months from the date of policy adoption or earlier as deemed necessary by Council, and at least once within each subsequent Council term.

The Policy will remain in effect until it is revoked or varied by a Council resolution.

6. Principles

Council will adhere to the following ESD principles for each Council building project throughout its life cycle (where applicable):

- 6.1 Utilise passive solar design to enhance natural ventilation, heating and cooling, natural lighting and improve thermal performance and comfort
- 6.2 Design buildings for ease of maintenance and a long life, including measures to increase resilience to climate change
- 6.3 Minimise impacts on biodiversity, air, water, soil and visual amenity and enhance the local ecology
- 6.4 Maximise water efficiency and increase the use of alternative water sources, such as rainwater capture and reuse, to reduce demand on mains drinking water supply
- 6.5 Maximise energy efficiency, reduce greenhouse gas emissions and increase the use of cleaner energy through renewable energy sources
- 6.6 Install solar power where the financial payback is 10 years or less
- 6.7 Use only energy efficient lighting (e.g. LEDs)
- 6.8 Create a healthy indoor environment by using materials that are not harmful to the health, safety and wellbeing of building occupants

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- 6.8 Create a healthy indoor environment by using materials that are not harmful to the health, safety and wellbeing of building occupants
- 6.9 Use materials with lower embodied energy and reduced environmental impact, for example products made from recycled materials or materials that are responsibly sourced with environmental accreditations or certifications
- 6.10 Ensure sufficient space is included for waste and recycling collection in the design of buildings, to enable sorting, recycling and composting by building occupants
- 6.11 Minimise pollution and waste to landfill and optimise reuse and recycling of construction and demolition waste
- 6.12 Encourage access to a range of efficient and cleaner transport options, for example by locating buildings with access to public transport, walking and cycling
- 6.13 Manage the building efficiently to reduce operational impacts on the environment
- 6.14 Reduce environmental risks associated with the decommissioning or disposal of a building

7. Minimum ESD Standards – Targets & Tools

Council will use the following ESD assessment tools and achieve the following ESD targets for each type of Council building project, where indicated.

It is important to note that the targets are the minimum standard required only and a higher target and standard may be desirable.

All costs are exclusive of GST. Refer to *Section 13 – Definitions* for further information.

Category	Building project	ESD assessment tool	ESD target (minimum)
SIGNIFICANT	New buildings, building upgrades, expansion or renewal projects with a total <u>design and construction cost over \$10 Million</u>	Green Star – Design and As Built (latest version)	5 Star rated (certified), plus Independent Commissioning Agent appointed by Council
		NABERS rating (for new Office Buildings only) for: Energy, Water	Energy (5 Stars) Water (4.5 Stars)
MAJOR	New buildings, building upgrades, expansion or renewal projects with a total <u>design and construction cost from \$6 Million to less than \$10 Million</u>	Green Star – Design and As Built (latest version)	5 Star rated, possibly certified²
		NABERS rating (for new Office Buildings only) for: Energy, Water	Energy (5 Stars) Water (4.5 Stars)

² See *Appendix – Roles and Responsibilities (detailed)* for further information.

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Category	Building project	ESD assessment tool	ESD target (minimum)
MEDIUM	New buildings, building upgrades, expansion or renewal projects with a <u>total design and construction cost from \$1 Million to less than \$6 Million</u>	ESD Matrix tool (latest version)	Best Practice Level
MINOR	New buildings, building upgrades or expansion projects with a <u>total design and construction cost less than \$1 Million</u>	ESD Matrix tool (latest version)	Best Practice Level
	All building renewal projects with a <u>total design and construction cost less than \$1 Million</u>	ESD Matrix tool (latest version)	Essential Level
ALL BUILDINGS	Appliances	Energy Star	New electrical appliances to be within one Energy Star rating of best available
		Water Efficiency Labelling Scheme (WELS)	New water using appliances to be within one WELS Star rating of best available
MAINTENANCE	Maintenance of specified Council buildings	Contract ESD specifications	Works carried out by contractor in accordance with contract specifications
DISPOSAL	Demolition, where half (50%) or more of the building is demolished	Target for reuse and recycling (by weight)	60% of waste generated during demolition diverted from landfill

8. Roles and responsibilities

This Policy must be referred to by Council, Council staff and contractors when planning for, or carrying out projects and works involved in the design, construction, expansion, upgrade, renewal, maintenance and disposal of Council's building assets.

Council will:

- Demonstrate leadership to the community through its commitment to environmentally sustainable building design and management

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- Make budget decisions and ensure adequate funding is available for adhering to this Policy

Council staff will:

- Adhere to the principles of this Policy in all Council building projects
- Include the ESD target/s and requirements in the early stages of planning a building project (e.g. project business case) and incorporate ESD costs as part of the total design and construction cost
- Ensure the specified ESD assessment tool/s are used for each Council building project
- Ensure appropriate design of buildings to meet the ESD targets
- Ensure the specified ESD target/s for each Council building project are met (unless an exemption is sought and approved – see *Section 9 – Exemptions*)

Contractors will:

- Adhere to this Policy in full, including the principles, use of specified ESD assessment tool/s and achievement of the relevant ESD target/s
- Contact Council with any questions about this Policy (if needed) to fulfil the requirements set out in the Policy

For further information on roles and responsibilities refer to the *Appendix – Roles and Responsibilities*.

9. Exemptions

Some issues may exist that will impact on the ability of Council to utilise the proposed ESD assessment tool or achieve the ESD target (see *Section 7.0 – Minimum ESD Standards – Targets & Tools*). For example, where the assessment of asset utilisation does not warrant a higher standard of ESD, or where constraints such as heritage protection, safety, hazardous materials, fire protection and tree protection exist. Where these constraints apply, they must be identified early in the building project planning process so that appropriate actions and adjustments to the target can be established and agreed upon.

For building projects with a design and construction cost equal to or over \$6 Million (i.e. SIGNIFICANT, MAJOR category), exemptions must initially be sought in writing from the Sustainable Assets Department and then approved by the Executive Management Team (EMT).

For all other building projects an exemption may be obtained in writing from Council's Sustainable Assets Department, where reasonable grounds for accepting a lower ESD target or using an alternative ESD assessment tool can be demonstrated.

10. Policy non-compliance

Non-compliance with this Policy has the potential to negatively impact on both the built and natural environment and consequently individuals and the broader community. It may also increase Council's operation, maintenance and renewal costs and the ability to sustain its building assets over time.

Tenants of Council's buildings may also experience higher operational costs (in particular, for electricity, gas and water) and all users of Council facilities could experience thermal discomfort.

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Failure to comply with this Policy could result in Council not meeting its adopted environmental targets for reducing greenhouse gas emissions and mains water (drinking quality), and increase Council's contribution to climate change and dependence on non-renewable resources.

11. Related documents

- [Asset Management Policy](#)
- [Asset Management Strategy](#)
- [Climate Change Impacts and Adaptation Plan 2011](#)
- [Council Plan 2017-2021](#)
- [Building Asset Management Plan 2016](#)
- [Environmental Sustainability Policy 2010](#)
- [Greening Our Future: Environment Strategy \(2014-2024\)](#)
- [Health and Wellbeing Plan \(2017-2021\)](#)
- [Integrated Water Action Plan \(2016-2026\)](#)
- [Long-Term Infrastructure Plan \(2019-2029\)](#)
- [National Construction Code](#)
- [Procurement Policy](#)
- [Towards Zero Emissions Plan \(2019-2023\)](#)
- [Waste Minimisation and Management Strategy \(2015-2020\)](#)

12. Implementation of the Policy

This Policy (in conjunction with other Related Documents) will be incorporated into the key decision-making processes of Council as they relate to the planning, designing, construction, operation, maintenance, renewal, upgrade, expansion and disposal of Council buildings. This Policy will be published on Council's website and intranet, so that it can be used by Council officers and contractors to inform their decisions.

13. Definitions

Decommission: Actions required to take an asset (such as a building) out of service.

Disposal: Actions necessary to demolish or decommission an asset that is no longer required.

Energy Rating: A joint initiative of the Australian, State, Territory and New Zealand Governments to develop star ratings providing consumers with an easy way of comparing the energy efficiency of different products and appliances. More stars on the energy rating label mean more efficient – when comparing products and appliances of the same size. Visit: energyrating.gov.au

Environmental Sustainability: Environmental sustainability is the maintenance of functioning natural ecosystems, as well as the control of pollutants and toxins in human environments such as cities and agricultural areas. It is the concept of humans living in such a way that their use of natural resources is balanced with the ability of the natural world to generate these resources and enhance the living requirements of other organisms on earth.

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Environmentally Sustainable Design (ESD): ESD seeks to reduce the negative impacts of buildings on the environment and improve the health and comfort of building occupants, thereby improving building performance. The basic objectives of ESD are to reduce the consumption of non-renewable resources, minimise waste, reduce ecological impacts and create healthy, productive environments. Whilst ESD is focused on achieving environmental sustainability outcomes, it is also widely recognised as having many other benefits, for example; reduced operation and maintenance costs, improved comfort for building occupants, potential for higher property returns, as well as future proofing assets against the projected impacts of climate change.

ESD Matrix tool: The ESD Matrix tool is a voluntary environmental rating system designed to assess and rate the environmental sustainability of new local government facilities in Victoria. The tool was developed and is currently administered by the South East Councils Climate Change Alliance (SECCCA) and its member councils. Similar to Green Star, the tool enables users to select one of the following environmental ratings (target) for their building project to suite specific needs – Basic (Essential), Medium (Best Practice) and High (Leading). The tool is not as comprehensive as Green Star and is therefore ideally suited to Council's small to medium building projects. The tool enables the user to generate an ESD brief with specific clauses that can be directly inserted into tender specification documents as required. Visit: seccca.org.au

Expansion: Extends an existing asset, at the same standard as is currently enjoyed by users, to a new group of users, for example, expansion of a community centre to accommodate a new user group.

Green Star: Green Star is a national, voluntary sustainability rating system for buildings and communities. Green Star was launched by the Green Building Council of Australia in 2003 and was initially developed to standardise, promote and recognise environmentally sustainable building practices. The Green Star – Design and As Built rating tool is specific to both the design and construction of buildings and is used to assess and rate the building project against several environmental impact categories. Depending on the credits claimed within the individual categories, projects can be certified and awarded one of the following ratings (targets): 4 Stars (Best Practice), 5 Stars (Australian Excellence) or 6 Stars (World Leadership). Visit: gbca.org.au


Independent Commissioning Agent (ICA): A specialist engaged directly by the building owner (e.g. Council) to advocate on behalf of the owner throughout the design and construction of a new building as well as to conduct a quality assurance process. In the case of Green Star, the ICA is appointed at commencement of the project during the design stage, to advise, monitor and verify the commissioning and tuning of nominated building systems.

Life cycle: The cycle of activities that an asset (such as a building) goes through during its life, while it retains an identity as a particular asset, i.e. from planning and design, through to construction, operation and maintenance, refurbishment and disposal.

Maintenance: All reactive and routine maintenance work necessary for retaining an asset (such as a building) as near as practicable to its original condition, but excluding renewal.

National Australian Built Environment Rating System (NABERS): NABERS is a national rating system that measures an existing building's environmental performance during operation. The rating system enables an assessment of a building on the basis of its measured operational impacts in categories such as energy, water and waste. NABERS has limited scope for application to Council buildings, except for the 'Office Buildings' tool. Visit: nabers.gov.au

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Office Buildings: Under NABERS, an office building is typically defined as a building containing office space that is used or capable of being used for administrative, clerical, professional or similar information-based activities and includes any support facilities for those activities (such as break out areas and rest rooms).

Renewal: Works to replace an existing asset (such as a building), which returns the service potential or the life of the asset up to what it had been originally (i.e. equivalent capacity).

Design and construction cost: The total combined design and construction cost to complete a building project, exclusive of GST.

Upgrade: Works to enhance an existing asset (such as a building) to provide a higher level of service, or expenditure that will increase the life of the asset beyond that which it had originally.

Water Efficiency Labelling and Standards (WELS) Scheme: A joint initiative of the Australian, State and Territory Governments to develop star ratings providing consumers with an easy way of comparing the water efficiency of different products and appliances. More stars on the water efficiency label mean more efficient – when comparing products and appliances of the same size. See waterrating.gov.au.

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Appendix – Roles and Responsibilities (detailed)

Roles and responsibilities for implementing this Policy are outlined below:

Entity	Role
Council	<ul style="list-style-type: none"> • Act as custodians and stewards of Council's facilities • Set and review this Policy and its linkage to the Council Plan • Ensure adequate funding is available for achieving this Policy • Ensure appropriate design of buildings to meet the ESD targets
CEO/ Executive Management Team (EMT)	<ul style="list-style-type: none"> • Promote the ESD of Council's buildings to staff, Councillors and the broader community • Ensure that accurate and reliable information is presented to Council for decision-making regarding this Policy and Council's building projects • For building projects classified as 'MAJOR' (see <i>Section 7 – Minimum ESD Standards – Targets & Tools</i>) provide direction to Council staff when 5 Star Green Star certification is desired • Ensure adequate funding is available for achieving this Policy • Ensure Council officers demonstrate appropriate design and construction of buildings to meet the ESD targets in this Policy • Ensure a periodic review and updates to this Policy and advise Council of any recommended changes • Where the minimum ESD target may not be achievable for 'MAJOR' or 'SIGNIFICANT' building projects, approve exemptions from Council staff, as required
Project Sponsor and Project Manager	<ul style="list-style-type: none"> • Understand and ensure this Policy is adhered to for their building project, including participating in appropriate training to comply with the Policy • Confirm the ESD target for their building project with Council's Sustainable Assets Department in the early stages (where clarity is needed), prior to finalising the budget or commencing design • When planning a building project ensure all requirements of this Policy are within scope and budget • For building projects classified as 'MAJOR' (see <i>Section 7 – Minimum ESD Standards – Targets & Tools</i>), prior to finalising the budget or commencing design, seek direction from Council's Sustainable Assets Department as well as EMT to establish if 5 Star Green Star certification is desired • Where the minimum ESD target may not be achievable, the Project Sponsor and Project Manager will be required to justify this and seek a written exemption through the Sustainable Assets Department. For all MAJOR and SIGNIFICANT building projects, EMT approval for an exemption is also required

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Entity	Role
	<ul style="list-style-type: none"> • Appoint an Independent Commissioning Agent (per the requirements as set out in this Policy) • Ensure a suitably qualified and experienced ESD Consultant (i.e. Green Star Accredited Professional with sufficient experience in a similar building project/s) is appointed as needed, to provide ESD advice to Council during the design and commissioning of the building project • Develop and manage the project budget to ensure sufficient allocation for ESD to meet the ESD target/s • Deliver the agreed ESD target for the building project, and monitor and report progress to the Sustainable Assets Department. For Green Star rated building projects, reporting to EMT is also required
Sustainable Assets	<ul style="list-style-type: none"> • Provide advice to the Project Sponsor and Project Manager to confirm appropriate ESD target/s • Approve any request for an exemption to the ESD target/s from the Project Sponsor and Project Manager (where reasonable grounds for accepting a lower target can be made) • Support Council staff by providing ESD advice, training, resources/ tools and processes to assist in embedding this Policy in Council's processes and operations • Coordinate a periodic review of this Policy and advise EMT of any recommended changes • Report on Council's environmental performance (greenhouse gas emissions, electricity, gas and water usage and costs) to assist in monitoring the operational impacts of Council's building assets and performance against targets
Council staff (including facility managers)	<ul style="list-style-type: none"> • Comply with this Policy • Manage Council's assets in consideration of long-term environmental sustainability and in accordance with this Policy • Incorporate this Policy when developing requests for works, tenders, asset management plans etc. • Participate in appropriate training to develop the skills and knowledge required to undertake environmentally sustainable building practices, as appropriate for the responsibility of the role or position and in accordance with this Policy • Collect information/ data for reporting on the requirements of this Policy • Manage the building efficiently once occupied, to reduce the operational impacts on the environment and rising cost of utilities, where applicable

Policy: ESD Standards for Council Buildings Policy	Date approved:
Approved by:	Page No: 10 of 10

Executive Summary**12.7 Compliance Management Framework**

Enquiries: (Brianna Alcock: Corporate Development)

Council Plan

Community Outcome:	3. A Well Governed City
Strategy:	3.1 Accountable Governance
Priority Action	3.1.1 The elected representatives will provide clear and unified direction, transparent decision makers and good governance

Purpose

To seek Council's support for publicly exhibiting the draft Compliance Management Framework, Legislative Compliance Policy and Exercising of Delegations Policy.

Recommendation (Director Corporate Development)

That Council:

1. Notes the draft Compliance Management Framework, Legislative Compliance Policy and Exercising of Delegations Policy and agrees for it to be publicly exhibited for a period of four (4) weeks;
2. Seeks a report back to Council no later than the February 2020 Ordinary Meeting to endorse the Compliance Management Framework, Legislative Compliance Policy and Exercising of Delegations Policy, taking into account any feedback received by the community; and
3. Notes an Authorisations and Appointments Policy will be presented to Council for consideration in July 2020.

Key Points / Issues

- In August 2018, an internal audit was undertaken by Pitcher Partners to assess the effectiveness and efficiency of processes, policies, procedures and internal controls to help manage legislative compliance requirements, and to identify opportunities for improvement.
- Three (3) recommendations were identified to help improve the process for managing compliance requirements, which were prioritised using a subjective assessment outlining the benefit and the expected effort required. These were categorised as follows:
 - **Compliance System and Inventory;**
 - **Compliance Reporting;** and
 - **Compliance Management Policy and Procedure.**

Compliance System and Inventory

- A number of key issues were identified by the Internal Auditors. It was recommended that the allocation of obligations to staff in RelianSys be reviewed regularly, taking into account legislative and staff changes. A risk rating approach was to be applied to each obligation. Affected areas within the organisation would need to be involved in the risk assessment and rating process.
- It was also recommended that a procedure for ongoing monitoring and reassessment of risk ratings also be developed to ensure the process continues to work efficiently and effectively.

12.7 Compliance Management Framework**Executive Summary**

- Over 2,500 obligations have been identified within RelianSys, Council's Legislative Compliance Program. Officers have worked through the obligations to update department allocation and determine risk ratings based on high, medium and low ratings.
- Meetings were held with Managers in September 2019 to review each individual obligation, confirm risk ratings applied and to identify any gaps in legislative and organisation commitments that are required to be monitored.
- Given the sizeable number of obligations within RelianSys, only high and medium risks will be monitored. Low risk obligations will be 'hidden' by a check box in the system. However, in the event that any of the low risk obligations are identified as non-compliant or there are no clear processes in place, these will be elevated to a higher rating, and allocated to the relevant department Manager for monitoring and reporting.
- Other legal compliance sources or commitments identified as a risk to the organisation that are not currently on RelianSys, will be added as an internal obligations and officers will work with RelianSys to have this added to the system.

Compliance Reporting

- The Internal Auditors noted that there was no regular reporting being performed on the organisation's compliance status.
- It was recommended that reports should be generated regularly identifying the number of compliance requirements completed, the number of compliance requirements that are past due and those departments with the most outstanding items.
- The draft Legislative Compliance Policy details the process on reporting, including any actions that will be taken for non-compliance.
- Internal audits will also be performed by the Governance Unit; to ensure compliance practices are being appropriately addressed, and to identify any gaps in monitoring requirements or areas for improvement. The audit may include checking documentation, processes or actions taken in relation to services provided or organisational commitments with legal reporting requirements.
- Quarterly reporting on legislative obligations, including outcomes of internal audits will be provided to EMT. The Audit and Risk Committee will receive a report annually.
- Reporting will include the total number of obligations being monitored, how many were "signed off" on time or "past due by date" or not signed off; results of internal audits completed; details of training conducted to improve awareness and recommendations for improving system, efficiencies and non-compliance issues.

Compliance Management Policy and Procedure

- The Internal Auditors identified that there was no overarching documented policy or procedures for compliance requirements and how these will be managed and monitored by Council. It was recognised that some specific compliance requirements had been embedded within relevant business unit's policies and procedures.

12.7 Compliance Management Framework**Executive Summary**

- It was recommended that a Policy and Procedure document be established.
- A draft Compliance Management Framework (Framework) has been prepared and presents an overarching framework for the Policies, Protocols and tools that are aimed at identifying and managing Council's legal and compliance obligations. This was presented to the Audit and Risk Committee at its meeting on 20 September 2019 who noted the Framework including the supporting Policies and Protocols.
- The Framework has been designed to align to the Australian Standards AS19600 *Compliance Management Systems – Guidelines* which focusses on six (6) key areas of compliance management being leadership, planning, support, operation, performance evaluation and improvement.
- The Framework provides guidance for establishing, implementing, evaluating, maintaining and improving an effective and responsive process. This will ensure that Council's obligations are compliant with relevant laws, legislative requirements, industry codes and organisational standards.
- It is supported by a Legislative Compliance Policy, Legislative Compliance Protocol, Exercise of Delegations Policy, Exercising of Delegated Powers Protocol, Financial Delegations Procedural Guidelines and a register of Authorisations and Appointments.
- It is intended that the Framework, including the supporting Policies and Protocols, will achieve the objective of Council being compliant.
- It has been noted that a Policy or Protocol for Authorisations and Appointments has not been established. This will be prepared and presented to EMT in March 2020, the Audit and Risk Committee in May 2020 and to Council for consideration by July 2020.
- It is recommended that the Framework, Legislative Compliance Policy and Exercising of Delegations Policy be placed on public exhibition for a period of four (4) weeks. A report, including feedback that may be received by members of the community, will be presented to Council for consideration at its meeting in February 2020 to formally endorse the Framework and policies.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are no financial implications associated with this report.

12.7 Compliance Management Framework**Executive Summary****Consultation****1. External Stakeholders**

Pitcher Partners has undertaken an internal audit of Council's legislative compliance and has presented its findings and key recommendations. These recommendations have been considered in the development of the Framework, Policies and Protocols.

The Framework, including the supporting Policies and Protocols were presented to the Audit and Risk Committee at its meeting on 20 September 2019 who received and noted the documents with no changes recommended.

Members of the public will be provided with the opportunity to make a written submission after Council has considered the Framework and policies. The Framework and policies will be placed on public exhibition for a period for 4 weeks.

2. Other Stakeholders

Managers have provided input into the risk assessment and ratings for individual obligations identified in RelianSys and to identify any gaps in legislative compliance sources and organisational commitments not currently monitored on RelianSys.

Analysis (Environmental / Economic / Social Implications)

Monitoring and reporting of Council's compliance and organisational obligations ensures accountability and transparency in the delivery of services to the community.

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

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

Legal

Council will ensure all legislation and regulatory obligations are fully implemented, and the organisation remains up to date with changes in legislation, regulations and guidelines. It will be the intention of Council to respond promptly to changes in legislation in a timely manner in accordance with set timeframes as dictated by legislative changes.

Policy Impacts

A Compliance Management Framework, which is supported by various Policies and Protocols, has been prepared to create a strategic and consistent approach to the management of Council's compliance obligations, including delegations and authorisations.

These documents provide guidance for establishing, implementing, evaluating, maintaining and improving an effective and responsive process and will ensure that Council's obligations are compliant with relevant laws, legislative requirements, industry codes and organisational standards.

Officer's Declaration of Interests

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

12.7 Compliance Management Framework**Executive Summary****Risk Mitigation**

Councils are required to adhere to a range of governing legislation and organisational commitments and operates within a complex regulatory framework. Failure to comply or action breaches, may result in legal action being taken with financial or reputational consequences.

Conclusion

A draft Framework has been prepared in response to the internal audit on Legislative Compliance. It provides an overarching framework for the policies, protocols and tools that are aimed at identifying and managing Council's legal and compliance obligations.

These Policies and Protocols provide guidance for establishing, implementing, evaluating, maintaining and improving an effective and responsive process. This will ensure that Council's obligations are compliant with relevant laws, legislative requirements, industry codes and organisational standards.

It is recommended that the Framework, Legislative Compliance Policy and Exercising of Delegations Policy be placed on public exhibition for a period of four (4) weeks. A report, including feedback that may be received by members of the community, will be presented to Council for consideration at its meeting in February 2020 to formally endorse the Framework and policies.

ATTACHMENTS

- Attachment A: [↓](#) Compliance Management Framework
Attachment B: [↓](#) Legislative Compliance Policy
Attachment C: [↓](#) Exercising of Delegations Policy

Compliance Management Framework



A4017724

Lifestyle Capital of Victoria

Purpose

This document provides an overarching framework for the Policies, Protocols and tools that are aimed at identifying and managing Council's legal and compliance obligations.

Scope

The Compliance Management Framework (Framework) aims to create a strategic and consistent approach to the management of Council's compliance obligations, including delegations and authorisations.

It provides guidance for establishing, implementing, evaluating, maintaining and improving an effective and responsive process. This will ensure that Council's obligations are compliant with relevant laws, legislative requirements, industry codes and organisational standards.

This Framework will apply to Special Committees, Councillors and staff, including contractors and volunteers, that may have responsibilities for legislative compliance requirements and/or who may make decisions when performing their duties and functions under delegation authority.

The Framework is supported by the Legislative Compliance Policy, Legislative Compliance Protocol, Exercise of Delegations Policy, Exercising of Delegated Powers Protocol, Financial Delegations Procedural Guidelines and a register of Authorisations and Appointments.

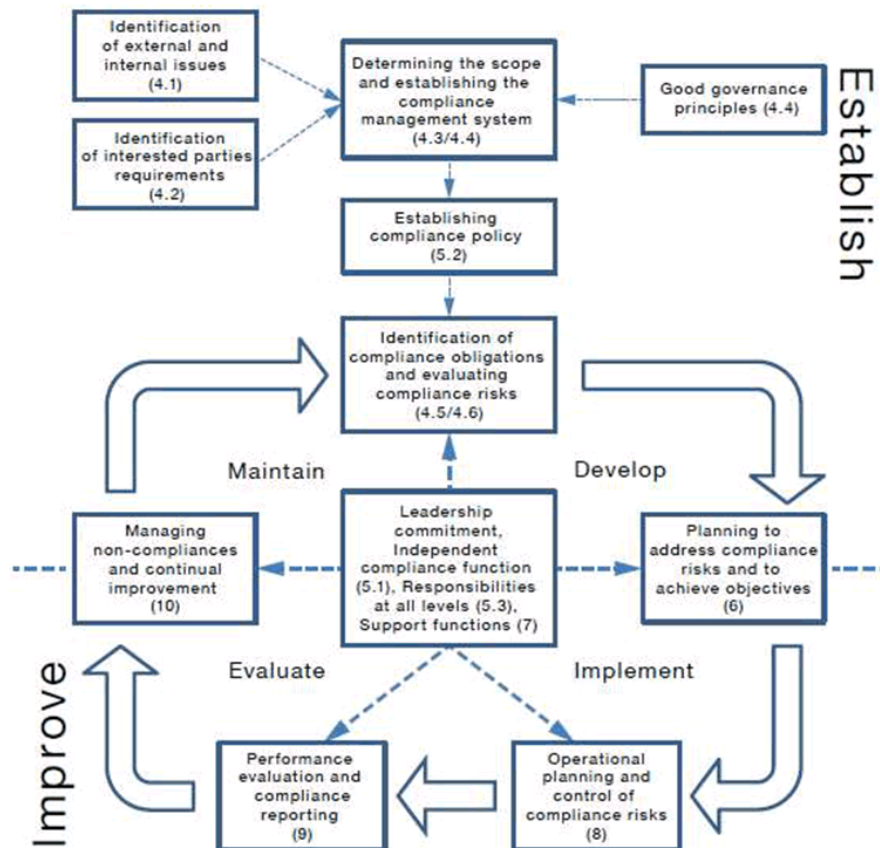
Objectives

To achieve the objective of Council being a compliant organisation, this Framework aims to:

- Demonstrate a commitment to the highest standards of compliance with all relevant laws, legislative requirements, industry codes and organisational policies, protocols and standards
- Promote a culture of compliance;
- Continuously review organisational processes to ensure they are compliant;
- Provide staff with training and assistance to become effectively involved in compliance activities to meet their obligations;
- Monitor reporting systems to identify instances of non-compliance or system failure to protect Council from breaches; and
- Take prompt action where necessary to address instances of non-compliance that may present an exposure to risk.

Compliance Management

The Framework has been developed based on the International Standard, AS ISO 19600:2015 *Compliance Management Systems Guidelines*, which details a “high-level structure” to assist in the implementation of specific compliance and integrity related requirements in any management system. This is shown in the table below:





Compliance Management is a process that ensures the organisation follows a given set of 'rules', which are often referred to as a compliance standard or compliance benchmark. Council will focus on four (4) key areas from the high level structure; develop, implement, maintain and evaluate, to support an effective compliance management framework.

ESTABLISH	IDENTIFICATION	<ul style="list-style-type: none"> • Identification of obligations that Council must comply with under various State and Commonwealth Legislations, including legal obligations where Council must enforce a Law • Identification of Policies and Protocols to comply with legislation • Identifying roles and responsibilities of each department within the organisation
	DEVELOP	<ul style="list-style-type: none"> • Establish good governance principles • Develop a compliance management framework that can achieve its intended outcome • Demonstrate leadership and commitment to support the organisations core values and strategic direction • Establish policies and protocols to support an effective compliance management framework • Establish responsibilities for relevant roles • Develop timely and relevant reporting mechanisms, including non-compliance to be accountable • Develop a risk based approach to organisational commitments
IMPROVE	IMPLEMENT	<ul style="list-style-type: none"> • Communicate the importance of an effective compliance management framework and how the organisation can contribute to good governance • Implement the systems to support the compliance management framework • Promote a good governance culture to align with the organisation's business objective and the communities expectations • Implement preventative controls to improve compliance within the organisation. • Integrate compliance obligations into existing policies, protocols and processes
	EVALUATE	<ul style="list-style-type: none"> • Ensure the organisation is complying with all relevant laws, legislative requirements, industry codes and organisational standards • Analyse performance to identify the need for corrective action • Identify current operational controls and the extent to which compliance requirements are being met • Evaluate the effectiveness of the compliance management framework through regular reporting
	MAINTAIN	<ul style="list-style-type: none"> • Promote a culture of continual improvement through regular reviews of processes, methods and practices • Maintain and monitor the systems to support the compliance management framework • Allocate adequate and appropriate resources • Provide ongoing training support for staff

Roles and Responsibilities

The following areas or persons are responsible for compliance with this Framework:

Council	<ul style="list-style-type: none"> • Endorsing Instruments of Delegations • Endorsing Legislative Compliance Policy and Exercising of Delegations Policy
Audit and Risk Committee	<ul style="list-style-type: none"> • Reviewing the effectiveness of the Framework • Reviewing the Legislative Compliance Policy and Exercising of Delegations Policy • Ensuring the Framework aligns to the Charter on Corporate Compliance • Noting annual reporting requirements for legislative compliance obligations • Noting identified areas of non-compliance or breaches
Chief Executive Officer	<ul style="list-style-type: none"> • Investigating areas identified as non-compliance or breaches • Notifying the Manager Governance and Information and Manager Commercial Services of any identified breaches or areas of non-compliance
EMT	<ul style="list-style-type: none"> • Encouraging behaviours that create and support compliance and a compliance culture • Endorsing the Legislative Compliance Policy and Protocol, Exercising of Delegation Policy and Protocol • Receiving reports on legislative compliance obligations quarterly • Reviewing Financial Delegations for respective Directorate half yearly • Reviewing Instruments of Delegation for responsible Directorate half yearly • Reporting any areas of identified non-compliance or breaches to the Chief Executive Officer and ensuring corrective actions are being taken
Managers and/Coordinators	<ul style="list-style-type: none"> • Adhering to the Framework, Policies and Protocols • Complying with obligations for relevant position • Providing regular reporting updates on legislative compliance obligations • Identifying obligations and incorporating these into departmental processes • Notifying or providing updates to Governance on changes to Delegations, and Financial Delegations • Participating in general compliance training as required • Notifying the CEO and Director of any identified areas of non-compliance or breaches • Undertaking corrective actions for compliance breaches in a timely manner • Driving a compliance aware culture, including where employees understand their obligations
Governance	<ul style="list-style-type: none"> • Designing, coordinating and maintaining an effective Legislative Compliance Framework and systems ensuring that all responsible areas of Council fulfil their compliance responsibilities • Identifying and implementing improvements to RelianSys or other compliance systems; • Assessing and applying risk ratings to each Legislative Compliance obligation, allowing EMT and the Audit and Risk Committee to focus on higher compliance risks as a priority;


**Governance
(continued)**

- Maintaining the Instruments of Delegation, monitoring changes to laws and other obligations through subscription alerts received by Maddocks and RelianSys
- Maintaining the Financial Delegation Registers
- Maintaining a register of non-compliance
- Providing regular reporting updates to EMT and the Audit and Risk Committee on legislative compliance obligations, identifying any areas of non-compliance or breaches
- Providing reports to the CEO or EMT on any areas of non-compliance or breaches identified for delegations and/or authorisations
- Providing training and information sessions on legislative compliance reporting obligations and delegations

Summary of Key Compliance Activities

The table below summaries the key actions, reviews and reports required by Council's Framework. It details who is responsible for each activity and the required timing.

Action	Description	Responsibility	Timing
Review Compliance Management Framework	Review the effectiveness of the Framework ensuring information is still relevant	Governance	Every 4 years, or earlier, if deemed necessary
Review Legislative Compliance Policy – <i>Council Policy</i>	Undertake a review of the Policy to ensure information is still relevant and current	Governance	Every 4 years, or earlier, if deemed necessary
Review Legislative Compliance Protocol – <i>Administrative</i>	Undertake a review of the Protocol to ensure information is still relevant and current	Governance	Every 4 years, or earlier, if deemed necessary
Review Exercising of Delegation Policy – <i>Council Policy</i>	Undertake a review of the Policy to ensure information is still relevant and current	Governance	Every 4 years, or earlier, if deemed necessary
Review Exercising of Delegation Protocol – <i>Administrative</i>	Undertake a review of the Protocol to ensure information is still relevant and current	Governance	Every 4 years, or earlier, if deemed necessary
Review Financial Delegation Procedural Guidelines – <i>Administrative Policy</i>	Undertake a review of the Policy to ensure information is still relevant and current	Governance	Every 4 years, or earlier, if deemed necessary



Action	Description	Responsibility	Timing
Maintain various Registers (Legislative Compliance Obligations, Instrument of Delegations, Financial Delegations, Authorisations & Appointments)	Ensure the Registers are reviewed and updated on an ongoing basis – taking into account legislative and structural changes Monitor and review the effectiveness of the system, to identify potential issues and areas for improvement	Governance	To up be updated and reported regularly
Conduct internal audits (delegations and authorisations)	Identify and report any potential issues	Governance (in conjunction with Managers)	To be reported annually or where required
Legislative Compliance Training	Ensure Managers have been trained to use RelianSys and are aware of the Framework	Governance	Schedule training sessions for all Managers and refresher training, where required
Legislative Compliance, Delegations and Authorisations	Ensure staff are aware of the Framework and have an understanding of Delegations/Authorisations	Governance	Half yearly roadshow with staff

Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document.

Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, Council branding or a minor update to legislation which does not have a material impact.

A summary of minor changes will be presented to EMT via a memorandum on an annual basis.

Any other changes which materially alters a this document must be presented to EMT for formal endorsement.

Related Documents

- Legislative Compliance Policy and Protocol
- Exercising of Delegation Policy and Protocol
- Financial Delegation Procedural Guidelines
- Legislative Compliance Manual
- Procurement Policy
- Risk Management Policy
- Commonwealth Register of Legislation, Victorian Legislation and Parliamentary Register (Acts and Regulations)
- Frankston City Council Plan
- AS/ISO 19600:2015 Compliance Management Systems – Guidelines
- Reliansys (Compliance and Delegation Modules)
- Staff Code of Conduct
- Councillor Code of Conduct

Definitions

Breach	means breaking or failing to observe a law, legislative requirement, industry code or organisational standard
CEO	means the Chief Executive Officer of Council
Compliance Management	means the process by which the organisation, plans, organises, controls, and leads activities to ensure compliance with laws and standards
Council	means Frankston City Council
EMT	means Executive Management Team comprising of the Chief Executive Officer and Directors of Council
Non-compliance	means an act or an omission, which causes Council to fail to meet its compliance obligations
RelianSys	means Council's Compliance system which assists in managing legislative compliance obligations and delegations and assigning compliance obligations to key internal staff for action and control.

Legislative Compliance Policy



A4022003

Lifestyle Capital of Victoria

1. Policy statement

All Victorian Councils operate within a complex regulatory framework. Council recognises its responsibility to establish effective systems, which meet the expectations of the community and staff. The implementation of a compliance system will allow appropriate measures to be taken ensuring Council is complying with legislation and is transparent in all its operations.

The principles set out in this Policy, aim to assist Council in achieving the highest standards of governance, identifying and responding to breaches of laws, regulations, industry codes, policies or other organisational obligations by promoting a culture of compliance within the organisation.

2. Reason for Policy

This Policy provides a strategic and consistent approach to establishing and promoting a good governance culture, ensuring Council is meeting its compliance obligations, in a proactive, timely and transparent manner.

3. Scope

This Policy applies to all Councillors and staff, contractors and volunteers with responsibilities for legislative compliance requirements and commitments.

4. Authorisation

This Policy is managed by the Governance and Information Department, and is approved by Frankston City's Mayor and Council's Chief Executive Officer (CEO):

Mayor, Frankston City

CEO, Frankston City Council

in accordance with Frankston City Council resolution at its Ordinary Council meeting of xxxx.

5. Revision date

This Policy will be reviewed and presented to Council within 12 months of a general Council election or earlier as deemed necessary by Council and will remain in force until it is revised or revoked by a resolution of Council.



6. Principles

To achieve objectives of Council being a more compliant organisation, this Policy ensures:

6.1 Leadership and commitment

- Council and the Executive Management Team commit to, and promote effective compliance across all areas of the organisation.
- Compliance is aligned to Council's priorities as outlined in the Council Plan.
- Council supports behaviours to create a compliance environment.

6.2 Implementation

- Responsibility for compliance outcomes is clearly articulated and assigned.
- Appropriate resources are allocated to develop, implement and manage a compliance management system that better identifies Council's compliance obligations, continuing to improve compliance awareness across the organisation and aiming to reduce risk of non-compliance.
- Training needs are addressed to enable staff to fulfil their compliance obligations.
- Control mechanisms for identifying, monitoring, and reporting potential risks and non-compliance are established.

6.3 Identification and evaluation of compliance risks

- A systemic, risk based assessment approach will be used to identify and evaluate individual compliance obligations.
- Risk ratings will be reviewed periodically, taking into account any legislative changes or areas of non-compliance that may arise.
- Compliance obligations identified as a High or Medium risk, will be subject to regular monitoring and reporting including any corrective action taken.
- Compliance obligations identified as a Low risk will be reviewed upon notification of areas identified as being non-compliant.
- Audits are conducted and results including breaches are reported back to EMT and/or Council on a regular basis.

6.4 Performance

- Performance of the compliance system is monitored, measured and outcomes are reported.
- The organisation is able to demonstrate its compliance commitment to the system through both documentation and practice.

6.5 Continuous Improvement

- That the compliance system is regularly reviewed ensuring processes, methods and practices continue to be efficient and effective.



7. Roles and responsibilities

Legislative compliance is an ongoing responsibility of all Councillors and employees including contractors and volunteers. To ensure organisational wide compliance:

7.1 Councillors will:

- Adhere to and comply with all relevant legislation and policies that are endorsed by Council,
- Review and endorse the Legislative Compliance Policy periodically; and
- Support a positive compliance culture.

7.2 Audit and Risk Committee will:

- Review compliance status reports annually, noting the effectiveness of the framework and any identified areas for improvement;
- Review the Legislative Compliance Policy periodically; and
- Provide recommendations for any reporting on compliance, including any identified areas of non-compliance or breaches.

7.3 Executive Management Team will:


- Adhere to and comply with all relevant legislation, including Council policies and Administrative policies;
- Review the Legislative Compliance Policy periodically;
- Encourage behaviours that create a positive compliance culture;
- Support system implementation to better identify, monitor and report on compliance obligations;
- Review legislative and regulatory obligations at least twice a year;
- Participate in training as required; and
- Report on any areas of identified non-compliance and ensure corrective action is taken.

7.4 Chief Executive Officer will:

- Be responsible for organisational compliance to the management system, ensuring a framework is in place and providing Councillors and staff with the necessary information and training to fulfil their compliance obligations and reduce the organisation's risk of non-compliance; and
- Investigate and report any areas of identified non-compliance or breaches to the Manager Governance and Information.

7.5 Managers and Coordinators will:

- Adhere to and comply with all relevant legislation and policies, including Council Policies and Administrative Policies;
- Encourage behaviours that create a positive compliance culture;
- Review and provide regular reporting updates on legislative compliance obligations;
- Participate and provide support in assessing risk ratings for compliance obligations, as required;
- Participate in training as required;

- 
- Notify the CEO and Director on any identified areas of non-compliance; and
 - Undertake corrective action to comply in a timely manner.

7.6 Governance will:

- Be responsible for managing the implementation and ongoing coordination of the Legislative Compliance Framework and Compliance Management System, ensuring all responsible areas of Council fulfil their compliance responsibilities;
- Be responsible for applying risk ratings to individual compliance obligations, with relevant Managers and Coordinators;
- Conduct an annual review of the lower risk ratings, taking into account any identified areas of non-compliance and applying a higher rating, if required;
- Conduct regular internal audits to ensure compliance, identifying any areas of non-compliance or breaches;
- Monitor changes to laws and other obligations through the subscription alerts by RelianSys
- Provide regular training and information sessions to increase awareness and reduce risks of non-compliance;
- Provide regular reporting updates to EMT and CEO in any identified areas of non-compliance;
- Be responsible for preparing a compliance status report for the Audit and Risk Committee annually;
- Maintain a register of non-compliance and corrective actions taken for internal auditing purposes; and
- Implement improvements to the Reliance Sys or other internal compliance processes and systems.

7.7 Employees will:

- Adhere to and comply with all relevant legislation and policies, including Council Policies and Administrative Policies; and
- Report any identified risks of non-compliance or breaches, when they become aware, to their supervisor.

8. Policy non-compliance

Failure to comply with legislative compliance obligations may result in penalties, fines, adverse findings or breaches resulting in the risk of costly legal action.

9. Related documents

- Compliance Management Framework
- Exercising of Delegation Policy and Protocol
- Legislative Compliance Protocol
- Legislative Compliance User Manual
- Financial Delegation Procedural Guidelines
- Procurement Policy
- Risk Management Policy
- Councillor Code of Conduct

- Staff Code of Conduct
- AS/ISO 19600:2015 Compliance Management Systems – Guidelines
- Reliansys (Compliance Module)
- Victorian Legislation and Parliamentary Register (Acts and Regulations)
- Commonwealth Register of Legislation (Acts)
- Frankston City Council Plan
- Councils Instruments of Delegation

10. Implementation of the Policy

Council will have a process in place to ensure that when legislation changes, steps are taken to ensure that actions comply with the amended legislation.

11. Definitions

CEO:	means the Chief Executive Officer of Council
Compliance:	means adhering to the requirements of laws, industry and organisational standards and codes, Council policies and plans, principles of good governance and accepted community standards
Compliance Framework:	means Council's overarching framework that identifies and manages Council's legal and compliance obligations
Compliance System:	means the framework, policies and procedures, online register that holds and maintains the data, strategic documents and information that assists Council meeting its compliance obligations
Council:	means Frankston City Council
Council Plan:	means Council's key strategic document that describes the outcomes Council intends to achieve during its four year term, how it will achieve these outcomes, the resources required, and how it will be measured
EMT:	means the Executive Management Team comprising of the Chief Executive Officer and Directors of Council
Legislative Obligations:	means legal requirements that an organisation has to comply with.
Non-Compliance:	refers to an act or an omission, which causes Council to fail to meet its compliance obligations

Exercising of Delegations Policy



(A4028992)

Lifestyle Capital of Victoria

1. Policy statement

Council is committed to ensuring that decisions made under delegation are legal, appropriate and within the power of the delegate to make. Given that Delegations are a critical function of Council, this Policy ensure decisions, duties and functions exercised under delegated authority are in line with best practice principles and comply with all relevant legislation.

The *Local Government Act* 1989, and other legislation, makes provision for the appointment of delegates to act on behalf of Council or the CEO under an Instrument of Delegation or Sub-Delegation. The Building Act 1993 makes provision for the Municipal Building Surveyor to appoint delegates to act on their behalf under the Building Act and/or Regulations.

2. Reason for Policy

This Policy is intended to provide a framework to draft, adopt, amend record and administer delegations. It ensures that appropriate and effective internal controls and sound governance practices are in place for delegates that make decisions under delegation, on behalf of Council, the CEO or the Municipal Building Surveyor.

3. Scope

This Policy applies to all Councillors, staff and Special Committees who makes decisions when performing their duties and functions under delegated authority.

Financial Delegations do not fall within the scope of this Policy.

4. Authorisation

This Policy is managed by the Governance and Information Department, and is approved by Frankston City's Mayor and Council's CEO:

Mayor, Frankston City

CEO, Frankston City Council

in accordance with Frankston City Council resolution at its Ordinary Council meeting of xxxx.

5. Revision date

This policy will be reviewed and presented to Council within 12 months of a general Council election or earlier as deemed necessary by Council and will remain in force until it is revised or revoked by a resolution of Council.

6. Principles

6.1. Forms of delegation

There are two forms of delegations that can occur within Local Government. These are:

- Delegations to Special Committees; and
- Delegations to Members of Staff.

6.1.1 *Delegations to Special Committees*

Section 86 of the *Local Government Act* 1989 provides for the establishment of a special committee comprising of Councillors, Council staff or other persons. A Special Committee may by Instrument of Delegation carry out certain powers, duties and functions administered by Council, subject to any conditions or limitations. Decisions made under delegation by a Special committee is “deemed” to be a decision by Council.

6.2.1 *Delegations to Members of Staff by Municipal Building Surveyor*

Section 216B of the *Building Act* 1993 provides for the Municipal Building Surveyor to delegate powers under the *Building Act* 1993 or *Building Regulations* 2018 to any person employed or engaged by Council. This person must be a registered building surveyor or inspector under Part 11 of the *Building Act* 1993 who is authorised to carry out the work required for performing the functions that is delegated by the Municipal Building Surveyor. Decisions made under this delegation is “deemed” to be a decision made by the Municipal Building Surveyor.

6.3.1 *Delegations to Members of Staff by the Chief Executive Officer or Council*

Section 98 of the *Local Government Act* 1989, provides for Council and the CEO to delegate to members of its staff, by instrument of delegation, certain powers, duties and functions under any Act or Regulation administered by Council; which is subject to exceptions or the conditions and limitations specified in the instrument. Decisions made under delegation by a member of Council staff is “deemed” to be a decision by Council.

6.2. What delegations does Council have in place?

Council currently has seven (7) Instruments of delegation that apply to this Policy:

- S5 Instrument of Delegation - Council to CEO
- S6 Instrument of Delegation - Council to Members of Staff
- S7 Instrument of Sub-Delegation - CEO to Members of Staff
- S12 Instrument of Delegation – MBS to Staff
- S13 Instrument of Delegation - List of CEO Powers
- S14 Instrument of Delegation - CEO to Staff for VicSmart applications
- Frankston Art Centre Board of Management Committee

6.3. Conditions and limitations

For the purpose of ensuring effective, transparent and efficient management of day to day administration and operational needs:

- 6.3.1 Council has delegated certain powers, duties and functions to the CEO, the (S5) Instrument of Delegation - Council to the CEO. This document outlines the CEO's financial delegations including specific conditions, limitations and authority to approve certain tenders, contracts, contractual expenditure and processes without prior referral to Council, including any exceptions.
- 6.3.2 The CEO under his/her authority of sub-delegation (S7) Instrument of Sub-Delegation by CEO to Members of Staff has delegated:
 - certain members of staff the power to approve, award certain tenders, contracts and contractual expenditure and processes, including the value of all variations and extension of contracts; and
 - set financial purchasing limits and conditions for expenditure contained within an approved budget to specific positions within the organisation.

6.4. Conflict of interest


The *Local Government Act 1989* (the Act) requires all Council staff to disclose conflicts of interest. In particular the following should be noted:

- 6.4.1 Council staff that have a conflict or interest in a matter in which they have delegated power, must not exercise the power or discharge the duty or function, this includes Council staff who are members of special committees.
- 6.4.2 The type and nature of the conflict of interest must be disclosed to the CEO, in writing.
- 6.4.3 Failure to do so is a breach of the Act and may result in a conviction or fine and possible disciplinary action or dismissal.

7. Roles and responsibilities

7.1 Council staff with delegated powers (delegate) will:

- 7.1.1 exercise their delegated authority in accordance with Section 95 of the Act which requires members of Council staff to be accountable, act impartially, with integrity to avoid conflict of interest.
- 7.1.2 adhere to the principles of natural justice when making decisions. Decisions made under delegation should be the result of prior consultation with relevant members of the community and where appropriate with Council.
- 7.1.3 be familiar with the delegated powers issued to them (whether individuals or committees) and ensure that decisions or actions taken are within their power to make.

- 
- 7.1.4 not exercise delegated authority beyond the scope of their instrument of delegation which will result in the decision being invalid and may potentially expose Council to litigation for breach.
 - 7.1.5 ensure decisions made under delegation are appropriate, fair, documented and actions reported back on a regular basis.
 - 7.1.6 ensure that their decisions are not motivated by corrupt purposes.
 - 7.1.7 be aware of their purchasing limits and conditions set by the CEO.
 - 7.1.8 refer to Council an appropriate recommendation for any proposal; whether it be a project or program, work, contract, or planning decision, without prior decision by the delegate when:
 - the proposal raises an issue of significant public interest, concern or controversy, or is likely to do so; or
 - the proposal has given rise to substantial public objection or appears likely to do so; or
 - implementation of the proposal would require expenditure of Council funds, and such funds have not been specifically provided for in the budget or is above the CEO delegated authority limits; or
 - the delegate recommends approval of the proposal, but such approval would be or could reasonably appear to be, inconsistent with a previous decision or decisions by or on behalf of the Council; or
 - the delegate believes it is more appropriate that the proposal or any issue arising in connection with it should be determined by the Council.

7.2 Governance will:

- 7.2.1 review instruments of delegations within 12 months of a general election.
- 7.2.2 ensure a register of all current Instruments of Delegation is maintained and available for view upon request.
- 7.2.3 ensure instruments of delegations are updated regularly to include legislative and staff changes.
- 7.2.4 ensure processes and systems maintain high levels of corporate governance.
- 7.2.5 continuously reviews organisational processes to ensure they are compliant.
- 7.2.6 conduct audits and report results, including breaches, to EMT and/or Council on a regular basis.
- 7.2.7 provide training and information sessions on delegations.

7.3 The Management Team will:

- 7.3.1 ensure delegates are suitably qualified, have relevant experience and are provided training to apply the delegated authority.
- 7.3.2 report any identified or potential risks of non-compliance or breaches.
- 7.3.3 participate in training and or annual audits as necessary.

7.4 The CEO will:

- 7.4.1 report any identified or potential risks of non-compliance or breaches to the Manager Governance and Information.

7.5 Councillors will:

- 7.5.1 ensure decisions made under delegated authority are conducted in an appropriate, fair and effective manner.

7.6 The Audit and Risk Committee will:

- 7.6.1 provide recommendations on any identified or potential risks of non-compliance or breaches of Delegations.

8. Policy non – compliance

Failure to comply with this policy may result in penalties, fines, adverse findings or breaches resulting in the risk of costly legal action or reputational damage.

9. RELATED DOCUMENTS

The Exercising of Delegations outlined in this policy is supported by Council policies and guidelines that provide further information relevant to delegations. In particular, the following documents should be read in conjunction with this Policy:

- Compliance Management Framework
- Exercising of Delegation Protocol
- Financial Delegation Procedural Guidelines and Flowchart
- Procurement Policy
- Risk Management Policy
- Councillor Code of Conduct
- Staff Code of Conduct

10. Implementation of the policy

Council will have a process in place to ensure that when legislation changes or a restructure occurs affecting positions with delegated powers, that steps are taken to ensure that instruments of delegation are updated regularly to reflect amended and new legislation as well as staff changes.



11. Definitions

Chief Executive Officer:	means the Chief Executive Officer of Council
Council:	means Frankston City Council
Delegation:	Authorised assigned decision-making power by a Council or CEO to a member of Council Staff.
Delegated Officer:	Delegated powers assigned to a member of Council staff who has qualifications or have been provided with appropriate training to perform the duties delegated to their position under the various Acts and regulations.
Instrument of Delegation:	Legal document that delegates certain powers, duties and functions entrusted to a delegated officer by Council, CEO or the Municipal Building Surveyor
Management Team:	means the Directors and Managers of Council

Executive Summary**12.8 September 2019 Quarterly Financial Report**

Enquiries: (Luke Walker: Corporate Development)

Council Plan

Community Outcome:	4. A Well Managed City
Strategy:	4.3 Resources
Priority Action	4.3.1 Continue to maintain a financially sustainable Council by advocating for operational grant funding from other tiers of Government to deliver services required by the community, ensure funding decisions are based on Council's priorities, seek alternative revenue sources and ensure the operations of Frankston Regional Recycling and Recovery Centre are financially sustainable

Purpose

To brief the Council on the financial performance to 30 September 2019 against the 2019-2020 Annual Budget.

Recommendation (Director Corporate Development)

That Council receives and notes the Council Financial Report for the quarter ended 30 September 2019.

Key Points / Issues

- The operating financial position at 30 September 2019 is satisfactory and it is anticipated that Council will be on track to complete the current financial year within the 2019-2020 budget.
- The balance sheet and cash flow position is sound as at 30 September 2019.
- There are two new attachments that have been added to the report. Attachment E is a report on consultant expenditure and Attachment F is a report on general operating expenditure across the organisation. These reports have arisen as a result of 2019/NOM15 – Consultancy Fees Report and 2019/NOM34 – Departmental Expenditure Limits (DELs).
- Council's forecast full year underlying operating position is indicating a surplus of \$10.403M, this is a \$0.665M unfavourable variance compared to the revised 2019-2020 budget position of \$11.068M surplus.
- Council's operational performance for the forecast full year position indicates a surplus of \$24.680M, this is a \$2.704M favourable variance compared to the adopted 2019-2020 budget position of \$21.976M surplus.
- Capital Works delivery for the first quarter indicates that the program is on track with a full year expenditure of \$53.490M.
- While this represents the actual strategic assets reserves balance as at 30 September 2019, it should be noted that this balance does not yet reflect the drawdown of funds now committed to the Jubilee Indoor Stadium and Centenary Park projects.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

12.8 September 2019 Quarterly Financial Report**Executive Summary**

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.50 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

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

2. Other Stakeholders

Not applicable.

Analysis (Environmental / Economic / Social Implications)

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

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

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

Legal

The *Local Government Act 1989* (the Act) requires that Council produce a report which compares the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date.

Policy Impacts

Not applicable.

Officer's Declaration of Interests

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

Risk Mitigation

Council has implemented a number of risk mitigation processes including:

- Development of a Long Term Financial Plan which assists in determining Council's financial viability into the future.
- Council is subject to an annual external audit process and also has its own internal audit function which reviews critical processes from time to time.
- Council also has an "Instrument of Delegation" which clearly defines each person's level of financial authority.

12.8 September 2019 Quarterly Financial Report**Executive Summary**

- Council has numerous policies and internal checking processes to assist with ensuring that Council's processes and source data is accurate and the risk of fraud is minimised.

Conclusion

The forecast full year operating result is anticipated to be a surplus of \$10.403M which compares unfavourably by \$0.665M to the 2019-2020 adopted budgeted surplus of \$11.068M.

The overall financial position at 30 September 2019 is satisfactory, expenditure for the remainder of the year will continue to be closely managed in order to ensure that a favourable financial result will be achieved. Achieving the full delivery of the capital works program continues to be a challenge, however is currently on target.

ATTACHMENTS

Attachment A: September 2019 Quarterly Financial Performance Report

12.8 September 2019 Quarterly Financial Report
Officers' Assessment**September 2019 Quarterly Financial Report details**

- The operating financial position at 30 September 2019 is satisfactory and it is anticipated that Council will be on track to complete the current financial year within the 2019-2020 budget.
- The balance sheet and cash flow position is sound as at 30 September 2019.
- **Underlying operating result:** The underlying operating result is directly attributable to operations and excludes items such as capital grants and contributions and non-monetary assets. The impact of the underlying operating result is of most concern as this is the key indicator of financial performance.

Council's forecast full year underlying operating position is indicating a surplus of \$10.403M, this is a \$0.665M unfavourable variance compared to the revised 2019-2020 budget position of \$11.068M surplus. The significant factors which contribute to this variance are:

- Grants – operating – \$0.078M favourable variance. The increase in government funding relates to the following areas:
 - \$0.094M additional grant funding received in Planning and Environment for programs relating to environmental and social housing projects.
 - \$0.026M reduction in grant funding as advised by Victorian Grants Commission in relation to Council's annual allocation.
- User fees and charges – \$0.178M favourable variance. The increase in user fees and charges relates to the following areas:
 - \$0.124M additional income in Theatre Operations in Arts & Culture due to greater than anticipated demand for venue hire.
 - \$0.050M additional income received in Business Information for sale of old equipment.
- Other income - \$0.304M favourable variance. The increase in Other income is mainly due to:
 - \$0.175M increase in investment interest based on higher levels of cash holdings than expected.
 - \$0.090M income generated from Café Sales at the Frankston Library which were not included in the adopted budget for 2019-2020.
- Materials and services - \$0.811M unfavourable variance. The increase in materials and services is mainly due to:
 - \$0.414M additional expenditure in Community Safety, Arts & Culture, Operations and CEO departments due to various contractual obligations that Council has entered into since the adoption of the 2019/2020 budget.
 - \$0.071M additional expenditure for corporate insurances due to changes in the insurance market increasing costs and insurance excess claims paid.
 - \$0.169M additional expenditure across Community Relations and Planning and Environment to deliver programs for which additional grant income has been received.

12.8 September 2019 Quarterly Financial Report

Officers' Assessment

- Employee Costs - \$0.141M favourable variance. The decrease in Employee costs is mainly due to:
 - \$0.654M decreased expenditure in Corporate Overheads due to notification of reduction in WorkCover cost for this financial year.
 - \$0.250M increased expenditure in Arts and Culture due to additional staffing levels required to cater for increase in demand in Theatre and staffing for Café in Frankston Library.
 - \$0.208M increased expenditure in Community Safety primarily due to additional staffing required to meet requirements around compliance of backyard swimming pools.
- **Operating Result:** The operating result allows the impact of non-operating or once off items on the net surplus or deficit for the year to be measured. Council's operational performance for the forecast full year position indicates a surplus of \$24.680M, this is a \$2.704M favourable variance compared to the adopted 2019-2020 budget position of \$21.976M surplus. This favourable variance is due to the increase grants and contributions being received for the capital works program.
- **Capital Works:** After the first quarter (July – September) the year to date expenditure is \$7.294M against a year to date budget of \$6.646M. The Capital Works Program is tracking well with overall expenditure and commitments to date of \$23.182M from an Adjusted Budget of \$53.490M (43%).
- **Investments:** Council's investment holdings as at 30 September 2019 were \$94.370M.

Type of investments	Term	Amount Invested \$'000
Call accounts	At Call	39,149
Term deposits	31 to 60 days	7,070
Term deposits	61 days to 90 days	17,531
Term deposits	91 days to 120 days	18,620
Term deposits	121 days to 150 days	2,000
Term deposits	151 days to 180 days	4,000
Term deposits	181 days to 270 days	3,500
Term deposits	365 days +	2,500
Total funds invested		94,370

- **Loans:** The status of Council's loan borrowings as at 30 September 2019 are shown as follows:

Financial institution	Debt principal @ 30-06-2019 \$'000's	Principal repaid \$'000's	New borrowings \$'000's	Debt principal @ 30-09-2019 \$'000's
National Australia Bank	12,526	77	-	12,449
National Australia Bank - MAV	15,542	-	-	15,542
Total	28,068	77	-	27,991

12.8 September 2019 Quarterly Financial Report

Officers' Assessment

- **Reserves:** Council reserves are funds that have been set aside from various funding sources for future capital and operational commitments. For each existing reserve they must be cash-backed which is demonstrated by Council's investment holdings shown in the above table. The balances of each Reserve (consolidated) as at 30 September 2019 are shown over-page:

	Opening Balance 01/07/2019 \$'000	Transfer to reserve \$'000	Transfer from reserve \$'000	Closing balance 30/09/2019 \$'000
Statutory reserves				
Public resort and recreation	6,279	441	(175)	6,545
Subdivision roadworks	133	-	-	133
Infrastructure assets	74	-	-	74
Car parking	10	-	-	10
Total statutory reserves	6,496	441	(175)	6,762
Discretionary reserves				
Strategic asset reserve	29,607	2,948	-	32,555
MAV LGFV fund	9,737	208	-	9,945
Unexpended grant reserve	14,142	-	(2,381)	11,761
PARC asset management sinking fund	9,087	750	-	9,837
Capital projects reserve	4,622	-	(100)	4,522
Resource efficiency reserve	52	-	-	52
Total discretionary reserves	67,247	3,906	(2,481)	68,672

Frankston City Financial Performance Report September 2019



Lifestyle capital of Victoria



Quarter one
July–September 2019

1. Quarterly financial performance summary

The following quarterly financial report provides a summary and analysis of Council's financial performance for the three (3) months to September 2019. The report is designed to ensure consistency with the 2019-2020 adopted budget, compliance with statutory requirements and to measure Council's overall financial performance.

A summary of the key financial data is as follows:

	Full Year			
	Forecast	Budget	Variance	Variance
	\$'000s	\$'000s	\$'000s	%
Underlying operating result (1)	10,403	11,068	(665)	(6.39%)
Accumulated Cash Position	500	500	-	-
Cash and investments	95,288	90,334	4,954	5.20%
Capital works expenditure	53,518	47,811	5,706	10.66%

() Denotes negative result

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

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

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

2. Financial performance scorecard – September 2019

KEY INDICATOR	Year to Date	Full Year	Full Year
	Actual vs Budget	Forecast vs Budget	Forecast \$'000
Operating performance			
Operating revenue			168,557
Operating expenditure			159,144
Underlying operating result			10,403
Operating result for the year			24,680
Capital Performance			
External funding sources			13,882
Expenditure			
Asset renewal			23,764
Expansion			51
New and upgrade			29,703
Performance Indicators			
Loan borrowings			28,614
Investment			95,288
Rates collection			97%
Working capital ratio			3.26

3. Income statement

The September 2019 financial performance position highlights some key outcomes that are covered in the points below.

Summary of Financial Results

Description	Ref.	Year to Date			2019-2020 Forecast \$'000	Full Year	
		Sep-19 Actual \$'000	Sep-19 Rev. Budget \$'000	Fav/(Unfav) Variance \$'000		2019-2020 Budget \$'000	Fav/(Unfav) Variance \$'000
<i>Operating</i>							
Revenue		39,672	41,212	(1,540)	168,557	168,027	530
Expenditure		34,394	34,659	(265)	159,144	157,949	(1,196)
Gain/(Loss) on disposal of assets		192	247	(56)	990	990	0
Underlying operational result	(i)	5,470	6,800	(1,331)	10,403	11,068	(665)
<i>Capital</i>							
Revenue		1,006	832	175	14,277	10,908	3,369
Operational surplus/(deficit)	(ii)	6,476	7,632	(1,156)	24,680	21,976	2,704

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

Council's forecast full year underlying operating position is indicating a surplus of \$10.403M, this is a \$0.665M unfavourable variance compared to the adopted 2019-2020 budget position of \$11.068M surplus. The significant factors which contribute to this variance are:

- **Grants – operating – \$0.078M favourable variance.** The increase in government funding relates to the following areas:
 - a. \$0.094M additional grant funding received in Planning and Environment for programs relating to environmental and social housing projects.
 - b. \$0.026M reduction in grant funding as advised by Victorian Grants Commission in relation to Council's annual allocation.
- **User fees and charges – \$0.178M favourable variance.** The increase in user fees and charges relates to the following areas:
 - a. \$0.124M additional income in Theatre Operations in Arts & Culture due to greater than anticipated demand for venue hire.
 - b. \$0.050M additional income received in Business Information for sale of old equipment.
- **Other income - \$0.304M favourable variance.** The increase in Other income is mainly due to:
 - a. \$0.175M increase in investment interest based on higher levels of cash holdings than expected.
 - b. \$0.090M income generated from Café Sales at the Frankston Library which were not included in the adopted budget for 2019-2020.
- **Materials and services - \$0.811M unfavourable variance.** The increase in materials and services is mainly due to:
 - a. \$0.414M additional expenditure in Community Safety, Arts & Culture, Operations and CEO departments due to various contractual obligations that Council has entered into since the adoption of the 2019-2020 budget.

- b. \$0.071M additional expenditure for corporate insurances due to changes in the insurance market increasing costs and insurance excess claims paid.
- c. \$0.169M additional expenditure across Community Relations and Planning and Environment to deliver programs for which additional grant income has been received.
- **Employee Costs - \$0.141M favourable variance.** The decrease in Employee costs is mainly due to:
 - a. \$0.654M decreased expenditure in Corporate Overheads due to notification of reduction in WorkCover cost for this financial year.
 - b. \$0.250M increased expenditure in Arts and Culture due to additional staffing levels required to cater for increase in demand in Theatre and staffing for Café in Frankston Library.
 - c. \$0.208M increased expenditure in Community Safety primarily due to additional staffing required to meet requirements around compliance of backyard swimming pools.

(ii) Operating Result: The operating result allows the impact of non-operating or once off items on the net surplus or deficit for the year to be measured. Council's operational performance for the forecast full year position indicates a surplus of \$24.680M, this is a \$2.704M favourable variance compared to the adopted 2019-2020 budget position of \$21.976M surplus. This favourable variance is due to the increase grants and contributions being received for the capital works program.

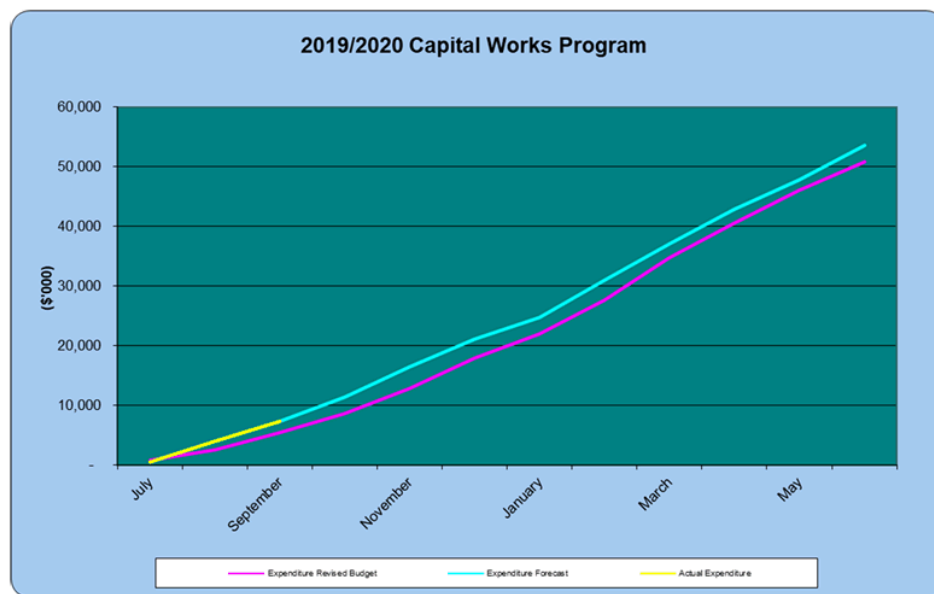
4. Capital works statement

For the quarter ending September 2019

	Year to date			Full year		
	Actual \$'000	Budget \$'000	Variance \$'000	Forecast \$'000	Budget \$'000	Variance \$'000
Total property	3,203	3,102	(101)	16,709	16,015	(694)
Total plant and equipment	741	857	116	7,782	7,004	(778)
Total infrastructure	3,350	2,687	(663)	29,027	24,792	(4,235)
Total capital works expenditure	7,294	6,646	(648)	53,518	47,811	(5,707)
Represented by:						
New asset expenditure	868	667	(201)	16,752	13,887	(2,865)
Asset renewal expenditure	3,526	2,749	(777)	23,764	22,219	(1,545)
Asset expansion expenditure	1	-	(1)	51	-	(51)
Asset upgrade expenditure	2,899	3,230	331	12,951	11,705	(1,246)
Total capital works expenditure	7,294	6,646	(648)	53,518	47,811	(5,707)
Funding:						
External						
Government grants	536	633	97	10,481	8,363	(2,118)
Contributions	30	70	40	2,081	500	(1,581)
Proceeds from sale of assets	349	289	(60)	1,320	1,320	-
Total external funding	915	992	77	13,882	10,183	(3,699)
Internal						
Reserve funds	407	555	148	1,551	1,483	(68)
Rates funding	5,972	5,099	(873)	38,085	36,145	(1,940)
Total internal funding	6,379	5,654	(725)	39,636	37,628	(2,008)
Total funding	7,294	6,646	(648)	53,518	47,811	(5,707)

After the first quarter (July – September) the year to date expenditure is \$7.294M against a year to date budget of \$6.646M. The Capital Works Program is tracking well with overall expenditure and commitments to date of \$23.182M from an Adjusted Budget of \$53.490M (43%).

Recent Council resolutions have approved funding for Major Projects such as the Jubilee Park Indoor Stadium Redevelopment (\$34.9M) and the Centenary Park Tennis Redevelopment (\$4.2M). The delivery of the 2019-2020 Capital Works program is primarily on track, with an end of year forecast expenditure of \$53.518M.



5. Balance sheet

The balance sheet as at 30 September 2019 indicates a continued satisfactory result. Council's net assets are valued at \$1.733B at the end of September 2019, and are forecast to be \$1.750B at the end of June 2020.

A comparison of total current assets of \$122.151M with total current liabilities of \$37.524M (working capital ratio YTD of 3.26 to 1) depicts a satisfactory financial position.

Schedule of other reserves

	Opening Balance 01/07/2019 \$'000	Transfer to reserve \$'000	Transfer from reserve \$'000	Closing balance 30/09/2019 \$'000
Statutory reserves				
Public resort and recreation	6,279	441	(175)	6,545
Subdivision roadworks	133	-	-	133
Infrastructure assets	74	-	-	74
Car parking	10	-	-	10
Total statutory reserves	6,496	441	(175)	6,762
Discretionary reserves				
Strategic asset reserve	29,607	2,948	-	32,555
MAV LGFV fund	9,737	208	-	9,945
Unexpended grant reserve	14,142	-	(2,381)	11,761
PARC asset management sinking fund	9,087	750	-	9,837
Capital projects reserve	4,622	-	(100)	4,522
Resource efficiency reserve	52	-	-	52
Total discretionary reserves	67,247	3,906	(2,481)	68,672
Total other reserves	73,743	4,347	(2,656)	75,434

Trade and other receivables	2018/2019 Actual \$'000	2019/2020 Actual \$'000
Current receivables		
Ratepayer Receivables	22,887	23,409
Interest on Rates	207	224
Special Rates & Charges	146	115
Infringements	4,020	4,923
Provision for doubtful debts - infringements	(2,172)	(2,503)
Other Receivables	2,769	2,873
Provision for doubtful debts - other debtors	(109)	(76)
	27,747	28,965
Non current receivables		
Special Rates & Charges	20	121
Total receivables	27,767	29,086

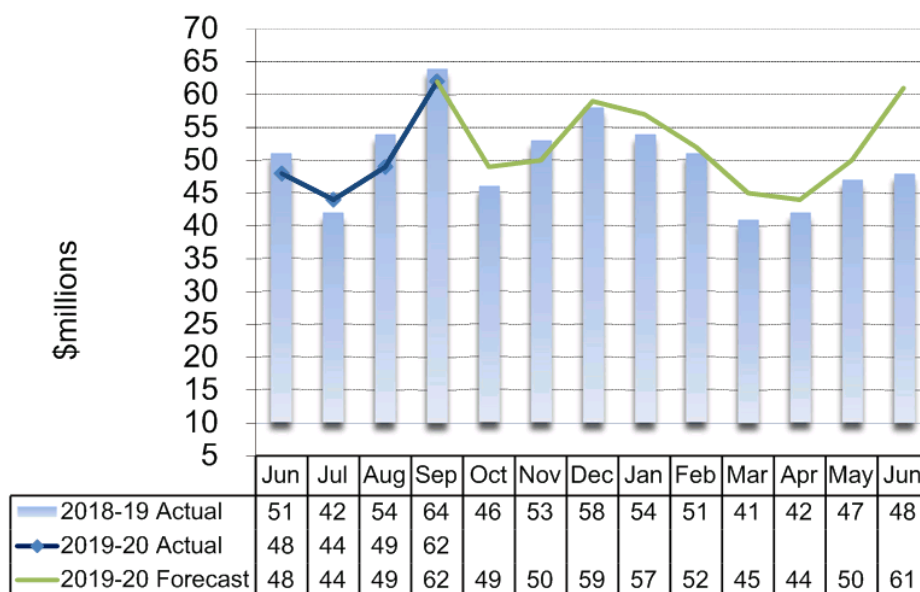
For a full balance sheet please refer to [Attachment C](#).

6. Cash flow

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

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

Refer to [Attachment D](#) for the cash flow statement.



7. Loans

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

Year	New Borrowings \$'000	Principal Paid \$'000	Interest Expense \$'000	Balance 30 June \$'000	Liquidity (CA/CL)	Debt Commit (Debt/Total Rates)	Debt Serv (Serv Costs/ Total Revenue)
2018/19	-	7,023	1,573	28,068	3.46	23.11%	0.92%
2019/20	-	320	1,481	27,748	3.24	21.90%	0.82%
2020/21	-	345	1,455	27,403	3.06	21.08%	0.70%
2021/22	-	370	1,431	27,033	2.85	20.27%	0.70%
2022/23	-	392	1,404	26,641	2.94	19.47%	0.74%
2023/24	-	427	1,378	26,214	2.99	18.65%	0.72%
Victorian State Government Prudential Ratio Limits - Risk Assessment				High	Below 1.10	Above 80%	Above 10%
				Medium	1.10 - 1.20	60%-80%	5% - 10%
				Low	Above 1.20	Below 60%	Below 5%

The status of Council's loan borrowings as at the 30 September 2019 are listed in the table below:

Financial institution	Debt principal @ 30-06-2019 \$'000's	Principal repaid \$'000's	New borrowings \$'000's	Debt principal @ 30-09-2019 \$'000's	Interest Paid \$'000's	Loan repayments due over next 12 months \$'000's
National Australia Bank	12,526	77	-	12,449	219	1,183
National Australia Bank - MAV	15,542	-	-	15,542	155	-
Total	28,068	77	-	27,991	374	1,183

8. Investments

Council is complying with its Investment Policy (adopted by Council on 14 April 2014) that ensures effective and responsible utilisation of Council's surplus cash funds within the government legislative framework and applicable Federal and State regulations. Council's investment holdings as at 30 September 2019 were \$94.370M.

Council's investment interest income at 30 September 2019 is \$0.360M compared to a year to date budget of \$0.184M. Council's investment income is on track to meet budget.

Council's investments as at the 30 September 2019 are listed in the tables below.

Investments by financial institution

Bank	Amount Invested \$'000
WBC	4,487
Bendigo	11,734
Bankwest	18,500
NAB	19,500
CBA	1,000
CBA	39,149
Total funds invested	94,370

Liquidity of investments

Type of investments	Term	Amount Invested \$'000
Call accounts	At Call	39,149
Term deposits	31 to 60 days	7,070
Term deposits	61 days to 90 days	17,531
Term deposits	91 days to 120 days	18,620
Term deposits	121 days to 150 days	2,000
Term deposits	151 days to 180 days	4,000
Term deposits	181 days to 270 days	3,500
Term deposits	365 days +	2,500
	Total funds invested	94,370

9. Conclusion

The forecast full year net underlying result is anticipated to be a surplus of \$10.403M which compares unfavourably by \$0.665M to the 2019-2020 budgeted surplus of \$11.068M.

The overall financial position at 30 September 2019 is satisfactory. Council still has nine months remaining of the financial year to monitor these results and will continue to manage outcomes carefully in order to achieve the 2019-2020 budget.

Attachment A – Income Statement

Income statement

For quarter ending September 2019

Description	Year to Date			2019-2020 Forecast	Full Year 2019-2020	
	Sep-19	Sep-19	Fav/(Unfav)		2019-2020	Fav/(Unfav)
	Actual	Budget	Variance		Budget	Variance
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Revenue						
Rates and charges	30,300	30,274	27	126,694	126,694	-
Government grants - operating	3,580	5,584	(2,003)	18,375	18,297	78
User fees and charges	3,669	3,501	168	14,175	13,996	178
Statutory fees and fines	1,193	1,235	(43)	6,111	6,141	(30)
Other Income	930	618	312	3,202	2,898	304
Proceeds from sale of property, infrastructure, plant and equipment	192	247	(56)	990	990	-
Total income	39,864	41,459	(1,595)	169,547	169,017	530
Expenditure						
Employee costs	14,531	14,281	(250)	68,113	68,254	141
Materials and services	10,739	11,273	533	54,217	53,406	(811)
Depreciation	8,061	7,866	(195)	32,316	31,464	(852)
Finance costs	388	374	(14)	1,532	1,481	(51)
Bad and doubtful debts	56	55	(1)	220	220	-
Other expenses	618	810	192	2,745	3,123	378
Total expenditure	34,394	34,659	265	159,144	157,949	(1,196)
Underlying (surplus) /deficit	5,470	6,800	(1,331)	10,403	11,068	(665)
Contributions - capital	30	70	(40)	2,081	730	1,351
Government grants - capital	536	533	3	10,481	8,463	2,018
Contributions - non monetary assets	-	-	-	800	800	-
Contributions - cash	441	229	212	915	915	-
(Surplus) / deficit for the period	6,476	7,632	(1,156)	24,680	21,976	2,704

Attachment B – Capital Works Statement

Statement of Capital Works

For quarter ending September 2019

	2019-2020 Year to date			2019-2020 Full year		
	Actual \$'000	Budget \$'000	Variance \$'000	Forecast \$'000	Budget \$'000	Variance \$'000
Property						
Buildings	3,203	3,102	(101)	16,709	16,015	(694)
Total buildings	3,203	3,102	(101)	16,709	16,015	(694)
Total property	3,203	3,102	(101)	16,709	16,015	(694)
Plant and equipment						
Plant, machinery and equipment	375	478	103	2,869	2,969	100
Fixtures, fittings and furniture	10	-	(10)	312	145	(167)
Computers and telecommunications	248	180	(68)	3,901	3,190	(711)
Library books	108	199	91	700	700	-
Total plant and equipment	741	857	116	7,782	7,004	(778)
Infrastructure						
Roads	1,654	691	(963)	4,430	4,250	(180)
Bridges	17	23	6	450	450	-
Footpaths and cycleways	96	172	76	1,581	1,545	(36)
Drainage	84	169	85	1,380	1,260	(120)
Recreational, leisure and community facilities	748	648	(100)	9,567	6,731	(2,836)
Waste management	116	40	(76)	375	150	(225)
Parks, open space and streetscapes	517	772	255	6,953	6,201	(752)
Off street car parks	30	39	9	1,795	1,735	(60)
Other infrastructure	88	133	45	2,496	2,470	(26)
Total infrastructure	3,350	2,687	(663)	29,027	24,792	(4,235)
Total capital works expenditure	7,294	6,646	(648)	53,518	47,811	(5,707)
Represented by:						
New asset expenditure	868	667	(201)	16,752	13,887	(2,865)
Asset renewal expenditure	3,526	2,749	(777)	23,764	22,219	(1,545)
Asset expansion expenditure	1	-	(1)	51	-	(51)
Asset upgrade expenditure	2,899	3,230	331	12,951	11,705	(1,246)
Total capital works expenditure	7,294	6,646	(648)	53,518	47,811	(5,707)
Funding:						
External						
Government grants	536	633	97	10,481	8,363	(2,118)
Contributions	30	70	40	2,081	500	(1,581)
Proceeds from sale of assets	349	289	(60)	1,320	1,320	-
Total external funding	915	992	77	13,882	10,183	(3,699)
Internal						
Reserve funds	407	555	148	1,551	1,483	(68)
Rates funding	5,972	5,099	(873)	38,085	36,145	(1,940)
Total internal funding	6,379	5,654	(725)	39,636	37,628	(2,008)
Total funding	7,294	6,646	(648)	53,518	47,811	(5,707)

Attachment C – Balance Sheet

Balance sheet

As at September, 2019

Description	2018-2019 Actual \$'000	2019-2020 Actual \$'000	2019-2020 Forecast \$'000	2019-2020 Budget \$'000
Current assets				
Cash and cash equivalents	63,924	61,671	61,087	49,133
Other financial assets	32,688	28,120	31,701	33,701
Trade and other receivables	27,747	28,965	19,904	17,630
Inventories	112	114	158	158
Other assets	3,096	3,281	3,145	2,825
Total current assets	127,567	122,151	115,995	103,447
Non current assets				
Trade and other receivables	20	121	1,283	1,158
Other financial assets	5,500	2,500	2,500	7,500
Intangible assets	1,325	898	1,189	1,189
Property, infrastructure, plant and equipment	1,677,779	1,673,617	1,693,910	1,723,168
Total non current assets	1,684,624	1,677,136	1,698,882	1,733,015
Total assets	1,812,191	1,799,287	1,814,877	1,836,462
Current liabilities				
Trade and other payables	6,216	5,085	15,228	14,032
Trust funds and deposits	24,536	18,783	6,623	5,623
Provisions	11,268	12,227	11,879	11,879
Interest bearing liabilities (Loans)	306	1,429	1,211	345
Total current liabilities	42,325	37,524	34,941	31,879
Non current liabilities				
Provisions	1,775	1,518	1,751	1,751
Interest bearing liabilities (Loans)	27,991	27,666	27,403	27,403
Total non current liabilities	29,766	29,184	29,154	29,154
Total liabilities	72,091	66,709	64,095	61,033
Net assets	1,740,100	1,732,578	1,750,782	1,775,429
Represented by:				
Accumulated surplus	703,694	711,709	739,598	1,015,878
Asset revaluation reserve	970,833	945,436	945,436	693,803
Other reserves	65,572	75,433	65,748	65,748
Equity	1,740,100	1,732,578	1,750,782	1,775,429

Attachment D – Cash Flow Statement

CASH FLOW STATEMENT

As at September, 2019

Description	2018-2019 Actual \$'000	2019-2020 Actual \$'000	2019-2020 Forecast \$'000	2019-2020 Budget \$'000
Cash Flow from operating activities				
Rates and charges	23,425	28,345	117,862	126,694
Grants - operating	3,869	3,742	18,395	18,297
Grants - capital	202	535	10,481	8,463
User fees	4,039	3,995	16,208	13,996
Statutory fees and fines	929	977	5,458	6,141
Contributions - monetary	322	471	2,996	1,645
Interest received	970	933	2,325	980
Other receipts	308	506	1,567	318
Net GST refund	-	1,472	2,510	-
Employees costs	(14,064)	(14,786)	(70,257)	(68,254)
Materials and services	(16,005)	(25,027)	(56,247)	(53,626)
Other payments	(475)	(618)	(2,745)	(3,123)
Net cash provided by/(used in) operating activities	3,520	545	48,553	51,531
Cash flows from investing activities				
Payments for fixed assets	(3,365)	(7,050)	(51,422)	(46,310)
Proceeds from sale of assets	309	349	1,490	1,290
Payments for Investments with greater than three months maturity	19,561	20,458	16,877	-
Net cash provided by/(used in) investing activities	16,505	13,757	(33,055)	(45,020)
Cash flows from financing activities				
Finance costs	(309)	(233)	(1,532)	(1,481)
Repayment of borrowings	(6,794)	(154)	(635)	(320)
Net cash provided by/(used in) financing activities	(7,103)	(387)	(2,167)	(1,801)
Net increase (decrease) in cash and cash equivalents	12,922	13,915	13,331	4,710
Cash and cash equivalents at the beginning of the year	51,002	47,756	47,756	44,423
Cash and cash equivalents at the end of the year	63,924	61,671	61,087	49,133

Attachment E – Consultants

Operating expenditure on consultants For the quarter ending 30 September 2019

	2019-2020 July - September	Full year budget	% of budget spent	Note*
CEO & COUNCIL				
Chief Executive Officer	6,062	99	6106%	1.
Total CEO & COUNCIL	6,062	99		
COMMUNITY ASSETS				
Engineering Services	12,475	75,000	17%	
Facilities	-	741	0%	
Capital Works Delivery	-	9,000	0%	
Sustainable Assets	-	64,500	0%	
Total COMMUNITY ASSETS	12,475	149,241		
COMMUNITY DEVELOPMENT				
Communities Management	1,550	-		2.
Community Strengthening	900	22,100	4%	
Family Health Support Services	300	6,200	5%	
Arts and Culture	2,150	90,547	2%	
Community Safety	13,230	5,000	265%	3.
Planning and Environment	72,730	343,501	21%	
Total COMMUNITY DEVELOPMENT	90,860	467,348		
CORPORATE DEVELOPMENT				
Human Resources	66,661	147,486	45%	
Corporate Management	-	300,000	0%	
Recycling Services	14,570	106,300	14%	
Business & Information Technology	27,828	700,000	4%	
Financial & Corporate Planning	15,242	76,755	20%	
Governance and Information	-	2,000	0%	
Commercial Services	33,767	56,999	59%	
Community Relations	31,820	63,000	51%	
Total CORPORATE DEVELOPMENT	189,887	1,452,539		
NON-DEPARTMENTAL AREAS				
Overheads	1,800	37,500	5%	
Total NON-DEPARTMENTAL AREAS	1,800	37,500		
Total expenditure	301,085	2,106,728	14%	

Note - Explanation of where the Department expenditure has exceeded the full year budget by 25% and \$5,000

1. This expenditure was initially incorrectly charged to CEO department, and has since been transferred out and reallocated to Community Relations department.
2. The account that this expenditure was coded to contains no specific budget for Consultants. The expenditure does however still fall within the budget for the account.
3. Consultant expenditure required to undertake core system configuration in Building Services due to change in standards and regulations.

Attachment F – General Operating

General operating expenditure For the quarter ending 30 September 2019

	2019-2020 July - September	Full year budget	% of budget spent	Note*
CEO & Council	1,346	8,500	16%	
Community Assets	6,857	32,570	21%	
Community Development	34,188	127,662	27%	
Corporate Development	8,854	52,984	17%	
Total expenditure	<u>51,245</u>	<u>221,716</u>	23%	

Note - Explanation of where the Department expenditure has exceeded the full year budget by 25% and \$5,000

Executive Summary**12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2018-19)**

Enquiries: (Luke Ure: Community Assets)

Council Plan

Community Outcome:	1. Planned City
Strategy:	1.3 Natural and sustainable environment
Priority Action	1.3.2 Reduce Council's energy use and greenhouse gas emissions and progress towards carbon neutrality

Purpose

To report to Council on the organisation's annual greenhouse gas emissions, energy and water usage and costs for 2018/19.

Recommendation (Director Community Assets)

That Council:

1. Receives and notes the organisation's annual greenhouse gas emissions, energy and water usage and costs for 2018/19.
2. Receives and notes the energy and greenhouse reduction improvement opportunities identified during recent energy audits and solar studies of Council facilities, to inform Council's Long Term Infrastructure Plan (Appendix A); and,
3. Adopts the Council officers' recommendation to increase the organisation's mains water use target to 150 megalitres per year by 2026 (instead of 120 megalitres), to account for the addition of two new sites and for future progress reporting against Council's adopted *Integrated Water Action Plan (2016-2026)*.

Key Points / Issues

- Reducing Council's energy usage and greenhouse gas emissions (herein referred to as 'emissions') is a four year priority of the *2017-2021 Frankston City Council Plan*.
- Notice of Motion 1313 requires Council officers to provide a six-monthly report to Council on the organisation's greenhouse gas emissions, energy and water usage and costs. A summary of Council's six-monthly progress (July to December 2018) was provided to Council at the 13 May 2019 Council Ordinary Meeting (2019/OM6).
- For 2018/19, the overall figures when compared to the previous financial year show the following:
 - ▲ 4.8% increase in electricity usage mainly from an increase in energy use at the Peninsula Aquatic Recreation Centre (PARC) and Frankston Arts Centre and Library (FAC) due to the installation of electronic equipment and additional services.
 - ▲ 3.1% increase in natural gas usage mainly due to an increase in natural gas use at PARC, FAC (in part due to the installation of a mezzanine lift and new technician office), as well as Pines Forest Aquatic Centre (Pines).
 - ▼ 7.6% decrease in mains water usage due to the oval at Seaford Reserve not being in use this year, as well as improved irrigation infrastructure at Seaford North Reserve and Kananook Reserve, plus increased rainfall resulting in less irrigation overall.

12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2018-19)

Executive Summary

▲ 12.7% increase in the cost of utilities corresponding to their increased use (includes Council's costs for electricity, natural gas, mains water, recycled water and fuel usage).

▲ 2.3% increase in emissions mainly due to increased energy use at PARC, FAC and Pines.

- In 2018/19, Council's environmental performance and progress towards its emissions and water reduction targets are outlined below:

Target description	Target (2025)	Result (2018/19)	Result (2017/18)	Progress comment
Greenhouse gas emissions – (tCO ₂ e) <i>Source: Council Plan 2017-2021</i>	Zero net emissions (carbon neutral)	16,202 tonnes CO₂-e	15,844 tonnes CO₂-e	In progress. Council increased its emissions in 2018/19 by 359 tonnes (2.3%) of carbon dioxide equivalent (CO ₂ -e), mainly through increased energy usage at two major facilities (PARC and FAC). Despite this increase, energy usage decreased at a number of other facilities through energy efficiency and solar initiatives, including the Operations Centre, Frankston North Community Centre and Visitor Information Centre.
Target description	Target (2026)	Result (2018/19)	Result (2017/18)	Progress comment
Mains water use – megalitres (ML) <i>Source: Integrated Water Action Plan</i> Note: Officer's recommendation to modify future target	120ML or less	190.0 ML	205.5 ML	In progress. Council's mains water use decreased by 15.58 ML (7.6%) in 2018/19, mainly due to above mentioned reasons and also the identification and rectification of water leaks at Leawarra House and the Frankston Waterfront.
Percentage of water used from sustainable alternative water sources (i.e. recycled, rainwater, stormwater)* <i>Source: Integrated Water Action Plan</i>	60% or more	43.0%	40.7%	In progress. Council's percentage of recycled water usage increased in 2018/19, mainly due to increased recycled water usage for Baxter Park, Robinsons Park and Carrum Downs Recreation Reserve, thereby reducing Council's dependence on mains water for non-drinking purposes.

*Council is currently only able to report on the use of Class A recycled water from the Eastern Treatment Plant.

- In 2019, energy audits and solar feasibility studies of several Council facilities were completed to identify improvement opportunities to reduce the organisation's energy usage, costs and emissions (see Appendix A for further information). It is expected that these opportunities will inform Council's Long Term Infrastructure Plan (LTIP) and play an important role in progressing towards Council's zero net emissions target by 2025.
- Due to the considerable increase in Council's mains water usage over the past three years as a result of PARC (average annual usage of 24.4ML), plus expected increase in water usage for Linen House (average annual usage of 1.2ML), Council officers' recommend modifying the organisation's mains water use target that was established in 2016 from 120ML to 150ML by 2026, to allow for these additional sources.

12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2018-19)**Executive Summary**

- See the **Officers' Assessment** for more detailed information, including a list of Council sites with the highest emissions, water usage and trends over time.
- To assist Council's sustainability initiatives in the Long Term infrastructure Plan (LTIP), officers have commenced drafting a notice of motion to both the Municipal Association of Victoria (MAV) and the Australian Local Government Association (ALGA) to advocate for funding opportunities at state and federal levels for bulk street lighting changeover to more efficient LED technology.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are no financial implications associated with this report.

Overall, there has been a 12.7% increase (or \$475k) in the total cost of utilities (electricity, gas, water and fuel) in 2018/19, when compared to 2017/18. The majority of this increase can be attributed to:

- an increase in Council's energy usage corresponding with an increase in costs
- higher tariffs (this includes unit rate and service charges) for Council's electricity costs (buildings, public lighting and other assets)
- an increase in the use of, and number of, Council fleet vehicles, corresponding with an increase in fuel costs.

Council's electricity costs (including buildings, public and street lighting, as well as other assets), increased from \$1.85M in 2017/18 to \$2.19M in 2018/19 (18.0% increase), corresponding with a 4.8% increase in electricity usage observed across Council sites.

Council's natural gas costs increased from \$354k in 2017/18 to \$450k in 2018/19 (27.1% increase), corresponding with a 3.1% increase in gas usage observed across Council.

Council's mains water cost decreased from \$819k in 2017/18 down to \$744k in 2018/19 (9.1% decrease), corresponding with a decrease in mains water usage. PARC and Pines cost \$123k (or 16.6%) of Council's total mains water costs for 2018/19. Council's recycled water cost increased from \$78k in 2017/18 to \$87k in 2018/19 (12.4% increase).

Cost increases were kept to a minimum through the electricity and gas savings from reduced usage, combined with \$102,915 in cost savings identified by Council's Utility Management Officer. These cost savings comprised of \$68,438 from renegotiation of tariffs and solar feed-in benefits and identifying and resolving leaks, as well as \$34,477 from resolving billing errors and anomalies. To date, \$69,505 of these potential cost savings have been received by Council.

**12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water
Usage and Costs (2018-19)****Executive Summary****Consultation****1. External Stakeholders**

To inform this report, Council officers consulted with utility retailers (electricity, gas, water) to renegotiate better tariffs and solar-feed in benefits, obtain annual use and cost data and to verify accuracy with Council's records.

Council's major contractors (waste, asphalt and facilities maintenance) provided fuel usage data for inclusion in Council's greenhouse inventory for 2018/19 and will continue to provide this data for future annual calculations. Peninsula Leisure Pty. Ltd. were consulted for energy and water data for PARC and Pines.

A contractor was engaged by Council to undertake energy audits and solar feasibility and detailed design studies for selected Council facilities.

2. Other Stakeholders

Council's Executive team and staff responsible for managing and operating Council assets, sites or associated budgets were consulted in the preparation of this report.

Analysis (Environmental / Economic / Social Implications)

By Council increasing its energy usage it increases its emissions, contributing to climate change and making it more difficult to meet Council's zero net emissions (carbon neutral) target by 2025.

The social implications of increased energy usage and costs means that there is less money available to deliver other important Council services to the community.

By Council decreasing its mains water usage and increasing its recycled water usage, Council is conserving Melbourne's drinking water supply and positively responding to the water security needs of Melbourne's growing population.

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

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

Legal

The *Local Government Act 1989* (the Act) states that the '*primary objective of a council is to endeavour to achieve the best outcomes for the local community having regard to the long-term and cumulative effects of decisions*'. In managing utility usage and costs, Council is not only performing this function under the Act, but can utilise any savings for maintaining services to the community and investing in further energy and water efficiency measures, minimising the cumulative impacts of increasing utility costs.

Policy Impacts

Council's *Environmental Sustainability Policy* and *Greening Our Future – Environment Strategy 2014-2024* are relevant to this report.

Council's energy and water usage informs the progress made against the organisation's target of zero net emissions by 2025, which is outlined in Council's *Towards Zero Emissions Plan 2019-2023*, as well as water targets outlined in Council's *Integrated Water Action Plan 2016-2026*. Implementing actions identified in these plans reduces Council's energy and water usage/ costs and emissions.

**12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water
Usage and Costs (2018-19)****Executive Summary**

Reducing Council's energy usage and greenhouse gas emissions is a four year priority of the *2017-2021 Frankston City Council Plan*.

Officer's Declaration of Interests

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

Risk Mitigation

The increasing cost of utilities is an ongoing financial risk to Council. The regular monitoring and reporting of Council's energy and water usage and costs by officers will assist in managing this risk, as sites with unusually high usage can be readily identified and further investigated, including targeting those assets suitable for energy and water efficiency measures and renewable energy technology. To address Council's increase in energy usage and costs, energy audits and solar feasibility studies of several Council facilities were completed to identify improvement opportunities to reduce the organisation's energy usage, costs and emissions (see Appendix A).

Conclusion

In 2018/19 Council increased its annual emissions by 359 tonnes of CO₂e (up 2.3%). This increase can mostly be attributed to increased electricity and gas usage on Council facilities. Electricity usage increased by 4.8% and gas usage increased by 3.1%. The sites with the biggest increases for electricity and natural gas were PARC, FAC and Pines. Correspondingly, Council's utility costs also increased by \$475k (12.7%) in 2018/19.

Council's mains water usage decreased by 15.58ML (or 7.6%) in 2018/19 due to the oval at Seaford Reserve not being used, as well as improved irrigation infrastructure for Council's sporting reserves. Due to the addition of PARC and Linen House to Council's annual mains water reporting, Council officers' recommend modifying the mains water target to 150ML per year from 2026 (instead of 120ML).

A range of new energy efficiency and solar power opportunities have been identified in 2019 for selected Council facilities to reduce the organisation's energy usage, emissions and costs (Appendix A). These projects will inform Council's LTIP and play an important role in progressing towards Council's zero net emissions target by 2025.

ATTACHMENTS

Attachment A: [↓](#) List of opportunities identified in Energy Audits and Solar Feasibility Studies of Council

12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2018-19)**Officers' Assessment****Background**

Officers in Council's Sustainable Assets Department and Commercial Services Department have produced an annual report outlining Council's energy and water usage and costs, as well as the organisation's emissions.

Each year, Council reports on its energy, water and greenhouse performance to monitor progress towards the organisation's adopted targets, improve Council's environmental performance, as well as to reduce utility costs. In addition, Notice of Motion 1313 requires Council officers to provide a six-monthly report to Council on the organisation's greenhouse gas emissions, energy and water usage and costs. A summary of Council's six-monthly progress (July to December 2018) was provided to Council at the 13 May 2019 Council Ordinary Meeting (OM6).

Included in this annual report is Council's utility usage (natural gas, electricity, fuel and water) for which Council can clearly manage, measure and has full operational control. Also included are facilities managed by others on behalf of Council that we can seek to influence and readily measure (e.g. Peninsula Aquatic Recreation Centre and Pines Forest Aquatic Centre). These inclusions are in line with the Federal Government's National Carbon Offset Standard for reporting on greenhouse gas emissions and are considered best practice.

Issues and Discussion

The annual report for 2018/19 shows an increase in Council's electricity and gas usage, a decrease in mains water usage and a slight increase in recycled water usage compared to the previous financial year. Total emissions have also increased since 2017/18.

The total cost of utilities (includes Council's costs for electricity, natural gas, mains water, recycled water and fuel usage) has increased largely due to increased usage of electricity and natural gas, but also because of increased tariffs (for electricity and recycled water, including unit and service charges), increased fuel prices, as well as increased recycled water usage from irrigation.

The table below shows a comparison of Council's total electricity, gas, fuel and water usage and emissions for 2018/19, including total cost since 2017/18.

Total electricity, gas, fuel and water usage and emissions for 2018/19, including total cost and changes since 2017/18

Utility	2017/18	2018/19	% Change	Unit Change
Electricity (MWh)	9,098	9,539	4.8%	+441
Gas (GJ)	37,418	38,562	3.1%	+1,144
Fuel (kL)	516.0	555.8	7.7%	+39.8
Mains water (ML)	205.5	190	-7.6%	-15.5
Recycled water (ML)	140.8	143.3	1.8%	+2.5
Total GHG (tCO₂-e)	15,843	16,202	2.3%	+359
Total cost (\$)	\$3,725,385	\$4,200,408	12.7%	+\$475,023

12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2018-19)

Officers' Assessment

The graphs on the following pages show the total usage and costs associated with Council's electricity usage, gas usage, fleet fuel usage, public and street lighting, mains and recycled water usage, plus greenhouse gas emissions over time.

Electricity usage and cost trends

The graph below shows that in 2018/19, Council's electricity usage increased to 9,539 megawatt hours (MWh) (a 4.8% increase), when compared to 9,098 MWh in 2017/18.

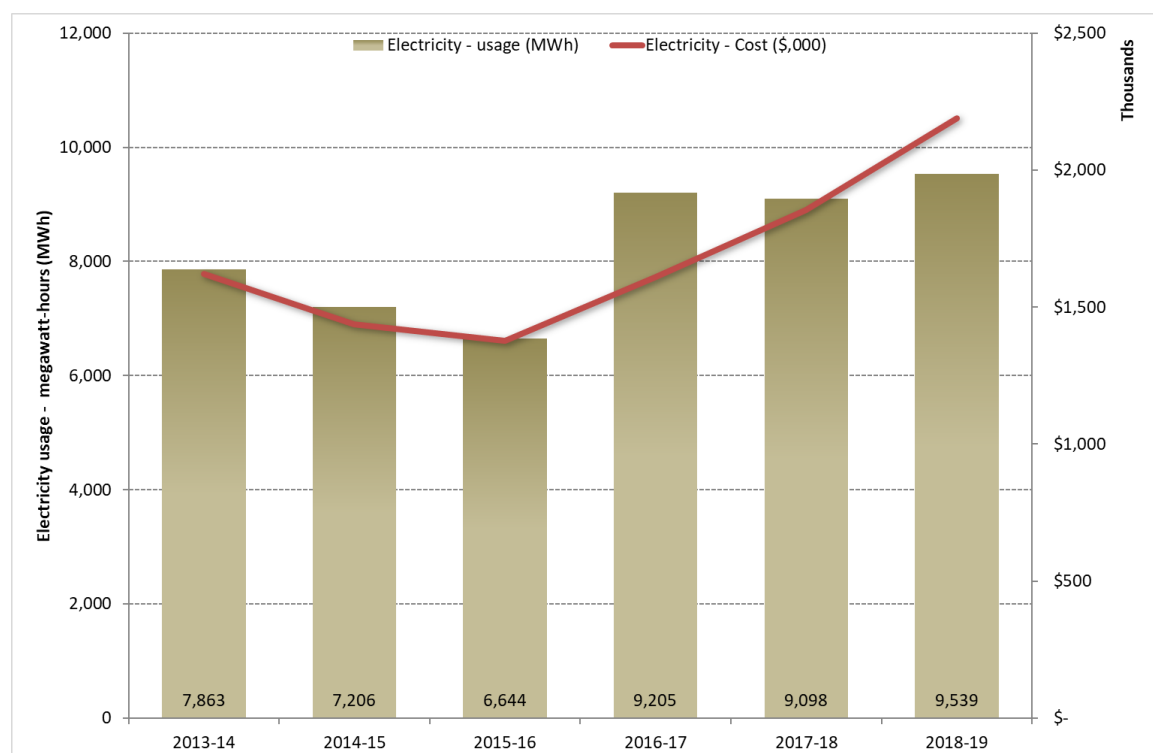
Corresponding with the increase in Council's total electricity usage in 2018/19, Council's electricity costs (including buildings, public lighting - including streetlighting and other assets), increased from \$1.85M in 2017/18 to \$2.19M in 2018/19 (an 18.0% increase).

The increased electricity usage can mainly be attributed to:

- PARC (with increases likely from the installation of 3 x 4m LED TV screens and an 80" TV, additional gym classes including hot yoga, new electronic gym equipment and an upgrade to the audio systems),
- Frankston Arts Centre and Library (likely increases from the new library café, technician office extension and mezzanine lift), and
- Frankston Civic Centre (increases due to building management system issues associated with aging sensors from the previous heating, ventilation and air conditioning system that are now in the process of being replaced).

These three sites listed above collectively made up 46.5% of Council's total electricity usage in 2018/19, and 79.5% of the electricity usage from Council's building sector in 2018/19.

Council's electricity usage and costs increased significantly from 2016/17 mainly due to Council including PARC in its annual reporting.

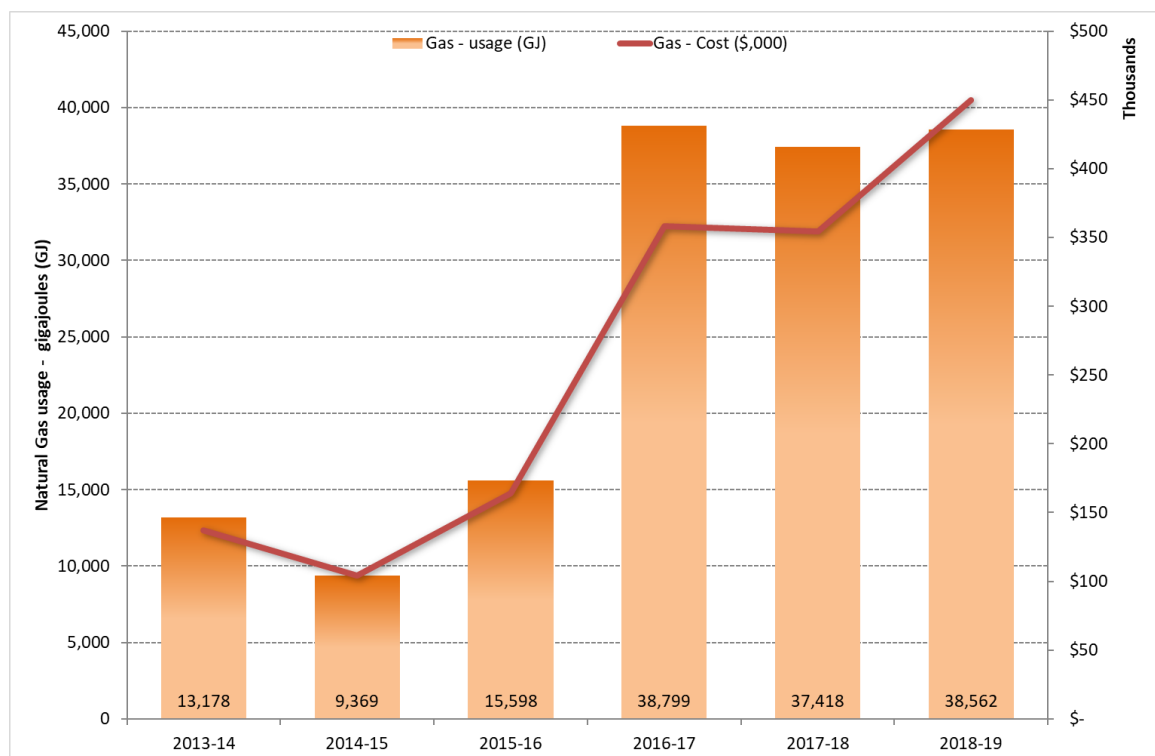


**12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water
Usage and Costs (2018-19)****Officers' Assessment****Gas usage and cost trends**

The graph below shows that in 2018/19, Council's natural gas usage increased to 38,562 gigajoules (GJ) (a 3.1% increase), when compared to 37,418 GJ in 2017/18. Corresponding with the increase in Council's gas usage, Council's gas costs increased from \$354k in 2017/18 to \$450k in 2018/19 (a 27.1% increase).

These increases in gas usage are mainly due to increased usage at PARC (most likely due to an increase in the use of the facility), Frankston Arts Centre and Library (possible increases due to an extension for a new technician office and air-conditioning of a new mezzanine lift), as well as Pines Forest Aquatic Centre. These three sites collectively made up 93.6% of Council's total gas usage in 2018/19.

Council's gas usage and costs increased significantly from 2016/17 mainly due to Council including PARC in its annual reporting.



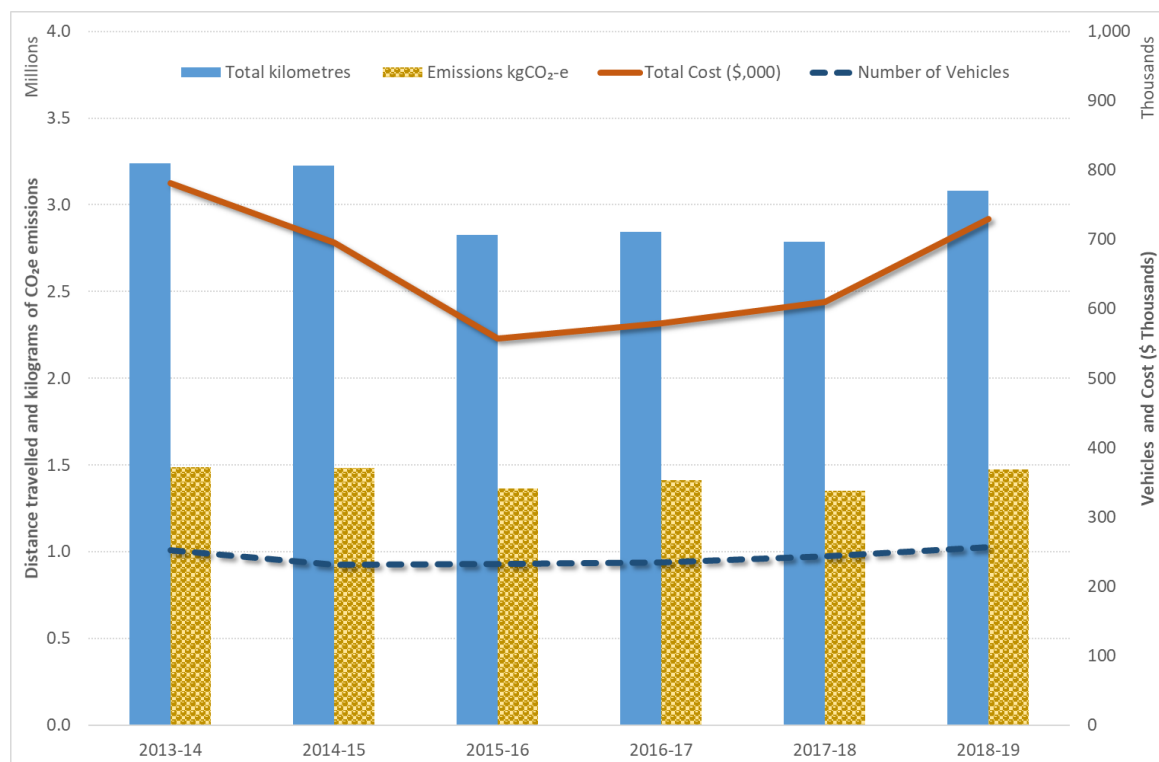
12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2018-19)

Officers' Assessment

Fleet fuel usage and costs (excluding Contractor fuel)

The graph below shows that in 2018/19, Council's fleet generated emissions (not including Contractor fuel) increased to 1,472 tonnes CO₂-e (a 9.0% increase), when compared to 1,351 tonnes CO₂-e in 2017/18. This increase in emissions corresponds with an increase in the total number of kilometres travelled in 2018/19, as well as a slight increase in the number of fleet vehicles (see table below).

Correspondingly, Council's fuel costs also increased from \$610k in 2017/18 to \$729k in 2018/19 (a 19.6% increase), which can be attributed to an increase in the number of fleet vehicles and kilometres travelled, as well as increased fuel prices.



**12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water
Usage and Costs (2018-19)****Officers' Assessment**

Between 2013/14 and 2018/19, there has been a slight increase in emissions and a slight decrease in the number of vehicles and distance travelled from Council's fleet.

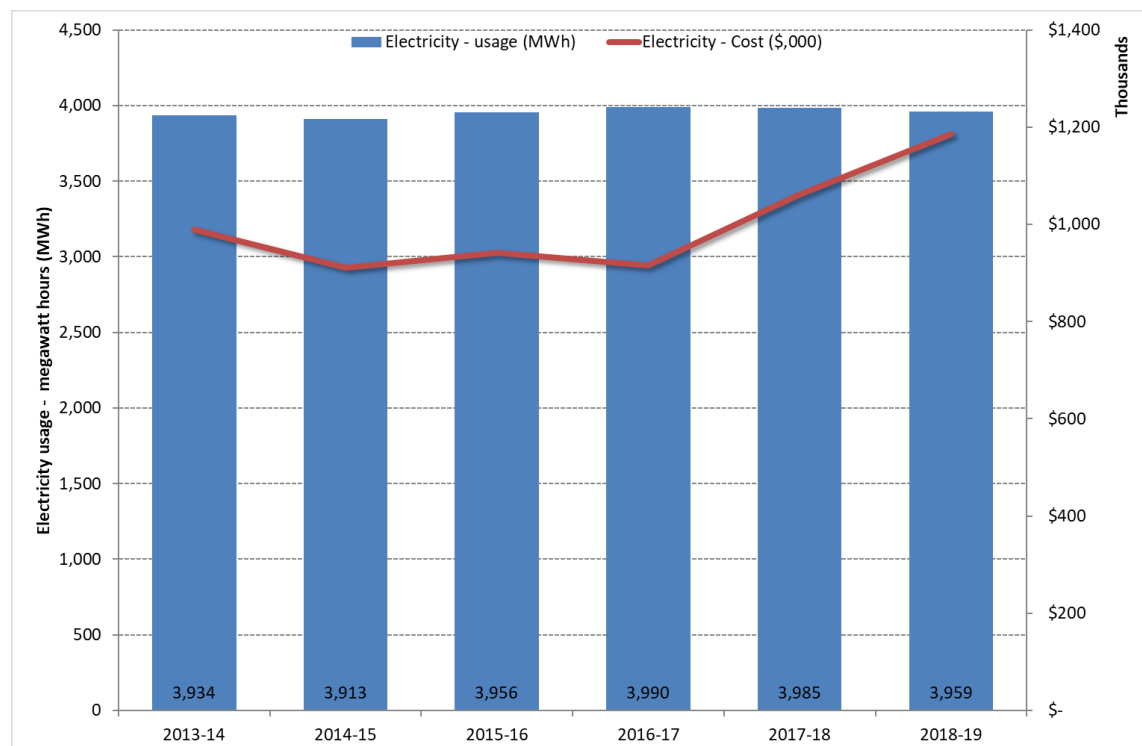
Class		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Light Commercial	Emissions (tCO ₂ -e)	328	373	354	396	423	441
Passenger		324	318	261	265	249	297
Sweeper		255	258	229	240	209	244
Truck		204	202	206	208	204	204
Total		1,110	1,150	1,050	1,109	1,085	1,187
Light Commercial	Vehicles	82	81	85	90	93	91
Passenger		82	69	67	66	62	69
Sweeper		8	7	8	7	6	7
Truck		33	28	27	29	28	35
Total		205	185	187	192	189	202
Light Commercial	Distance (km)	1,150,913	1,298,317	1,142,098	1,223,469	1,286,772	1,302,928
Passenger		1,527,194	1,411,621	1,140,548	1,158,150	1,073,772	1,335,663
Sweeper		128,775	102,661	98,260	109,394	72,536	102,421
Truck		310,969	300,895	349,976	282,280	288,704	275,434
Total		3,117,851	3,113,494	2,730,882	2,773,293	2,721,784	3,016,446

**12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water
Usage and Costs (2018-19)****Officers' Assessment****Public lighting (inc. streetlighting) electricity usage and costs**

The graph below shows that in 2018/19, Council's electricity usage for public lighting (including street lighting) decreased slightly to 3,959 MWh, when compared to 3,985 MWh in 2017/18, which is a 0.7% decrease. This is partly due to Council's Utility Management Officer improving billing accuracy with United Energy, as well as the changeover of some street lights to LEDs by United Energy.

Despite the decrease in electricity usage, Council's electricity costs for public lighting increased from \$1.06M in 2017/18 to \$1.19M in 2018/19 (an 11.8% increase), due to an increase in electricity tariffs.

It is expected that Council's planned upgrade of street lights on minor roads from T5 fluorescent lighting to LED energy efficient lighting technology over the next few years will reduce Council's emissions and costs significantly.



12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2018-19)

Officers' Assessment

Water usage and cost trends

The two graphs below show that in 2018/19, Council's mains water usage decreased to 190 megalitres (ML) (a 7.6% decrease), when compared to 206 ML in 2017/18. This decrease was mainly due to the oval at Seaford Reserve not being used as it was occupied for nearby level crossing works, improved irrigation infrastructure across a number of sporting reserves, increased average rainfall resulting in a decrease in irrigation, as well as a savings from the rectification of several burst pipes.

Average rainfall for the region (Bureau of Meteorology, Carrum station 86210) for 2018/19 was 622.0mm, compared to 582.1mm in 2017/18.

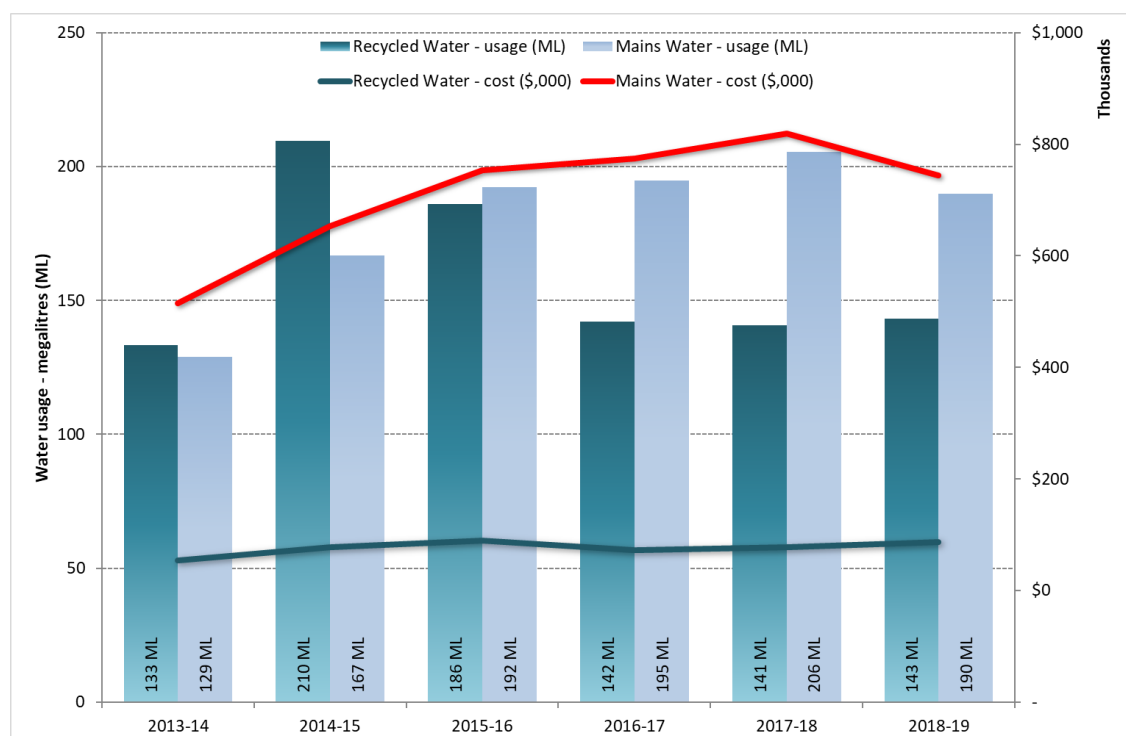
The second graph shows that in 2018/19, PARC and Pines made up 16.9% (32 ML) of Council's overall mains water usage and in 2017/18 they made up 12.6% (26 ML).

Council's mains water cost decreased from \$819k in 2017/18 down to \$744k in 2018/19 (a 9.1% decrease). PARC and Pines cost \$123k (or 16.6%) of Council's total mains water costs for 2018/19. PARC was Council's highest mains water user in 2018/19.

Council's recycled water usage from the Eastern Treatment Plant in Bangholme remained relatively stable, with a slight increase to 143 ML in 2018/19, when compared to 141 ML in 2017/18 (a 1.7% increase).

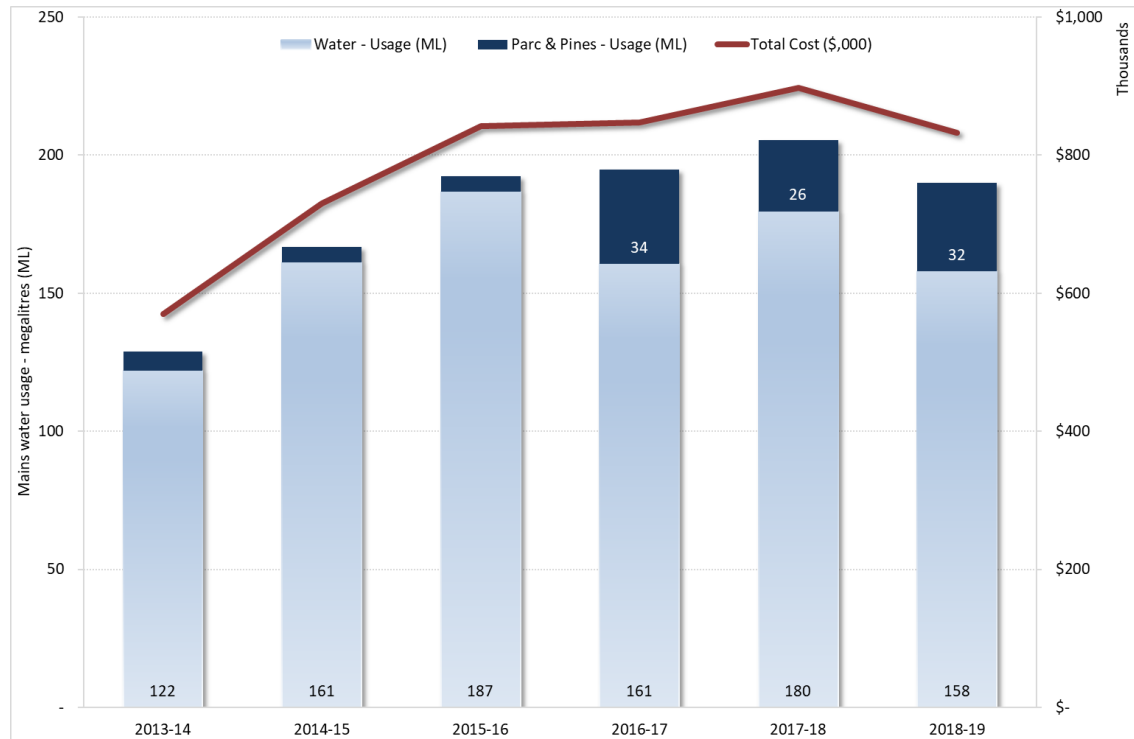
Council's recycled water costs increased from \$78k in 2017/18 to \$87k in 2018/19, (a 12.4% increase), due to increased use and increasing tariffs for recycled water on Council's major consuming sites.

Council's percentage of recycled water usage, as a proportion of Council's total water usage, increased from 40.7% in 2017/18 to 43.0% in 2018/19, mainly due to increased recycled water usage for Baxter Park, Robinsons Park and Carrum Downs Recreation Reserve, thereby reducing Council's dependence on mains water for non-drinking purposes.



**12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water
Usage and Costs (2018-19)**

Officers' Assessment



12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2018-19)

Officers' Assessment

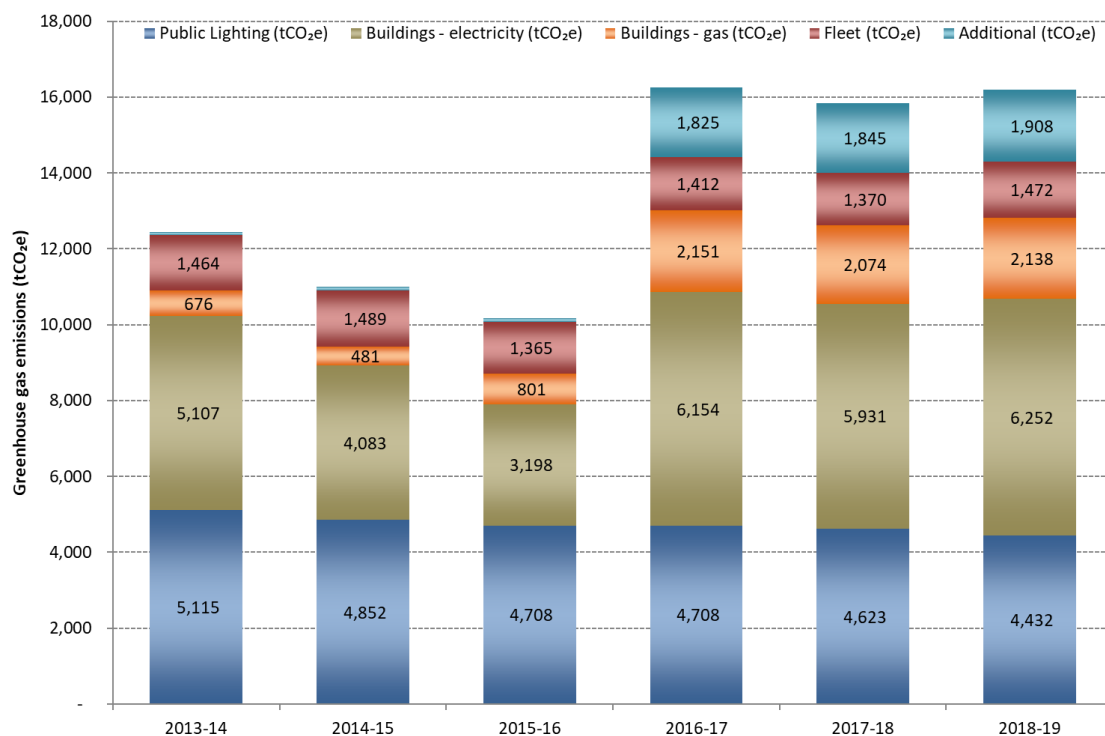
Greenhouse gas emissions (gross) by sector

Council's greenhouse gas emissions increased to 16,202 tonnes CO₂-e in 2018/19, up from 15,844 tonnes in 2018/19 (an increase of 359 tonnes or 2.3%).

The graph below shows the highest emission sources in 2018/19 were Council's buildings (electricity and gas usage), making up 8,390 tonnes (or 51.8%) of Council's total emissions, followed by public and street lighting with 4,432 tonnes (27.4%), additional sources 1,908 tonnes (11.8% – made up of emissions from major Contractor fuel and emissions from Council's corporate waste and staff air travel), then Council's fleet with 1,472 tonnes (9.1%).

Between 2017/18 and 2018/19, emissions from the buildings sector increased by 4.8% (385 tonnes), emissions from public lighting (including street lighting) reduced by 4.1% (191 tonnes), emissions from fleet increased by 7.4% (102 tonnes), and additional sources increased by 3.4% (63 tonnes).

In addition, the graph below shows Council's emissions increased significantly from 2015/16 to 2018/19 due to Council's improved reporting methodology. The new methodology aligns Council's reporting with industry best practice and has led to the addition of emissions from energy usage at PARC and Pines, major contractor fuel usage and emissions associated with staff air travel (the graph below shows the impacts of these additional sources)



Note: The 'Additional' sector includes emissions generated from Council's major contractor fuel use from kerbside waste and hard waste collections, asphaltting works, facilities maintenance and estimated emissions from corporate waste since 2016-17, plus emissions from staff air travel from 2018-19 onwards.

Council's reported emissions in 2017-18 were modified by 23 tonnes due to the reclassification of fuel data for improved accuracy in the reporting in 2018-19.

Top 8 emission sources in Council's building sector

12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2018-19)

Officers' Assessment



No 1
Peninsula Aquatic Recreation Centre
4,421 tCO₂e in 2018-19
52.7% of Emissions
↑ 343 tCO₂e (8.4%) since 2017-18



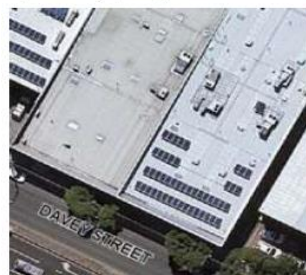
No 2
Frankston Arts Precinct - Library and Arts Centre
1,557 tCO₂e in 2018-19
18.6% of Emissions
↑ 182 tCO₂e (13.3%) since 2017-18



No 3
Civic Centre
875 tCO₂e in 2018-19
10.4% of Emissions
↓ 27 tCO₂e (-3.0%) since 2017-18



No 4
Pines Forest Aquatic Centre
263 tCO₂e in 2018-19
3.1% of Emissions
↑ 12 tCO₂e (4.6%) since 2017-18



No 5
Civic Centre Offices - 43 Davey St
110 tCO₂e in 2018-19
1.3% of Emissions
↑ 9 tCO₂e (8.9%) since 2017-18



No 6
Meals on Wheels and Toilet Block
91 tCO₂e in 2018-19
1.1% of Emissions
↓ 20 tCO₂e (-18.0%) since 2017-18



No 7
Karingal PLACE
83 tCO₂e in 2018-19
1.0% of Emissions
↓ 5 tCO₂e (-6.1%) since 2017-18



No 8
Carrum Downs Library
80 tCO₂e in 2018-19
1.0% of Emissions
↑ 1 tCO₂e (1.2%) since 2017-18

The image above shows the top eight Council facilities that contributed to Council's emissions in 2018/19 from the buildings sector. In decreasing order of emissions, the top eight facilities were: PARC, Frankston Arts Precinct – Library and Arts Centre, Civic Centre, Pines, Civic Centre Offices – 43 Davey St, Meals on Wheels, Karingal PLACE Neighbourhood Centre and Carrum Downs Library. For 2018/19, Council's Operations Centre did not make it into the top eight list due to the installation of a 96.5kW solar power system.
















The previous top eight Council facilities by emissions for 2017/18 were (in decreasing order): PARC, Frankston Arts Precinct – Library and Arts Centre, Civic Centre, Pines, Operations Centre, Meals on Wheels, Civic Centre Offices – 43 Davey St and Karingal PLACE Neighbourhood Centre.

In 2018/19, PARC, FAC and the Civic Centre made up 81.7% of the emissions from Council's building sector.

12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2018-19)

Officers' Assessment

Top 10 highest mains water users and top 5 highest recycled water users

				
Mains Water No 1 Peninsula Aquatic Recreation Centre 25.5 ML (\$93,263) in 2018-19 13.4% of Mains Water ↑ 3.6 ML (16.6%) since 2017-18	Mains Water No 2 George Pentland Botanic Gardens 14.9 ML (\$49,398) in 2018-19 7.8% of Mains Water ↑ 1.1 ML (8.3%) since 2017-18	Mains Water No 3 Riviera Park - Oval/PAV/TB 9.5 ML (\$32,084) in 2018-19 5.0% of Mains Water ↓ 2.3 ML (-19.7%) since 2017-18	Mains Water No 4 Lawton Park Reserve - Oval/PAV/TB 9.3 ML (\$29,072) in 2018-19 4.9% of Mains Water ↓ 0.0 ML (-0.4%) since 2017-18	Mains Water No 5 Overport Park - Oval/PAV/TB/Pump 8.3 ML (\$28,106) in 2018-19 4.4% of Mains Water ↑ 4.8 ML (136.1%) since 2017-18
				
Mains Water No 6 Frankston Park - Oval/PAV/TB 8.0 ML (\$29,124) in 2018-19 4.2% of Mains Water ↓ 0.2 ML (-1.9%) since 2017-18	Mains Water No 7 Seaford North Reserve - Oval/PAV/TB 7.7 ML (\$25,981) in 2018-19 4.0% of Mains Water ↓ 12.4 ML (-61.9%) since 2017-18	Mains Water No 8 Pines Forest Aquatic Centre 6.5 ML (\$30,007) in 2018-19 3.4% of Mains Water ↑ 2.5 ML (63.3%) since 2017-18	Mains Water No 9 Delacombe Reserve - Oval/TB 6.1 ML (\$20,483) in 2018-19 3.2% of Mains Water ↓ 1.8 ML (-22.6%) since 2017-18	Mains Water No 10 Monterey Reserve - Soccer/PAV/TB 5.9 ML (\$20,188) in 2018-19 3.1% of Mains Water ↓ 3.0 ML (-33.9%) since 2017-18
				
Recycled Water No 1 Centenary Park Golf Course 60.4 ML (\$10,069) in 2018-19 42.2% of Recycled Water ↓ 8.1 ML (-11.8%) since 2017-18	Recycled Water No 2 Belvedere Reserve 19.6 ML (\$3,504) in 2018-19 13.7% of Recycled Water ↓ 5.0 ML (-20.3%) since 2017-18	Recycled Water No 3 Ballam Park 15.8 ML (\$24,225) in 2018-19 11.0% of Recycled Water ↓ 2.1 ML (-11.8%) since 2017-18	Recycled Water No 4 Lloyd Park 13.2 ML (\$17,181) in 2018-19 9.2% of Recycled Water ↓ 0.6 ML (-4.4%) since 2017-18	Recycled Water No 5 Jubilee Park 10.0 ML (\$19,703) in 2018-19 7.0% of Recycled Water ↓ 1.3 ML (-11.3%) since 2017-18

The image above shows the top ten Council sites that contributed to Council's mains water usage, as well as the top five that used recycled water, in decreasing order of usage.

In decreasing order of mains water usage, the top ten sites for 2018/19 were: PARC, George Pentland Botanic Gardens, Riviera Park, Lawton Reserve, Overport Park, Frankston Park, Seaford North Reserve, Pines Forest Aquatic Centre, Delcombe Park and Monterey Reserve.

The previous top ten Council sites by mains water usage for 2017/18 were: PARC, Seaford North Reserve, George Pentland Botanic Gardens, Riviera Park, Lawton Park Reserve, Monterey Reserve, Kananook Reserve, Frankston Park, Delacombe Park and Pines.

The top five sites with the highest recycled water usage for 2018/19 are the same as in 2017/18, however only two sites (Carrum Downs Recreation Reserve and Baxter Park) saw an increase in recycled water usage in 2018/19. Centenary Park Golf Course, Belvedere Reserve, Ballam Park, Lloyd Park and Jubilee Park saw a decrease in recycled water usage when compared to the previous year.

The higher recycled water costs observed for Ballam Park, Lloyd Park and Jubilee Park are due to negotiated payments to offset the original capital investment in the recycled water infrastructure.

It should be noted that the water metering setup in some established reserves does not separate off the mains water usage from existing sporting pavilions, therefore, the water usage reported for these sites (indicated with the word 'PAV' for pavilion in the image above) includes a portion of water usage for these facilities. 'TB' refers to water usage also being applied to a public toilet block.

**12.9 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water
Usage and Costs (2018-19)****Officers' Assessment****Options Available including Financial Implications**

Note the annual report on Council's greenhouse gas emissions, energy and water usage and costs and support ongoing investment in the Long Term Infrastructure Plan to continue to implement actions to reduce usage and improve efficiencies in this area. There are no financial implications associated with the report.

Item 12.9 Attachment A: List of opportunities identified in Energy Audits and Solar Feasibility Studies of Council
Appendix A – Opportunities identified from Energy Audits and Solar Feasibility Studies on Selected Council Facilities
Site 1: Peninsula Aquatic and Recreation Centre (PARC)

Energy Conservation Measures (ECMs)	Total Electricity Savings (kWh pa)	Total Gas Savings (GJ pa)	Total Energy Savings (GJ pa)	Ongoing Savings			Total Ongoing Cost Savings ex GST (\$ pa)	Potential Rebates (\$)	Rebate Type	Implementation Costs ex GST (\$)	Simple Payback Period without Rebates (Years)	Simple Payback Period with Rebates (Years)
				Ongoing GHG Savings (tCO ₂ -e pa)	Energy Savings ex GST (\$ pa)	Maintenance Cost Savings ex GST (\$ pa)						
Upgrade existing lighting into energy efficient and longer life LED lighting	23,541	-	85	27	\$3,749	\$780	\$4,529	\$4,096	VEEC	\$22,773	5.0	2.6
Install 356kW Solar PV System	439,800	-	1,583	510	\$111,294	-\$3,000	\$108,294	\$13,194	LGC	\$678,364	6.3	5.6
Implement motion sensor/daylight sensor lighting controls for enclosed areas	103,049	-	371	120	\$16,901	\$0	\$16,901	\$17,931	VEEC	\$60,682	3.6	1.7
Install Occupancy Sensors for individual air conditioning in selected areas	14,421	-	52	17	\$2,296	\$0	\$2,296	\$2,509	VEEC	\$6,445	2.8	1.3
Apply Heat Reflective Water proof membrane on the Building Roof Area	324,298	-	1,167	376	\$51,641	\$0	\$51,641	\$0	N/A	\$300,557	5.8	5.8
Install VSD for selected AHU fan motors	107,391	-	387	125	\$14,405	\$0	\$14,405	\$0	N/A	\$29,560	2.1	2.1
Implement Power Factor Correction	-	-	-	-	\$2,442	\$0	\$2,442	\$0	N/A	\$16,660	6.8	6.8
Replace existing hand dryers with Dyson V-blade hand dryers or equivalent	9,784	-	35	11	\$1,558	\$0	\$1,558	\$0	N/A	\$20,922	13.4	13.4
Install VSD for selected pool pumps	81,052	-	292	94	\$12,907	\$0	\$12,907	\$0	N/A	\$62,920	4.9	4.9
Implement Monitoring & Building Analytics Platform	71,195	1,243	1,500	152	\$21,559	\$0	\$21,559	\$0	N/A	\$84,600	3.9	3.9
TOTAL (inc 356kW solar PV system)	1,174,532	1,243	5,472	1,431	\$238,752	-\$2,220	\$236,533	\$37,730		\$1,283,482	5.4	4.7
TOTAL (inc 99kW solar PV system)	854,832	1,243	4,321	1,061	\$157,733	-\$1,220	\$156,513	\$72,801		\$808,617	5.2	3.5

Item 12.9 Attachment A: List of opportunities identified in Energy Audits and Solar Feasibility Studies of Council
Site 2: Frankston Arts Precinct – Frankston Arts Centre and Library

Energy Conservation Measures (ECMs)	Ongoing Savings								Potential Rebates (\$)	Rebate Type	Implementation Costs (ex GST) (\$)	Simple Payback Period without Rebates (Years)	Simple Payback Period with Rebates (Years)
	Total Electricity Savings (kWh pa)	Total Electricity Generation (kWh pa)	Total Gas Savings (GJ pa)	Total Energy Savings (GJ pa)	Ongoing GHG Savings (tCO ₂ -e pa)	Energy Savings (\$ pa)	Maintenance Cost Savings (\$ pa)	Total Ongoing Cost Savings (\$ pa)					
Upgrade existing indoor lighting into energy efficient and longer life LED lighting - Other indoor area	18,474		-	67	21.4	\$ 3,034	\$ 1,544	\$ 4,578	\$ 3,214	VEEC	\$ 21,713	4.7	3.7
Upgrade existing indoor lighting into energy efficient and longer life LED lighting - Car park area	79,531			286	92.3	\$ 13,063	\$ 5,264	\$ 18,327	\$ 13,838	VEEC	\$ 25,801	1.4	0.3
Reinstate Existing 99kW Solar PV System to the Grid		123,600	-	445	143.4	\$ 30,906	-\$ 1,500	\$ 29,406	\$ -	-	\$ 30,000	1.0	1.0
Implement PE cell lighting controls for selected areas	5,151		-	19	6.0	\$ 846		\$ 846	\$ 896	VEEC	\$ 7,896	9.3	7.8
Install VSDs for selected ventilation fan motors	36,414		-	131	42.2	\$ 5,981		\$ 5,981	\$ 6,336	VEEC	\$ 30,191	5.0	3.5
Replace Mighty Therm® Gas Boilers with a Condensing Boiler	-		962	962	53.3	\$ 14,836		\$ 14,836	\$ -	-	\$ 143,845	9.7	9.7
Implement motion sensor/daylight sensor lighting controls for enclosed areas	17,708		-	64	20.5	\$ 9,013		\$ 9,013	\$ 3,081	VEEC	\$ 24,520	2.7	2.2
Upgrade existing Outdoor lighting into energy efficient and longer life LED lighting	6,753			24	7.8	\$ 1,519		\$ 1,519	\$ 118	VEEC	\$ 8,037	5.3	5.2
Upgrade existing lighting in library into energy efficient and longer life LED lighting	50,276			181	58.3	\$ 8,258	\$ 2,761	\$ 11,019	\$ 8,748	VEEC	\$ 47,085	4.3	3.1
Implement Monitoring & Building Analytics Platform	64,293		185	416	3,563.7	\$ 11,471		\$ 11,471	\$ -	N/A	\$ 84,600	7.4	7.4
TOTAL	278,600	123,600	1,147	2,595	4,009.0	\$ 98,929	\$ 8,069	\$106,998	\$ 36,232		\$ 423,689	4.0	3.6

Item 12.9 Attachment A: List of opportunities identified in Energy Audits and Solar Feasibility Studies of Council
Site 3: Pines Forest Aquatic Centre

Energy Conservation Measures (ECMs)	Ongoing Savings								Potential Rebates (\$)	Rebate Type	Implementation Costs (excl. GST) (\$)	Simple Payback Period without Rebates (Years)	Simple Payback Period with Rebates (Years)
	Total Electricity Savings (kWh pa)	Total Electricity Generation (kWh pa)	Total Gas Savings (GJ pa)	Total Energy Savings (GJ pa)	Ongoing GHG Savings (tCO ₂ -e pa)	Energy Savings (\$pa)	Maintenance Cost Savings (\$ pa)	Total Ongoing Cost Savings (\$ pa)					
Install 23.4kW Solar PV System		29,000	-	104	33.6	\$ 9,344	-\$ 500	\$ 8,844	\$ 11,620	STC	\$ 39,958	4.5	3.2
Implement motion sensor/daylight sensor controls for selected areas	1,379		-	5	1.6	\$ 283		\$ 283	\$ 207	VEEC	\$ 1,830	6.5	3.7
Install Occupancy Sensors for individual air conditioning in all areas	2,436		-	9	2.8	\$ 432		\$ 432	\$ 731	VEEC	\$ 1,117	2.6	1.0
Install VSDs for selected pool pumps	35,290		-	127	40.9	\$ 5,620		\$ 5,620	\$ -	N/A	\$ 18,902	3.4	3.4
Replace Raypak pool boiler with energy efficient condensing boiler and hot water pump	-		581	581	32.2	\$ 9,687		\$ 9,687	\$ -	N/A	\$ 133,132	13.7	13.7
Implement Power Factor Correction	-		-	-	-	\$ 811		\$ 811	\$ -	N/A	\$ 2,267	2.8	2.8
Implement Monitoring & Building Analytics Platform	4,330		155	171	13.6	\$ 2,599		\$ 2,599	\$ -	N/A	\$ 15,800	6.1	6.1
TOTAL	43,435	29,000	736	997	125	\$ 28,775	-\$ 500	\$ 28,275	\$ 27,958		\$ 213,006	7.5	6.9

Item 12.9 Attachment A: List of opportunities identified in Energy Audits and Solar Feasibility Studies of Council
Site 4: Karingal PLACE Neighbourhood Centre

Energy Conservation Measures (ECMs)	Ongoing Savings										Implementation Costs (excl. GST) (\$)	Simple Payback Period without Rebates (Years)	Simple Payback Period with Rebates (Years)
	Total Electricity Savings (kWh pa)	Total Electricity Generation (kWh pa)	Total Gas Savings (GJ pa)	Total Energy Savings (GJ pa)	Ongoing GHG Savings (tCO ₂ -e pa)	Energy Cost Savings (\$ pa)	Maintenance Cost Savings (\$ pa)	Total Ongoing Cost Savings (\$ pa)	Potential Rebates (\$)	Rebate Type			
Upgrade existing lighting into energy efficient and longer life LED lighting	2,842		-	10.2	3.3	\$ 597	\$ 309	\$ 905	\$ 494	VEEC	\$ 8,086	8.9	8.4
Install 11.7kW Solar PV System		14,376	-	51.8	16.7	\$ 3,773	-\$ 300	\$ 3,473	\$ 5,810	STC	\$ 24,730	7.1	5.4
Implement motion sensor/daylight sensor controls for selected areas	15,532		-	55.9	18.0	\$ 3,637	\$ -	\$ 3,637	\$ -	N/A	\$ 26,107	7.2	7.2
Install Occupancy Sensors for individual air conditioning in selected areas	4,292		-	15.4	5.0	\$ 901	\$ -	\$ 901	\$ -	N/A	\$ 6,983	7.8	7.8
Replace existing hand dryers with Dyson V-blade hand dryers or equivalent	3,058		-	11.0	3.5	\$ 1,058	\$ -	\$ 1,058	\$ -	N/A	\$ 10,119	9.6	9.6
Implement IoT-Based Building Management System with Energy Monitoring & Analytics Platform	5,007		50	68.0	8.6	\$ 1,738	\$ -	\$ 1,738	\$ -	N/A	\$ 21,096	12.1	12.1
TOTAL	30,729	14,376	50	212.4	55.1	\$ 11,703	\$ 9	\$ 11,712	\$ 6,304		\$ 97,121	8.3	7.8

Item 12.9 Attachment A: List of opportunities identified in Energy Audits and Solar Feasibility Studies of Council
Site 5: Frankston North Community Centre

Energy Conservation Measures (ECMs)	Ongoing Savings										Implementation Costs (ex GST) (\$)	Simple Payback Period without Rebates (Years)	Simple Payback Period with Rebates (Years)
	Total Electricity Savings (kWh pa)	Total Electricity Generation (kWh pa)	Total Gas Savings (GJ pa)	Total Energy Savings (GJ pa)	Ongoing GHG Savings (tCO ₂ -e pa)	Energy Cost Savings (\$ pa)	Maintenance Cost Savings (\$ pa)	Total Ongoing Cost Savings (\$ pa)	Potential Rebates (\$)	Rebate Type			
Install 5.7kW Solar PV System	-	7,050	-	25.4	8.2	1,663	-\$ 300.0	\$ 1,363	\$ 2,835	STC	\$ 11,302	8.3	6.2
Implement motion sensor/daylight sensor controls for selected areas	3,936	-	-	14.2	4.6	233	\$ 10.3	\$ 243	\$ 685	VEEC	\$ 1,282	5.3	2.5
Apply uniform temperature set point across areas served with multiple separate split units	1,301	-	-	4.7	1.5	307	\$ -	\$ 307		N/A	\$ 1,176	3.8	3.8
Apply Heat Reflective Paint on the Building Roof Area	8,746	-	-	31.5	10.1	2,062	\$ -	\$ 2,062	\$ -	N/A	\$ 29,541	14.3	14.3
Replace existing hand dryers with Dyson V-blade hand dryers or equivalent	4,193	-	-	15.1	4.9	989	\$ -	\$ 989	\$ -	N/A	\$ 7,619	7.7	7.7
Implement IoT Based Centralised Air Conditioning Control and Monitoring & Building Analytics Platform	10,203	-	1.3	38.0	11.9	2,432	\$ -	\$ 2,432	\$ -	N/A	\$ 29,772	12.2	12.2
TOTAL	28,379	7,050	1.3	128.9	41	\$ 7,686	-\$ 290	\$ 7,396	\$ 3,520		\$ 80,693	12.4	10.9

Item 12.9 Attachment A: List of opportunities identified in Energy Audits and Solar Feasibility Studies of Council
Site 6: Keast Park Community Pavilion

Energy Conservation Measures (ECMs)	Ongoing Savings									Implementation Costs (excl. GST) (\$)	Simple Payback Period without Rebates (Years)	Simple Payback Period with Rebates (Years)
	Total Electricity Savings (kWh pa)	Total Electricity Generation (kWh pa)	Total Energy Savings (GJ pa)	Ongoing GHG Savings (tCO ₂ -e pa)	Energy Cost Savings (\$ pa)	Maintenance Cost Savings (\$ pa)	Total Ongoing Cost Savings (\$ pa)	Potential Rebates (\$)	Rebate Type			
Upgrade existing lighting in Public Amenities into energy efficient and longer life LED lighting	970		3.49	1.13	211.00	129.51	\$ 341	\$ 169	VEEC	\$ 1,771	5.2	4.7
Upgrade existing lighting in Carrum Bowling Club into energy efficient and longer life LED lighting	2,442		8.8	2.8	\$ 788	\$ 130	\$ 918	\$ 425	VEEC	\$ 6,322	6.9	6.4
Upgrade existing lighting in CrackerJack cafe into energy efficient and longer life LED lighting	3,772		13.58	4.38	820.44	330.93	\$ 1,151	\$ 656	VEEC	\$ 2,820	2.4	1.9
Install 5.40kW Solar PV System - Public Amenities		6,740	24.3	7.8	\$ 1,466	-\$ 150	\$ 1,316	\$ 2,450	STC	\$ 11,417	8.7	7.7
Install 2.70kW Solar PV System - Carrum Bowling Club		3,332	12.0	3.9	\$ 1,076	-\$ 150	\$ 926	\$ 1,225	STC	\$ 6,297	6.8	5.5
Implement motion sensor/daylight sensor lighting controls in Public Amenities for enclosed areas	722		2.6	0.8	\$ 157	\$ -	\$ 157	\$ -	N/A	\$ 1,315	8.4	8.4
Implement motion sensor/daylight sensor lighting controls in Bowling Club for enclosed areas	302		1.1	0.3	\$ 97	\$ -	\$ 97	\$ -	N/A	\$ 877	9.0	9.0
Implement motion sensor/daylight sensor lighting controls in Crackerjack café for enclosed areas	1,440		5.2	1.7	\$ 418	\$ -	\$ 418	\$ -	N/A	\$ 1,898	4.5	4.5
Install Occupancy Sensors for individual air conditioning in selected areas	2,622		9.4	3.0	\$ 846	\$ -	\$ 846	\$ -	N/A	\$ 1,289	1.5	1.5
TOTAL	12,269	10,072	80.4	25.9	\$ 5,880	\$ 290	\$ 6,170	\$ 4,925		\$ 34,006	5.1	5.5

Item 12.9 Attachment A: List of opportunities identified in Energy Audits and Solar Feasibility Studies of Council
Site 7: Ebdale Community Hub and Learning Centre

Energy Conservation Measures (ECMs)	Ongoing Savings								Potential Rebates (\$)	Rebate Type	Implementation Costs (ex GST) (\$)	Simple Payback Period without Rebates (Years)	Simple Payback Period with Rebates (Years)
	Total Electricity Savings (kWh pa)	Total Electricity Generation (kWh pa)	Total Gas Savings (GJ pa)	Total Energy Savings (GJ pa)	Ongoing GHG Savings (tCO ₂ -e pa)	Energy Cost Savings (\$ pa)	Maintenance Cost Savings (\$ pa)	Total Ongoing Cost Savings (\$ pa)					
Upgrade existing lighting into energy efficient and longer life LED lighting	1,339	-	-	4.82	1.6	\$ 281	\$ 77	\$ 358	\$ 233	VEEC	\$ 2,898	8.1	7.4
Install a 6kW solar PV systems	-	7,430	-	27	8.6	\$ 8,880	-\$ 300	\$ 1,576	\$ 2,975	STC	\$ 10,091	6.4	4.5
Implement daylight sensor lighting controls for selected areas	5,064	-	-	18.23	5.9	\$ 1,063	\$ 66	\$ 1,128	\$ 881	VEEC	\$ 10,382	9.2	8.4
Install Occupancy Sensors for individual Air conditioning units in selected rooms	10,086	-	-	36	11.7	\$ 2,116	\$ -	\$ 2,116	\$ -	N/A	\$ 20,748	9.8	9.8
Implement motion sensor lighting controls for selected areas	13,068	-	-	47	15.2	\$ 3,251	\$ -	\$ 3,251	\$ -	N/A	\$ 20,788	6.4	6.4
TOTAL	29,557	7,430	-	133	42.9	\$ 15,591	-\$ 158	\$ 8,429	\$ 4,089		\$ 64,906	7.7	7.2

Executive Summary**12.10 Miscellaneous Grants and Frankston Arts Centre Discounts and Concessions - July, August, September 2019**

Enquiries: (Tim Bearup: Community Development)

Council Plan

Community Outcome:	2. Liveable City
Strategy:	2.4 Improve the health and wellbeing of residents
Priority Action	2.4.5 Increase social inclusion and community participation in leisure activities including libraries, arts and culture

Purpose

To brief Council on the funding allocation of grants in the Miscellaneous Grants Program, and the community concessions and discounts in the Frankston Arts Centre.

Recommendation (Director Community Development)

That Council:

1. Notes the funding allocations in relation to grants in the Miscellaneous Grants Program, and community concessions and discounts in the Frankston Arts Centre for the period 1 July to 30 September 2019.
 - a) Miscellaneous Grants Program \$8,839
 - b) Community Group Membership Drive \$500
 - c) Neighbourhood Grants \$750
 - d) Environmental Sustainability Grants \$0 (Two unsuccessful applications)
 - e) Youth Action Grants \$0 (No applications)
 - f) Urgent Grants \$0 (No applications)
2. Notes year to date community concessions and discounts in the Frankston Arts Centre for the 2019-2020 financial year is \$75,975.

Key Points / Issues

- Miscellaneous Grants and Frankston Art Centre community concessions and discounts to the community groups are reported to Council at the end of each quarter. This report relates to funding decisions made in quarter 1 being 1 July 2019 to 30 September 2019.
- The total Miscellaneous Grants budget is \$45,792 comprising \$15,792 to support Quick Response; Inclusion Support; Representative Support; and Charitable Support Grants; and a further \$30,000 shared between Community Membership Drive, Neighbourhood Grants, Environmental Sustainability Grants, Youth Action Grants, and Urgent Grants.
- This quarter, in Miscellaneous Grants a total of \$8,838.95 was distributed to 48 applicants (refer attachment A).
- One application was made to the Community Group Membership Drive special category during this quarter and was awarded funding for \$500 (refer attachment A).
- Two applications were made to the Neighbourhood Grants special category during this quarter; one community group was awarded \$500 and one individual was awarded \$250 (refer attachment A).

**12.10 Miscellaneous Grants and Frankston Arts Centre Discounts and Concessions -
July, August, September 2019****Executive Summary**

- Two applications were made to the Environmental Sustainability Grants; however they were ineligible to receive funding under this special category.
- No applications were received in the Youth Action Grants and Urgent Grants special categories.
- The total budget for Frankston Arts Centre Discounts and Concessions is \$224,550 and this quarter \$75,975 was allocated (refer Attachment B, confidential expenditure list).
- All expenditure quoted in this report is excluding GST.

Financial Impact

The Victorian Government introduced the “Fair Go Rates” system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council’s major source of income, Council’s capacity to continue to deliver services and fund its capital programme will be severely restricted.

The annual Miscellaneous Grants Program and Frankston Art Centre concessions and discounts are within budget.

Consultation**1. External Stakeholders**

Miscellaneous Grants are advertised and available on Council’s website. The Frankston Arts Centre discounts and concessions are available at point-of-sale to eligible organisation and groups.

2. Other Stakeholders

The Miscellaneous Grants sub-committee comprises the Mayor Cr Michael O’Reilly, Deputy Sandra Mayer, Director Community Development, Director Corporate Development, with administrative support provided by the Program Integration Officer. The Manager Arts and Culture, Community Development Management Accountant and the Manager Community Strengthening have also been consulted.

Analysis (Environmental / Economic / Social Implications)

The assessment of Miscellaneous Grants and Frankston Arts Centre discounts and concessions includes reviewing the expected contribution a project or activity will make to the economic, social and/or environmental outcomes in Frankston City.

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.

**12.10 Miscellaneous Grants and Frankston Arts Centre Discounts and Concessions -
July, August, September 2019****Executive Summary**Legal

There are no statutory obligations or legal implications considered in this report.

Policy Impacts

The Community Grants Policy, the Miscellaneous Grants Guidelines and the Frankston Arts Centre Community Discounts Criteria and Guidelines guide the decision making for all allocations.

Officer's Declaration of Interests

Under Section 80C of the Local Government Act 1989, Council officers involved in the preparation of this report have no Conflict of Interest in this matter.

Risk Mitigation

Miscellaneous Grants are assessed against the Community Grants Policy and the Miscellaneous Grants Guidelines. The community discounts and concessions are assessed and allocated according to the Frankston Arts Centre Community Discounts Criteria and Guidelines. These processes reduce the risk of inappropriate funding contributions.

Conclusion

Funding allocations, discounts and concessions in the Miscellaneous Grants and Frankston Arts Centre programs are reported quarterly to Council. The grants provide valuable support to a range of community groups and individuals and add value to the Frankston Community.

ATTACHMENTS

- Attachment A: ➡ Miscellaneous Grants Program Successful Recipients - Q1 Report Jul-Sep 19/20 (*Under Separate Cover*)
- Attachment B: ➡ Frankston Arts Centre Discounts and Concessions Budget – Q1 Report Jul-Sep 19/20 (*Under Separate Cover*)

Executive Summary**12.11 Neighbourhood Houses Section 86 Committee**

Enquiries: (Tim Bearup: Community Development)

Council Plan

Community Outcome:	2. Liveable City
Strategy:	2.2 Vibrant and Engaged
Priority Action	2.2.3 Engage and support Frankston City's local areas and diverse communities to optimise facility usage and enhance equitable access to services

Purpose

To note feedback and seek Council endorsement to establish the 'Frankston Neighbourhood Houses Committee' as a special committee of Council.

Recommendation (Director Community Development)

That:

1. The feedback from Neighbourhood House Committees of Management be noted.
2. In the exercise of the powers conferred by sections 86 and 87 of the Local Government Act 1989, Council resolves that:
 - (i) the Frankston Neighbourhood Houses Committee be established as a special committee;
 - (ii) the purpose of the Committee established by this resolution is to perform Council's duties and functions and exercise Council's powers in relation to the strategic direction, roles and function of Neighbourhood Houses in Frankston, as detailed in the attached Instrument of Delegation (Attachment A).
 - (iii) a further report be presented to Council with recommendations regarding the appointment of the inaugural members of the Committee.
3. The Instrument of Delegation referred to above:
 - (i) be signed and sealed; and
 - (ii) will come into force immediately upon the common seal of Council being affixed to the Instrument.
4. Notes the Section 86 Committee is in addition to the Committees of incorporated associations managing the Neighbourhood Houses
5. A report be provided to Council following the first 12 months of the Committee's operation, to review future options.
6. Council notes the minutes of committee meetings will be presented to Council following each meeting.

Key Points / Issues

- At Council Briefing on 8 July 2019, officers presented the findings and recommendations of the Frankston City Council Neighbourhood House/Community Centre Review. Those present included Mayor Cr O'Reilly, Cr Hampton, Cr Bolam, Cr Mayer, Cr Aitken, Cr McCormack and Cr Toms.

12.11 Neighbourhood Houses Section 86 Committee**Executive Summary**

- The total value of Frankston City Council owned community centre facilities is \$15.7m. Karingal Place (\$3.2m) and Ebdale (\$2.8m) have the highest capital value. The lowest value is Orwil Street; \$317,500 and Belvedere \$880,000.

Council contributes a total of \$135,925 per year as recurrent grants to the independently operated Neighbourhood Houses. Council's contribution ranges from \$17,600 to \$44,875.

There is also an annual budget allocation of \$6,000 for the support of Neighbourhood Houses including training.

- A Section 86 Committee was recommended to strengthen consideration and recommendations to Council and also enable collaborative effort and exchange across all neighbourhood houses.
- Consultation has since been undertaken with Committees of Management about the establishment of a Committee including the presentation of a draft Instrument of Delegation.
- Neighbourhood House Committees of Management overall have indicated support for the proposal and are willing to participate and trial this approach for 12 months initially.
- The Frankston Neighbourhood House Committee will meet at least two times per year and oversee sub-committees as required to consider demographic data, future community needs, external funding support, compliance, reporting and governance practices and will make recommendations to Council with regard to performance, infrastructure needs, standing grants and other relevant matters.
- The Committee will comprise an independent chairperson (with governance and board experience), a Councillor representative from each ward, Chairpersons or Executive Committee representative of each Neighbourhood House, Director Community Development and 2 other external experts with finance /legal/ HR experience) and will be supported by Council officers from Council's Community Strengthening department.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

Any additional budget requirements compared to the annual budget allocation are yet to be determined subject to support for the above recommendation.

12.11 Neighbourhood Houses Section 86 Committee**Executive Summary****Consultation****1. External Stakeholders**

Neighbourhood House Centre Coordinators and Committees of Management were consulted and involved in workshops as part of the review and were presented with the recommendations arising from the review regarding the establishment of a Section 86 Committee of Council.

2. Other Stakeholders

Other stakeholders consulted include Frankston City Council Governance, Facilities and Finance departments.

Analysis (Environmental / Economic / Social Implications)

Neighbourhood Houses and Community Centres play a vital role in building vibrant communities and contribute enormously to community life and social and economic participation. They are important places of inclusion and provide valuable skills development, social connections and health and wellbeing outcomes for the community.

A Section 86 Committee will enable a degree of self-management and peer accountability and create more effective collaboration and greater consistency amongst Frankston Neighbourhood Houses. Delegations of powers enable efficient decision making on behalf of Council for delivery of programs and services to the community.

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

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

Legal

Section 86 of the *Local Government Act 1989* provides for the establishment of special committees of the Council and section 87 sets out the requirements for special committee meetings.

The *Local Government Act 1989*, as well as other legislation, makes provision for the appointment of delegates to act on behalf of Council and a requirement to review all delegations within twelve months of a general election.

Policy Impacts

There are no known Council policies or protocols affected by this report.

Officer's Declaration of Interests

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

Risk Mitigation

The DHHS Neighbourhood House model relies heavily on volunteers, generally drawn from within the local community, to join Committees of Management. As such the skills and understanding of governance obligations can vary substantially. The success of any Neighbourhood House is contingent on the capability and commitment of the governance and management of each House.

12.11 Neighbourhood Houses Section 86 Committee**Executive Summary**

The establishment of a Section 86 Committee will provide a more structured relationship with the independently operated Neighbourhood Houses, provide a forum for Committees to share business intelligence, policy and procedures, include financial and governance expertise and enable more effective collaboration and greater consistency across the sector.

Councils are required to review all Instruments of Delegation, including Instruments of Delegation established under Section 86 of the Act to special committees of the Council, to accommodate any changes to legislation and organisational structure.

Conclusion

Council invests significantly in Neighbourhood House/Community Centre infrastructure and provides standing grants to the independently operated houses in Frankston. The establishment of a Section 86 Committee will provide a more supported relationship enabling collaborative effort and exchange across the houses and will empower Frankston Neighbourhood Houses to make recommendations to Council regarding funding, infrastructure and other relevant matters.

ATTACHMENTS

Attachment A: [!\[\]\(cf531ed27e91483460120fcc057b3901_img.jpg\)](#) Draft - Instrument of Delegation - Frankston Neighbourhood Houses Committee

**12.11 Neighbourhood Houses Section 86 Committee
Officers' Assessment****Background**

There are four independently operated Neighbourhood Houses/Community Centres in Frankston. These are Langwarrin Community Centre, Lyrebird Community Centre, Belvedere Community Centre and Orwil Street Community House. Council provides both infrastructure and standing grants for these organisations and the Department of Health and Human Services (DHHS) also provides Neighbourhood House Coordination Program funding.

A review of Frankston Neighbourhood Houses/Community Centres including both Council managed and independently operated houses/centres was undertaken in early 2019 to better understand:

- Program delivery, community alignment and community benefit;
- Facility fit for purpose and infrastructure development requirements;
- Governance capacity and accountability;
- Financial performance; and
- Funding and other support requirements

Neighbourhood House Centre Coordinators/Managers and Committees of Management were consulted throughout the process and involved in workshops as part of this review.

Issues and Discussion

- A key recommendation of the Neighbourhood House Review is a more structured relationship with the independently operated Neighbourhood House Committees of Management through the proposed establishment a Frankston Neighbourhood House Section 86 Committee of Council.
- This empowering approach supports the sector to apply a degree of self-management, advocacy and peer accountability and will enable Neighbourhood Houses Committees of Management to collaborate more effectively; achieve greater consistency in the quality of governance, practice, promotion and data collection; and make recommendations to Council regarding their grants, performance, building condition and other relevant matters.
- Following a Neighbourhood House Review Council briefing in July 2019, officers met with each Neighbourhood House Committee of Management to discuss the establishment of a Section 86 Committee of Council and provided a draft Instrument of Delegation for consideration and feedback.
- This Section 86 Committee will be one of the key mechanisms by which Council engages with Neighbourhood Houses and develops the capacity and capability of Committees of Management in relation to governance, strategic planning, grants and funding, data collection and promotion.
- Committees of Management expressed some uncertainty about different aspects of a Section 86 Committee including the specific obligations, roles and responsibilities of members, however all Centres indicated support for the proposal and a willingness to trial the approach for a period of twelve months at which time there will be an evaluation of this approach.

**12.11 Neighbourhood Houses Section 86 Committee
Officers' Assessment****Options Available including Financial Implications**

The total value of Frankston City Council owned community centre facilities is \$15.7m. Karingal Place (\$3.2m) and Ebdale (\$2.8m) have the highest capital value. The lowest value is Orwil Street; \$317,500 and Belvedere \$880,000.

Council contributes a total of \$135,925 per year as recurrent grants to the independently operated Neighbourhood Houses. Council's contribution ranges from \$17,600 to \$44,875.

There is also an annual budget allocation of \$6,000 for the support of Neighbourhood Houses including training.

Any additional budget requirements compared to the annual budget allocation are yet to be determined subject to support for the above recommendation.

Frankston City Council
Instrument of Delegation
FRANKSTON NEIGHBOURHOOD HOUSES
Special Committee

Frankston City Council (Council) delegates to the special committee established by resolution of Council passed on xxx and known as the "Frankston Neighbourhood Houses Committee" (the Committee), the powers and function set out in the Schedule,

AND declares that

1. This Instrument of Delegation is authorised by a resolution of Council passed on xxx
2. the delegation:
 - 2.1 comes to force immediately the Common Seal of Council is affixed to this Instrument of Delegation;
 - 2.2 remains in force until Council resolves to vary or revoke it; and
 - 2.3 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts ; and
3. All members of the Committee have voting rights.

THE COMMON SEAL of)
FRANKSTON CITY COUNCIL was)
affixed in the presence of:)

..... Councillor

..... Chief Executive Officer

SCHEDULE

Frankston Neighbourhood Houses Special Committee

1. Purpose

To perform Council's duties and functions and exercise Council's powers in relation to the strategic direction, roles and function of Neighbourhood Houses in Frankston, as detailed in this Instrument of Delegation.

For the purpose of this Instrument of Delegation, "Neighbourhood Houses" means the promotion and development of capacity and capability of Neighbourhood Houses with regard to the programs, services and social benefits and outcomes they provide to the Frankston community.

2. Roles and Responsibilities of the Committee

The following principles will guide all decisions of the Committee:

- Financial sustainability
- Focus on enhancing community resilience
- A collaborative and innovative approach

Consequently, in consultation with Council the Committee will take a collaborative approach to:

- a. reviewing overall demographic changes and needs of the community with regard to potential future services and programs;
- b. seeking and establishing external funding support for programs and services;
- c. making recommendations to Council with regard to standing grants to Neighbourhood Houses, building renewal, capital works and other relevant matters;
- d. ensuring compliance with the *Local Government Act*, Council's *Governance Local Law*, the *Competition and Consumer Act 2010*, the *Associations Incorporation Reform Act 2012*, and this Instrument of Delegation; and
- e. maintaining good governance practices through regular Committee meetings (a minimum of two per year).

3 Reporting Requirements

The Committee must provide all minutes of meetings to Council, including any recommendations for Council's consideration.

4. Functions and Powers

The Committee is delegated the following functions and powers subject to any conditions and restrictions expressly mentioned:

- i) To position Neighbourhood Houses at the centre of community life in Frankston, optimise facility usage and enhance equitable access to services across the municipality, by:

- a) fostering a high standard of good governance practices across Frankston Neighbourhood Houses;
 - b) fostering partnerships and collaboration of Neighbourhood Houses to build resilience in local communities;
 - c) advising and providing comment to Council on the use and development of Neighbourhood House infrastructure, Council grants and utilisation of Council's assets;
 - d) providing annual utilisation and participation reports on behalf of the Neighbourhood Houses; and
 - e) determining an annual needs based training program for Neighbourhood House committees and management.
- ii) To establish and dissolve sub-committee or portfolios of the Committee for the purpose of furthering aims of the Committee within the limits of its delegated powers.

The Committee must not enter into any contract (including a contract to employ or engage an agency, consultant or other person).

A. Financial Delegation

1. The Committee may incur expenditure up to any limit determined by Council on an annual basis.
2. The Committee must not borrow money.

B. Appointment of Members to the Committee

The Committee will comprise up to eleven members where possible, as follows:

- An Independent Chairperson 1
- Councillors (representing each ward) 3
- Chairperson or Executive Committee delegate of each Neighbourhood House 4
- Director Community Development, Frankston City Council or delegate 1
- External Financial / Legal representative 1
- External Human Resources/Governance representative 1

C. Appointment of external experts by Council to the Committee

The selection and appointment by Council of the three external members to the Committee will be by:

- applications from public advertisement;
- response to key criteria; and
- interview process.

Such a Committee member may be reappointed by recommendation of the Director Community Development and approval of Council at the completion of their term, for no

more than three consecutive terms without the need to reapply, subject to satisfactory performance of that Committee Member.

Council reserves the right not to appoint a person in response to the advertisement process.

D. Appointment of the Independent Chairperson

Nomination of the candidate for the position of Independent Chairperson is delegated by Council to the Director Community Development, who will make recommendations to Council after a recruitment process.

E. Remuneration

Positions on the Committee are honorary.

F. Period of Tenure

Unless otherwise resolved by Council, Councillor appointments and Neighbourhood House Committee of Management Chairperson (or Executive Committee delegate) appointments are for one year and all other appointments are for a period of four years. If a resignation from the Committee occurs within the four year term the Committee will bring the matter to the attention of Council.

G. Liability of the Committee

Council will indemnify Committee members for any personal liability incurred in accordance with section 76 of the *Local Government Act 1989*.

H. Confidential Information

Committee members must not release information that the person knows, or should reasonably know, is confidential information (*Local Government Act*, section 77).

I. Conflict of Interest

Committee members are required to disclose all conflicts of interest. A Committee member is deemed to have a conflict of interest in respect of a matter if the member has a direct interest or indirect interest in the matter.

A Committee member has a direct interest in a matter if there is a reasonable likelihood that the benefits, obligations, opportunities or circumstance of the person would be directly altered if the matter is decided in a particular way. This includes cases where the member will receive a direct benefit or loss that can be measured in financial terms if the matter is decided in a particular way.

A Committee member has an indirect interest in a matter if one of the following categories of indirect interest applies:

- indirect interest by close association;
- indirect interest that is an indirect financial interest;
- indirect interest because of conflicting duties;
- indirect interest because of receipt of an applicable gift;

- indirect interest as a consequence of becoming an interested party; or
- indirect interest because of impact on residential amenity.

More detailed information about conflicts of interest can be found in sections 77A – 79C of the *Local Government Act*, and on Local Government Victoria's website at dwelp.vic.gov.au> Local Government> Publications and research > Council Governance > Conflict of Interest Guides.

Disclosure of conflict of interest

If a Committee member has a conflict of interest in a matter which is to be, or is likely to be, considered or discussed to a meeting, the member must make a full disclosure of that interest as prescribed in section 79(2) of the *Local Government Act*.

The Chairperson must provide the Director Community Development or Chairperson with any written disclosure given.

In the event of a conflict of interest, while the matter is being considered or any vote taken in relation to the matter, the Committee member must leave the room and notify the Chairperson of the conflict of interest and remain outside the room while the matter is considered.

If a Committee member discloses a conflict of interest, the Chairperson must record in the minutes of the meeting: the declaration of the conflict of interest; and the classification of the interest that has given rise to the conflict.

J. Committee Meetings

Meetings must comply with the provisions of the *Local Government Act* and Council's *Governance Local Law* as amended from time to time (as appropriate) and this Instrument of Delegation, including:

Meeting Attendance

Committee members are expected to attend at least 75% of Committee meetings in any financial year unless leave is obtained from the Committee.

Independent Chairperson

Council will appoint the Independent Chairperson. In the event of the Chairperson's absence from a Committee meeting, the Committee will elect a Chairperson from those present at the meeting.

Professional Advisors to the Committee

Council officers or other persons will attend Committee meetings to provide professional advice and respond to questions. Such persons will not have voting rights.

Meetings Open to the Public

Meetings of the Committee will be open to the public. Reasonable public notice of Committee meetings must be given (*Local Government Act*, s.89 (5)).

The Committee may resolve that the meeting or part of the meeting be closed to members of the public if the meeting is discussing any of the following:

- personal matters;
- the personal hardship of any resident or ratepayer;
- industrial matters;
- contractual matters;
- proposed developments;
- legal advice;
- matters affecting the security of Council property;
- any other matter which the special committee considers would prejudice the Council or any person; or
- a resolution to close the meeting to members of the public.

The reason for closing a meeting to members of the public must be recorded in the minutes of the meeting.

Voting

Voting at Committee meetings will be in accordance with s.90 of the *Local Government Act*.

The Director Community development (or delegate) will be the only Council officer with voting rights.

Quorum

Five members will constitute a quorum for Committee meeting

Minutes of Meetings and Agendas

Once the minutes of a Committee meeting have been confirmed, the Chairperson at the meeting must sign the minutes and certify that they have been confirmed and forward then to the Director Community Development for presentation to Council.

Proposed meeting agendas are to be circulated 45 days prior to meeting date and the final agenda is to be circulated 10 days prior to the meeting date.

K. Employment of staff

The Director Community Development and necessary support staff are employees of Council. Accordingly, Council's Human Resource policies will apply to such staff unless otherwise varied by individual contracts of employment.

L. Secretary to the Committee

The Director Community Development will arrange for secretariat support for the Committee and nominate the appropriate officer to provide the support.

Executive Summary**12.12 Capital Works Quarterly Report - Q1 - July - September 2019/20***Enquiries: (Luke Ure: Community Assets)*Council Plan

Community Outcome:	4. A Well Managed City
Strategy:	4.3 Resources
Priority Action	4.3.2 Undertake an ongoing review of Council's assets to ensure they meet community needs

Purpose

To brief Council on the quarterly progress (July - September) of the 2019/20 Capital Works Program.

Recommendation (Director Community Assets)

That Council receives and notes the quarterly progress report for the first quarter (July - September) for the 2019/20 Capital Works Program.

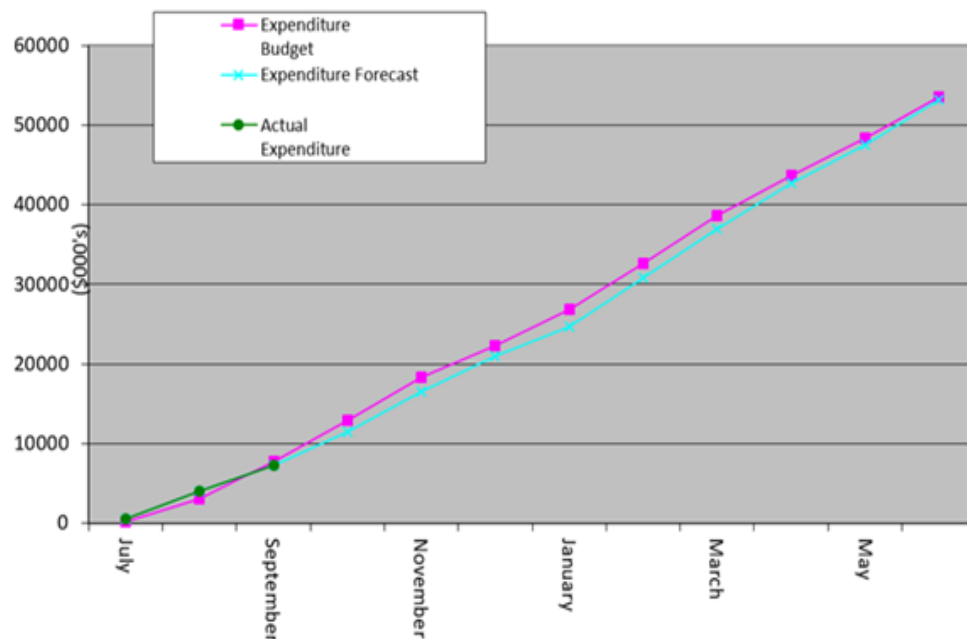
Key Points / Issues

- The 2019/20 Capital Works Program comprises a total of 226 projects, including 33 projects carried over from financial year 2018/19.
- The Adjusted Capital Works Budget is \$53.490 million and Actual Expenditure as at the end of the first quarter was \$7.294 million (Attachment A).

Total Adopted Budget + Carry Forward	\$52.737 million
Adjusted Budget (after adjustments)	\$53.490 million
Forecast (End Of Financial Year)	\$53.518 million
Forecast Over Expenditure	\$ 0.028 million
Actual Expenditure (First Quarter)	\$ 7.294 million

- The adjustments to the Adopted Budget were as a result of Councillor Notice of Motions with the introduction of new capital projects, as well as approved changes to the scope of some projects. All adjustments were approved through the Capital Works Variation Panel consisting of Council's Finance Manager and Executive Team.
- The delivery of the 2019/20 Capital Works Program is on track with an EOFY forecast expenditure of \$53.518 million.
- The delivery status of the 2019/20 Capital Works projects by Council Department for the first quarter is included in Attachment B.
- Refer to the graph below which shows the Actual Expenditure for the first quarter against the Adjusted Budget. At the end of September the Year to Date (YTD) Actual Expenditure versus the YTD Adjusted Budget was 94%.

12.12 Capital Works Quarterly Report - Q1 - July - September 2019/20

Executive Summary2019/20 Capital Works Program – Status at end of September 2019 (first quarter)

- Out of 226 projects, five projects have been withdrawn since the commencement of the financial year. The total number of active projects is 221 of which 11 projects are ongoing/multiple year projects (Attachments A & C).
- Of the 221 total active projects, the phasing status is described below as of end of September 2019 (first quarter):
 - Planning and Scoping – 80 projects (36%)
 - Design and Documentation – 35 projects (16%)
 - Procurement – 28 projects (13%)
 - Delivery – 60 projects (27%)
 - Completed – 3 projects (1%)
 - Not Started – 15 projects (7%)
- A total of 11 projects have been identified as ongoing projects into 2020/21 and are not due for completion by end of June 2020. They are as follows:
 - 4194 - Coastal Safe Boat Refuge
 - 4210 - Taylors Road - Ballarto Road to Hall Road
 - 4221 - Jubilee Park - Jubilee Netball Centre
 - 4191 - Ballam Park - Master Plan implementation
 - 4225 - RF Miles Recreation Reserve - New Pavilion
 - 4355 - Belvedere Reserve - Linen House - Upgrade
 - 4440 - New Systems Implementations
 - 4248 - Technology One CI Anywhere Upgrade
 - 4317 - Human resources and payroll system reimplementation
 - 3591 - Frankston BMX Track
 - 4181 - New Child & Family Centres - Seaford Langwarrin Belvedere

12.12 Capital Works Quarterly Report - Q1 - July - September 2019/20**Executive Summary**Key Projects in the 2019/20 Capital Works Program

Key projects have been identified and are reported to the Major Projects Advisory Committee (MPAC) on a bi-monthly basis. The current status of these projects are detailed below. Details on all projects are provided in Attachment C:

- 4181 New Child & Family Centre at Langwarrin – Further locations are being investigated as suitable sites for the facility
- 4015 Station Street Mall Upgrade Streetscape Upgrade Stage 1 – Project completion forecast for mid November 2019
- 1906 Centenary Park Tennis Redevelopment – Council approved revised concept design for tennis courts. Detailed design underway
- 4102 Overport Park Pavilion Upgrade – Project completion forecast for mid December 2019
- 4217 Ballam Park Soccer Pavilion – Works are progressing well and is currently at fit-out stage
- 4221 Jubilee Park Indoor Stadium Redevelopment – Concept design and project budget has been endorsed by Council. Progressing to design development
- 4225 RF Miles Recreation Reserve New Pavilion – Design works for the pavilion, oval reconstruction, car park and netball court are underway
- 4257 Frankston Park Oval 1 Lighting – Report for award of contract due to Council on 18 November 2019
- 4260 Carrum Downs Synthetic Oval No2 – Works are progressing well with final surfacing layer underway
- 4453 Overport Park Carpark & Pathways – Tenders received are being evaluated
- 4194 Coastal Safe Boat Refuge – Recent Council Notice of Motion (2019/OM13) has rescinded Council's previous pledge towards the project. Project withdrawn
- 4420 Frankston Coast Guard – Recent Council Notice of Motion (2019/OM13) has rescinded Council's previous pledge towards the project. \$400k has been allocated for the permanent relocation of the Frankston Coast Guard

Financial Impact

The State Government has introduced the "Fair Go Rates" system, placing a cap on Council rates which has restricted the level of increases that Council can apply to its rate revenue. Rate revenue constitutes 63 per cent of all Council revenue.

The rate cap over the past two financial years has been 2.5 per cent and 2.0 per cent respectively and is 2.25 per cent in 2018-2019.

The rate cap percentages are based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services. The cost of providing Council services has been increasing well in advance of the rate cap applied by State Government.

Over time this trend may lead to a reduction in the levels of service provided to the community and in Councils ability to fund both new facilities and the ongoing renewal of existing facilities.

Council will continue to evaluate the impacts of rate capping annually and needs to be mindful of these outcomes in all Council decisions.

12.12 Capital Works Quarterly Report - Q1 - July - September 2019/20**Executive Summary**

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

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

2. Other Stakeholders

The Major Projects Advisory Committee met on 31 July 2019 and 25 September 2019. Governance group meetings are held on a monthly basis and include a Project Review Group meeting, EMT Capital Works Review meeting and Project Sponsor Group meeting. A Project Control Group meeting is held on a bi-monthly basis. A number of Project Advisory Group meetings were also held for major projects during the first quarter.

Analysis (Environmental / Economic / Social Implications)

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

Legal / Policy / Council Plan 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.

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

Legal

There are no statutory obligations or legal implications relevant to the content to the report.

Policy Impacts

Council's Asset Management Policy, Capital Works Program Monitoring Framework Project Management Protocols, the Long Term Financial Plan and the Long Term Infrastructure Plan are relevant to this report.

Officer's Declaration of Interests

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

Risk Mitigation

The Capital Work Program is managed actively in accordance with Council policies and business rules.

Conclusion

At the end of the first quarter of the 2019/20 financial year, the Actual Expenditure was \$7.294 million out of a total Adjusted Budget of \$53.490 million. The delivery of the 2019/20 Capital Works Program is on track with an EOFY forecast expenditure of \$53.518 million.

12.12Capital Works Quarterly Report - Q1 - July - September 2019/20**Executive Summary**

ATTACHMENTS

- Attachment A: [!\[\]\(7a8011739ec4e250e2f89a547d75fb0a_img.jpg\)](#) Capital Works Program 2019/20 - Program Summary (*Under Separate Cover*)
- Attachment B: [!\[\]\(07dce76283bf618e2364d95ae0021e26_img.jpg\)](#) Capital Works Program 2019/20 - Summary By Department (*Under Separate Cover*)
- Attachment C: [!\[\]\(44ee86b940d3a0ca166486da8985875e_img.jpg\)](#) Capital Works Program 2019/20 - Program Detailed Listing (*Under Separate Cover*)
- Attachment D: [!\[\]\(2262b99b3a4953f9b3dfd64b89c00d2e_img.jpg\)](#) Capital Works Program 2019/20 - Summary Program Listing



SCHEDULE OF CAPITAL WORKS DELIVERY - 2019/20

As At End September 2019

				FULL YEAR																
				Overall program for FY 2019/20		53,490,400														
Dept	Project No	Project Title	Project Description	Adjusted Budget (EOY)		Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Status		
Aquatic Services	Aquatic Services																			
Facilities	4401	Peninsula Aquatic and Recreation Centre Renewal Programme	Implementation of the PARC Asset Management Plan to maintain a high level of facility presentation to meet service needs.	500,000														OK		
Facilities	4479	Pines Aquatic Centre Renewal Programme	Pines Aquatic Centre Renewal programme	100,000														OK		
Arts & Cultural Services																				
Arts and Culture	1446	Frankston Arts Centre - Technical Equipment Renewal	Renewal of technical equipment at the Frankston Arts Centre (FAC). Future works include: New PA (audio) system for Cube 37 Upgrade of Auditorium Lighting & dimming system Upgraded Foyer Audio system for announcements Install of new audio system for Theatre Moving Light package Continued upgarde of Flying Systems components – synthetic rope, turnbuckles etc Ongoing replacement of smaller items as they reach ‘end of life’	120,000														OK		
Arts and Culture	1469	Library Collection	Annual purchase of collection stock to provide access to relevant and useful information to the community,	700,000														OK		
Facilities	3705	Arts and Culture Renewal Programme	Provision of efficient office layout based on DDA & ergonomic review, create FAC staff briefing room, re-fit of kitchenette & improve admin staff offices & box office counter.	413,000														OK		
Capital Works Delivery	3803	Public Artworks Renewal Programme	Public Artworks Renewal Program.	112,791														OK		
Arts and Culture	4209	Frankston CAA - Laneway activation	Laneway Activation	140,000														OK		
Capital Works Delivery	4346	Keast Park Public Art/ Monument	Installation of Sculpture	14,843														OK		
Capital Works Delivery	4399	Frankston Foreshore - Permanent 3 phase Power at Beach Front	Increase permanent 3 phase power at Beach Front to enable greater flexibilities for event management and reduction of the use of generators and other temporary infrastructure costs	131,000														OK		
Business & Information Technology	4414	Libraries - Automated booking system, library meeting rooms	Implement an automated booking system for library meeting rooms.	19,000														OK		
Arts and Culture	4417	Sculpture Public Artwork Development	Commission works and develop sculpture infrastructure	200,000														OK		
Facilities	4487	Proposed Langwarrin Library	Proposed Langwarrin Library - Concept & Design	75,000														Watch List		
Civic & Corporate Buildings																				
Facilities	1288	Office Furniture & Equipment Renewal	To meet staff and O.H. & S. requirements.	50,000														OK		



SCHEDULE OF CAPITAL WORKS DELIVERY - 2019/20

As At End September 2019

					FULL YEAR													
Overall program for FY 2019/20					53,490,400													
Dept	Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Status	
Facilities	3532	Civic & Operations Facilities Renewal Programme	Renewal recommendations to be implemented across Council's Civic facilities. Works are based on condition and includes works on External Fabrics, Furniture & Fittings, Interior Finishes, Mechanical Services and Structural elements.	500,000													OK	
Facilities	3859	Facilities Painting Programmeme	Programmed internal/ external painting programme of Council owned and managed facilities throughout the municipality.	250,000													OK	
Facilities	4143	Facility Maintenance Contract Renewal Programme	Recurrent funding for maintenance referrals via Ventia that satisfy Council's capex thresholds. Also facilitates renewal referrals from internal service managers.	250,000													OK	
Facilities	4368	Frankston Visitor Information Centre (VIC)	Frankston Waterfront and Foreshore - Frankston Visitor Information Centre (VIC) - Internal Fit-Out	100,000													OK	
Community Relations	4369	Mobile/ Pop-up Visitor Services	Visitor Information Hub - Digital Information to be purchased and Installed.	32,924													OK	
Facilities	4480	Storm and Vadalism Renewal Programme	Storm and Vadalism Renewal Programme	100,000													OK	
Community Facilities & Meeting Places																		



SCHEDULE OF CAPITAL WORKS DELIVERY - 2019/20

As At End September 2019

				FULL YEAR													
Overall program for FY 2019/20				53,490,400													
Dept	Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Status
Facilities	1286	BBQ Replacement Program - Major Parks	Replace BBQs based on condition assessments	25,000													OK
Facilities	2641	Communities Facilities Renewal Programme	Renewal recommendations to be implemented across Council's Communities facilities. Works are based on condition and includes works on External Fabrics, Furniture & Fittings, Interior Finishes, Mechanical Services and Structural elements: Fit for purpose facilities that meet OHS standards as follows: • Langwarrin Men’s Shed – Dust reduction and efficiency works • Frankston South Community and Recreation Centre – Airlock and foyer acoustics (reception / office) • Frankston North Community Centre – Training room access works • Ebdale Hub – Reception security and meeting room works • Youth Central – security and design	187,850													OK
Capital Works Delivery	4001	Karingal Place Neighbourhood House - Playground Redevelopmen	Council will address issues in the existing kindergarten playspace and relocate the ocassional care space to a new playground in the area between occasional care room and Maternal and Child Health suite.	81,103													Completed
Facilities	4134	Pines Mens Shed Heating	Pines Mens Shed Heating	55,113													OK
Facilities	4181	New Child & Family Centres -Seaford Langwarrin Belvedere	New Child & Family Centres - Langwarrin Family Centre and Library	29,460													Not Started
Facilities	4310	Orwil Street Community House - Extension	Concept plan and detailed design for extension to Orwil Street Community House to provide additional programming needs.	705,512													OK
Capital Works Delivery	4391	Nairm Marr Djambana Playground Establishment	Upgrade of Communal Area	95,236													OK



SCHEDULE OF CAPITAL WORKS DELIVERY - 2019/20

As At End September 2019

					FULL YEAR													
					Overall program for FY 2019/20		53,490,400											
Dept	Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Status	
Capital Works Delivery	4437	Frankston North Community Centre - Annexe	Install shade sail / pergola treatment at back of annex (garden).	30,000													OK	
Facilities	4448	Nairm Marr Djambana	Extension of disability ramp and install storage shed.	58,000													OK	
Facilities	4449	Langwarrin Mens Shed	Build in ceiling vacant space. Enclose kitchen breakoutspace.	60,000													OK	
Capital Works Delivery	4450	Pines Patch Community Garden - New Disability Access	Pines Patch Community Garden - Replace curb and channel to create disability access	56,000													OK	
Facilities	4478	Community Halls Renewal Programme	For the purpose of this program of works the venues within scope are: • Mechanics Hall, 1N Plowman Place, Frankston • Seaford Hall, 1/6R Broughton Avenue, Seaford • Talbot Hall, 2/6R Broughton Avenue, Seaford • Langwarrin Hall, 2/183N Cranbourne Road, Langwarrin • Bruce Park Hall, 1/19N Bondi Avenue, Frankston • Leawarra House, 200N Beach Street, Frankston	50,000													OK	
Capital Works Delivery	4488	Concrete Slab for Seaford Farmers Market Shed	Concrete Slab for Seaford Farmers Market Shed	50,000													OK	
Facilities	4501	Karingal Place Neighbourhood House Re-purposing	Upgrading of Karingal Place Neighbourhood	112,150													OK	
Community Open Spaces																		
Capital Works Delivery	3030	Open Space Renewal Programme	Rolling renewal programme of Park furniture assets across all Council Reserves and open space. Implementation of the recommendations of the Parks Assets Condition Audit undertaken during 2015/16, as per Council's Asset Management Strategy. Renewal works are undertaken in accordance with the Levels of Service Framework within reserves.	100,000													OK	
Capital Works Delivery	3305	Fence Upgrade and Replacement Programme - Internal Fences/ S	Replace old and damaged internal fences in parks. Identification of projects based on reactive requests from residents dealing with safety and access issues on reserves including cars, playground protection and disabled access.	80,000													OK	



SCHEDULE OF CAPITAL WORKS DELIVERY - 2019/20

As At End September 2019

				FULL YEAR													
Overall program for FY 2019/20				53,490,400													
Dept	Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Status
Operations	3421	Fencing Replacement Programme - Boundary Fences - Council Re	This is an ongoing Council renewal program where residents contribute half the cost for fence replacement that abuts Council reserves. Identification of projects based on reactive requests from residents dealing with safety and access issues on reserves including cars, playground protection and disabled access.	125,000													OK
Capital Works Delivery	3687	Foreshore Minor Infrastructure Renewal Programme	The majority of repairs/replacement to this type of infrastructure has previously been funded by Operational Budgets and is generally reactionary to major risk issues or community/Councillor requests. Increased auditing and responsibility for Risk Management requires ongoing Capital Funding to making these assets safe for Park Users. Annual works on minor Infrastructure will be undertaken and will be prioritised based on risk, actions within Park Management /Master Plans, public use of the reserve/asset, and Community/Friends Group requests.	50,000													OK
Capital Works Delivery	3768	Various Reserves - Signage	Renewal of signage at various reserves and public realm spaces, implementing the outcomes of the Signage Strategy - review of park signage undertaken during 2013/14 (A1170844). Signage includes naming, regulatory and interpretive signage. Possible projects for signage implementation include Long Island Redevelopment, WSUD renewal locations, Wilton Bushland Reserve and other public realm projects.	30,000													OK
Operations	3771	Erosion Control Fence Renewal - Seaford Wetlands & Frankston	Renewal of the Erosion Control Fence along Frankston & Seaford Foreshores following storm events and subsequent failures along existing fencing. Works also include fencing renewal throughout the Seaford Wetlands to address a known backlog of defective fencing.	100,000													OK
Operations	3992	Foreshore Pedestrian Trails and Beach Entrances Renewal Prog	Many of the east-west tracks have reached a renewal intervention level beyond basic maintenance. As per the Draft Coastal Management Plan, a renewal program is required to address trails and entrances across the municipality (~55 entrances staged over a 5 year program) to get them to a safe gradient, made of materials that cope with foot traffic and erosion and present the reserve to the public as a well maintained space.	50,000													OK
Capital Works Delivery	4047	Seaford Foreshore	A landscape design is being prepared for the Long Island entrance (near tennis courts) to the North/South track, the design will include pedestrian movements across Gould st to the Kananook track	30,042													OK



SCHEDULE OF CAPITAL WORKS DELIVERY - 2019/20

As At End September 2019

				FULL YEAR													
Overall program for FY 2019/20				53,490,400													
Dept	Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Status
Capital Works Delivery	4191	Ballam Park - Master Plan implementation	Staged implementation of the Ballam Park Master Plan: Prepare a Landscape Plan for internal connections, signage, furniture and plantings. Extensively plant the area with new native trees for shade amenity. Upgrade connections, facilities, infrastructure and recreational activities within Ballam Park. Proposed improvements to the park are in line with the Ballam Park Master 1996, works include Complete path network, where connecting links are missing Improvements to connecting space between the senior and junior playground Establish link between park and Ballam Homestead Significant tree planting throughout reserve Front entrance upgrade including central fountain	133,601													OK
Capital Works Delivery	4300	Kananook Creek - Dredging and Entrance Redesign	Develop alternative approaches to dredging of Kananook Creek and redesign entrance	50,000													OK
Facilities	4325	Downs Estate - Infrastructure Upgrade	Proposal to audit and design park infrastructure at Downs Estate: Stage 1 - 2018/19 (Design Only): Stage 2- 2019/20 Implementation • CCTV Installation • Fencing • Welcome sign and drinking fountain • Picnic Shelter (Barbecue & Furniture) • Unisex Single Compost Toilet (DDA Compliant) • Downs Estate Signage • Veranda (backing onto shed) • Planning and Design for restoration barn shed To include : prominent sign x 2(car park entrance and walking path entrance), directional Signage and lighting.	350,000													OK
Capital Works Delivery	4326	Kananook Creek - 2 Viewing Platforms	Kananook Creek - Viewing Platforms To include directional signage and lighting as per Clr Bolam email of 18 Jan 2019	75,000													OK
Capital Works Delivery	4327	Foreshore Access Disability Access and Inclusion Implementat	Audit required for provision for access at key locations along the foreshore. Councillor Submission - Cr O'Conner	94,517													OK



SCHEDULE OF CAPITAL WORKS DELIVERY - 2019/20

As At End September 2019

				FULL YEAR													
Overall program for FY 2019/20				53,490,400													
Dept	Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Status
Capital Works Delivery	4328	Community Garden - Kananook Area	As per NOM1382, implementation of community garden in the Kananook area.	10,130													OK
Capital Works Delivery	4329	Carrum Downs Recreation Reserve - Master Plan Implementation	Carrum Downs Recreation Reserve Masterplan Implementation: 1. Upgrade the north west end of the reserve with planting, paths & passive recreation opportunities and overflow car parking 2. Pedestrian path along the Southern section of the Reserve from the new pavilion to the family recreation area 3. Pedestrian path along northern and western sections of the reserve from the boardwalk to the new pavilion 4. Broad acre planting around other internal areas and reserve boundaries as required	50,000													OK
Capital Works Delivery	4330	Seaford Wetlands - Recreational Connections	Complete the circuit around Seaford Wetlands and through to Seaford shops and Foreshore	95,000													OK
Capital Works Delivery	4332	Recreational Connections - Frankston	Enhance connections from George Pentland Botanic Gardens to the Foreshore through Beauty Park and Frankston Park	5,024													OK
Operations	4398	Frankston Foreshore - Aquatic risk assesment on the foreshor	Aquatic risk assesment to determine risk management priorities on the foreshore	74,000													OK
Capital Works Delivery	4400	Frankston Foreshore - Signage	New foreshore signage for wayfinding and safety information.	175,000													Watch List
Planning and Environment	4412	Langwarrin Equestrian Centre - Develop Equestrian Masterplan	Development of Equestrian Masterplan in conjunction with Baxter Park.	50,000													OK
Planning and Environment	4415	Local park upgrade Programme - Frankston	Establish a local park upgrade program for 42 local parks in Frankston	60,000													Not Started



SCHEDULE OF CAPITAL WORKS DELIVERY - 2019/20

As At End September 2019

					FULL YEAR													
Overall program for FY 2019/20					53,490,400													
Dept	Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Status	
Planning and Environment	4416	New Park wayfinding signage	Develop and implement a park signage way finding plan for the municipality to improve public access to open space and interlinked network of local parks	55,000													Not Started	
Capital Works Delivery	4452	Seaford Foreshore - Beach Access Design & Upgrade	Design & Construct upgrade of the beach boardwalk access at Armstrongs Road Notice to be given to residents and property owners in the vicinity of the planned works along with Seaford Community and Kananook Creek Association Groups. Survey of vegetation (Ecological Survey Report) and alignment to avoid impacts to ascertain the losses and offset requirements of the boardwalk intervention	30,000													OK	
Planning and Environment	4461	Wittenberg Reserve - Upgrade - Design	Upgrade of Wittenberg Reserve - Design and Planning	30,000													OK	
Capital Works Delivery	4474	Shade sail at Montague Park playground	Shade sail at Montague Park playground	47,000													OK	
Engineering Services	4481	Baxter Trail Improvements	Baxter Trail Improvements - Beauty Park to Moorooduc Hwy. Update signage/wayfinding, lighting and pathway	30,000													OK	
Capital Works Delivery	4485	Shade Sail for Seaford Pier	Shade Sail for Seaford Pier	40,000													OK	
Capital Works Delivery	4486	Shade Sail at Southgateway Park	Shade Sail at Southgateway Park	33,000													OK	
Family & Youth Facilities																		



SCHEDULE OF CAPITAL WORKS DELIVERY - 2019/20

As At End September 2019

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Overall program for FY 2019/20				53,490,400													
Dept	Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Status
Facilities	3766	Family Support & Aged Services Facilities Renewal Programme	Renewal works of up to two facilities per annum to be implemented across Council's Family Support & Aged Services facilities. Renewal works to be implemented across Council's Family Support & Aged Services facilities. 2019-2020 works include: • Langwarrin Park – Pre-school and Maternal and Child Health Service (MCH) - reconfigure the service and expand the MCH meeting room (Parent Groups) including works to the childrens playroom and the foyer (Build 2019/20) • Bayden Powell - Pre-school - reconfigure the Pre-school to improve functionality and compliance (concept design 2019/20, build 2020/21)	450,000													OK
Facilities	4421	Belvedere Child and Family Centre	Construct a new facility incorporating Community Centre, 3 kindergarten Playrooms and 2 Maternal and Child Health (MCH) Consulting suites (the 3rd Kindergarten playrooms will be used for Community Playgroups, Early Intervention programs and other Community use in addition to Kindergarten), plus associated facilities (Foyer, MCH waiting area, parent education/new parent group space, meeting rooms, children's outdoor areas and car parking). Design Development (19/20) construction (20/21). Proposed sale of these sites to (part) fund new facility.	50,000													Not Started
FMAC (CAA) Initiatives																	
Capital Works Delivery	4015	Station Street Mall Upgrade - Streetscape Upgrade Stage 1 -	Upgrade includes new street furniture, paving, tree planting, garden beds, outdoor play, feature lighting.	714,035													OK
Capital Works Delivery	4016	Shannon Mall - Streetscape - Upgrade	Upgrade includes new street furniture, paving, tree planting, garden beds, outdoor play, feature lighting. Streetscape works in accordance with the FMAC streetscape palette involving replacing existing footpaths with standard paving, upgrading existing street furniture and new stainless steel rubbish and recycle bins, upgrading tree plots, new street trees and landscaping, renewing drainage covers, and new street lights. Funding contribution to be sought from Bayside. Design scheduled for 2019/20.	100,000													Watch List



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				FULL YEAR														Status
Overall program for FY 2019/20				53,490,400														
Dept	Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20		
Capital Works Delivery	4176	Clyde St Mall - Upgrade	Upgrade includes new street furniture, paving, street lighting, street trees and garden beds. Streetscape works in accordance with the FMAC streetscape palette involving replacing existing footpaths with standard paving, upgrading existing street furniture and new stainless steel rubbish and recycle bins, upgrading tree plots, new street trees and landscaping, renewing drainage covers, pedestrian crossings and access ramps and new street lights. Works scheduled to commence in September 2019 and take approximately 8 weeks to complete. Construction scheduled 2019/20.	682,947													OK	
Capital Works Delivery	4308	Green Wall Infrastructure - Proof of Concept	Green wall infrastructure for the Council Building	55,203													OK	
Capital Works Delivery	4309	Station Street Mall - Streetscape Upgrade Stage 2	East of Clyde Street. Upgrade includes improved pedestrian connections between Young St and Station St Mall with new paving, street furniture and tree planting. Streetscape works in accordance with the FMAC streetscape palette involving improved pedestrian connections between Young St and Station St Mall with new paving, street furniture and tree planting. Construction scheduled 2019/20.	284,030													OK	
Planning and Environment	4451	City Centre greening and Improvement Programme	CAA - greening and Improvement Program	180,000													OK	
CAA Development	4490	White Street Mall Upgrade	White Street Mall Upgrade: Concept & Design	20,000													OK	
Capital Works Delivery	4491	Evelyn Street and O'Grady Avenue Improvements	Evelyn Street and O'Grady Avenue improvements O'Gradey St footpath O'Gradey St Playground Upgrade (benches, tables, bbq, water fountain, solar light, minor tree planting)/Additions (new equipment) Evelyn St partition beautification (minor plantings) / improved ease of access (remove sense of partitioning) / solar light Fletcher Road Overpass / Frankston Dandenong Road West beautification (trees and plantings)	180,000													OK	



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Information Services																	
Business & Information Technology	1309	GIS Mapping Renewal	Renewal of Aerial Photography, IntraMaps and MyAddress functions and systems.	50,000													OK
Business & Information Technology	1312	Frankston Asset Management Information System (FAMIS)	Continue to address the system requirements, including introduction of Parks Routine Maintenance.	222,799													OK
Business & Information Technology	3882	Eureka - Revenue and Debt Management Improvements	Review and Improve Debt Management processes throughout Council.	11,594													OK
Business & Information Technology	3964	Contract Management System	Implementation of new system to assist with the management of Tender and Contract Management processes	101,636													OK
Business & Information Technology	4184	FAC POS system	Implementation of a new Point of Sale (POS) system for required Council functions	20,000													Watch List
Business & Information Technology	4248	TechnologyOne CI Anywhere Upgrade	Finance system - Move to the next generation platform and improve processes	123,879													OK
Business & Information Technology	4316	Learning management solution	Implementation of a new Council-wide learning management system.	95,650													OK



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Business & Information Technology	4317	Human resources and payroll system reimplementation	Replacement of the HR / payroll system and improve processes.	207,000														OK
Business & Information Technology	4318	Corporate Performance Reporting solution	Implementation of a new system to assist with legislative and high level internal reporting.	141,400														OK
Business & Information Technology	4386	FAC Ticketing System	Implementation of a new Ticketing System for the Arts Centre.	108,500														OK
Business & Information Technology	4427	Anti-Virus Software replacement	Replace or renew Council's Anti-Virus software.	0														Withdrawn
Business & Information Technology	4428	Core Infrastructure Renewal	Replacement of Council's current core infrastructure: Compute, Storage, Network, Virtualisation, Backup, Disaster Recovery.	1,200,000														OK
Business & Information Technology	4440	New Systems Implementations	Comprised of several high priority new system implementations and improvements projects as required by the business	1,400,000														OK
Business & Information Technology	4454	SQL Server Renewal	Review and migrate the SQL server databases and associated integrations and reports to SQL Server 2016 (at a minimum)	200,000														OK
Business & Information Technology	4455	Network & Comms Renewal	Replace or renew fibre links and WAN according to highest need.	0														Withdrawn



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Business & Information Technology	4456	Microwave Network Renewal	Replace or renew microwave links according to highest need.	80,000													Not Started
Business & Information Technology	4457	Reporting System Renewal	Move Council's core reporting system, Business Objects to the latest robust version.	11,000													Not Started
Integrated Transport Management																	
Engineering Services	1260	Street Lighting Upgrades	New street lights as requested to improve safety.	30,000													OK
Capital Works Delivery	2657	Road Renewal Programme	This program is for the renewal of road pavements and surfaces as identified by Council's Pavement Management System and as identified in site inspections by City Works and Asset Planning.	3,000,000													OK
Operations	2812	Footpath Renewal Programme	Renewal of asphalt and concrete footpaths as identified by Council's Road Management Plan inspections and Civil Infrastructure Maintenance (CIM) referrals. Programme includes renewal of both private and Council vehicle crossings damaged by Council assets across the municipality as well as renewal of tram crossings to achieve DDA compliance as identified from RMP inspections.	700,000													OK



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Capital Works Delivery	3101	McClelland Drive Shared Path	Project scope: 1. Construction of 2.5m wide concrete shared path (1.6km) within the road reserve of McClelland Drive which then diverts to inside the boundary of parks Victoria's property with reinforced concrete 3m wide to accommodate service vehicles. 2. Construction of retaining walls and guard rails. 3. Construction of boardwalks where typical footpath construction is not possible. 4. Bridge construction to Melbourne Water requirements at Boggy Creek within Park Victoria's land. 5. Drainage and all other associated works. Project proposed to utilise reserves from Council's Capital Works Reserve funding. Councillor Submission - Cr Mayer	77,596													OK
Capital Works Delivery	3328	Carpark Programme	Renewal of Council carparks. 2019/20 works include: Construction of Lawton Reserve Car Park as per design undertaken in 2018/19.	760,000													OK
Engineering Services	3344	Traffic Management Devices - Renewal Programmeme	Renewal of traffic management devices as required by the overlay program and as identified by condition audits and in consultation with City Works. Designs to include consideration of Water Sensitive Urban Design (WSUD). Customer requests and internal referrals for works include: - 2 splitter islands on Highland Drive, Frankston South at number 15 and 34. Works include kerb reinstatement, traffic island reinstatement, alignment of pram crossings as needed and appropriate TGSi to ensure DDA compliance (ref A3840436).	50,000													OK
Operations	3563	Bicycle Path Safety Upgrades	Safety upgrades of bicycle paths as identified by a bicycle safety survey running from February 2016 to April 2016 across a number of Councils in Melbourne. From the survey, Council will receive a list of safety issues and suggestions from the public that will be integrated with crash history and recommendations of the Bicycle Strategy for capital works implementation.	40,000													OK



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Capital Works Delivery	3565	Kerb Renewal Programme	<p>This program is for the renewal of kerbs as identified by the 2017/18 kerb condition audit and maintenance referrals from City Works. Works may also be prioritised to align with the Road Renewal Program.</p> <p>All works are inspected and programmed via site inspections by Capital Works Delivery, Civil Infrastructure Maintenance and Asset Planning.</p> <p>Priorities based on the 2018 condition audit include:</p> <ul style="list-style-type: none"> - Palm Court (36m) - Robinsons Road seaford (500m) - Moresby Ave (47m) - Moreton Street (450m) - Fortescue Ave (500m) - Shaxton Circle (207m) - Brighton Street (243m) - Cecil Street (137m) - Overport Road (100m) - Northgateway (100m) - Jasper Terrace (50m) <p>Customer complaints and referrals include:</p> <ul style="list-style-type: none"> - Grassmere Road Langwarrin both sides of the road (approx. 800m - 1km total) 19/20 priority. 	294,000													OK
Capital Works Delivery	3723	Barrier & Guard Rail Renewal Programmeme	<p>This program is for the renewal of road safety barriers as identified by Council's as identified in site inspections by City Works, Capital Works Delivery and Asset Planning.</p> <p>Works are to be prioritised as per the VicRoads guidelines and barrier rail products should be updated to meet approved Vicroads products where possible.</p> <p>Guardrail priorities are contained in spreadsheet A3509074</p> <p>Priorities based on 2018 internal data collection include:</p> <ul style="list-style-type: none"> - #380 Frankston Dandenong Road Service Lane Seaford (50m) - #309 Kitson Street Frankston (125m) - #36 Heatherhill Road Frankston (10m) - Frankston Dandenong Road East (Fletcher Road Intersection) (25m) - #96 Frankston Flinders Road, Frankston (installation of new guardrail approx.. 15m length) 	100,000													OK
Capital Works Delivery	3846	Major Bridge Renewal Programme	<p>Major renewal works for bridge and pedestrian structures as identified in the Level Two inspections conducted in 2019. This project includes major renewal such as replacement of a full structure or a significant component such as a bridge deck renewal or major refurbishment.</p> <p>This project is ongoing and the works program is determined by the outcomes of the Level Two structure inspections, performed every two years</p>	250,000													OK



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Capital Works Delivery	3847	Minor Bridge & Pedestrian Structures Renewal Programme	Minor renewal works for bridge and pedestrian structures as identified in the Level Two inspections conducted in 2019. This project includes minor renewal works such as replacement of railings, piles, members in poor condition, and is to be implemented for structures (pedestrian & vehicle bridges, boardwalks and staircase) across the municipality. This project is ongoing and the works program is determined by the outcomes of the Level Two structure inspections, performed every two years.	200,000													OK	
Capital Works Delivery	3909	Special Charge Scheme - Newton Avenue and Weeroona Road, Lan	Special Charge Scheme - Road construction - Newton Avenue and Weeroona Road, Langwarrin South	25,606													OK	
Capital Works Delivery	3925	Minor traffic treatments.	Minor traffic treatments installed following investigation of resident complaints.	100,000													OK	
Operations	3958	Pathway Renewal - Council Reserves	Renewal of Council pathways located in Council reserves as identified by Council’s asset inspections, condition audit data and maintenance referrals. Programme includes pathway renewals for both standard and shared path widths and consists primarily of concrete, exposed aggregate, asphalt and granitic sand material types. Priorities based on 2017 condition data results include: - Sweetwater Creek Upper & Lower (239m) - Southgateway Reserve (123m) - Shearwater Reserve (80m) - Robinsons Park (130m) - Laurel Reserve (135m) - Kananook Creek reserve (653m)	200,000													OK	
Operations	3972	CAA Streetscape - Footpath / Pedestrian Renewal Works	Renewal Program for footpath areas throughout CAA precinct in support of priority locations identified by the Frankston Futures Team, in conjunction with the Transit Interchange redevelopment.	100,000													OK	
Engineering Services	3982	VicRoads Black Spot	Address Pedestrian Safety Issues on Dandenong Road West	28,875													OK	



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Capital Works Delivery	4117	Seaford Precinct - LATM	Local Area Traffic Management study and implementation - Seaford Precinct Construction 2019/20 - 2020/21 On ground Local Area Traffic Management (LATM) Treatments include splitter islands, raised school and pedestrian crossings, speed humps, raised pavement intersection treatments, roundabout modifications, new roundabouts, speed limit changes, signage and linemarking improvements. The project will also advocate to other authorities including Vicroads for improvement on declared main roads such as signal installations and speed limit changes and LXP for improvement associated with level crossing works such as pedestrian rail and road crossing improvements	800,000														
Capital Works Delivery	4118	Woodlands Precinct - LATM	Local Area Traffic Management study and implementation - Woodlands Precinct Construction 2019/20 - 2020/21	450,000														
Capital Works Delivery	4141	Liddesdale Ave Landslip Remediation	Design and Install measures to repair the embankment at Liddesdale Ave.	111,240														
Capital Works Delivery	4210	Taylor's Road - Ballarto Road to Hall Road - Road Investigati	Taylor's Road - Ballarto Road to Hall Road - Road Constructionto upgrade existing unsealed road is unsealed. Reshape road and asphalt. Potential external funding opportunities to be sought via Special Charge Scheme or grant funding.	40,000														
Capital Works Delivery	4334	North Road - Pathway - South side	Footpath along North Road from Warrandyte Rd to Kuranda Street (south side) 400m in length.	120,000														
Capital Works Delivery	4408	Barretts Road (Robinsons Road to Golf Links Road) - Roadway	Special Charge Scheme - Barretts Road (Robinsons Road to Golf Links Road) Sealed road construction, kerb and channel and underground drainage	60,000														



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Capital Works Delivery	4411	Brighton Street - Shared Pathway	Brighton Street Humphries Road Baden Powell Drive	30,000													OK
Capital Works Delivery	4413	Kerb and Channel construction - Various locations.	Construction of small sections of missing kerb and channel.	50,000													OK
Operations	4425	Shared Path Renewals	Safety upgrades of bicycle paths and chicanes as identified by a bicycle safety survey running from February 2016 to April 2016 across a number of Councils in Melbourne. From the survey, Council will receive a list of safety issues and suggestions from the public that will be integrated with crash history and recommendations of the Bicycle Strategy for capital works implementation. Priorities based on 2017 condition audit results are: - McClelland Dve (Cranbourne Road to Beech St) 45m - Hazeldene Place (Monique bushland reserve) 200m - Southgateway Reserve - Skye Road (roundabout to Gairloch drive to Amber ave)	100,000													OK
Capital Works Delivery	4426	Bay Trail Footpath Renewal - Beach Street to Mile Bridge	Renewal works for prominent section of the Bay Trail - shared footpath along Kananook Creek from Beach Street to Mile Bridge. Approximately 1.1km of Shared footpath @ 2.5m.	70,000													OK
Operations	4431	Street Lighting Renewal Programme	Replacement of street lighting throughout the municipality in conjunction with the energy provider. Program includes re-instatement of standard lighting poles and all non-standard public lighting.	30,000													OK
Capital Works Delivery	4441	Sweetwater Precinct - LATM	Local Area Traffic Management study and implementation - Sweetwater Precinct Local Area Traffic Management Treatments (LATM), speed humps, raised pavement intersection treatments, modification of existing roundabouts, parking restriction signage, indented parking, one-way traffic movement, modified T-intersections, footpath. Construction 2019/20 - 2020/21	500,000													OK



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Capital Works Delivery	4442	Fairway Precinct - LATM	Local Area Traffic Management study and implementation - Fairway Precinct Construction 2019/20 - 2020/21	400,000													OK
Capital Works Delivery	4465	Roads to Recovery Programme	<p>Road & Road related infrastructure Renewal works funded by the Federal Government Roads through the Roads to Recovery Program. Nominated works should focus on safety improvements as per the Roads to Recovery Statement of Expectations released in 2018 (A3483299).</p> <p>2019/20 priorities include rehabilitation of collector/major roads as follows (pending findings from pavement investigations being undertaken in 2018/19):</p> <ul style="list-style-type: none">- Karingal Drive (Frankston Cranbourne Road to Karingal Hub Roundabout both carriageways)- McMahons Road (Skye road to beach street)- Hartnett Drive (Klaur Street to Hi Tech Place)- Brunel Road (Stephenson Road to end of court- Foot Street (Davey Street to Reid Street) <p>Balance roads will either be picked up under 2657 Road Renewal Program or in the following year's roads</p>	744,000												OK	
Engineering Services	4466	Hartnett Drive - LATM - Consultation	Hartnett Drive LATM: Design and Consultation - with budget referral for 20/21 Budget.	30,000													OK
Capital Works Delivery	4475	Warringa Road, Frankston South - Improved road surface	Investigate possible low cost maintenance treatments to improve road condition including consultation with all residents in road section.	35,000													OK
Capital Works Delivery	4477	Cranbourne Road Bluestone Retaining Walls	Cranbourne Road Bluestone Retaining Walls: Create Bluestone Walls from stored Bluestone at following locations - Between Ferndale Drive and Lees Street.	80,000													OK
Integrated Water Management																	



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Operations	3458	Easement Drainage Pit Alterations	Works identified during the inspection of drainage within easements. Pits to be raised is expected to be approx. 700 per year.	200,000													OK
Operations	3525	Minor Drainage Works	To address ad hock drainage issues arising out of major storm events in Frankston. Work involve replacing pits, pit lids, installation of aggie drains and minor pipe works. Undefined miscellaneous work as it raised due to unforeseen circumstances.	50,000													OK
Engineering Services	3815	Water Sensitive Urban Design (WSUD) Renewal Programme	Design funding in 2018/19 for WSUD renewal treatments across the municipality in line with the Integrated Water Action Plan (IWAP).	50,000													OK
Engineering Services	3910	Drainage Upgrade - David Street Stage 2 - Dandenong Road Eas	Drainage works at David Street to address localised flooding issues and overland flow paths. Pipe duplication works scheduled for 2019/20 as stage 2 of Dandenong road east Drainage Strategy. Design in 2018/19 Construction 2019/20	20,000													OK
Capital Works Delivery	3971	Drainage pits & pipes renewal & upgrade programme	Ageing drainage assets across the municipality have been identified and require further investigation of their condition and ability to provide expected level of service. An aged based condition assessment and investigation will provide a program of works for stormwater drainage asset renewal. This program will also be used for drainage renewal referrals from Council's Civil Infrastructure Maintenance (CIM) team as they undertake routine inspections across the municipality in accordance with Council's Road Management Plan (RMP). Side entry pits with throats less than 120mm will be addressed via RMP inspections. Priority site(s) for 2019/20 based on customer service request and CCTV imagery include: - Along Coolibar Avenue, Seaford between Railway Parade/Coolibar Reserve to Wunalla Road int	150,000													OK



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Capital Works Delivery	4395	Frankston Park and Beauty Park - Stormwater treatment and ha	Action arising from Integrated Water Action Plan. Stormwater to be diverted and treated in a bioretention system in Beauty Park. Treated flows are diverted to the lake and then a 500kL below ground tank at Frankston Park, where water is used for irrigation. Project has the potential to provide flood mitigation benefits in surrounding area. Project will be developed with consideration of the Frankston Hospital development. Potential to attract MW Living Rivers funding.	130,000													OK
Operations	4409	Lloyd Park - Drainage	Drainage improvements at Lloyd Park- Table drains	10,000													OK
Operations	4423	Gatic Pit Lid Renewal Programme	Replacement program of gatic side entry pits throughout the municipality to address manual handling concern. Program will replace heavy gatic pit lids with Terra Firma lids as per Council's standards. Ballam Sth Lawton No 2 Carrum Downs No 2 Ballam East Baxter No 1	200,000													OK
Capital Works Delivery	4424	Drainage Renewal Works in Council Reserves	Drainage renewal works in Council reserves to improve stormwater management, flooding and ponding. Priorities include: 1. Overport Park, 159R Overport Road, Frankston 2. Lloyd Park, Langwarrin 3. Baxter Park, 294N Frankston Flinders Road Frankston South 4. Centenary Park Tennis Centre	100,000													OK
Engineering Services	4443	Wangarra McMahon's Road Catchment Strategy Planning	Engage consultant to review existing strategy and prioritise works for implementation	50,000													OK
Capital Works Delivery	4444	Frankston South Drainage Strategy - Drainage Upgrade - Mura	George Pentland Botanic Gardens retarding basin further upgrade and floodwall Refer to 'Frankston South Hotspots flood mitigation plan - August 2018' (Engeny Water Management)	100,000													OK
Engineering Services	4445	Flood and Catchment Modelling	Flood modelling and catchment analysis municipality wide ongoing 2019/20 - FCC Bruarong Crescent/ Grange Road catchment with outfalls to Sweetwater Creek at Sweetfern Dell and Grange Road to be modelled and priority works schedule developed	20,000													OK



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Engineering Services	4446	Frankston Drainage Strategy	Frankston Drainage Strategy Develop municipal wide drainage strategy to address management, maintenance and service levels for the municipality.	50,000													OK	
Capital Works Delivery	4460	Frankston South Drainage Strategy - Scoping & Design	Scoping & Design for the Frankton South Draingae Strategy	100,000													OK	
Capital Works Delivery	4464	Frankston South Drainage Strategy - Drainage Upgrade - Espl	The Esplanade drainage outfall pipe upgrade (from Williams Street to Bay Street South) within the Williams Street Catchment. Refer to 'Frankston South Hotspots flood mitigation plan - August 2018' (Engeny Water Management).	100,000													OK	
Plant Fleet & Equipment																		
Sustainable Assets	1234	Light vehicles Replacement	Replacement of existing motor vehicles at planned service life.	1,200,000													OK	
Sustainable Assets	1304	Plant & Equipment Replacement	Replace items of heavy vehicles and plant at the end of their planned service life.	1,324,000													OK	
Sustainable Assets	3959	Minor Plant & Equipment Replacement	Replacement of existing minor plant and equipment at planned service life. Renewal of minor plant and equipment includes minor Council assets such as blowers, brush cutters, chainsaws, grinders, edgers, push mowers, etc.	30,000													OK	
Community Safety	4489	Noise Monitor	Purchase of a Noise Monitor	45,000													OK	
Public Toilets																		
Facilities	1246	Public Toilet Renewal Program	Renewal of Public Toilets - Seaford North Public Toilet, Ballam Park Karingal and Comfort Station Frankston	150,000													OK	



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Facilities	4458	Frankston Memorial Park - New Toilet	<ul style="list-style-type: none">Existing toilet facility is structurally condemned and will be demolishedDesign a new single ambulant unisex toilet at Frankston Memorial Park on a smaller scale to the existing facility – seek Council resolution in 2018-2019Build a new single ambulant unisex toilet at Frankston Memorial Park on a smaller scale to the existing facilityPublic notification of works to be undertaken prior to commencementTemporary toilet to be provided to the public during constructionVehicle access to site will be via Cranbourne Rd entrance to CemeteryStorage of material may be required to be brought onsite daily due to sensitivity of surrounding area	200,000													OK
Facilities	4467	Peninsula Reserve - New Public toilet	Peninsula Reserve - New Public toilet - Design and Concept	10,000													OK
Recreation Facilities																	
Facilities	1237	Structured Recreation Pavilions Renewal Programme	<p>Renewal works to be implemented across Council's Structured Recreation facilities. 2019/20 works include:</p> <p>Recreation facilities that are fit for purpose, female friendly, NCC and DDA compliant including:</p> <ul style="list-style-type: none">Carrum Downs Len Phelps Pavilion – Refurbishment of bathrooms and wet areas throughout the pavilionFrankston Lifesaving Pavilion – Compliance WorksJubilee Park Homing Pigeon Club – Path Access WorksLawton Reserve Soccer Pavilion – Change room Works and Concept DesignOverport Park Tennis Club – Roof Works	880,000													OK
Facilities	1906	Centenary Park - Tennis Redevelopment (Major Project)	New Centenary Park Sporting Complex Pavilion, including Tennis Club and Gymnastic. Construction scheduled for 2019/20, 20/21.	690,247													OK
Capital Works Delivery	2755	Sports Lighting Renewal Programme	<p>This project includes the design and renewal of sports lighting at Council's active reserves to provide sufficient lighting to meet the needs identified in the Sports Lighting Audit of 2015. 2019/20 works include:</p> <ul style="list-style-type: none">Ballam SoccerDelacombe Park	368,647													OK
Operations	3584	Playground Minor Works Programme	Renewal works to be implemented across Council's playgrounds.	50,000													OK



SCHEDULE OF CAPITAL WORKS DELIVERY - 2019/20

As At End September 2019

					FULL YEAR															
					Overall program for FY 2019/20		53,490,400													
Dept	Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Status			
Operations	3585	Playground Undersurfacing Renewal Programme	Playground undersurfacing renewal program. Renewal works to be completed across Council’s playgrounds	40,000													OK			
Capital Works Delivery	3587	Playground Strategy Implementation - Renewal and Upgrade of	Implementation of the Playground Strategy through the design and renewal of play spaces throughout Frankston Council. This strategy is based on the categorisation of playgrounds into district, regional and local parks. 2019/20 works include: 1. Design:Fleetwood Reserve. Frankston South. Sweetwater Creek. (2004 install). Local Playground. Retain new swing set 2. Design: Fernwood Reserve Langwarrin (2006 install). Timber rot and termites. Large Local Playground Installation/Construction: 3. Sir John Monash Reserve 4. Emmily Skye reserve 5. Heritage Reserve 6. Karringal Place Playground 7. Yarralumla Reserve Playground. Instal excersise equipment for Adults and Children (Cr Mayer)	1,235,500													OK			
Capital Works Delivery	3588	Sporting Grounds - Playing Surface Renewal Programme	Rolling programme of sporting ground surface renewal, as per recommendations of condition audit of Council's playing surfaces. 2019/20 works include: Ballam South West Baxter 6 McClelland Soccer Design Lawton 2 – Design Baxter 2 – Design	1,163,000													OK			
Capital Works Delivery	3591	Frankston BMX Track	Redevelopment of the Frankston BMX track. Project to include land acquisition to accommodate redeveloped track. Planning and Design - 2019/20 Construction -2020/21	51,480													OK			
Capital Works Delivery	3592	Sporting Ground - Pitch Cover Upgrade & Renewal Programmeme	This project is for the ongoing program of renewing and upgrading Council’s sporting ground pitch covers. 2019/20 works are likely to include: - Beledere Reserve 2 - Ballam Park Multipurpose - Skye Reserve - Lloyd Park - Victoria Park • Rivieria Reserve x 2 sets	20,000													Completed			



SCHEDULE OF CAPITAL WORKS DELIVERY - 2019/20

As At End September 2019

				FULL YEAR													
Overall program for FY 2019/20				53,490,400													
Dept	Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Status
Capital Works Delivery	3593	Sporting Ground - Goal Post Replacement Programme	Replacement of Goal Posts at various reserves based on age and condition assessment. This is a major risk response initiative adopted by Council. 2019/20 works includes: - Victoria Park - Monterey Reserve	30,000													OK
Capital Works Delivery	3666	Renewal of Irrigation and Drainage Systems at Council Reserv	This project includes the design and renewal of a irrigation systems at Council reserves. The programme will replace the existing ageing and defective irrigation systems and will provide an improved playing surface for user groups. Projects under this programme are driven by irrigation condition audit results. Irrigation & or drainage works for 2019/2020: • Baxter Park Oval 1 • Baxter Park Oval 4 • Baxter Park Oval 7	200,000													OK
Capital Works Delivery	3777	Cricket Net Replacement Programme	Renewal of cricket net facilities as per Council's Cricket Net Guidelines, completed during 2014. Cricket nets meet current Cricket Victoria standards and club expectations, including • Lloyd Park – 6 lanes	277,000													OK
Facilities	4102	Overport Park - Pavilion Upgrade	New Pavilion at Overport Park Pavilion.	1,170,000													OK
Facilities	4217	Ballam Park - Soccer Pavilion	New soccer pavilion at Ballam Park to meet district level standards.	2,900,000													OK
Facilities	4221	Jubilee Park - Jubilee Netball Centre - Construction (Major P	Deevelop a Indoor multipurpose Netball Complex.	749,083													Watch List
Capital Works Delivery	4222	Centenary Park Golf Course - Masterplan Implementation	Implementation of the Centenary Park Golf Course Masterplan.	150,000													OK
Facilities	4225	RF Miles Recreation Reserve - New Pavilion	New Pavilion as a part of the redevelopment RF Miles Recreation Reserve Precint following LXRA. Redevelop existing RF miles pavilion into 2 storey multipurpose sports pavilion with an additional netball court. Design 2017/18. Construction scheduled for 2018/19 & 2019/20 Also see 2852	2,000,000													OK



SCHEDULE OF CAPITAL WORKS DELIVERY - 2019/20

As At End September 2019

				FULL YEAR														
				Overall program for FY 2019/20		53,490,400												
Dept	Project No	Project Title	Project Description	Adjusted Budget (EOY)		Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Status
Capital Works Delivery	4257	Frankston Park Oval 1 Lighting	Implementation of sports lighting (500 lux) at Frankston Park.	2,561,001														OK
Capital Works Delivery	4259	Langwarrin Netball Courts Renewal	Reconstruction of existing netball courts	280,000														OK
Capital Works Delivery	4260	Carrum Downs Oval 3 - Synthetic Surface (Major Project)	Synthetic surface implementation, major reconstruction, drainage and sports lighting.	795,545														OK
Capital Works Delivery	4276	Belvedere Reserve Upgrade	Installation of Light Poles and Upgrade to Change rooms and Sporting Infrastructure	26,000														OK
Facilities	4280	Jubilee Park - Pavilion - New - Kevin Collopy Pavilion	Re-development of Kevin Collopy Pavilion at Jubilee Park for female friendly change rooms.	150,337														OK
Facilities	4282	Monterey Reserve - Soccer Pavilion	New Soccer pavilion at Monterey Reserve.	1,321,673														Withdrawn
Capital Works Delivery	4344	Dunsterville Reserve - New Sub-Local Playground Installation	<p>New sub-local playground installation - Dunsterville Reserve</p> <p>The broad scope of design works included:</p> <ul style="list-style-type: none">• Preparation of one or more concept option plans for the design area to Council’s budget and approval.• Cost estimate of concept design and options with a 20% contingency• Preparation of drawings and technical specifications for detailed design• Bill of Quantities• Engineering certification• Equipment shop drawings and product information required for fabrication, installation and ongoing maintenance• Playground auditor fees• Public infrastructure Safety Audits including access, mobility and DDA compliance• Final cost estimate of works with a 10% contingency, and• Tender set of drawings for review by Council and allow for revisions as required.	150,000													OK	
Facilities	4355	Belvedere Reserve - Linen House - Upgrade	Repurposing Linen House for new use.	50,000														Watch List
Facilities	4357	Skye Recreation Reserve - Pavilion - Upgrade	Upgrade Amenities to provide inclusive access to participation	635,107														OK



SCHEDULE OF CAPITAL WORKS DELIVERY - 2019/20

As At End September 2019

					FULL YEAR													
				Overall program for FY 2019/20	53,490,400													
Dept	Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Status	
Facilities	4358	Pat Rollo Reserve Pavilion (Major Project)	New Pavilion proposed. Future grant funding opportunity	9,634													Not Started	
Capital Works Delivery	4360	Overport Park - Mountain Bike Track Design and Construction	Construction of mountain bike track at Overport Park.	110,000													OK	
Facilities	4361	Belvedere Bowls Club - Building Extension	Belvedere Park Bowls Club Pavilion - BelvederePark Bowls Club Extension - Bowls	600,000													Withdrawn	
Capital Works Delivery	4396	Delacombe Park Reserve - Soccer 1 - Lighting	Delacombe Park - Lighting Upgrade for Soccer Pitch and Cricke Nets	500,000													OK	
Facilities	4402	Robinsons Reserve - Furniture for Pavilion	Renewal works to include the purchase of Tables and chairs for the Robinson Reserve Pavilion	25,000													OK	
Facilities	4403	Centenary Park Golf Course - Extension to Clubhouse	Centenary Park Golf Course - Extension to Clubhouse. An Extension to the existing Club Rooms to Incorporate the Pro Shop in the same building Note Club House upgrade project Ref 1455 Councillor Sumission: Design & Costings 2019/20, Build 2020/21 Funding: Envisioned shared funding including State & Federal Grants, Club Contribution and Council Rates Establish Working Group 2018/19	75,000													OK	
Planning and Environment	4404	Baxter Park -Develop Equestrian Masterplan	Baxter Park -Develop Equestrian Masterplan in conjunction with Langwarrin Equestrian Centre.	30,000													OK	
Capital Works Delivery	4407	Ballam Park - West Oval - Upgrade - Athletics Hammer throw c	Athletics Hammer throw cage - Ballam Park Athletics Club -	75,000													OK	
Capital Works Delivery	4410	Ball Protection Fences	This program involves the installation of Ball protection fences to reduce Council's risk and damage to property and spectators.	100,000													OK	



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Capital Works Delivery	4418	Frankston Park - Reconfigure eastern end of oval	Reconfigure eastern end of oval New ball protectionfences, pathways & landsacping plus AFL camera behind goals	250,000													OK
Capital Works Delivery	4419	Frankston Park - Coaches Boxes	Replace exisiting coaches boxes, install cabling and sports lighting	50,000													OK
Facilities	4422	Carrum Bowls Club Keast Park Pavilion	Carrum Bowls Club Keast Park Pavilion - Upgrade: Project Construction - Clubroom upgrade Furniture and audio visual equipment Contingencies escalations and allowances - Project comprising: The removal of of the current shower/toilets from the former Sea Scout Space; The rwmoval of the existing male and female change rooms areas/showers and toilets; The installation of ne female toilets (3 stalls) and two change areas; The installation of uni-sex toilets (3); A new meeting room/office; The installation of a small storeroom; An extended bowls club meeting room; and, Furniture and audio visula equipment.	475,000													OK
Capital Works Delivery	4447	Lighting for Sporting Reserves	Lighting to improve safety in parks, in particular car parks, walking trails etc.	50,000													OK
Capital Works Delivery	4453	Overport Park - New - Carpark & Pathways	New Carpark and Pathways and associated works following the consruction of the new pavilion at Overport Park.	1,014,500													OK
Capital Works Delivery	4459	Lighting Design for Lawton Reserve	Design for sports Lighting for Pitch- 1 & 5, Upgrades for Pitch 2 and Car Park Lighting at Lawton Reserve Scope of lighting design is - • Soccer Pitch- 1 • Soccer Pitch- 2 (Upgrade existing lighting) • Soccer Pitch- 5 • Car Park Lighting	50,000													OK



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Capital Works Delivery	4473	RF Miles Recreation Reserve - Reconstruction	Reconstruction of oval and surrounding precinct as a part of the RF Miles Recreation Reserve Precinct redevelopment following LXRA. Features of the proposed reserve improvements include: o Oval reinstatement (excludes works related to its upgrade to meet senior AFL standards) o New playground o Shared user path, retaining wall, fencing and landscaping o Bus stop on railway parade • Delivered by Council: o Contribution to upgrade of oval to meet senior AFL standards o New oval lighting, scoreboard and coaches box and ball protection fence o New netball court including lighting and storage and cricket nets o Additional way finding signage, some fencing, landscap	347,000													OK
Capital Works Delivery	4476	Centenary Park Golf Course Irrigation Upgrade	Centenary Park Golf Course - Implementation of Irrigation upgrade in accordance with the Recommendations in the Centenary Park Golf Course Irrigation Report Nov 2018 . Year 1 19/20 Implement stage 1 of the plan: • Replace multicores control cable with 2 core cable installed in conduit • Replace controller with a decoder based, user friendly, mobile accessible, multi user and feature enhance controller. • Install master valve • Install flow sensor • Replace solenoid valves with new solenoid valve assemblies • Install automatic storage fill/shut off capacity with visual/mobile phone alerts. • Undertake survey to accurately record the location of the new assets.	290,000													OK
Engineering Services	4482	Linen House Carpark - Planning & Conceptual Design	Linen House Carpark - Planning & Conceptual Design	20,000													OK
Facilities	4483	Centenary Park Golf Course Security Upgrade and New Shed	Centenary Park Golf Course Security Upgrade and New Shed • Improved site security – presently the only lock on the main gate is a B-lock. It is proposed to bring security arrangements here to an appropriate standard for a Council facility and implement swipe security of the gate and CCTV of the compound which houses significant investment in plant and equipment. • Structures – a number of structures have been removed at the course depot using existing operational accounts, however the one existing shed is not adequate for the course's plant and equipment needs.	70,000													OK



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Capital Works Delivery	4484	Overport park - Frankston Dolphins New Netball Courts	Overport park - Frankston Dolphins New Netball Courts: Design and Construction. Design of 2 courts and contruction of one following community consulation.	35,000													Not Started	
Capital Works Delivery	4493	Robinsons Park - Baseball Softball 1 - Lighting - New lighti	Robinsons Park - Baseball Softball 1 - Lighting - New lighting	185,000													OK	
Capital Works Delivery	4494	Lawton Reserve - Upgrade of Substation and Lighting for Pitc	Upgrade of Substation and Lighting for Oval	375,000													OK	
Capital Works Delivery	4495	Parks Auxillary Programme	Installation of 2 coaches boxes at kananook Reserve	20,000													OK	
Capital Works Delivery	4497	Lloyd Park Netball Court Shelters	Installation of 2 shelters at Langwarrin netball Facility	25,000													OK	
Capital Works Delivery	4498	Sandfield Reserve Skatepark - upgrade	Upgrade Sandfield Reserve Skatepark	200,000													OK	
Facilities	4500	Lloyd Park Senior Pavilion	Concept Design for the Lloyd Park Senior Pavilion	80,000													OK	
Smart Cities Infrastructure																		
Community Safety	3089	Installation of CCTV cameras	As part of the Safer Streets Programme & Community Crime Prevention. Funding for CCTV cameras for Belvedere Shops, Frankston Foreshore and CAA.	100,000													OK	



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Community Safety	4429	Safe City Surveillance System - CCTV Camera Renewal Program	Replacement of current system, as well as increasing the number of fixed cameras within the Municipality. Due to the life span of the cameras of approximately 5 years and the constantly changing technology.	40,000													OK
Capital Works Delivery	4430	Ticket Machine Replacement Programme	Ticket Machine Replacement Program	20,000													OK
Sustainability Initiatives																	
Facilities	4405	Delacombe Park Reserve - Solar PV: Delacombe Park Football/C	Installation of a 4kW solar power system to improve the environmental performance of a Council facility and reduce the tenant/s electricity use/costs and emissions. May require additional roof assessment.	12,000													OK
Facilities	4406	Yamala Reserve - Solar PV: Yamala Park Bowling Clubhouse	Installation of a 5kW solar power system to improve the environmental performance of a Council facility and reduce the tenant/s electricity use/costs and emissions. Additional roof assessment may be required.	13,000													OK
Facilities	4433	Frankston Arts Centre (internal lighting) - various lamp upg	The project is for the supply and installation of energy efficient and long-lasting Light Emitting Diodes (LED) lighting technology to Council facilities, to replace inefficient fluorescent lamps. The scope of works includes preparing and issuing a RFQ for the works, evaluation and selection of the contractor, meetings with key stakeholders, undertaking an assessment and where viable, making an application to the Victorian Government for a financial rebate (under the Victorian Energy Upgrade program), supply and installation of the lighting, as well as disposal or re-use of the existing lighting. Lighting upgrades will be completed for: - Frankston Arts Centre (internal lighting and car park)	20,000													OK
Facilities	4434	Frankston Arts Centre (car park lighting) - T8 lamp upgrades	Frankston Arts Centre (car park lighting) - T8 lamp upgrades to LEDs - Lighting upgrades - Facilities	16,000													OK



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Facilities	4435	Meals on Wheels - T8 lamp upgrades to LEDs	The project is for the supply and installation of energy efficient and long-lasting Light Emitting Diodes (LED) lighting technology to Council facilities, to replace inefficient fluorescent lamps. The scope of works includes preparing and issuing a RFQ for the works, evaluation and selection of the contractor, meetings with key stakeholders, undertaking an assessment and where viable, making an application to the Victorian Government for a financial rebate (under the Victorian Energy Upgrade program), supply and installation of the lighting, as well as disposal or re-use of the existing lighting. Lighting upgrades will be completed for: - Meals On Wheels (T8 Lamp Upgrades)	5,000													OK
Facilities	4436	Ebdale Community Hub and Information Centre - various lamp u	The project is for the supply and installation of energy efficient and long-lasting Light Emitting Diodes (LED) lighting technology to Council facilities, to replace inefficient fluorescent lamps. The scope of works includes preparing and issuing a RFQ for the works, evaluation and selection of the contractor, meetings with key stakeholders, undertaking an assessment and where viable, making an application to the Victorian Government for a financial rebate (under the Victorian Energy Upgrade program), supply and installation of the lighting, as well as disposal or re-use of the existing lighting. Lighting upgrades will be completed for: - Ebdale Community Hub and Learning Centre	19,000													OK
Facilities	4438	Karingal Place Neighbourhood Centre - 8kW solar system	Karingal PLACE Neighbourhood Centre - 8kW solar system (additional to existing 2 kW array) - Solar power photovoltaic (PV) installations	10,000													OK
Engineering Services	4439	Renew 6,996 T5 (30.5W) street lights to 17W LED lights.	The scheduled replacement of street lights on minor roads in Frankston City is scheduled for 2019 by local distributor United Energy. The project includes the bulk upgrade of these street lights from energy inefficient T5 fluorescent technology to energy efficient Light Emitting Diodes (LEDs). The scope of works includes further consultation with the Municipal Association of Victoria (MAV) and United Energy to inform the project plan and tender requirements and options, preparation of the tender documents, a public tender process, supply and installation of approximately 6,996 T5 (30.5 watt) street lights with LED (17 watt) street lights. The scope may include Council storing the LED street lights and providing access to the contractor to collect and transport the lights to the sites as	725,000													OK



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Operations	4462	Water sensitive Urban Design (WSUD)	<p>This project enables funding to be allocated within each year of Council’s CW program and Long Term Infrastructure Plan to ensure opportunities for Water Sensitive Urban Design (WSUD) treatments are incorporated into Council projects (e.g. streetscapes, public open spaces, road and car parking projects).</p> <p>The scope of works include prioritising the project/s for the additional funding, the design and construction of the WSUD asset (e.g. raingarden, swale) and promotional work (e.g. media opportunites) to raise awareness and understanding about the benefits of stormwater treatment through WSUD.</p> <p>The preferred site in 2019-20 for this project is the Frankston Metropolitan Activity Centre (FMAC) beautification works that will be undertaken in conjunction with the Victorian Government. Should</p>	50,000													OK
Urban Revitalisation																	
Facilities	1987	Fit-Out of the Frankston Yacht Club	Upgrade works to Cladding of Yacht Club	100,000													OK
CAA Development	4017	Ross Smith Avenue East Upgrade	Upgrade includes new street furniture, paving, street lighting, street trees and garden beds.	26,891													OK
Capital Works Delivery	4194	Coastal Safe Boat Refuge	Construction of a Safe Boat Refuge	126,188													OK



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Capital Works Delivery	4244	Boulevards & Gateway Treatments	Tree planting to create consistent tree lined Boulevards and Gateway development: including Nepean Highway - Gateway Development - Nepean Highway at Oliver's Hill Fletcher Road - Gateway Development - at Roundabout Moorooduc Highway - Gateway Development - at Mountain Avenue Cranbourne Road - Gateway Development - At Frankston Freeway Nepean Highway - Gateway Development - Nepean Highway at Eel Race road Golf Links Road - Gateway Development - Golf Links Road at Peninsula Link Nepean Highway - Gateway Development - Nepean Highway at Mile bridge Cranbourne-Frankston Road and Dandenong-Hastings Road - Gateway Development Frankston-Dandenong Road - Gateway Development -At Thompsons Road Nepean Highway - Gateway Development - Nepean Highway and Fletcher Road Davey Street and Playne Street -	130,000													OK
Capital Works Delivery	4348	Shopping Strip Aesthetics Upgrade	Shopping Strip Aesthetics Upgrade Beach Street, Railway Parade, Monterey Blvd & Excelssior Drive	180,000													Not Started
Capital Works Delivery	4385	Pier Illumination and Improvements	Concept Design for Illumination of Bridge Piers along Kananook Creek.	10,000													OK
Facilities	4420	Frankston Coast Guard	Frankston Volunteer Coast Guard's building.	50,000													OK
Capital Works Delivery	4463	Retaining Wall Renewal Programme	Renewal of retaining Walls	200,000													OK
Capital Works Delivery	4468	Frankston North Gateway Development - Excelsior Drive	Development of improved gateway entry treatment to provide a welcome to Frankston North at Excelsior Drive	30,000													OK
Capital Works Delivery	4469	Frankston North Gateway Development - Monterey Boulevard	Development of improved gateway entry treatment to provide a welcome to Frankston North at Monterey Boulevard	30,000													OK
Capital Works Delivery	4470	Frankston North Gateway Development - Forest Drive	Development of improved gateway entry treatment to provide a welcome to Frankston North at Forest drive	30,000													OK



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Capital Works Delivery	4471	Frankston North Gateway Development - Dandenong Rd	Development of improved gateway entry treatment to provide a welcome to Frankston North at Dandenong Rd tree plantings & strip	30,000													OK
Capital Works Delivery	4472	Gateway Development - McClelland Gallery and Peninsula Link	Gateway Development - McClelland Gallery and Peninsula Link	0													Withdrawn
Capital Works Delivery	4492	Seaford Foreshore Illumination Lighting	Seaford Foreshore Illumination Lighting	70,000													OK
Waste Management																	
Recycling Services	3087	Litter Bin Replacement Programme - Throughout Municipality	Annual replacement program of litter bins throughout the city.	25,000													OK
Recycling Services	3579	Frankston Tip Risk Management Strategy Implementation	Rehabilitation of closed landfill cells at McClelland Drive in accordance with EPA requirements. Work includes vegetation rehabilitation as prescribed by recommendations from the Landfill Situational Analysis.	145,281													OK
Facilities	4392	E Waste Shed	New Storage shed for FRRRC	180,000													OK
Recycling Services	4432	FRRRC Waste Facility	Upgrade works at the Frankston Regional Recycling and Recovery Centre <ul style="list-style-type: none">Concrete surface upgrade for operations pit and surrounding access roadsNoise minimisation barrier for north-east corner	50,000													OK

Executive Summary**12.13 Frankston City Strategic Homelessness Alliance**

Enquiries: (Tim Bearup: Community Development)

Council Plan

Community Outcome:	2. Liveable City
Strategy:	2.3 Health and Well-being
Priority Action	2.3.5 Adopt a Health and Wellbeing Plan 2017-2021

Purpose

To brief councillors on the status of the Frankston City Strategic Housing and Homelessness Alliance (Alliance), and seek endorsement for its Memorandum of Understanding (MOU) (Attachment 1) and 5-Year Strategic Plan (Attachment 2).

Recommendation (Director Community Development)

That Council:

1. Notes the update on the Frankston City Strategic Housing and Homelessness Alliance (Alliance);
2. Endorses Council as a signatory to the Alliance Memorandum of Understanding (MOU) (Attachment 1);
3. Endorses the 5-Year Strategic Plan (Attachment 2); and
4. Supports engaging and maintaining communication and involvement of volunteer groups supporting people experiencing homelessness.

Key Points / Issues

- On 23 September 2017 NOM 1340 was carried unanimously by Council.

That Council:

1. *Notes the update provided in this report on the response to NOM 1340 – Frankston Homelessness Count;*
 2. *Notes the Victorian Government funding committed to Frankston City to establish two new rough sleeper response teams (Assertive Outreach and Housing Support) as part of the delivery of Victoria's Homelessness and Rough Sleeping Action Plan; and*
 3. *Notes Council's ongoing collaboration, advocacy and coordination with the homelessness sector in the municipality, including the establishment of the Frankston City Strategic Homelessness Alliance.*
- The inter-agency Frankston City Strategic Housing and Homelessness Alliance (Alliance) is in alignment with the aforementioned NOM and is seeking to establish a non-binding Memorandum of Understanding (MOU) and 5-Year Strategic Plan.
 - The purpose of the Alliance MOU is to formalise and strengthen the working partnerships between the sector stakeholders, and agencies with the power to influence positive homelessness outcomes in Frankston through a shared agenda and joined up approach.
 - Upon Council endorsement, the MOU and 5-Year Strategic Plan will be signed by the Chief Executive Officers (or delegated representatives) of all participating organisations, including Council, in order to retain membership with the Alliance.

12.13 Frankston City Strategic Homelessness Alliance**Executive Summary**

- The 5-Year Strategic Plan articulates a shared blueprint for how the Alliance will work to improve housing and homelessness outcomes in the municipality over the next five years.
- The MOU and Strategic Plan (Attachments A and B) will have been reviewed and by most of the other Alliance members prior to the OM, however, it has been noted there may be some minor changes.
- It should be noted that the Alliance has changed its name from the Frankston City Strategic Homelessness Alliance, to include 'housing' in recognition of its planned advocacy work to increase access and provision of social and affordable housing as a means of alleviating homelessness.
- It should also be noted that there are a number of volunteer groups endeavouring to support people experiencing homelessness. It is proposed a communication plan and 2 forums per year be organised to ensure inclusion of these groups in the broader strategy.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are financial costs in relation to the 5-year Strategic Plan, however, these costs will be accommodated within existing operational budgets. Additional funds will be sought through Alliance advocacy.

Consultation**1. External Stakeholders**

The MOU was developed with the input from Peninsula Community Legal Centre CEO Jackie Galloway and Council's Director Community Development, Dr Gillian Kay, as well as input from all Alliance Members. All Alliance members have also been involved in developing the 5-Year Strategic Plan

Alliance Members include: Salvation Army Homelessness - Frankston; Launch Housing; Neami National; YSAS; WAYYS; Community Support Frankston; Bolton Clarke; Peninsula Health; Peninsula Community Legal Centre; Regional Southern Homeless Network; Mentis Assist; Melbourne City Mission; White Lion; and Council.

Please note that Department of Health and Human Services attends meetings.

2. Other Stakeholders

Document content has been reviewed by Council's Legal Officer.

Executive Officers from all Alliance member agencies were briefed on the final draft of the MOU and 5-Year Strategic Plan at the Alliance meeting on 7 October 2019, and in-principal agreement is currently being sought.

12.13 Frankston City Strategic Homelessness Alliance**Executive Summary****Analysis (Environmental / Economic / Social Implications)**

The Alliance aims to increase municipal capability to influence positive outcomes for a service system struggling with the pressures of homelessness in Frankston.

Through signing on as an Alliance member, Council has the benefit of achieving a return which exceeds our initial investment due to the collective impact model being used.

It is anticipated that endorsement of the MOU and 5-Year Strategic Plan will:

- Ensure agreement from all partner agencies about what will be done as the focus of collective impact.
- Deliver improvements in homelessness sector through coordinated service delivery.
- Enable coordinated homelessness system level advocacy in the municipality.
- Improve housing and homelessness outcomes in the municipality.

Other areas adopting this 'Alliance' approach and achieving outcomes include the H3 Wyndham Alliance, which successfully advocated for \$15 million in homelessness funding for the City of Wyndham; and the Northern and Western Homelessness Networks (NWHN) generating significant media attention through the 'A Crisis in Crisis Campaign' across the north/west Melbourne metropolitan corridor.

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

Signatories to the MOU and 5-Year Strategic Plan are legally non-binding. As such there are no legal ramifications associated with Council becoming a signatory to these documents.

Policy Impacts

Establishing the Alliance arose as an action of the Council-endorsed Municipal Health and Wellbeing Plan 2017-2021.

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 development of the Alliance will enable a collective impact approach to address the underpinning issues surrounding homelessness. It gives Council, and all Alliance members, increased political leverage to advocate and plan for improved housing and service outcomes for homelessness in Frankston.

The MOU and Strategic Plan facilitates an active shared approach to addressing the issue of housing and homelessness which is a sensitive and often highly politicised issue in the municipality.

12.13 Frankston City Strategic Homelessness Alliance**Executive Summary****Conclusion**

Council has played a leadership role in forming the Alliance. The MOU and 5-Year Strategic Plan, once endorsed, will facilitate a coordinated short, medium and long-term approach to systemically reducing homelessness in Frankston City.

ATTACHMENTS

Attachment A: [!\[\]\(3e2231b1ad3ca8da8658228c00dd08e0_img.jpg\)](#) Memorandum of Understanding

Attachment B: [!\[\]\(5361750c22c4e047a52f4eac1ec2d4cc_img.jpg\)](#) Strategic Plan Version 7 - Final

**12.13 Frankston City Strategic Homelessness Alliance
Officers' Assessment****Background**

- The Alliance was established in December 2018 in response to the identified need to prevent and alleviate homelessness pressures in the municipality, and brings together senior representatives from the housing and homelessness sectors to inform local planning and advocacy.
- Aware of the state government's favourable stance toward alliance driven advocacy, the Community Strengthening department began engaging with the senior homelessness sector representatives within the municipality in 2018 to ascertain the level of interest in establishing a Frankston City Strategic Housing and Homelessness Alliance, to focus on sector-wide strategic advocacy and action to improve homelessness outcomes in the municipality.
- There was sufficient interest from the homelessness sector to host a preliminary Alliance meeting in December 2018, where a draft Terms of Reference (TOR) was presented. Representatives were very favourable to the establishment of an Alliance, however expressed a preference for a MOU rather than the TOR to guide the undertakings of the Alliance in moving forward.
- During 2019, a series of externally facilitated visioning workshops were held for the Alliance to assist with the forming process for its shared vision, common agenda, shared actions and advocacy.
- In driving the establishment of the Alliance, Council has committed to holding the position of Chair for the first 12 months, while the group is forming, and secretariat throughout (ongoing).
- The MOU articulates the vision and purpose of the Alliance, and clarifies the commitments of Alliance members to ensure the full support of the organisations to participate in a coordinated approach to reducing rough sleeping and homelessness in Frankston City.
- The 5-Year Strategic Plan outlines the Alliance's blueprint for action, enhancing local service coordination to expand the municipality's collective capacity to reduce homelessness.

Issues and Discussion

Not forming an Alliance could result in the status quo in terms of capacity to deliver suitable housing and homelessness responses, however in forming this Alliance in Frankston City puts the municipality in a strong position to effectively coordinate and advocate to deliver significant improvements in the municipality.

The State Government is supportive of agencies mobilising to deliver collective action to improve housing and homelessness outcomes.

Not signing the MOU and 5-Year Strategic Plan precludes Council from being a member of the Alliance.

Options Available including Financial Implications

That Council endorse the Frankston City Strategic Housing and Homelessness Alliance by becoming a signatory to the MOU and Alliance 5-Year Strategic Plan.

There are no financial implications associated with the report (managed within existing resources).

Frankston City Strategic Housing and Homelessness Alliance Memorandum of Understanding – draft



opportunity >> growth >> lifestyle

This is a non-binding Memorandum of Understanding ('MOU') which establishes the framework within which the member organisations will collaborate, to systematically address the barriers and risk factors associated with lack of affordable and suitable housing and homelessness in Frankston City.

1. Background

In response to the continued pressures and emerging gaps in the housing sector the Frankston City Council Health and Wellbeing Plan 2017-2021 has proposed that Council establish a strategic housing and homelessness alliance which brings together senior representatives from the housing and homelessness support sector to inform local planning and advocacy.

The Frankston City Strategic Housing and homelessness Alliance ('Strategic Alliance') is represented by all key services with a commitment to alleviating homelessness in the Frankston City municipality ('Frankston City'). Together, the Strategic Alliance will develop and drive a shared agenda for improving, aligning, and expanding the capacity of Frankston's housing and homelessness service system to better respond to the increasing pressures of homelessness in the municipality.

Rough sleeping and other forms of homelessness is an increasing issue in Frankston City requiring a sophisticated and coordinated approach along with new innovative solutions to meaningfully reverse. The Strategic Alliance will form a coalition of change to systemically address the barriers and risk factors associated with homelessness in Frankston City with the intention of reducing homelessness towards zero.

2. Purpose

To strive toward ending homelessness in Frankston City.

3. Vision

Every Frankston City resident will have access to affordable and suitable accommodation.

4. Strategic outcomes

- 4.1 Successful place-based approaches to eliminate homelessness.
- 4.2 Frankston residents have access to appropriate and affordable housing.

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5. Strategic Approach

Our strategic approach to achieve the outcomes includes but is not limited to:

- 5.1 Developing an evidence based 5-Year Strategic Plan and advocacy framework.
- 5.2 Raising awareness of the emerging trends, issues and factors contributing to homelessness.
- 5.3 Expanding the capacity of the housing and homeless service sectors to effectively respond to and reduce homelessness.
- 5.4 Enhancing planning controls and partnerships to increase social and affordable housing.
- 5.5 Exploring 'Shared Value' opportunities to increase resourcing.

6. Representation

As a group focussed on high level, strategic and long term system strengthening for the Housing and Homelessness sector, the Strategic Alliance will be represented by senior leaders, influencers, and key decision makers from all relevant services and organisations with a stake in improving the state of housing and homelessness in Frankston City.

7. Members

Member organisations will provide representation with management delegation to enable decisions and commitments to be made on behalf of their agencies/organisations. Members include:

Frankston City Council	Director Community Development (Chair) Manager Community Strengthening Manager Planning and Environment Manager Community Safety Social and Community Planning (Secretariat)
Southern Homelessness Network	Regional Coordinator Homelessness
The Salvation Army Homelessness - Frankston	Manager-Homelessness & Support Services, Peninsula
WAYSS	Executive Manager
YSAS	General Manager
Community Support Frankston	Manager
Bolton Clarke Homeless Persons Program	Manager
Peninsula Community Legal Centre	Chief Executive Officer

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Outreach Services, Peninsula Health	Team Leader
Mentis Assist	Chief Executive Officer
Melbourne City Mission	Senior Manager
Launch Housing	General Manager
Neami National	Southern Regional Manager
White Lion	Southern Regional Manager

The Strategic Alliance may co-opt members where annual priorities or special projects require the involvement of particular organisations or sectors.

8. Roles and responsibilities

The Responsibilities of the Strategic Alliance include:

- 8.1 Chief Executive and/or Board Chair authorisation is required (via signatures below) of all member organisations of the Strategic Alliance.
- 8.2 In signing this MOU member organisations commit to contributing as required.
- 8.3 Member organisations will commit to contributing to the design, delivery and implementation of the Strategic Alliance's 5-Year Strategic Plan.
- 8.4 Each organisation will establish internal mechanisms to enable their representative(s) to effectively participate in and make decisions regarding directions of the Strategic Alliance.
- 8.5 Member organisations can nominate a delegate to attend the meetings on the understanding that the delegate is authorised to make decisions on behalf of the Member organisation.
- 8.6 As far as possible the same representatives will attend the Strategic Alliance meetings to ensure continuity and consistency in the operations of the Strategic Alliance.

9. Meetings /Procedures

- 9.1 Chair function will rotate on an annual basis.
- 9.2 The Strategic Alliance will meet bi-monthly.
- 9.3 Meetings will not exceed two hours in duration, except by agreement.
- 9.4 Special meetings to be organised via the Chair/Secretariat as required.
- 9.5 A meeting quorum will comprise 7 members.
- 9.6 Attendance will be in person or video conference/conference call.
- 9.7 Minutes shall be taken and distributed within 14 days of a meeting.
- 9.8 Agendas will be distributed a week before a meeting.
- 9.9 Secretariat function will be the responsibility of Council throughout and include:
 - 9.9.1 Developing an annual timetable of meetings
 - 9.9.2 Setting advance agendas in consultation with members and circulating five working days in advance of the meeting
 - 9.9.3 Taking minutes of meetings outlining key actions and circulating to members

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- 9.9.4 Maintaining and circulating an updated membership list
- 9.9.5 Initiating an annual review of the effectiveness of the Partnership

10. Conflict of Interest

The Chair will call for any potential conflicts of interest to be declared at the commencement of each meeting, and will ensure that any declared conflict of interest, and the actions taken to manage the conflict, are recorded in the minutes of the meeting.

11. Decision Making

- 11.1 Special meetings to be organised via the Chair/Secretariat as required.
- 11.2 The Strategic Alliance will follow a consensus decision making model.
Strategic Alliance decisions can be made during meetings or out of session via circular resolution.
- 11.3 When agreement cannot be reached, the Chair will determine the preferred course of action between the options presented.

12. Privacy

- 12.1 Unless expressly authorised in writing or required by law, members of the Strategic Alliance will not disclose confidential information to any third party, without explicit consent.
- 12.2 Members of the Strategic Alliance acknowledge that information shared at meetings may include personal, sensitive and health information of individuals. All members of the Strategic Alliance are committed to handling information in accordance with the applicable privacy laws.

13. Ceasing Membership

Membership is deemed to have ended when a letter of resignation has been tendered by the organisation and/or there has been an unexplained absence for three consecutive meetings.

14. Governance

The Strategic Alliance will be managed through the MOU, Strategic Plan and meeting procedures (see section 9). The meeting venue and secretariat function is to be provided by Frankston City Council.

15. Amendment, modification and variation

This MOU is effective upon formal endorsement by the Strategic Alliance members' organisations and may be amended, varied or modified in writing.

16. Grievances

In the event of any unresolved matter or dispute, the parties will be encouraged to discuss the matter and attempt to resolve it as soon as possible. If the parties are unable to resolve the dispute individually, the parties may then agree to hold a meeting in the presence of a mediator. The Strategic Alliance may nominate a representative to be invited to assist in facilitating the decision of an

acceptable mediator. All parties must agree to the mediator. All parties must be given reasonable opportunity to be heard and ensure that natural justice is accorded.

17. Attachments

- 5-Year Strategic Plan
- Strategic Alliance member contact list

18. Review of MOU

The MOU will be reviewed annually.

19. Execution Page

We the undersigned as members of the Frankston City Strategic Housing and Homelessness Alliance are committed to the delivery of Strategic Alliance objectives to reduce homelessness in the Frankston City municipality to zero, and to fulfil our obligations under the 5-Year Strategic Plan of the Strategic Alliance.

Signed for Frankston City Council by its authorised representative:	Signature of authorised representative Name and position title of authorised representative
Signed for Southern Homelessness Network by its authorised representative:	Signature of authorised representative Name and position title of authorised representative
Signed for The Salvation Army Homelessness - Frankston by its authorised representative:	Signature of authorised representative Name and position title of authorised representative
Signed for WAYSS by its authorised representative:	Signature of authorised representative Name and position title of authorised representative

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Signed for YSAS by its authorised representative:	Signature of authorised representative Name and position title of authorised representative
Signed for Community Support Frankston by its authorised representative:	Signature of authorised representative Name and position title of authorised representative
Signed for Bolton Clarke by its authorised representative:	Signature of authorised representative Name and position title of authorised representative
Signed for Peninsula Community Legal Centre by its authorised representative:	Signature of authorised representative Name and position title of authorised representative
Signed for Outreach Services, Peninsula Health by its authorised representative:	Signature of authorised representative Name and position title of authorised representative
Signed for Mentis Assist by its authorised representative:	Signature of authorised representative Name and position title of authorised representative
Signed for Launch Housing by its authorised representative:	Signature of authorised representative

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	Name and position title of authorised representative
Signed for Neami National by its authorised representative:	Signature of authorised representative Name and position title of authorised representative
Signed for Melbourne City Mission by its authorised representative:	Signature of authorised representative Name and position title of authorised representative
Signed for Whitelion by its authorised representative:	Signature of authorised representative Name and position title of authorised representative

Frankston Strategic Homelessness Alliance – Strategic Plan (FINAL DRAFT). Updated 7 October 2019

Domain	HOMELESSNESS				
Outcome 1	<i>Successful place-based approaches to eliminate homelessness</i>				
Sub-Outcome 1.1	Shared understanding of the number and nature of homelessness in Frankston City				
Indicators	The development of the baseline data to be established by March 2020.				
	The development of the coordinated Frankston homelessness data in Frankston by December 2019.				
	Publication of agreed point-in-time Frankston homelessness sector data by May 2020.				
	Review of the accuracy of point-in-time homelessness data in Frankston by October 2021.				
	Improved understanding of the nature and risk factors of homelessness by October 2021.				
OUTPUTS		INPUTS	TIMELINES	LEAD	Contributors
1.1.1. Literature review		Resources Research literature	Year 1	Council (Community Strengthening)	Alliance (All)
1.1.2. Frankston City Data Homelessness and Affordable Housing Dictionary		Homelessness data map Service data Information sharing protocol (1.2.2)	Year 1	Council (Community Strengthening)	Alliance (All)
1.1.3. Frankston rough sleeper street count (subject to DHHS funding)		Resources (specialist) Implementation Plan	Year 1-2	Launch Housing	Alliance (All)
1.1.4. Frankston Homelessness Discussion Paper		Resources Data review Literature review Case studies Client consultation	Year 2	Council (Community Strengthening)	Alliance (All)

Frankston Strategic Homelessness Alliance – Strategic Plan (FINAL DRAFT). Updated 7 October 2019

Domain 1	HOMELESSNESS				
Outcome 1	<i>Successful place-based approaches to eliminate homelessness</i>				
Sub-Outcome 1.2	Person-centred, coordinated and responsive homelessness approaches				
Indicators	Availability and use of monthly Frankston homelessness sector level data by October 2020.				
	Alliance review increase (by number) of homeless clients achieving housing outcomes in Frankston on a quarterly basis.				
	Number and percentage of By-Name List priority clients successfully housed within 3-6 months of inclusion on the list.				
	Number and percentage of clients assisted through a homelessness service coordination model in Frankston compared to baseline.				
	Functional Zero model operational in Frankston City by 2024.				
OUTPUTS		INPUTS	TIMELINES	LEAD	Contributors
1.2.1 Agreed best practice operator models including collaborations, integrated service delivery, referral pathways, co-funding etc. to streamline sector homelessness response in Frankston (as an annexure to MOU)		Resources (specialist) Service Coordination	Year 1	PCLC	Alliance (All)
1.2.2 Homelessness Information Sharing Protocol		Service coordination Resources	Year 1	Council	Salvation Army
1.2.3 Coordinated 'By-Name List'		Service agreement (1.2.1) Information Sharing protocol (1.2.2) Service Coordination Resources (specialist)	Year 1-2	Launch Housing and NEAMI	Salvation Army
1.2.4 Functional Zero approach within Frankston		Implementation Plan Enabling operational environment Service Coordination Operational funding	Year 1-5	Launch Housing and NEAMI	Salvation Army

Frankston Strategic Homelessness Alliance – Strategic Plan (FINAL DRAFT). Updated 7 October 2019

	Resources (specialist)			
1.2.5 Best practice models for supported outreach programs in rooming houses	Resources (specialist) Operational funding	Year 3-5	PCLC and NEAMI	Salvation Army
1.2.6 Inter-sectoral pilot for dual diagnosis homeless clients	Resources (specialist) Multi-sector model design to reduce homelessness.	Year 3-5	Launch / NEAMI	Salvation Army, Peninsula Health
Domain 1	HOMELESSNESS			
Outcome 1	<i>Successful place-based approaches to eliminate homelessness</i>			
Sub-Outcome 1.3	Sustainable, effectively resourced homelessness system			
Indicators	Ratio achieved for State Government homelessness funding between Frankston City and Greater Melbourne Metropolitan, and comparative areas relative to need by 2024.			
	Quarterly reporting on improved ratio of the number of staff to the number of people assisted by 2024.			
OUTPUTS	INPUTS	TIMELINES	LEAD	Contributors
1.3.1 Environmental scan/sector parity mapping to determine homelessness response capabilities including <i>funding allocations</i> (by fed/state), and <i>funding disbursement</i> (by org's).	Resources (specialist) Funding, Sector and Service data Frankston Homelessness Service gap analysis HEFF / PRAP / AOF funding review	Year 1-2	Ruth Gordon?	Salvation Army CHP?
1.3.2 Leveraged resources, funding and programs (of other sectors to build sustainability and effectiveness of the homelessness system)	Resources (specialist) Collaboration Referral system	Year 2-5	Salvation Army	Alliance (All)

Frankston Strategic Homelessness Alliance – Strategic Plan (FINAL DRAFT). Updated 7 October 2019

Domain 1	HOMELESSNESS				
Sub-Outcome 1.4	Key decision-makers champion the Frankston City housing and homelessness agenda				
Indicators	Number of engagements with Members of Parliament, Ministers and key decision makers by 2024.				
	Advocacy Plan implemented for improved outcomes in homelessness in Frankston by 2024.				
	Increase in funds invested in the Frankston Homelessness sector by 2024.				
OUTPUTS		INPUTS	TIMELINES	LEAD	Contributors
1.4.1 Ratified Frankston City Strategic Alliance MOU		Alliance member endorsement and signatories of MOU	Year 1 (December 2020)	Council, PCLC	Alliance (All)
1.4.2 Alliance endorsement of member submission to the Parliamentary Enquiry into Homelessness for Frankston homelessness sector		Letter of endorsement	Year 1 (January 2020)	PCLC	Council
1.4.3 Walk in My Shoes Campaign (or similar) championed by Alliance CEO's, FCC Councillors and Local Members of Parliament.		Campaign specialists	Year 1 (August 2020)	Council	Sub-Committee
1.4.4 Development of an Alliance Advocacy Plan for the Frankston homelessness sector		Resources (specialist) Homelessness and service system data	Year 1-2	Council	Alliance (All)
1.4.5 Advocacy for renewal of State Government Rough Sleeper Response Taskforce commitments beyond 2020		Advocacy (specialist/senior)	Year 2	Council, Sub-Committee	Alliance (All)
1.4.6 Advocacy Plan to engage State and Federal Government Ministers, Commissioners, and Members of Parliament to alleviate housing		Advocacy (specialist/senior)	Year 2-3	Council, PCLC	Sub-Committee

Frankston Strategic Homelessness Alliance – Strategic Plan (FINAL DRAFT). Updated 7 October 2019

	and homelessness pressures in Frankston City.				
1.4.7	Identification of Shared Value partnership opportunities to people benefit people experiencing homelessness (TBC)	Advocacy (specialist/senior) Discussion Paper	Year 2-5	Council	Sub-Committee
1.4.8	Advocacy for crisis housing response to meet the needs of the Frankston population (including different cohorts)	Resources (specialist) Alternative Secure Options Paper (2.2.4)	Year 1-5	Council	Alliance (All)
Outcome 2	<i>Frankston residents have access to appropriate and affordable housing</i>				
Sub-Outcome 2.1	Appropriate levels of social and affordable housing in new developments				
Indicator	Increase in social housing as a percentage of all housing in Frankston from 3.7% to 6% by 2030.				
	Increase in affordable housing as a percentage of all housing in Frankston from 9% to 15% by 2030.				
	Increased diversity of social and affordable housing stock to meet housing demand by 2024.				
	Increased number of transitional properties in Frankston by 2024.				
	Achieve a 15% allocation of social and affordable properties in all new 20+ multi-dwelling developments by 2024.				
OUTPUTS		INPUTS	TIMELINES	LEAD	Contributors
2.1.1. Housing Needs Assessment		Resources (Town Planning specialist)	Year 1	Council	Sub-Committee (as applicable)
2.1.2. Endorsed SHIP Project Proposal (by Council)		Resources (Town Planning specialist)	Year 1	Council	Sub-Committee (as applicable)
2.1.3 Frankston City Council <i>Affordable Housing Strategy</i>		Resources (Town Planning specialist)	Year 1-2	Council	Sub-Committee (as applicable)

Frankston Strategic Homelessness Alliance – Strategic Plan (FINAL DRAFT). Updated 7 October 2019

2.1.4 Affordable and Social Housing Advocacy Plan	Resources (specialist/senior)	Year 2-3	Council	Alliance (All)
2.1.5 Public/Private/Not-for-Profit Residential Development Partnerships	Resources (specialist/senior) SHIP program	Year 2-5	Council	Sub-Committee
Domain 2	HOUSING			
Sub-Outcome 2.2	Increased access to social and affordable housing stock.			
	Reduced Priority One public housing wait lists in Frankston by 2024.			
	Reduced average tenancy duration for Transitional Housing properties in Frankston from 2+ years by 2024.			
	Increased diversity of alternative secure shelter options in Frankston by 2024.			
OUTPUTS	INPUTS	TIMELINES	LEAD	Contributors
2.2.2 Draft Local Law to register unoccupied properties to fund operational management of crisis housing	Legal advice Resources (specialist)	Year 1	Council	Sub-Committee (as applicable)
2.2.3 Short term accommodation local law	Legal advice Resources (specialist) SHSN Rooming House Summit Outcomes Report (2019)	Year 1	Council	Sub-Committee (as applicable)
2.2.1 Strategic Social Housing Plan for Frankston (including OOH, Social and Transitional properties)	Resources (specialist) DHHS Policy and Strategy	Year 1-2	Council	Alliance (All)

Add Endorsement signatures

Executive Summary**12.14 Options to Reduce Sedimentation at Kananook Creek Entrance**

Enquiries: (Doug Dickins: Community Assets)

Council Plan

Community Outcome:	1. Planned City
Strategy:	1.1 Community Infrastructure
Priority Action	1.1.6 Ensure community infrastructure and services match community need

Purpose

To brief Council on options to manage sedimentation at Kananook Creek entrance and seek direction on a way forward.

Recommendation (Director Community Assets)

That Council:

1. Notes the investigations undertaken and preferred concept options to better manage sedimentation at the entrance to Kananook Creek;
2. Supports further investigation into improved dredging strategies and availability of more efficient dredging equipment, including for risks and costs for delivery by Council;
3. Undertakes a trial dredging program using the preferred methodology following the further investigations;
4. Notes previous consultation by Council officers with key stakeholders; and
5. Supports Council officers to establishing a working group comprising State Government departments and key community stakeholders to develop a governance model for Kananook Creek.

Key Points / Issues

- At its Ordinary Meeting 2018/OM4 held on 3 April 2018, Council considered a report regarding Kananook Creek Management and Sediment Control, and resolved:

“That Council:

- 1. Notes this updated report and allocates \$50,000 in the 2018/19 Capital Works Program for a project to investigate and develop a preferred option to better manage sediment build-up at the mouth of Kananook Creek.*
- 2. Notes the ongoing discussions with relevant authorities and key stakeholders to clarify the governance arrangements proposed as a part of the Kananook Creek Ministerial Advisory Committee (KCMAC) Final Report.*
- 3. Notes that management of siltation in Kananook Creek itself requires agreement between stakeholders on governance and responsibilities for Kananook Creek with a future update to Council planned when further information is available.”*

12.14 Options to Reduce Sedimentation at Kananook Creek Entrance**Executive Summary**

- With funds allocated in 2018/19 Capital Works Program, investigations were carried out to develop a preferred option to better manage sediment at the entrance to Kananook Creek. As a result, two preferred options have been developed. These were developed following consultation with a range of key stakeholders including community groups and agencies, and were presented to the Councillors at a briefing in November 2018.
- Details of the investigation carried out by BMT Pty Ltd (BMT) are in the report contained in Attachment A.
- The two preferred concept options developed to better manage sediment are:
 - A vertical wall design with an estimated capital cost of \$4.5 million (if constructed by the 2022 financial year); and
 - A rock groyne design with an estimated capital cost of \$2.57 million (if constructed by the 2022 financial year).
- Cost estimates and Net Present Value (NPV) analysis of the preferred structural options indicate that they will provide higher level of service to boat users than the current arrangement but at a higher ongoing maintenance cost. Of the two alternatives the rock groyne option is preferred due to an anticipated lower construction cost. Details of the analysis and development of concept engineering designs are in Attachment A.
- Both structural options trap alongshore sand and will result in realignment of the shoreline, with sand expected to collect on the south side of the structure, and sand erosion on the north side of the structure. This will require regular monitoring, appropriate sand redistribution and coastal management works in due course.
- Whilst both structural options will likely result in a lower dredging cost, there is likely to be a higher beach nourishment cost. Therefore, the net operational cost per annum is expected to increase compared to the current practice.
- A non-structural alternative to better manage sediment was also considered. This option is to investigate alternative methods of dredging the area which may achieve a higher level of service without the high initial capital cost.
- Based upon this option analysis, it is proposed that alternative dredging methodology and equipment be investigated to form the basis of a trial dredging program at the mouth of Kananook Creek. The option is being explored is a suction cutter dredge which would remove sediment and deposit along the beach. This investigation can also include incorporating dredging within Kananook Creek to remove silt as part of the improved dredging regime.
- An alternative method of delivery of this dredging regime is Council owning and operating a dredge and removal of the material. However the risks associated with the dredging practice include legal liability and responsibility for works, insurances, State Government approvals and Environment Protection Authority requirements.
- Further, a condition assessment of the existing vertical walls could be carried out to confirm the remaining service life. It is noted that the condition of the existing vertical walls is not known and these walls may require replacement within the next 10 – 15 years.
- Either of the structural options could be considered in at some time into the future for the existing vertical walls to be replaced at the end of the lifecycle.

12.14 Options to Reduce Sedimentation at Kananook Creek Entrance**Executive Summary**

- Better Boating Victoria has advised officers it intends to carry out a review of boat ramps and boating infrastructure over the next twelve months. This review may clarify roles and responsibilities for management of the entrance to Kananook Creek and also for the infrastructure provided at the entrance to manage sediment. There may also be an opportunity to consider combined dredging operations within Port Philip Bay.
- In 2016, the KCMAC released a report relating to management arrangements for Kananook Creek. Council officers have met with representatives of the various government departments in relation to this report however there has been no significant progress or clarification of roles and responsibilities as a result.
- Recently Cr Aitken and Council officers met with representatives from Kingston City Council and Department of Environment Land Water and Planning (DEWLP) to discuss management and operation of Mordialloc Creek. Mordialloc Creek is currently managed by DEWLP through a committee comprising representatives from Council, Government Departments and the community.
- As part of a recent investigation into boat mooring at Kananook Creek it was determined that approximately 4,000 m³ of silt would need to be removed to re-establish the existing channel in Kananook Creek, and that in the order of 8,000 m³ would be required to be removed to provide boat moorings. However there is concern that removal of the quantity of silt may undermine the existing retaining walls. The cost for the removal and disposal of the silt was estimated to be in excess of \$5,000,000. Improvements to retaining walls would be an additional cost.

Financial Impact

The Victorian Government introduced the “Fair Go Rates” system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council’s major source of income, Council’s capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are financial costs associated with both structural options. Funds would need to be provided by State Government/Council for implementation of the preferred option.

Capital Expenditure Costs

The cost estimates for the two structural options if they are to be constructed by the 2022 financial year are:

- Vertical wall concept design: \$4.5 million
- Rock groyne concept design: \$2.57 million

Detailed cost breakdowns of the two options are in Tables 4-1 and 4-2 of Attachment A.

12.14 Options to Reduce Sedimentation at Kananook Creek Entrance**Executive Summary**Operational Expenditure Costs

Both structural options will result in a lower dredging cost, but higher beach nourishment cost. Therefore, the net operational cost per annum is expected to increase compared to current practice.

However the alternative to review current dredging practices may result in a more efficient dredging regime with the current infrastructure.

Consultation**1. External Stakeholders**

As part of the development of options to manage sediment at Kananook Creek entrance, BMT consulted with a range of stakeholders in two phases. These were in August 2018 and again in December 2018 to January 2019. This was to seek information about Kananook Creek and the needs of the various stakeholders.

The community stakeholders and agencies invited to attend included Long Island Resident Group, Frankston Boat Hire, Frankston Yacht Club, Kananook Creek Association, Frankston Beach Association, Coast Guard, Parks Victoria, Melbourne Water, DELWP, and Environment Protection Agency (EPA).

The feedback received is summarised as follows:

- Kananook Creek can provide access to Port Phillip Bay for small boats however the channel is frequently blocked or inaccessible;
- The creek provides social and heritage values which should be maintained;
- The creek has a long history of use by the community. Many anecdotal stories were heard about Kananook Creek and the access to the bay which form part of the history of Frankston;
- There was concern about potentially having two structures on the Frankston foreshore, one at Oliver's Hill and one at Kananook Creek. Should the structures be constructed there was concern as to the effect they would have on the shoreline, sand movement and other environmental factors;
- Should a structure proceed, there was no clear preference of the two alternatives for either vertical walls or rock groynes at the Kananook Creek entrance;
- The level of dredging required within Kananook Creek between the Landmark Bridge and the Kananook Creek boat ramps was raised; and
- It was suggested that a Coast Guard Facility could be located at Kananook Creek, particularly if Council was considering constructing a physical structure at Kananook Creek entrance. This point was addressed in the Frankston Coast Guard Facility and Safe Boat Refuge Options investigation report presented to Council on 14 October 2019.

2. Other Stakeholders

As part of the development of options to manage sediment at Kananook Creek entrance, a consultation session with internal stakeholders was also held on Thursday 13 December 2018. Internal stakeholders invited to attend included Engineering Services, Capital Works Delivery, Planning and Environment and Operations.

Further to this, an internal Project Advisory Group oversaw the above as well as the Kananook Creek boat moorings feasibility study.

12.14 Options to Reduce Sedimentation at Kananook Creek Entrance**Executive Summary****Analysis (Environmental / Economic / Social Implications)**Performance of Options

The NPV for each option has been calculated using the estimated capital and operational costs over 20 year and 30 year horizons, compared to the present scenario.

The NPV cost analysis shows that the rock groynes (Option 4) significantly out-perform the vertical wall alternative (Option 2). However, even the best performing scenario for the rock groynes is predicted to cost more than the existing scenario (base case) over the evaluation timespan.

Analysis and ranking of Preferred Options and sensitivity on sand-bypassing (From Attachment A)

Option	Description	Capital Cost (\$M)	Bypass Volume *(%)	20 year timeframe			30 year timeframe		
				NPV (\$M)	Rank	Diff** (\$M)	NPV (\$M)	Rank	Diff** (\$M)
0	Existing Scenario (Base case)	0	0	-3.6	1	0	-4.3	1	0
2	Vertical walls to the inner bar 20% - 50% bypassing	3.8	20 – 50	-7.2 to -6.6	3	-3.6 to -3.1	-8.1 to -7.4	3	-3.8 to -3.1
4	Rock groynes to the inner bar 20% - 50% bypassing	2.1	20 – 50	-6.2 to -5.7	2	-2.6 to -2.1	-7.0 to -6.4	2	-2.7 to -2.1

* Sand bypassing % of annual dredging volume

** NPV Difference to the Existing scenario (Base case)

Non-Structural Alternative

A non-structural alternative is to investigate in more detail the availability and costs of more efficient equipment to dredge Kananook Creek entrance (e.g. small cutter suction dredge), and alternative dredging strategies. This investigation may consider the performance of dredging a channel with wider sand traps and pumping the sand to the beach several hundred meters from the channel entrance without capital cost or risk of coastal impacts.

Council could undertake a monitoring program to quantify the frequency of usage of the Kananook Creek entrance boat ramp (and Oliver's Hill boat ramp), and channel sedimentation conditions throughout the year. This information could be incorporated into a decision-making framework which guides the timing of channel maintenance works and maximises the benefit to facility users whilst minimising the cost and effort to maintain the channel.

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

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

12.14 Options to Reduce Sedimentation at Kananook Creek Entrance**Executive Summary**Legal

Nil

Policy Impacts

Nil

Officer's Declaration of Interests

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

Risk Mitigation

Risks associated with sediment management are around the ability for the project to deliver the desired outcomes, given that there have been many attempts in the past to control sediment in Kananook Creek at the entrance.

There may also be risks associated with the ongoing management, control and governance of Kananook Creek. A clear understanding of the roles and responsibilities of the different agencies involved is required, and an agreement with said agencies needed if a structural option is to be selected for further development.

Conclusion

Cost estimates and NPV analysis indicate that the structural options do not offer significant cost benefits over the present entrance configuration and management approach, however it is expected that a higher level of service could be achieved.

However, alternative dredging methodology and equipment should be investigated to form the basis of a trial dredging program. This may result in more efficient dredging regime with improved level of service or more effective maintenance.

Council officers have met with officers from Parks Victoria, Melbourne Water, DELWP to further discuss the roles and responsibilities in relation to Kananook Creek following the KCMAC report. No significant progress has been made to date,

Two recent events may provide further opportunity to clarify and define management responsibilities for Kananook Creek. These are, as follows;

- A review of boating infrastructure within Port Philip Bay to be conducted within the next twelve months by Better Boating Victoria, and
- Interim management arrangements at Mordialloc Creek through a committee comprising Council, Government and community representatives.

Council officers will take these opportunities to further work with stakeholders to develop a management structure with roles and responsibilities for Kananook Creek.

ATTACHMENTS

Attachment A: Kananook Creek Entrance Draft Report - Part 2 - Concept Engineering Designs for Vertical Walls and Rock Groynes

12.14 Options to Reduce Sedimentation at Kananook Creek Entrance Officers' Assessment

Background

- Kananook Creek is a well-used and popular boat launching facility, used all year round with a peak during the fishing season (especially snapper season from October to December).
- The entrance to the creek requires frequent dredging to sufficient depth to maintain a navigable channel in order to allow ongoing boating access across the mouth of the creek.
- Sedimentation occurs at the entrance of the creek predominantly due to prevailing winds and tidal impacts reducing depth of the entrance, requiring regular ongoing dredging. This has been an ongoing issue for many years with a number of attempts made in the past to better control and manage siltation and sedimentation in Kananook Creek.
- Currently Council budgets approximately \$150,000 each year for dredging in the entrance of Kananook Creek.
- Council engaged BMT Pty Ltd (BMT) to investigate and analyse the issues, consult with key stakeholders and relevant authorities, then develop key recommendations to better manage sediment at the entrance to Kananook Creek. The report includes concept designs of preferred options.
- The project methodology and staging is shown in the following table:

Project methodology and staging

Stage	Description	Timeline
Stage 1	Develop project brief for consultancy	Completed
Stage 2	Procurement process to engage consultant	Completed
Stage 3a	Consultant review of literature, documents and previous studies including historic information relating to sediment at Kananook Creek entrance	Completed
Stage 3b	Consultation with internal and external stakeholders including community groups, agencies and authorities to determine what the objectives of the project are and how stakeholders can help in the project development	Completed
Stage 3c	Development of options with concept estimates with benefit cost analysis, also to include identification of a preferred option	Completed
Stage 4	Internal review including Council briefing to determine Council's preferred option	Completed
Stage 5	Consultation with stakeholders for feedback on preferred option and adjust design	Completed
Stage 6	Consultant finalises preferred option with cost and schematic design and final report to Council	Completed
Stage 7	Preparation of Project Overview Sheet to enable the project costing for consideration in a future Capital Works program	To be determined

- BMT reviewed approximately 30 reports provided by Frankston City Council and another 30 documents including third party reports, ocean survey data and scientific articles during the first part of the study.

**12.14 Options to Reduce Sedimentation at Kananook Creek Entrance
Officers' Assessment**

- Following the initial consultation with key stakeholders and Council officers, and the review of documentation, the consultant further investigated two preferred options, with the following prerequisites:
 - Investigate options to improve dredging strategy;
 - Stakeholder engagement to obtain feedback on impacts associated with structures extending to the inner bar;
 - Undertake a literature review of available information to characterise the geotechnical properties of the site, as the presence of shallow rock may preclude piling required for the extended cantilevered wall, or highlight the need for additional geotechnical investigation at the site; and
 - Undertake basic design for a cantilevered wall option and rock groyne option to refine the Capital Expenditure and Operational Expenditure costs to inform a final decision.
- Based on the above recommendation, further key stakeholder consultation was carried out in December 2018 and January 2019 to ensure all key stakeholders had the opportunity to attend. The two structural options presented to the key stakeholders were:
 - Construction of vertical retaining wall structures to the inner sand bar; and
 - Construction of rock groyne structures to the inner sand bar.
 - Subsequently BMT also carried out further investigation including reviewing geotechnical reports, preparing concept drawings, documentation of key design criteria, refining capital and operational costs for the two options, and assessing the cost/benefit of the two options in relation to the base case (present dredging program).

Issues and Discussion

The extension of the existing vertical walls to the inner sand bar could be done as either vertical walls or rock groynes, and is expected to have the following implications:

- Channel maintenance dredging is expected to be significantly reduced resulting in an increase in channel availability;
- Trapping of alongshore sand transport by the longer vertical walls will result in realignment of the shore, with areas of beach accretion and erosion adjacent to the entrance;
- In general the dredging effort will shift from channel dredging to sand bypassing (beach nourishment). The annual volume of material to be managed is not expected to decrease significantly;
- Shoreline realignment and coastal change resulting from the extended structures will require regular monitoring and appropriate coastal management works in due course; and
- Use of marine dredging equipment will be required to work around the new structures but will also facilitate redistribution of sand for coastal management. However, costs for marine dredging equipment are typically higher than the long-reach excavator presently being used by Frankston City Council to maintain the channel.

**12.14 Options to Reduce Sedimentation at Kananook Creek Entrance
Officers' Assessment**

Introduction of the extended vertical walls along the sandy coast risks introducing new coastal management issues such as sand bypass and management of beach erosion. Cost estimates and NPV analysis indicate that the structural options for extending the vertical walls do not offer significant cost benefits over the present entrance configuration and management approach, however it is expected that a higher level of service could be achieved.

There are examples where coastal facilities have been constructed along sandy coasts which experience significant management challenges and incurring substantial and protracted management costs.

Options Available

Considering the above issues in relation to structural options, an alternative of non-structural options to improve the existing dredging program, equipment and associated costs could be further investigated.

BMT's recommendations to Frankston City Council are contained in the report in Attachment A. After considering these recommendations, Council officers propose that further investigation of the dredging practice may result in a substantial increase in the efficiency of the current practice which may result in either reduced costs or improved level of service, or both.

A structural option to reduce sediment at the mouth of Kananook Creek could be considered following a review of the dredging practice, however it is not proposed to pursue the development of a rock groyne or vertical wall structural option at this time due to no significant cost benefits over the present entrance configuration and management approach

Management Structure for Kananook Creek

Since the release in 2016 of the report by the KCMAC Council officers have met with representatives of the various government departments in relation to this report with little significant progress into defining the management structure, nor the roles and responsibilities for Kananook Creek.

The State Government recently created Better Boating Victoria to manage boating activities in Victoria. Over the next twelve months Better Boating Victoria will conduct a review into boating infrastructure in Port Philip Bay.

The review will include a number of components, including the following:

- Identification of current issues with management of recreational boating infrastructure
- An assessment of current management practices and of recreational boating assets in Port Phillip and Western Port
- Options for management improvements and consideration of a dedicated boating infrastructure authority.

A discussion paper outlining the current issues will be released seeking feedback from stakeholders about the management of recreational boating infrastructure.

This will provide an opportunity for Council to highlight current concerns at both Kananook Creek and Olivers Hill, and seek greater clarity around the operations and responsibilities of Kananook Creek, in particular dredging of the mouth of the creek and ownership and responsibility of the assets associated with the creek.

**12.14 Options to Reduce Sedimentation at Kananook Creek Entrance
Officers' Assessment**

At a recent meeting in which Cr Aitken and Council officers met with representatives from Kingston City Council and DEWLP, management and operation of Mordialloc Creek was discussed. It is considered that the management structure with state government, local government and community members may provide a model for future management of Kananook Creek. However it is noted that any such arrangement must be adequately funded to ensure success.

Given these recent opportunities, Council officers will continue to work with stakeholders and key government departments to better define and clarify roles and responsibilities within Kananook Creek. This in turn will provide clarity as to the responsibility to manage and improve the entrance to Kananook Creek.

Siltation within Kananook Creek

Management of silt within Kananook Creek was not considered as part of this investigation. However recently an investigation was carried out to explore reinstating boat moorings in Kananook Creek. This investigation looked at the previous mooring scenarios and conducted an assessment including survey of Kananook Creek to determine the feasibility of reintroducing boat moorings.

As part of this investigation, the matter of silt in Kananook Creek up to Wells Street was considered. The review determined that approximately 4,000 m³ of silt would be required to be removed from Kananook Creek to create a channel. Disposal of this material would be costly as it would require treatment and transport to a suitable facility

Further the report identified that to re-establish boat moorings in Kananook Creek around 8,000 m³ of silt would require removal. Due to the nature of the material this would be a costly exercise. In addition there is also concern that removal of silt may destabilise the banks and existing retaining walls as the depth of these structures is not accurately known. Excavation near these wall may undermine the walls and cause failure.

The report estimated the cost of removing silt from Kananook Creek for the boat ramp to Wells Street to be in excess of \$5,000,000. Improvement or replacement of the existing retaining walls would require additional capital funding.



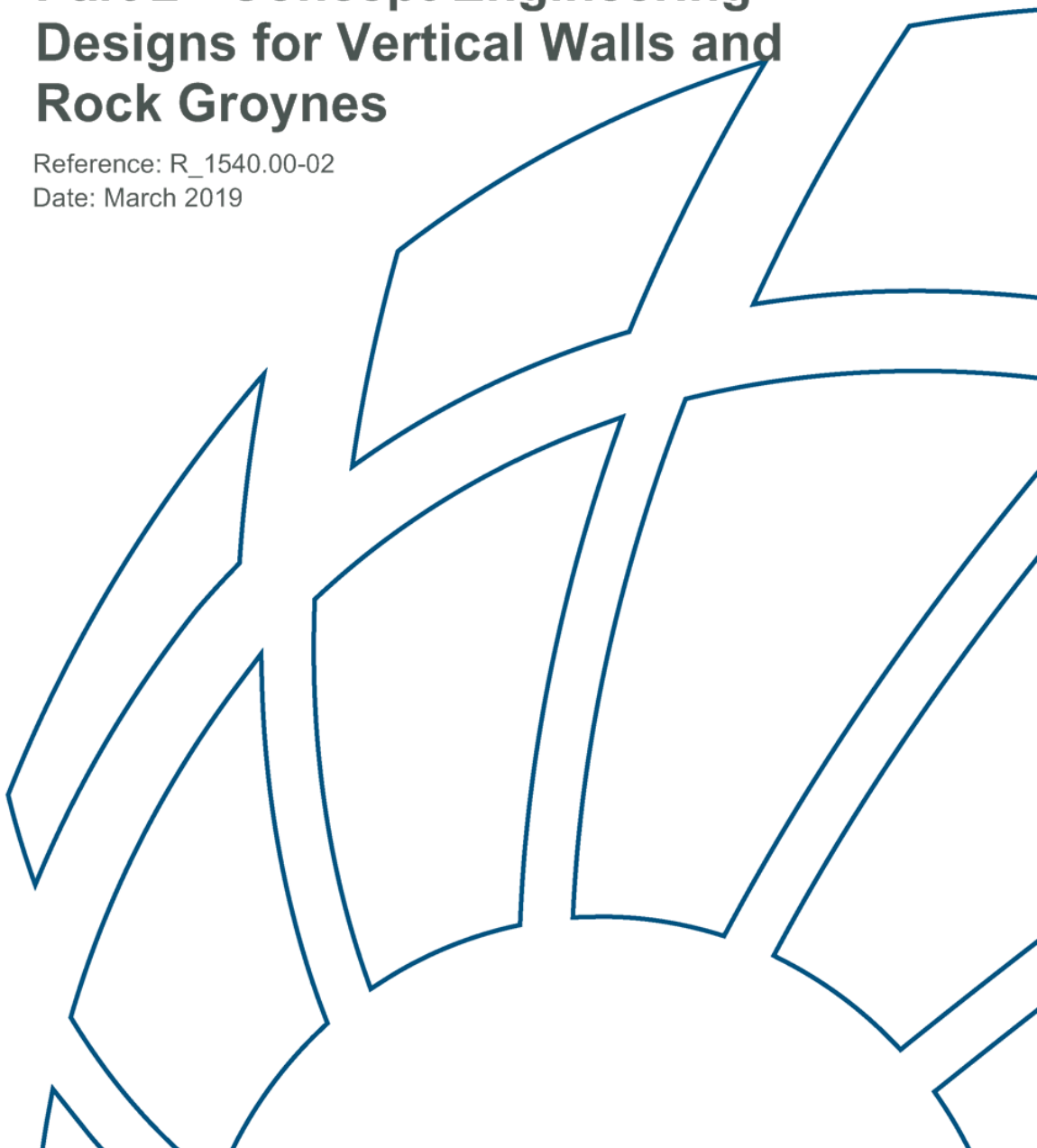
"Where will our knowledge take you?"

KANANOOK CREEK ENTRANCE

Part 2 - Concept Engineering Designs for Vertical Walls and Rock Groynes

Reference: R_1540.00-02

Date: March 2019



Kananook Creek Entrance
Part 2 - Concept Engineering Designs for Vertical Walls and Rock Groynes



FRANKSTON CITY COUNCIL
KANANOOK CREEK ENTRANCE
PART 2 - CONCEPT ENGINEERING DESIGNS FOR
VERTICAL WALLS AND ROCK GROYNES

Prepared for



By



Note:

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EXECUTIVE SUMMARY

Following review by BMT in 2018 of documents pertaining to sedimentation in Kananook Creek entrance, several high-level options were assessed for their potential to reduce the annual cost and effort of maintaining the creek entrance. This assessment and discussion with FCC identified two competing structural options to be further investigated: vertical walls, or rock groynes extended to the inner sand bar. To better quantify the performance of these options relative to the existing maintenance dredging scenario, concept layouts for the two options were refined and basic engineering concept designs were developed to allow improved estimates of material quantities, and capital and operating costs. Capital costs were estimated to be \$2.1M for the rock groynes and \$3.8M for the vertical walls. The net present value (NPV) of these two options was compared to the existing scenario over horizons of 20 and 30 years. The NPV for the rock groyne option is significantly better than for the vertical wall option. However, neither option offered an improvement over the existing scenario from a cost perspective, mainly because of the added capital which is only partially offset by estimated reductions in dredging. The vertical wall option is further disadvantaged by maintenance costs which are estimated to be higher than for the rock groyne, with replacement of some damaged outer panels being likely within about 20 years.

There is a high level of confidence that construction of the training walls (either as vertical walls or rock groynes) extended to the inner sand bar will result in significantly reduced sedimentation along most of the entrance channel as these structures will inhibit sediment being transported alongshore from being deposited directly into the dredged channel, leaving only the outer segment of the channel beyond the structures to experience sedimentation rates similar to the present. Consequently, the dredging effort to maintain the channel depth is expected to be substantially reduced. However, a significant portion of the sand naturally transported along the coast will be trapped by the longer structures, leading to a net build-up (accretion) of sand on the south side of the entrance and a net depletion (erosion) of sand on the north side. Dredging will be required to facilitate bypassing of trapped sand from one side of the creek entrance to the other. Consequently, the larger structures introduce new management requirements and risks, particularly beach erosion north of the entrance. Although this is a fundamental coastal management requirement at many facilities located on active sandy coastlines, it can be expected to incur additional costs detrimental to the overall performance of both options.

As has been noted previously, Kananook Creek cannot be considered as an ideal site to locate a permanent navigable waterway to Port Phillip Bay. Nonetheless, there is an appreciation that the community places great value on the boating facilities at Kananook Creek and any loss of amenity is generally considered unacceptable. It is noted that in many coastal locations substantial man-made facilities such as marinas have been developed and maintained. The scale and function of these facilities often significantly intensifies the function and amenity of the site, warranting and even supporting large maintenance budgets, and justifying some of the coastal management risks and costs noted above.

From the analysis conducted so far, it is evident that for the present scale of recreational boating facility and nature of the site, the present maintenance regime (or an improved variation of it, avoiding structural options) may be preferred in terms of both cost and risk to coastal impact.

On the basis of the above outcomes and the broader work completed to date, the following actions are recommended:

- Postpone the decision to proceed with structural options involving capital investment to construct extended vertical walls or rock groynes at the entrance of Kananook Creek. These options offer insufficient cost benefit over the present maintenance dredging approach, given the current objectives and boating services provided by the existing facilities and scale of development.
- Investigate in more detail the availability and costs of more efficient equipment to dredge Kananook Creek entrance (e.g. small cutter suction dredge) and alternative dredging strategies (modified channel and sand trap design, timing of dredging, pumping sand a distance from the entrance). This investigation would form the basis for engagement of a contractor to undertake a trial dredging program over 1-2 years to assess the performance of dredging a channel with wider sand traps and pumping the sand to the beach several hundred meters from the channel entrance without capital cost or risk of coastal impacts.
- Undertake a monitoring program to quantify the frequency of usage of the Kananook Creek entrance boat ramp (and Olivers Hill boat ramp), and channel sedimentation conditions throughout the year. This information should be incorporated into a decision-making framework which guides the timing of channel maintenance works and maximises the benefit to facility users whilst minimising the cost and effort to maintain the channel.
- Conduct a condition assessment of the existing training walls to confirm the remaining service life or requirement for maintenance.
- If construction of a piled structure is considered in the future at Kananook Creek entrance further investigation into the soil strata present at depth in this location should be undertaken to reduce the risk of encountering early refusal for piles.
- Undertake a coastal planning study that takes into account outcomes from the variety of independent studies at Olivers Hill (Safe Boat Refuge) and Kananook Creek (entrance sedimentation, and feasibility of hosting a Coast Guard facility) to formulate an integrated and optimal strategy that encompasses both facilities and enhances both recreational boating and marine emergency services in Frankston.

1 INTRODUCTION

Maintenance dredging operations of Kananook Creek entrance are required to provide access from Port Phillip Bay to a two-lane public boat ramp at this location which is a popular recreational boat launching facility year-round. Frankston City Council (FCC) manages the entrance to Kananook Creek which hosts the boat ramp. The existing annual maintenance dredging cost at the facility is approximately \$250,000 per year to FCC resulting from frequent and rapid sedimentation of the channel entrance.

BMT was commissioned to review the sedimentation at the Kananook Creek entrance and develop high-level options to mitigate the sediment ingress into the navigation channel and improve the management of the entrance, as documented in Part 1 of this study (BMT 2018). Through development of a conceptual model and understanding of the local coastal processes affecting the creek entrance and navigational channel (dominated by longshore sediment transport), structural options were proposed based on the principle that extending the training walls to deeper waters would reduce coastal sedimentation within the creek entrance and navigation channel. Following review by FCC and presentation to stakeholders, two structural options were identified as the recommended options for further consideration in the present assessment (Part 2). These two structural options are:

- Construction of vertical retaining wall structures to the inner sand bar (Option 2)
- Construction of rock groyne structures to the inner sand bar (option 4).

It was recognised that further discrimination of the above noted competing options would require refinement of option capital (CAPEX) and operational (OPEX) costs based on concept engineering designs for both options. The initial information review also identified the need to better understand the geotechnical characteristics of the Kananook Creek entrance site to reduce engineering and construction risk associated with unknown ground conditions (BMT 2018). Within this context, BMT was subsequently commissioned to provide the following services as Part 2 of the overall study:

- Review three geotechnical reports identified during the initial document review to assess whether further geotechnical investigation at Kananook Creek entrance is warranted
- Prepare concept drawings showing plan view layout and cross-section of the two recommended options, and annotated with key dimensions
- Documentation of key design criteria (functional and technical specification)
- Development of basic concept engineering level designs for the two options
- Refine CAPEX and OPEX costs for the two options
- Assess the cost/benefit of the two options in relation to the base case (present dredging program).

This report presents a summary of findings from the high-level review of the historical geotechnical reports, the draft technical specification for the two structural options, the outcome from refined cost comparison of the two options and recommendations.

2 REVIEW OF GEOTECHNICAL INFORMATION

During the sedimentation study, the gap analysis of reviewed documents identified the need to better understand the geotechnical characteristics of the Kananook Creek entrance site to reduce engineering and construction risk associated with unknown ground conditions. This is considered required to identify the level of information available and whether further geotechnical investigation at the site is warranted to support selection of the preferred option and inform engineering and construction, i.e. the presence of shallow rock may preclude piling required for the extended cantilevered wall option.

Three documents with potential content informing geotechnical site conditions have been identified:

- Geotechnical and condition assessment report by A.S James Pty Ltd 2009
- Geotechnical investigation by Connell Wagner 2007
- Oliver's Hill Boat Ramp Upgrade: Geotechnical Investigation No. 2 Report. Kellogg Brown and Root Pty Ltd, May 2016.

This section provides a summary of review of the above noted geotechnical studies.

2.1 A.S. James Geotechnical Engineers (2009)

In 2009 A.S. James Geotechnical Engineers undertook a geotechnical investigation in preparation for replacement of damaged sections of Kananook Creek retaining wall between Davey and Wells Streets. Six boreholes (Figure 2-1) were drilled along the creek bank approximately 150 inland using auger/rotary wash boring with casing to depths below ground level in the range of 10m (assumed approximately -8m AHD) to 12.5m (Assumed approximately -10.5m AHD). The closest boreholes are located approximately 200m northeast of the creek entrance.

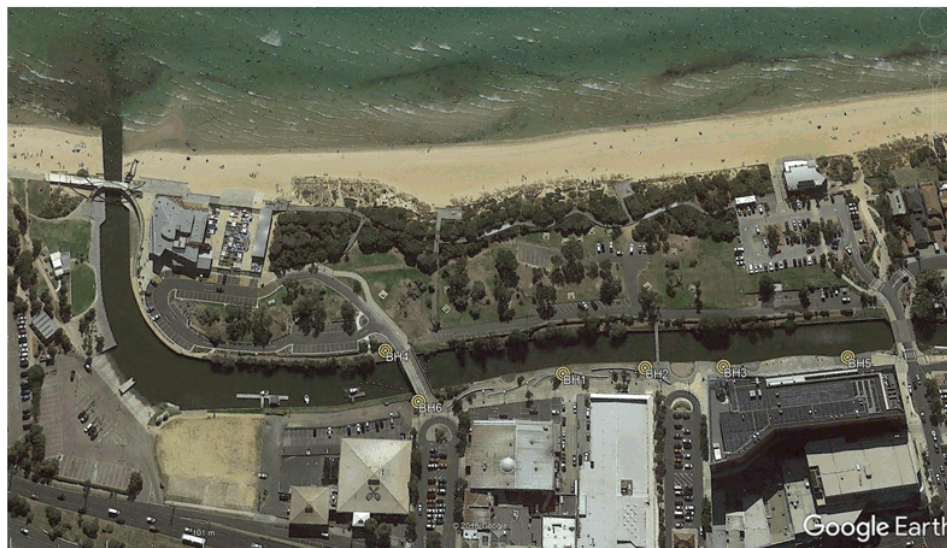


Figure 2-1: Location of boreholes for A.S. James 2009 geotechnical investigation.

The southern boreholes closest to the creek entrance (BH4 and BH6) showed sand and silt layers to the base of the boreholes whereas northern boreholes (BH2, BH3 and BH5) showed stiff silty clay from about 2.5m to the base of the boreholes. This variability occurs over a horizontal distance of approximately 100m. The report notes pile capacities were calculated assuming the piles are driven 7.0m into the stiff clay, i.e. to a depth of 10.5m (with 3m spaced soldier piles). The report highlights that even with this embedment, ties or other methods of providing a restoring moment, would be required.

Note, this report does not provide any information regarding the height of retained material or surcharge loading that has been accounted for in these calculations.

2.2 Connell Wagner Group (2007)

In 2007 Connell Wagner Group undertook a geotechnical and contamination investigation of the Kananook Creek Boulevard site to inform development planning up to the banks of the creek. Twelve boreholes (Figure 2-2) were undertaken along the banks of Kananook creek for this investigation, all to a maximum depth of 5m. Uncontrolled fill was identified to 2.6m below ground surface in places. Review of geological references characterise the geology to be sediments overlying older volcanic rocks. Boreholes down to 5m below ground surface encountered layers of fill, sand, silt and clay. Two boreholes (BH09 and BH12) encountered sandstone layers below 4.5m. Arsenic, zinc and copper were identified in creek bed samples. Arsenic and hydrocarbons were identified in several soil samples. Potential acid sulphate soils were identified in creek sediments between Davey and Playne Streets.

Based on the investigated depth to 5m Connell Wagner Group recommend parameters of $K_a=0.3$, $K_o=0.5$ and Bulk Density of 20kN/m^3 for the design of retaining structures.

The report recommends "further investigation to depth to refine recommendations with regards to the installation of driven piles."

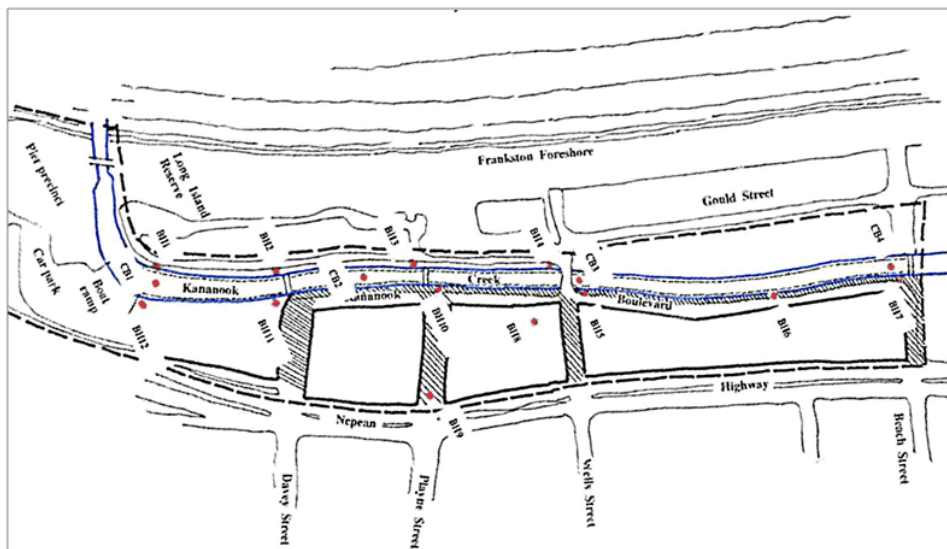


Figure 2-2: Borehole locations (red) from Connell Wagner 2007 investigation

2.3 KBR (2016) Olivers Hill Boat Ramp

In 2016 KBR undertook geotechnical investigation at Olivers Hill Boat Ramp for a proposed upgrade to the facility. For this investigation a single borehole located at the end of the Olivers Hill boat ramp was undertaken along with underwater seismic refraction (USR) survey along 2 lines, each approximately 50m long oriented parallel and perpendicular to the boat ramp. The borehole terminated at -13.2mAHD and identified near surface fill, sandy and clay sediments down to -6.5m AHD, below which was granite bedrock. It is noted that "bed rock level appears to rise towards shore and also towards the southwest". It is assumed this dip has been derived from the geophysical survey in combination with the single borehole. Noting that Kananook Creek entrance is more than one kilometre further north of the Olivers Hill boat ramp; if the above dip is consistent then the granite bedrock could be significantly deeper than -13mAHD at the creek entrance.

2.4 Summary of the Geotechnical Review

Based on the findings of these geotechnical reports there presently appears to be no available subsurface geotechnical data at Kananook Creek entrance. The limitations and risks associated with interpretation of geotechnical data from the reports to the entrance area should be recognised.

The borehole at Olivers Hill boat ramp contacts granite bedrock at -13.2mAHD and seismic data indicates the bedrock horizon is relatively flat and dipping slightly to the north and east, suggesting that the depth to granite at the creek entrance may be -13.2mAHD or deeper. Consistent with this is the observation that boreholes to a maximum depth of approximately -10.5mAHD located 200m northeast of the creek entrance do not encounter any bedrock.

Although not addressed in the reviewed reports, aerial photographs (from Nearmap) show what appears to be submerged rock outcrops within 200m of the shoreline near the Olivers Hill boat ramp. These outcrops should be confirmed. The closest "outcrop" is approximately 650m southwest of Kananook Creek entrance. The elevation of bedrock at the boat ramp borehole is -13.2mAHD whereas the apparent outcropping of rock at seabed levels shallower than -5mAHD indicates the potential for significant spatial variability of bedrock elevation in the area.



Figure 2-3: Inferred nearshore rock outcrops near Olivers Hill boat ramp (Nearmap, 11 Jan 2019)

Borehole BH12 (Connell Wagner 2007) located 200m east of Kananook Creek entrance encountered sandstone of unidentified hardness at -4.5mAHD. While this material was only

identified in one other borehole further north, this may be due to borehole depth being limited to -5mAHD.

If sediment/soil strata characterised in the available reports was found to represent conditions at Kananook Creek entrance the ground conditions would have the following considerations/limitations for use of soldier pile and panel walls at the creek entrance:

- A more conservative soldier pile spacing would need to be employed given the more dynamic loading from waves which would occur. Pile spacing could be as short as 2m.
- A more conservative embedment would be required as no means of providing a restoring moment (lateral anchors) can be achieved. Embedment could be as deep as -12.5m AHD

2.5 Recommendation

If construction of a piled structure is being considered at Kananook Creek entrance further investigation into the soil strata present at depth in this location should be undertaken to reduce the risk of encountering early refusal for piles. Such an investigation would be similar in scope to the borehole and seismic survey undertaken near the Olivers Hill boat ramp. However, prior to undertaking further geotechnical investigation at Kananook Creek entrance the FCC library should be searched for historical pile driving records for the Frankston pier, the existing (and earlier) training walls and any ground investigation undertaken for the Landmark footbridge. A desktop review of these documents is advisable, as it would likely provide further relevant information.

3 CONCEPT DESIGNS

During Part 1 of this study for review of the sedimentation at Kananook Creek entrance (BMT 2018), several options were put forward to reduce the management of sedimentation at the creek entrance. Preliminary cost analysis and discussion of the options with FCC has identified two competing structural options which involve extending the training walls to the inner sand bar with vertical retaining walls (Option 2) or rock groynes (Option 4). However, it was recognised discrimination between these two competing options would require further engineering design. The analysis and Net Present Value (NPV) completed in Part 1 also indicated that a non-structural option, i.e. keep the existing training walls and entrance configuration but improve dredging equipment and program (Option 1), could potentially deliver benefit to the maintenance dredging program and cost in the mid to long term.

This Part 2 of the study builds on the background information for the local metocean conditions and coastal processes as documented in the earlier Part 1 report by BMT (BMT 2018), from which basic engineering design criteria were developed

3.1 Specifications and Standards

A draft technical specification outlining the design criteria for concept engineering of the above noted options is included as Appendix A. The design detail is at the level of basic engineering and conforms to the following standards and guidelines:

- AS 3962-2001 Guidelines for design of Marinas
- AS 4997-2005 Guidelines for the design of maritime structures

3.2 Entrance Layouts

A range of factors have been accounted for in the design process, including:

- Structure elevation
- Visual amenity
- Overtopping
- Wave penetration and transmission
- Access along the structure
- Constructability
- Cost, durability and maintenance
- Channel footprint, sand traps
- Integration with existing infrastructure

The layouts for both options are shown in the following design drawings:

- Vertical retaining walls to the inner sand bar (Option 2, drawing BMT 1540.00-01-01)
- Rock groynes to the inner sand bar (Option 4, drawing BMT 1540.00-01-02).

3.3 Construction methodology

3.3.1 Vertical Wall

It has been assumed that the vertical walls will be constructed using land-based equipment, driving piles and fitting precast concrete panels progressively from the landward end with access via temporary sand bunds.

3.3.2 Rock Groyne

It has been assumed that the rock groynes will be constructed using land-based equipment. The groyne footprint will be excavated progressively by excavator starting from the landward end and progressing offshore. Core material will be placed along the excavated footprint. The shaped core will form a working platform for excavation offshore, as well as a roadway for core and armour placement. Side armour will be placed progressively to protect the core as the core is placed to design levels. Crest armour will be placed last progressing from offshore to onshore.

4 COST ESTIMATES

Cost estimates for the two structural options refined in this part of the study are summarised in this section.

4.1 CAPEX Costs

Material quantities derived from the designs form the basis for the estimated costs for the two options. The cost breakdown is summarised in Table 4-1 for the vertical wall (Option 2), and in Table 4-2 for the rock groyne (Option 4).

For the proposed concept layouts, no significant works are envisaged to be required to modify the existing infrastructure on site.

Table 4-1: Cost estimate for the vertical wall concept design (Option 2)

Item	Description	Unit	Qty	Rate	Total costs
1	Preliminaries				
1.01	Prepare and submit all management plans, method statements and reports	Item	1	\$5,000	\$ 5,000
1.02	Mobilisation to site including plant, equipment, site facilities and services, transport	Item	1	\$50,000	\$ 50,000
1.03	Demobilisation from site	Item	1	\$ 37,500	\$ 37,500
1.04	Maintain the site – offices, amenities, fencing, signage, insurances	Item	1	\$ 40,000	\$ 40,000
1.05	Building and Construction Industry Training Levy (0.2%)	Item	1	\$ 4,000	\$ 4,000
1.06	As constructed survey and drawings	Item	1	\$ 9,500	\$ 9,500
1.07	Temporary generator hire	Item	1	\$18,000	\$ 18,000
2	Excavation for Wall Construction				
	Excavation	m ³	3,000	\$70	\$ 210,000
3	Training Wall - Piles				
3.01	Supply and Deliver no x 430x400*361kg/m 15.0m Long Welded Steel Piles (Uncoated)	Tonne	606	\$ 2,000	\$ 1,212,000
3.02	Pitch and Drive x Steel Piles for a toe depth of -12.5m AHD	No	112	\$ 5,000	\$ 560,000
3.03	Dynamic Pile testing (PDA and CAPWAP)	No	2	\$ 2,000	\$ 4,000
3.04	Cathodic protection (\$600/Pile)	\$/pile	112	\$ 600	\$ 67,200
4	Training Wall - Panels				
4.01	Supply, Deliver and Install, no x Precast Panels	m ³	336	\$ 2,000	\$ 672,000
5	Demolition and Disposal of Existing Structure				
5.01	Demolition of Existing Structure	Item	1	-	\$ 110,000
5.02	Disposal of Demolished material	Item	1	-	\$ 10,000
4	Misc. Allowance				
4.01	Man-hour allowance	%	10%	-	\$ 301,000
4.02	Engineering/Supervision	%	3%	-	\$ 90,300
4.03	Approval and permits	%	2%	-	\$ 60,200
4.04	Contingency	%	10%	-	\$ 301,000
	Total Costs (Exc. GST)				\$ 3,761,700

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Table 4-2: Cost estimate for the groyne concept design (Option 4)

Item	Description	Unit	Qty	Rate	Total costs
1	Preliminaries				
1.01	Prepare and submit all management plans, method statements and reports	Item	1	\$ 5,000	\$ 5,000
1.02	Mobilisation to site including plant, equipment, site facilities and services, transport	Item	1	\$ 25,000	\$ 25,000
1.03	Demobilisation from site	Item	1	\$ 15,000	\$ 15,000
1.04	Maintain the site – offices, amenities, fencing, signage, insurances	Item	1	\$ 20,000	\$ 20,000
1.05	Building and Construction Industry Training Levy (0.2%)	Item	1	\$ 4,000	\$ 4,000
1.06	As constructed survey and drawings	Item	1	\$ 9,500	\$ 9,500
1.07	Temporary generator hire	Item	1	\$ 18,000	\$ 18,000
2	Excavation for Groyne Construction				
	Excavation	m ³	3570	\$ 70	\$ 249,900
3	Rock Work and Dredging				
3.01	Core Material	m ³	4410	\$ 90	\$ 396,900
3.02	Armour stone	m ³	4320	\$ 200	\$ 864,000
3.03	Dredging the channel	m ³	3480	\$ 30	\$ 104,400
4	Misc. Allowance				
4.01	Man hour allowance	%	10%	-	\$ 171,200
4.02	Engineering /Supervision	%	3%	-	\$ 51,400
4.03	Approval and permits	%	2%	-	\$ 34,200
4.04	Contingency	%	10%	-	\$ 171,200
	Total Costs (Exc. GST)				\$ 2,139,700

4.2 OPEX Costs

The following assumptions, based on and refined from the work completed in the preceding Part 1 study (BMT, 2018) were adopted to estimate operating costs for each scenario:

Base Case

- Annual net sediment transport of 10,000m³ northward, of which 4,500m³ is dredged annually from the channel, and the remaining 5,500m³ naturally bypasses the existing channel entrance
- The existing entrance structure (training walls) will be demolished and replaced at year 10. Note, the timing for replacing the existing training walls depends on the remaining service life and conditions of the structures, which has not been technically assessed as part of this nor other recent studies.

Rock Groynes

- An annual maintenance allowance of 0.5% of the CAPEX cost
- The existing entrance structure will be demolished at year 10.

Vertical Walls

- Allowance of \$600/pile for replacing the cathodic protection every ten years
- 15% of the panels are replaced after 20 years, and another 15% after 25 years
- Demolition and disposal of the existing entrance structure was considered in the CAPEX of this option.

For both the vertical wall and rock groyne options it can be expected that a significant portion of the sand that presently bypasses the existing short training wall structures will be interrupted by the new longer structures. This will cause net accretion of sand on the updrift side (south of entrance) and net erosion of sand on the downdrift side (north of entrance). To manage the resulting coastal accretion and erosion, the sand build-up on one side of the entrance will be bypassed to the beach on the other side using a small dredge. However, after construction of the structure and local realignment of the coastline and sand bars it is likely that some bypassing of sand may occur naturally around the seaward end of the structures. The portion that does not bypass naturally will need to be dredged periodically. Detailed sediment transport modelling would be required to quantify the volume of natural sand bypassing after construction. However, for this investigation, the sensitivity of the NPV analysis was assessed by varying the amount of assumed natural bypassing in the range of 20 to 50% of the net transport volume, i.e. reducing by 20 to 50% the sand volume needing to be bypassed by dredging.

5 PERFORMANCE OF OPTIONS

The Net Present Value (NPV) for each option was calculated using the estimated capital (CAPEX) and operational (OPEX) costs for over 20 year and 30 year horizons, assuming a discount rate of 5%, and compared to the NPV for the present scenario.

The results are presented in Table 5-1 along with ranking, from highest to lowest NPV. Rankings have not been weighted by pros and cons.

The NPV cost analysis shows that the rock groynes (Option 4) significantly out-perform the vertical wall alternative (Option 2). However, even the best performing scenario for the rock groynes (4.4) is predicted to result in an NPV difference of more than \$2 million higher than the existing scenario (base case). It is worth noting that this scenario (4.4) also assumes more than 50% of the net sediment transport to bypasses the structures naturally (i.e. without dredging), the likelihood of which is probably low and variable year to year.

Table 5-1: Net value and ranking of the two options and sensitivity on Sand-bypassing

Option	Description	Capital Cost (\$M)	Bypassing volume* (%)	20year timeframe			30year timeframe		
				NPV (\$M)	Rank	Diff** (\$M)	NPV (\$M)	Rank	Diff** (\$M)
0	Existing scenario (Base case)	0	0	-3.6	1	0.0	-4.3	1	0.0
2.1	Vertical walls to the inner bar, 20% bypassing	3.8	20	-7.2	9	-3.6	-8.1	9	-3.8
2.2	Vertical walls to the inner bar, 30% bypassing	3.8	30	-7.0	8	-3.4	-7.8	8	-3.5
2.3	Vertical walls to the inner bar, 40% bypassing	3.8	40	-6.8	7	-3.2	-7.6	7	-3.3
2.4	Vertical walls to the inner bar, 50% bypassing	3.8	40	-6.6	6	-3.1	-7.4	6	-3.1
4.1	Rock groynes to the inner bar, 20% bypassing	2.1	20	-6.2	5	-2.6	-7.0	5	-2.7
4.2	Rock groynes to the inner bar, 30% bypassing	2.1	30	-6.0	4	-2.4	-6.8	4	-2.5
4.3	Rock groynes to the inner bar, 40% bypassing	2.1	40	-5.8	3	-2.3	-6.6	3	-2.3
4.4	Rock groynes to the inner bar, 50% bypassing	2.1	40	-5.7	2	-2.1	-6.4	2	-2.1

* Sand bypassing % of annual dredging volume

** NPV Difference to the Existing scenario (Base case)

6 DISCUSSION

It is understood that for several years up to about 2016 a small agitation dredge (Roll-a-Pipe Catfish Mini SD-2) was used to maintain the entrance channel, pumping sand to the beach up to a few hundred meters from the entrance. Since about 2017 a long-reach excavator has been used approximately every month to re-dredge the channel which infills rapidly following dredging. Side-casting of dredged sand by the excavator about 10-15m either side of the channel and the use of temporary sand bunds adjacent to the channel to provide excavator access both contribute to the rapid infilling. Consequently, it has been suggested that the channel meets the design depth/length dimensions only for short periods after dredging operations. Protection of the channel with either the of the assessed structural options (i.e. vertical walls or rock groynes) will provide a barrier to infilling of the channel along most of its length. The primary benefit of the extended training walls will be that most of the channel length will meet the design depth/length dimensions for much longer periods before requiring dredging.

However, the extension of the training walls will not affect the general rate of transport and annual quantities of sand transported by natural processes along the coast. As noted in BMT 2018 the estimated gross longshore transport is 30,000-40,000m³ per year and estimated net longshore transport is 5,000-15,000m³ per year. The proposed structures are expected to interrupt the continuity of alongshore transport resulting in this material accumulating against the training wall structures; with the long-term net accretion being primarily against the south wall, and long-term net erosion north of the structures. As material accretes against the structure walls the beach will build out toward the end of the structures resulting in local reorientation of the shoreline. As this accretion progresses it is expected that an increasing portion of the alongshore transport may bypass the structure naturally which may result in more rapid infilling at the offshore end of the channel as it exits the training walls.

The extended training walls are expected to reduce the frequency of dredging required in the channel. However, considering the relatively shallow waters around the site, the accumulation of sand around the entrance structures and changes to the local shoreline adjacent to the entrance will require management; i.e. dredging to facilitate sand bypassing and redistribution of sand to depleted beach areas. Ongoing monitoring of the shoreline and bathymetry will be required to inform the dredging and disposal strategy. In summary, by extending the training walls the channel availability is expected to increase, channel dredging requirements will change from many small campaigns to keep the channel open, to a few larger campaigns to facilitate sand bypassing and clear sand traps.

To reduce the groyne elevation and construction costs the groynes have been designed with no pedestrian or vehicle access along the crest. Consequently, dredging within the channel and along the outer walls will require marine equipment such as a small- to medium-sized cutter suction dredge (CSD). The groyne footprint and height will prohibit the use of a long-reach excavator for most areas likely to need dredging, except for the sand traps adjacent to the channel as it emerges from the footbridge. Although use of a long-reach excavator and temporary bunding may still be feasible for maintenance dredging with the vertical wall option, a key requirement for the materials handling will be the ability to place the dredged sand on the beach up to several hundred meters away from the creek entrance.

The estimated OPEX costs for dredging associated with Options 2 and 4 assume the use of equipment similar to the Roll-a-Pipe dredge with costs derived from information provided by

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FCC. These costs and annual budget are consistent with the base case scenario. However, there may be more efficient dredging methods and costs compared to the Roll-a-Pipe agitation dredge. Availability of such plant in the broader Port Phillip Bay region is currently unknown. This could be further assessed through a target investigation as recommended in Part 1 as Option 1; i.e. to keep the existing training walls and entrance configuration but improve dredging equipment and program (BMT, 2018).

7 SUMMARY AND CONCLUSION

The extension of the training walls to the inner sand bar as either vertical walls or rock groynes is expected to have the following benefits and implications:

- Channel maintenance dredging is expected to be significantly reduced resulting in an increase in channel availability
- The frequency of dredging is expected to reduce. However, in general the dredging effort will shift from channel dredging to sand bypassing. The annual volume of material to be managed is not expected to decrease significantly
- Trapping of alongshore sand transport by the longer training walls will result in realignment of the shore, with areas of beach accretion and erosion adjacent to the entrance
- Shoreline realignment and coastal change resulting from the extended structures will require regular monitoring and appropriate coastal management works in due course
- Use of marine dredging equipment will be required to work around the new structures but will also facilitate redistribution of sand for coastal management. However, costs for marine dredging equipment are typically higher than the long-reach excavator presently being used by FCC to maintain the channel.

As noted in Part 1 (BMT 2018), Kananook Creek is a very small waterway and even in its original native state was subject to episodic flow and intermittent entrance access. In the present form while the flow is managed to be more consistent, it remains a small water way. Its situation as a creek entrance with very active sandy beaches extending north and south make Kananook Creek far from ideal as a site for a small-scale boating facility, especially considering the expectations for continuous access year-round. With this context, introduction of the extended training walls along a sandy coast risks introducing new coastal management issues including sand bypassing and management of beach erosion. Cost estimates and NPV analysis indicate that the structural options for extending the training walls do not offer significant cost benefits over the present entrance configuration and management approach. Furthermore, such nominal cost benefits are difficult to rationalise against the coastal management challenges that are likely to result from the extension of the training walls.

It is also worth noting that there are many examples where coastal facilities have been constructed along sandy coasts only to experience significant management challenges and incurring substantial and protracted management costs.

Considering the above conclusions in relation to structural options, the alternative of non-structural options to improve the existing dredging program, equipment and associated costs (Option 1 listed in Part 1) could be further investigated.

It is noted that the conclusion stated above is specific to the existing facilities, objectives, boating services provided at- and scale of development for Kananook Creek entrance. However, enhanced facilities and services (e.g. a Coast Guard station) at Kananook Creek entrance would require a larger scale development, incur higher capital cost but also attract an expanded maintenance budget to address the coastal management issues associated with coastal structures at the site.

8 RECOMMENDATIONS

Based on the assessment of the Kananook Creek entrance, its coastal context and the evaluation of potential structural options to reduce the dredging effort and cost the following recommendations are put forward for consideration by Frankston City Council:

- Postpone the decision to proceed with structural options involving capital investment to construct extended vertical walls or rock groynes at the entrance of Kananook Creek. These options offer insufficient cost benefit over the present maintenance dredging approach, given the current objectives and boating services provided by the existing facilities and scale of development.
- Investigate in more detail the availability and costs of more efficient equipment to dredge Kananook Creek entrance (e.g. small cutter suction dredge) and alternative dredging strategies (modified channel and sand trap design, timing of dredging, pumping sand a distance from the entrance). This investigation would form the basis for engagement of a contractor to undertake a trial dredging program over 1-2 years to assess the performance of dredging a channel with wider sand traps and pumping the sand to the beach several hundred meters from the channel entrance without capital cost or risk of coastal impacts.
- Undertake a monitoring program to quantify the frequency of usage of the Kananook Creek entrance boat ramp (and Olivers Hill boat ramp), and channel sedimentation conditions throughout the year. This information should be incorporated into a decision-making framework which guides the timing of channel maintenance works and maximises the benefit to facility users whilst minimising the cost and effort to maintain the channel.
- Conduct a condition assessment of the existing training walls to confirm the remaining service life or requirement for maintenance.
- If construction of a piled structure is considered in the future at Kananook Creek entrance further investigation into the soil strata present at depth in this location should be undertaken to reduce the risk of encountering early refusal for piles.
- Undertake a coastal planning study that takes into account outcomes from the variety of independent studies at Olivers Hill (Safe Boat Refuge) and Kananook Creek (entrance sedimentation, and feasibility of hosting a Coast Guard facility) to formulate an integrated and optimal strategy that encompasses both facilities and enhances both recreational boating and marine emergency services in Frankston.

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Part 2 - Concept Engineering Designs for Vertical Walls and Rock Groynes



9 REFERENCES

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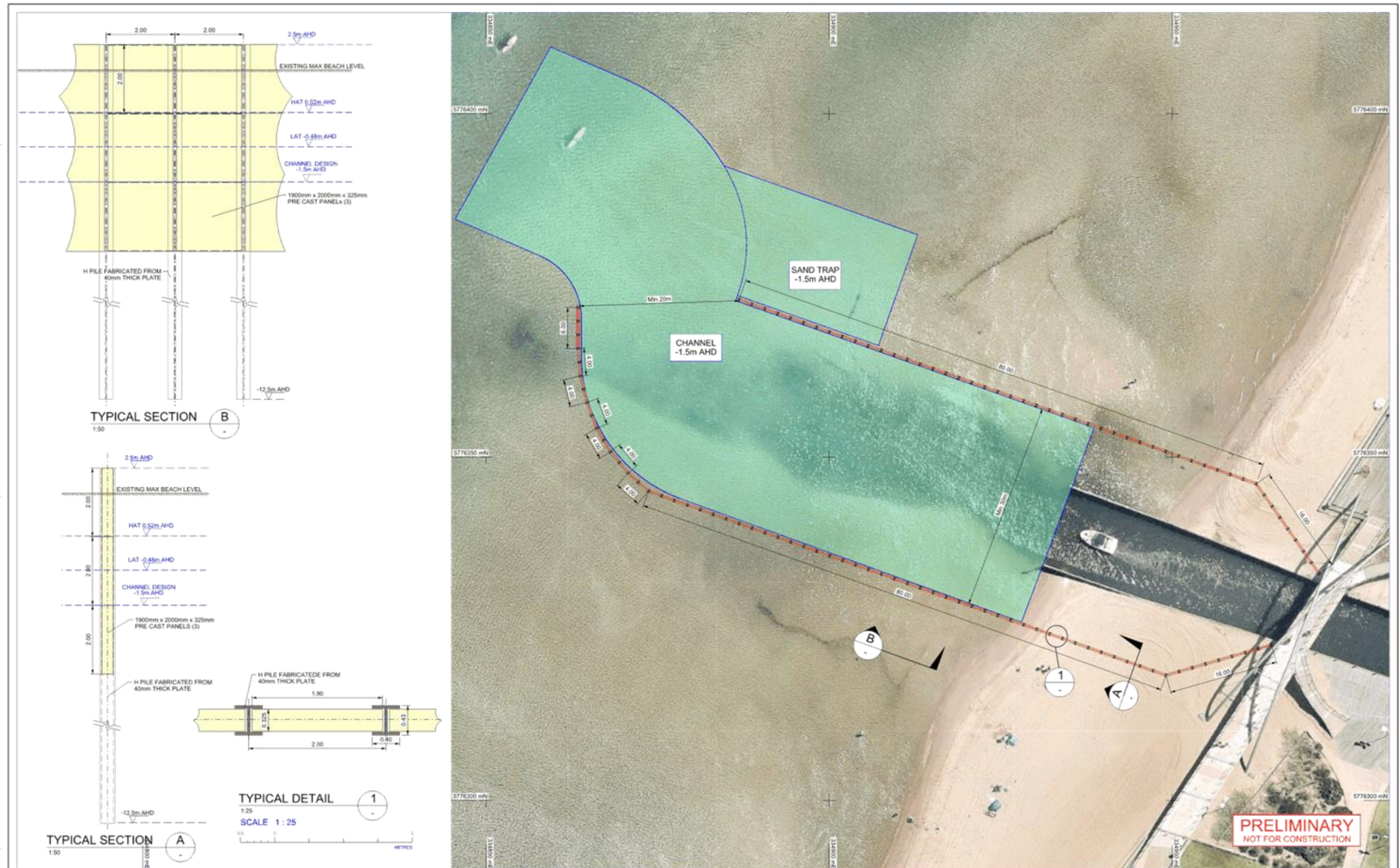
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Kananook Creek Entrance
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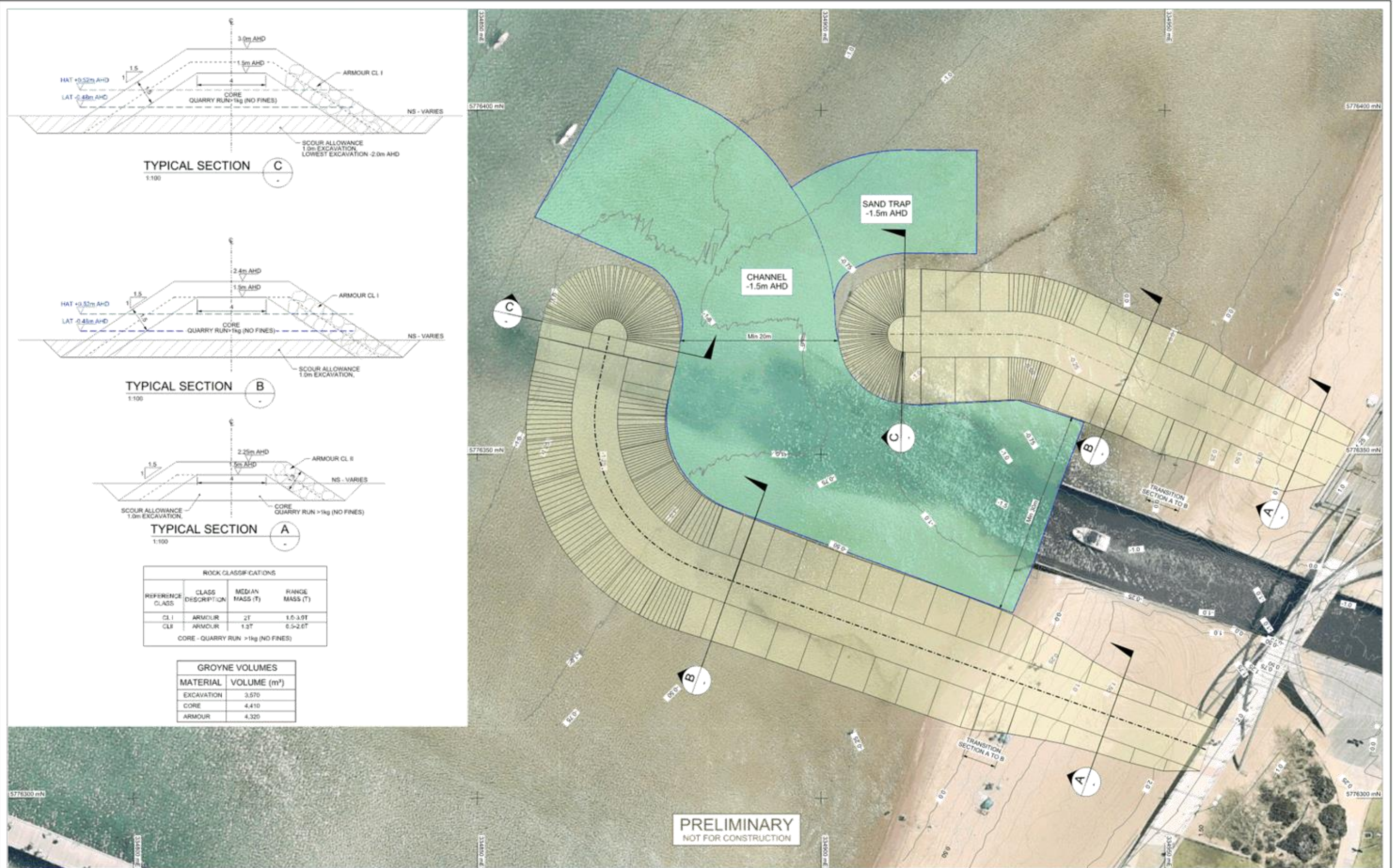


DRAWINGS/FIGURES/PLATES

Drawing No.	Revision	Title
BMT 1540.00-01-01	B	Vertical Wall Concept Design
BMT 1540.00-01-02	B	Rock Groyne Concept Design



<p>NOTES</p> <ol style="list-style-type: none"> 1. AERIAL PHOTOGRAPHY NEARMAP - 11 JANUARY 2019 2. BATHYMETRIC CONTOURS FROM POST DREGE SURVEY 22 AUGUST 2018 3. TIDAL PLANES FROM WILLIAMSTOWN. 				<p>SCALE 1:250</p> <p>SCALE 1:50 (SECTIONS)</p> <p>DATUM VERTICAL AHD</p> <p>HORIZONTAL MAP GRID OF AUSTRALIA BASED ON GDA 94, ZONE 55</p>		<p>ENGINEER J Field</p> <p>DRAWN G.Bebington</p> <p>DRAWING CHECK C.Livingstone</p> <p>ENGINEERING CHECK</p> <p>APPROVED PROJECT MOR</p>		<p>CLIENT FRANKSTON CITY COUNCIL</p> <p>PROJECT KANANOOK CREEK ENTRANCE</p> <p>TITLE VERTICAL WALL CONCEPT DESIGN TYPICAL SECTIONS</p>	
<p>REV B 5/3/19 PANEL ALIGNMENT AMENDED</p> <p>REV A 08/02/19 INITIAL ISSUE</p> <p>REV DATE AMENDMENT</p> <p>CRG SIZE ARCHIVE WBM_1540_00-01-01.DGN</p>				<p>DRAWING NUMBER WBM1540.00-01-01</p> <p>REV B</p>					



REV	DATE	DESCRIPTION	DRN	APP
B	25/02/19	NORTHERN BREAKWATER ALIGNMENT AMENDED	GKB	
A	08/02/19	INITIAL ISSUE	GKB	
REV	DATE	AMENDMENT	DRN	APP
CRG 3126	ARCHIVE	WBM_1540_00-01-02B.DGN		
A1				

- NOTES
1. AERIAL PHOTOGRAPHY NEARMAP - 11 JANUARY 2019.
 2. GROYNE DESIGN BASED 22 AUGUST 2018 - POST OREDGE SURVEY.
 3. BATHYMETRIC CONTOURS 22 AUGUST 2018 SURVEY
 4. TIDAL PLANES FOR WILLIAMSTOWN.

SCALE 1 : 250

SCALE 1 : 100 (SECTIONS)

DATUM
VERTICAL AHD

HORIZONTAL MAP GRID OF AUSTRALIA BASED ON GDA 94, ZONE 55



ENGINEER	H.D. Fanai	08/02/2019	CLIENT	FRANKSTON CITY COUNCIL
DRAWN	G. Bebbington	08/02/2019	PROJECT	KANANOOK CREEK ENTRANCE
DRAFTING CHECK	C. Livingstone	08/02/2019	TITLE	GROYNE CONCEPT DESIGN TYPICAL SECTIONS AND VOLUMES
ENGINEERING CHECK				
APPROVED PROJECT MGR			DRAWING NUMBER	WBM1540.00-01-02
			REV	B

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APPENDIX A: DRAFT FUNCTIONAL AND TECHNICAL SPECIFICATION



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Position Paper

Project Number: BMTWBM_1540 Project Name: Kananook Creek Entrance

Date: 18/03/2019 Doc Ref: P-1540.00-01 Rev C

Client: Frankston City Council

Subject: Kananook Creek Entrance Training Walls - Draft Functional and Technical Specification

1.1 Limitations of this Document

This document has been prepared for use by the Client (Frankston City Council, FCC) in accordance with the consulting agreement between the Client and BMT. This agreement includes constraints on the scope, budget and time available for the services. The consulting services and this document have been completed with the degree of skill, care and diligence normally exercised by members of the engineering profession providing services of a similar nature. No other warranty, expressed or implied, is made as to the accuracy of the data and professional advice included. This document has not been prepared for use by parties other than the Client and its consulting advisers. It may not contain sufficient information for the purposes of other parties or for other uses.

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1.2 Document Scope

Maintenance dredging of Kananook Creek Entrance is required to provide recreational boat access between the public boat ramp at Kananook Creek and Port Phillip Bay year-round. FCC manages the Kananook Creek entrance and commissioned BMT to review the sedimentation at the entrance and investigate options to reduce the annual cost and effort required to maintain the entrance channel. Site characteristics and outcomes from that study are documented in a separate preceding Part 1 study report (BMT 2018). Based on preliminary estimates of cost and performance, and following client review, two alternatives were identified as the preferred structural options:

- Construction of vertical retaining wall (pile and panel) structures to the inner sand bar (Option 2)
- Construction of rock groyne structures to the inner sand bar (Option 4)

Rev	Issue	Prepared by	Submitted to	Date	Copies
A	Internal review	H. Fanai	L. Clarke	5/3/19	1 elec
B	Internal review	HF	B. Saunders / D. Machado	8/3/19	1 elec
C	Client Review	HF	Client	18/3/19	1 pdf



To further discriminate between the preferred options, basic engineering designs for both options were developed. This document includes the functional and technical specifications used to develop basic engineering designs which are shown in drawings WBM_1540_00-01-01 and WBM_1540_00-01-02.

This specification shall be considered as draft. A final specification may require revision to align with the Clients procurement strategy for any construction works.

1.3 Relevant Standards

The following relevant standards are referenced in this document:

- AS 3962-2001 Guidelines for design of marinas
- AS 4997-2005 Guidelines for the design of maritime structures
- AS/NZ1172.02 Structural Wind Code
- BS 13383-1: 2013 Armourstone. Specification



1 Functional Specification

1.1 Channel Maintenance

The primary objective of the training wall options is to reduce sedimentation in the Kananook Creek entrance channel (defined as the channel segment seaward of the Landmark footbridge at the Frankston foreshore), thereby reducing the cost below present budget (approximately \$250,000 per year) and effort associated with maintaining the navigation channel.

1.2 Channel Navigation

The structures shall provide safe access for recreational vessels between Port Phillip Bay and Kananook Creek boat ramp during ambient (non-extreme) conditions during daylight hours.

Minimise the penetration of waves from the bay into Kananook Creek.

The configuration of the entrance shall comply with dimensional criteria in AS3962 (Guidelines for design of marinas). For the concept designs:

- A minimum channel entrance width of 20m (toe to toe) to reduce wave penetration into the channel.
- A channel width after the entrance of 30m.

1.3 Channel Design Depth

The present channel design depth of -1.0m Chart Datum (mCD) was adopted for the design process.

1.4 Scour Allowance

A scour depth allowance of 1m has been adopted at the toe level of the structure. For the construction of the groynes, the existing bed level is to be excavated to the level of scour allowance across the groyne footprint.

1.5 Overtopping

To minimise the costs and the footprint of the structures, low crest structures were adopted in design of both options. The low crest height would allow for wave overtopping during the extreme wave events which coincide with high water level (storm tide). It is expected that part of the wave energy will be transmitted over the structure in such an event which will result in limited agitation inside the channel. Caution shall be taken for navigating in the channel during such an energetic condition. Overtopping hazard signs should be installed to prohibit the public accessing the groynes structure during extreme weather conditions.

1.6 Access

To minimise the costs and the footprint of the structures no pedestrian or vehicle access has been allowed for on the top of the concept rock groynes or vertical walls.

Although not recommended, temporary removal/relocation of crest armour rocks for the groyne option could provide short-term excavator access along the groynes for channel and structure maintenance. After relocating the crest armour layer, blinding material could be placed over side armour to increase the width of the temporary roadway. Any relocation of crest armour rocks would require careful planning to occur during low energy periods where the risk of damage to any exposed core material is low.



2 Design Criteria

2.1 Design Life and Design Event

The design life should account for the desired approach to asset management, including dedication to monitoring and maintenance of structures and approach to safety management, particularly during storms.

Table 2-1 presents the probability of occurrence (as a percentage) for various Average Recurrence Interval (ARI) events during the design life of a structure. For example, the probability of occurrence of a 100yr ARI storm during the 50 years design life of a coastal structure is 39.5%.

Table 2-1: Probability of a given ARI event occurring during the design life of the structure (CIRIA, 2007)

Structure Design Life (yrs)	Average Reoccurrence Interval (ARI) [percentage chance of occurrence]							
	1	5	10	20	50	100	200	1000
1	100	20	10	5	2	1	0.5	0.1
5	100	67.2	41	22.6	9.6	4.9	2.5	0.5
10	100	89.3	65.1	40.1	18.3	9.6	4.9	1
20	100	98.8	87.8	64.2	33.2	18.2	9.5	2
50	100	100	99.5	92.3	63.6	39.5	22.2	4.9
100	100	100	100	99.4	86.7	63.4	39.4	9.5

Adoption of higher return period design events typically results in an increase in capital cost but reduction in maintenance costs. During the detailed design phase for structures an economic analysis can be carried out to optimise the capital and maintenance costs.

A design life of 50 years, as recommended for design life for Normal Maritime Structures AS 4997 (Guidelines for the design of maritime structures) in conjunction with a design event of 100yr Annual Recurrence Interval (ARI) was adopted for the design process.



2.2 Water Level

Tide

The tidal regime within Port Phillip Bay is mixed semi-diurnal (tidal period of ~12.5 hours resulting in approximately two unequal high and two unequal low tides per day). Tidal datum and levels at Williamstown are shown in Table 2-2 and are representative of water levels at Frankston. Mean sea level corresponds to 0.0m AHD.

Table 2-2: Tide levels for Williamstown and Geelong

Water Level	Tidal Plane	Williamstown (mAHD)
Highest recorded tide (1966-2015)	-	1.16 (24/06/2014)
HAT	Highest Astronomical Tide	0.52
MHHW	Mean Higher High Water	0.42
MLHW	Mean Lower Low Water	0.12
AHD	Australian Head Datum	0.00
MHLW	Mean Higher Low Water	-0.08
MLLW	Mean Lower Low Water	-0.38
LAT	Lowest Astronomical Tide	-0.48
Lowest recorded tide (1966-2015)	-	-0.76 (02/12/1966)

Storm Surge

A water level of +1.84 (m, MSL) corresponding to 100 years storm tide including the sea level rise (SLR) estimate for 2070 was adopted for the design process.

Table 2-3: Storm surge and storm tide levels at Frankston (m relative to MSL), for present and future predicted sea level (CSIRO, 2009)

ARI	2013	2030	2070	2100
Storm Surge				
10	0.81	1.02	1.49	1.94
20	0.84	1.06	1.53	1.98
50	0.87	1.09	1.57	2.02
100	0.89	1.11	1.59	20.5
Storm Tide				
10	0.98	1.18	1.64	2.07
20	1.05	1.24	1.70	2.15
50	1.11	1.32	1.79	2.23
100	1.15	1.40	1.84	2.28

Vertical Datum

Chart datum (CD) at Frankston is -0.524m below AHD, which corresponds approximately to levels for lowest astronomical tide (LAT).



2.3 Extreme Wind Conditions

Extreme wind conditions from AS/NZ1172.02 (Structural Wind Code) shall be adopted in the design.

2.4 Wave Condition

The fetch limited, offshore significant wave height (H_s) and peak period (T_p) were determined using the extreme wind condition. The significant wave height at the offshore limit of the structures was determined assuming a depth limited wave height based on the mean seabed elevation in the trough between the outer and middle sand bar (-1.0mCD) and the 100year ARI storm water level. The resulting 100-year ARI significant wave condition for design was adopted as:

- H_s 2.6m
- T_p 6.8sec

2.5 Current Speed

A design current speed of 0.5m/s (2% annual exceedance probability, AEP) was adopted for the design process.

2.6 Structure Type Specific Design Criteria

2.6.1 Rock Groyne

The following criteria were adopted for the rock groyne design:

- Slope of the groyne: 1V:1.5H
- Accepted Damage level $S_d=2$, initiation of damage (CIRIA, C683)
- No access road on the top of the groyne (significant overtopping during design wave and water level condition)
- The width of the core is considered minimum of 4m (elevation of core +1.5mAHD) to allow land-based machineries access (e.g. an excavator or a truck) to construct the structure

All rocks shall be naturally occurring dense, sound granite from an approved source. The dry density of the rock shall be not less than 2.6tonne/m³. The design may need to be revised if an alternative rock type is selected.

All rock specifications, grading and testing shall be in accordance with BS 13383-1: 2013 (British Standard – Armourstone). All rock shall be free from dirt, soil, peat, loam, clay or any organic matter.

2.6.2 Pile and Panel Vertical Wall

Geotechnical Conditions

Available geotechnical studies near the site include:

- Geotechnical and condition assessment report by A.S James Pty Ltd 2009
- Geotechnical investigation by Connell Wagner 2007
- Oliver's Hill Boat Ramp Upgrade: Geotechnical Investigation No. 2 Report. Kellogg Brown and Root Pty Ltd, May 2016.



Review of this information found that geotechnical data available at the Kananook Creek entrance is limited and insufficient for detailed design of options which include piling.

Based on the available information a pile embedment depth of -12.5m AHD has been adopted for the design of the vertical wall. Feasibility of driving piles to this depth without encountering bedrock should be confirmed by targeted geotechnical investigation prior to progressing with the vertical wall option.

Steel Piles

Specifications for steel piles based on loads derived from design conditions include:

- Steel Strength: 350MPa
- 430x400 H Pile fabricated with full penetration weld
- Galvanic anode cathodic protection

Concrete

Specifications for reinforced concrete panels based on loads derived from design conditions include:

- SC marine class concrete mix design AS 4997-2005
- Minimum flexural strength required shall be 50MPa
- Cementitious content shall not be less than 400kg/m³
- Drying shrinkage shall not exceed 600 microstrains
- Maximum water to binder material ratio shall be less than 0.4
- Concrete shall be water-cured for a minimum of 7 days. If forms are stripped within 7 days, then supplementary water curing shall take place to 7 days
- Minimum average compressive strength at time of stripping of forms or removal from moulds shall be 32 MPa
- Aggregate sizing – the specified maximum aggregate size is 20mm.

2.7 Safety

Appropriate safety signage shall be placed at the beach end of the rock groynes warning of waves, and unstable and submerged rocks.

Lighting should be provided to illuminate the beach end of the rock groynes and entrance to the existing training walls.

Navigation markers and solar powered lights shall be installed at the end of the rock groynes. Existing offshore channel markers may need to be relocated to align with the channel entrance.

Design and construction of all nav aids shall be compliant with the International Association of Lighthouse Authorities (IALA) and Standard for Aids to Navigation on Victorian State Waters 2012.

2.8 Environment

Any permits and approvals for quarry works, dredging and construction will need to be identified by an environmental impact assessment, and relevant State and Local legislation.



REFERENCES

A.S. James 2009, Proposed Kananook Creek Retaining Wall - Kananook Creek Boulevard – Frankston – Geotechnical Investigation, Report 110561, 30 January 2009.

BMT 2018. Kananook Creek Entrance Sedimentation Consultancy – Part 1 Options Overview, prepared for Frankston City Council by BMT, document reference R-1540.00-01 Rev E, November 2018.

CIRIA 2007. The Rock Manual. The use of rock in hydraulic engineering (2nd edition). C683, CIRIA, London, 2007.

Connell Wagner 2007, Geotechnical and soil contamination investigation Kananook Creek Boulevard Frankston, prepared by Chadwick T&T Pty Ltd for Connell Wagner Group Pty Ltd, Job Number 500542.000, July 2007.

CSIRO, 2009. McInnes, K. L.; O'Grady, J. G.; Macadam, I. The effect of climate change on extreme sea levels in Port Phillip Bay: a project undertaken for the Department of Sustainability and Environment, Victoria. Aspendale: CSIRO; 2009.

IALA, International Association of Lighthouse Authorities Guidelines, Manuals and Recommendations (www.iala-aism.org).

KBR 2016, Oliver's Hill Boat Ramp Upgrade - Geotechnical Investigation No. 2 Report, prepared by Kellogg Brown and Root Pty Ltd for Frankston City Council, MEJ503-TD-MN-REP-0001 Rev A, 13 May 2016.

Standard for Aids to Navigation on Victorian State Waters 2012, published by Transport Safety Victoria, Melbourne 2012 (transportsafety.vic.gov.au).

Executive Summary**12.15 Peninsula Reserve - Proposed New Public Toilet**

Enquiries: (James Robinson: Community Assets)

Council Plan

Community Outcome:	1. Planned City
Strategy:	1.1 Community Infrastructure
Priority Action	1.1.6 Ensure community infrastructure and services match community need

Purpose

To brief Council on the proposed new Public Toilet at Peninsula Reserve.

Recommendation (Director Community Assets)

That Council:

1. Notes \$10K was allocated in FY 19/20 for a feasibility study and concept design for a public toilet within Peninsula Reserve;
2. Provides in principal approval of the concept design and authorises officers to commence community consultation this financial year 2019/2020;
3. Refers \$350K in the FY 20/21 for design and delivery of the toilet facility; and
4. Refers ongoing maintenance cost including cleaning, security and general planned maintenance costs of \$12K per year from FY 21/22.

Key Points / Issues

- Peninsula Reserve currently has a single Football/Cricket Oval serviced by a carpark and sporting pavilion. There is a small park to the south of the existing pavilion. The reserve is well utilised by dog walkers and has seasonal tenancy by Frankston YCW Cricket club. The reserve can be accessed from Frank Street, Jacana Avenue and Ashley Avenue via a short walk.
- On 2 November 2018 Councillor Bolam received an email from a resident about the lack of a public amenity within Peninsula Reserve. Councillor Bolam created a Councillor Request regarding this residents request for additional facilities at the Reserve.
- Following internal stakeholder discussions and further discussions with Councillor Bolam a budget request was put forward which allocated \$10K in the 2019/20 budget for feasibility study, concept design and costing of a new toilet facility.
- Officers were requested to come back to Council in November 2019 to present the design and cost.
- Due to the relative small size of the reserve there is only a need for a small two (2) cubical unisex facility to service the playground, leash free area as well as those utilising the reserve for leisure. During competition times the pavilion will be open which has sufficient amenities.
- A concept design report was prepared in October 2019 by GHP Architects in consultation with Council officers. Refer attachment A Toilet Concept.

12.15 Peninsula Reserve - Proposed New Public Toilet**Executive Summary**

- The concept design (similar to the toilet recently constructed at Beauty Park) contains:
 - 1x Unisex Accessible Cubicle
 - 1x Unisex Ambulant Cubicle
 - Cleaners cupboard
 - Sheltered entrance area
- Two locations (Option A and B) were considered as part of this report. The locations were assessed against the following criteria:
 - Proximity to playground
 - Community safety including sight lines from Jacana Avenue
 - Proximity to existing utility supply (potable water, sewer, electrical & stormwater);
 - Impact on vegetation;
 - Pedestrian linkages to walking paths;
 - Inside or Outside the Council Special Building Overlay (SBO) Floodplain. Building within SBO would necessitate a higher finished floor level and additional ramping and landscaping;
 - Requirement for Council planning permit.
- Option A located behind (as an extension to) the existing pavilion:
 - Close proximity to existing playground;
 - Facility hidden behind pavilion for other reserve users;
 - Some existing garden bed lost due to new path connection required;
 - Close proximity to utilities supply (capacity of utility supply is yet to be confirmed);
 - Relatively flat grades from walking / cycle path;
 - Location that falls outside Flooding SBO;
 - Planning permit not required;
 - No impact on significant vegetation falls outside of tree canopy and tree protection zone.
- Option B located South of children's playground:
 - Close proximity to existing playground and visible for park users;
 - Close proximity to utilities supply (capacity of utility supply is yet to be confirmed);
 - Relatively flat grades from walking / cycle path with granitic sand path in place along perimeter of playground;
 - Location that falls outside Flooding SBO;
 - Planning permit not required;

12.15 Peninsula Reserve - Proposed New Public Toilet**Executive Summary**

- No impact on significant vegetation falls outside of tree canopy and tree protection zone.
- Community consultation would take place during February and March 2020 with local residents and pavilion tenants.

Financial Impact

The State Government has introduced the “Fair Go Rates” system, placing a cap on Council rates which has restricted the level of increases that Council can apply to its rate revenue. Rate revenue constitutes 63 per cent of all Council revenue.

The rate cap over the past two financial years has been 2.5 per cent and 2.0 per cent respectively and will be 2.25 per cent in 2018-2019.

The rate cap percentages are based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services. The cost of providing Council services has been increasing well in advance of the rate cap applied by State Government.

Over time this trend may lead to a reduction in the levels of service provided to the community and in Councils ability to fund both new facilities and the ongoing renewal of existing facilities.

Council will continue to evaluate the impacts of rate capping annually and needs to be mindful of these outcomes in all Council decisions.

Turner and Townsend (Quantity Surveyor) completed a cost plan for the two locations with an approximate cost of each being \$350K to complete the design and delivery of the toilet facility (Refer attachments B & C – Cost Plans for each location)

Budget Breakdown

ITEM	COST (Excluding GST)
Design Consultants	\$ 50,000
Internal Project Management	\$ 14,000
Authority Fees and charges	\$ 10,000
Build Cost	\$ 224,000
Contingency	\$ 52,000
Total	\$ 350,000

As this is a new asset there will also be a requirement for an additional ongoing cleaning and general planned maintenance at a cost of approximately \$12K per year.

There is currently no funding allocated to this project in the LTIP for further design and delivery (\$10K was allocated this 2019/2020).

Consultation**1. External Stakeholders**

Community consultation around the facility would take place during February and March 2020 with local residents and pavilion tenants.

It is proposed that a local letter drop and drop in consultation session at the Reserve would be the proposed consultation methods.

12.15 Peninsula Reserve - Proposed New Public Toilet**Executive Summary****2. Other Stakeholders**

Early consultation has been undertaken internally with Facilities and Community Strengthening (Recreation) teams.

Further consultation will continue with these teams if the project progresses.

Analysis (Environmental / Economic / Social Implications)

The project will provide safe, accessible and environmentally responsible (design) community toilet facility for all park users.

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 and to the authors knowledge is not relevant to the content of the report.

Legal

Not Applicable.

Policy Impacts

Frankston City Council ESD 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

There is a potential risk that the local community are not supportive of this new facility being built in close proximity.

Community Consultation has been scheduled in early 2020 (prior to design development) to discuss the facility and proposed locations.

A project risk management plan has been prepared to identify any critical risks during all phases of the project, mitigation measures will be identified and implemented as required throughout the project.

Conclusion

Subsequent to the budget allocation this financial year a feasibility study, concept design and costing has been completed and two locations have been identified for the new public amenities at Peninsula Reserve. It is proposed that community consultation will occur in early 2020 prior to the commencement of design development.

If \$350K was allocated in 2020/21 the project could be delivered during this financial year.

ATTACHMENTS

Attachment A: [↓](#) Peninsula Reserve Toilet Concept

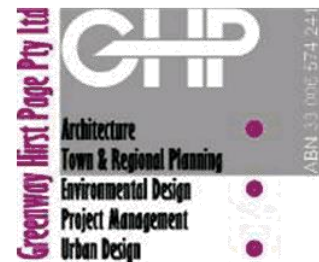
Attachment B: [↓](#) Peninsula Reserve Indicative Cost Plan Option A

Attachment C: [↓](#) Peninsula Reserve Indicative Cost Plan Option B

PENSINSULA RESERVE TOILETS

Prepared by Neville Page
Greenway Hirst Page Pty Ltd

30th October 2019

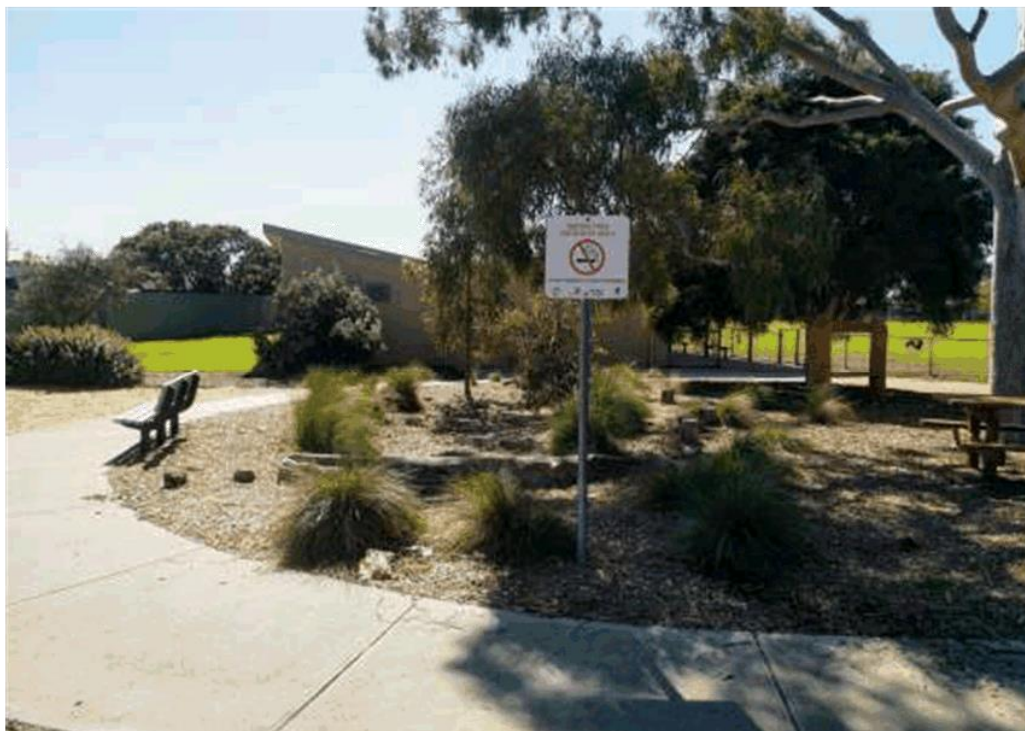


CONCEPT DESIGN REPORT

Greenway Hirst Page Pty Ltd have been engaged to carry out a study to ascertain the best response for fulfilling the requirement to provide Public Toilets at the Peninsula Reserve (also known as the Frank Street Reserve).

The reserve currently has a single Football/Cricket Oval serviced by a carpark accessed from Frank Street.

As well there is also a small park accessed from Jacana Avenue. Though small this park is quite appealing, being nicely landscaped with simple playground equipment popular with toddlers.



PENSINSULA RESERVE TOILETS



Currently, the only toilets available are those inside the Pavilion which are really only available to the participants and are not accessible at all out of competition times.

It is considered there is a need to satisfy the public by making toilets available to them both when the sports oval is in operation to serve spectators and also for other times to serve parents with their children.

It is considered that due to the relative small size of the Reserve there is only a need for a unisex facility for the playground area and as during competition times there would be a higher demand there is logic in providing an additional pan and so in that case we recommend a facility that has both a Unisex Accessible Toilet (with Change Table) and a Unisex Ambulant Toilet.

The site has been inspected and the available drawings of the existing building and Planning information have been studied have been studied as well.

Information regarding the planning status of the property has shown that a part of the property is affected by a Special Building Overlay due to the location of the flood zone.

It is also relevant that the front of the park fronting Jacana Avenue is actually situated on 2 Titles with an easement between the 2 titles and one at the rear.

In seeking a location for the proposed facility the following factors are considered:

- Proximity to playground, and reserve activity areas

PENSINSULA RESERVE TOILETS

- Community safety including sight lines from Jacana Avenue
- Proximity to existing utility supply (potable water, sewer, electrical & stormwater);
- Impact on vegetation;
- Pedestrian Linkages to walking paths;
- Inside or Outside the Council Special Building Overlay (SBO) Floodplain. Building within SBO would necessitate a higher finished floor level and additional ramping and landscaping;
- requirement for Council planning permit;

In considering the above factors a couple of locations were considered and they are shown on the attached drawing.

Originally, a location close to the back of the existing building was considered but in studying the SBO it is noted that a dispensation from a Planning Permit can apply for a public toilet block of this size if its floor level is 300 above the flood Level and it is attached to the existing building.



This location is both visible, easily accessible from the existing path and close to the existing services.

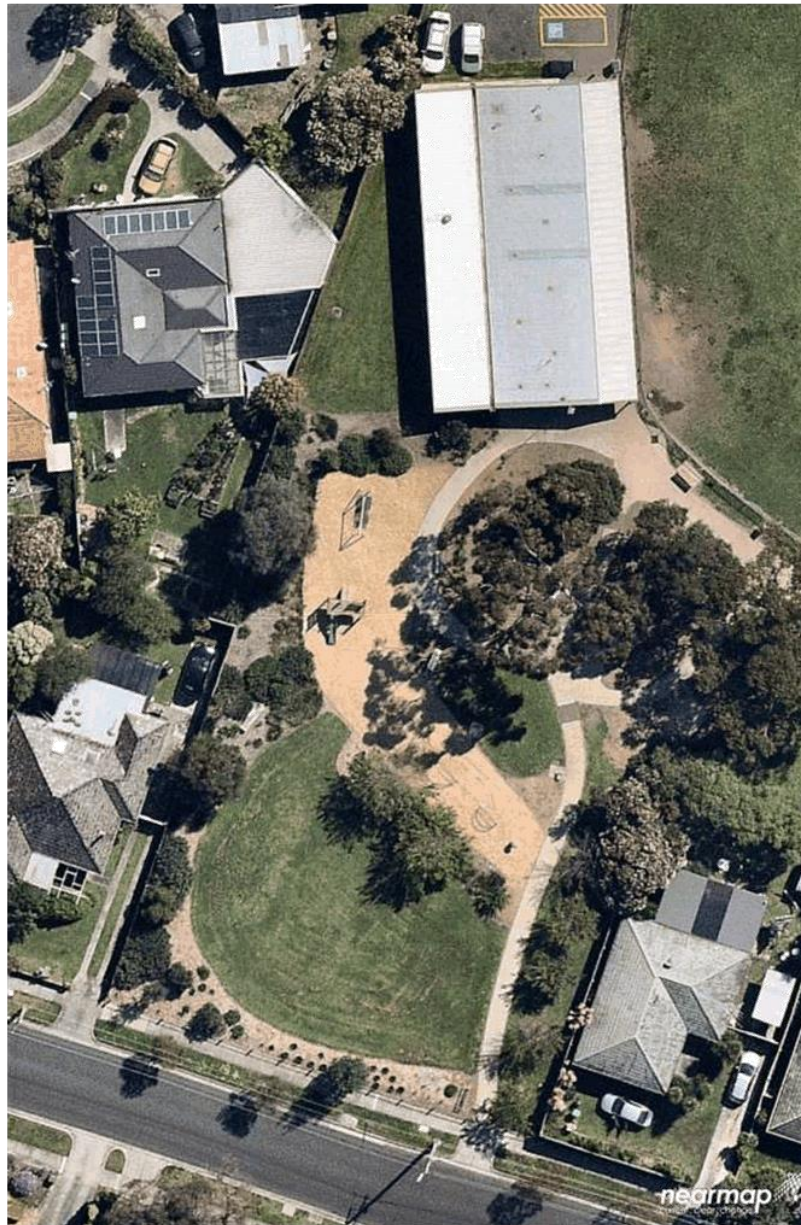
A 2nd location was considered closer to the street and is also shown on the attached plan.

This location is more visible from Jacana Avenue and though a little further from the car park and in ground services will be a more straight forward location as it is outside the SBO flood zone and so can be set at a more convenient floor level and it is also built only on 1 of the titles and not near any Easements. Also, as a freestanding building will be more straight-forward to build.

PENSINSULA RESERVE TOILETS

but we consider it is more intrusive on the existing park and would detract from its ambience and would be less suitable for spectator users and cost more due to the additional cost of getting services to it.

As well as the previously stated services though the proposed building is to only have a small plan size its roof will still need to be drained into the Stormwater Drainage system and naturally the location closest to the existing building will also be more convenient for that as well.



Nearmap Overview of the Site

PENSINSULA RESERVE TOILETS



Nearmap Showing the 2 titles (inc Easements) and the 2 location options.



Proposed Site Plan showing both proposal options A and B

PENSINSULA RESERVE TOILETS



Concept Plan and elevations of Proposed Toilets showing the configuration referred to above.

Separate plans are provided in the report addenda.

Report prepared by:

Neville Page

NEVILLE PAGE B Arch, FRAIA
Architect

Greenway Hirst Page Pty Ltd

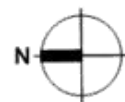
30th October 2019

ADDENDA

1. Site Plan - SK1A
2. Plans & Elevations – SK2A



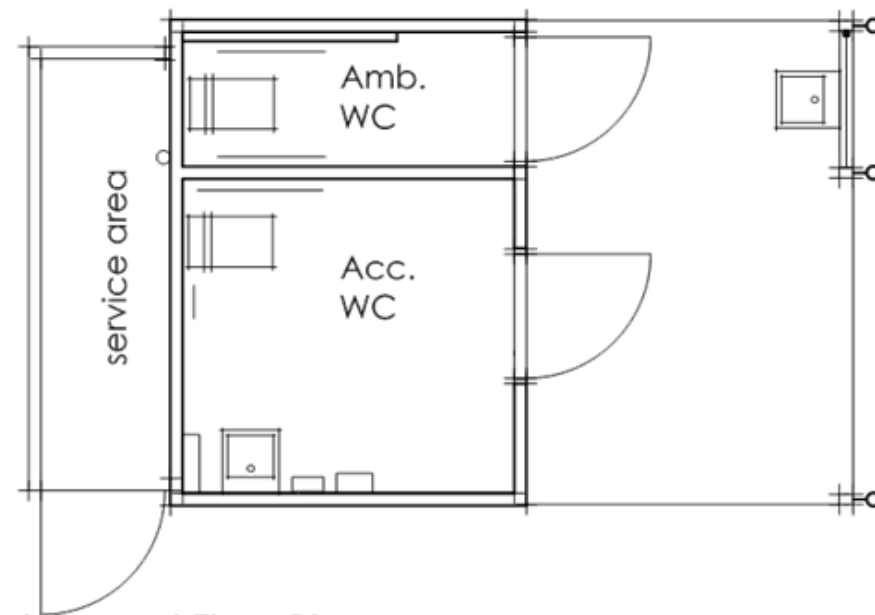
Site Plan
scale 1:250 (A3)



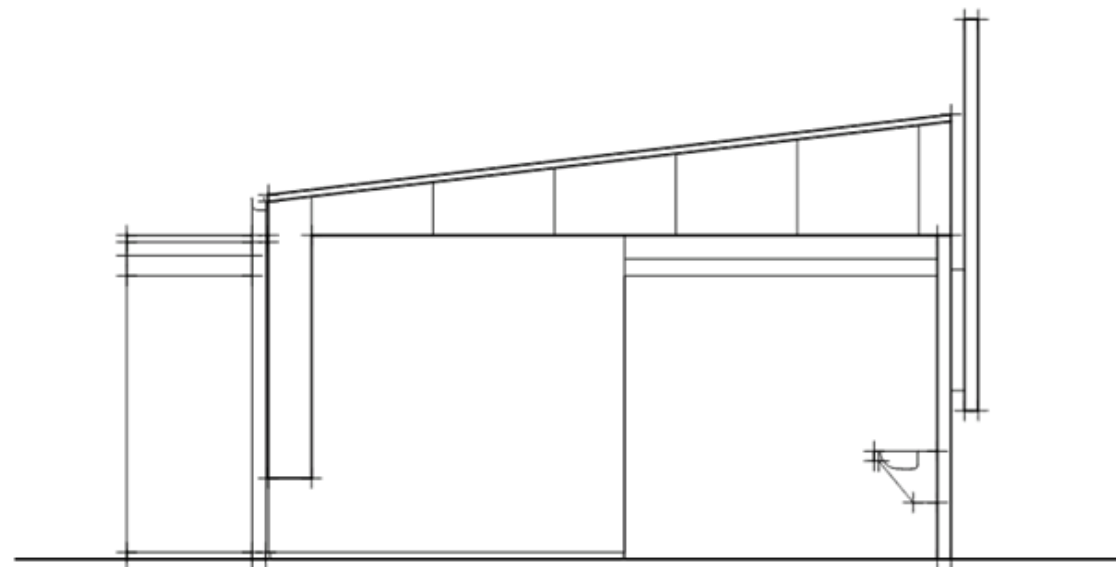
Peninsula Reserve Toilets

Frankston

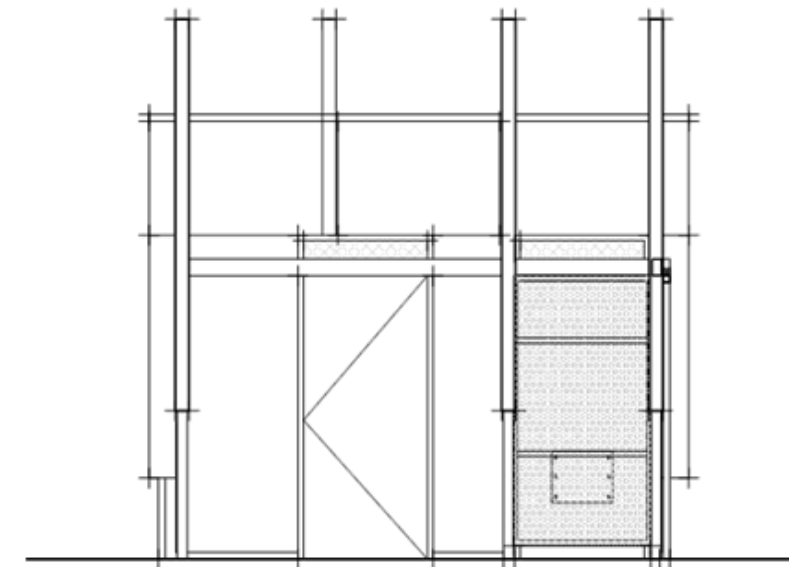
SK-1.A
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Proposed Ground Floor Plan



Elevation 1



Elevation 2

Plans & Elevations
scale 1:50 (A3)



Peninsula Reserve Toilets

Frankston

SK-2.A
30.10.19



Turner & Townsend

Summary

Indicative Cost Plan Option A

Frankston Council
Peninsula Reserve Toilet Block

making the **difference**

Summary



Frankston Council Peninsula Reserve Toilet Block			Indicative Cost Plan Option A		
Item	Description	Quantity	Unit	Rate	Total (AUD)
1	Peninsula Reserve Toilet Block				
2	Indicative Cost Plan				
3	Option A				
4	25 October 2019				
5					
6	Exclusions / Notes				0
7					
8	Areas	22	m2		
9	Substructure	22	m2		8,664
10	Columns	22	m2		1,300
11	Roof	22	m2		13,330
12	External Walls / Windows / Doors	22	m2		39,447
13	Internal Walls / Screens / Doors	22	m2		1,440
14	Wall Finishes	22	m2		5,400
15	Floor Finishes	22	m2		2,400
16	Ceiling Finishes	22	m2		866
17	Fitments	22	m2		12,617
18	Fire Protection Services	22	m2		EXCLUDED
19	Hydraulic Services	22	m2		14,100
20	Mechanical Services	22	m2		EXCLUDED
21	Electrical, Communications & Security	22	m2		38,998
22	BWIC	22	m2		5,000
23	Builder's preliminaries, margin and overheads	22	m2		17,227
24	TOTAL BUILDING COST (TBC)	22	m2		160,789
25					
26	External Works				18,876
27	External Services				30,250
28	Builder's preliminaries, margin and overheads on external works and services				5,895
29					
30	NET CONSTRUCTION COST (NCC)	22	m2		215,810
31					
32	Allowance for ESD initiatives				Excluded

Summary



Frankston Council Peninsula Reserve Toilet Block			Indicative Cost Plan Option A		
Item	Description	Quantity	Unit	Rate	Total (AUD)
33	Design Contingency	8	%		17,265
34	Contract Contingency	15	%		32,372
35					
36	TOTAL CONSTRUCTION COST (TCC)	22	m2		265,446
37					
38	Consultant's fees				50,000
39	Frankston Council internal costs				14,000
40	Disbursements				Excluded
41	Loose Furniture, Fittings & Equipment				Excluded
42	Supply authority and headwords charges				10,000
43	Traffic Management				Excluded
44	Allowance for Out of Hours Work				Excluded
45					
46	TOTAL PROJECT COST (TPC)				339,446
47					
48	Cost Escalation - to tender				Excluded
49	Cost Escalation - to Completion				Excluded
50	Goods and Services Tax				Excluded
51					
52	TOTAL END COST (TEC)				339,446



Turner & Townsend

Detail

Indicative Cost Plan Option A

Frankston Council

Peninsula Reserve Toilet Block

making the **difference**

Detail



Turner & Townsend

Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option A			
Item	Description	Quantity	Unit	Rate	Total (AUD)
	Exclusions / Notes - Elemental Summary				
6.1	<u>Information Used</u>				
6.2	<u>Architectural drawings:</u>				
6.3	Peninsula Reserve Toilets - SK1 Site Plan 11.10.19				
6.4	Peninsula Reserve Toilets - SK2 Plans & Elevations 11.10.19				
6.5					
6.6	<u>Other Drawings Referenced:</u>				
6.7	Frankston - Public Toilet 3 cubicle				
6.8	Photo Beauty Park				
6.9	Appendix 2 Architectural (A3784429)				
6.10					
6.11	<u>Exclusions</u>				
6.12	GST				
6.13	Loose Furniture, Fittings and Equipment (FF&E)				
6.14	Cost Escalation				
6.15	Piling or bored pier foundations				
6.16	Works outside of immediate toilet block				
6.17	ESD initiatives beyond compliance with Section J of BCA				
6.18	Adverse soil conditions incl rock, soft spots and contamination				
6.19	Latent conditions				
6.20	Removal of asbestos or other hazardous materials [demolition of existing building] beyond allowance				
6.21	Upgrade of services infrastructure beyond cost plan allowance				
6.22	Relocation / Decanting / temporary accommodation costs beyond allowance				
6.23	Staging costs				
6.24	Hot water system				
6.25	Works to any other buildings or services				
6.26	Works to raise building above flood level				
	Total - Exclusions / Notes				0

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option A			
Item	Description	Quantity	Unit	Rate	Total (AUD)
9.1	Substructure - Elemental Summary				
	Allowance for slab and footings	22	m2	400.00	8,664
	Total - Substructure				8,664

Detail

Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option A			
Item	Description	Quantity	Unit	Rate	Total (AUD)
10.1	Columns - Elemental Summary				
	Columns - allowance	21.66	m2	60.00	1,300
	Total - Columns				1,300

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option A			
Item	Description	Quantity	Unit	Rate	Total (AUD)
	Roof - Elemental Summary				
11.1	Allowance for structural steel roof framing	27	m2	200.00	5,332
11.2	Allowance for Custom Orb metal roofing	27	m2	150.00	3,999
11.3	Allowance for roof plumbing	27	m2	150.00	3,999
	Total - Roof				13,330

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option A			
Item	Description	Quantity	Unit	Rate	Total (AUD)
	External Walls / Windows / Doors - Elemental Summary				
12.1	Precast concrete panels incl stud and painted FC sheet to inside face	43	m2	700.00	30,100
12.2	Timber battens on steel framing	11	m2	240.00	2,640
12.3	Perforated metal screen	2	m2	650.00	1,307
12.4					
12.5	<u>External Doors as per Door Schedule</u>				
12.6	Single weatherproof solid core door with painted metal face on pressed metal frame	3	no	1,800.00	5,400
12.7	Door signage included in Fitments		Note		
	Total - External Walls / Windows / Doors				39,447

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option A			
Item	Description	Quantity	Unit	Rate	Total (AUD)
13.1	Internal Walls / Screens / Doors - Elemental Summary				
	90mm stud wall with FC sheet on both sides	6	m2	240.00	1,440
	Total - Internal Walls / Screens / Doors				1,440

Detail

Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option A			
Item	Description	Quantity	Unit	Rate	Total (AUD)
14.1	Wall Finishes - Elemental Summary				
	Wall Tiles	36	m2	150.00	5,400
	Total - Wall Finishes				5,400

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option A			
Item	Description	Quantity	Unit	Rate	Total (AUD)
	Floor Finishes - Elemental Summary				
15.1	Epoxy	9	m2	200.00	1,800
15.2	Concrete Sealer	12	m2	50.00	600
	Total - Floor Finishes				2,400

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option A			
Item	Description	Quantity	Unit	Rate	Total (AUD)
16.1	Ceiling Finishes - Elemental Summary				
	Allowance for timber framing to support lights	22	m2	40.00	866
	Total - Ceiling Finishes				866

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option A			
Item	Description	Quantity	Unit	Rate	Total (AUD)
	Fitments - Elemental Summary				
17.1	TRH	2	no	150.00	300
17.2	Ambulant grab rail	2	no	300.00	600
17.3	Acc grab rail	2	no	400.00	800
17.4	Soap Dispenser	2	no	150.00	300
17.5	Hand Dryer	1	no	800.00	800
17.6	Mirror	1	m2	450.00	567
17.7	Coat hook	2	no	50.00	100
17.8	Baby change table	1	no	1,500.00	1,500
17.9	Back rest	1	no	150.00	150
17.10					
17.11	Statutory / Direction etc. signage	1	item		5,000
17.12	Building signage	1	item		2,500
	Total - Fitments				12,617

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option A			
Item	Description	Quantity	Unit	Rate	Total (AUD)
	Hydraulic Services - Elemental Summary				
19.1	WC	1	no	2,500.00	2,500
19.2	Accessible WC	1	no	3,000.00	3,000
19.3	Wall mounted basin and tap	1	no	1,500.00	1,500
19.4	Wall mounted basin with integrated shelf and mixer tap	1	no	2,000.00	2,000
19.5	Cleaners sink	1	no	3,000.00	3,000
19.6	External hose tap	1	no	300.00	300
19.7	Floor waste	3	no	600.00	1,800
	Total - Hydraulic Services				14,100

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option A			
Item	Description	Quantity	Unit	Rate	Total (AUD)
	Electrical, Communications & Security - Elemental Summary				
21.1	Allowance for internal lighting and power	22	m2	300.00	6,498
21.2	Allowance for external lighting	1	item	7,500.00	7,500
21.3	Allowance for CCTV	1	item	25,000.00	25,000
	Total - Electrical, Communications & Security				38,998

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option A			
Item	Description	Quantity	Unit	Rate	Total (AUD)
	External Works - Elemental Summary				
26.1	Allow to clear site	1	item	5,000.00	5,000
26.2	Allowance for earthworks	1	item	5,000.00	5,000
26.3	Allowance to make good area surrounding new toilet block	1	item	5,000.00	5,000
26.4	Concrete pavement	26	m2	150.00	3,876
	Total - External Works				18,876

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option A			
Item	Description	Quantity	Unit	Rate	Total (AUD)
	External Services - Elemental Summary				
27.1	Allowance to connect water from existing building to new toilet	1	item	5,000.00	5,000
27.2	Allowance to connect sewer from existing building to new toilet	1	item	5,000.00	5,000
27.3	Allowance to connect electrical services from existing building to new toilet	1	item	7,500.00	7,500
27.4	Allowance for stormwater drainage	1	item	10,000.00	10,000
27.5	BWIC	1	item	2,750.00	2,750
	Total - External Services				30,250



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Summary

Indicative Cost Plan Option B

Frankston Council
Peninsula Reserve Toilet Block

making the **difference**

Summary



Frankston Council Peninsula Reserve Toilet Block			Indicative Cost Plan Option B		
Item	Description	Quantity	Unit	Rate	Total (AUD)
1	Peninsula Reserve Toilet Block				
2	Indicative Cost Plan				
3	Option B				
4	25 October 2019				
5					
6	Exclusions / Notes				0
7					
8	Areas	22	m2		
9	Substructure	22	m2		8,664
10	Columns	22	m2		1,300
11	Roof	22	m2		13,330
12	External Walls / Windows / Doors	22	m2		39,447
13	Internal Walls / Screens / Doors	22	m2		1,440
14	Wall Finishes	22	m2		5,400
15	Floor Finishes	22	m2		2,400
16	Ceiling Finishes	22	m2		866
17	Fitments	22	m2		12,617
18	Fire Protection Services	22	m2		EXCLUDED
19	Hydraulic Services	22	m2		14,100
20	Mechanical Services	22	m2		EXCLUDED
21	Electrical, Communications & Security	22	m2		38,998
22	BWIC	22	m2		5,000
23	Builder's preliminaries, margin and overheads	22	m2		17,227
24	TOTAL BUILDING COST (TBC)	22	m2		160,789
25					
26	External Works				18,000
27	External Services				38,500
28	Builder's preliminaries, margin and overheads on external works and services				6,780
29					
30	NET CONSTRUCTION COST (NCC)	22	m2		224,069
31					
32	Allowance for ESD initiatives				Excluded

Summary



Frankston Council Peninsula Reserve Toilet Block			Indicative Cost Plan Option B		
Item	Description	Quantity	Unit	Rate	Total (AUD)
33	Design Contingency	8	%		17,926
34	Contract Contingency	15	%		33,610
35					
36	TOTAL CONSTRUCTION COST (TCC)	22	m2		275,605
37					
38	Consultant's fees				50,000
39	Frankston Council internal costs				14,000
40	Disbursements				Excluded
41	Loose Furniture, Fittings & Equipment				Excluded
42	Supply authority and headwords charges				10,000
43	Traffic Management				Excluded
44	Allowance for Out of Hours Work				Excluded
45					
46	TOTAL PROJECT COST (TPC)				349,605
47					
48	Cost Escalation - to tender				Excluded
49	Cost Escalation - to Completion				Excluded
50	Goods and Services Tax				Excluded
51					
52	TOTAL END COST (TEC)				349,605



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Detail

Indicative Cost Plan Option B

Frankston Council

Peninsula Reserve Toilet Block

making the difference

Detail



Frankston Council	Indicative Cost Plan Option B
Peninsula Reserve Toilet Block	

Item	Description	Quantity	Unit	Rate	Total (AUD)
	Exclusions / Notes - Elemental Summary				
6.1	<u>Information Used</u>				
6.2	<u>Architectural drawings:</u>				
6.3	Peninsula Reserve Toilets - SK1 Site Plan 11.10.19				
6.4	Peninsula Reserve Toilets - SK2 Plans & Elevations 11.10.19				
6.5					
6.6	<u>Other Drawings Referenced:</u>				
6.7	Frankston - Public Toilet 3 cubicle				
6.8	Photo Beauty Park				
6.9	Appendix 2 Architectural (A3784429)				
6.10					
6.11	<u>Exclusions</u>				
6.12	GST				
6.13	Loose Furniture, Fittings and Equipment (FF&E)				
6.14	Cost Escalation				
6.15	Piling or bored pier foundations				
6.16	Works outside of immediate toilet block				
6.17	ESD initiatives beyond compliance with Section J of BCA				
6.18	Adverse soil conditions incl rock, soft spots and contamination				
6.19	Latent conditions				
6.20	Removal of asbestos or other hazardous materials [demolition of existing building] beyond allowance				
6.21	Upgrade of services infrastructure beyond cost plan allowance				
6.22	Relocation / Decanting / temporary accommodation costs beyond allowance				
6.23	Staging costs				
6.24	Hot water system				
6.25	Works to any other buildings or services				
6.26	Works to raise building above flood level				
	Total - Exclusions / Notes				0

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option B			
Item	Description	Quantity	Unit	Rate	Total (AUD)
9.1	Substructure - Elemental Summary				
	Allowance for slab and footings	22	m2	400.00	8,664
	Total - Substructure				8,664

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option B			
Item	Description	Quantity	Unit	Rate	Total (AUD)
10.1	Columns - Elemental Summary				
	Columns - allowance	21.66	m2	60.00	1,300
	Total - Columns				1,300

Detail



Frankston Council	Indicative Cost Plan Option B
Peninsula Reserve Toilet Block	

Item	Description	Quantity	Unit	Rate	Total (AUD)
	Roof - Elemental Summary				
11.1	Allowance for structural steel roof framing	27	m2	200.00	5,332
11.2	Allowance for Custom Orb metal roofing	27	m2	150.00	3,999
11.3	Allowance for roof plumbing	27	m2	150.00	3,999
	Total - Roof				13,330

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option B			
Item	Description	Quantity	Unit	Rate	Total (AUD)
	External Walls / Windows / Doors - Elemental Summary				
12.1	Precast concrete panels incl stud and painted FC sheet to inside face	43	m2	700.00	30,100
12.2	Timber battens on steel framing	11	m2	240.00	2,640
12.3	Perforated metal screen	2	m2	650.00	1,307
12.4					
12.5	<u>External Doors as per Door Schedule</u>				
12.6	Single weatherproof solid core door with painted metal face on pressed metal frame	3	no	1,800.00	5,400
12.7	Door signage included in Fitments		Note		
	Total - External Walls / Windows / Doors				39,447

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option B			
Item	Description	Quantity	Unit	Rate	Total (AUD)
13.1	Internal Walls / Screens / Doors - Elemental Summary				
	90mm stud wall with FC sheet on both sides	6	m2	240.00	1,440
	Total - Internal Walls / Screens / Doors				1,440

Detail

Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option B			
Item	Description	Quantity	Unit	Rate	Total (AUD)
14.1	Wall Finishes - Elemental Summary				
	Wall Tiles	36	m2	150.00	5,400
	Total - Wall Finishes				5,400

Detail



Frankston Council	Indicative Cost Plan Option B
Peninsula Reserve Toilet Block	

Item	Description	Quantity	Unit	Rate	Total (AUD)
	Floor Finishes - Elemental Summary				
15.1	Epoxy	9	m2	200.00	1,800
15.2	Concrete Sealer	12	m2	50.00	600
	Total - Floor Finishes				2,400

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option B			
Item	Description	Quantity	Unit	Rate	Total (AUD)
16.1	Ceiling Finishes - Elemental Summary				
	Allowance for timber framing to support lights	22	m2	40.00	866
	Total - Ceiling Finishes				866

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option B			
Item	Description	Quantity	Unit	Rate	Total (AUD)
	Fitments - Elemental Summary				
17.1	TRH	2	no	150.00	300
17.2	Ambulant grab rail	2	no	300.00	600
17.3	Acc grab rail	2	no	400.00	800
17.4	Soap Dispenser	2	no	150.00	300
17.5	Hand Dryer	1	no	800.00	800
17.6	Mirror	1	m2	450.00	567
17.7	Coat hook	2	no	50.00	100
17.8	Baby change table	1	no	1,500.00	1,500
17.9	Back rest	1	no	150.00	150
17.10					
17.11	Statutory / Direction etc. signage	1	item		5,000
17.12	Building signage	1	item		2,500
	Total - Fitments				12,617

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option B			
Item	Description	Quantity	Unit	Rate	Total (AUD)
	Hydraulic Services - Elemental Summary				
19.1	WC	1	no	2,500.00	2,500
19.2	Accessible WC	1	no	3,000.00	3,000
19.3	Wall mounted basin and tap	1	no	1,500.00	1,500
19.4	Wall mounted basin with integrated shelf and mixer tap	1	no	2,000.00	2,000
19.5	Cleaners sink	1	no	3,000.00	3,000
19.6	External hose tap	1	no	300.00	300
19.7	Floor waste	3	no	600.00	1,800
	Total - Hydraulic Services				14,100

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option B			
Item	Description	Quantity	Unit	Rate	Total (AUD)
	Electrical, Communications & Security - Elemental Summary				
21.1	Allowance for internal lighting and power	22	m2	300.00	6,498
21.2	Allowance for external lighting	1	item	7,500.00	7,500
21.3	Allowance for CCTV	1	item	25,000.00	25,000
	Total - Electrical, Communications & Security				38,998

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option B			
Item	Description	Quantity	Unit	Rate	Total (AUD)
	External Works - Elemental Summary				
26.1	Allow to clear site	1	item	5,000.00	5,000
26.2	Allowance for earthworks	1	item	5,000.00	5,000
26.3	Allowance to make good area surrounding new toilet block	1	item	5,000.00	5,000
26.4	Concrete pavement	20	m2	150.00	3,000
	Total - External Works				18,000

Detail



Frankston Council Peninsula Reserve Toilet Block		Indicative Cost Plan Option B			
Item	Description	Quantity	Unit	Rate	Total (AUD)
	External Services - Elemental Summary				
27.1	Allowance to connect water from existing building to new toilet	1	item	7,500.00	7,500
27.2	Allowance to connect sewer from existing building to new toilet	1	item	7,500.00	7,500
27.3	Allowance to connect electrical services from existing building to new toilet	1	item	10,000.00	10,000
27.4	Allowance for stormwater drainage	1	item	10,000.00	10,000
27.5	BWIC	1	item	3,500.00	3,500
	Total - External Services				38,500

Executive Summary**12.16 Best Street Awards**

Enquiries: (Tim Bearup: Community Development)

Council Plan

Community Outcome:	2. Liveable City
Strategy:	2.2 Vibrant and Engaged
Priority Action	2.2.5 Improve the presentation and cleanliness of Frankston City

Purpose

To brief Council on the progress of the Best Street Award Program.

Recommendation (Director Community Development)

That Council:

1. Notes the Best Street Award has received four applications, despite extensive advertising.
2. Approves the applicants as finalists in Best Street Awards and be presented with a street sign recognising them as "Finalist 2019 Best Street Award".
3. Approves the recommended winner as selected by the project working group (refer Attachment A) be acknowledged and also receive a barbeque pack and sustainable living kit and their street sign to read "Winner 2019 Best Street Award".
4. Acknowledges all recipients at a barbeque at Beauty Park or similar event in December 2019 where the Mayor will also announce the overall winner.
5. Reallocates the funding of \$15K in the 2020/21 budget towards building the capacity of other community strengthening initiatives that align with the original project intent of "promoting behaviour change and pride in streets and neighbourhoods" (eg. Love Where You Live projects and Neighbour Day events).

Key Points / Issues

- At Ordinary Meeting 23 April 2018, a Notice of Motion regarding the Best Street Award program was tabled. Council resolved that it:

"Endorses the development of a Best Street award program, applicable to all suburbs within the municipality, to promote behaviour change and pride in streets and neighbourhoods."

The Best Street Award supports the Council Plan; vibrant and engaged communities. The award will enhance pride and responsibility for the appearance of local streets as well as to promote better connectedness between people and enhanced neighbourhood ambience.

- The Council Project team comprising of twelve staff from various council departments have met on nine occasions to oversee the project.
- There are four areas of assessment criteria applied to the Best Street Award project: *Participation, Connectedness, General Appearance and Community Involvement.*

12.16 Best Street Awards**Executive Summary**

- The Best Street Award was promoted across the municipality, with the aim of receiving submissions from each of Council's seven Local Areas: Frankston South, Frankston North, Seaford, Karingal, Carrum Downs/Skye/Sandhurst, Langwarrin and Frankston Central and Heights.
- Applications opened in June 2019 and closed on 23 August 2019. However by early August only one application was received, from a street in Frankston South. An urgent meeting of the Project group was convened and it was decided to extend the due date for applications to 20 September 2019.
- A further update of the program was advertised in Frankston City News including half page advert placed in the Frankston Leader, community groups including Love Where You Live planning groups, Community Centres were targeted together with promotion through Councils Social networking streams.
- At the completion of the open period for applications, four applications had been received. Two applications from Frankston South and one each from Carrum Downs and Frankston Heights.
- The Project working group have assessed the four applications and recommend all four applicants to be presented with a street sign acknowledging them as part of Best Street Awards. The winner selected by the project working group (please see attachment) will also receive a barbeque pack and Sustainable living kit and their sign to read "Winner 2019 Best Street Award". The other finalist's street signs will read "Finalist 2019 Best Street Award"
- It is planned to acknowledge all recipients at a barbeque at Beauty Park or similar event in December 2019 where the Mayor will also announce the overall winner.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

That Council refers the funding of \$15K towards Community Strengthening Initiatives for example Love Where You Live and Neighbour Day events to the Annual Budget process for consideration.

A sum of \$15K has been allocated in the 2018/19 budget however due to the limited interest in the program it is anticipated that expenses will not be over \$4K for this year.

12.16 Best Street Awards
Executive Summary**Consultation****1. External Stakeholders**

Applications opened in June 2019 and closed on 23 August 2019. The Best Street Project has been advertised to the community through Frankston City News, Frankston Leader, community groups, Community Centres, Council Information centres, Council Website together with Councils Social networking streams.

2. Other Stakeholders

The internal stakeholders involved in the working group include Community Strengthening, Family Health and Support Services, Environmental Services, Environmental Health, Libraries and Learning, Waste and Recycling, Community Centres, Resource Efficiency, Economic Development, Media & Communications, Tourism, Customer Relations and Community Safety.

Analysis (Environmental / Economic / Social Implications)

Reasons for untidy, unclean and unpresentable front gardens and properties are varied and may relate to a range of issues that may be as simple as busy and time-poor families or far more complex issues that result in tidy gardens not being high on the resident's priority list (eg. family and domestic violence, family breakdown, illness, complex mental health issues, motivation, generational family behaviour, economic barriers and individual knowledge gaps).

The Best Street Award had intended to support the Council Plan's strategy to develop vibrant and engaged communities. Given the limited take up, despite extensive promotion, it is recommended the resourcing be diverted to expanding the capacity of other initiatives seeking to build social capital.

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

Litter is enforced under the Environment Protection Act 1970 (EPA) and specifically imposes an obligation on a person to not litter on any land. Litter has an exhaustive definition. In the case of Council's General Local Law 2016 – No. 8 Council has a regulatory role in enforcing requirements for waste management activities in their jurisdiction and in litter prevention, education and enforcement under the EPA.

Policy Impacts

The Best Street Award aligns with the Council Plan's priority to improve the presentation and cleanliness of Frankston City.

Officer's Declaration of Interests

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

Risk Mitigation

Presentation and cleanliness has a compounding impact on the community. To mitigate against the extent of this impact this program encourages neighbourhood engagement and community pride.

12.16 Best Street Awards
Executive Summary

Residents were encouraged to nominate their street and set up a neighbourhood team to support their entry. The success of the program was dependent on community engagement and participation, which has been a challenge. To mitigate against the lack of sufficient participation and involvement, extensive media and promotional efforts have been applied, over an extended period, however still with limited success.

The unique street signs to be designed and awarded for winning streets will need to reflect/acknowledge the results of the signage audit in 2019.

Conclusion

This Best Street Award program has received some support from community although interest has not been as strong as hoped and households from not all suburbs in the Frankston LGA are represented.

There has been an extensive advertising campaign conducted in the community, using all of Council's communications channels including traditional and social media.

The recommendation is to endorse the judging process of the applications received for the 2019 Best Street Awards (see attachment) and award the applicants that meet the criteria for the award.

It is also recommended that Council reallocates the funding of \$15K in the 2020/21 budget towards other community strengthening initiatives that align with the original project intent of "promoting behaviour change and pride in streets and neighbourhoods" (eg. Love Where You Live projects and Neighbour Day events).

ATTACHMENTS

Attachment A: ➡ Best Street Award - judging information and selection (*Under Separate Cover*)

Executive Summary**12.17 Downs Estate - Project Update**

Enquiries: (James Robinson: Community Assets)

Council Plan

Community Outcome:	1. Planned City
Strategy:	1.1 Community Infrastructure
Priority Action	1.1.6 Ensure community infrastructure and services match community need

Purpose

To inform Council on the status of the University of Melbourne (UoM) investment into Downs Estate and proposal to retain the unused dwelling onsite.

Recommendation (Director Community Assets)

That Council:

1. Notes discussions have occurred with the Downs Estate Community Project (DECP) subsequent to the Ordinary Meeting 2019/OM12 held on 23 September 2019;
2. Notes the following documents received by Council:
 - a. University of Melbourne (UoM) Business Case letter;
 - b. DECP Response to Council; and
 - c. DECP List of Potential Contributors.
3. Supports officers to further discuss with the UoM their funding and business case proposal and release the \$25K held by Council subject to an appropriate agreement and approvals; and
4. Agrees to the give the DECP a final extension of time to complete a comprehensive business case for the dwelling by 30 June 2020.
5. Notes a further report will be brought back to Council outlining the assessment of the business case at September 2020 Ordinary Meeting.

Key Points / Issues

- Council at its meeting on 23 September 2019 resolved:

“That Council:

1. *Notes the Down’s Estate Master Plan;*
2. *Notes there is a budget allocation of \$350K in the 2019/20 Capital Works Program for delivery of works as per the Master Plan;*
3. *Refers \$100K as part of the 2020/21 Capital Works Program for delivery of the gravel pedestrian path network, vehicle access road and gravel carpark;*
4. *Notes that immediate discussions take place with service clubs and/or other parties, Council and the Down’s Committee to ascertain the level of interest and feasibility for the retention of the Down’s home and the existing shed with voluntary input and further that the result of these discussions be returned to Council at the 18 November 2019 Ordinary Meeting.*

12.17 Downs Estate - Project Update**Executive Summary**

5. *Notes that the University of Melbourne and Down's Estate Community Group have no more than 30 days from this resolution to provide relevant paperwork regarding additional funding for the Down's Estate that was allocated (but held in abeyance) in 2018. This paperwork, relating to the \$25,000 grant that was awarded on the basis that such paperwork would be produced, is to be to the satisfaction of Council. If the said relevant paperwork is not provided at the end of 30 days, the funding is to be forfeited forthwith.*
- Following the Council meeting on 23 September officers have met with the DECP on a number of occasions to help assist with preparing a response to Council.
 - The Facilities Department met with the DECP and Cr Aitkin on 26 Sept 19 and 15 Oct 19.
 - Council Officers and the Deputy Municipal Building Surveyor also met with the DECP at the Downs Estate site on the 2 Oct 2019.
 - In addition to the above meetings separate meetings with Community Development, Property, Parks, Facilities and Cr Aitkin were also held on 30 Sept 19 and 28 Oct 19.
 - On 25 October 19 the DECP emailed through the following two documents:
 - DECP Response to Council (Refer attachments B); and
 - DECP List of Potential Contributors (Refer attachments C)
 - These documents are not a Business Case or Strategic Plans and don't provide information on financial / commercial benefits to justify any significant investment at the Downs Estate. The document does touch on possible future uses of the dwelling in general terms.
 - Within the 'Response to Council' document the DECP request the following:

'We request that in order to continue this process of investigation to produce a collaborative viable plan for Council that the timeline for this task be extended to June 30, 2020.'
 - The 'List of Potential Contributors' document highlights the discussions that DECP have had with local state and federal members, service clubs, local businesses and Educational Institutions. However, no formal funding commitments have been confirmed through these discussions.
 - On Tuesday 28 October 2019 the University of Melbourne (UoM) provided Dr Gillian Kay with a letter to confirm that they have raised a matching \$25K cash resources through contributions from relevant faculties and from the University's central research engagement fund. (Refer attachment A).

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

12.17 Downs Estate - Project Update**Executive Summary**

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

Downs Estate Budget Allocations:

Financial Year	Council Budget Allocation	Comment
2018/19	\$25,000	At 2018/OM11 on 10 September 2018, Council approved a \$25K contribution to the development of the Business case (subject to UoM funding commitment).
2018/19	\$80,000	Construction of Composting Toilet. The project is completed and handed over to DECP.
2019/20	\$350,000	Delivery of significant number of items identified in the master plan as discussed with the DECP.
2020/21	\$100,000 (subject to 2020/21 budget review process)	Complete the remaining items as per the master plan, items being gravel carpark and pedestrian paths.

The total expenditure including potential commitment (in 2020/21) is \$555K and there is no further funding proposed by Council beyond financial year 2020/21.

External funding commitments from Government agencies or local organisations is required for further works beyond FY 2020/21.

Consultation**1. External Stakeholders**

Council have worked closely with the DECP and Councillor Bolam over the 18/19 and 19/20 FY's through working group meetings, site meetings, emails and phone correspondence.

Since the 23 Sept Council Meeting officers have worked closely with the DECP to support and assist them in providing the required response to council for the 18 Nov meeting.

2. Other Stakeholders

Other Council Departments consulted to date are Planning and Environment and Building Services.

Analysis (Environmental / Economic / Social Implications)Environmental

The property is zoned as "Green Wedge" and is directly next to an Urban Floodway Zone to its west and a "Public Conservation and Resource Zone" to its South. It should be noted that under the Frankston Planning Scheme the use of "Education Centre" is one that is prohibited in a green Wedge Zone.

An Operational Management Plan is under development by Councils Environmental Planning Department for the portion of the land to the west of the shared user path. The Management plan will inform Council's long term management of this area as an ecological zone.

12.17 Downs Estate - Project Update**Executive Summary**Social

Implementing the master plan at site will provide additional amenities for Community Groups and local users of the Down's Estate and Seaford Wetlands.

Economic

Currently there is no business case prepared showing the financial / commercial benefit to justify any significant investment for proposed use of the dilapidated unused dwelling or any of the proposed future developments at the Downs Estate.

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

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

Legal

There are potential legal implications for Council relating to the safety and security of the buildings and infrastructure on site.

Policy Impacts

Council's Open Space Strategy is relevant to this proposal and use of the land. Down's Estate is classified as regional conservation space. The strategy indicates that this land can be used for unstructured recreation, trail and biodiversity connections and environmental education purposes

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 site is relatively isolated and subject to inappropriate activity and vandalism. The provision of additional CCTV, funded in 2019/20 Capital Works Program, will help address some of the issues associated with the vandalism.

The dilapidated dwelling on site presents an immediate public safety risk due to its state and the ease with which they can be accessed. Temporary fencing currently envelopes the building and should remain until a decision is made in June 2020.

Conclusion

Officers will further discuss with the UoM their funding and business case proposal and prepare the relevant agreements to proceed with release of funds.

The DECP should receive a final extension of time to complete a business case for the site which details and justifies the retention of the existing dwelling by 30 June 2020 for review and discussion.

A report will be brought back to Council outlining the assessment of the business case at September 2020 Ordinary Meeting.

12.17 Downs Estate - Project Update**Executive Summary**

ATTACHMENTS

- Attachment A: [↓](#) University of Melbourne Funding Letter
- Attachment B: [↓](#) Downs Estate Working Group Committee - Response to Council
- Attachment C: [↓](#) Downs Estate Working Group Committee Potential Contributors

12.17 Downs Estate - Project Update
Officers' Assessment**Background**

- Following the Council meeting on 23 September officers have met with the DECP on a number of occasions to help assist with preparing a response to Council.
- The Facilities Department met with the DECP and Cr Aitkin on two occasions:
 - 26 Sept 19 and 15 Oct 19
- At the above meetings the following matters were discussed in detail:
 - Feasibility study findings and costs;
 - Future of the existing unused dwelling;
 - Works to be undertaken at the site during the 19/20 FY;
 - Importance of a business case and strategic plan for DECP;
 - Change of use impacts on the shed;
 - Community and local organisational support; and
 - UoM status commitment to the Downs Estate.
- Council Officers and the Deputy Municipal Building Surveyor also met with the DECP at the Downs Estate site on the 2 Oct 2019 to discuss the use of the shed and any possibility of dispensations to the building code (as discussed at the previous meeting on the 26 September 2019).
- At the above meeting the following matters were discussed in detail:
 - Current class of shed;
 - Proposed use (training venue, packing) and impacts on building;
 - Concrete floor levels and past construction issues;
 - DDA access (all weather);
 - Toilet amenity requirements; and
 - Part J – Energy Efficiency requirements.
- In addition to the above meetings separate meetings with Community Development, Property, Parks, Facilities and Cr Aitkin were also held with the DECP to discuss the DECP operation and function on the following occasions (there will be further meetings in the near future):
 - 30 Sept 19 and 28 Oct 19.
- On 25 October 19 the DECP emailed through the following two documents (refer attachments B & C):
 - DECP Response to Council; and
 - DECP List of Potential Contributors.
- The 'Response to Council' document is not a Business Case or Strategic Plan showing the financial / commercial benefit to justify any significant investment for the proposed future use of the dilapidated unused dwelling or any of the proposed future developments at the Downs Estate.

12.17 Downs Estate - Project Update**Officers' Assessment**

- This document does touch on possible future uses of the dwelling by DECP but ultimately the DECP request the following:
'We request that in order to continue this process of investigation to produce a collaborative viable plan for Council that the timeline for this task be extended to June 30, 2020.'
- The 'List of Potential Contributors' document notes down discussions the DECP have had with local state and federal members, service clubs, local businesses and Educational Institutions.
- No formal funding commitments have been confirmed through these discussions.
- Works to be completed at the Downs Estate site can be completed during 2019/20 with no impact on delivery if the existing dwelling was to remain onsite until 30 June 2020.
- On Tuesday 28 October 2019 the University of Melbourne (UoM) provided Dr Gillian Kay with a letter to confirm that they have raised a matching \$25K cash resources through contributions from relevant faculties and from the University's central research engagement fund. Refer attachment A - UoM letter.
- The UoM note in their letter that with the funding they will *'...develop a business case that will provide the context, identification of multiple connecting opportunities and the social and economic return on investment for the consideration of private, state and federal agencies...'*
- Council officers are now in a position to review this proposal from the UoM and prepare for the release of the \$25K (currently held) to the UoM in order for them to commence development of a business case for Downs Estate.
- Officers will discuss their proposal further and prepare a Funding Agreement / MOU between Council and UoM in relation to the release of the funding.

Financial Impact

- A Capital Works budget of \$350k has been allocated in the 2019/20 to deliver a significant number of items identified and approved in the Master Plan.
- The total expenditure including potential commitment (in 2020/21) is \$555K and there is no further funding proposed by Council beyond financial year 2020/21.
- External funding commitments from Government agencies or local organisations is required for further works beyond FY 2020/21.
- Currently there is no business case prepared for proposed use of the dilapidated unused dwelling or any of the proposed future developments by the DECP. There is also no Council Policy supporting these future plans for the site.

Professor James McCluskey AO
Deputy Vice-Chancellor (Research)



28 October 2019

Attention Dr Gillian Kay
Director, Community Development
Frankston City Council

Dear Dr Kay,

Re: Development of the Downs Estate Business Case for a Community Food and Science Hub

The University of Melbourne writes this letter in response to Frankston City Council (FCC) decision moved by Councillor Bolam considering a FCC investment of 25K to support the development of a business case for the Downs Estate. The FCC investment was subject to the University of Melbourne and its partners from the Downs Estate Community Project matching the 25K contribution. We are pleased to confirm that the University of Melbourne has raised a matching 25K cash resource through contributions from relevant faculties and from the University's central research engagement fund.

The University of Melbourne has spent the last twelve months working closely with the Downs Estate Community Project and in addition has already raised 100K from the Helen MacPherson Smith Trust to support the development of a Sustainable Indigenous Bush Food enterprise in partnership with the Downs Estate Community Project. In addition, the University of Melbourne has already contributed significant in-kind resources through the work of its researchers and staff. The University of Melbourne is fully committed to ensuring Indigenous engagement across multiple streams of the Downs Estate business case development and has been delighted to already supporting important preliminary work around Indigenous bush food production.

The University of Melbourne acknowledges the significant potential of the Downs Estate and its abutting wetlands as a community cultural, social, economic and educational asset through its ability to span environmental management, food production, social engagement, cultural awareness and exchange. It also offers wide ranging research, learning and teaching opportunities for all of our collective faculties from Agriculture, Engineering, Science, Medicine, Building/Architecture and the Arts.

Through the existing collaborations between our research teams, the Downs Estate Community Project and the FCC we have developed both trust and commitment and are very pleased to now develop the business case that will provide the context, identification of the multiple connecting opportunities and the social and economic return on investment for the consideration of private, state and federal agencies who we have already begun engaging with.

We understand through previous communication with the FCC that the University of Melbourne will receive the 25K from the FCC and together with our 25K investment will be held within the Faculty of Vet and Agricultural and used to develop the business case. The budget for the business case will be developed in partnership with the Downs Estate Community Project and we will work closely and inform the FCC of progress at regular intervals throughout the process of development which we estimate will take three to five months.

We look forward to working with the FCC in this exciting initiative and to developing a business case that brings together FCC, the Downs Estate Community Project and the University of Melbourne in pursuit of a significant community food and science hub that supports and advances future social, cultural, educational, environmental and economic opportunities for the communities of the South East of Victoria.

Sincerely



Professor James McCluskey AO FAA FAHMS
Deputy Vice-Chancellor (Research) and
Redmond Barry Distinguished Professor
The University of Melbourne

Report to Council on the future of the House at Down's Estate

Oct 25, 2019

From Council meeting, September 23, 2019

Recommendation:

Item 4. "Notes that immediate discussion take place with service clubs and/or other parties, Council and the Down's Committee to ascertain level of interest and feasibility for the retention of the Down's home and existing shed with voluntary input and further that the result of these discussions be returned to Council at the 18 November meeting."

1. Shed:

An onsite visit with Matt Glover (Deputy MBS), James Robinson and 3 DECP members on Sept 30, allowed a more in depth discussion of the requirements in relation to change of use. John Mc Kenzie (DECP) had consulted with VBA regarding dispensations to allow for different solutions for changed use.

At the meeting with FCC Officers and Cr Aitken (by phone) on October 15, DECP again asked about the possibility of the expensive toilet and sewerage services being replaced by the current composting toilet and water tank provision as adequate services for the simplest community use as workshop space for 25. It was suggested that this investigation could be part of a longer term vision for the Shed.

To allow some current use of the Shed, the Committee will investigate the possibility of using a POPE permit to support the holding of community events/workshops.

DECP suggests that at this time the following statement could meet the needs of FCC and DECP. That the Shed continues its current use as storage. If future investigations produce a viable alternative plan for community use, this will be considered.

2. House:

A. DECP submitted a Business case for the House (first section) to Officers on July 22, including proposed timelines for a restoration plan. It is important to note that Officers did not discuss this with DECP prior to the recommendation for demolition of the House.

This submission said that "A comprehensive business case containing background information and future project objectives, as well as plans and costings will need to be prepared. Suitable grant programs, letters of support from Council, local parliamentarians and other interested organisations need to be sought. (2019- 2020 financial year). If a successful funding of this project can be achieved, a building program could be undertaken in the 2020-2021 year."

At the September 23 Council meeting, Councillors decided to allow DECP until the Nov 18 Council meeting to investigate possible contributors and offers of assistance for this project. This amounts to only 4.5 weeks to do this complex task, to fit the timeline for Officer report writing.

The Committee has acted urgently to contact possible contributors to discuss the project with them. (See list attached.) For a task that would warrant months to properly address, we have ascertained where possible, the availability and level of support offered from those contacted.

We will continue following up and seeking suitable options for the restoration of the House and update Officers and Councillors by November 18.

B. This report on the Future of the House (and Shed above) is also a response to the Feasibility Studies and Services assessments which were not made available to DECP before the September 23 Council meeting and recommendation.

2.In order to significantly reduce costs for this project:

We have advocated for off grid services which can meet planning and building requirements. By using the existing composting toilet (newly installed) and improving the capacity for water provision on site, a saving of \$420K will be possible on services provision. Planning is underway for the installation of an additional large water tank. This will allow sufficient storage to provide water for the house including water to be filtered for drinking.

We have removed the proposal for installation of a commercial kitchen to be used in a café set up and would replace it with a simple kitchen as per domestic use. (reducing cost by \$100K). The building will still need to comply with DDA requirements for access and inclusion.

Connection of electricity cost may be reduced by changing the use of the House and kind of power required. Solar alternatives could be investigated for a cost comparison.

The contribution of resources from Business, agencies, organisations, volunteers and successful grants will also reduce the overall cost of restoration.

Summary of reasons for retention of House

DECP proposes that the repurposed house can provide the following community uses and benefits:

1. Preservation of a local historic site in Seaford. This references our settler farming history with the remaining farm buildings restored and the showcasing of Harry Down, the last private owner of the farm and his remarkable life story. Frankston City values its heritage as evidenced by highlighting the importance of preserving our stories, landmarks and buildings on Frankston History days. The Committee highly values the historic and heritage features of this site and believes they add depth and context to the current community activities being undertaken.

2. Provide people good shelter from the elements, a comfortable meeting place for DECP members and other members of the community. This will increase the usage of Down's Estate by diverse groups and bring more people on site. It will support a broader range of activities being offered to the community and other groups can make use of this resource also.

3. Creation of interactive displays and information for tourists, school groups, community groups, general public, Frankston residents on stories including:

The history of the Carrum Carrum swamp -indigenous culture, ecology and human use of swamp prior to white settlement, the draining of the swamplands and impact on ecology and culture.

Demonstration of sustainable house alternatives such as composting toilets, use of tank water, green off grid alternatives for energy generation.

Displays explaining sustainable agricultural techniques used on site(eg regenerative agriculture, permaculture, indigenous food crops) and how these can complement the natural environment. Exploration of the place of humans in the landscape.

4. A multipurpose use of this indoor space for workshops, displays and sustainability initiatives with the housing of educational resources and a place for University of Melbourne to do some microscope work when on site. An office space could be incorporated also.

5.The retention of the House and use of roof will increase the water catchment for the urban agriculture initiatives by one half, additional to the shed. It will also contribute to the collection capacity for the new large tank to be installed.

6. A collaborative community/business/government project will create local interest and a sense of ownership to those participating and their networks.

3.

In conclusion

As result of the offers received so far, and some still awaiting response there is a definite prospect of being able to put together a viable plan. The best outcome would be a sustainable multipurpose asset for the Council and community.

We request that in order to continue this process of investigation to produce a collaborative viable plan for Council that the timeline for this task be extended to June 30, 2020. If the task can be completed before that time it can be brought forward.

We appreciate the support we have been given in this endeavour by Councillors and Officers.

Maureen Griffin

Secretary

DECP

List of Possible Contributors Contacted by DECP since September 23, 2019Members of Parliament

1. **Peta Murphy & Sonya Kilkenny** (Federal and State members) – Have both visited DECP and are supportive of our endeavours. Sonya Kilkenny has offered a letter of support for the house restoration project and her assistant Maureen Lim has been seeking suitable grant opportunities for us.

Peta Murphy recently invited DECP to apply for a Federal Community Environmental Project Grant which we have submitted.

Service Clubs

1. **Rotary Frankston** – Wayne Gillan and Charles Coy (President & Past President) – Onsite visit

Possible Offer of: help with painting, landscaping and lighter tasks if project proceeds.

Connection with Rotary through Seaford Farmers' Market

2. **Frankston Sunrise** – Peter Cracknel (President) – Phone call

No ability to assist at present due to current big program undertakings but invited to contact them again at a later date.

3. **Frankston 2.0** – Contact: Trudy Poole – Phone call

This organisation does not engage with this kind of hands on work. They have a number of local and overseas projects. They also conduct the Seaford Wetlands Fun Run and can see a connection to be made with DECP regarding this event.

4. **Lions Club** – Have had no success yet in contacting a past DECWG member in this group.

Business

1. **Bunnings Carrum Downs** – Jo Deppler (Community Activities Organiser) Email and phone call. Jo asked for onsite visit next week and explained Bunnings have contributed to a project like this before. They gather a team from the seven surrounding Bunnings stores and do work including painting, landscaping and can donate some goods. She said the project sounded interesting to them.

2. **Sustainable Building Concepts Seaford** – Michael Vandoorn, Business Development Manager & Megan Herd, General manager ... – Office visit and 1 hour discussion. They are interested to understand more about the house restoration project and can see significant potential for their involvement. They have received the Council report including engineering and feasibility studies. They would like to have an onsite visit and will contact us again.

3. **Bendigo Community Bank Carrum Downs** – Branch visit – Conversation with bank personnel regarding their community grants scheme. They suggested we were eligible to apply for funds for this project. They said there was at least an 8 week wait after applying, to learn the outcome which would be decided by the Board. DECP has a bank account at that branch.

4. **Lowes Building & Design Aspendale** –

Renovators of Edithvale Seaford Wetlands bird hide. Their main business activity is new housing so low potential for engagement

Education Institutions

1. **Chisholm TAFE** – Contact: Daniel Mullens – Two visits by us to campus and two follow up enquiries by phone. One missed call back from Chisholm. Unfortunately over the past few weeks the building and construction department has been very busy and we have been unable to have a conversation. We thought a community education provider could be a good fit for the renovation.
2. **University of Melbourne** (Department of Architecture) – Contact: Professor Gini Lee (Landscape Architect- Architecture, Building, Planning). We met Gini when the collaboration with UoM started and she made an onsite visit. She is currently overseas and has not responded to our email yet.

Executive Summary**12.18 Connecting Malls Program Update**

Enquiries: (Vishal Gupta: Community Assets)

Council Plan

Community Outcome:	1. Planned City
Strategy:	1.1 Community Infrastructure
Priority Action	1.1.6 Ensure community infrastructure and services match community need

Purpose

The purpose of this report is to provide an update on the progress of the City Centre Mall Program (the program) and seek approval of the concept for Clyde Street Mall and Station Street Mall Stage 2.

Recommendation (Director Community Assets)

That Council:

1. Endorses the Clyde Street Mall and Station Street Mall Stage 2 concepts plan;
2. Approves the commencement of a public exhibition period for 4 weeks on the proposed concept plans;
3. Authorises commencement of the statutory process to consider the closure of a section of Clyde Street Mall in Frankston, between Balmoral Avenue and Ross Smith Avenue East, to vehicular traffic including;
 - a) Public notice of the proposed road closure in accordance with the requirements of the Local Government Act 1989.
 - b) Referral of the proposal to emergency service authorities for comment.
4. Notes that a report will be presented to Council in March 2020 on the outcome of statutory process.

Key Points / Issues

- The current program includes three key streetscape improvements projects Station Street Mall Stages 1 and 2 and Clyde Street Mall.
- The program was initiated to deliver the last stage in the revitalisation of the Frankston Station Precinct and with the opportunity to undertake works in conjunction with the adjacent private development at 12-16 Clyde Mall (Private Development)
- A total of \$740k in external contributions have been received for the overall program from State Government, Vicinity and private development.
- Attachment A provides details on the stages and progress of the program.
- Beyond financial year 2019-20, there is no further funding commitment for revitalising the Frankston City Centre from the State Government. For this reason a review of the City Centre streetscape program is required to establish an overall direction for future improvements and priorities that can be taken into consideration as part of Council's Long Term Infrastructure Plan (LTIP).
- Outlined below are key issues and recommendations relating to each project within the program that requires Council consideration.

12.18 Connecting Malls Program Update**Executive Summary****STATION STREET MALL STAGE 1**

- Construction works are nearing completion and on track for completion by November 2019.
- An official public opening for Stage 1 is being planned for early December.
- A review of Frankston's Kerbside Trading Guidelines is required in order to align outdoor dining uses with the new condition in Station Street Mall. The revised outdoor dining zones in Station Street Mall will add life and vibrancy to the Mall to support a prosperous local economy.

The review will be prepared in consultation with the local community and stakeholders and a further report will be presented to Council at a later date. An interim agreement between Council and relevant local business will be in place amendment of the kerbside Trading Guidelines.

STATION STREET MALL STAGE 2

- Key stakeholder engagement has been conducted by seeking feedback through door knocking businesses and contacting landowners along Station Street Mall Stage 2 areas throughout September 2019.
- Key themes that emerged from these trader consultations informed the concept and proposed scope of works. Refer Attachment B
- Proposed works include upgrade to paving, bins, tree planting and lighting.
- Subject to Council approval, delivery is planned for 2020 and it is anticipated that the construction tender can be awarded in early 2020 with works commencing in April 2020.

CLYDE STREET MALL

- Key stakeholder, community engagement and best value review has been undertaken and feedback incorporated into a final concept plan (Attachment C).
- At its meeting on 13 May 2019, Council resolved:
That Council:
 - 3. Endorses the incorporation of the recognition of Hall of Fame (HoF) inductees into the Clyde Street streetscape upgrade.
 - 4. Refers the funding of the following to the Mid-Year Budget Review for further consideration:
 - a. \$2,000 for the updating of the Frankston City Honour Roll,
 - b. \$150,000 towards inclusion of the HoF in the Clyde Street / Station Street
- The Hall of Fame has been incorporated into the Clyde Street Mall concept (Attachment D).
- Subject to Council approval, detailed design will be completed and construction commencement is planned for 2020.
- Clyde Street Mall (between Balmoral Avenue and Ross Smith Avenue East) was gazetted as a pedestrian mall in year 1990 to include prohibition of passenger vehicles at all times with restricted emergency service vehicle access. The proposed Clyde Street Mall improvements provide the opportunity to formalise these arrangements.
- The extent of the proposed improvement works is along Clyde Street Mall between Ross Smith Avenue East and Station Street Mall.

12.18 Connecting Malls Program Update**Executive Summary**

- To allow the proposed improvements for Clyde Street Mall to proceed and to create a pedestrian friendly environment, it is necessary to restrict access to vehicles, including emergency vehicles and service vehicles. Therefore formal closure of the road to vehicular traffic of the street is required.
- The Clyde Street Mall improvements involve closing the Mall between Balmoral Avenue and Ross Smith Avenue East to traffic and creating a pedestrian area as shown on the plan (Attachment E). New paving, street furniture, lighting, street trees, drainage works and Hall of Fame will be undertaken as part of the improvements, removable bollards will be installed to prevent vehicle access.
- Following the proposed closure, Clyde Street Mall between Balmoral Avenue and Ross Smith Avenue East, will become a no through road. Vehicles will continue to be able to access Clyde Mall between Balmoral Avenue and Station Street Mall.
- The proposed closure would not alter adjacent properties access and require these properties to continue to utilise Balmoral Avenue, Ross Smith Avenue East and Clyde Street Mall, between Balmoral Avenue and Station Street Mall, for vehicle access, waste collection and deliveries. The proposed road closure will have no impact on existing pedestrian access.
- The proposed works will limit access along Clyde Street Mall for emergency vehicles, however there is existing access via Shannon Mall, Balmoral Avenue, Ross Smith Avenue East and Clyde Street Mall, between Balmoral Avenue and Station Street Mall.
- Clyde Street Mall is currently managed and maintained by Council. A road closure does not change the status of the land, so it will not affect the ability of street sweepers or other Council maintenance access vehicles to access the road.

Financial Impact

The Victorian Government introduced the “Fair Go Rates” system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council’s major source of income, Council’s capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are financial costs, however, these costs can be accommodated within existing budgets.

There is currently funding allocated to Clyde Street Mall and Station Street Mall in the LTIP for delivery across financial years 2019/2020 and 2020/2021 totalling \$1,680,000 including a total of \$279,470 in external contributions received for Clyde Street Mall works from Vicinity and the Private Developer.

12.18 Connecting Malls Program Update**Executive Summary**

The current budget allocation does not include estimated \$150,000 for the Hall of Fame. Hall of Fame is a City Centre initiative and is intended to be separately funded through a reallocation of available funds for Shannon Mall (\$100,000) in 2019/20 for design works. As this project has no funding beyond 2019/20, it would be appropriate to reallocate funds to complete Hall of Fame works along with Clyde Street Mall works in 2020.

As this is an upgrade to an existing asset, ongoing maintenance costs can be covered by existing cleaning and maintenance budgets.

Consultation**1. External Stakeholders**

Consultation has occurred with Traders, Vicinity, Community, State Government Departments and the Country Fire Authority (CFA).

Officers have closely consulted with traders and Vicinity to discuss the proposed works and impact upon the businesses in the area. This included not only long term impacts but also the impacts during construction of the works.

A permanent road closure under clause 9, Schedule 11 of the Local Government Act, 1989, requires that under sections 207A and 223 that a person be given the opportunity to make a submission.

This requires the issuing of a public notice and a minimum 28 days for submissions to be made following the issuing of the public notice. Council must consider all submissions received in response before making a decision.

A public notice outlining the proposal will be advertised in The Age and on Councils website following Council resolution to commence the statutory process.

In accordance with Clause 9(2) of Schedule 11, consultation will also be undertaken with VicRoads.

A letter outlining the proposal will also be forwarded to owners and occupiers of properties considered to be directly affected.

2. Other Stakeholders

Consultation has occurred with Councillors, Executive, Customer Relations, Compliance and Safety, Capital Works Delivery, Environment, Governance and Operations.

Analysis (Environmental / Economic / Social Implications)

The program improvements will contribute to the transformation of the Frankston Station Precinct into a safer, more modern place of business and activity. The positive environmental, economic and social implications that will flow from these improvements are numerous and are integral to a transformation of the long term performance and economic viability of our City Centre. An increase in investment and employment is likely to be realised from this project.

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

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

Legal

The report accurately outlines the requirements of the Act in respect to the proposal.

12.18 Connecting Malls Program Update**Executive Summary**Policy Impacts

The Connecting Malls program, including the Clyde Street Mall works requiring road closure for vehicular traffic contributes, to the Council Plan strategic priority for a revitalised city centre.

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 program has been developed on the basis of a rigorous examination of the critical elements needed to improve the City Centre for the future growth of the centre and the municipality's residents.

Statutory process for the proposed road closure will mitigate any risk arising of prohibition of vehicular traffic on Clyde Street Mall between Balmoral Avenue and Ross Smith Avenue East.

To mitigate any potential disruption to traders, particularly in relation to Station Street Mall Stage 2, wherever possible works will be undertaken outside peak times, access to businesses will be retained during peak times and all utilities / services retained.

Conclusion

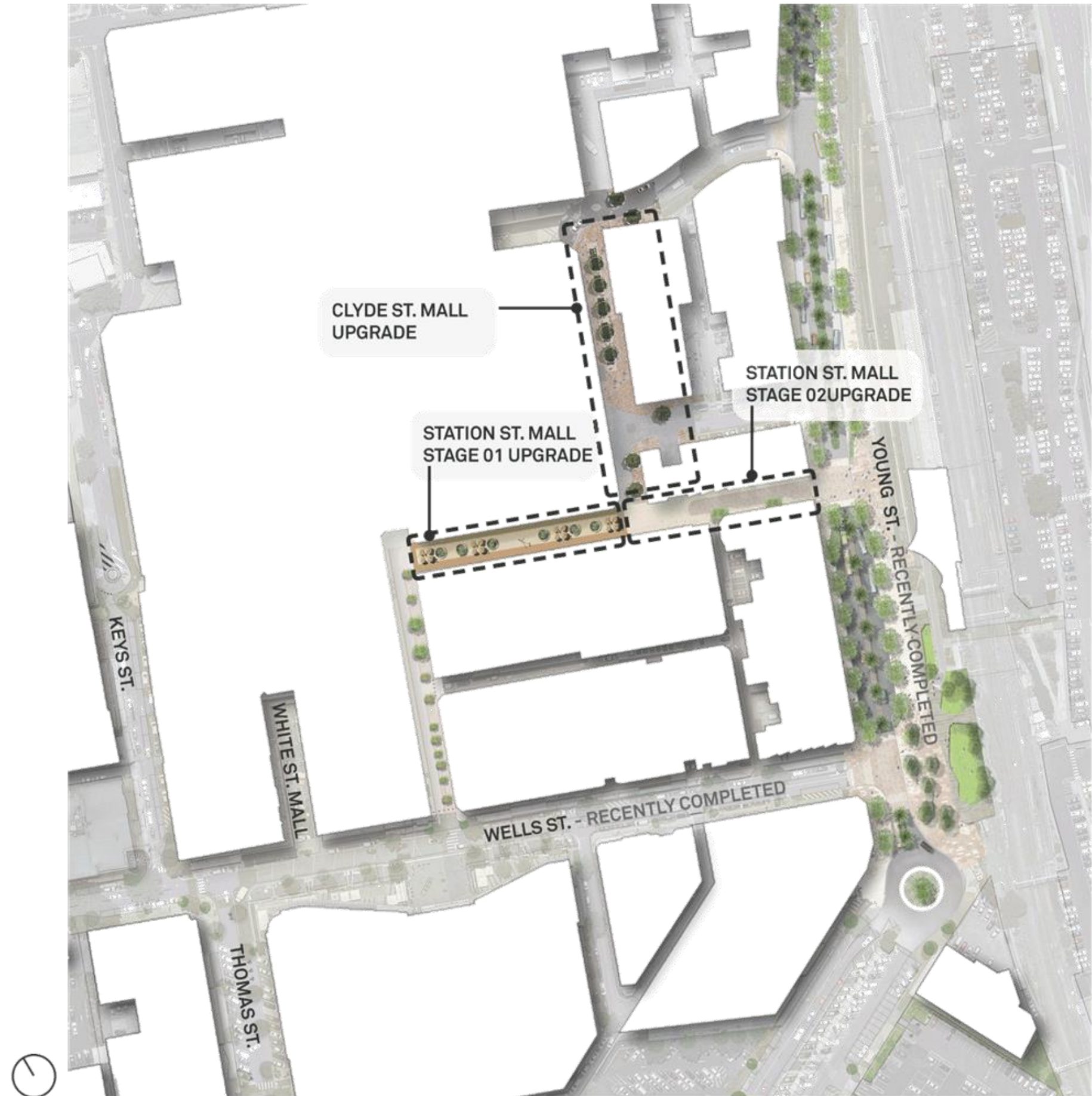
The report seeks Council endorsement of the Clyde Street Mall and Station Street Mall Stage 2 concept and resolution to commence the statutory procedures required to achieve closure of Clyde Street Mall, between Balmoral Avenue and Ross Smith Avenue East, Frankston to vehicular traffic.

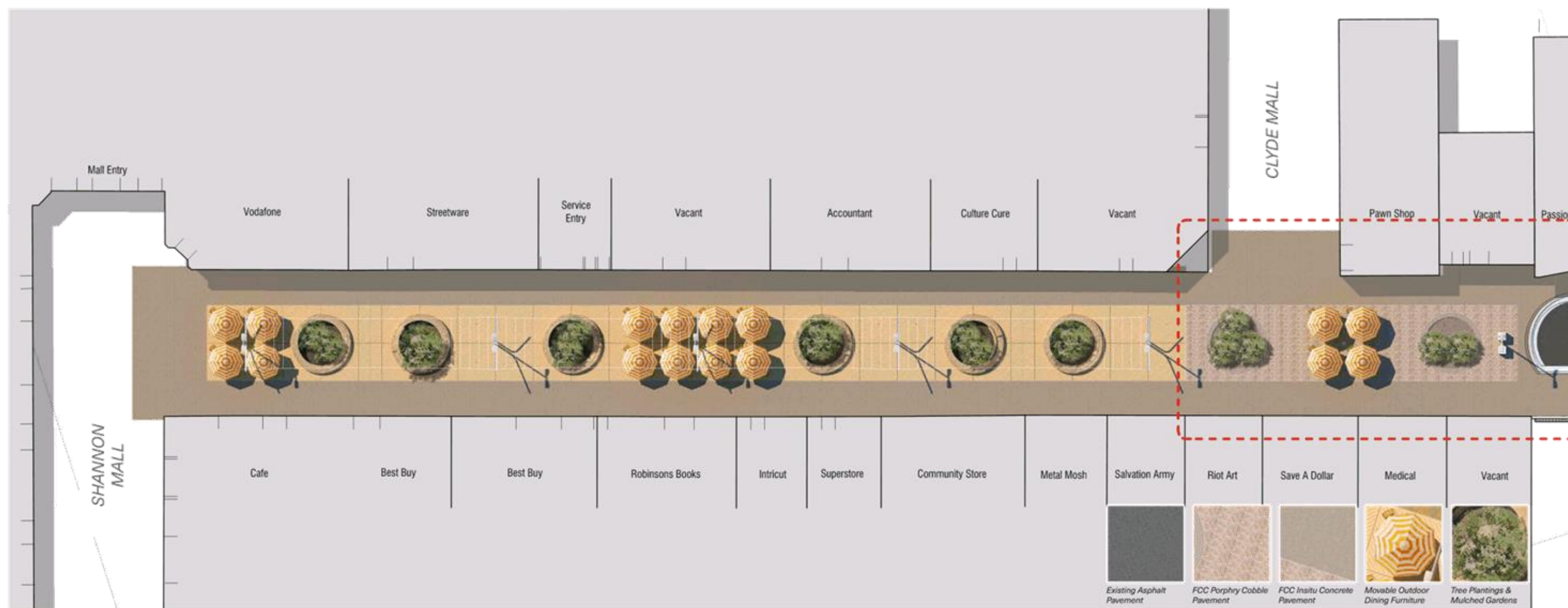
ATTACHMENTS

- Attachment A: [↓](#) Connecting Malls Staging Plan
- Attachment B: [↓](#) Station Street Mall Concept Plan
- Attachment C: [↓](#) Clyde Mall Concept Plan
- Attachment D: [↓](#) Clyde Mall Hall of Fame Concept Plan
- Attachment E: [↓](#) Proposed Road Closure Plan

Concept Plan

Connecting Malls Program





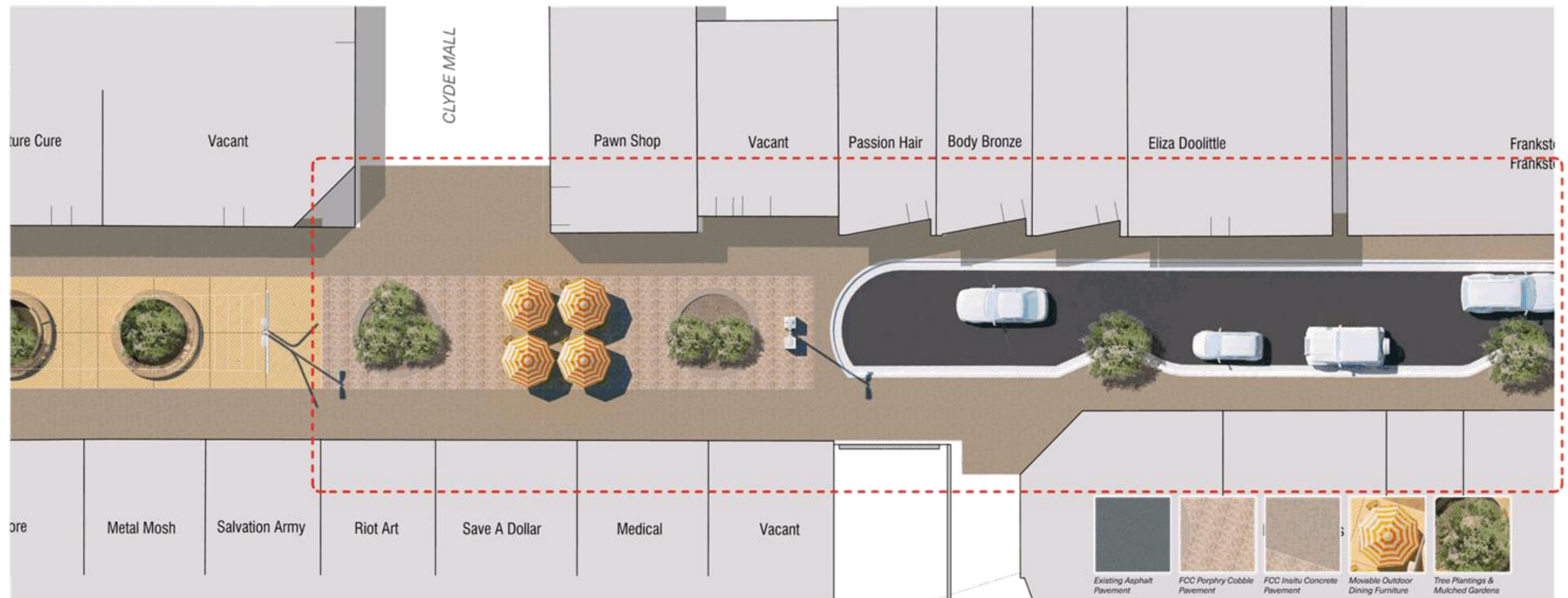
STATION STREET MALL IMPROVEMENTS - STAGE 02

The second stage of works proposed for Station Street Mall extends the language and geometry of Stage 01 eastward towards Young Street and the station. Rather than timber, this geometry is expressed using Council's standard palette of materials, including exposed aggregate insitu concrete, porphyry cobbles, which replaced the existing brick paving. Two large circular planters match the Stage 01 planting. Works are subject to CFA approval.

For further information please visit:

www.frankston.vic.gov.au





STATION STREET MALL IMPROVEMENTS - STAGE 02

The second stage of works proposed for Station Street Mall extends the language and geometry of Stage 01 eastward towards Young Street and the station. Rather than timber, this geometry is expressed using Council's standard

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For further information please visit:
www.frankston.vic.gov.au



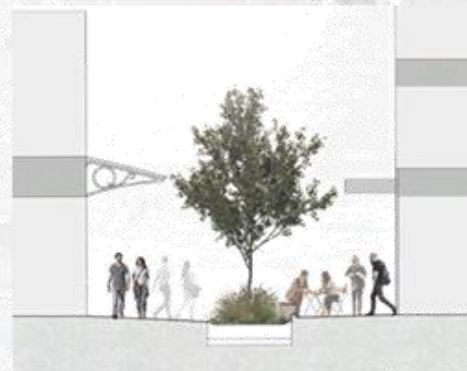
Design Intent

Clyde Mall is to become a high profile pedestrian mall with character consistent to the Frankston Town centre. This pedestrian prioritised connection will provide a precinct 'cut through' for residents, shoppers, workers and commuters.

Amenity is to be enhanced in a paving upgrade and the inclusion of seating, shade, interpretation and materiality.

A passively irrigated garden bed with seasonal trees in located in the centre of the mall. The edges provide a place for refuge and slow movement in the inclusion timber top seating walls around.

The Frankston Hall of Fame adds an interpretive overlay though paving inserts and theatrical lighting.



Section - 1:200@A3

NOTE: Ross Smith Avenue East scope of work subject to future founding



Pre cast concrete paver



Permeable paver



Paving insert - Hall of Fame



Frankston standard council seats on exposed aggregate concrete wall - stepped to act as skate deterrents



Soft landscape with water sensitive urban design



Proposed Tree Clyde Street Mall Multi - stemmed Crepe Myrtle

Legend

Paving

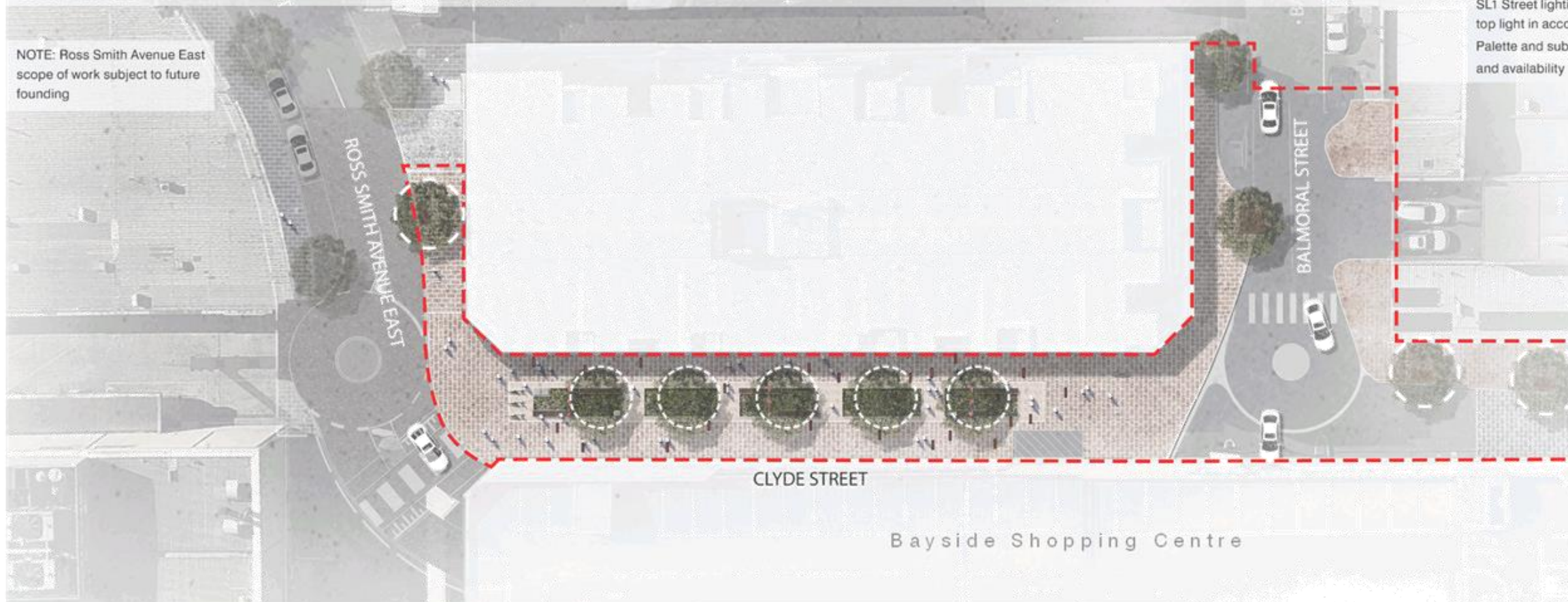
- Main pathway - Pre cast concrete paver
- Central Clyde pathway - Permeable porphyry paver

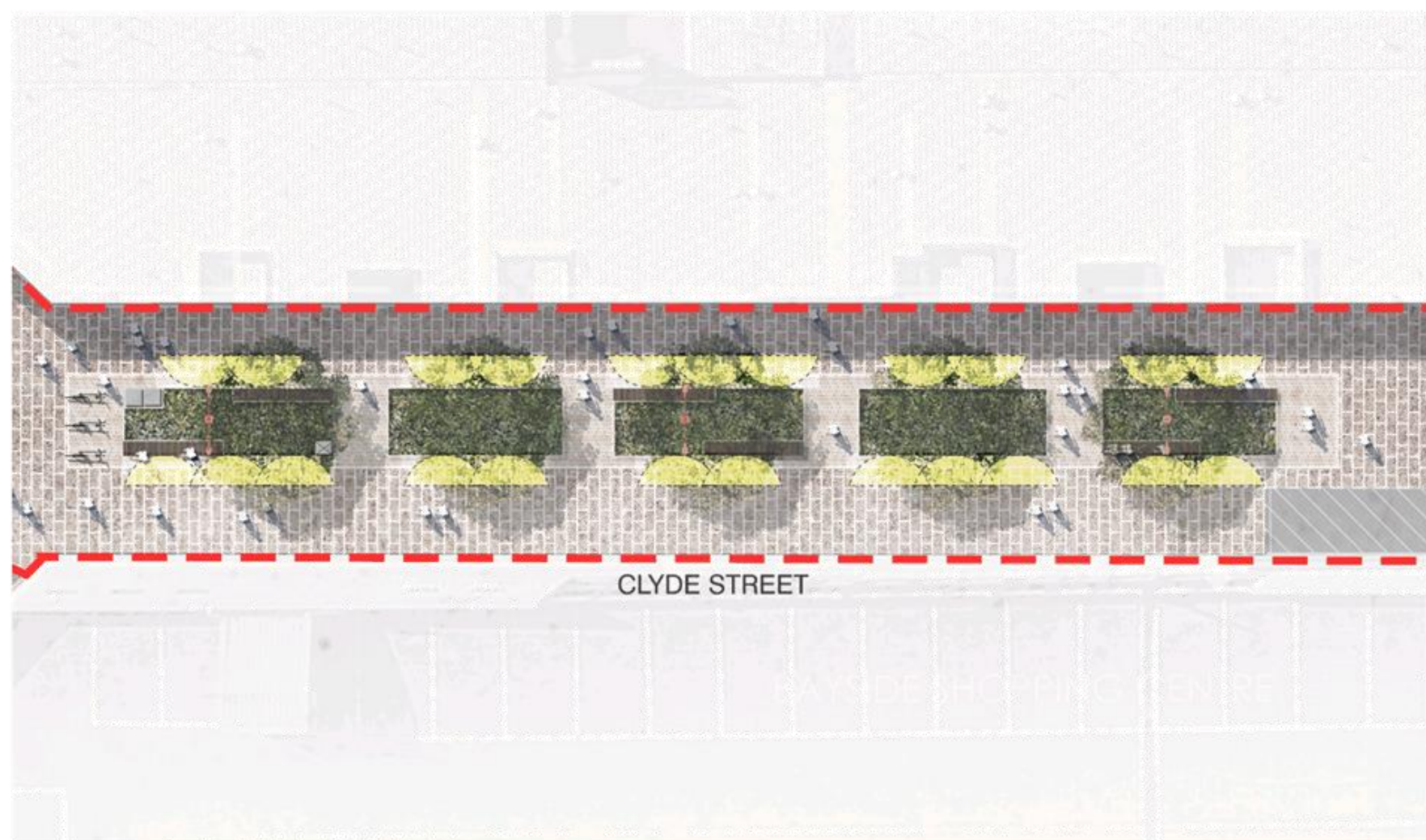
Soft Landscaping

- New tree type 01 - Clyde Street Mall
- New tree type 02 - Ross Smith Avenue
- Existing tree to be maintained Plane
- Soft landscape
- New tree pit

Furniture

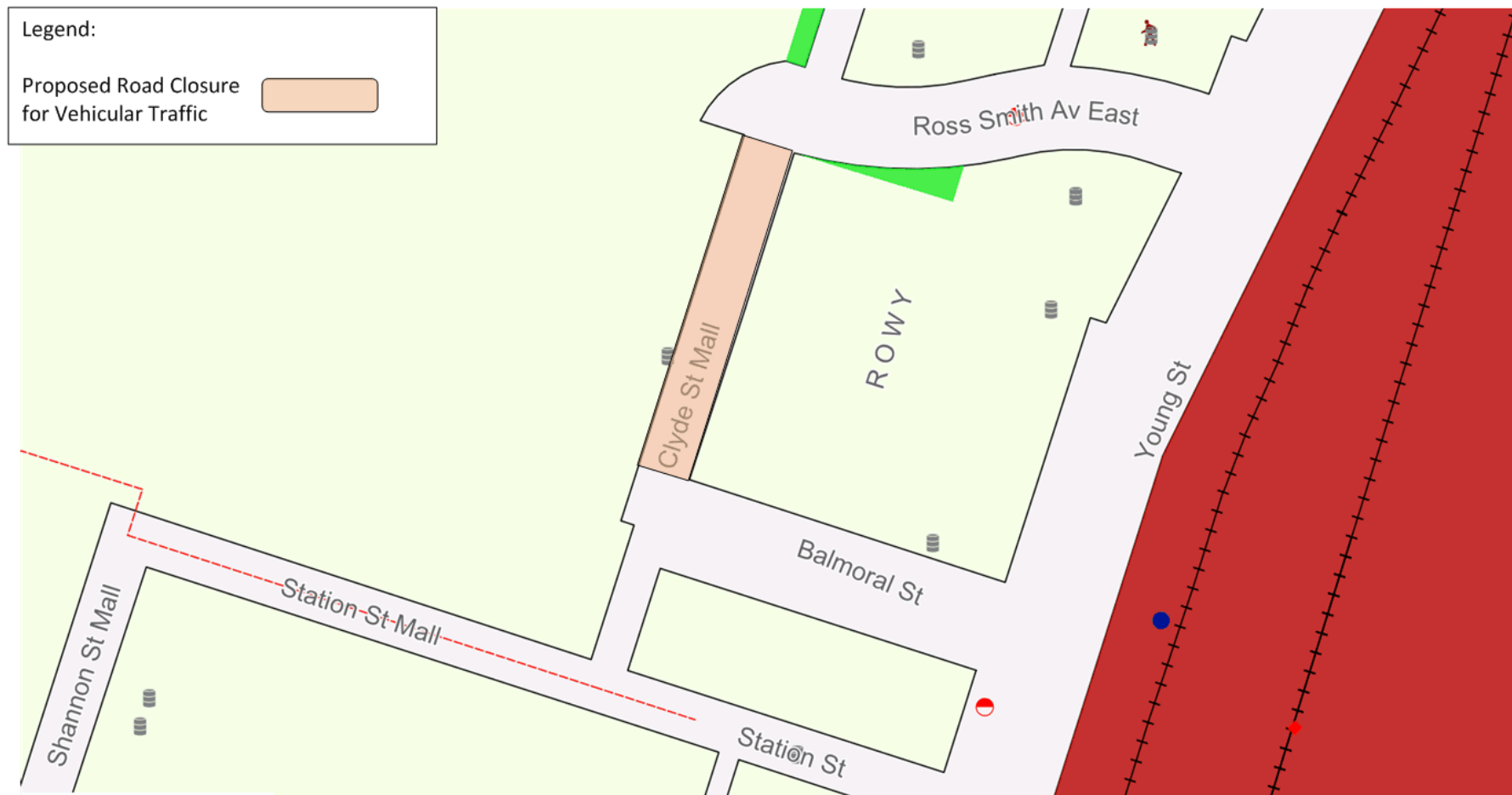
- Timber seats
- Bike hoops TBC
- Bin and recycle bin
- Hall of Fame Plaque location to future
- Post top lights TBC
- SL1 Street lighting 4.5 - 5m high pedestrian pole top light in accordance with Frankston Streetscape
- Palette and subject to further design development and availability





Hall of Fame - LED wall lighting with Inlay sandblasted granite

Clyde Mall Layout showing Proposed Road Closure for Vehicular Traffic



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Executive Summary**12.19 Lawton Reserve Master Plan**

Enquiries: (Tim Bearup: Community Development)

Council Plan

Community Outcome:	2. Liveable City
Strategy:	2.2 Vibrant and Engaged
Priority Action	2.2.3 Engage and support Frankston City's local areas and diverse communities to optimise facility usage and enhance equitable access to services

Purpose

To brief Council on the cost of updating the master plan for Lawton Reserve.

Recommendation (Director Community Development)

That Council:

1. Notes the Langwarrin Soccer Club and the Langwarrin Equestrian tenants have requested consideration of expanding their activities to cater for increased competition.
2. Notes a Notice of Motion was resolved at OM 12 August 2019 to assess costs and possible funding allocation in the 2019/20 mid-year budget review.
3. Notes the Open Space Strategy, which is recommended to be reviewed and updated in 2020/21 rates Lawton Reserve as the 18th priority and Langwarrin Equestrian Reserve, Southgateway Reserve, North Reserve and Stringybark Reserve as the 10th priority.
4. Undertakes the community consultation as part of the master planning process for Lawton, Langwarrin Equestrian Reserve, North Reserve, Stringybark Reserve and Southgateway Reserve using existing 2019/20 capital works funding.
5. Refers \$70K to the 2020/21 annual budget for the completion of the master planning process for Lawton Reserve, Langwarrin Equestrian Reserve, North Reserve, Stringybark Reserve and Southgateway Reserve.

Key Points / Issues

- At its meeting on 12 August 2019 Council resolved:
"That a report on the cost of updating the master plan for Lawton Park and adjoining Council land be presented to the November 2019 Ordinary Meeting for assessment by Council for possible funding allocation in the 2019/20 mid-year budget review"
- Preparation of a master plan for Lawton Reserve is estimated to be \$55K. Council has the option of referring this amount to the 2019/20 mid-year budget review.
- The Langwarrin Equestrian Clubs have requested consideration of expanding their event circuits to cater for all competition. This will require an update of the master plan for this reserve at an estimated cost of \$45K.
- The Frankston Open Space Strategy 2015 provides some guidance and recommendations relevant to the requested master plans.

12.19 Lawton Reserve Master Plan**Executive Summary**

- Officers recommend the Open Space Strategy be reviewed and updated in the 2020/21 FY.

Lawton Reserve

- The Frankston Open Space Strategy 2015 recommends undertaking a detailed demand and needs assessment for Lawton Reserve. The Strategy identifies the opportunity to expand and upgrade Lawton Reserve to create a multifunctional open space that supports a range of organised sport, unstructured recreation, play and biodiversity with clear access and entry points. Lawton Reserve and the adjoining open space are identified in a plan on Attachment A.
- Opportunities are identified to improve wayfinding, pedestrian and cycling access and connect Lawton Reserve to surrounding open space in Langwarrin. Master planning of Lawton Reserve is ranked number 18 in terms of Open Space priorities.
- Lawton Reserve is home to the Langwarrin Soccer Club which has a large junior and senior football program and competes in the Football Federation Victoria NPL division 2. The club is the sole tenant of the reserve with access via Barretts Road. The reserve has five soccer pitches, a pavilion and a gravel car park and is approximately 6 hectares in size. In the 2019/20 financial year Council will be upgrading the car park to the reserve, upgrading the electricity supply and installing sports lighting as a result of a successful federal government grant and funding from Council.
- Apart from active sport there are no other facilities that would provide open space amenity for local residents.
- There is an adjoining reserve of 6.9 hectares that is owned by Council that has not been developed. There may be opportunities to provide community access both in active and passive recreation. This parcel of land is a 'flood area of interest', it has a design and development overlay recognising its vegetation quality and has a significant landscape overlay.
- To maximise the potential of both parcels of land and ensure that any future development addresses overlays and planning requirements, a master plan could be undertaken to ensure a planned, comprehensive approach.

Langwarrin Equestrian Reserve, North Reserve, Southgateway Reserve and Stringybark Reserve

- The Langwarrin Equestrian Reserve, North Reserve, Southgateway Reserve and Stringybark Reserve are located in close proximity to one another and are home to pockets of high conservation vegetation in this part of the Boggy Creek catchment. Southgateway Reserve, Langwarrin Equestrian and Recreation Reserve, North Road Reserve and Stringybark Reserve identified as a higher number 10 priority for Langwarrin.
- The Langwarrin Equestrian Reserve requires master planning to consider its future needs in this location which is currently identified in the 2019/20 Capital works program. However, given the relationship between the reserves and the Boggy Creek catchment it would be of greater value to consider this entire precinct. Funding is available in the 2020/21 capital works program to undertake the master plan for the Langwarrin Equestrian reserve only.

12.19 Lawton Reserve Master Plan**Executive Summary****Options**

- Master plans for all of these sites requires extensive community consultation including input and guidance from the Bunurong Land Council, land surveying, vegetation assessments, traffic management assessments, environmental surveys and key stakeholder engagement. It would result in a plan that is culturally sensitive, informed by the community and one that provides direction for the future.
- To ensure Council has the best opportunity to deliver a balanced outcome for the community and its future needs two options are outlined below.
- Two Options exist:
 1. Undertake community consultation and prepare an Options paper for all reserves in 2019/20; and complete the master plans for all reserves in 2020/21 by referring \$70K to the 2020/21 annual budget.
Or, alternatively
 2. Complete the master plans as separate components as per:
 - Langwarrin Equestrian Reserve master plan this financial year as funded
 - \$55K to the 2019/20 mid-year budget review for the Lawton Reserve master plan
 - Refer \$10K for community consultation and \$55K to review the master plans for Southgateway, North and Stringybark reserves to the 2020/21 annual budget
- The Open Space Strategy ranking has been provided to Councillors under separate cover.

Financial Impact

The Victorian Government introduced the “Fair Go Rates” system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council’s major source of income, Council’s capacity to continue to deliver services and fund its capital programme will be severely restricted.

Langwarrin Equestrian Reserve has \$40K capex funding in this financial year.

Lawton Reserve master plan is currently unfunded

A review of the Open Space Strategy is planned for 20/21 FY.

Southgateway, North and Stringybark reserves all require updating

12.19 Lawton Reserve Master Plan**Executive Summary****Consultation****1. External Stakeholders**

The Langwarrin Soccer Club have expressed their desire for Council to undertake a master plan to ensure the future viability of their club. The Langwarrin Equestrian Reserve tenants have requested consideration of expanding their event circuits to cater for all competition. A revised master plan will provide guidance in this sensitive environment.

2. Other Stakeholders

Consulting with local residents will be very important component of the development of a future master plan and this has yet to be formally undertaken. Undertaking community consultation at the same time will assist in providing integrated plans.

Analysis (Environmental / Economic / Social Implications)

The greenfield site on Warrandyte Road appears to contain some significant vegetation and environmental value which will need to be considered in the development of a future master plan. Active sport provides for healthier, stronger and better connected communities and as such ensuring that the resident soccer club has fit for purpose facilities will be part of this master plan and the future success of this club. There will also be significant opportunities to beautify Lawton reserve and provide enhanced recreation opportunities for local residents including pathways, play facilities, BBQ's, drink fountains and landscaping.

North, Southgateway and Stringybark Reserves as well as Langwarrin Equestrian Reserve are connected with high conservation vegetation in the Boggy Creek catchment.

Future needs must be balanced with environmental values.

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

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

Legal

There are no anticipated legal implications.

Policy Impacts

There are no relevant policy implications but good direction is found in the Frankston City Open Space Strategy 2016-2036.

Officer's Declaration of Interests

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




Risk Mitigation

Ensuring good community consultation will reduce risks for Council.

12.19 Lawton Reserve Master Plan**Executive Summary****Conclusion**

Extensive community consultation to understand the sensitivities of the sites and the future community needs and demands are critical components to understand the demand and options. Community consultation and an Options Paper, proposed to undertaken this financial year will enable a well-considered master plans that provide direction and a firm foundation for future use and development of the reserves.

ATTACHMENTS

- Attachment A:  Master Plan Site (Lawton Reserve and adjacent area)
- Attachment B:  Lawton Reserve, Langwarrin Equestrian Reserve, North Reserve, Southgateway Reserve and Stringybark Reserve Locality Map
- Attachment C:  Open Space Strategy Action Plan (*Under Separate Cover*)

Lawton Reserve



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**Lawton Reserve, Langwarrin Equestrian Centre, North Reserve,
Southgateway Reserve and Stringybark Reserve**



Executive Summary**12.20 Response to Petition - Request for Safety Audit - McCormicks Road, Skye**

Enquiries: (Doug Dickins: Community Assets)

Council Plan

Community Outcome:	1. Planned City
Strategy:	1.1 Community Infrastructure
Priority Action	1.1.6 Ensure community infrastructure and services match community need

Purpose

To provide a response to the petition tabled at Council's Ordinary Meeting on 2 September 2019 regarding request for urgent safety audit of crossing point on McCormicks Road, Skye.

Recommendation (Director Community Assets)

That Council:

1. Notes a petition with 552 signatures requesting an urgent safety audit of the crossing point and pedestrian refuge on McCormicks Rd, Skye to improve pedestrian access and safety;
2. Notes a Road Safety Audit has been completed by HDS Australia with audit findings and suggestions/recommendations to improve pedestrian access and safety;
3. Seeks a Memorandum of Authority (MOA) from the Department of Transport (DoT) for the installation of pedestrian operated signals outside Oak Tree Retirement Village to improve pedestrian access and safety across McCormicks Road;
4. Liaises with State and Federal Governments to seek support and funding for the installation of pedestrian operated signals in McCormicks Road; and
5. Advises the Head Petitioner accordingly.

Key Points / Issues

- At the Ordinary Council meeting 2019/OM11 on 2 September 2019, Council received a petition from the residents containing 552 signatures requesting that:
"We, the undersigned, hereby petition Frankston City Council to conduct an urgent safety audit of the crossing point and pedestrian refuge on McCormicks Road, Skye, outside the Oak Tree Retirement Village at 20 McCormicks Road, Skye and take all steps necessary for the installation of pedestrian operated signals to improve pedestrian access and safety across McCormicks Road to the shopping centre and medical centres."
- On 29 July 2019, an elderly resident from Oak Tree Retirement Village was stuck by a car travelling northbound when attempting to cross from the western side of the road to the pedestrian refuge island on the way back to the Village, and tragically died at the scene.

12.20 Response to Petition - Request for Safety Audit - McCormicks Road, Skye**Executive Summary**

- McCormicks Road is a local road approximately 5km long with speed limit of 60km/hr and runs in a north-south direction, connecting Thompsons Road at the north and Ballarto Rd at the south. There are many connections to local and collector roads servicing the surrounding residential areas. It carries approximately 12,000 vehicle a day.
- HDS Australia was engaged to undertake a Road Safety Audit (RSA) for the section of McCormicks Road between Ballarto Rd and Gamble Road. The focus is an audit of the existing road condition, and not an investigation or analysis of the fatal accident.
- The audit identified that while the existing refuge island provides a crossing point between the retirement village and the shopping plaza, the existing 60km/hr speed limit is unforgiving to pedestrians. Safety of this crossing point is reliant on selecting a safe gap between vehicles in which to cross the road.
- The audit made suggestions and recommendations which may improve safety for pedestrians crossing McCormicks Road.
 - A reduction in the speed limit and/or introduction of Local Area Traffic Management treatment.
 - Installation of a raised zebra crossing to improve safety for elderly and vulnerable pedestrians.
 - Installation of a pedestrian operating signal or signalisation of the shopping plaza access.
- It is noted that pedestrian operated signals would provide the highest level of safety to pedestrians crossing McCormicks Road.
- Installation of zebra crossing or pedestrian operated signals requires approval from the Department of Transport (DoT). Officers met with DoT officers and discussed options for safety improvements from the RSA. DoT acknowledged that the traffic and pedestrian volumes at the proposed site do not meet their warrants for the use of zebra crossing or pedestrian operated signals. However considering the recent accident, the road environment and the level of elderly and vulnerable users in the vicinity, DoT would not object to the use of such facilities to improve pedestrian access and safety.
- Costs for the design and installation of a pedestrian operated signal is approximately \$600,000. There is no existing budget to accommodate this installation.
- Federal and State Local Members of Parliament are aware of the incident and the subsequent investigations by Council officers in regards to proposals for safety improvement for pedestrians.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

12.20 Response to Petition - Request for Safety Audit - McCormicks Road, Skye**Executive Summary**

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

The cost for design and installation of pedestrian operated signals at this location is estimated at \$600,000. There is an opportunity for Council to seek the support and assistance of Federal and State Governments to enable the project to be delivered.

If funding is not available, Council could refer the project for consideration for inclusion as part of a future Capital Works Budget.

Consultation**1. External Stakeholders**

Council officers have met with DoT to discuss the Road Safety Audit findings and recommendations to improve safety of the pedestrian crossing McCormicks Road. Officers have also discussed the matter with the head petitioner.

2. Other Stakeholders

Nil

Analysis (Environmental / Economic / Social Implications)

Pedestrian operated signals provide highest level of safety for pedestrians, particularly aged and vulnerable pedestrians, to cross McCormicks Road. DoT have advised that the pedestrian and vehicle volumes do not meet the warrants for installation of a zebra crossing or pedestrian operated signals. Further a zebra crossing may not be suitable at this location due to the speed and volume of traffic, and a concern with the level of compliance by drivers for a zebra crossing. Based upon the impact on safety it is considered that the most appropriate upgrade for this location would be pedestrian operated signals.

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

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

Legal

There are no legal implications.

Policy Impacts

No policy implications.

Officer's Declaration of Interests

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

12.20 Response to Petition - Request for Safety Audit - McCormicks Road, Skye**Executive Summary****Risk Mitigation**

This report addresses safety concerns raised by residents in a petition in relation to crossing McCormicks Road. The RSA has been conducted to assess the current road conditions and make recommendations, having due regard for the level of risk associated with the identified hazard. Council officers have discussed recommendations with DoT officers who advised that the current pedestrian and traffic volumes do not meet their warrants for a pedestrian crossing. However, Council should give due consideration to the recommendations in the RSA and consider the appropriate action to mitigate the risks.

Conclusion

Following presentation of the petition to council, a RSA was conducted. This RSA made recommendations that a pedestrian crossing would improve road safety however it is acknowledged that the current traffic and pedestrian volumes do not meet the warrants for a pedestrian crossing. Council officers have received advice from DoT that they would support a pedestrian crossing at this location.

The preferred option for a crossing is pedestrian operated signals which has been estimated to cost \$600,000. It is recommended that Council officers continue to liaise with State and Federal Governments to seek support for the project and determine what funding assistance may be available to deliver this improvement.

In addition Council could seek approval from DoT for a Memorandum of Authority for the installation of a pedestrian operated signals on McCormicks Rd, Carrum Downs to enable works to proceed should funding become available.

ATTACHMENTS

Nil

Executive Summary**12.21 Further Response to Petition - Construction of Kelvin Grove, Langwarrin**

Enquiries: (Doug Dickins: Community Assets)

Council Plan

Community Outcome:	1. Planned City
Strategy:	1.1 Community Infrastructure
Priority Action	1.1.6 Ensure community infrastructure and services match community need

Purpose

To provide the outcomes of community consultation following a petition seeking Council to investigate the viability and costs associated with the construction of Kelvin Grove, Langwarrin through a Special Charge Scheme.

Recommendation (Director Community Assets)

That Council:

1. Notes the survey results from the consultation undertaken with property owners in Kelvin Grove, Langwarrin, in relation to the construction of the road through a Special Charge Scheme;
2. Not proceed with further investigations to construct Kelvin Grove through a Special Charge Scheme at this stage due to lack of support from at least 50% of property owners; and
3. Advises the Head Petitioner accordingly.

Key Points / Issues

- At its Ordinary Meeting 2019/OM3 held on 12 March 2019, Council accepted a petition containing 10 signatures from property owners of Kelvin Grove, Langwarrin. The petition read:

We the undersigned hereby petition Frankston City Council to investigate the viability and costs associated with sealing Kelvin Grove, Langwarrin.

- Council considered a report on this matter at its meeting on 12 August 2019, and resolved:

That Council:

1. Supports consultation with all property owners within Kelvin Grove in the form of a survey to seek their interest in constructing Kelvin Grove through a Special Charge Scheme;
 2. Notes that a report outlining the consultation and results of the survey will be presented to Council by the November 2019 Ordinary Meeting; and
 3. Advises the Head Petitioner accordingly.
- A community consultation letter and questionnaire was mailed by registered post to the 26 property owners that would benefit from the construction of Kelvin Grove advising them of the petition submitted in March 2019 and seeking their views on Kelvin Grove. The consultation also sought to determine the level of support for Council to further investigate constructing the road through a Special Charge Scheme.

12.21 Further Response to Petition - Construction of Kelvin Grove, Langwarrin**Executive Summary**

- At the end of the consultation period, 15 out of the 26 properties responded to the questionnaire with 10 supporting and 5 not supporting. While majority of the respondents supported Council further investigating constructing Kelvin Grove as a Special Charge Scheme, the support for the scheme across all properties was only 38%.
- Frankston City Council's Contributory Schemes Policy (2019) guides the creation and implementation of contributory projects by special rates and charges. The policy indicates that for a Scheme to be initiated, at least 50% support is required from property owners who would be involved in the Scheme.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

There would be no financial impact to Council if the resolution is to not carry out further investigations into constructing Kelvin Grove.

If Council resolves to further investigate construction of Kelvin Grove, the next step would be to carry out a functional level design for Kelvin Grove to provide greater detail in relation to the construction standard and cost of the project. In addition a comprehensive traffic survey should be conducted to determine the volume and usage of Kelvin Grove. These further steps are estimated to cost \$25,000.

Currently there are no funds allocated in Council's Long Term Infrastructure Plan for design or works in Kelvin Grove.

Consultation**1. External Stakeholders**

Consultation with all 26 property owners who would contribute to a Special Charge Scheme for construction of Kelvin Grove was undertaken in August and September 2019. The consultation advising them of the petition submitted in March 2019 and seeking their views on Kelvin Grove. The consultation also sought to determine the level of support for Council to further investigate constructing the road through a Special Charge Scheme.

2. Other Stakeholders

No other stakeholders have been consulted as part of this report.

Analysis (Environmental / Economic / Social Implications)

During the consultation process, property owners who are supportive of constructing Kelvin Grove provided the following comments:

12.21 Further Response to Petition - Construction of Kelvin Grove, Langwarrin**Executive Summary**

- Healthcare professionals at times have refused to drive on the street to administer care to residents, and Ambulances have been bogged on many occasions;
- Damage and increased wear and tear to vehicles;
- Taxis and delivery services have refused to service properties;
- The road is not graded properly or graded enough;
- The road is difficult to maintain after a compelling weather event;
- Too many heavy vehicles are using the road causing it to deteriorate quickly;
- The edge of the road is being washed away;
- Overall drainage is an issue;
- Dust and dirt issues during the summer;
- In its current state the road is an eye sore;
- Lack of formal street parking; and
- The road needs a footpath.

Property owners who were not supportive of constructing Kelvin Grove provided the following comments:

- Satisfied with the current state of the road, but needs to be graded on a regular basis with more gravel;
- The road will be used as a cut through for vehicles from McKays Road and estates further south. The right hand turn into Cranbourne Road is routinely ignored and would get worse;
- Enjoy the rural feel of the area;
- Sealing of the road would put greater pressure on Council to approve higher density development, thus ruining the 'green wedge' principles of a rural enclave within the municipality;
- Instead of constructing the road, more regular maintenance and reduce speed limit to 50 km/h; and
- Concerned that there will be an increase in hoon behaviour, particularly in coming down the hill in a northbound direction. Inconvenient traffic calming devices which make it awkward for law abiding drivers but have little effect on speeding drivers.

Social implications of constructing Kelvin Grove are:

- Potential increase in through traffic;
- Reduction in dust issues associated with an unsealed road;
- Potential reduction in vehicle maintenance costs;
- Better amenity; and
- Increase in property values on Kelvin Grove.

12.21 Further Response to Petition - Construction of Kelvin Grove, Langwarrin**Executive Summary****Legal / Policy / Council Plan Impact**Charter of Human Rights and Responsibilities

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

Legal

There are no legal implications associated with this report.

Policy Impacts

Any further development of the proposal would be undertaken under the provisions of Council's Contributory Charge Scheme Policy (2019).

Officer's Declaration of Interests

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

Risk Mitigation

There are no identified risks associated with this report.

Conclusion

Frankston City Council's Contributory Schemes Policy (2019) states that for a Scheme to be initiated, at least 50% support is required from property owners who would be involved in the Scheme.

At the end of the consultation period, 15 out of the 26 properties responded to the questionnaire, with 10 supporting and 5 not supporting. This equates to support from 38% of all properties impacted.

Therefore it is recommended that Council resolve not to further investigate constructing the road through a Special Charge Scheme at this stage. It is further recommended that the head petitioner be advised that as there is not demonstrated support from the majority of property owners, Council has resolved not to proceed with further investigation.

ATTACHMENTS

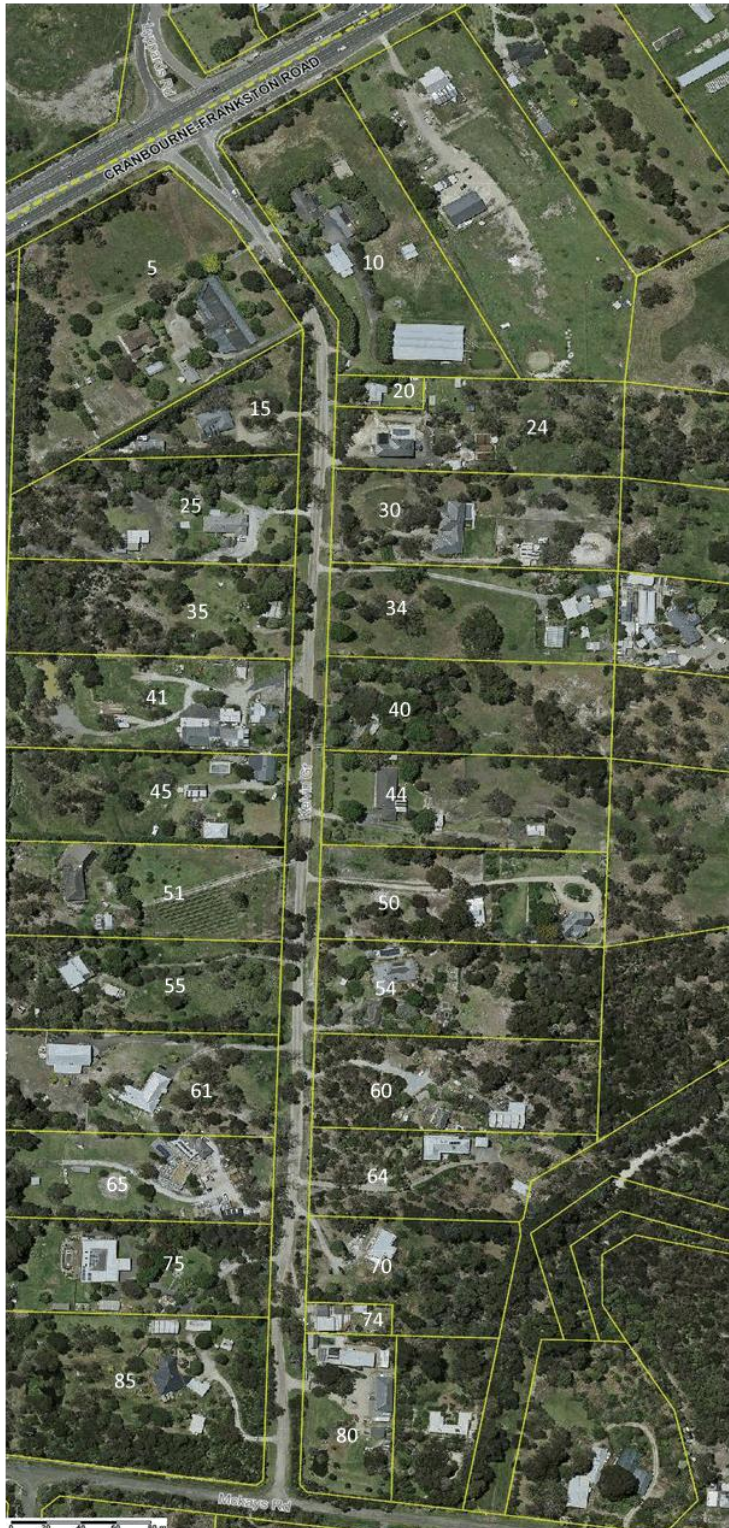
Attachment A: [↓](#) Map of Kelvin Grove, Langwarrin

Attachment B: [↓](#) Initial Resident Letter & Questionnaire - Kelvin Grove - Special Charge Scheme

12.21 Further Response to Petition - Construction of Kelvin Grove, Langwarrin
Officers' Assessment**Background**

- At its meeting on 12 March 2019, Council accepted a petition containing 10 signatures from property owners of Kelvin Grove, Langwarrin. The petition read:
We the undersigned hereby petition Frankston City Council to investigate the viability and costs associated with sealing Kelvin Grove, Langwarrin.
- The estimated cost construct Kelvin Grove is in the range of \$1,250,000 to \$1,500,000. A functional level design for Kelvin Grove would be required to gain more accurate estimates of the costs associated with constructing the road. The cost of engaging a design consultant to carry out design works is estimated at \$20,000.
- At its meeting on 3 June 2019, Council adopted the updated Contributory Schemes Policy (2019) that guides the creation and implementation of contributory projects by special rates and charges such as road construction projects. This policy is also a guide for the equitable distribution of costs between Council and property owners obtaining a special benefit from projects. Kelvin Grove is ranked 14th out of 68 unconstructed roads in the priority list that is a part of the Contributory Schemes Policy.
- The petition represented several of the 26 properties on Kelvin Grove. Consultation in the form of a survey could be carried out with all property owners on Kelvin Grove to seek their interest in constructing Kelvin Grove through a Special Charge Scheme. If there is a high level of support, Council could then resolve to initiate a road construction project. Funding would be required in a future Capital Works budget for Council's component of the cost.
- Traffic counts carried out in 2011 found the average week day traffic volume on Kelvin Grove to be 192 vehicles.
- Kelvin Grove is an unconstructed road 820m long extending from Cranbourne-Frankston Road to McKays Road in a north-south direction. The road is between 5.5m and 7.5m in width along the road. (Attachment A).

MAP OF KELVIN GROVE, LANGWARRIN



- Length of Kelvin Grove is 820m (0.8km) from Cranbourne-Frankston Road to McKays Road.

- Width of Kelvin Grove (as existing – unsealed) is between 5.5m and 7.5m.

- McKays Road is also unsealed.



Frankston City Council

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Website: frankston.vic.gov.au
ABN: 49 454 768 065

Reference: A4029096
Enquiries:

27 August 2019

Dear

**Re: Proposed Special Charge Scheme for Road Construction
Kelvin Grove, Langwarrin**

Property:

In March 2019, Council received a petition from some property owners in Kelvin Grove to investigate the viability and costs associated with sealing Kelvin Grove, Langwarrin. In order to carry out this investigation, your views and comments on constructing this road are sought.

Council currently has 68 unconstructed roads. Generally, property owners and residents living on these roads have concerns regarding dust, traffic speed, driveability, discomfort, drainage and parking. In June 2019, Council adopted an updated Contributory Schemes Policy (2019). This policy guides the creation and implementation of contributory projects by special rates and charges. Kelvin Grove is currently a Priority 2 project ranked at 14 within the Prioritised List of Unsealed Roads. Should a contributory project be pursued, property owners would contribute to the cost of the works. This can be a long process, and it may take several years for the road to be constructed.

At this stage we would like your comments about the road, any concerns you may have, and an indication of your level of support to start a contributory scheme for Kelvin Grove. No detailed design or costing has been undertaken to date and so we are unable to provide any individual cost estimates to property owners. Any comments you make or indication of support for a project is to guide Council in determining whether further investigation and design would be supported.

It is important for all owners to express their views, whether for or against, and any other comments, to ensure confidence in the level of support. If you do not return the questionnaire, it may be assumed that you have no preference, and will accept Council's decision. If Council resolves not to prepare a scheme at this stage, it may be some time

before being considered again. If you wish to receive communications via email and/or mobile phone, please add your details to the attached form.

It would be appreciated if you could please complete the attached owner survey and return it to Council's Engineering Services Department in the prepaid envelope supplied, or via email to EngServices@frankston.vic.gov.au **by Friday 20 September 2019**.

If you have any comments or queries regarding this matter please do not hesitate to contact.

Yours faithfully

Encl. Community Consultation Survey and Reply Paid Envelope



Frankston City Council

30 Davey Street, Frankston, Victoria, Australia
 Telephone: 1300 322 322 » +613 9784 1888 » Facsimile: +613 9784 1094
 PO Box 490, Frankston VIC 3199
 info@frankston.vic.gov.au
 Website: frankston.vic.gov.au
 ABN: 49 454 768 065

Reference: A4029100

Enquiries:

M R SS:

s owner of
 PR P R :

Concerns issues comments regarding Kelvin Grove

Support to further investigate construction of Kelvin Grove as a contributory scheme

Do you wish Council to further investigate construction of Kelvin Grove as a contributory scheme



Comments

we consent to have communications sent to me/us in relation to this project using the following details:

E-MAIL ADDRESS

PHONE NUMBER

Please return this survey by September in the reply paid envelope or scan and email to: engServices@frankston.vic.gov.au

Privacy: Frankston City Council is committed to protecting your privacy. Your comments may be included in a report to Council which will become a public document, made available on the internet. However private information such as names, contact details and full addresses will not be published. If you would prefer not to have your views published, please let us know by Friday 20 September 2019. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see www.frankston.vic.gov.au or contact Council's Privacy Officer on 1300 322 322.

Executive Summary**12.22 Nat's Track Update**

Enquiries: (Gillian Kay: Community Development)

Council Plan

Community Outcome:	2. Liveable City
Strategy:	2.2 Vibrant and Engaged
Priority Action	2.2.5 Improve the presentation and cleanliness of Frankston City

Purpose

To brief Council on the facilitation of safety improvements to Nat's Track.

Recommendation (Director Community Development)

That Council:

1. Notes Council officers have facilitated community stakeholder consultation to confirm concerns and identify solutions to render Nat's Track safer for pedestrians.
2. Refers \$13,400 to the 2019/2020 midyear budget review for:
 - \$1,000 for warning signs
 - \$10,400 as a grant to Peninsula Kingswood Country Golf Club towards the construction and installation of access gates at either end of Nat's Track
 - \$2,000 as a grant contribution to Monterey Secondary College VCAL for a school based project to construct landscaped chicanes
3. Notes it has the option to resolve \$80,000 to the 2020/21 annual budget process (as per NOM2018/25) for consideration of the installation of a CCTV camera on Skye Road at the end of Nat's Track.
4. Continues to negotiate with Long Island Golf Club to replace and maintain the fence along Nat's Track.
5. Continue to work with Coleman Foundation to develop a volunteer program that will improve passive security of Nat's Track.
6. Notes these recommendations address priority 72 of the Open Space Strategy.

Key Points / Issues

- There have been complaints from the Peninsula Kingswood Country Golf Club, schools and the community about monkey / motor bikes using Nat's Track rendering it unsafe for pedestrians. The Golf Club have also reported damage to their fencing and the school trespass of the Department's property.
- It should be noted that previous barriers for safety purposes were installed approximately 11 year ago with contributions from a Community Renewal grant and the Peninsula Kingswood Country Golf Club.
- Nat's Track is owned by the Golf Club but currently leased to the Crown – in this case the Minister for Education and Training

12.22Nat's Track Update**Executive Summary**

- Council hosted a consultation forum to identify issues and options to address concerns and render the Track safe. The forum comprised Vic Police, Frankston North and John Paul College School students, teaching and education representatives, Golf Clubs, community representatives and Council officers.
- A number of options were discussed including gates, CCTV off set barriers and chicanes.
- Council engaged a Disability Discrimination Access auditor to undertake and audit and advise options that considered all of the challenges.
- Options that have been identified include:
 - Gates shown at option 1A (refer to Attachment B) as preferred for either end of the Track funded by a Council grant \$10,400 but works undertaken by the Golf Club.
 - CCTV funded and managed/ monitored by Monterey Secondary College at the school.
 - Replacement of fencing to the golf course by the Peninsula Kingswood Country Golf Club.
 - Installation of a high fence bounding the track and the school property from the Golf Course land to Messmate Street by the Department of Education and Training.
 - Two to three sets of chicanes installed as landscaping and bollards to be undertaken as school / community projects.
 - Clear signage to ensure everyone understands it is a pedestrian path and warning of the gates and chicanes. It should be noted that the Golf Club will fund the installation of the lighting to the entrance of the path and the sign.
 - Continue to work with Coleman Foundation to develop a volunteer program that will improve the passive security of Nat's Track. Participation in the program may enable participants to seek childcare benefits for families wishing to place their children in long day care.
 - Continues to negotiate with Long Island Golf Club to replace and maintain the fence along Nat's Track to ensure security is maintained.
 - If CCTV is installed, it will be maintained by Council and monitored by Vic Police at Skye Road end of the Track.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

12.22Nat's Track Update
Executive Summary

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

That Council refers the funding of \$13,400 towards to the 2019/20 Mid-Year Budget Review for further consideration for:

Signs	\$1,000
Grant contribution to PKCGC for the gates	\$10,400
Grant contribution to Monterey S.C. VCAL	\$2,000
Sub Total	\$13,400

Please note Council resolve to fund the CCTV from the 2020/21 annual budget. Alternatively, should Council be successful in the grant application for CCTV it may wish to negotiate a variation to include the CCTV camera at the Skye Road end of Nat's Track at a cost of \$80,000.

Consultation**1. External Stakeholders**

Community representatives, John Paul College and Monterey College students, teaching and executive representation, Vic Police, Peninsula Kingswood and Long Island Golf Clubs

2. Other Stakeholders

Department of Education and Training

Analysis (Environmental / Economic / Social Implications)

Nat's Track has a particular social significance to Frankston North Community as a memorial to Natalie Russell; one of its students attending John Paul College who was murdered on the Track. The Track is an approximately 1 km long short cut from Frankston North to Skye Road which offers a more efficient access between Karingal and Frankston North through woodlands (refer to Attachment A).

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

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

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

Safety of Nat's Track is an important consideration. Removing illegal use of motorbikes will make the track safer for pedestrians however, good warning signs are critical for the safety of whoever uses the track.

12.22Nat's Track Update
Executive SummaryPolicy Impacts

While the Department of Education and Training currently have responsibility of the Track it is used by other community members. This therefore crosses a range of organisations and issues all of whom are focussed on the safety of the users of the Track

Officer's Declaration of Interests

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

Risk Mitigation

Nat's Track has posed some challenges of competing issues over the years. While some members of the community wish to see it closed others' ongoing use demands it stays open. The nature of the Track being a memorial also demands respectful consideration.

Balancing use of safety measures and devices to minimise illegal use of the track whilst leaving it open for broader community use has been challenging. The recommended options represent all organisations and community members involved in the forum.

Conclusion

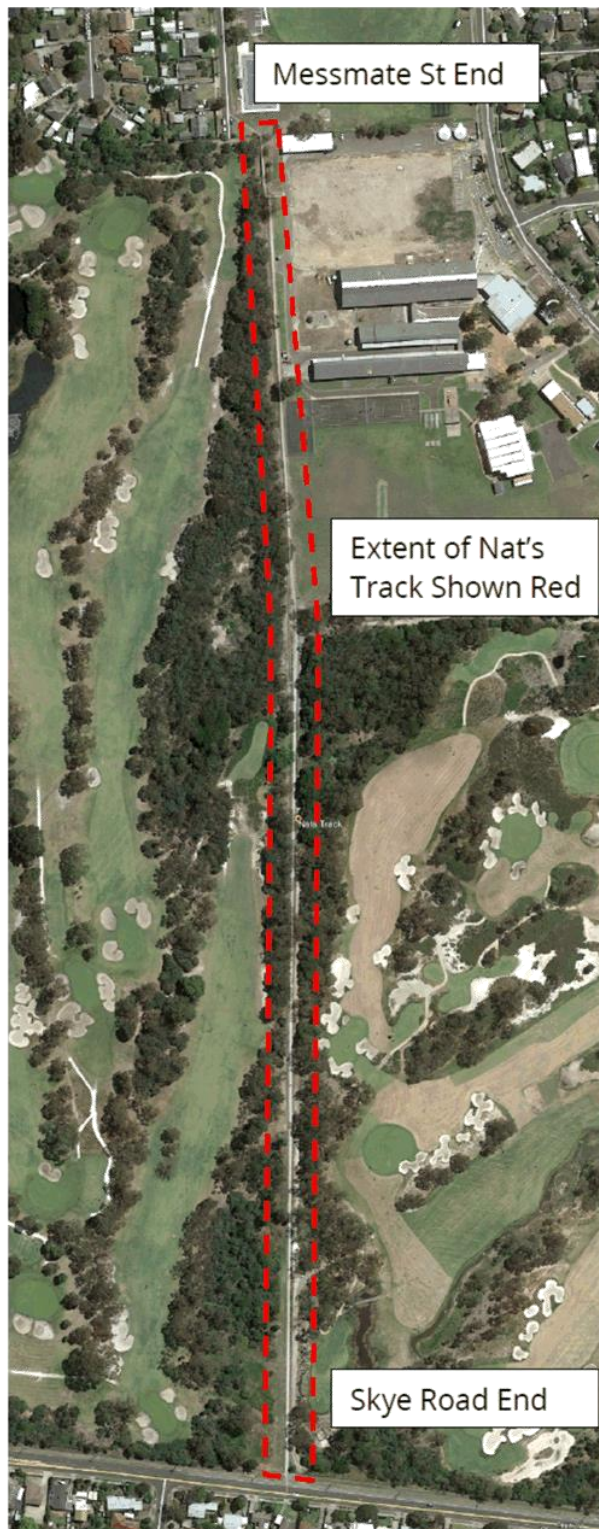
It is recommended Council supports the options included in the report and resolves to refer \$13,400 to the 2019/19 mid-year review for consideration to fund (as a grant) the installation of gates, fund chicane landscaping and signs at either end of Track.

Should be noted that if barriers and signage is successful CCTV may not be necessary. Alternatively, Council could fund the CCTV from the 2020/21 annual budget or should Council be successful in its CCTV grant application a variation to the grant conditions may be possible.

ATTACHMENTS

Attachment A: [!\[\]\(f1c5da15572e3e09d343161be98f508d_img.jpg\)](#) Nat's Track Photo

Attachment B: [!\[\]\(235bfe13ebf007ce2eea9e689707fac7_img.jpg\)](#) Gate Options for Nat's Track

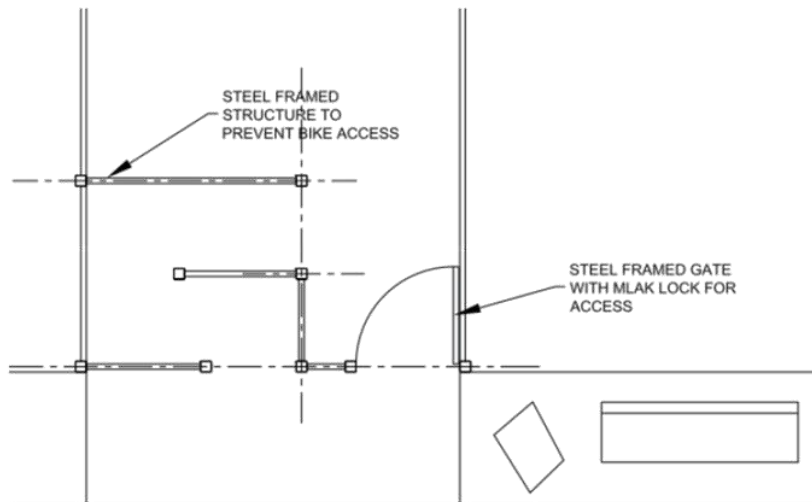


ATTACHMENT 1

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ATTACHMENT 2

OPTION 1

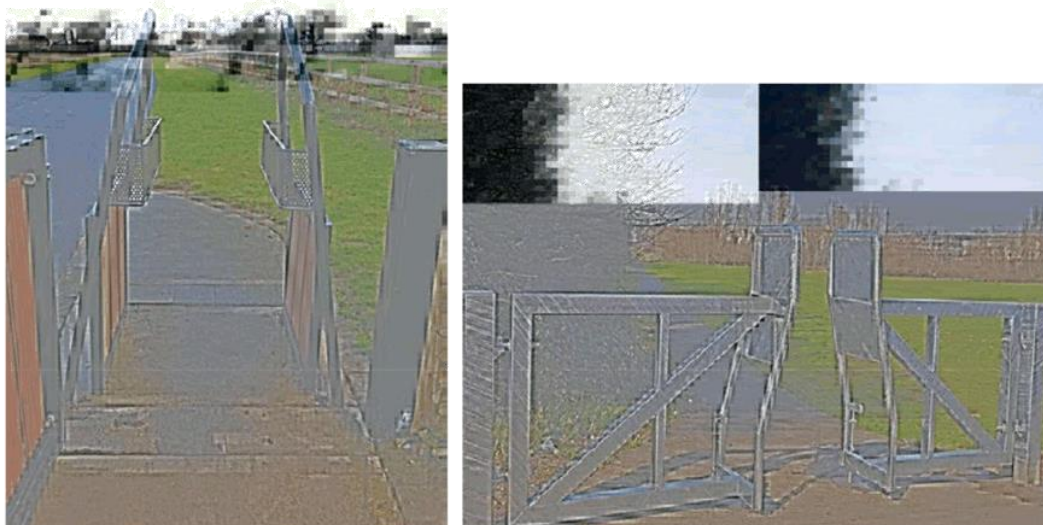


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OPTION 2



OPTION 2



A4069559

Executive Summary**12.23 Delegates to External/Internal Organisations**

Enquiries: (Phil Cantillon: Chief Executive Office)

Council Plan

Community Outcome:	3. A Well Governed City
Strategy:	3.1 Accountable Governance
Priority Action	3.1.1 The elected representatives will provide clear and unified direction, transparent decision makers and good governance

Purpose

To appoint Councillors as delegate(s) to external and internal committees.

Recommendation (Chief Executive Office)

- A. That the following appointments to external organisations be made:
1. Cr XX and an officer be appointed as the delegates to the Association of Bayside Municipalities.
 2. The Mayor and Cr XX be appointed as the delegates to the Australian Local Government Women's Association.
 3. The Mayor and Cr XX be appointed as the delegates to the Frankston Charitable Fund Committee of Management.
 4. The Mayor be appointed as the delegate to the Frankston Revitalisation Board, as required.
 5. The Mayor be appointed as the delegate to the Municipal Association of Victoria and Cr XX be appointed as the substitute delegate.
 6. Cr XX and Cr XX be appointed as the delegates to the Metropolitan Waste Management Forum.
 7. Cr XX and Cr XX be nominated as Council's representatives at the National General Assembly 2020.
 8. The Mayor be nominated as Council's representative to the Peninsula Leisure Pty Ltd Board.
 9. The Mayor be appointed as the delegate to the South East Melbourne Group.
 10. Cr XX be appointed as the delegate to the Western Port Biosphere Reserve Foundation Ltd.
 11. Cr XX and Cr XX be appointed as the delegates to the Youth Advisory Council.
- B. That the following appointments to internal committees be made:
1. That Cr XX, Cr XX and Cr XX be appointed as the delegate to the Advocacy Sub-Committee.
 2. The Mayor and Cr XX be appointed as delegates to the Audit and Risk Committee and Cr XX be appointed as the substitute delegate.
 3. That Cr XX and Cr XX be appointed as the delegate to the Ballam Park Homestead Advisory Committee and Heritage and Assets Promotion Committee.

12.23 Delegates to External/Internal Organisations**Executive Summary**

4. The Mayor, Deputy Mayor, Cr XX and Cr XX be appointed as the delegates to the Chief Executive Officer's Performance Review Committee.
 5. Cr XX and Cr XX be appointed as the delegates to the Community Grants Committee of Management.
 6. Cr XX and Cr XX be appointed as the delegates, and Cr XX as the substitute delegate to the Frankston Arts Centre Board of Management
 7. The Mayor, Cr XX and Cr XX be appointed as the delegates to the Frankston Cemetery Trust.
 8. The Mayor, Cr XX and Cr XX be appointed as the delegates to the Frankston City News Committee.
 9. Cr XX be appointed as the delegate to the Golf Liaison Committee.
 10. Cr XX be appointed as the delegate to the Major Community Events Grants.
 11. The Mayor and Cr XX be appointed as delegates to the Miscellaneous Grants Program Committee.
 12. Cr XX be appointed as the delegate to the Municipal Emergency Management Planning Committee.
 13. Cr XX be appointed as the delegate to the Soccer Liaison Committee.
- C. That as far as practicable and after negotiation with the Councillor or Councillors involved, the meeting times and dates for Committees, where a Councillor or Councillors are delegates, be arranged having regard to the availability of all participants including Councillor(s).

A. External Delegates

Council participates in a number of industry organisations servicing various Council interests and it is anticipated that Council would appoint a delegate to each of the following organisations.

B. Internal Committees

Councillors are members of the following Council convened committees.

ATTACHMENTS

Nil

Executive Summary**13.1 Response to NOM1389 - Ballam Park Precinct Improvements - Progress Update**

Enquiries: (Vishal Gupta: Community Assets)

Council Plan

Community Outcome:	2. Liveable City
Strategy:	2.2 Vibrant and Engaged
Priority Action	2.2.5 Improve the presentation and cleanliness of Frankston City

Purpose

To provide a progress update report to Council in response to NOM 1389 – Ballam Park Precinct Improvements.

Recommendation (Director Community Assets)

That Council:

1. Notes the progress update report in response to NOM 1389 Ballam Park Precinct Improvements;
2. Notes the current Site Plan for the proposed works at Ballam Park including Entrance Precinct improvement works and associated works;
3. Authorises Council officers to undertake community consultation for a period of 6 weeks from February 2020 onwards on the proposed Entrance Precinct improvement works and associated works;
4. Commits to submitting an application to the Victorian Government's Community Infrastructure Loan (low interest) Scheme for an estimated cost of \$3 million for the Entrance Precinct improvement works; and
5. Notes a further progress report will be presented on ongoing items and outcomes of the community consultation at the June 2020 Council meeting. Report to also include concept designs and costings for the proposed Lake at Ballam Park for Council's future budget considerations.

Key Points / Issues

- At its meeting on 18 February 2019, Council received an interim report on the Ballam Park Precinct Improvements and resolved:
 1. *"Notes this progress update report in response to NOM 1389 Ballam Park Precinct Improvements."*
 2. *Notes that a budget of \$140,000 has been included in the draft budget for FY2019/20 to undertake further works in Ballam Park including:*
 - *\$75,000 for Ballam Park water feature design works.*
 - *\$45,000 for Ballam Park overflow car park design works.*
 - *\$20,000 for lighting design works.*
 3. *A further progress report will be presented on ongoing items at December 2019 meeting, including future budget requirements.*
 4. *Supports a report for Council's consideration at the April Ordinary Council meeting outlining options for the recognition of Frankston City's luminaries and noteworthy citizens."*
- The table as per **Attachment A** provides an update on items as per NOM 1389.

13.1 Response to NOM1389 - Ballam Park Precinct Improvements - Progress Update**Executive Summary**

- Future report updates will only report on items identified as ongoing or additional new items.
- Note that in addition to the updates provided in **Attachment A**, in collaboration with the Bureau of Meteorology, Council have agreed to the installation of a weather station at Ballam Park to the northeast of the Homestead. The project will include signage acknowledging the collaboration.
- Commercial Services Department are currently in discussions with Bureau on the contents and logo for the signage. Construction on the project commenced in early November 2019 and is due for completion by late December 2019.
- The scope and extent of current works taking place at Ballam Park is outlined in the Site Plan on **Attachment B**.
- An opportunity has presented itself for Council to nominate projects under the Victorian Government's Community Infrastructure Loan Scheme at a very low interest rate.
- Council officers have reviewed the criteria for funding including meeting with the funding providers. It has been established through these discussions, project such as Ballam Park Entrance Precinct improvement works are highly suitable candidate to receive funding under this loan scheme. Applications for this loan scheme is due by 2pm 29 November 2019 with outcome to be known in February 2020.
- One of the initiatives identified in the Frankston City Council Integrated Water Action Plan 2016-2026 relates to Ballam Park Stormwater Treatment and Harvesting scheme. This project is rated as a high priority with a value to cost ratio of 1.56.
- Feasibility and concept design works are currently underway for the proposed Lake at Ballam Park and outcome of this work will be reported back to Council at its June 2020 meeting. The report will include concept designs, capital cost and ongoing maintenance cost for the proposed lake and other associated works.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are financial costs, however, these costs can be accommodated within existing budgets.

A budget of \$133,600 has been provided in the FY2019/20 Capital Works Program to undertake improvement works at Ballam Park as per **attachment A**.

Additionally there is \$50,000 budget available for lighting improvements in Reserves, which is being utilised for the proposed lighting trial works at Ballam Park.

13.1 Response to NOM1389 - Ballam Park Precinct Improvements - Progress Update**Executive Summary****Consultation****1. External Stakeholders**

Key external stakeholders such as the Bureau of Meteorology and Department of Transport (formerly VicRoads) have been contacted on various items requiring their input and approvals.

Wider community consultation on the proposed Entrance Precinct improvement works and others is scheduled to occur in early 2020 after Christmas and School holiday period.

2. Other Stakeholders

The Recreation Department, Planning and Environment Department, Engineering Services Department, Building and Facilities Department, Arts and Culture Department and Operations Department have been consulted on various items requiring their input and approvals.

Analysis (Environmental / Economic / Social Implications)

The proposed improvement works such as the pedestrian solar lighting trial, new car park and reactivation of the water fountain precinct will enhance the amenity and user experience, extend its useable hours beyond normal daylight hours and increase the sense of safety and security.

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

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

Legal

There are no legal implications of this interim report.

Policy Impacts

There are no policy implications stemming from this interim report.

Officer's Declaration of Interests

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

Risk Mitigation

There are no significant risks identified at this time.

Conclusion

That the update report on Ballam Park Precinct Improvements be accepted, noting that future updates will only be provided on items identified as ongoing.

13.1 Response to NOM1389 - Ballam Park Precinct Improvements - Progress Update**Executive Summary**

ATTACHMENTS

- Attachment A: [↓](#) Ballam Park Improvements Update Table
- Attachment B: [↓](#) Ballam Park Current Works Site Plan
- Attachment C: [↓](#) Entrance Precinct Site Area
- Attachment D: [↓](#) Project Overview Process Map
- Attachment E: [↓](#) Draft Precinct Vision Plan
- Attachment F: [↓](#) Precinct Plan northeastern enlargement
- Attachment G: [↓](#) Solar Lighting Trial Locations Plan

Item 13.1 Attachment A: Ballam Park Improvements Update Table

Completed Items (as at 18 November 2019)		
1A The susceptibility of the newly created concrete wall to vandalism (graffiti) at Ballam Park.	Arts and Culture team previously engaged street artists to install a public art mural to both sides of the climbing wall, which included consultation with local school groups and inclusion of student art in the overall finished design. These works were completed in November 2017. The recently completed artwork is intended to deter graffiti and tagging of the wall. This arrangement is observed to be operating satisfactory and does not warrant consideration for any further treatment at this time.	Complete as reported at Meeting OM6 14 May 2018
1B The nature of ongoing delays concerning recently upgraded play equipment at Ballam Park (i.e. soft fall area).	The binder used in installation of the soft fall rubber was part of a faulty batch which resulted in the cracking of top layer of the soft fall rubber. Following extensive investigations including independent lab testing, it was established that the product was substandard/ faulty. Subsequently the supplier agreed to undertake the rectification works at no cost to Council. These works were completed at the end of October 2017.	Complete as reported at Meeting OM6 14 May 2018
1C Whether the existing toilets in the Ballam Park precinct are adequate and secure. If improvements are identified, costings are to be incorporated in the report back to Council.	<p>Currently, the Ballam Park reserve has 2 public toilet buildings as per below:</p> <ul style="list-style-type: none"> • Unisex toilet at playground near Homestead • Male and Female toilets at Powell Cooper Cricket Pavilion <p>In addition to the above, one new public toilet building has been constructed as part of the Ballam East multi-purpose sporting pavilion. This new toilet building also has two accessible toilet cubes.</p> <p>Additional toilets are also planned to be included within the proposed Ballam Soccer pavilion. These works are currently in the design phase and are likely to be constructed as part of 2019/20 Capital Works program, subject to the Council budget review process. Once these toilet works are completed, this will provide a more than adequate number of toilets in the Ballam Park reserve.</p> <p>The cost to provide two additional standalone public toilet blocks in Ballam Park would be in the order of \$350,000 each. The additional cost to instead co-locate the toilet cubicles within the pavilion redevelopment is in the order of \$100,000 each. Therefore this co-location of toilet facilities within a sports pavilion represents a significant upfront and ongoing cost saving to Council.</p> <p>All toilets are provided with satisfactory level of security however it is noted that toilets are vulnerable to vandalism from time to time. Council officers regularly inspect and attend to rectification works as necessary.</p>	Complete as reported at Meeting OM11 10 September 2018
1D Programming the Ballam Park precinct in the routine cleaning of graffiti from landmark signage.	The Ballam Park precinct is currently inspected by Council's graffiti team on a weekly basis with all graffiti found removed, including on signage. Graffiti reported by members of the public is also promptly removed.	Complete as reported at Meeting OM6 14 May 2018
1E Whether any remedial works are required at the Ballam Park Athletics Track and the possibility of undertaking plantings on the outer fence line of the Ballam Park	Council officers have inspected the Ballam Park Athletics Track and observed no visible damage to the track. Council officers are not aware of any remedial works required for the Ballam Park Athletics Track. However, it is noted that some minor damage occurred to the track late last year which was rectified promptly.	Complete as reported at Meeting OM11 10 September 2018

Item 13.1 Attachment A: Ballam Park Improvements Update Table

Athletics Track. If scope or improvements are identified, costings are to be incorporated in the report back to Council.	Consultation with key stakeholders was undertaken earlier this year and works to plant 50 new trees in this location was completed in FY2017/18. They are now undergoing initial establishment maintenance and irrigation to ensure their long term success.	
1F Advocacy to Public Transport Victoria (PTV) on the need for the installation of a mesh fitting (as opposed to glass) at the bus stop outside the Old Peninsula Private Hospital on Cranbourne Road.	Council's Traffic team have raised this matter with PTV including Council officers' support for installation of mesh fitting (as opposed to glass) for the bus shelters outside the Old Peninsula Private Hospital on Cranbourne Road. In response, PTV has advised that they don't support installation of mesh kits on the side panels at the bus shelters due to visibility concerns and only support mesh fitting at the back of the bus shelters as per the existing arrangements.	Complete as reported at Meeting OM6 14 May 2018
1G Audit of bins, drinking fountains and dog waste disposal units throughout the precinct to assess whether additional resources are required. If improvements are identified, costings are to be incorporated in the report back to Council.	<p>The Asset Planning team utilised the services of Rapid Map at the end of 2015 to undertake a condition audit of all Council Open Space infrastructure, including assets in Ballam Park. The results of the audit have subsequently been migrated into Council's asset management information system. The audit ascertained asset quantities, asset condition, replacement costs and any remedial works required to inform maintenance and capital renewal works programs.</p> <p>Council's Asset Inspector re-assessed the infrastructure located in Ballam Park during March 2018 and confirmed the following asset quantities:</p> <ul style="list-style-type: none"> • 47 bins • 14 drinking fountains • 4 dog waste bins <p>Council officers recommend that the provision of these particular assets is satisfactory and meets the required service level for the reserve.</p> <p>Council has also recently received a VicHealth State Government grant for the supply and installation of 6 new drinking fountains in active reserves throughout the city including 2 at the Ballam Park Athletics Track. The works will replace an existing old drinking fountain and water tap with 2 new Council standard, wheelchair accessible, and stainless steel drinking fountains with bottle filling taps to promote water consumption at no up-front cost to Council. The fountains will be ordered in September with installation during October 2018.</p>	Complete as reported at Meeting OM11 10 September 2018
2B The repair of historical fence associated with the Ballam Park Homestead.	<p>The Frankston Historical Society (FHS) has previously sought quotes to extend the 'post and rail' fence along the driveway from Cranbourne Road. The quote for the fence exceeded the available funding to cover the cost of the works in FY2017/18 so the project didn't proceed.</p> <p>The works to extend the historical fence were completed in October 2018 for a completed cost of \$10,500. The works were funded from the Ballam Park Masterplan Implementation project where \$172,000 has been allocated in the capital works budget for FY2018/19.</p> <p>The Frankston Historical Society expressed their considerable appreciation for the suitability and quality of the finished result.</p>	Complete as reported at Meeting OM2 18 February 2019

Item 13.1 Attachment A: Ballam Park Improvements Update Table

2C Repairs and upgrade/s required at the Ballam Park Homestead.	<p>As per Council Officers earlier discussions with the President of FHS, the following comments are provided in relation to repairs/upgrades required at the Ballam Park Homestead.</p> <ul style="list-style-type: none"> • Buggy Shed Floor - FHS would like to concrete the gravelled flooring. Approval was sought from Victorian Historical Society to proceed with the works. The concreting works were completed by May 2018; • A thorough assessment of the laundry building and kiosk building is required to determine the extent of repair work required for the floor and the overall building structures; • A post on the front veranda has wood rot and needs replacing; and • The kitchen floor of the Homestead needs replacing / repair work. • No quotes have been sought by FHS or Council for the above works other than concreting of the gravelled floor. Council's Building and Facilities team will work with FHS to identify the scope of repairs/upgrades works including costings for Council consideration at a future time. <p>Concrete works are now complete at the Ballam Park Homestead Buggy Shed in time for the Frankston Historical Society's 50 year Anniversary being held on the 5th of May, an event to which a number of Historical dignitaries will be attending. The works were completed at a cost of approximately \$15,000.</p> <p>The existing gravel flooring was removed and replaced with levelled concrete which has improved the shed's overall cleanliness and better weather-proofed its walkable surface. It will also reduce the shed's long-term upkeep and damage costs, allow visitors with wheelchairs and walkers full access and movement around the shed and improve the preservation conditions for the historical assets it accommodates. Importantly, it will raise the Homestead's overall presentation to a standard worthy of its state and national significance. No other works are planned at this time.</p>	Complete as reported at Meeting OM11 10 September 2018
2D The reinstatement of the windmill facing Cranbourne Road from Ballam Park.	Windmill was reinstated in May 2018 at a cost of around \$3,500.	Complete as reported at Meeting OM6 14 May 2018
2E The creation of a dog 'roam free' area (i.e. fencing, signage, water provisions, pet friendly agility and play equipment, waste bags etc.) in the space between the Telecom Substation and the Ballam Park Homestead.	<p>There was an adjusted budget allocation of \$75,000 in the Capital Works budget for the FY2017/18 to undertake these works in the general vicinity of space between The Telecom Substation and the Ballam Park Homestead. The works are expected to cost around \$70,000.</p> <p>Works commenced to install the dog agility park in June 2018 and works were completed in September 2018 in time for the 'Pets Day Out' in October 2018. The facility has been a hit with dog owners and event organisers since it's opening with Council receiving positive feedback.</p>	Complete as reported at Meeting OM2 18 February 2019
2F Wellness equipment for adults / seniors.	This item will be considered as part of Council's Leisure Strategy, which is intended to identify the leisure requirements of the whole Frankston community. The Strategy once completed will determine the type and suitability of any future exercise equipment at Ballam Park.	Complete as reported at Meeting OM14 18 November 2019

Item 13.1 Attachment A: Ballam Park Improvements Update Table

2G	Illumination of the prominent Ballam Park gateway signage adjacent to the water fountain."	<p>The illumination of the prominent Ballam Park gateway signage adjacent to the water fountain works are part of the design works for Ballam Park Masterplan implementation program.</p> <p>These works were completed in April 2018 and the gateway signage is operating as intended.</p>	Complete as reported at Meeting OM6 14 May 2018
3b	<p>Additional Item – OM 6 14 May 2018</p> <p>The installation of a CCTV unit at the Ballam Park toilets.</p>	<p>Works to construct the new pavilion at Ballam South commenced in early 2019 and is due for completion in March 2020. The pavilion has been designed to include CCTV cameras at all 4 corners of the building to improve security and surveillance of the north, south, east and west facades of the new building. This includes monitoring of the new public toilets integrated into the new pavilion, which when complete will service the west end of the playground precinct. Please refer to Page 10 for images of the new Ballam Park Pavilion and integrated public toilets nearing completion.</p> <p>4 No. separate CCTV cameras were installed around the perimeter of the existing toilet block close to the Homestead at a cost of \$9K and have been operational since July 2019. Additionally, Council's Facilities department have budget in this year's Capital Works Program and have awarded the contract to refurbish the interior of this toilet block. The works are scheduled to commence in early November 2019 for completion in December 2019. Please refer to Page 10 for still images of views from cameras 2 & 3 of the newly installed CCTV cameras.</p>	Complete as reported at Meeting OM14 18 November 2019
3c	<p>Additional Item – OM 6 14 May 2018</p> <p>The inclusion of minor planting costs in the total sum for the proposed overflow car park.</p>	It is envisaged that any planting associated with the proposed overflow car park would total no more than \$20,000 and may include semi-advanced trees, understory plants, footpaths and water sensitive urban design elements (WSUD). Provision for these costs have been included within the overflow car park upgrade budget as outlined below.	Complete as reported at Meeting OM11 10 September 2018
3d	<p>Additional Item – OM 6 14 May 2018</p> <p>The creation of a 'green zone' in the north-east quadrant of Ballam Park (i.e. Ballam Park Primary School) for the purpose of bulk tree Plantings and native flora.</p>	<p>The creation of a 'green zone' adjacent to the Ballam Park Primary School was identified as being located in the north-west quadrant of the park rather than the north-east quadrant. This area of the park is characterised by sparsely treed, undulating grassland with parking for the Primary School to the north and the Athletics Track to the south accessed via Benanee Drive to the west. The site is therefore primarily used by parents and children at school pick up/ drop off and visiting the Athletics Track for training and sports carnivals. Secondary users of the site would include walkers and joggers and occasional use for picnicking.</p> <p>The space itself is compressed between the school and the Athletics Tracks and twinned with the undulating ground makes it feel quite cloistered and separated from more expansive parts of Ballam Park. To heavily vegetate the space would create areas of poor surveillance and a perceived sense of reduced safety and security for park users. Therefore planting was planned to supplement the existing trees with a mixture of native and exotic large canopy trees with clean bold trunks complemented by drifts of low, drought tolerant understory plants that maintain existing sightlines and passive surveillance.</p> <p>A total of 30 semi-advanced trees, 300 understory plants and 100m3 of organic mulch was installed in June 2019 at a cost of \$25K as part of the FY2018/19 Capital Works Program. Please refer to Page 11 for images of the completed tree planting and garden beds.</p>	Complete as reported at Meeting OM14 18 November 2019

Item 13.1 Attachment A: Ballam Park Improvements Update Table

<p>4. Additional Item – OM 6 14 May 2018</p> <p>Writes to the relevant authority expressing concerns about the condition of the Telecom Substation at Ballam Park. Council notes that graffiti damage to the site is not being regularly removed, its fence line is regularly vandalised and its overall presentation is not in line with the amenity of the area. The Council is to request the sought improvements and the response is to be included in the September report.</p>	<p>A letter was sent to the relevant authority as specified on 14 June 2018. A site meeting was arranged with a representative from Telstra in late June. Telstra currently has no plans to decommission the existing substation and has confirmed that there are arrangements in place to remove 'Graffiti' on a needs basis, as required.</p> <p>Council officers provided Telstra with a plan for proposed tree planting within their property for their consideration and approval. The plan was forwarded to Telstra and they promptly undertook planting within their fence boundary in September 2018.</p>	<p>Complete as reported at Meeting OM2 18 February 2019</p>
<p>Ongoing Items (as at 18 November 2019)</p>		
<p>2A The reactivation of the water fountain at Ballam Park. Entrance Precinct Works).</p>	<p>A consultant was appointed in April 2019 to prepare a 'future vision document' that would consider improvements to the Ballam Park playground and entry precinct, which is bounded by Cranbourne Road, the Homestead and the new Ballam Park South Soccer Pavilion. The aims of the future vision document are to reinstate Ballam Park as the City of Frankston's premier park, while at the same time ensuring that the history, existing character and newly developed areas of the park are protected and further enriched. Please refer to Attachment C for a site area plan of the Entrance Precinct subject site.</p> <p>Specific areas that the document would focus upon included; the reactivation of the water fountain, the enhancement of the tired entry feature, possible lighting, consideration of a History Trail, specimen tree planting and landscape improvements.</p> <p>The consultant MALA Studio undertook an in depth site analysis of the precinct and considered the existing ageing facilities and the site constraints as well as future opportunities. The study is intended to provide a clear framework for future implementation of improvement and updating works to the park so that recently completed or under construction projects such as Ballam Bumps Regional Playground sit purposely within a site that is recognised as being of the same nature. The plan is approached through three key design principles which respond to the current conditions, future needs and the surrounding context. These inform key design moves that act as an initiative for Council to implement in the coming years. Please refer to Attachment D Project Overview, which outlines the three key design principles:</p> <ul style="list-style-type: none"> • CLEAN; to remove, replace, protect and rationalise paths, furniture, lighting and structures. • BIND; to bind existing and new park features through topography, water, planting, play and art. • EVOLVE; to future proof the site for a growing and changing environment and community. 	<p>Ongoing</p>

Item 13.1 Attachment A: Ballam Park Improvements Update Table

	<p>The resulting 'Precinct Vision Plan' responds to the three guiding principles. Please refer to Attachment E Draft Precinct Vision Plan. Please refer to Page 11 for some artistic sketches of the suggested nature themed adventure play elements proposed for the fountain area. Please also refer to the reference images on Page 12, which provide an indicative idea of the intended look and feel that the redeveloped fountain precinct could achieve. Please Note: these images are indicative only and are intended only to provide a visual prompt of potential options for consultation with stakeholders and the community and.</p> <p>Council officers have engaged with internal stakeholders in other departments to seek their feedback. The next step is to further refine the Vision Plan to incorporate feedback before undertaking an extensive stakeholder engagement process with park users and the wider community to determine their requirements and aspirations. The community consultation is scheduled to occur in February and March 2020 with a report to be provided back to Council at the June 2020 Ordinary Meeting.</p> <p>The current scope of works (planning and initial design works) is funded through the FY2019/20 Capital Works Program where a budget of \$133,600 has been allocated for various improvement works within Ballam Park. The physical improvement works are currently estimated around \$3M, which is not currently funded in the Long Term Infrastructure Plan (LTIP). However, Council officers are currently investigating the option to fund the future works through the Community Infrastructure Loans Scheme (CILS).</p>	
<p>3a Additional Item – OM 6 14 May 2018</p> <p>The formal offer of a bronzed statue of a local luminary at Ballam Park.</p>	<p>A proposal for the placement of a bronze sculpture of Australian Olympian Debbie Flintoff King (DFK) close to the Johnny Famechon statue was received by Council from Rob McCarthy in March 2018. Consultation with the Arts and Culture department concluded that alternatively, consideration should be given to a proposed 'History Trail' that could complement the Famechon Statue and the Homestead.</p> <p>The integration of the 'History Trail' was included in the 'Precinct Vision Plan' design work for the entry precinct as outlined above in item 2A - The reactivation of the water fountain at Ballam Park. Please refer to Attachment F the northeastern enlargement of the Vision Plan. The suggested heritage display gardens and upper shelter deck are intended to enhance the interface with the Homestead and would provide a suitable space to further develop the concept of a 'History Trail'.</p> <p>The next step is to undertake community consultation as part of the broader engagement for the Precinct Vision Plans as a whole. As outlined in item 2A above the community consultation is scheduled to occur in February and March 2020 with a report to be provided back to Council at the June 2020 Ordinary Meeting. The source of funds to implement the 'History Trail' are yet to be determined.</p>	Ongoing
<p>3e Additional Item – OM 6 14 May 2018</p> <p>The installation of a prominent sculpture/monument near the proposed overflow car park.</p>	<p>Internal discussions with the Arts and Culture department suggested that a large sculpture placed along Cranbourne Road close to the overflow car park and viewed from the road might clash or be at odds with the large art piece currently located at the intersection with Peninsula Link. The preferred solution would be to install a more modest, human scale sculpture located along a pathway or amongst trees in the vicinity of the dog agility park so that visitors come across the art once they are within the park.</p> <p>Ballam Park plays hosts to the hugely successful annual 'Pets Day Out' event in October and the area is also popular with dog walkers, therefore a sculpture that references nature and the animal world is considered quite appropriate at this location. The installation of a sculpture piece in a public park is also required to be robust to withstand children and adults scaling them and the potential for vandalism.</p>	Ongoing

Item 13.1 Attachment A: Ballam Park Improvements Update Table

	<p>Ongoing discussion with the Arts and Culture Department determined that the sculpture should be located on or close to a footpath that leads from the Homestead driveway to the newly constructed dog agility park. Therefore it would be set into the park and visitors would stumble upon it as a surprise once they have entered the park on foot rather than it being viewed from the road by passing vehicles.</p> <p>3 artists including two sculptors local to the Frankston/ Mornington Peninsula area have provided examples of recently completed works of pet/ animal themed sculptures as a precedent for an installation at Ballam Park. Each of the 3 artists works in different mediums varying from timber, polished plate metal, powder-coated steel through to concrete and fibreglass. Please refer to Pages 13 & 14 for images of the artist's suggested materials.</p> <p>The costs to fabricate and install the selected art piece has been estimated in the range of \$20K - \$40K and the final cost would depend upon the chosen material. Included in this estimate would be the artist's fees, fabrication, painting if required, anti-graffiti coating, concrete footing, delivery and installation.</p> <p>The next step is to undertake community consultation as part of the broader engagement for the Precinct Vision Plans as a whole. Given the site's proximity to the adjacent playground precinct it is recommended to seek the input of the community and park users on a shortlist of proposed sculptures for inclusion to the park. This is intended to ensure that the regular visitors have 'buy-in' to the selected sculpture and it becomes a welcome addition to the park.</p> <p>As outlined in item 2A above the community consultation is scheduled to occur in February and March 2020. The selected artwork will then be commissioned in April 2020 for installation by June 2020. The commissioning of the sculpture is included in the FY2019/20 Capital Works Program where a budget of \$133,600 has been allocated for various improvement works within Ballam Park.</p>	
<p>3f Additional Item – OM 6 14 May 2018</p> <p>Soft lighting in Ballam Park in the evenings.</p>	<p>Council officers have investigated the installation of solar LED lights in Ballam Park and believe the Entrance Precinct, where design works are currently being undertaken, (Refer to item 2A above) would be a suitable location to trial the installation of 10 new solar lights. The lights are intended to extend the useable hours of the park into the evening and early morning for walkers/ joggers etc... and also increase the overall sense of safety and security for all park users.</p> <p>Please refer to Attachment G for the suggested locations of the solar LED lighting trial at the entry precinct. It is proposed that these lights could be installed as a Stage 1 trial with future stages to be considered for the remainder of the park depending upon the community feedback.</p> <p>Council officers have sought quotations on solar LED lights from specialist lighting suppliers that have installed equivalent products in similar locations for other Councils. The cost to supply and install each solar light is \$7K, therefore the cost to install all 10 solar lights would be in the order of \$70K. 8 solar lights are proposed for the selected footpath trial area and one each near Homestead sign and one near basketball court. Please refer to Page 15 for images of suggested solar light fittings.</p> <p>Conventional light poles connected to the grid have a lower unit cost than solar lights, however given that the proposed lighting layout is spread over a relatively large area, power cabling, trenching, connection and ongoing power costs would be too cost prohibitive and not practical at this location.</p>	Ongoing

Item 13.1 Attachment A: Ballam Park Improvements Update Table

	It is intended to install the solar LED lighting trial in the 2019/20 financial year. The costs to install the lights can be accommodated from the combined budgets for Ballam Park Masterplan Implementation and Lighting for Reserves in the FY2019/20 Capital Works Program. The works are expected to be installed in early 2020.	
Additional Item - Car Park This item was raised at a meeting with Councillor Bolam	<p>A consultant was engaged in July 2019 to prepare detail design drawings for the proposed car park for 40 vehicles at Ballam Park off Cranbourne Road near Karingal Veterinary Hospital. The detailed design plans are due for completion in late November 2019. The next stage is to apply for a Planning Permit for the car park, which will require a referral to Department of Transport (formerly VicRoads). It is anticipated that allowing for the time finalise the planning permit that approval should be reached by May 2020.</p> <p>The revised cost is estimated around \$350,000, which includes an allowance of \$100,000 should the installation of a turning lane on Cranbourne Road be required. Council's draft budget for FY2020/21 has a budget allowance of around \$440,000 to deliver these works. The works will also include minor tree and shrub planting works.</p>	Ongoing
Additional Item - Ballam Park Lake This item was raised at a meeting with Councillor Bolam	<p>A location has been determined for a lake or water feature in Ballam Park near the corner of Karingal Drive and Crescent. This was also identified in the Frankston City Council Integrated Water Action Plan 2016-2026 as the Ballam Park stormwater treatment and harvesting project.</p> <p>Council officers have undertaken an initial feasibility of the subject site for the installation of the lake/water feature including a site survey. The size and extent of tree protection zones around the existing trees has highlighted the limitations for earthworks that would be required to construct a large water retaining body at this location.</p> <p>Council officers have engaged a civil engineering consultant to consider the area and footprint of bulk earthworks within the parameters of the site. This is expected to be completed by the end of December 2019. Once an appropriate footprint can be determined the detail design works can commence which are expected to be completed by April 2020. Once completed an update report will be provided back to Council at the June 2020 Ordinary Meeting.</p> <p>The costs to undertake the initial feasibility and detail design works can be accommodated from the Ballam Park Masterplan Implementation budget in the FY2019/20 Capital Works Program. The initial cost estimate to construct the lake in the Integrated Water Action Plan and associated works such as viewing decks, LED lighting, ecosystem etc is estimated around \$1.5 million.</p> <p>Subject to Council budget approval process, a budget allowance of \$1.5 million can be included in the draft Long Term Infrastructure Plan for 2022/23. This will ensure staged implementation of all improvement works at Ballam Park over next few year followed by Entrance Precinct Works and other minor works.</p>	Ongoing
Additional Item – Ballam Park Lake These items were raised in an email from Councillor Bolam on 23/10/19	<p>The following list of items have been noted in relation to the Lake and will be considered as part of the proposed Integrated Site Plan for the Park for inclusion in the report at the 2020 Council Meeting:</p> <ul style="list-style-type: none"> • Ecosystem for the lake • Deck with LED to illuminate the lake at night 	Ongoing

Item 13.1 Attachment A: Ballam Park Improvements Update Table

	<ul style="list-style-type: none"> • Offsets for tree removal (to be placed in the 'green zone') • BBQ and Drinking Tap • Bins, Wayfinding signage, Welcome Sign • Grand Rotunda w/ lighting and seating / table • Lighting x 3 • Connective path around the lake • Bench x 2, Picnic Table x 2 • Multiple minor sculptures near the lake • The runner up flower/plant concept - for the art monument to be located at the Seaford Shopping Strip on Nepean Highway - however in larger more prominent form to be located near the lake. 	
Additional Item – Ballam Park Habitat Boxes This item was requested by Councillor Bolam	Council offices have engaged 'Living with Wildlife' a naturalist consultant to supply and install 5 No. habitat boxes in existing trees in Ballam Park. The specialist habitat boxes have been fabricated and Council officers are due to meet on site in mid-November to determine suitable trees in Ballam Park to install the boxes in. The boxes are then intended to be installed by a qualified arborist by the end of November 2019.	Ongoing

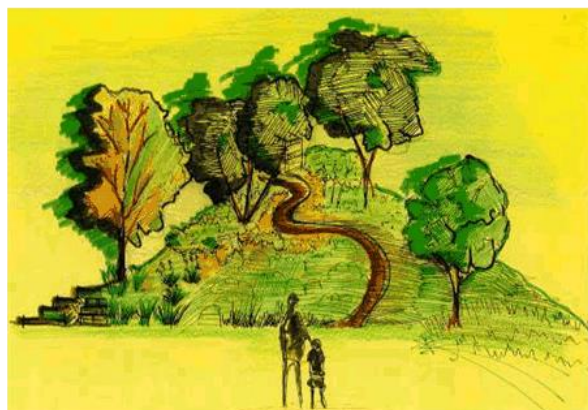
Item 13.1 Attachment A: Ballam Park Improvements Update Table**Ballam Park South Pavilion
under construction****Ballam Park toilet block new
CCTV cameras**

View from CCTV camera 3

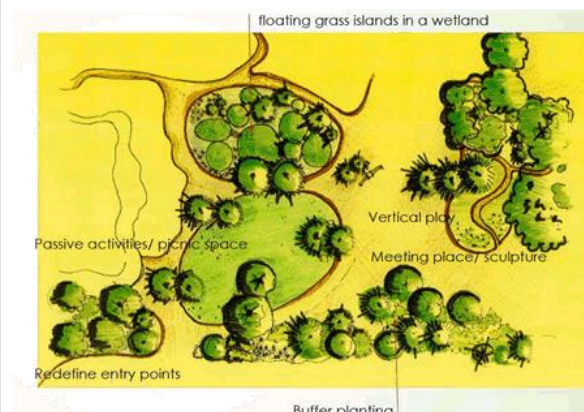


View from CCTV camera 2

Item 13.1 Attachment A: Ballam Park Improvements Update Table

Ballam Park 'Green Zone' new tree planting**Ballam Park Playground and Entrance Precinct**

Artists impression of indicative feature nature play mound with slide



Concept sketch of indicative new nature themed open space and adventure play zone to replace the water fountain

Ballam park Playground and Entrance Precinct Reference Images

Indicative image of a feature nature play mound with destination slide integrated into the existing landscape.



Water play element integrated with access paths that harnesses and tells the story of stormwater flows through the Park.



Colour and fine grain detail understory planting.



Water misting integrated into nature play spaces that provide cooling and an exciting play element in Summer.

Option 1: Timber / Stone

E.g. oversize Bird sculpture in timber



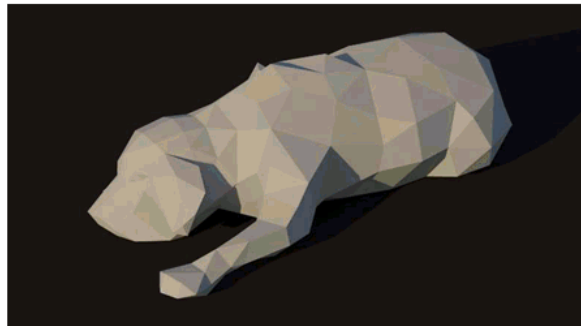
E.g. oversize native animals in timber

Option 2: Powder-coated steel

E.g. Sketch of a dog in a wild agility pose, leaping back to the ground mimicking the form of the similar rabbit.

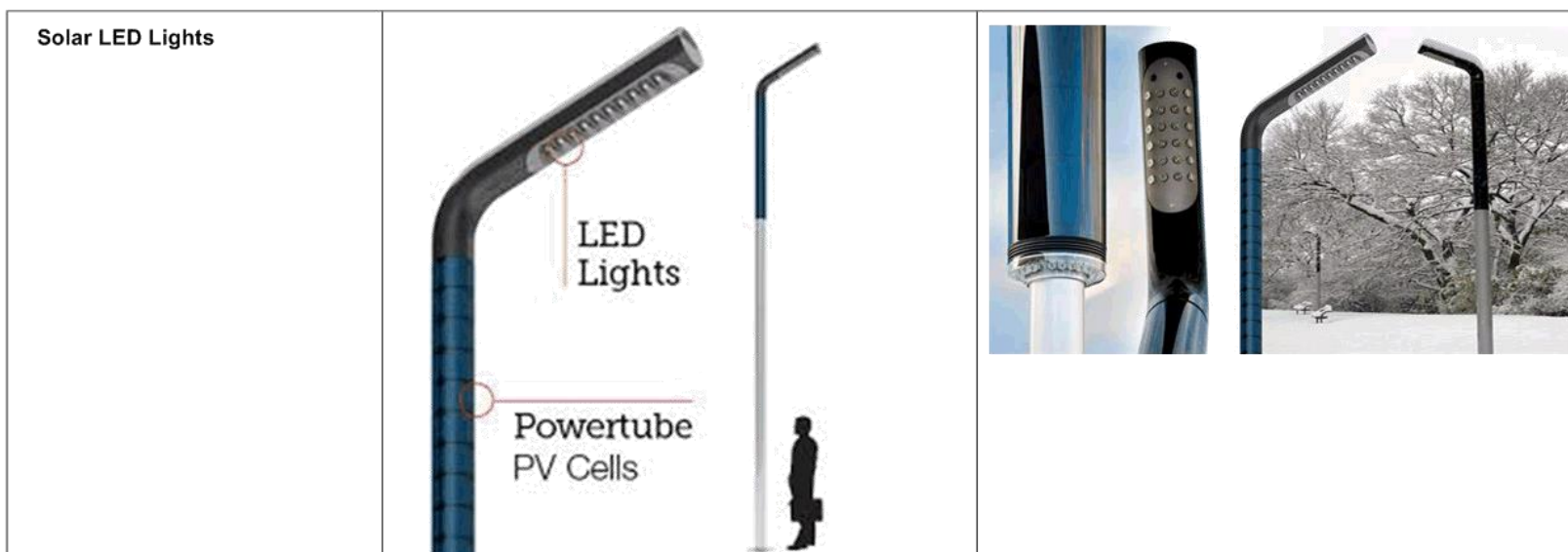


The sculpture would be a solid painted finish similar to the orange kangaroo.

Option 3: Polished plate metal

Artists conceptual 3D rendition of 'Resting Labrador' dog sculpture





areas under development

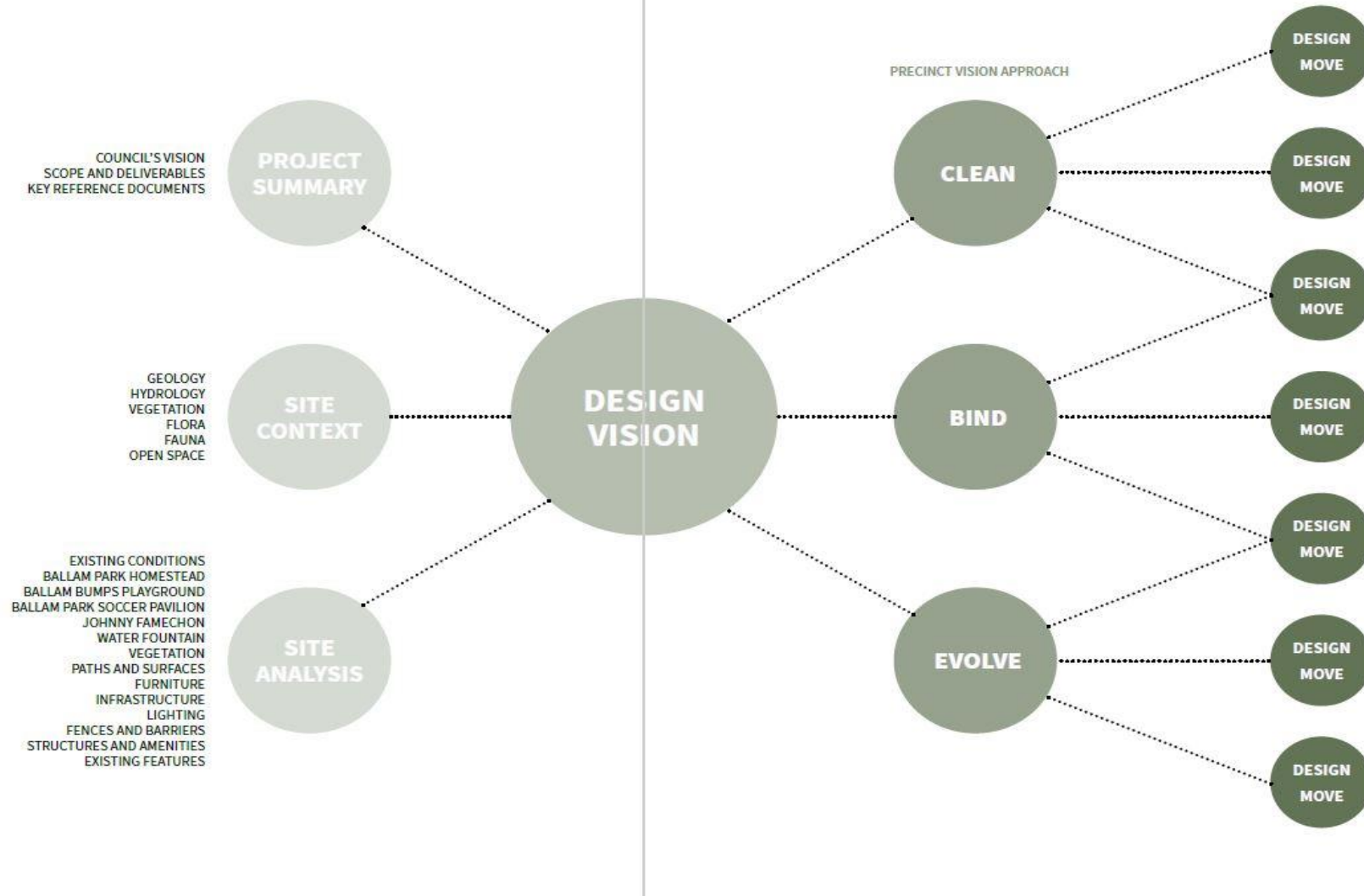
- > 1 – Playground/ Entry Precinct
- > 2 – Solar Lighting Trial
- > 3 – Pavilion Redevelopment
- > 4 - oval lighting
- > 5 – Oval Refurbishment
- > 6 – Hammer Throw Renewal
- > 7 – Oval Repairs
- > 8 – Bird Boxes
- > 9 – Lake Design
- > 10 – Overflow Car Park



Item 13.1 Attachment C: Entrance Precinct Site Area



PROJECT OVERVIEW





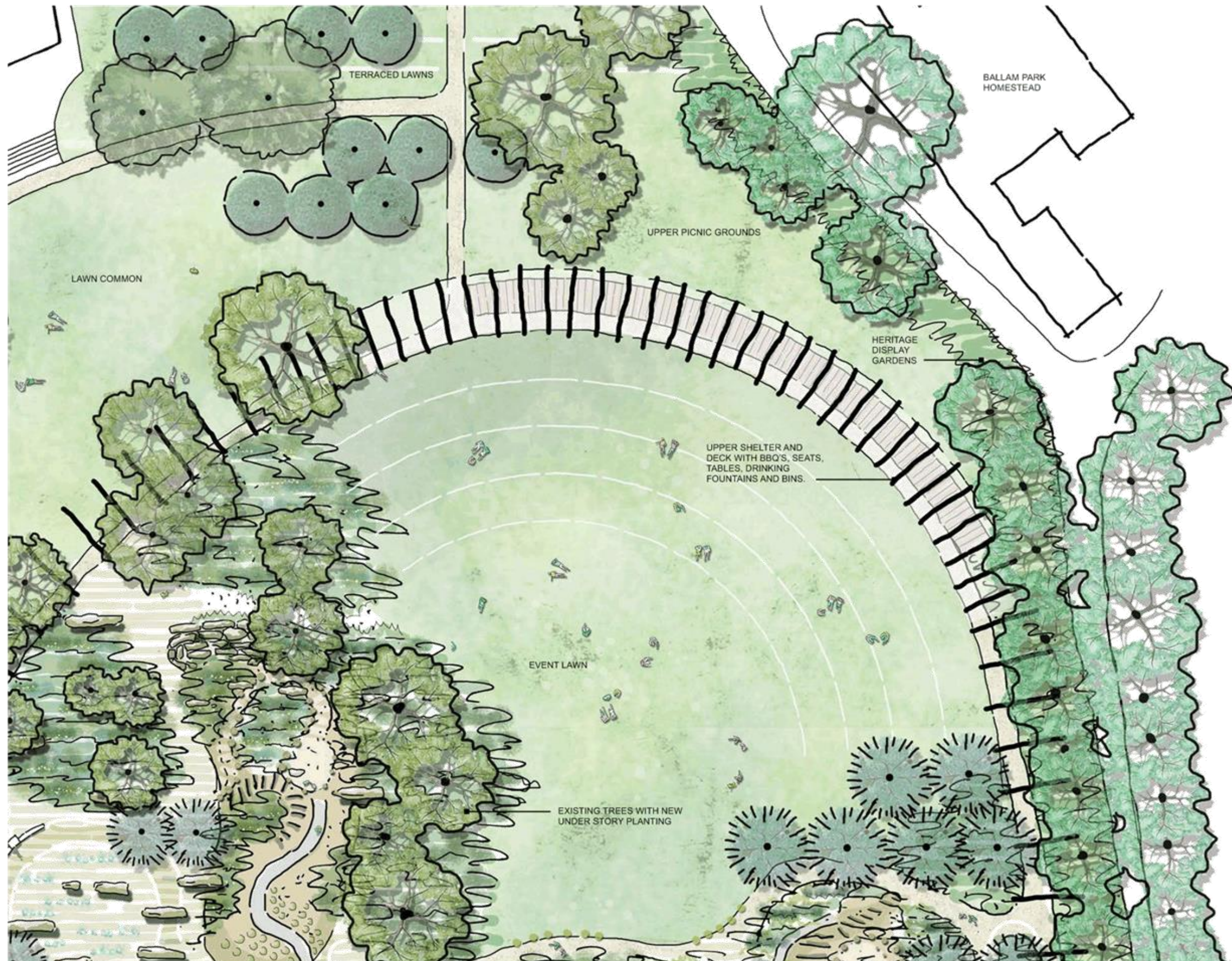
MALA studio
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17 Newton St. Cremorne. Victoria 3121
ABN: 8956245385

BALLAM PARK
260 Cranbourne Road, Frankston
Victoria 3199

Drawing Title: PRECINCT PLAN
Drawing No: PP01
Issue: DRAFT PRECINCT VISION PLAN
Date: 12/07/2019

Scale: 1:800 @ A3
Rev No:
Drawn by: EN
Approved: CM





MALA studio
www.mala.net.au
17 Newton St. Cremorne, Victoria 3121
ABN: 8956245385

BALLAM PARK
260 Cranbourne Road, Frankston
Victoria 3199

Drawing Title: BLOW UP PLAN 03
Drawing No: PP04
Issue: DRAFT PRECINCT VISION PLAN
Date: 12/07/2019

Scale: 1:400 @ A3
Rev No:
Drawn by: EN
Approved: CM





Executive Summary**13.2 Response to 2019/NOM12 - Legal Advice**

Enquiries: (Brianna Alcock: Corporate Development)

Council Plan

Community Outcome:	3. A Well Governed City
Strategy:	3.1 Accountable Governance
Priority Action	3.1.1 The elected representatives will provide clear and unified direction, transparent decision makers and good governance

Purpose

To brief Council on the measures in place which respond to 2019/NOM12.

Recommendation (Director Corporate Development)

That Council:

1. Notes the report, and the legal expenditure summary reports in Attachments A and B, attached under separate cover;
2. Approves for future quarterly summary reports on external legal expenditure be included in the Councillor Bulletin;
3. Notes the administrative process for obtaining external legal advice be revised and updated, and refresher training be provided as appropriate, to ensure that the organisation is achieving value when incurring legal fees.
4. Notes the attachments remain confidential indefinitely.

Key Points / Issues

- At the Ordinary Council meeting on 22 July 2019, Councillor Bolam tabled a Notice of Motion regarding Legal Advice. Council resolved:
"That:
 - 1a. *Councillors be provided a quarterly report on consultancy expenditure relating to obtained legal advice. The confidential closed council report should provide an itemised description of the advice sought and is to include the YTD accumulative total expended by Frankston City Council on legal advice;*
 - 1b. *Councillors be provided a retrospective internal report on sought legal advice particulars (cost and description specifics) since 2016. This confidential closed council report is to be provided by September 2019.*
 2. *A report be provided to Council at the September Ordinary Meeting on governance, resourcing and financing relating to potential in-house legal counsel to:*
 - a) *reduce external reliance on sought legal advice; and*
 - b) *provide greater legal guidance to the organisation and Council on legal considerations*
 3. *A report be provided to Council on a new process to seek legal advice. The process is to apply to both staff and councillors and should seek to implement controls on the type of information sought and the level of approvals required.*

13.2 Response to 2019/NOM12 - Legal Advice**Executive Summary**

The report should look at templates and checks-and-balances that are practiced externally (both inside and outside of the sector) to ensure accountability and the best use of public monies.

The report is to be provided at the September Ordinary Meeting."

- Officers met with Councillor Bolam on 2 September 2019 to clarify the expectations in relation to various aspects of the notice of motion. In accordance with the outcome of this meeting, the following matters have been explored and are now reported to Council:

1a	Quarterly report on expenditure for legal advice	See Attachment A
1b	Retrospective report on expenditure for legal advice since 2016	See Attachment B
2	Consideration of options to reduce expenditure on legal advice	See below
3	Review the process for seeking external legal advice, to ensure accountability and the best use of public funds	See below, and Attachment C

NOM parts 1a and 1b – Reporting on external legal expenditure

- “Legal expenditure”: All legal fee payments are processed using a particular activity code (221: solicitor’s fees), so a general overview of the organisation’s “legal expenditure” can be obtained by reporting against this activity code. However, it should be noted that this activity code is not only used for legal advice; it is also used for legal representation and associated costs and disbursements, arbitration and mediation fees, some legal search and extract fees, legislation subscription fees, probity assessments and reports, litigation costs (including court fees, expert witness fees and any payments ordered by a court or tribunal) and some of the training delivered by legal service providers.
- A series of reports has been produced in response to part 1 of 2019/NOM12. These reports balance the desire to be transparent about the expenditure of public funds against the need to:
 - protect Council’s position in relation to current and anticipated legal proceedings and other processes;
 - protect confidential, sensitive and commercial-in-confidence information (of Council, and of parties with which Council interacts);
 - maintain legal privilege; and
 - comply with Council’s privacy obligations.
- A summary of Council’s legal expenditure (as defined above) for the first quarter of the 2019/20 financial year is included as Attachment A to this report. It is proposed that in future, a similar quarterly report will be provided to Councillors in the Councillor Bulletin.
- Summaries of Council’s legal expenditure (as defined above) for the financial years 2015/16, 2016/17, 2017/18 and 2018/19 are included as Attachment B to this report.

13.2 Response to 2019/NOM12 - Legal Advice**Executive Summary**

- It is noted that Councillors are entitled to inspect information that is relevant to an issue before, or concerning, Council. This will clearly extend to broad reporting on overall expenditure on legal advice and representation to the extent that it concerns Council's annual budget; however, a line by line breakdown of all legal matters would not be relevant in this way, and there is some doubt about whether this could lawfully be provided.
- Disclosing an itemised description of legal advice sought may, in some circumstances, lead to privilege being waived. This is because the itemised descriptions may disclose the substance of the advice being sought, thereby risking waiver and the ability of third parties to access the advice in full.
- Additionally, in some circumstances, the matter name or description, or the names of the parties involved in the matter, cannot be disclosed for legal reasons. For example, it may result in the identities of contracting parties, or of parties to prospective litigation, being disclosed prematurely. This might compromise Council's ability to negotiate favourable contractual terms, or to manage and resolve prospective litigation in a way that best protects Council's position.
- The outcome of investigation or enforcement matters may also be compromised by premature disclosure of details included in a matter description.
- Some matters are also subject to legislative secrecy provisions designed to safeguard the integrity of the investigation process and protect the identity of the person/s who reported the matter (for example, protected disclosures regarding possible corrupt conduct, and confidential code of conduct matters).
- Privacy laws restrict the ability to provide personal or health information, and a privacy breach can have serious financial and reputational ramifications. To the extent that an itemised description of legal advice sought discloses the personal or health information of individuals who are seeking, or are the subject of, legal advice, Council risks breaching its obligations in respect of the protection of that information.
- The provision of an itemised description of legal advice sought may, in some circumstances, lead to an encroachment by Council on areas of Council business that are expressly reserved for the CEO by the *Local Government Act* 1989, such as 'appointing, directing, managing and dismissing Council staff and for all other issues that relate to Council staff' (see section 94A(3)). This will especially be so where the legal advice relates to human resources, the particular details of which are the domain of the CEO, and not Council.
- The summaries of Council's expenditure on legal services, included as Attachments A and B to this report, permit Council to track that expenditure against the Budget fixed and approved by Council while ensuring that none of the risks identified above eventuate.

13.2 Response to 2019/NOM12 - Legal Advice**Executive Summary****NOM part 2 – Options to reduce expenditure on legal advice**

- Municipal councils provide a broad range of services to the community, within a complex landscape of legislative requirements, policies and conventions. From time to time external legal advice is required across a range of specialist fields including Administrative law; Building Act matters; Compliance and enforcement; Construction & projects; Contract management; Conveyancing and land transfers; Corporate and commercial law; Councillor conduct issues and disputes; Debt recovery; Delegations and authorisations; Dispute resolution and litigation; Employment law; Equal opportunity and anti-discrimination law; Freedom of information; Governance and meeting procedures; Human rights; Industrial relations; Inquiries and coronial inquests; Insurance claims; Intellectual property; Leases & licences; Litigation; Occupational health and safety; Planning and environment law; Privacy law; Probity advice and audits; Property including compulsory acquisitions and sales; Prosecutions; Protected disclosures; Tenders; Valuations, rates and compensation.
- At various times, consideration has been given to employing in-house legal counsel. However, there are significant advantages to the current arrangement of seeking specialised legal advice from external lawyers when required.
- Using an external lawyer maintains an obvious independence between Council as the client, and the legal advisor. This separation of roles creates a clear application of legal privilege. The application of legal privilege is less clear where an officer provides legal advice to the Council which employs them, and particularly where the officer has a mixed role which includes some delegated decision making functions.
- It should be noted that employing in-house legal counsel (or an in-house legal team) would not obviate the need to obtain external legal advice. It would be unrealistic to expect any one person (or team) to match the expertise of an external firm or firms in all of the specialist fields of law that are relevant to Council's diverse operations.
- Also, noting the diverse nature of advice obtained, the volume of work and the tight turnaround times for advice in some circumstances, a number of in-house lawyers would be needed to significantly reduce expenditure on external advice. The remuneration required to attract, employ and retain suitable in-house lawyers would likely exceed the annual spend on legal advice.
- Officers have made some preliminary enquiries about alternative pricing options with external lawyers, including:
 - A retainer arrangement – this involves making a regular payment (for example, an annual fee) which covers basic day to day queries. However, complicated or detailed matters will often fall outside the scope of a retainer. Council's human resources team has recently implemented a retainer arrangement with a specialist law firm in relation to employment law matters. Officers in other Council departments have established good working relationships with external lawyers, who provide responsive service and generally do not charge for quick telephone discussions and basic advice.

13.2 Response to 2019/NOM12 - Legal Advice**Executive Summary**

- A fixed fee arrangement – this involves providing the law firm with a detailed description of the work to be undertaken, and obtaining a quote. From time to time Council officers do procure legal services on a fixed fee basis – examples where a fixed fee arrangement works well include the preparation of standard legal agreement templates and legal documents.
- It should be noted that unbudgeted legal expenditure may occur in connection with large or complex legal matters and litigation. However, Council officers are mindful of the importance of maintaining a prudent approach to the expenditure of public funds, and committed to achieving value when incurring legal fees.

- **NOM part 3 – Process for seeking external legal advice**

- Current arrangements for the procurement of legal services are set out below:
 - Council's planning department has a designated legal budget of \$55,000 which is used exclusively for planning matters at the discretion of the Manager Planning & Environment. The majority of the planning department's legal expenditure typically relates to VCAT advocacy costs, rather than the provision of written legal advice. Accordingly, substantial increases in expenditure may occur when there are a number of large or complex planning issues that require representation;
 - the human resources department has a legal budget of \$30,000 which is used exclusively for employment law and human resources matters at the discretion of the Manager Human Resources;
 - the governance department has a legal budget of \$52,000 which is used for all other matters across the organisation at the discretion of the Manager Governance & Information and the Governance Legal Advisor.

Legal services obtained through the governance legal budget are subject to a formal process for obtaining external legal advice (Attachment C). This process includes the Governance Legal Advisor "triaging" requests, checking to ensure that Council has not received recent legal advice on the same or a similar topic, preparing clear and concise instructions with a view to containing costs, and understanding the likely cost range for the advice or work prior to formalising instructions.

It would not be practical or feasible for requests for planning and human resources legal services to be channelled through Council's governance team. This is particularly so because the legal services required by the planning and human resources departments involve specialist knowledge about the application of regulations which are the responsibility of these departments. There would be little value added by channelling requests for advice in these areas through the governance team – indeed, it may only add to Council's costs.

- the CEO, Directors and Managers occasionally pay for legal fees from their general operating expenses budgets, particularly in urgent circumstances and where it would be inappropriate, impractical or unlawful to involve additional officers.
- In response to 2019/NOM12 it is proposed to revise and update the process for obtaining external legal advice, and to provide refresher training across the organisation to ensure that the organisation is achieving value when incurring legal fees.

13.2 Response to 2019/NOM12 - Legal Advice**Executive Summary****Financial Impact**

The Victorian Government introduced the “Fair Go Rates” system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council’s major source of income, Council’s capacity to continue to deliver services and fund its capital programme will be severely restricted.

Consultation**1. External Stakeholders**

Informal consultation has been undertaken with officers at other councils in relation to in-house counsel arrangements, and processes for obtaining external legal advice; and with Council’s external lawyers in relation to alternative pricing options.

2. Other Stakeholders

Council’s governance, finance, planning and human resources departments have provided input to this report.

Analysis (Environmental / Economic / Social Implications)

Good governance depends on a clear understanding about the different roles and responsibilities within a Council. The Council plays an important role in setting Council’s Budget and overseeing overall expenditure in accordance with the adopted Budget. The CEO is responsible for operational matters in accordance with the adopted Council Plan and Budget.

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

Councillors are entitled to inspect information that is relevant to an issue before, or concerning, Council. This includes broad reporting on overall expenditure on legal advice and representation to the extent that it concerns Council’s annual budget; however, there is some doubt about whether a line by line breakdown of all legal matters could lawfully be provided.

13.2 Response to 2019/NOM12 - Legal Advice**Executive Summary**

Disclosing an itemised description of legal advice sought may lead to privilege being waived and third parties being able to access the advice in full. Additionally, in some circumstances, the matter name or description, or the names of the parties involved in the matter, cannot be disclosed for legal reasons. For example, it may result in the identities of contracting parties, or of parties to prospective litigation, being disclosed prematurely. This might compromise Council's ability to negotiate favourable contractual terms, or to manage and resolve prospective litigation in a way that best protects Council's position. The outcome of investigation or enforcement matters may also be compromised by premature disclosure of details included in a matter description.

Additionally, privacy laws restrict the ability to provide personal or health information, or information about investigation or enforcement matters.

The provision of an itemised description of legal advice sought may also lead to an encroachment by Council on areas of Council business that are expressly reserved for the CEO by the *Local Government Act* 1989, especially where the legal advice relates to human resources, the particular details of which are the domain of the CEO and not Council.

The procurement of legal services is exempt from the tendering requirements set out in section 186 of the *Local Government Act* 1989 – the exemption is created in regulation 11 of the *Local Government (General) Regulations* 2015.

Policy Impacts

On 14 November 2017 Council's Executive Management Team endorsed a formal process for obtaining external legal advice (see Attachment C). It is proposed to revise and update this process, and to provide refresher training across the organisation to ensure that the organisation is achieving value when incurring legal fees.

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 risks associated with reporting legal expenditure at a transaction level. Disclosing an itemised description of legal advice sought may lead to privilege being waived and third parties being able to access the advice in full. Additionally, in some circumstances the matter name or description, or the names of the parties involved in the matter, cannot be disclosed for legal reasons. The outcome of investigation or enforcement matters may be compromised by premature disclosure of details included in a matter description. The provision of an itemised description of legal advice sought may lead to an encroachment by Council on areas of Council business that are expressly reserved for the CEO by the *Local Government Act* 1989, such as 'appointing, directing, managing and dismissing Council staff and for all other issues that relate to Council staff' (see section 94A(3)). Privacy laws also restrict the ability to provide personal or health information, and a privacy breach can have serious financial and reputational ramifications.

Conclusion

In response to part 1 of 2019/NOM12 Council has been provided with summaries of Council's expenditure on legal services (ie summaries of all payments processed using account code 221: solicitors fees). It is proposed to include future quarterly summary reports on external legal expenditure in the Councillor Bulletin.

13.2 Response to 2019/NOM12 - Legal Advice**Executive Summary**

In response to part 2 of 2019/NOM12, officers have explored alternatives including in-house legal counsel, retainer and fixed fee pricing arrangements.

In response to part 3 of 2019/NOM13, the administrative process for obtaining external legal advice will be revised and updated, and refresher training will be provided, to ensure that the organisation is achieving value when incurring legal fees.

ATTACHMENTS

- Attachment A: ➞ Legal Expenditure Summary - Quarter 1 of 2019/20 (*Under Separate Cover*)
- Attachment B: ➞ Legal Expenditure Summaries 2015/16, 2016/17, 2017/18, 2018/19 (*Under Separate Cover*)
- Attachment C: ➞ Process for obtaining external legal advice (*Under Separate Cover*)

Executive Summary**13.3 Response to 2019/NOM20 - Reaffirmation of Victorian Local Government Women's Charter**

Enquiries: (Brianna Alcock: Corporate Development)

Council Plan

Community Outcome:	3. A Well Governed City
Strategy:	3.1 Accountable Governance
Priority Action	3.1.2 The elected representatives will promote powerful advocacy, meaningful engagement and credible reputation

Purpose

To brief Council on the measures that have been implemented in response to 2019/NOM20.

Recommendation (Director Corporate Development)

That Council:

1. Notes the progress made in the report.
2. Notes that a letter has been sent to the Victorian Local Governance Association (VLGA) to reaffirm Council's status as a signatory to the Victorian Local Government Women's Charter.
3. Notes that an action plan outlining gender equity initiatives will be included in the People Strategy, which is currently being developed for the organisation. A report will be provided to Council annually on gender equity initiatives and the impact of these initiatives across Council and the community.
4. Notes that Council's Health and Wellbeing Plan includes actions on diversity and inclusion.
5. Notes a community event in support of International Women's Day is scheduled for 2020, recognising the centenary in December 2019 of the first ever woman elected to local government.

Key Points / Issues

- At its meeting on 22 July 2019, Council resolved:

That Council:

1. *Reaffirms its status as a signatory to the Victorian Local Government Women's Charter.*
 2. *Develops and implements an action plan, incorporating the Charter aims, that supports the progress of gender equality, diversity and active participation in Council.*
 3. *Refers an amount of \$20,000 to the 2019-2020 mid-year budget review for a community event in support of International Women's Day 2020, recognising the centenary of the first ever woman elected to local government in December 2019.*
- A letter has been sent to the Victorian Local Governance Association (VLGA) to reaffirm Council's status as a signatory to the Victorian Local Government Women's Charter and to nominate a Charter Champion (Attachment A).

**13.3 Response to 2019/NOM20 - Reaffirmation of Victorian Local Government
Women's Charter
Executive Summary**

- An action plan outlining gender equity initiatives will be included in the People Strategy, which is currently being developed for the organisation. A report will be provided to Council annually on gender equity initiatives and the impact of these initiatives across Council and the community.
- Council's Health and Wellbeing Plan, which is community focussed, also includes actions on diversity and inclusion.
- Council officers have listed an amount of \$20,000 to the 2019-2020 Mid-Year Budget Review for a community event in support of International Women's Day 2020, recognising the centenary in December 2019 of the first ever woman elected to local government.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

In response to Council's resolution of 22 July 2019, the sum of \$20,000 has been referred to the mid-year budget review for a community event in support of International Women's Day 2020.

Consultation**1. External Stakeholders**

The VLGA has been advised that Council has reaffirmed its commitment to the Victorian Local Government Women's Charter.

2. Other Stakeholders

This report includes input from officers in Council's governance, community strengthening, finance, events and human resources departments.

Analysis (Environmental / Economic / Social Implications)

The Victorian Local Government Women's Charter promotes the equal participation of women and men in local government, through the principles of gender equity, encouraging diversity in representation and participation and women's active citizenship.

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.

Legal

Not applicable.

**13.3 Response to 2019/NOM20 - Reaffirmation of Victorian Local Government
Women's Charter
Executive Summary**Policy Impacts

The Victorian Local Government Women's Charter is consistent with 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

Not applicable.

Conclusion

In response to 2019/NOM20 a letter has been sent to the VLGA to reaffirm Council's status as a signatory to the Victorian Local Government Women's Charter. An action plan outlining gender equity initiatives will be included in the People Strategy, and an annual report will be provided to Council on gender equity initiatives. Council's community focussed Health and Wellbeing Plan also includes actions on diversity and inclusion. The sum of \$20,000 has been referred to the 2019-2020 Mid-Year Budget Review for a community event in support of International Women's Day 2020.

ATTACHMENTS

Attachment A: [!\[\]\(b792654f2cef9719eabeb6c5be00811e_img.jpg\)](#) Letter to the Victorian Local Governance Association

**Frankston City Council**

30 Davey Street, Frankston, Victoria, Australia
Telephone: 1300 322 322 » +613 9784 1888 » Facsimile: +613 9784 1094
PO Box 490, Frankston VIC 3199
info@frankston.vic.gov.au
Website: frankston.vic.gov.au
ABN: 49 454 768 065

Reference: A4048034

Enquiries: [REDACTED]

Telephone: [REDACTED]

[REDACTED]
[REDACTED]

Victorian Local Governance Association
The Green Building
60L Leicester Street
CARLTON VIC 3053

19 September 2019

Dear [REDACTED]

Victorian Local Government Women's Charter

I am writing to advise that Council, at its meeting on 22 July 2019, resolved to reaffirm its status as a signatory to the Victorian Local Government Women's Charter.

Council's [REDACTED], [REDACTED], will act as Council's Champion.

[REDACTED] contact details are:

[REDACTED]
[REDACTED]
Frankston City Council
30 Davey Street
FRANKSTON VIC 3199

Telephone: [REDACTED]

Email: [REDACTED]

Yours faithfully

[REDACTED]
[REDACTED]

Executive Summary**13.4 Response to 2019/NOM27 - Sandfield Reserve - Dogs Off Leash**

Enquiries: (Leonie Reints: Community Development)

Council Plan

Community Outcome:	2. Liveable City
Strategy:	2.3 Health and Well-being
Priority Action	2.3.3 Enhance equitable access to sport and leisure opportunities

Purpose

To brief Council on the matter of a fenced dog off leash area at Sandfield Reserve Carrum Downs.

Recommendation (Director Community Development)

That Council:

1. Refers the matter of installing a fenced dog off leash area at Sandfield Reserve to the review of the Domestic Animal Management Plan; which will commence in first quarter 2020.
2. Schedules the development of a masterplan for major reserves in Carrum Downs.

Key Points / Issues

- At 12 August 2019 Council Meeting (2019/OM10) Councillor Hampton moved a Notice Of Motion requesting that:
“That Council prepare a report for the 18 November 2019 Ordinary Meeting for the feasibility and costings to establish a fenced dog leash-free area on Sandfield Reserve”.
- Sandfield Reserve is listed as a priority 2 for Open Space projects for Carrum Downs within the Frankston City Open Space Strategy.
The Strategy recommends: Review and implement a master plan for Sandfield Reserve to support youth recreation and education activities for the adjacent Rowellyn Park Primary School and to meet increased demand due to population and housing change.
- If Council resolve to install the fenced dog off leash area in Sandfield Reserve it should enclose an area of 60 meters x 60 meters and include the following:
 - 2 x Solar Lights
 - 2 x Park Benches
 - 1 x Dog Water Fountain
 - 1 x Dog Waste Bin
- It is estimated that the total costs of works would be \$86,980 and a detailed feasibility report is attached to this report (*Attachment A*).
- If the fenced dog off leash area is to be constructed community consultation would need to take place this would include consulting the Department of Education as a primary school would directly abut the fenced free roam area.

13.4 Response to 2019/NOM27 - Sandfield Reserve - Dogs Off Leash**Executive Summary**

- A fenced dog off leash area is also proposed to be installed at Telopea Reserve. This was funded on the basis that this location would be a “trial site” and as such it would be prudent that Council wait for works to be completed at Telopea Reserve and the outcome assessed as part of the Domestic Animal Management Plan (DAMP) review before further committing funds for similar activity in other reserves.
- Similar issues have been raised in other areas across the municipality. Therefore it is recommended that Council strategically consider the broader municipal context when determining a response to this specific local community concern.
- Council officers will undertake a full and comprehensive review of the DAMP commencing in first quarter of 2020. It is acknowledged that this plan is not due for review until 2021, however officers recommend bringing this review forward to address the number of concerns raised by members of the community. These include permitting dogs in the Central Activities Area, leash free area on the foreshore, signage in parks and fenced dog off leash areas across the Municipality.

This review will involve benchmarking with other Municipalities to ascertain best practice and to benefit from the learnings of our counterparts. This is also the opportunity to listen to the wider community through extensive community Consultation.

- There are wide and varied sizes of fenced dog parks in Melbourne with no set standard for these facilities. Investigations have found a wide range of facility sizes from small ie 80 sqm (Brimbank - Green Gully Reserve, Keilor Downs) to 3,750 sqm (Wyndham – Saltwater Reserve Point Cook) for large dog parks. The large dog parks are equivalent to half a soccer field in size.

Financial Impact

The Victorian Government introduced the “Fair Go Rates” system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council’s major source of income, Council’s capacity to continue to deliver services and fund its capital programme will be severely restricted.

If Council wished to proceed with the establishment of a dedicated fenced dog off leash area the installation costs are estimated to be approximately \$86,980 for a 60 x 60 metre enclosed area. This would require Council to commit the full funding of the project and to authorise the Chief Executive Officer to make the necessary adjustments to the Mid-Year Budget Review.

If Council elect this option, there may be other community groups that would submit requests for similar dedicated fenced dog off leash areas to be created. This would escalate potential costs further, therefore officers recommend adopting a holistic approach and make further assessments and investigations in relation to fenced dog off leash areas as part of the DAMP review in 2020.

13.4 Response to 2019/NOM27 - Sandfield Reserve - Dogs Off Leash**Executive Summary****Consultation****1. External Stakeholders**

No external consultation has taken place, if the fenced dog off leash area is to be constructed, community consultation will need to take place, and this would include consulting the Department of Education as a primary school directly abuts the fenced free roam area.

2. Other Stakeholders

Community Safety, Capital Works Delivery, Frankston Revitalisation and the Recreation teams have worked closely together on the investigation of this project.

Analysis (Environmental / Economic / Social Implications)

It is recognised that the Sandfield Reserve is an important area of open space to the whole Carrum Downs community. The recreational uses of this area such as dog walking provide important opportunities for health and wellbeing and social connectedness. Therefore, options have been explored to support all such uses that operate in a way that can be compatible with each other, this includes a large amount of open space, fenced playgrounds, skate park and basketball hoop.

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

No relevant legal issues have been identified as Sandfield Reserve is already gazetted and a leash free area

Policy Impacts

Council's determination on this matter has the potential to create a precedent and expectations that may be relevant to a number of other areas. Council's policy instrument that plans and directs the provision of fenced dog off leash areas is within the Domestic Animal Management Plan. Therefore it is recommended that this Plan be used as the strategic vehicle to ensure that Council's approach to individual local areas is fair and consistent across the municipality.

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 strategic and financial risks associated with deciding to provide a dedicated fenced dog off leash area.

Conclusion

It is acknowledged that some community groups have requested a fenced dog off leash area at Sandfield Reserve, however it is recommended that Council adopt a holistic approach and consider undertaking the master planning work and also prior to making a decision, provide strategic consideration of the issue as part of the redevelopment of the Domestic Animal Management Plan in 2020.

13.4 Response to 2019/NOM27 - Sandfield Reserve - Dogs Off Leash

Executive Summary

ATTACHMENTS

- Attachment A: ➡ Sandfield Reserve Attachment - Plan (*Under Separate Cover*)
- Attachment B: ➡ Domestic Animal Management Plan Review - October 2019
(*Under Separate Cover*)

**13.4 Response to 2019/NOM27 - Sandfield Reserve - Dogs Off Leash
Officers' Assessment****Background**

Sandfield Reserve is located in the central area of Carrum Downs, the park includes large open space areas, walking paths, fenced play grounds, rebound wall and basketball hoop. The park is surrounded by good fencing to the north, east and west with an open entry area to the south along Sandfield Drive.

Issues and Discussion

- When undertaking a feasibility assessment of Sandfield Reserve officers considered the following factors **in favour** of providing a fenced dog off leash area
 - Large amount of open space available
 - The suggested site is away from play grounds
 - The park is well utilised by the community
- When undertaking a feasibility assessment of Sandfield Reserve officers considered the following factors **against** providing a fenced free roam area
 - All playgrounds are fenced to a very high standard
 - Property boundary fences surround most of the parklands
 - A primary school is located directly north of the suggested location
 - Providing a fenced dog off leash area increases the risk of dog attacks significantly
 - Officers would normally adopt a holistic approach and provide strategic consideration of fenced free roam area as part of the redevelopment of the Domestic Animals Management Plan
 - Sandfield Reserve is already a designated free roam area with ample space for this activity
- There are currently 33 off leash areas in the Frankston Municipality
- It would be appropriate to undertake broad community consultation on this issue and to apply a strategic and consistent approach across the municipality (ideally as part of the broader consultation process to update the Domestic Animal Management Plan)
- There is a risk of a precedence being set if this approach is taken without having regard to the broader strategic status of where dog off leash areas should be permitted across the municipality. This action may potentially trigger numerous additional requests from other sporting groups also seeking dedicated dogs off leash areas near their ovals

Options Available including Financial Implications

1. Council refer the matter of a fenced dog off-leash area at Sandfield Reserve to be considered strategically as part of the review of the Domestic Animal Management Plan which is being undertaken in 2020 or;
2. Council resolve to install a fenced free roam area at Sandfield Reserve at a cost of \$86,980 that includes the following:
 - Fencing and entry gates

13.4 Response to 2019/NOM27 - Sandfield Reserve - Dogs Off Leash**Officers' Assessment**

- Signage
- Dog water fountain
- 2 x park benches
- 2 x solar lights
- Dog waste bin

Executive Summary**13.5 Response to 2019/NOM28 - Council Based Grants**

Enquiries: (Stuart Caldwell: Community Development)

Council Plan

Community Outcome:	2. Liveable City
Strategy:	2.2 Vibrant and Engaged
Priority Action	2.2.5 Improve the presentation and cleanliness of Frankston City

Purpose

To brief Council on the process for establishing a new 'Local Heritage Preservation' grant category.

Recommendation (Director Community Development)

That Council:

1. Authorises officers to establish a Local Heritage Preservation grant category under the annual community grants.
2. Commits \$40,000 to the 2020/21 Annual Budget process for consideration noting a grant under this category will be capped at \$10,000.
3. Notes, subject to approval of the grant category and referral to budget, Officers will draft guidelines to appropriately administer the Local Heritage Preservation grant funds and submit these to Council for approval.

Key Points / Issues

- At its meeting on 12 August 2019, Councillor Bolam tabled a Notice of Motion regarding Council Base Grants. Council resolved:
"1. That a new grant category – 'Local Heritage Retention' be considered for creation. The grant process, seeks to encourage owners and community groups to nominate buildings or areas within the municipality with either symbolic and/or historical value.
The provision for funding is that the owner or community groups must be undertaking such works at a cost that is greater than the sought contribution from Council.
The owner/s or groups, if successful in being awarded this grant, will then receive capped funding to conduct restorative works at respective locations.
It is envisaged that grant recipients will be recommended by Heritage and Assets Promotion Committee.
2. A report is to be provided at the second September Ordinary Meeting on the proposed annual funding pool for the grant (\$10k-\$15k annually), the capped amount per grant (up to, but no more than \$2k) and general governance considerations."
- Frankston City Council is committed to the preservation and celebration of its history and heritage.
- The Frankston Planning Scheme (the Scheme) contains a register of significant heritage sites in recognition of the social, cultural and aesthetic value that they contribute to Frankston's community and urban environment.

13.5 Response to 2019/NOM28 - Council Based Grants**Executive Summary**

- These sites are listed in the Schedule to the Heritage Overlay at Clause 43.01 of the Scheme. There are currently 77 sites listed in the Schedule to the Heritage Overlay.
- The intent of a heritage overlay is to help conserve and enhance heritage sites and precincts by appropriately managing changes that occur to a site through the requirements in the Scheme. The Scheme sets out a number of instances that would trigger the need for a planning permit to carry out works to a site covered by a heritage overlay.
- Regular upkeep of heritage-listed properties is essential to ensure that their significance is preserved for future generations. Properties that are not adequately maintained risk compromising the heritage value of the site.
- Maintenance, repair works and alterations to heritage-listed properties can be costly to owners, particularly where there is a need to engage the services of heritage consultants or specialist builders. The financial cost of these services can often be prohibitive for property owners.
- A new grant special category has been proposed via a Notice of Motion titled 'Local Heritage Preservation'. The new grant seeks to encourage owners to undertake maintenance and enhancement works for their heritage-listed properties.
- The original proposal for a \$2,000 limit per grant is considered to be an exceptionally modest financial incentive and would offer limited opportunities for property owners to undertake meaningful restoration or enhancement works to heritage-listed properties. Following a review of other grants it is recommended Council consider introducing a special category grant under the Community Grants program rather than the Miscellaneous Grant Program for up to a cap of \$10,000 per project to allow for projects of varying scales and ambition to be established and undertaken is considered to be more appropriate.
- It is recommended the grant category have an initial funding pool of \$40,000 for the 2020-2021 financial year.
- It is also recommended the recipients of the grant funding be shortlisted by the Heritage and Assets Promotion Committee and relevant Council grants officers and presented to Council for approval.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

The financial implications of the recommendations of this report will be that Council refers the funding of \$40,000 towards a 'Local Heritage Retention' grant funding pool to the Annual Budget process for consideration.

13.5 Response to 2019/NOM28 - Council Based Grants**Executive Summary****Consultation****1. External Stakeholders**

To date, no external stakeholder consultation been sought regarding this report. Should Council resolve to support the recommendations of this report, external stakeholders would be engaged through the application process for grant funding.

2. Other Stakeholders

Officers from Council's Strategic Planning Department have been consulted during the preparation of this report.

Analysis (Environmental / Economic / Social Implications)**Economic**

The grant funding program will reduce the financial burden of maintenance and repair costs for heritage-listed properties. Where works are able to be undertaken at an early stage, the long-term upkeep costs for these properties will also likely be reduced.

Social

The grant funding program will assist in the preservation and enhancement of properties and sites that are considered to be significant to Frankston and its community. Preservation of these sites will contribute positively to the social, cultural and aesthetic value that they represent for Frankston's community and urban environment. Furthermore, preservation of these sites will ensure that they can be enjoyed and appreciated by future generations.

Environmental

The grant funding program would have the potential to assist in the preservation, restoration or enhancement of significant gardens and landscape sites. Beyond what is typically associated with building and construction works, there are unlikely to be any detrimental environmental impacts resulting from the grant funding program.

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

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

Legal

The statutory requirements relating to the community grants would be met.

Policy Impacts

The Community Grants Policy and the Miscellaneous Grants Criteria and Guidelines guide the decision making for all allocations.

Officer's Declaration of Interests

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

13.5 Response to 2019/NOM28 - Council Based Grants**Executive Summary****Risk Mitigations**

The primary risk associated with the establishment of a Local Heritage Preservation grant funding program is the misuse of funds by grant recipients. To ensure that this risk is being managed to within acceptable levels, a set of guidelines will be drafted to guide the use and application of the funding. Rigorous in-house assessments will be undertaken for all grant applications to ensure the project requesting funding is consistent with the intent of the grant and that the funds will be used appropriately.

It is considered that these processes will be sufficiently effective in managing the above risk to within acceptable levels.

Conclusion

The establishment of a 'Local Heritage Preservation' grant will assist in the preservation and enhancement of properties and sites that are considered to be significant to Frankston and its community. It represents an opportunity for owners of heritage-listed sites to restore and enhance their properties to best reflect their individual cultural, social or aesthetic status' and ensure that they can be enjoyed and appreciated by future generations. As the cost of heritage services is often prohibitive to proactive restoration and repair works, the proposal to offer grants of up to \$10,000 is considered to be a genuine financial incentive for owners to pursue and undertake projects of varying scales and ambition. As such, it is recommended that Council set aside the funding of \$40,000 for the 2020-2021 budget to establish a 'Local Heritage Preservation' grant category and reinforce Council's ongoing commitment to the preservation and celebration of its history and heritage.

ATTACHMENTS

Attachment A: [↓](#) Community Grants Program Guidelines

13.5 Response to 2019/NOM28 - Council Based Grants**Officers' Assessment****Background**

At its meeting on 12 August 2019, Councillor Bolam tabled a Notice of Motion regarding Council Base Grants. Council resolved:

"1. That a new grant category – 'Local Heritage Retention' be considered for creation. The grant process, seeks to encourage owners and community groups to nominate buildings or areas within the municipality with either symbolic and/or historical value.

The provision for funding is that the owner or community groups must be undertaking such works at a cost that is greater than the sought contribution from Council.

The owner/s or groups, if successful in being awarded this grant, will then receive capped funding to conduct restorative works at respective locations.

It is envisaged that grant recipients will be recommended by Heritage and Assets Promotion Committee.

3. *A report is to be provided at the second September Ordinary Meeting on the proposed annual funding pool for the grant (\$10k-\$15k annually), the capped amount per grant (up to, but no more than \$2k) and general governance considerations."*

Existing Grant Programs

There are a number of existing grant programs available for repair and conservation works to places with recognised heritage significance. Each grant program has specific eligibility requirements which vary depending on the site's heritage status (for example, whether it is listed on a national, state or local heritage register), the parties applying for grant funding, and the type of project or works the funding will be used for.

Examples of existing grant programs include:

1. Australian Heritage Grants Program

The Australian Heritage Grants Program is an initiative of the Australian Government. The grant aims to improve conservation, preservation and access to National Heritage Listed place values, and access to National Heritage listed places. It also strives to enrich appreciation of the values of listed National Heritage places through improved community engagement.

Funding from the Australian Heritage Grants Program has contributed toward the following projects:

- Conservation and Management Plan: National Heritage Fitzroy River (WA) - Walalakoo Aboriginal Corporation RNTBC
Total funding: \$400,000.

This project will invest in the research, development, implementation and on-going evaluation of a Conservation and Catchment Management Plan for the Fitzroy River located in the West Kimberley.

- Conservation Works - Administrative Officers' Quarters, Maria Island (TAS) - Department of Primary Industries Parks Water and Environment
Total funding: \$226,000

The project will carry out essential building conservation works at two convict period buildings within the Darlington Probation Station precinct on Maria Island.

- Tourism Destination Development Plan for the WTWHA (QLD) - Wet Tropics Management Authority

13.5 Response to 2019/NOM28 - Council Based Grants**Officers' Assessment**

Total funding: \$224,000

This project will deliver a Wet Tropics Tourism Destination Development Plan that will identify and promote appropriate placement of tourism infrastructure in and adjacent to the property.

- Conservation of the Vulliamy clock at Hyde Park Barracks Museum (NSW) - The Trustee for the Historic Houses Trust of NSW

Total funding: \$120,000

The proposed works include clock face, bell restoration; collection management documentation; provision of service program to prevent future damage and safe access for clock winding by staff will ensure its future operation and management.

2. Living Heritage Grants Program

The Living Heritage Grants Program is an initiative of the Victoria State Government and will support the repair and conservation of 'at risk' heritage places and objects identified as being of State significance and included in the Victorian Heritage Register. Grant amounts of between \$20,000 and \$200,000 per project, per year are available.

Funding from the Living Heritage Grants Program has contributed toward the following projects:

- Port Fairy Battery - Moyne Shire Council

Total funding: \$200,000

Works to four cannons and carriages, and two timber slides.

- Buda House & Garden Buda Historic Home and Garden Inc. – Castlemaine

Total funding: \$50,000

To undertake much needed conservation works to the garden including replacement of the irrigation system, urgent tree removal and tree surgery, and resurfacing of the historic paths.

- Mount Martha House, Mount Martha - Mornington Peninsula Shire Council

Total funding: \$50,000

To undertake urgent repairs to the building's exterior timber elements. Prominently located on Mount Martha's Esplanade, the timber facade has incurred rot and salt damage as a result of its coastal surrounds.

- Blunts Boatyard and Slipway - C Blunt Boatbuilder Pty Ltd, Williamstown

Total funding: \$115,000.

For the urgent repair of the jetty at Blunts Boatyard and Slipway.

3. Victoria's Heritage Restoration Fund

Victoria's Heritage Restoration Fund (VHRF) was launched in late 2013 and is a partnership between the City of Melbourne, the Department of Transport, Planning and Local Infrastructure (the Department), and the National Trust of Australia (Victoria). VHRF offers grants to restore eligible heritage places and objects. The grants are disbursed from a series of funds, including: Melbourne Heritage Restoration Fund, Yarra Heritage Restoration Fund and Ballarat Heritage Restoration Fund. VHRF is administered by the National Trust of Australia (Victoria).

Funding from the Victoria's Heritage Restoration Fund has contributed toward the following projects:

- 20 Wimble Street, Parkville

13.5 Response to 2019/NOM28 - Council Based Grants**Officers' Assessment**

Total funding: \$4,000

For the cost of paint removal and tuck-pointing of the front façade at this property.

- 604 Sebastopol Street, Ballarat

Total funding: \$6,000

For the cost of galvanised corrugated iron roof replacement with the original galvanizing specifications.

- 241 Lygon Street, Carlton

Total funding: \$8,000

For the cost of reconstruction and repair works to the verandah.

- 60 Fergie Street, North Fitzroy

Total funding: \$6,500

For the cost of the verandah frieze reinstatement and tessellated tile reinstatement to the verandah floor and path. The works involve the reinstatement of the cast iron frieze to the verandah at both levels and reinstatement of tessellated tiling to the verandah floor and entry path.

Issues and DiscussionIndividual grant amounts

As discussed above, maintenance, repair works and alterations to heritage-listed properties can be costly to owners, particularly where there is a need to engage the services of heritage consultants or specialist builders. The financial cost of these services can often be prohibitive for property owners.

Although the proposed limit of \$2,000 per grant would assist with the establishment or progression of some projects, it is considered to be an exceptionally modest financial incentive. The amount would offer limited opportunities to undertake meaningful restoration or enhancement works to heritage-listed properties, particularly if the grant were to act as a project's single source of funding.

Instead, it is recommended that an alternative allocation of grant funding should be capped at \$10,000 per project to allow for projects of varying scales and ambition to be undertaken with a more holistic and long-term approach.

The foundations for this grant are drawn from a similar fund offered by Lake Macquarie City Council who offer financial assistance using a matched finance method. This requires the applicant to financially match the funds contributed by the grant, dollar-for-dollar.

Although this approach demonstrates a financial commitment by the applicant, it may be prohibitive for some community groups or property owners who are unable to raise the funds to match that of the required grant funding themselves. Whilst it is preferred that recipients are able to contribute financially, it is proposed that an inability to match the grant value should not disqualify an applicant from receiving a grant.

13.5 Response to 2019/NOM28 - Council Based Grants**Officers' Assessment**Grant funding pool

It is proposed that the new grant category would have an initial funding pool of \$40,000 for the 2020-2021 financial year. This would empower a minimum of four (4) recipients to progress their heritage projects (based on four equal grant requests for \$10,000) whilst allowing Council to appropriately measure the community's interest over the twelve month period. A more modest funding pool may deter potential grant applicants as it may be seen to be overly competitive.

Administration

The intent of the grant is to provide property owners with financial assistance for maintenance, repair, restoration or enhancement works to sites registered in the Schedule to the Heritage Overlay at Clause 43.01 of the Frankston Planning Scheme.

Guidelines will be developed to appropriately administer the Local Heritage Preservation grant funding. These guidelines will act a reference point for potential applicants and will include information on the outcomes and objectives of the grant, application and selection requirements and processes, funding amounts and agreement arrangements and so on. Once drafted, these guidelines will be presented to Council for endorsement prior to the grant category commencing official operation.

It is proposed that recipients of the Local Heritage Preservation grants would be determined by the Heritage and Assets Promotion Committee and Council grants officers.

Options Available including Financial Implications

Option 1 (Preferred): Endorse a grant funding pool of \$40,000 for the 2020-2021 financial year with an individual grant funding limit of \$10,000 per project; or

Option 2: Endorse alternative grant funding amounts.

The resource requirements associated with this report are \$40,000 for the 2020-2021 financial year.

There are no current resources included within the Annual Budget for this purpose. Consideration for funding will need to be referred to the next Annual Budget process.



“Council seeks to support the efforts of organisations, groups and individuals to improve the social, natural, built and economic environment of the City through access to community grants.”

Community Grants Policy

Available on request, or from www.frankston.vic.gov.au

Grants available:

Start-up Funding Grant (up to \$1,000)

One-off seed funding to support community groups, the delivery of new services and to assist in getting the group or project started. Must be able to demonstrate longevity and sustainability via business plans or similar.

Operational, Program and Minor Equipment Grant (up to \$2,500)

Assistance to community groups for a broad range of community development programs, services, activities and/or the purchase of minor equipment (includes arts, environmental and other initiatives).

Community Events Grant (up to \$1,500)

Funding for community events can be financial or in kind marketing funding.



Introduction

Frankston City Council is proud to support the Community Grants Program in recognition of the significant contribution by the community to programs, projects and events in the City. The program is funded from General Rate revenue and recognises the goodwill of the Frankston community in supporting the activities of individual clubs and organisations.

Funding is available under the following categories:

Start-up Funding Grant (up to \$1,000)

Operational, Program and Minor Equipment Grant (up to \$2,500)

Community Events Grant (up to \$1,500)

Application Process

To be eligible for consideration for assessment in this grant program, applicants need to complete and submit an official Frankston City Council Community Grant Program application.

The application form for this program can be obtained online at:

www.frankston.vic.gov.au/our_community/community_grants

Completed applications need to be lodged via Council's webpage:

http://www.frankston.vic.gov.au/Our_Community/Community_Grants/Community_Grants by the advertised closing date. Applications received after this date will not be eligible for consideration and there will be no appeal process for late applications.

The Frankston City Council Community Grants Policy guides the conduct of the Community Grants Program. Copies are available from Council's website www.frankston.vic.gov.au or on request from the Program Integration Officer.

Objectives

The Community Grants Program seeks to achieve the following objectives:

- Encourage cooperation and sharing between community groups to ensure that all residents and organisations benefit from common resources.
- Increase the range of, and access to, recreational, social, cultural and environmental activities, programs and services.
- Support community development initiatives and socially responsible community activities.
- Give particular consideration to those community groups that can give the greatest benefit back to the community.
- Encourage and support the principles of access and equity.
- Identify those groups, individuals, organisations who are willing to contribute to their own vision, programs and sustainability.



Applicants may be eligible if:

- Not-for-profit.
- A community group or organisation.
- Incorporated under the *Associations Incorporation Reform Act 2012* or commenced the process of incorporation (evidence will be required).
- Auspiced (sponsored or supported) by a group that is incorporated. If they are not incorporated, the organisation applying must meet eligibility requirements and take responsibility for the funds and acquittal.
- Located within the geographical boundaries of Frankston City and/or servicing a significant number of Frankston City residents.
- Offering activities, programs, projects and events to the general community without discrimination or restriction.
- Offering activities, programs, projects and events that would be socially, economically, environmentally and physically accessible to all the community.
- Demonstrating some level of fundraising and financial contribution to their activities, programs, projects and events (which may include financial or in-kind assistance that might be obtained from other parties in the form of support or sponsorship). It is not Council's intention to fully fund activities, programs, projects and events.

Applicants will be ineligible if:

- Commercial and/or profit making organisation, political party or hosting a political event.
- Activities or programs that are the responsibility of another level of government (such as education, health); or are the responsibility of a group under their incorporation or lease/license agreement (including recurrent expenses and capital works).
- Receiving other Council funding for the activity.
- Hosting your activities, programs, projects and events outside of Frankston City.
- Seeking retrospective funding for activities, programs, projects and events that have already started or have been completed.
- Requesting funding that would otherwise be covered by insurance.
- Capital works and capital expenses including vehicles, air conditioning units and machinery.
- In financial debt with Council or have not previously complied with grant conditions (including unable to properly account for prior funds; have not spent funds for the agreed purpose; or have not returned a detailed accountability form for previous years Community Grants).
- Unable to provide an annual report and/or annual general meeting minutes; financial statement and public liability insurance statement.
- Staff, Councillor or contractor to Frankston City Council.
- Defibrillator applications will not be considered in 2017 Annual Grants program.

Note: Individuals will be eligible for application under Council's Miscellaneous Grants program only.



Assessment Criteria

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

	Criteria	Weighting
Criterion 1	Expected contribution of project/activity to economic, social and/or environmental outcomes in Frankston City.	30%
Criterion 2	Demonstrated longevity and capacity development beyond the funded period.	25%
Criterion 3	Number of Frankston residents who will benefit: <ul style="list-style-type: none"> a. Directly; and b. Indirectly. 	20%
Criterion 4	Activity addresses an area of need that would otherwise go unfunded.	15%

Important but not essential criterion is as follows:

Criterion 5	Direct benefit for vulnerable and/or disadvantage residents.	10%
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Applicants should address the essential assessment criteria to be considered for funding under this program. (Please note: Criterion 5 is not essential).

Conditions of the Grant

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

- The Community Grants Program is limited to the amount of funds allocated in Council's annual budget.
- Allocation of funds to an applicant for any purpose in any year must not be taken as a commitment by Council for funding in a subsequent year.
- Only one application per applicant will be accepted.
- Council's contribution will be limited to the amount granted. All other costs associated with the proposed project/activity will be covered by the applicant.
- Council reserves the right to publicise any aspect of activity associated with its Community Grants Program. Recipients must assist Council with publicity as required including attendance.
- Community Grants will open for application each year following endorsement of Council's Budget for 4 weeks. Successful applicants will be expected to spend and acquit their funding by 30 June of that same financial year.
- Successful applicants must attend the Community Grants presentation Ceremony to formally accept their Grant. Where an applicant is not represented at this ceremony, their grant will be withdrawn.
- Council's decision is final.



Category Descriptions

Part 1 Start-up Funding Grants

Description:	<p>One-off funding to support community groups and the delivery of new services and to assist in getting the group or project started.</p> <p>This funding is offered as a 'once only' opportunity so it is important to consider how the new service or group will be sustained following the initial period of funding. Prior to lodging an application, you should contact the relevant Council Officer (refer to the list on page 6) to discuss your new service or group. Make sure you include support from other funding sources as well as your financial and/or in-kind contribution in your application. Groups applying under this category must show how their activity can be sustained beyond the funded period.</p>
Grant Amount:	Up to \$1,000

Part 2 Operational, Program and Minor Equipment Grants

Description:	<p>Assistance to community groups for a broad range of community development programs, services, activities and/or the purchase of minor equipment (includes arts, environmental and other initiatives).</p> <ul style="list-style-type: none"> ▪ Operational – support towards costs of keeping the group operating e.g. administration costs, postage, etc. ▪ Equipment – available for the purchase of specific equipment essential to the development of a community organisation. ▪ Innovative Activity, Program or Project Grant – available to organisations to conduct an activity, program or project that is innovative. ▪ Learning and Development Grant – available to provide volunteers with learning opportunities or development relevant to their role within the organisation including setting up or attending creative development workshop, master class, conference or seminar.
Grant Amount:	Up to \$2,500

Part 3 Community Event Grants

Description:	<p>Community Events</p> <p>Funding for events can be financial or in-kind marketing funding.</p> <p><i>It is essential to discuss your event with Council's Events staff on 9293 7154. You will also be required to complete an event application form that will address event and other compliance aspects of your event.</i></p> <p>Events can have both a local or broader appeal and aim to attract 500+ visitors and/or residents to Frankston. The maximum amount of funding allocated per group/organisation for this category is \$1,500. Where an application receives combined cash and in-kind funding, the total amount will not exceed \$1,500. Established community events will have a demonstrated appeal to the local community. They will aim to engage a range of community/not-for-profit groups, schools/TAFEs and local businesses.</p>
Grant Amount	Up to \$1,500



Contact List

Name	Activity	Contact Number
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For further information on the guidelines and applications administration, please contact:

Program Integration Officer	all grant enquiries and administration	9768 1636
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Depending on the nature of your application, the following officers can provide information, advice or guidance in the following specialised areas – please contact:

Tim Bearup Manager Community Strengthening	for community groups, youth activities, sports and recreation activities.	9784 1957
Joanne Ferrie Manager Family Health Support Services	for seniors groups and family activities	9784 1723
Andrew Moon Manager Arts and Culture	for local events, arts and culture	9768 1395
Leonie Reints Manager Community Safety	for emergency services groups and community safety activities	9784 1925
Michael Papageorgiou Manager Planning and Environment	for environmental activities	9784 1905

Other Information

If you require further information please contact the Program Integration Officer on 9768 1636 or email communitygrants@frankston.vic.gov.au

Feedback about the Community Grants Program and its process is always welcomed. Please address your comments to the Program Integration Officer.

APPLICATIONS WILL ONLY BE ACCEPTED ONLINE

LATE APPLICATIONS WILL BE DEEMED INELIGIBLE

Executive Summary**13.6 Response to 2019/NOM35 - Review and process for capturing minutes from Resident and Developer Meetings**

Enquiries: (Stuart Caldwell: Community Development)

Council Plan

Community Outcome:	4. A Well Managed City
Strategy:	4.2 Systems
Priority Action	4.2.3 Facilitate informed decision making through informed reporting and data management

Purpose

This report is to review the current process and to determine a process to ensure that all views and discussions emanating from Residents Discussion Meetings and Submitter Information Sessions held by Town Planning are accurately and concisely captured.

Recommendation (Director Community Development)

That Council notes the template and process for capturing and circulation of minutes of Resident Discussion Meetings and Submitter Information Sessions, to be implemented as outlined within this report.

Key Points / Issues

- This report is in response to Notice of Motion (NOM) 35 considered at the Ordinary Meeting 11 held on 2 September 2019.
- The NOM requests a review of how minutes from Resident Discussion Meetings are captured is undertaken and reported to Council.
- Frankston City Council's Town Planning Department hold Residents Discussion Meetings and Submitter Information Sessions when over four objections are received to a Planning Permit application.
- The meetings are held in accordance with Council's Submitters and Objectors Meeting and Engagement Procedures which was adopted by Council at the 13 June 2017 Council Meeting as part of the Councillor Staff Interaction Policy. It is noted that these meetings are not formally required by the Planning and Environment Act 1987.
- Presently, while notes and informal minutes are taken at these meetings, there is no standardised process for capturing/circulating these minutes and reporting these meetings to Council.

In addition to reviewing current processes, this report recommends a formal process for capturing and reporting the number of meetings to Council.

Financial Impact

The Victorian Government introduced the "Fair Go Rates" system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

13.6 Response to 2019/NOM35 - Review and process for capturing minutes from Resident and Developer Meetings**Executive Summary**

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are no financial implications associated with this report.

The review was conducted internally by Council officers and the recommendations do not require any additional resources or budget to implement.

Consultation**1. External Stakeholders**

No external consultation has been undertaken. The recommendations noted in the report relate to enhancements of Council's internal processes

2. Other Stakeholders

Nil.

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

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's obligations and requirements under the relevant privacy and related acts continue to apply as they do with the processing of Planning Permit applications currently.

Policy Impacts

As noted, Council's Submitters and Objectors Meeting and Engagement Procedures is relevant to this report.

Officer's Declaration of Interests

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

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

Risk Mitigation

The improvements recommended in this report will assist in reducing risks that may arise from minute keeping at Resident Discussion Meetings and Submitter Information Sessions.

**13.6 Response to 2019/NOM35 - Review and process for capturing minutes from
Resident and Developer Meetings**

Executive Summary

ATTACHMENTS

Attachment A: [!\[\]\(a870788d6ed9b8fd294b7654a8c8526b_img.jpg\)](#) Residents Discussion Meeting and Submitter Information Session
Minutes Template

13.6 Response to 2019/NOM35 - Review and process for capturing minutes from Resident and Developer Meetings
Officers' Assessment**Background**Current Meeting Process

As part of the notification/advertising process for Planning Permit applications, Council's Town Planning Department holds Residents Discussion Meetings and Submitter Information Sessions depending on the number of objections received and with agreement from the permit applicant.

Residents Discussion Meetings are held when four (4) to nine (9) objections are received and Submitter Information Sessions are held when ten (10) or more objections are received. This is in accordance with Council's Submitters and Objectors Meeting and Engagement Procedures which was adopted by Council at the 13 June 2017 Council Meeting as part of the Councillor Staff Interaction Policy

Although the format of the meetings varies slightly, the general purpose and attendees to the meetings are the same. The permit applicant, objectors, Council Officers and the Ward Councillors are invited to attend. The purpose of the meetings are to discuss the application with the aim for all parties to gain a better understanding of the issues and concerns and to see if any amendments or compromises can be reached which may satisfy all parties.

The meetings are chaired by either Council Officers or a Ward Councillor. Attendance is recorded and the meetings follow a standard agenda.

Minutes and Reporting of Meetings

Currently there is no standardised process for recording and reporting of minutes from Residents Discussion Meetings or Submitter Information Sessions.

It is noted in either the Council or Delegate Report for a Planning Permit Application if a Residents Discussion Meeting or a Submitters Information Setting is held including the outcome of the meeting.

RecommendationsNew Template for Recording Minutes

It is recommended that a new template (attached) be implemented for use at Resident Discussion Meetings and Submitter Information Sessions to better record the minutes and any agreements or undertakings made at the meetings.

The templates includes the following information:

- The date/time/location the meeting was held
- The Planning Permit Application Number, address and application description
- Attendees and apologies for the meeting
- A checklist to ensure that the agenda and structure of the meeting is followed
- The residents' concerns raised at the meeting
- Any agreements or undertakings made at the meeting
- A section for the Chairperson and/or Council Officer to sign and date the template once completed.

13.6 Response to 2019/NOM35 - Review and process for capturing minutes from Resident and Developer Meetings
Officers' AssessmentReporting and Circulation of Resident Discussion Meeting and Submitter Information Session Outcomes

It is recommended that the completed template is signed by the Chairperson and/or Council Officer, stored and circulated to all parties to the application and the Ward Councillors following the meeting.

Procedure

The procedure for recording and reporting minutes from a Residents Discussion Meeting is as follows:

1. Council Officer completes the minutes and details of the meeting as per the template and sign/date the template at the conclusion of the meeting.
2. The completed template is stored in the application folder in Council's Information Management System (ReM) using the relevant naming convention for future retrieval.
3. The completed template is circulated to all parties to the application including Ward Councillors by Council Officers.
4. The completed templates are made available as requested by parties to the application during the time in which the application is being considered by Council.
5. The number of Residents Discussion Meetings and Submitter Information Sessions held is to be reported to Council as part of the monthly Town Planning Progress Report. This reporting is to also include the application number, application description, address, when the meeting was held, date of the meeting and if the application is to be reported to Council in a table.

Conclusion

The implementation of the new template and procedure for recording minutes will provide better records of the process and outcome of Residents Discussion Meetings. It will build on the continued improvement of the services in the Planning and Environment Department and the objectives of Council's Submitters and Objectors Meeting and Engagement Procedures.

Residents Discussion Meeting/Submitter Information Session Minutes Template



opportunity >> growth >> lifestyle

Date/Time/Location:	
Planning Permit Application No.:	
Address:	
Application Description:	
Attendees:	
Apologies:	

This template is to record a summary of the concerns raised by residents and any agreements or undertakings made at Residents Discussion Meetings (RDM) or Submitter Information Sessions (SIS). The form is to be dated/signed by the Chairperson and/or Council Officer at the conclusion of the RDM/SIS, stored in the ReM folder and circulated to all parties and Ward Councillors for the application.

Agenda (tick once completed):

- | | | |
|---|---|--|
| 1. Welcome <input type="checkbox"/> | 2. Ground Rules <input type="checkbox"/> | 3. Outline of meeting <input type="checkbox"/> |
| 4. Introduction of proposal by applicant <input type="checkbox"/> | | 5. Residents' concerns outlined <input type="checkbox"/> |
| 6. Questions and discussion <input type="checkbox"/> | 7. Process from here <input type="checkbox"/> | 8. Close <input type="checkbox"/> |

Residents' Concerns (e.g. overlooking, noise, etc.):

Agreements/Undertakings:

Chairperson/Council Officer and Signature:		Date:	
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Executive Summary**13.7 Response to 2019/NOM48 and Petition - Langwarrin Library and Family Centre**

Enquiries: (Joanne Ferrie: Community Development)

Council Plan

Community Outcome:	1. Planned City
Strategy:	1.1 Community Infrastructure
Priority Action	1.1.6 Ensure community infrastructure and services match community need

Purpose

This report acknowledges and responds to the Petition tabled at the Ordinary Meeting 23 September 2019 and the outcome of.

Recommendation (Director Community Development)

That Council:

1. Notes a petition of 499 signatures was received against the proposed development of the Langwarrin Library and Family Centre located at Lloyd Park North at Pindara Boulevard.
2. Following Council's decision at 2019/OM13 14 October in response to NOM48 to cease further engagement of the community in regard to the siting of the kindergarten and library at Pindara Boulevard and review alternative locations, Officers formally wrote to the head petitioner and advised them of Council's decision.
3. Notes Officers will update the head petitioner of any other subsequent decisions of Council relating to the proposed development at Lloyd Park North.
4. Authorises officers to advise Wonnai and Langwarrin kindergartens that Council has no plans to close the kindergartens.

Key Points / Issues

- At Council's Ordinary Meeting on 23 September 2019 a petition containing 499 signatures was received against the proposed development of the Langwarrin Library and Family Centre located at Lloyd Park North on Pindara Boulevard.

"That the petition containing 499 signatures against the proposed development of the Langwarrin Library and Family Centre at Lloyd park North on Pindara Boulevard be accepted."

- In addition, officers received 30 emails though the project Inbox expressing concern over, or directly opposed to, the proposed development. Some of these related to kindergarten parents who expressed concern over implications of closure of Wonnai and Langwarrin kindergartens. There are no plans being considered for the closure of the kindergartens.
- A Notice of Motion was submitted to 14 October 2019 Ordinary Meeting and subsequently adopted the following recommendation:

"1. Notes a petition, signed by 499 people objecting to the construction of a kindergarten and library in Pindara Boulevard, was received by Council at its Ordinary Meeting on 23 September 2019."

13.7 Response to 2019/NOM48 and Petition - Langwarrin Library and Family Centre**Executive Summary**

2. Ceases further engagement of the community in relation to siting the kindergarten and library at this location.

3. Requests officers to review alternative locations in Langwarrin.”

Financial Impact

The Victorian Government introduced the “Fair Go Rates” system in 2016-2017, placing a cap on Council rates. Rate revenue constitutes 66 per cent of all Council revenue.

The rate cap over the past three financial years has been 2.5 per cent, 2.0 per cent and 2.25 per cent respectively and has been set at 2.5 per cent for 2019-2020.

The rate cap is based on the consumer price index which relates to the average increase in the prices of a range of goods and services, very few of which apply to the cost drivers of providing local government services.

Over time, with the cost of providing services increasing at a greater rate than increases in Council's major source of income, Council's capacity to continue to deliver services and fund its capital programme will be severely restricted.

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

Not applicable.

2. Other Stakeholders

Not applicable.

Analysis (Environmental / Economic / Social Implications)

Projections and modelling were undertaken of kindergartens in Langwarrin to meet the future requirements of the community. Several sites were considered with the Lloyd Park North at Pindara Boulevard site being identified as the preferred site. Authorisation to commence community consultation regarding the development of the Langwarrin Library and Family Centre was given at the 22 July 2019 Ordinary Meeting.

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.

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

Legal

There are no legal implications.

Policy Impacts

There are no policy implications.

13.7 Response to 2019/NOM48 and Petition - Langwarrin Library and Family Centre**Executive Summary**Officer's Declaration of Interests

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

Risk Mitigation

There are no risk issues.

Conclusion

The petition was noted and a further NOM48 presented to Council which was subsequently resolved to cease further engagement of the community in regard to the siting of the kindergarten and library at Pindara Boulevard and review alternative locations in Langwarrin.

The community in general was advised of Council's decision. Subsequent to Council's decision at 14 October Ordinary Meeting in response to NOM48 officers also formally wrote to the head petitioner and advised them of the outcome.

ATTACHMENTS

Nil

14.1 2019/NOM50 - Climate Emergency

On 14 October 2019 Councillor Mayer gave notice of her intention to move the following motion:

1. That Frankston Council:
 - a. Acknowledges that current levels of global warming and future warming already committed constitute nothing less than a climate emergency for most life on this planet, requiring an emergency response by all levels of government, including local government;
 - b. Resolves to review and update Council's Climate Change Impact and Adaption Plan (2011) to guide the climate emergency response by Council, to be prepared by the Chief Executive Officer within 12 months of the date of this resolution; and
 - c. Undertakes to work with the Frankston community to raise awareness of the climate emergency and support community action to mitigate greenhouse gas emissions and build resilience.
2. Council calls upon the Australian State and Federal Governments to:
 - a. Declare a climate emergency; and
 - b. Back this up with legislated programs to drive emergency action to reduce greenhouse gases and meet the lower target of the Paris Agreement to keep global warming below 1.5 degrees.

COMMENTS BY DIRECTOR COMMUNITY ASSETS

Question for Consideration	
1. Has the NoM been discussed with the CEO and/or the relevant Director or Manager?	YES
2. Is the NoM substantially different from any notice of motion or rescission motion that has been considered by Council and lost in the preceding six months?	YES
3. Is the NoM clear and well worded?	YES
4. Is the NoM capable of being implemented?	YES
5. If the NoM is adopted, will a meeting be required with the relevant Director and Manager and Council officers in order to progress its implementation?	YES
6. Is the NoM within the powers of a municipal Council?	YES

14.1 2019/NOM50 - Climate Emergency

Question for Consideration	
7. Is the NoM free from overlap with matters for which the State and/or Federal Government are responsible?	NO
8. Is the NoM consistent with all relevant legislation?	YES
9. Is the NoM consistent with existing Council or State policy or position?	NO Council acknowledges the effects of climate change through its Climate Change Impacts and Adaptation Plan (2011) and is committed to greenhouse emissions reduction through the Towards Zero Emissions Plan (2019). There have been however no previous considerations by Council to declare a Climate Emergency.
10. Is the NoM consistent with Council's adopted strategic plan?	Partly Council has an advocacy role on behalf of its community, however, there has been no previous considerations by Council to declare a Climate Emergency. Council is working with Melbourne Water Corporation (MWC) on revised flood overlay extents to that underpin the Special Building Overlay (SBO) and this should be complete over the next 6 months. Council's Emergency Management Plan will be updated accordingly. Council's construction standards for civil works, in particular long-life stormwater assets, will be reviewed by Council officers to accommodate sea level rise.
11. Can the NoM be implemented without diversion of existing resources?	NO Staff would need to be diverted from their existing work plans to undertake the review and update of Council's Climate Change Impacts and Adaptation Plan.
12. Can the NoM be implemented without diversion of allocated Council funds?	NO Specialist advice is required to assist Council staff in all departments to re-assess the risks of climate change against Council's services and assets, to inform the mitigation actions of the new Plan. Estimated cost \$40k.

14.1 2019/NOM50 - Climate Emergency

Question for Consideration	
13.Are funds available in the adopted budget to implement the NoM?	Partly Council has an education budget to deliver 1c of the NOM.
14.What is the estimated cost of implementing the NoM?	Year 1: \$40k for consultancy to provide specialist advice and an independent assessment of Council's climate change risk management approach. Recurring: Council may need to review its resourcing to oversee Council's climate change adaptation work. This will be determined following the review of the Plan.

ATTACHMENTS

Nil

14.2 2019/NOM51 - Community Safety in the CAA

On 18 October 2019 Councillor Aitken gave notice of his intention to move the following motion:

That Council notes the recent Community Safety Meetings held by Cr Toms and continued by Cr Aitken which has involved a number of participants including council officers, John Billings representing Frankston Traders Group, various traders and other parties.

Requests that future meetings be closely minuted detailing issues and suggestions, and that such minutes be tabled with Council at the next Ordinary Meeting in the Open Agenda.

Requests further that any issues raised at these meetings, initiatives or ideas and/or requests to Frankston Police, be forwarded in detail to Frankston Police requesting detailed responses to the issues and in turn these responses be tabled in a report for the next appropriate Ordinary Meeting.

RATIONALE

It is important that the Frankston community are aware of the initiatives are being taken to improve public safety in Frankston and also for the community to be aware of the response or commitments Victoria Police are prepared to make.

The purpose of this approach is public transparency of process and accountability of local government and other agencies.

COMMENTS BY DIRECTOR COMMUNITY DEVELOPMENT

Question for Consideration	
1. Has the NoM been discussed with the CEO and/or the relevant Director or Manager?	YES
2. Is the NoM substantially different from any notice of motion or rescission motion that has been considered by Council and lost in the preceding six months?	YES
3. Is the NoM clear and well worded?	YES <i>Comments: Please note the reference to meetings held by Councillor Steve Toms in the notice of motion were held prior to Cr Toms' suspension period.</i>
4. Is the NoM capable of being implemented?	YES
5. If the NoM is adopted, will a meeting be required with the relevant Director and Manager and Council officers in order to progress its implementation?	NO

14.2 2019/NOM51 - Community Safety in the CAA

Question for Consideration	
6. Is the NoM within the powers of a municipal Council?	YES
7. Is the NoM free from overlap with matters for which the State and/or Federal Government are responsible?	YES
8. Is the NoM consistent with all relevant legislation?	YES
9. Is the NoM consistent with existing Council or State policy or position?	YES
10. Is the NoM consistent with Council's adopted strategic plan?	YES
11. Can the NoM be implemented without diversion of existing resources?	YES
12. Can the NoM be implemented without diversion of allocated Council funds?	YES
13. Are funds available in the adopted budget to implement the NoM?	YES This will be undertaken with existing resources.
14. What is the estimated cost of implementing the NoM?	NO Year 1: \$ Recurring: \$ Comments: if applicable

ATTACHMENTS

Nil

14.3 2019/NOM52 - Kananook Creek Arboretum

On 17 October 2019 Councillor Bolam gave notice of his intention to move the following motion:

That a report be provided no later than February 2020 to the Ordinary Meeting on the scope and funding options for the 'Kananook Creek Arboretum' proposal that has been heralded by the Kananook Creek Association and the Frankston Beach Association.

COMMENTS BY DIRECTOR COMMUNITY DEVELOPMENT

Question for Consideration	
1. Has the NoM been discussed with the CEO and/or the relevant Director or Manager?	YES
2. Is the NoM substantially different from any notice of motion or rescission motion that has been considered by Council and lost in the preceding six months?	YES
3. Is the NoM clear and well worded?	YES
4. Is the NoM capable of being implemented?	YES
5. If the NoM is adopted, will a meeting be required with the relevant Director and Manager and Council officers in order to progress its implementation?	YES
6. Is the NoM within the powers of a municipal Council?	YES
7. Is the NoM free from overlap with matters for which the State and/or Federal Government are responsible?	YES
8. Is the NoM consistent with all relevant legislation?	YES
9. Is the NoM consistent with existing Council or State policy or position?	YES
10. Is the NoM consistent with Council's adopted strategic plan?	NO The current Council plan does not refer to an Arboretum in Kananook Reserve.
11. Can the NoM be implemented without diversion of existing resources?	YES
12. Can the NoM be implemented without diversion of allocated Council funds?	YES
13. Are funds available in the adopted budget to implement the NoM?	YES

14.3 2019/NOM52 - Kananook Creek Arboretum

Question for Consideration	
14.What is the estimated cost of implementing the NoM?	N/A Year 1: \$ Recurring: \$ Comments: Report only at this time, however additional Council costs may be incurred once the outcome of the report is established.

ATTACHMENTS

Nil

14.4 2019/NOM53 - Councillors Code of Conduct

On 4 November 2019 Councillor Aitken gave notice of his intention to move the following motion:

That the Councillor Code of Conduct be reconsidered in respect of the wording and points laid out. This is to be undertaken in the first instance with individual councillors and any suggestions they may have. Then followed up by general discussion and finally resolved through a formal resolution if any changes are made.

COMMENTS BY ACTING DIRECTOR CORPORATE DEVELOPMENT

Question for Consideration	
1. Has the NoM been discussed with the CEO and/or the relevant Director or Manager?	YES
2. Is the NoM substantially different from any notice of motion or rescission motion that has been considered by Council and lost in the preceding six months?	YES
3. Is the NoM clear and well worded?	YES
4. Is the NoM capable of being implemented?	YES
5. If the NoM is adopted, will a meeting be required with the relevant Director and Manager and Council officers in order to progress its implementation?	<p>YES</p> <p><i>Comments: The process to undertake a review of the Councillor Code of Conduct may be extensive and will require further discussion with officers and all Councillors.</i></p> <p><i>The current Councillor Code of Conduct was reviewed and adopted at a Special Meeting of Council (SP2) on 13 June 2018.</i></p> <p><i>Councillors made their written declarations to abide by the Code of Conduct at the Ordinary Meeting (OM8) on Monday 2 July 2018.</i></p>
6. Is the NoM within the powers of a municipal Council?	YES
7. Is the NoM free from overlap with matters for which the State and/or Federal Government are responsible?	YES

14.4 2019/NOM53 - Councillors Code of Conduct

Question for Consideration	
8. Is the NoM consistent with all relevant legislation?	YES Comments: <i>The Councillor Code of Conduct must comply with the Local Government Act 1989.</i> <i>The possible introduction of the Local Government Bill 2018 and the 2019 Local Government Bill Reforms must be considered.</i>
9. Is the NoM consistent with existing Council or State policy or position?	YES
10. Is the NoM consistent with Council's adopted strategic plan?	YES
11. Can the NoM be implemented without diversion of existing resources?	YES
12. Can the NoM be implemented without diversion of allocated Council funds?	YES Comments: <i>Legal advice may be required for any proposed changes to the Councillor Code of Conduct.</i>
13. Are funds available in the adopted budget to implement the NoM?	NO Comments: <i>Any legal advice sought may impact on the allocated funds for legal advice.</i>
14. What is the estimated cost of implementing the NoM?	YES Year 1: \$5,000 Recurring: \$ Comments: if applicable

ATTACHMENTS

Nil

14.5 2019/NOM54 - Mass Tree Planting Program

On 6 November 2019 Councillor Bolam gave notice of his intention to move the following motion:

That the Urban Forest Action Plan report, due before Council in early 2020, is to include an option for the consideration by Council for the implementation of a bulk tree planting program throughout the municipality within a twelve - fifteen month period.

The option detail in the report is to include areas where plantings could be located, the kind of plantings, public and private uptake, potential costs and the approaches employed by other municipalities that have initiated similar (if not greater) mass tree planting initiatives within a twelve month period such as Hornsby, Maroondah, Onkaparinga and Murray.

COMMENTS BY DIRECTOR COMMUNITY DEVELOPMENT

Question for Consideration	
1. Has the NoM been discussed with the CEO and/or the relevant Director or Manager?	YES
2. Is the NoM substantially different from any notice of motion or rescission motion that has been considered by Council and lost in the preceding six months?	YES
3. Is the NoM clear and well worded?	YES
4. Is the NoM capable of being implemented?	YES However, clarification and budget allocation will be required to enable implementation. The Urban Forest Action Plan can set long-term annual targets which could be achieved through planting on public and private land along with an on-line community-engagement tool similar to Hornsby and Onkaparinga Councils.
5. If the NoM is adopted, will a meeting be required with the relevant Director and Manager and Council officers in order to progress its implementation?	YES
6. Is the NoM within the powers of a municipal Council?	YES
7. Is the NoM free from overlap with matters for which the State and/or Federal Government are responsible?	YES
8. Is the NoM consistent with all relevant legislation?	YES

14.5 2019/NOM54 - Mass Tree Planting Program

Question for Consideration	
9. Is the NoM consistent with existing Council or State policy or position?	YES
10. Is the NoM consistent with Council's adopted strategic plan?	YES
11. Can the NoM be implemented without diversion of existing resources?	NO The Urban Forest Action Plan due to Council in February 2020 will be delayed to enable inclusion of this work should this NOM be adopted.
12. Can the NoM be implemented without diversion of allocated Council funds?	NO The current scope of works for the Urban Forest Action Plan does not include the details sought by this NOM. Additional budget would be required to add this to the scope as a variation.
13. Are funds available in the adopted budget to implement the NoM?	NO
14. What is the estimated cost of implementing the NoM?	YES / NO Year 1: \$10,000 for variation to Action Plan. The Urban Forest Action Plan is in draft form. This additional body of work would require a contract variation which is outside of existing scope, budget and timeframes. Concurrently, Council may wish to take advantage of the April/May growing season and make a notional allocation to the initiative eg 100 semi-mature trees, watered for 2 years is approximately \$16K. Ongoing resources will be required to monitor, record and track plantings, maintenance of Council-planted trees and maintenance of website/community engagement tool.

ATTACHMENTS

Nil

14.6 2019/NOM55 - North-West Projects

On 29 October 2019 Councillor Bolam gave notice of his intention to move the following motion:

That Council prepares a report for the January 2020 Ordinary meeting to investigate the following:

1. Funding \$10.93M from the Strategic Reserve to address the current funding shortfalls as listed below and proceeds with delivering the following capital works:
 - a) Pat Rollo Pavilion (\$2.75M shortfall).
 - b) Monterey Pavilion and public toilet upgrade (\$3.3M shortfall).
 - c) Belvedere Bowls Clubhouse (\$1.98M shortfall) and construction of additional asphalt car park with plantings (\$400K required).
 - d) Frankston Health and Wellbeing Hub – formerly Linen House (\$2.5M required).

Notes any of the above funds that are not fully expended on these projects would be returned to the Strategic Reserve.

2. Funding the construction of the Eric Bell Pavilion project in its entirety (total cost of \$6.25M, inclusive of a State Government contribution of \$500K), and that the project is to be funded via an appropriate loan arrangement (giving consideration to CILS or an equivalent low interest loans scheme).

Project Details:**Pat Rollo Pavilion & footpaths**

The Pat Rollo Pavilion project provides for a new fit for purpose pavilion for the Pines Junior Football Club and Cricket Club, given that the current pavilion is in very poor condition and does not have sufficient change rooms.

Portable change rooms are currently being hired given that the pavilion does not have duplicate change rooms. There are Canteen compliance issues, no first aid or umpires facilities or storage.

Monterey Pavilion and Public toilet upgrade

The pavilion has no compliant female friendly facilities and the canteen is no longer compliant. The building is in extremely poor condition.

This would be a total rebuild including public toilets and change room facilities for the netball teams, umpires and female participants, and the community function room.

Belvedere Bowls Clubhouse & Car park

This project involves expansion of the existing clubhouse at the Belvedere Bowls Club to ensure the facility is fit for purpose and meets the need of the club and community.

The proposed extension will provide a safe and inviting experience for all club members and the public while importantly encouraging female participation in sport given that the facility does not currently have female friendly toilets/change-rooms.

The completed design features extended club rooms, a larger social area/community meeting space, upgraded amenities including female friendly change-rooms and accessible amenities.

14.6 2019/NOM55 - North-West Projects

The proposed expansion of the existing clubhouse will allow players and spectators to have adequate, modern facilities while complementing recently completed works, such as the new all-weather synthetic bowling green which now offers additional activities such as social bowls, barefoot bowls and competitions.

The additional car park would provide greater capacity and overflow parking to the precinct including providing support for future users of the Frankston Health and Wellbeing Hub (formerly Linen House).

Frankston Health and Wellbeing Hub (formerly Linen House)

The Frankston Health and Wellbeing Hub is presently the subject of an EOI process with the intent to repurpose the facility to maximise community benefit. The full capital costs of repurposing the venue cannot be fully known until after the EOI submissions have been received and Council has had an opportunity to determine the functions to be included in a future service model. However, at minimum in order to equip the venue to be able to adequately cater for local sports requirements, it is estimated that \$1.8 - \$2.5M would be required to undertake the following:

- Create two female friendly change rooms
- Create a first aid room
- Create a canteen
- Create umpires room
- Minor internal changes (eg foyer, signage etc)

Eric Bell Pavilion

This project involves a total rebuild. The Eric Bell Pavilion does not presently have any female friendly amenities. Thus the new facility will include of toilets and change room facilities that will provide for all participants as well as an umpires room and a community function room.

COMMENTS BY A/DIRECTOR COMMUNITY ASSETS

Question for Consideration	
1. Has the NoM been discussed with the CEO and/or the relevant Director or Manager?	YES
2. Is the NoM substantially different from any notice of motion or rescission motion that has been considered by Council and lost in the preceding six months?	YES However it is related to recent Council resolutions in relation to sporting capital whereby the funding for Pat Rollo was deferred from the 20/21 FY in order to fund Jubilee project.
3. Is the NoM clear and well worded?	YES
4. Is the NoM capable of being implemented?	YES
5. If the NoM is adopted, will a meeting be required with the relevant Director and Manager and Council officers in order to progress its implementation?	YES

14.6 2019/NOM55 - North-West Projects

Question for Consideration	
6. Is the NoM within the powers of a municipal Council?	YES
7. Is the NoM free from overlap with matters for which the State and/or Federal Government are responsible?	NO Funding sporting capital in many cases is a shared responsibility, and there is relevant State and Federal funding allocations and opportunities that should be considered.
8. Is the NoM consistent with all relevant legislation?	YES
9. Is the NoM consistent with existing Council or State policy or position?	YES Council is currently considering these priorities as part of the LTIP review and annual capital work budget development process.
10. Is the NoM consistent with Council's adopted strategic plan?	YES As above.
11. Can the NoM be implemented without diversion of existing resources?	YES As a report only is required at this stage, however a Major Project unit would need to be established to handle the volume of this work, if the additional projects were to ultimately proceed.
12. Can the NoM be implemented without diversion of allocated Council funds?	NO As above
13. Are funds available in the adopted budget to implement the NoM?	YES
14. What is the estimated cost of implementing the NoM?	YES At this time, Officer time to deliver a report only required. Year 1: Pending out of report. Year 2: see above. Year 3: see above.

ATTACHMENTS

Nil

17. CONFIDENTIAL ITEMS

Section 89(2) of the Local Government Act 1989 enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

Recommendation

That the Ordinary Council Meeting be closed to the public to 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 77(2)(c) of the Local Government Act 1989 (the Act) on the following grounds

C.1 Proposed Recipients for Citizen, Young Citizen, Senior Citizen and Community Event of the Year Awards for 2020

Agenda Item C.1 Proposed Recipients for Citizen, Young Citizen, Senior Citizen and Community Event of the Year Awards for 2020 is designated confidential as it relates to Any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

C.2 Appointment of Independent Member to the Audit and Risk Committee

Agenda Item C.2 Appointment of Independent Member to the Audit and Risk Committee is designated confidential as it relates to personnel matters (s89 2a)

C.3 Strategic Risk Management Report

Agenda Item C.3 Strategic Risk Management Report is designated confidential as it relates to Any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

C.4 Local Government Inspectorate investigation outcome

Agenda Item C.4 Local Government Inspectorate investigation outcome is designated confidential as it relates to Any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

C.5 Response to NOM1377 - McClelland Gallery Interconnectedness and Peninsula Link

Agenda Item C.5 Response to NOM1377 - McClelland Gallery Interconnectedness and Peninsula Link is designated confidential as it relates to proposed developments (s89 2e)

C.6 Award of Contract 2019/20-8 - Supply and Install Sportsfield Lighting (Broadcast Level) at Frankston Park Oval

Agenda Item C.6 Award of Contract 2019/20-8 - Supply and Install Sportsfield Lighting (Broadcast Level) at Frankston Park Oval is designated confidential as it relates to contractual matters (s89 2d)

C.7 Award of Contract 2019/20-9 - IT Core Infrastructure Renewal

Agenda Item C.7 Award of Contract 2019/20-9 - IT Core Infrastructure Renewal is designated confidential as it relates to contractual matters (s89 2d)

C.8 Award of Contract 2019/20-10 - Crack sealing

Agenda Item C.8 Award of Contract 2019/20-10 - Crack sealing is designated confidential as it relates to contractual matters (s89 2d)

C.9 Award of Contract 2019/20-32 - Soft Fall Mulch - Supply, Delivery & Installation

Agenda Item C.9 Award of Contract 2019/20-32 - Soft Fall Mulch - Supply, Delivery & Installation is designated confidential as it relates to contractual matters (s89 2d)

C.10 Award of Contract 2019/20-22 - Dust Suppression Services

Agenda Item C.10 Award of Contract 2019/20-22 - Dust Suppression Services is designated confidential as it relates to contractual matters (s89 2d)

C.11 Award of Contract 2019/20-28 - Bridge and Timber Pedestrian Structures Renewal Program

Agenda Item C.11 Award of Contract 2019/20-28 - Bridge and Timber Pedestrian Structures Renewal Program is designated confidential as it relates to contractual matters (s89 2d)

C.12 Award of Contract 2019-20-35 - Construction of Overport Park Car Park, Frankston South

Agenda Item C.12 Award of Contract 2019-20-35 - Construction of Overport Park Car Park, Frankston South is designated confidential as it relates to contractual matters (s89 2d)

C.13 Award of Contract 2019/20-37 - Orwil Street Community House Redevelopment

Agenda Item C.13 Award of Contract 2019/20-37 - Orwil Street Community House Redevelopment is designated confidential as it relates to contractual matters (s89 2d)

C.14 Award of Contract No. CN2436 - Minor Civil Works Contractors Panel

Agenda Item C.14 Award of Contract No. CN2436 - Minor Civil Works Contractors Panel is designated confidential as it relates to contractual matters (s89 2d)

C.15 Peninsula Leisure Permission to Tender

Agenda Item C.15 Peninsula Leisure Permission to Tender is designated confidential as it relates to Any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h):

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Signed by the CEO