



COUNCIL MEETING AGENDA 2020/OM15

Monday 23 November 2020

Being held at Frankston Arts Centre
cnr Young & Davey Streets, Frankston

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

During 1 May 2020 to 1 November 2020, all meetings will be closed to the public. If circumstances change, updates will be provided.

Verbal Submissions

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

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

Questions with/without notice

If you wish to submit questions with or without notice, the same timeframes apply. It is strongly encouraged to submit questions via email or on-line by the specified timeframes. If you still prefer to submit these in person, a box will be placed at the front entrance in the Civic Centre only. It should be noted that the questions, including responses will not be read by the CEO at the Council Meeting. All questions will be taken on notice and a written response will be provided within 5-7 business days.

Live streaming is available from the below link:

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



THE COUNCIL MEETING

Welcome to this Meeting of the Frankston City Council

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

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

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

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

When are they held?

Generally speaking, the Council meets formally every three (3) weeks on a Monday and meetings start at 7.00 pm, unless advertised otherwise. **The Ordinary Meeting 2020/OM8 has been moved to the Frankston Arts Centre, Cnr Young & Davy Streets, Frankston due to the COVID-19 crisis and to support the State/Federal Government directive to adhere to social distancing.**

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.

During the COVID-19 crisis, all meetings are closed to the public. Residents can watch Council Meetings via online live streaming until further notice. Thank you for understanding and support.

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

Every care will be taken to maintain privacy. Council officers or members of the public 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.

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

The Formal (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), or on our website www.frankston.vic.gov.au

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

- **Items Brought Forward**

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

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

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

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

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

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

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

- **Presentation of Petitions and Joint Letters**

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

- **Presentation of Reports**

Matters requiring a Council decision are dealt with through officer reports brought before the Council for consideration. When dealing with each item, as with all formal meeting procedures, one Councillor will propose a motion and another Councillor will second the motion before a vote is taken. If the members of the public wish to clarify any of the items on the Agenda, please contact the relevant manager by phoning 1300 322 322.

- **Presentation of Delegate Reports**

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

- **Urgent Business**

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

- **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 Council Meeting cont.....

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

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

Disclosure of Conflict of Interest

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

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

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

MAYOR



NOTICE PAPER

ALL COUNCILLORS

NOTICE is hereby given that an Ordinary Meeting of the Council will be held at the Civic Centre, Davey Street, Frankston, on 23 November 2020 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

Pastor Mark Whitby, Frankston Life, by invitation of the Mayor

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Ordinary Meeting No. OM14 held on 21 September 2020.

Ordinary Meeting No. OM14 held on 16 November 2020.

3. APOLOGIES

Nil

4. DISCLOSURES OF INTEREST AND DECLARATIONS OF CONFLICT OF INTEREST

5. PUBLIC QUESTIONS

Nil

6. HEARING OF SUBMISSIONS

7. ITEMS BROUGHT FORWARD

8. PRESENTATIONS / AWARDS

9. PRESENTATION OF PETITIONS AND JOINT LETTERS

Nil

10. DELEGATES' REPORTS

Nil

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Phil Cantillon

CHIEF EXECUTIVE OFFICER

19/11/2020

Executive Summary**11.1 Planning Permit 396/2017/P - 21 Inglis Avenue Frankston - To amend the plans approved under the Planning Permit for retrospective works for a statement of compliance**

Enquiries: (Sam Clements: Communities)

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

This report considers the merits of the planning application to amend the plans under Secondary Consent in order to issue a statement of compliance.

Recommendation (Director Communities)

That Council resolves to approve the amendments to the endorsed plans for which consent is sought pursuant to Condition 2 of Planning Permit 396/2017/P.

Key Points / Issues

This matter was previously considered the Council Meeting of 21 September 2020 where Council resolved that:

1. The matter be deferred to the next Council Meeting; and
2. Council officers continue to work with the applicant to resolve the matter.
 - Planning Permit 396/2017/P was approved on 15 June 2018 for the construction and use of the land for six (6) triple storey dwellings. Plans were endorsed on 26 October 2018.
 - The development has since been constructed and a compliance inspection was undertaken via photo review in August 2020. A number of inconsistencies between the approved plans and the development were identified. The changes relate to:
 - Removal of the notches in the balconies of Dwellings 2 & 3 and 3 & 4.
 - Substitution of the canopy tree species along the driveway.
 - Relocating the unsuitable canopy trees to the Rosella Street nature strip.
 - Reduction in the percentage of driveway constructed of permeable material.
 - Amendments to the screening materials used on the balconies of Dwellings 5 & 6.
 - Fencing at the rear of the external car space to be 50% open.
 - A request has been made to amend the plans pursuant to Condition 2 of Planning Permit 396/2017/P illustrating changes to the plans to reflect the above conditions.
 - Since the September meeting, the applicant has amended the proposal to provide a more substantial substituted canopy tree species.

11.1 Planning Permit 396/2017/P - 21 Inglis Avenue Frankston - To amend the plans approved under the Planning Permit for retrospective works for a statement of compliance**Executive Summary**

- Overall, the changes do not substantially change the previously endorsed plans and are considered appropriate for approval.

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

Financial Impact

The application fee paid to Council is \$550.

Consultation1. External Referrals

None required.

2. Internal Referrals

None required.

Notification of Proposal

There is no provision pursuant to Section 52 of the Planning and Environment Act 1987 to give notice of Secondary Consent Applications. Regardless, as the application is only for minor changes it is considered unlikely to cause any material detriment to any person.

Analysis (Environmental / Economic / Social Implications)

There are no environmental, social or economic implications as a result of the proposed amendments to the plans.

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 following provisions of the Frankston Planning Scheme are relevant to this application:

Clause 34.01 Commercial 1 Zone

Clause 43.02 Design and Development Overlay Schedule 6

Clause 44.05 Special Building Overlay

Clause 52.06 Car Parking

Clause 55 – Two or More Dwellings on a Lot (ResCode)

Clause 65 – Decision Guidelines.

State and Local Planning Policy Frameworks – Clauses 11, 12, 15, 16, 21.03, 21.04, 21.07 and 22.08.

11.1 Planning Permit 396/2017/P - 21 Inglis Avenue Frankston - To amend the plans approved under the Planning Permit for retrospective works for a statement of compliance**Executive Summary**Policy Impacts

Council officers have assessed the amended plans in accordance with the relevant section of the Planning and Environment Act 1987 and in accordance with relevant State and Local Planning Policy provisions.

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 is no risk implications associated with this proposal.

Conclusion

It is considered the changes proposed are minor in context and do not substantially change the original approved development. Accordingly, it is recommended that it should be supported.

ATTACHMENTS

- Attachment A: [⇒](#) Locality Map
- Attachment B: [⇒](#) Aerial Locality Map
- Attachment C: [⇒](#) Secondary Consent Amended Plans
- Attachment D: [⇒](#) Arborist's Submission
- Attachment E: [⇒](#) Endorsed Plans

11.1 Planning Permit 396/2017/P - 21 Inglis Avenue Frankston - To amend the plans approved under the Planning Permit for retrospective works for a statement of compliance

Officers' Assessment

Summary

| | |
|---|---|
| Existing Use | Six (6) triple storey dwellings |
| Site Area | 617 square metres |
| Proposal | Retrospective application to amend the approved plans to allow for a Statement of Compliance |
| Site Cover | 41% |
| Permeability | 21.5% |
| Zoning | Commercial 1 Zone (since been rezoned to Mixed Use Zone) |
| Overlays | Design and Development Overlay Schedule 6 Special Building Overlay (since been rezoned to Design and Development Overlay Schedule 5, Special Building Overlay and Parking Overlay Schedule 1) |
| Neighbourhood Character Precinct | N/A |
| Reason for Reporting to Council | Application associated with non-compliance and retrospective approval. |

Background

Planning Permit No. 396/2017/P to construct and use of the land for six (6) triple storey dwellings was issued on 26 October 2018. An inspection was conducted via the review of supplied photos, which revealed various areas of non-compliance.

Subject Site/Locality

The subject site is a regular shaped allotment located on the north-east corner of Inglis Avenue and Rosella Street in Frankston. The site has a front southern boundary to Rosella Street of 36.59m, a splayed south-west corner of 4.65m, a front western boundary to Inglis Avenue of 12.8m, and side northern boundary of 34.63m and a side eastern boundary of 15.92m. The overall site area is 617 square metres. There is a 1.83m wide drainage easement running along the eastern boundary of the site. The site has a gentle fall of approximately 1.2m (across the site) from the west to the east. The site is located within an area characterised by a mixture of land uses including commercial, industrial and residential. To the south and east the land is the Commercial 2 Zone.

Site History

Previous planning permit applications for the site include:

- Planning Permit 116/2020/P was issued on 28 April 2020 for a six (6) lot subdivision.

11.1 Planning Permit 396/2017/P - 21 Inglis Avenue Frankston - To amend the plans approved under the Planning Permit for retrospective works for a statement of compliance**Officers' Assessment****Discussion**

Amendments to the approved plans are proposed to align the 'as-built' development with the changes identified from the compliance review prior to the issue of a Statement of Compliance. The changes are discussed below:

- The balconies of Dwellings 2 & 3 and 3 & 4 were designed with notches above the two trees to be planted along the driveway. These notches have not been provided, reducing the airspace above the trees and requiring the species to be substituted. The change results in the balconies having a consistent setback from the adjoining properties. As the minimum setback is not reduced, the change will not adversely affect the amenity of neighbouring properties.
- It is proposed to substitute the canopy tree species along the driveway with a more suitable species given the reduced airspace. Council's Landscape Officer has advised that the replacement species (*Banksia Marginata*) is acceptable. This is a more substantial tree species than what was previously proposed. The applicant has provided a written submission from a qualified Arborist stating the species will be successful in the location. This change has no impact on the numerical amount of landscaping provided and will not significantly affect the amenity of the surrounding area.
- The driveway was constructed entirely of concrete instead of permeable paving. The applicant has proposed to remove around half of the concrete and replace with permeable paving to achieve the minimum 20% permeability requirement. Permeable paving will be provided around the location of each tree and to the rear of the site. Council's Landscape Officer has confirmed that the extent of permeable pavement proposed is suitable for the root systems of the replacement trees. Melbourne Water also have no objection to the driveway material, and as the minimum 20% permeability requirement is satisfied, the change is acceptable. This will have no impact on the amenity of the surrounding properties.
- The screening materials used on the Dwelling 5 and 6 balconies has been altered, with the fixed screens being constructed above the balcony wall instead of being full length. This is consistent with the other balconies which all have a wall and screening treatment above. The screening remains compliant with the overlooking requirements and the change will not impact on the amenity of adjoining properties.
- It is proposed to relocate the canopy trees from the driveway to the Rosella Street nature strip. The trees are Coast Banksias. Council's Environmental Planner is satisfied with the species and street tree planting. An adopted standard fee which will cover Council's cost for maintenance will be levied.
- A notation has been included specifying that the fencing at the rear of the external car space is to be 50% open. This is noted on the plans to comply with the Melbourne Water requirements. This change is minor and has no impact on the originally considered development.

The changes can be supported for approval under the secondary consent provisions of Condition 2.

11.1 Planning Permit 396/2017/P - 21 Inglis Avenue Frankston - To amend the plans approved under the Planning Permit for retrospective works for a statement of compliance

Officers' Assessment

Recommendation (Director Communities)

That Council resolves to:

1. Approve the amended plans identified as Project Number C205 Sheets TP02, TP04-08, TP11 & TP12 Revision 2 dated 20 August 2020 prepared by bkworld pursuant to Condition 2 of Planning Permit 396/2017/P (Secondary Consent).

Executive Summary**11.2 Planning Application 287/2019/P - 59 Kareela Road, Frankston - To use the land for the sale and consumption of liquor and for a reduction in the number of car spaces required under Clause 52.06 of the Frankston Planning Scheme**

Enquiries: (Sam Clements: Communities)

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 for use of land at 59 Kareela Road, Frankston for the sale and consumption of liquor under a Restaurant and Café Licence and for a reduction in the number of car spaces required under Clause 52.06 of the Frankston Planning Scheme.

Recommendation (Director Communities)

That Council resolves to issue a Notice of Decision to Grant a Planning Permit for Planning Application 287/2019/P – 59 Kareela Road, Frankston, subject to the conditions contained in the officer's assessment.

Key Points / Issues

- This application was previously reported to Council's meeting of 29 June 2020. Council resolved to defer the application to enable consultation with surrounding businesses concerning the availability of parking in the area. This consultation was impacted by COVID-19, but has now been completed by Council's Engineering Services team. The consultation indicated that local businesses were generally satisfied with new parking time limits which had recently been instituted in the area.
- It is proposed to use the site for the sale and consumption of liquor (Restaurant and Café Licence) in associated with a food and drink premises (Café).
- The proposed hours for the sale and consumption of liquor are 11am-9pm, seven (7) days a week.
- A maximum capacity of 60 patrons are proposed on the site any one time.
- A waiver of 19 car spaces is being sought pursuant to the provisions of Clause 52.06 of the Frankston Planning Scheme.
- The proposal was advertised and seven (7) objections were received as well as twelve (12) letters of support.
- The matter is required to be reported to Council as it is an application associated with liquor.

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

11.2 Planning Application 287/2019/P - 59 Kareela Road, Frankston - To use the land for the sale and consumption of liquor and for a reduction in the number of car spaces required under Clause 52.06 of the Frankston Planning Scheme**Executive Summary****Financial Impact**

The permit application fee paid to Council is \$1,955. The average cost to process a planning application is \$2265. This represents a difference \$310, however these costs can be accommodated within existing budgets.

Consultation**1. External Referrals**

The application was referred externally to Victoria Police, however there has been no response.

2. Internal Referrals

The application was referred internally to Council's Traffic Engineer and Community Strengthening Team, who did not object 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
- Two (2) signs erected on the site; one being at the Kareela Road frontage and the other at the rear of the site facing Omaroo Lane.

As a result of the public notification, seven (7) objections were received. The grounds of objection are summarised in the officer's assessment contained within this report.

There were also twelve (12) submissions received in support of the proposal.

Analysis (Environmental / Economic / Social Implications)

The proposal will have a positive economic impact by contributing to the ongoing viability of the existing local café business.

The proposal will have beneficial social implications by offering patrons the opportunity to enjoy alcohol consumption within a well-managed and safe environment which also provides opportunity for social interaction.

It is noted that Council's Community Strengthening Team did not object to the proposal on social and security grounds.

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

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

Legal

In processing the planning application Council has complied with the requirements of:

- Section 52, 58, 60, 61 and 62 of the *Planning and Environment Act 1987*.
- The relevant provisions of the Frankston Planning Scheme.

11.2 Planning Application 287/2019/P - 59 Kareela Road, Frankston - To use the land for the sale and consumption of liquor and for a reduction in the number of car spaces required under Clause 52.06 of the Frankston Planning Scheme**Executive Summary**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

- Clause 11 – Settlement
- Clause 15 – Built Environment and Heritage
- Clause 17 – Economic Development
- Clause 21.04 – Settlement
- Clause 21.08 – Economic Development

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 the proposal is satisfactory and its support is recommended, subject to conditions requiring controls over amenity impact, hours of operation, patronage numbers and management.

ATTACHMENTS

- Attachment A:  Locality Map
- Attachment B:  Locality Map (Aerial)
- Attachment C:  Red Line Plan

11.2 Planning Application 287/2019/P - 59 Kareela Road, Frankston - To use the land for the sale and consumption of liquor and for a reduction in the number of car spaces required under Clause 52.06 of the Frankston Planning Scheme

Officers' Assessment

Summary

| | |
|--|---|
| Existing Use | Food and drink premises (Café) |
| Site Area | 219.6 square metres |
| Proposal | To use the land for the sale and consumption of liquor and for a reduction in the number of car spaces requirement under Clause 52.06 of the Frankston Planning Scheme. |
| Zoning | Commercial 1 Zone |
| Overlays | Nil |
| Reason for Reporting to Council | Application associated with Liquor |

Background

Subject Site

The subject site is occupied by a small single storey shop building, fronting Kareela Road. It has an active frontage to the street, a landscaped back garden area and a staff car park that is accessed off Amaroo Lane.

Locality

The subject site forms part of a small neighbourhood shopping centre located on the south-west side corner at the intersection of Kareela Street and Amaroo Road in Frankston. There is angled car parking available along both the Kareela Road and Amaroo Road frontages, which has a 2 hour parking restriction. There are no time restriction for on-street car parking in Kareela Road. The shopping centre is surrounded by residential properties and the Kareela Reserve and St John's Primary School are located nearby.

Site History

There are no previous planning permit applications associated with this site.

Proposal

The proposal is to use the land for the sale and consumption of liquor (Restaurant and Café Licence) associated with the current food and drinks premises (Café). The proposal also seeks a reduction in the car parking requirement associated with the use under the provisions of Clause 52.06 of the Frankston Planning Scheme.

The food and drinks premises currently operates between 7am-4pm, and it is proposed extend its trading hours to cease at 9pm. Approval is sought to serve liquor between the hours of 11am-9pm.

11.2 Planning Application 287/2019/P - 59 Kareela Road, Frankston - To use the land for the sale and consumption of liquor and for a reduction in the number of car spaces required under Clause 52.06 of the Frankston Planning Scheme**Officers' Assessment**

A Red Line Plan provided with the application, encompasses all of the building, rear garden and the kerbside seating areas, and identifies the area where the sale and consumption of liquor can occur. It is noted that the seating capacity on the plans reflect more than 60 seats which can be amended as a conditional requirement on any approval.

The food and drinks premises currently caters for a seating capacity of 46 which proposes to be increased to 60 patrons.

A reduction to zero is sought for the 19 car spaces required under Clause 52.06. A Traffic Report prepared by EB Traffic Solutions (21/10/2019) is provided in support of the proposal, giving justification for the request. There is one staff car space provided at the rear of the property which is accessed off Omaroo Lane.

A Statement of Patron Capacity, prepared by Nepean Building Permits (1/07/2019), is provided with the application which shows there will be a seating capacity for 40 patrons within the internal area. The remaining 20 patrons will use the kerb side seating area (10 spaces), and the rear outdoor area.

The application states there will be no amplified music and no other music louder than background noise, in accordance with the State Environment Protection Policy SEPP N-1.

There are a maximum of three (3) staff on site at peak times. It is anticipated that staffing numbers will not increase.

State and Local Planning Policy Frameworks

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

- Clause 11 Settlement
- Clause 15 Built environment and Heritage
- 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 52.06 – Car Parking

11.2 Planning Application 287/2019/P - 59 Kareela Road, Frankston - To use the land for the sale and consumption of liquor and for a reduction in the number of car spaces required under Clause 52.06 of the Frankston Planning Scheme**Officers' Assessment*****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
- Two (2) signs erected on the site; one (1) at the frontage and one (1) at the rear of the site.

As a result of the public notification, seven (7) objections were received. The grounds of objection are summarised below:

- Lack of on-street car parking availability to cater for the proposal and other nearby uses.
- Amenity concerns, in particular noise and music from the outdoor area.
- Inappropriate location for the sale of alcohol with nearby residences, a playground and school.
- Safety and anti-social behavioural issues related to a licenced premises.

Internal Referrals

A summary of internal referral comments received regarding the proposal include:

Traffic Engineer

- The existing operation is a 46 patron Café, requiring four (4) car spaces pursuant to Clause 52.06 of the Frankston Planning Scheme.
- The proposal is for a 60 seat restaurant, which requires 24 car spaces pursuant to Clause 52.06 of the Frankston Planning Scheme. There is one (1) staff car space available at the rear of the site.
- The proposal has a four (4) car space credit from the existing use, therefore a waiver of 19 car spaces is sought.
- The anticipated parking demand associated with the proposal during the current trading hours from 7am to 4pm is similar to what was observed by the Traffic Report subducted acknowledging the increase of patron numbers.
- The increase in parking demand would like likely be associated with the extended trading hours, from 4pm to 9pm during evening trade. The majority of surrounding business would have closed and parking demand in the immediate vicinity would be low.
- The parking survey conducted in the Traffic Report demonstrates capacity within the surrounding streets to cater for the anticipated increase in parking demand.
- Council's Traffic Engineer offers no objection to the increase in patron numbers to 60 and the extended trading hours to 9pm.
- The proposed staff parking space at the rear is acceptable. A condition can be included that it is constructed with an all-weather seal to Council's satisfaction.

11.2 Planning Application 287/2019/P - 59 Kareela Road, Frankston - To use the land for the sale and consumption of liquor and for a reduction in the number of car spaces required under Clause 52.06 of the Frankston Planning Scheme**Officers' Assessment****Community Strengthening Department**

- The reduced licence hours and reduced patron numbers minimise the negative potential impacts of the venue.
- There is no objection raised to the proposal by the Community Strengthening Department.

Victoria Police

The application was referred to Victoria Police however no response has been received to date.

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

The State and Local Planning Policy seeks to encourage development that meets the community's need for commercial services including entertainment. It also seeks to encourage activity centres with a wide range of goods and services, consistent with their role in the activity centre hierarchy.

It is considered that the proposal meets with these State and Local Planning Policy objectives. It is expected that the proposal will have positive implications in terms of the business viability and local economic spin off effects.

Local Planning Policy also seeks to encourage outdoor cafés and dining in activity centres in locations where they serve to enliven the centre and add to its visual and economic vibrancy. It is considered the proposal will achieve this policy objective and have a positive impact on this local shopping centre precinct.

The operators of the café will be able to offer patrons the opportunity to have liquor with a meal which is generally expected by the general community. In this sense the café will offer a recreational and social meeting place to the local community, which is also consistent with the Healthy Neighbourhoods Policy of the Frankston Planning Scheme.

The café is reasonably small in scale and offers limited operating hours. Planning policy seeks to prevent amenity problems by ensuring compatible uses are located together. The proposal is in a small commercial strip servicing the local area. It is considered that permit conditions regarding noise, patron numbers, venue management, and liquor sale and consumption, will minimise any amenity and safety concerns to the surrounding area.

Clause 52.27 Licence Premises

The licensed premises is proposed in association with the existing café and with a maximum of 60 patrons at any one time within the licenced area. This includes the café building, the kerb side café at the front of the building and the rear outdoor area.

The applicant had initially applied for a maximum number of 80 patrons on the site. However this was later amended by reducing the maximum patronage number to 60. The amended application also reduced the proposed hours for the consumption and sale of liquor from 7am - 11pm to 11am – 9pm; following discussions with Council officers and consistent with Council Policy for licenced premises.

Council's Community Strengthening Department were supportive of the changes and offer no objection to the proposal.

The proposal will not present a material risk of cumulative impact given the proposed consumption times do not extend beyond 11pm. Also the proposed 'commencement'

11.2 Planning Application 287/2019/P - 59 Kareela Road, Frankston - To use the land for the sale and consumption of liquor and for a reduction in the number of car spaces required under Clause 52.06 of the Frankston Planning Scheme**Officers' Assessment**

time of 11am is consistent with Council's practice. Accordingly a condition will apply to any approval to restrict the licence to being between 11am and 9pm.

Cumulative Impact

Given the applicant is not proposing to serve liquor after 11.00 pm an assessment of the cumulative impact of the proposal is not required.

Liquor Accord

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

Clause 52.06 - Car Parking

Pursuant to Clause 52.06-5, a food and drinks premises generates a car parking requirement of 0.4 car spaces per patron. The proposed seating capacity for 60 patrons on the site requires 24 car spaces to be provided. There are four (4) car spaces credited to the premises, and 1 space available on site, which means a 19 car space reduction is sought.

The Parking Impact Assessment Report supplied by the applicant includes survey details of surrounding streets taken on a Friday and Saturday during the day. The report finding is that the peak car parking demand is at 12noon with 32% and 35%, respectively, of the available parking supply. Observations in the evening of on-street parking supply within the immediate surrounding area was found to be lightly parked. This is reflective of the land uses within the shopping centre being closed at these times.

As discussed earlier, Council's Traffic Engineer considers the car park reduction request to be reasonable and provides support for this. Conditions can be included to limit patron numbers and to ensure the staff space at the rear of the site is formally constructed.

Response to Grounds of Objections

Consideration is Objectors' is as follows:

On-street car parking

Concerns were raised about the impact the proposal would have on on-street car parking with the increase of patron numbers and a perceived shortage of car parking within the area. This matter has been considered in the above assessment and there is no objection to the car parking reduction sought from Council's Traffic Engineer.

Additional consultation with local businesses surrounding the subject site was undertaken by mail by Council's Engineering Services Team during August and September 2020. Feedback was requested regarding the recent changes to parking restrictions in the area made by Council and regarding the current planning application. While no objections were formally withdrawn, respondents indicated that they were generally satisfied with the new parking limit changes recently made.

Impact on residential amenity

A number of objectors are concerned about the potential impact on their amenity as a result of noise and music emanating from the use; and in particular the rear outdoor area.

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The café is similar to other cafes found in small neighbourhood shopping centres throughout the municipality. This is a small scale business that is currently operating throughout the day. Other than a small increase in patron numbers, the business operation will remain the same. Noise emanating from the site can be controlled by including amenity conditions on any approval.

Anti-social behaviour

Some objectors submit that anti-social behaviour associated with the sale and consumption of liquor would impact on the surrounding residential area. And that the location is inappropriate because of the nearby Kareela Reserve and St John's Primary School.

It is the owners' intention is to offer a variety of beverages to complement food being consumed at the café; and this is to include liquor; which is generally expected by patrons. The café is small in scale and a venue/patron management plan to Council's satisfaction can be required on any approval. This would include measures of how the patrons will be managed within the designated redline area thereby minimising the potential for any detrimental amenity impacts and anti-social behaviour.

Analysis (Economic and Social Implications)

It is considered the proposal will have positive economic, recreational and social impacts. It provides patrons the opportunity to enjoy a meal along with an alcoholic beverage within a safe and well managed venue. Requirements to be implemented by conditions on approval will ensure that anti-social behaviour will be controlled.

Recommendation (Director Communities)

That Council resolves to issue a Notice of Decision to Grant a Planning Permit in respect to Planning Permit Application number 287/2019/P to use the land for the sale and consumption of liquor and for a reduction in the number of car spaces required under Clause 52.0-6 of the Frankston Planning Scheme at 59 Kareela Street Frankston, subject to the following conditions:

Plans

1. Before the use and/or development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be substantially in accordance with the plans submitted with the application (or some other specified plan) but modified to show:
 - (a) The seating arrangements for a maximum of 60 patrons; for the internal and outdoor spaces.
 - (b) Notation on the plan that the maximum number of patrons is 60.
 - (b) A Venue/Patron Management Plan in accordance with Condition 5.
 - (c) The car parking space at the rear of the property and notation in accordance with Condition 6.

No Alterations

2. The use and/or development as shown on the endorsed plans must not be

11.2 Planning Application 287/2019/P - 59 Kareela Road, Frankston - To use the land for the sale and consumption of liquor and for a reduction in the number of car spaces required under Clause 52.06 of the Frankston Planning Scheme**Officers' Assessment**

altered without the prior written consent of the Responsible Authority.

Number of Customers

3. A maximum of 60 patrons may be present on the site at any one time.

Liquor License Requirements

4. The sale and consumption of alcohol must only take place at the premises within the redline area during the following times:

- 7 days a week between the hours of 11am – 9pm.

Venue/Patrons Management Plan

5. Prior to the commencement of the sale and consumption of alcohol within the site, a Venue/Patrons Management Plan is to be submitted to and approved by the Responsible Authority that details (but is not limited to) the following:

- a) Measures taken to manage the number of patrons admitted in the designated area at any one time.
- b) Venue shut down procedures to encourage the patrons to leave the premises sporadically.
- c) Signage to be used to encourage responsible off-site patron behaviour.
- d) Measures to prevent vandalism and antisocial behaviour.
- e) Details to address and reduce waste, including bottles and rubbish, generated by the use.
- f) Standard procedures to be undertaken by staff in the event of complaints by a member of the public, the Victoria Police, an 'authorised officer' of the Responsible Authority, or an officer of Liquor Licensing Victoria.
- g) Details of training provided for staff in the responsible serving of alcohol, and the management of patron behaviour.
- h) Lighting within the boundaries of the site, and security lighting outside the premises.
- i) Measure taken to have passive surveillance within the site and particularly at the time when the patrons leave the site.

All of the above is to be to the satisfaction of the Responsible Authority. Once approved, the plan must be implemented to the satisfaction of the Responsible Authority.

Engineering Requirements

6. The car space located at the rear of the site is to be constructed with an all-weather seal to the satisfaction of the Responsible Authority.

Amenity

7. The amenity of the area must not be detrimentally affected by the use through the

11.2 Planning Application 287/2019/P - 59 Kareela Road, Frankston - To use the land for the sale and consumption of liquor and for a reduction in the number of car spaces required under Clause 52.06 of the Frankston Planning Scheme**Officers' Assessment**

- a) Transport of materials, good or commodities to or from the land.
- b) Appearance of any building, works or materials.
- c) Emissions of noise, artificial light, vibration, smell, fumes, smoke, vapour, seam, soot, ash, dust, waste water, waste products, rit or oil.
- d) Presence of vermin.
- e) In any other way

To the satisfaction of the Responsible Authority.

8. Noise emitted from the premises must not exceed limits prescribed by the State Environmental Protection Policy (Control of Noise from Commerce, Industry and Trade) No N-1.

Permit Expiry

9. This permit will expire if one of the following circumstances applies:
 - The use is not started within two years of the date of this permit.
 - The use is discontinued for a continuous period of two (2) 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. Any request for time extension of this Permit shall be lodged with the relevant administration fee at the time the request is made. Pursuant to Section 69 of the Planning and Environment Act 1987 the Responsible Authority may extend the periods referred to if a request is made in writing within the following prescribed timeframes:
 - a. Before or within 6 months after the permit expiry date, where the use or development allowed by the permit has not yet started;
 - b. Within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.

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

- C. The owner/applicant of the subject site should join and comply with the Frankston Liquor Industry Accord, which requirements the member to serve liquor in a responsible manner.

Executive Summary**12.1 Council Resolution Status Update for 23 November 2020**

Enquiries: (Brianna Alcock: Chief Financial 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 Financial Officer)

That Council:

1. Receives the Notices of Motion Report for 23 November 2020;
2. Receives the Urgent Business Status Update for 23 November 2020;
3. Notes there are four (4) Notices of Motion that have been reported as being complete:
 - 2019/NOM51 - Community Safety in the CAA
 - 2019/NOM65 - Cemetery Caretaker Provisions
 - 2020/NOM17 - Park Bench Memoriam for Pat Bentley
 - 2020/NOM22 - Advocacy for COVID-19 Assistance for Businesses
4. 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 2020/NOM21 - Investigation into Dome Acquisition; and
5. Notes, since the Ordinary Meeting held on 21 September 2020, 54 resolutions have been completed, as listed in the body of the report.

Key Points / Issues

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

“That the Chief Executive Officer is directed to provide regular updates to Council on the progress or status of Council’s resolutions resulting from Notices of Motion raised by Councillors. In order to facilitate this, a brief progress report (detailing the status of each outstanding resolution) is required to be presented to Council at each of its Ordinary Meetings in future commencing with Ordinary Meeting 296 (scheduled for the 30 January 2017).”
- Additionally, at its meeting on 22 July 2019, Council resolved that:

“4. a) Includes in the attached monthly report (Notice of Motion Cost Summary), the number of Urgent business items per councillor

b) Includes the updates of the status of Urgent Business items in the attached monthly report (Notice of Motion Report)”

12.1 Council Resolution Status Update for 23 November 2020**Executive Summary**

- The Notices of Motion Report for 23 November 2020 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.
- The Urgent Business Status Update report is attached (Attachment C) for 23 November 2020, and will continue to be reported at each Ordinary Council Meeting.
- There are four (4) Notices of Motion actions that have been reported as complete.
 - 2019/NOM51 - Community Safety in the CAA
 - 2019/NOM65 - Cemetery Caretaker Provisions
 - 2020/NOM17 - Park Bench Memoriam for Pat Bentley
 - 2020/NOM22 - Advocacy for COVID-19 Assistance for Businesses
- 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 is one (1) report listed as being delayed for this meeting. A progress update has been supplied for the item set out below:
 - Response to 2020/NOM21 - Investigation into Dome Acquisition
A report schedule for November Meeting will be deferred until February 2021 to accommodate briefings of the new Council and the holiday period.
- Since 2020/OM13 on 21 September 2020, the following 54 resolution actions have been reported as 'complete'. A detailed report has been provided in Attachment D (*Under Separate Cover*).
 - Pat Rollo Reserve - Dogs Off Leash
 - Compliance Management Framework
 - Clublinks - Operation of The Social Golf Club at the Centenary Park Golf Course
 - Draft Reconciliation Action Plan 2020-2022
 - Update on New Signature Event
 - Draft Appointments and Authorisations Policy
 - Councillor Expense Reimbursement Policy and Protocol
 - Local Heritage Preservation Grant Program - Draft Guidelines
 - Frankston Play Strategy Community Engagement
 - Draft Councillor Induction Policy
 - Adoption of Paths Development Plan 2020
 - Update on Coronavirus (COVID-19) - 10 August 2020
 - Minutes of the Frankston Arts Board - July 2020 and transition for the Board as an Arts Advisory Committee
 - Implementation of Local Government Act 2020: Adoption of Council Expenses Policy and Public Transparency Policy
 - Implementation of Local Government Act 2020: adoption of draft Governance Rules
 - Adoption of Governance Local Law 2020
 - Frankston Arts & Culture Strategy 2020 - 2023

12.1 Council Resolution Status Update for 23 November 2020**Executive Summary**

- Delegated Powers - Miscellaneous Grants Program Q4 2019/20 Report and Standing Grants Program 2020/21 Supplementary Report
- Membership to Cities Power Partnership program
- Clublinks - Operation of the Social Golf Club at Centenary Park Golf
- Issuing Invest Frankston Business Grants 2020-2021
- Major Local Community Events Grant Outcome
- Letter of Support - McClelland Sculpture Park + Gallery
- CEO Performance Review
- Urgent Business - Linen House Discussion
- Town Planning Application 65/2020/P - Extension to an existing dwelling within a Design and Development Overlay Schedule 9 (DDO9), Construct a building or construct or carry out works within a Heritage Overlay (HO) at 49 Warringa Road, Frankston S...
- Town Planning Application 514/2019/P - 390 McClelland Drive, Langwarrin - To sell and consume liquor (On-Premises Licence)
- Town Planning Application 253/2020/P - 16 Skye Road Frankston - To use the land to sell and consume liquor (restaurant and cafe licence) and display internally illuminated signage
- Town Planning Application 302/2020/P - 30 Long Island Drive Frankston - Use of the land for food and drink premises (cafe) and the sale and consumption of liquor (restaurant and cafe licence), and the provision of car parking at less than the rate...
- Planning Permit 45/2018/P - 83 McMahons Road Frankston - To amend the plans approved under the Planning Permit for retrospective works for a statement of compliance
- July 2020 Planning and Environment Progress Report
- Council Resolution Status Update for 21 September 2020
- External Committee Minutes for the Executive Management Team
- Adoption of Councillor Induction Policy
- Adoption of Appointments and Authorisations Policy
- Frankston City Health and Wellbeing Plan 2017-2021: Year 3 Annual Report and Draft Year 4 Action Plan
- Public Consultation on the Draft Reconciliation Action Plan 2020-2022
- Audit and Risk Committee – Chairperson's half-yearly report to Council in 2020
- Outcome of Councillor Expenses Audit - 1 November 2016 to 31 March 2020
- Capital Works Quarterly Report - Q4 - April - June 2019/20
- Extension of Australian Volunteer Coast Guard's occupancy of Mechanics Institute
- Submission to the Parliamentary Inquiry into Homelessness by the Frankston and Mornington Peninsula Youth2 Alliance
- Further response to 2018/NOM65 - Peninsula Link regarding Seaford Wetlands
- Response to 2020/NOM17 - Park Bench Memoriam for Pat Bentley

12.1 Council Resolution Status Update for 23 November 2020**Executive Summary**

- Consolidated Financial Report and Performance Statement for the year ended 30 June 2020
- Update on Coronavirus (COVID-19) - 21 September 2020
- Update on Coronavirus (COVID-19) - 21 September 2020
- Update on New Signature Event
- Planning Permit 396/2017/P - 21 Inglis Avenue Frankston - To amend the plans approved under the Planning Permit for retrospective works for a statement of compliance
- Urgent Business - Accept Urgent Business Item of Internal Audit Report Tender and Procurement
- Urgent Business - Response to Minister regarding Vicinity Planning Application
- Petition regarding permit number 72/2020/VS
- Verbal Submission made by the Mayor and Cr Toms
- Update on Coronavirus (COVID-19) - 21 September 2020

Financial Impact

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

Nil.

2. Other Stakeholders

Nil.

Analysis (Environmental / Economic / Social Implications)

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

Legal / Policy / Council Plan 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 associated with this report.

Policy Impacts

There is no impact on Council policies.

Officer's Declaration of Interests

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

Risk Mitigation

There is no risk associated with this report.

12.1 Council Resolution Status Update for 23 November 2020**Executive Summary****Conclusion**

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

ATTACHMENTS

Attachment A: ➡ Notices of Motion Cost Summary as at 23 November 2020

Attachment B: ➡ Notices of Motion Status Update as at 23 November 2020

Attachment C: ➡ Urgent Business Status Update as at 23 November 2020

Attachment D: Closed Council Resolutions since 21 September 2020 OM -
CONFIDENTIAL

Executive Summary**12.2 Update on Coronavirus (COVID-19) - 23 November 2020**

Enquiries: (Phil Cantillon: Chief Executive Office)

Council Plan

| | |
|--------------------|--|
| Community Outcome: | 2. Liveable City |
| Strategy: | 2.1 Employment, education and economy |
| Priority Action | 2.1.2 Develop a knowledge, creativity and skills based economy that generates employment opportunities |

Purpose

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

Recommendation (Chief Executive Officer)

That Council:

1. Notes this report that outlines its response to the impacts of the Coronavirus (COVID-19);
2. Notes that an update will be provided to each Council meeting for the foreseeable future during this Pandemic;
3. Notes the current adjusted Relief and Recovery package as approved by Council at its Ordinary meeting in June, August and September 2020;
4. Approves the financial adjustments processed by the Council's Executive Management Team during the caretaker period by:
 - Transferring \$45,000 from the council funded 'Unemployment Support Programme' activity, (previously known as the 'Jobseeker Support activity') to the Waiver of Kerbside Trading Permits activity to a total of \$75,000;
 - Transferring \$8,333 from the Donation Drop-Off activity to increase the Miscellaneous Fee Waiver activity to a total of \$27,333;
 - Transferring redeployment funding of \$8,000 from Gardens for Wildlife activity to increase Crisis Support Service activity to a total of \$278,000; and;
 - Notes Gardens for Wildlife activity was completed with \$3,000 returned as savings.
5. Notes the current approved Relief and Recovery package has been reduced by \$3,000 to a total of \$6,862,653.

12.2 Update on Coronavirus (COVID-19) - 23 November 2020**Executive Summary****Background**

At its Ordinary Council meeting on 20 April 2020, Council resolved that it:

1. Receives this report that outlines its response to the impacts of the Coronavirus (COVID-19).
2. Receives that an update will be provided to each Council meeting for the foreseeable future during this Pandemic.

Key Points / Issues

- Reports have been submitted to each Ordinary meeting on this matter since 20 April 2020 noting the above resolution with the exception of the 15 June 2020 Ordinary meeting which was scheduled for the purpose of considering the guidelines of the COVID-19 grants application.
- Council continues to ensure it reduces risk surrounding the virus known as COVID-19 to our staff and the wider community. In line with the State Government's Roadmap to Recovery, Council reopened a number Frankston City's Maternal and Child Health Centres on Wednesday 4 November 2020 with COVID safe measures in place to keep nurses, parents, carers and bubs safe. Council also reopened its Customer Service Centres at Frankston and Langwarrin on Monday 9 November 2020 again with a COVID safe plan.
- An easing of restrictions allowed for the recommencement of library delivery services and the 'contactless click and collect' service. Under current easing of restrictions timelines, we reopened the Library Services to the public in early November with a limit of 10 patrons in the library at any one time as well as time restrictions.
- The implementation of the Relief and Recovery Package (Package) is in full swing, the Package contains 58 initiatives and is now valued at \$6.862 million with tailored support for individuals, community groups and businesses to help them recover in the short, medium and long term.
- On 26 October 2020, the Premier, the Hon. Daniel Andrews MP announced changes to the restrictions for Metropolitan Melbourne noting Victorians would be living with a 'COVID-normal' status for some time until a vaccine is found. At the time of this announcement, Frankston City's Municipality had one (1) active case. As at 9 November 2020, our Municipality had no (0) active cases.
- The Victorian Government announced funding opportunities for Council and small business to apply for outdoor eating and entertainment grants in September 2020. This is a great opportunity for state and local Governments to work together supporting our hospitality businesses to achieve innovative and exciting ways including use of parks, footpaths, courtyards and public spaces to host outdoor events and dining. Officers during the caretaker period, were able to identify suitable opportunities and locations to support the implementation of this funding package.
- Council worked with Peninsula Leisure to reopen the Pines Pool Aquatic Centre on 28 September 2020 as allowed by the State Government COVID-19 restrictions (approximately 6 weeks early). It was very successful with 110 visits (daily capacity of 120) on the first day of opening. Peninsula Leisure received great feedback from all swimmers and also welcomed back 7 additional permanent employees, completing an induction and onsite practical training. Noting PARC reopened with limited numbers on Monday 9 November 2020.

12.2 Update on Coronavirus (COVID-19) - 23 November 2020**Executive Summary**

- Council's Emergency Management staff have been working closely with the Department of Health and Human Services (DHHS), Peninsula Health and local community service providers to support the Frankston Community deal with the impact of the pandemic and help to prevent COVID-19 outbreaks. Some of the recent work has included COVID-19 prevention strategies in high-risk accommodation facilities such as the Ambassador Hotel, assisting with sourcing locations for testing sites and participating in DHHS's Incident Management Team for the recent COVID-19 cluster which involved local families.
- The emergency management staff have also commenced planning for community recovery coordination in accordance with the Municipal Emergency Management Plan (MEMP).
- The Victorian Government extended its truck curfew exemptions to support grocery deliveries to supermarkets across the state from 21 September 2020 to 31 December 2020. The extension of the curfew exemption, will make it easier for consumers to receive the essential household goods they need and helping supermarkets and pharmacies meet the unprecedented level of demand. Under the exemptions, heavy vehicles are able to pass time-based curfew "no trucks" signs when they are making grocery deliveries to supermarkets or personal hygiene products to retail outlets until 31 December 2020. Heavy vehicles can also remain in loading zones for the time required to make these deliveries.
- The Department of Health and Human Services (DHHS) advised at the beginning of October 2020 updated guidance regarding the enforcement of parking restrictions within the metropolitan Melbourne area. The revised guidance is Councils are permitted to enforce parking restrictions, including Green Parking Zones to ensure public safety and access.

Key inclusions and actions update

Some key inclusions with actions to date are listed below, with more detailed information provided in the attached COVID-19 Relief and Recovery Package Status Report (Attachment A). A number of grants have been made available to individuals and businesses. An outline of purpose and total value of the grants is available in the Grants attachment (Attachment B), along with those people to whom grants have been awarded. Please note, where grants have been made available to young people, names may be withheld for privacy reasons.

The Relief and Recovery package was adopted at the 11 May 2020 Council meeting and together with subsequent Council meeting amendments provides \$6.862M of support for the community in this difficult time. As at the end of October 2020, Council had delivered \$2.85M in support to the community and continue to ensure the ongoing activities are delivered in a timely manner.

The key areas of the Relief and Recovery package include supporting individuals, connecting communities and the longer term goals associated with economy and employment.

Each of these areas have short, medium and long term elements;

Supporting individuals

The key short term objectives of the relief and recovery package were to provide immediate support to individuals impacted by the pandemic. The core of the package centred around changes to the financial hardship policy and the inclusion of a \$200

12.2 Update on Coronavirus (COVID-19) - 23 November 2020**Executive Summary**

hardship waiver for those on jobseeker and effected financially by the pandemic. Currently we have provided 1,871 rate waivers totalling \$374K. These hardship waivers will be available up until June 2021 or the exhaustion of the \$1.2M allocation. Council has also waived \$399K in penalty interest to enable ratepayers to defer their payments if experiencing difficulty in making payments of their rates.

Also a \$300K grant was provided to Community Support Frankston to provide immediate assistance to the most vulnerable in the community. Redeployed staff have been providing the crisis support to the socially isolated and elderly in the community. Over \$337K value of staff time has been providing assistance in the delivery of the meals on wheels service.

Connecting communities

The key deliverables include community and miscellaneous grants \$114K already distributed (\$626K in total), waiving of sportsground fees \$150K and community hub rentals, redesigning arts and library programs whilst the facilities have been closed in Stage 4 Government restrictions.

Longer term economy and employment

The deliverables in this part of the package mainly relate to the recovery phase for the community. Immediate relief has been provided in the form of rent waivers \$110K and business grants \$183K (\$450K in total). Fee waivers for kerbside trading and food registrations are ongoing and will provide \$205K relief and assist to stimulate the economy as restrictions are lifted.

Council has been partnering with Working for Victoria to support unemployed Victorians to find work. The \$500 million 'Working for Victoria' initiative was launched in April 2020 as part of the \$1.7 billion Economic Survival and Jobs Package to assist people who have lost their jobs at this difficult time.

Frankston City Council has been successful in its submission to appoint 37 program employees for a six month period. Council will receive \$1,798,772 to fund these appointments including vehicle costs, PPE, training, induction, mobile devices, tools, equipment, WorkCover and insurance.

The recruitment is now finalised with most of the successful applicants commencing with Council in late October 2020.

The relief and recovery efforts include:

- A dedicated call centre referral service helping impacted residents access and connect to services.
- Council's Meals on Wheels services has been operating through the crisis with two separate teams ensuring it keeps up with demands and is sustainable long term.
- Council continues to identify ways to understand and better support the community, such as food packages, meals, medical needs, transport and information and support to rooming house residents, whilst also assisting to deliver Council's overall care packages as adopted by Council.

12.2 Update on Coronavirus (COVID-19) - 23 November 2020**Executive Summary**

- Council continues to work with external agencies to ensure there is a collaborative approach to managing the current State of Emergency and be prepared for the City's recovery moving forward.

Council's workforce update

Council's workforce continues to adapt and to ensure compliance with the restrictions including working from home options for staff who can work from home and coordinating redeployment for staff that cannot. However, the introduction of Stage 4 Restrictions did impact Council's ability to provide ongoing meaningful work to all employees. As a result, a small number of employees were temporarily stood down from their roles (as at 4 September 2020 – a total of 20). Given that this stoppage of work has occurred for reasons outside of our control, in accordance with section 524 of the Fair Work Act 2009, we are able to Stand Down employees without pay.

However as the Government's JobKeeper subsidy is not available to local government employees, Council remains committed to supporting employees during this difficult time and has therefore introduced a Job Maintenance Payment equipment to the Job Keeper Payment. The Job Maintenance Payment is funded by Council and paid to employees who do not have meaningful work and meet the payment's eligibility criteria.

As at 5 November 2020, over 52.79% of Council's staff are working remotely. The total hours of redeployment is 27,649 hours of activity (since 11 May 2020). A number of different departments continue to support the Community Support Frankston staff and volunteers, ensuring the most disadvantaged and vulnerable people are provided with additional resources and funding required during the COVID-19 crisis.

Provision of Customer Service and Community Advice during COVID-19

Reporting on the 17 August 2020 – 6 September 2020 period which had been during Stage 4 lock-down restrictions has seen a continued higher number of enquiries to Council from individuals seeking more localised or personalised advice on social distancing restrictions – particularly through Council's corporate live chat facility (refer to Attachment C for further details).

There has been a 20 per cent increase in the number of phone calls during this three week period. The recent delivery of the 2020-2021 Annual Rate and Valuation notices has resulted in Council receiving a significant number of phone enquiries into rate relief options.

The change to foreshore parking permits (which now requires the individual to go online and apply for the permits, has not generated a significant increase in enquiry volumes. This is a strong indication that both communications regarding the changed process and the process for applying online application have been successful.

Other key highlights for the past three week cycle include:

- Rates and planning continue to be the top two reasons why our customers are contacting us via phone – with these enquiries equating to 30 per cent and eight percent respectively of all call topics.
- Requests for service using Snap Send Solve over the month of August 2020 has declined 25 per cent from July 2020. The main incident reported is graffiti, which equated to 30 per cent of all requests coming through this platform. While in part

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this may be due to changes in community behaviour during stage 4 lockdown (particularly the limitation of people to a five kilometre radius).

Communication

Promoting the positive outcomes of Council's COVID-19 relief and recovery support continues to be a priority for officers. With restrictions lifting, the focus has also shifted to sharing reactivation plans and assistance available to businesses as the City reopens.

To ensure this information is relatable, officers sought business people to tell their stories and shared these through releases and social media platforms. Opportunities were created with external media outlets to emphasise these messages. One such example is the story of Jim Derzekos from Seaford restaurant, 38 South, who appeared on the front page of the Frankston Times and 3RPP Lockdown Radio. Jim spoke about how supportive Council had been, the grants available to businesses to expand outdoor dining spaces and his optimism for the future.

Council's CEO Phil Cantillon CEO also appeared on the station to share the great news that 37 people, who became unemployed due to COVID-19, would be hired by Council for six months as part of the Working for Victoria program.

Front page newspaper coverage of the Frankston Arts Centre's And we are live streaming, showcased Council's support of the Arts industry, as did a three page spread featuring interviews with arts grants recipients in Peninsula Essence magazine.

Officers are continuing to update the community about Council services expanding in line with State Government Roadmap and encouraging COVID-safe practices.

Outside of the pandemic, community engagement has taken place through proactively gained media coverage of initiatives such as the Impact Volunteer of the Year Awards and the Climate Change Community Survey. Collaborative promotion resulted in 762 people taking part in the survey, with responses to inform Council's future action to address climate change.

It is important for Council to use various communication methods both internally and externally which includes continuation of the CEO's weekly email to staff, webinars for staff, pre-recorded messages for staff, emails to Councillors along with regular updates to our Community via our website, facebook and other mediums.

Our Community is provided with regular updates via one source on the following external website: www.frankston.vic.gov.au/staffcoronaupdates.

Council's major events

Events which could result in gatherings of people are still some time off, the following is the plan for Council events:

- '*Pets Day Out*' will not occur in 2020 and will be back in late 2021. During October a number of 'PetTober' events occurred on line to retain engagement with the community on things pets.
- '*Christmas Festival of Lights*' has been redesigned primarily as an online experience, some live elements over an extended period may still be delivered, however the extent and nature of these live elements is reliant on the level of restrictions that are likely to be in place.
- 'Waterfront Festival' - planning for a 'COVID restrictions' compliant event is underway

12.2 Update on Coronavirus (COVID-19) - 23 November 2020**Executive Summary****Increased Cleaning and Sanitisation during COVID-19**

Council continue to undertake the additional sanitisation and cleaning programme as a result of the pandemic. This includes:

- Additional sanitisation cleaning continues through Council buildings (as an addition to the routine cleaning program).
- Ongoing supply of hand sanitising equipment and products throughout all council facilities for staff use.
- Working for Victoria funded cleaning team (10 cleaning staff) commenced on Monday 26 October 2020. This additional cleaning team are working throughout the municipality cleaning touch points around council buildings and parks and reserves. This programme will run for six months.

Council also continues to run its routine contract cleaning program for its 101 buildings including all public toilets. In Council facilities (closed due to Stage 4 restrictions) which also have no staff occupying them, routine cleaning has been reduced to save costs. As these facilities reopen to the public, cleaning regimes will be rescheduled as required.

Financial Impact

At the 11 May 2020 Ordinary Council Meeting the Relief and Recovery Package was adopted at \$6,434,000 incorporating \$4,754,000 in budget and \$1,680,000 in redeployment. Since that Council meeting there have been adjustments resolved by Councillors. The package is now \$6,862,653.

Also during caretaker some changes have been provisionally approved by EMT to ensure the relief is directed to the most appropriate areas.

Both adjustments have been included in the following table 1 titled Relief and Recovery Package Adjustments:

12.2 Update on Coronavirus (COVID-19) - 23 November 2020

Executive Summary

(Table 1 - Relief and Recovery Package Adjustments)

| Activity Number | Original Budget/ Redeployment | New Budget amount | Variation | Variation Breakdown | | Council meeting |
|--|----------------------------------|----------------------|--------------------|---------------------|------------------|---|
| | | | | Budget | Redeployment | |
| Package adopted at 11 May Ordinary Meeting | | | 6,434,000 | 4,754,000 | 1,680,000 | |
| Council resolutions; | | | | | | |
| 3. Penalty Rate Freeze | 300,000 | 440,000 | 140,000 | 140,000 | | 31 August Ordinary meeting |
| 5. Homelessness Shower operations | 20,000 50,000 | 0 0 | -20,000 -50,000 | -50,000 | -20,000 | 10 August Ordinary meeting 10 August Ordinary meeting |
| 25. Repurpose Community Grants Program | 395,000 | 304,665 | -90,335 | -90,335 | | June ordinary meeting |
| 54. Waive license fees and charges for Karingal PLACE and Ebdale Hub tenants | 0 | 47,462 | 47,462 | 47,462 | | 31 August Ordinary meeting |
| 55. Waive rent charges for Frankston District Basketball Association, Frankston District | 0 | 22,108 | 22,108 | 22,108 | | 31 August Ordinary meeting |
| 56. Think Tank Innovation Grants | 0 | 50,000 | 50,000 | 50,000 | | 10 August Ordinary meeting |
| 58. Frankston Bowling Club Interest on loan waiver | 0 | 2,200 | 2,200 | 2,200 | | 21 September Ordinary meeting |
| 43. Rent relief for tenants of Council owned buildings | 130,000 | 184,698 | 54,698 | 54,698 | | 21 September Ordinary meeting |
| 57. Waive Library Fees | 0 | 275,520 | 275,520 | 275,520 | | 21 September Ordinary meeting |
| Current Adjusted Package | | | 6,865,653 | | | |
| Pending adjustments (EMT provisional approved variations); | | | | | | |
| 47. Kerbside Trading Permit fees | 30,000 | 75,000 | 45,000 | 45,000 | | increase budget by \$45K, resulting in new total of \$75K. Increase is funded by savings of \$45K to Activity 52 - Job Seeker Support. |
| 52. Job seeker support | 55,000 | 10,000 | -45,000 | -45,000 | | Fund Activity 47 |
| 38. a) Miscellaneous fee waivers | 19,000 | 27,333 | 8,333 | 8,333 | | Increase Activity 38B - Miscellaneous Fee Waivers, resulting in a new total of \$27,333. Increased by saving in Activity 9 - Donation Drop Off. |
| 9. Donation Drop-Off | 10,000 | 1,667 | -8,333 | -8333 | | Fund Activity 52 |
| 7. Crisis support service to socially isolated and elderly individuals (outgoing) | 270,000 | 278,000 | 8,000 | | 8,000 | Crisis Support. Amount was deducted from Activity 32 - Gardens for Wildlife (G4W) |
| 32. Gardens for Wildlife (G4W) | 8000 10,000 | 0 7,000 | -8,000 -3,000 | -3,000 | -8,000 | Redeployment transfer fund activity 7 Returned to savings |
| Revised Adjusted Package | | | 6,862,653 | 5,202,653 | 1,660,000 | |

The pending adjustments approved by EMT during the caretaker period are as follows for Council consideration:

- Transfers \$45,000 from the Council funded 'Unemployment Support Programme activity', (previously known as the 'Jobseeker Support activity') to the Waiver of 'Kerbside Trading Permits activity' resulting in a total of \$75,000. This is to support the actual revenue level of permit applications.
- Transfers \$8,333 from the Donation Drop-Off activity to increase the Miscellaneous Fee Waiver activity to a total of \$27,333. This is to support the actual revenue level of Miscellaneous Fees generated.
- Transfers redeployment funding of \$8,000 from Gardens for Wildlife activity to increase Crisis Support Service activity to a total of \$278,000. This is to support Crisis Support Service to further respond to community needs.

12.2 Update on Coronavirus (COVID-19) - 23 November 2020**Executive Summary**

- Notes Gardens for Wildlife activity was completed with \$3,000 returned as savings.

COVID-19 Community Support Grants

A summary of the current grants relating to the COVID-19 Relief and Recovery package is listed at Attachment B. The assessment and approvals have been undertaken in compliance with the delegations approved by Council at its Ordinary meeting held on 15 June 2020.

Funding rounds commenced in July 2020 with 'round two' for the Recovery Grants closing on 30 September 2020; and 'round three' commencing in February 2021. Applications received are subject to assessment and recommended allocations.

Consultation

See above sections.

Analysis (Environmental / Economic / Social Implications)

Not applicable.

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

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

Legal

See above sections.

Policy Impacts

See above sections.

Officer's Declaration of Interests

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

Risk Mitigation

See above sections.

Conclusion

That the report be received.

ATTACHMENTS

Attachment A: ➡ COVID-19 Relief and Recovery Package - finalised 6 November 2020

Attachment B: ➡ COVID-19 Community Grants attachment

Attachment C: ➡ COVID-19 Customer Service report - 1 - 31 October 2020

Executive Summary

12.3 Record of Assemblies of Councillors

Enquiries: (Brianna Alcock: Chief Financial 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 table the written records for the Assembly of Councillors as defined by the *Local Government Act 1989*.

Recommendation (Chief Financial Officer)

That Council:

1. Receives the following written records for the Assembly of Councillors on:
 - 17 August 2020 (Councillor Briefing)
 - 24 August 2020 (Councillor Briefing)
 - 26 August 2020 (Councillor Briefing – Major Projects Advisory Committee)
 - 31 August 2020 (Pre-Agenda Council Meeting)
 - 7 September 2020 (Councillor Briefing)
 - 14 September 2020 (Councillor Briefing)
 - 21 September 2020 (Pre-Agenda Council Meeting)
2. Notes that a written record for Assembly of Councillors under the *Local Government Act 2020* is no longer required, which came into effect from 24 October 2020.

Key Points / Issues

Council was 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
- if the Councillor or member of staff who disclosed a conflict of interest, left the meeting.

This has now been repealed under the *Local Government Act 2020*, which came into effect from 24 October 2020.

This report is noting the Assembly of Councillor records from 17 August 2020 to 21 September 2020 (inclusive).

Financial Impact

There are no financial implications associated with this report.

12.3 Record of Assemblies of Councillors**Executive Summary****Consultation****1. External Stakeholders**

It was 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 was 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 was 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.

This has now been repealed under the *Local Government Act 2020*, which came into effect from 24 October 2020 and no further reports will be presented to Council.

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 - 200817 - Councillor Briefing - 17 August 2020
- Attachment B: [↗](#) Record of Assembly of Councillors - 200824 - Councillor Briefing - 24 August 2020
- Attachment C: [↗](#) Record of Assembly of Councillors - 200826 - MPAC - 26 August 2020
- Attachment D: [↗](#) Record of Assembly of Councillors - 200831 - Pre-Agenda Discussion - 31 August 2020
- Attachment E: [↗](#) Record of Assembly of Councillors - 200907 - Councillor Briefing - 7 September 2020
- Attachment F: [↗](#) Record of Assembly of Councillors - 200914 - Councillor Briefing - 14 September 2020
- Attachment G: [↗](#) Record of Assembly of Councillors - 200921 - Pre-Agenda Discussion - 21 September 2020

Executive Summary**12.4 Financial Quarterly Report - Q1 - July to September 2020**

Enquiries: (Simone Wickes: Chief Financial Office)

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 2020 against the 2020-2021 Annual Budget.

Recommendation (Chief Financial Officer)

That Council receives and notes the Council Financial Report for the quarter ended 30 September 2020.

Key Points / Issues

- The impact of COVID-19 has had a significant impact on Council's financial result for the first quarter of the financial year.
- The balance sheet and cash flow position is sound as at 30 September 2020.
- Council's operational performance for the forecast full year position indicates a surplus of \$11.256M, this is a \$0.667M favourable variance compared to the 2020-2021 budget position of \$10.589M surplus. The favourable result is due to the ability of Council to advocate for additional government capital grant funding.
- Council's forecast full year underlying operating position is indicating a deficit of \$2.120M, this is a \$2.406M unfavourable variance compared to the 2020-2021 budget position of \$0.286M surplus. The financial impact of COVID-19 has resulted in net losses of \$3.137M. However, EMT have taken the action to identify \$2.069M in savings to offset these losses. These savings include labour vacancies, delayed recruitment, reduction in discretionary spend, delayed programme spend and strongly advocating for additional government funding. EMT and the management team will continue to monitor this financial position in light of the impact of COVID-19 and identify cost savings and efficiencies in an attempt to deliver services to the community's expectations whilst doing so at a reduced cost to ratepayers.
- Capital Works delivery for the first quarter indicates that the program is on track with a full year expenditure of \$59.619M.
- While this represents the actual strategic assets reserves balance as at 30 September 2020, 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.

12.4 Financial Quarterly Report - Q1 - July to September 2020**Executive Summary****Financial Impact**

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

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

2. Other Stakeholders

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.
- Council has numerous policies and internal checking processes to assist with ensuring that Council's processes and source data is accurate and the risk of fraud is minimised.

Conclusion

The forecast full year underlying operating result is anticipated to be a deficit of \$2.120M which compares unfavourably by \$2.406M to the 2020-2021 budgeted surplus of \$0.286M.

12.4 Financial Quarterly Report - Q1 - July to September 2020**Executive Summary**

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

ATTACHMENTS

Attachment A: [↗](#) Quarterly Financial Performance Report - September 2020

12.4 Financial Quarterly Report - Q1 - July to September 2020**Officers' Assessment****September 2020 Quarterly Financial Report details**

- The impact of COVID-19 has had a significant impact on Council's financial result for the first quarter of the financial year.
- The balance sheet and cash flow position is sound as at 30 September 2020.
- **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 deficit of \$2.120M, this is a \$2.406M unfavourable variance compared to the 2020-2021 budget position of \$0.286M surplus. The significant factors which contribute to this variance are:

- Grants – operating – \$1.751M favourable variance. The increase in government funding relates to the following areas:
 - \$1.799M additional grant funding received in Chief Financial Office for the Working for Victoria initiative. This additional income has been forecast to be fully expended resulting in a zero cost to Council.
 - \$0.152M decrease in grant funding forecast to be received for the Frankston Library due to the expectation of the State Government making the reduction based on the impact of COVID-19. Communication as to the exact amount to be received for this grant will be made in November 2020.
- User fees and charges – \$4.125M unfavourable variance. The decrease in user fees and charges primarily relates to COVID-19 impacts which has affected the following areas:
 - \$2.319M reduction in the Arts & Culture due to the temporary closure of the Arts Centre which has impacted on theatre hire, ticketing commission, car parking income and entrepreneurial activities. Also impacted in this department is income related to event sponsorship and library income such as room hire and item sales.
 - \$0.672M reduction in Community Safety due to the decreased expectation of income to be received for car parking in the municipality with the current social distancing measures in place and Council directive regarding charged car parking
 - \$0.264M reduction in Community Strengthening due to decreased income for programs and facility hire associated with Frankston South Community & Recreation Centre, Frankston North Community Centre and Ebdale Community Hub.
 - \$0.150M reduction in Operations due to the temporary closure of the Centenary Park Golf Course.
 - \$0.193M reduction in Waste & Recycling Services due to the temporary closure to the public of the Frankston Regional Recycling and Recovery Centre. Costs associated with waste removal have decreased to help offset the reduction in income.

12.4 Financial Quarterly Report - Q1 - July to September 2020**Officers' Assessment**

- \$0.400M reduction in Financial and Corporate Planning income due to debt collection activities being halted during the pandemic. This reduction in income has been offset by a decrease in costs associated with debt collection.
- o Other income - \$0.166M favourable variance. The increase in Other income is mainly due to:
 - \$0.081M increase in Commercial Services due to insurance recoveries as a result of claims and cost recovery.
 - \$0.080M increase in Overheads income as a result of Workcover reimbursements received from insurer.
- o Materials and services - \$1.297M favourable variance. The decrease in materials and services is mainly due to:
 - \$1.031M reduced expenditure in Arts & Culture as a result of the temporary closure of the Arts Centre and revised programming of events for the year due to social distancing restrictions.
 - \$0.234M reduced expenditure in Overheads due to lower than anticipated costs of insurance policy renewals.
 - \$0.202M reduced expenditure in Waste & Recycling Services due to lower than anticipated costs with waste disposal due to the temporary closure to the public of the Frankston Regional Recycling and Recovery Centre.
 - \$0.340M additional expenditure in Operations due to Council decision to discontinue the current herbicide regime and implement other methods for weed control. This has been partially offset by efficiencies identified within programs in this department.
- o Employee Costs - \$0.217M favourable variance. The decrease in Employee costs is mainly due to:
 - \$1.538M increased expenditure in Chief Financial Office to employ staff in line with the grant received for the Working for Victoria initiative.
 - \$0.400M additional expenditure in Employee Overheads due to an increase in the provision for Long Service Leave which is due to staff not taking leave due to COVID-19 restrictions.
 - \$2.030M decreased expenditure across all of Council to reflect vacancies that have existed, slowed recruitment of non-critical roles and not filling roles directly attributed to closure of facilities or changed service delivery as a result of COVID-19.
- **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 \$11.256M, this is a \$0.667M favourable variance compared to the adopted 2020-2021 budget position of \$10.589M surplus. This favourable variance is due to the reasons as described above and a reduction of \$1.099M expected to be received for Capital Contributions. This is offset by additional income of \$3.666M received for Capital Government Grants and \$0.506M for Cash Contributions.
- **Capital Works:** After the first quarter (July – September) the year to date expenditure is \$5.402M against a year to date budget of \$7.631M. The Capital

12.4 Financial Quarterly Report - Q1 - July to September 2020

Officers' Assessment

Works Program is tracking well with forecast expenditure of \$59.619M from a Budget of \$59.940M.

- **Cash and Investments:** Council's cash and investment holdings as at 30 September 2020 were \$103.714M.
- **Loans:** The status of Council's loan borrowings as at 30 September 2020 are shown as follows:

| Financial institution | Debt principal @ 30-06-2020 \$'000's | Principal repaid \$'000's | New borrowings \$'000's | Debt principal @ 31-09-2020 \$'000's |
|-------------------------------|---|------------------------------|----------------------------|---|
| National Australia Bank | 12,206 | 82 | - | 12,124 |
| National Australia Bank - MAV | 15,542 | - | - | 15,542 |
| Total | 27,748 | 82 | - | 27,666 |

- **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 2020 are:

| | Opening Balance 01/07/2020 \$'000 | Transfer to reserve \$'000 | Transfer from reserve \$'000 | Closing balance 30/09/2020 \$'000 |
|-------------------------------------|---|-------------------------------|---------------------------------|---|
| Statutory reserves | | | | |
| Public resort and recreation | 7,686 | 709 | (3) | 8,392 |
| Subdivision roadworks | 133 | - | - | 133 |
| Infrastructure assets | 74 | - | - | 74 |
| Car parking | 10 | - | - | 10 |
| Total statutory reserves | 7,903 | 709 | (3) | 8,609 |
| Discretionary reserves | | | | |
| Strategic asset reserve | 32,777 | 300 | - | 33,077 |
| MAV LGFV fund | 12,204 | - | - | 12,204 |
| Unexpended grant reserve | 13,222 | - | (1,261) | 11,961 |
| PARC asset management sinking fund | 11,114 | 880 | (680) | 11,314 |
| Capital projects reserve | 5,618 | - | - | 5,618 |
| Resource efficiency reserve | 56 | (3) | - | 53 |
| Total discretionary reserves | 74,991 | 1,177 | (1,941) | 74,227 |
| Total other reserves | 82,894 | 1,886 | (1,944) | 82,836 |

Executive Summary**12.5 Council Plan Quarterly Performance Report - Q1 - July to September 2020**

Enquiries: (Simone Wickes: Chief Financial Office)

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 brief Council on the performance of the Council Plan in quarter one, July – September 2020.

Recommendation (Chief Financial Officer)

That Council receives and notes the Council Plan Quarterly Performance Report for quarter one, July – September 2020.

Key Points / Issues

The Council Plan Quarterly Performance report provides a status of major initiatives and initiatives delivering towards each long term community outcome in the Council Plan 2017-2021. The annual performance of the Council Plan is published in the Annual Report.

- 82% of annual initiatives are on track and one action is completed
- Strategic Indicator results are available in the Annual Report

Highlights include:

- Council endorsed \$24.833M of asset renewal expenditure in its 2020-21 Capital Works Budget to ensure it is meeting its asset needs for the community.
- New safety laws for private pool and spa owners have been introduced by the Department of Environment, Land, Water and Planning effective from 1 December 2019. Council have recently sent out approximately 3,500 letters to owners that may have a swimming pool or spa.
- The 2020-21 Community Grants program has been recently repurposed to specifically support the community needs arising from the impacts of COVID-19.
- Delivery of Aged Care services has been impacted by the pandemic requiring modification of service delivery to ensure the safety of clients. No clients have contracted COVID-19 as a result of Council's services. There has been an increase in Meals on Wheels and welfare checks.
- Contract award is now part of the open Council agenda by making changes to the Request for Tender documentation, informing respondents that contracts are now awarded in Open Council, with commercial in confidence information being included in a confidential attachment.

12.5 Council Plan Quarterly Performance Report - Q1 - July to September 2020**Executive Summary****Financial Impact**

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

Community - The purpose of this report is to provide the community with an update on how Council is progressing with the Council Plan 2017-2021 initiatives.

2. Other Stakeholders

The Quarterly Performance Report has been collated with comments provided by responsible officers in relation to the major initiatives and initiatives of the Council Plan 2017-2021.

Analysis (Environmental / Economic / Social Implications)

There are no known environmental, economic and social implications with the Quarterly Performance 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

Reporting for quarter one has been prepared according to the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

Policy Impacts

There are no known impacts to policy decisions relevant to the quarterly performance reports.

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 main risk associated with quarterly performance reporting is the potential for inaccurate reporting of data. This has been reduced via the quarterly reporting process. The reports are reviewed by the Executive Management Team prior to going to Council.

Conclusion

The quarter one performance report highlights that Council is performing well and overall is making progress on the Year Four Initiatives. Council has continued to work with the community to best support them during the COVID-19 pandemic as well as ensuring that services continue to be delivered.

12.5 Council Plan Quarterly Performance Report - Q1 - July to September 2020

Executive Summary

ATTACHMENTS

Attachment A: [↗](#) Frankston City - Quarterly Performance Report - Quarter One - July - September 2020

Executive Summary**12.6 Capital Works Quarterly Report - Q1 - July to September 2020**

Enquiries: (Luke Ure: Infrastructure and Operations)

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 to September 2020) of the 2020/21 Capital Works Program.

Recommendation (Director Infrastructure and Operations)

That Council receives and notes the quarterly progress report for the first quarter (July 2020 to September 2020) of the 2020/21 Capital Works Program.

Key Points / Issues

- The 2020/21 Capital Works Program comprises a total of 230 projects, including 37 projects carried over from financial year 2019/20.
- The Adjusted Capital Works Budget following the Adopted Budget and subsequent approved variations is \$59.478 million and actual capital expenditure as at the end of September 2020 is \$5.402 million (Attachment A).

| | |
|--------------------------------------|--------------------|
| Total Adopted Budget + Carry Forward | \$ 63.121 million |
| Adjusted Budget (after adjustments) | \$ 59.478 million |
| Forecast (EOFY) | \$ 58.944 million |
| Forecast Surplus/ Deficit (Savings) | (\$ 0.533) million |
| Actual expenditure | \$ 5.402 million |

Financial Impact

The delivery of the 2020/21 Capital Works Program is on track with an End of Financial Year (EOFY) forecast expenditure of \$58.944 million (99% of Adjusted Budget).

Consultation**1. External Stakeholders**

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

2. Other Stakeholders

The Major Projects Advisory Committee last met on the 26 August 2020. Governance group meetings are held on a monthly basis and include a Project Review Group meeting, EMT Capital Works Review meeting and a 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 third quarter.

12.6 Capital Works Quarterly Report - Q1 - July to September 2020**Executive Summary****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 Framework, 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 Works Program is managed actively in accordance with relevant Council policies and the Long Term Infrastructure Plan Governance Structure.

Conclusion

At the completion of the first quarter of the 2020/21 financial year, Council has a year to date expenditure of \$5.402 million against an Adjusted Budget of \$59.478 million.

The Annual Capital Works Program is on track with an EOFY forecast expenditure of \$58.944 million.

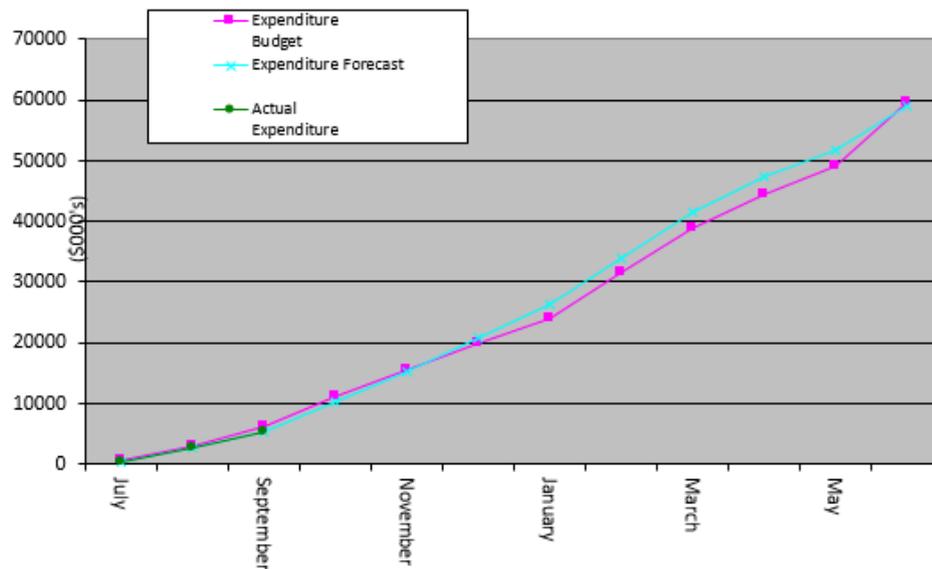
ATTACHMENTS

- Attachment A: 2020/21 Capital Works Program - Program Summary -
CONFIDENTIAL
- Attachment B: 2020/21 Capital Works Program - Summary by Department -
CONFIDENTIAL
- Attachment C: [☞](#) Schedule of Capital Works as at end September 2020 (Public)
- Attachment D: Schedule of Major Projects - 2020/21 Capital Works Program -
CONFIDENTIAL

12.6 Capital Works Quarterly Report - Q1 - July to September 2020

Officers' Assessment**Issues and Discussion**

- The Capital Works Budget was adopted by Council at its Ordinary Meeting on 1 June 2020. The Adopted Budget totalled \$59.940 million following some reductions to assist the funding of a \$6.434 million Relief and Recovery Package to support the community and local businesses from the economic impacts of COVID-19 (Attachment A).
- The current Adjusted Budget, which includes \$3.181 million carry forward projects from 2019/20 and other adjustments due to approved variations, now amounts to \$59.944 million.
- The delivery of the 2020/21 Capital Works Program is on track with an End of Financial Year (EOFY) forecast expenditure of \$58.944 million.
- Refer to Graph below which shows the FY 20/21 expenditure against the Adjusted Budget. The YTD Variance of \$0.757 million shows the current program is on track with the cash flow forecast:

2020/21 Capital Works Program – Status as at end of September (first quarter)

Out of 230 projects there are 17 projects ongoing/ multi-year projects and 13 projects either withdrawn or re-allocated

- Total active projects totals 217, the phasing status as at the end of September 2020 is as follows:
 - Not Started – 25 projects (11%)
 - Planning and Scoping – 73 projects (34 %)
 - Design and Documentation – 32 projects (15%)
 - Procurement – 35 projects (16%)
 - Delivery – 45 projects (21%)
 - Completed – 7 projects (2%)

12.6 Capital Works Quarterly Report - Q1 - July to September 2020**Officers' Assessment**

- A total of 17 projects have been identified as ongoing projects into 2021/22 and are not due for completion by end of June 2021. They are as follows:
 - 3089 - Installation of CCTV cameras
 - 3591 - Redevelopment of the Frankston BMX track
 - 4191 - Ballam Park - Master Plan implementation
 - 4210 - Taylors Road - Ballarto Road to Hall Road - Road Investigation
 - 4221 - Indoor Multipurpose Netball Complex at Jubilee Park
 - 4225 - RF Miles - Pavilion & oval redevelopment and precinct works
 - 4355 - Upgrade of Linen House at Belvedere Reserve
 - 4440 - New Systems Implementations
 - 4512 - Chart of Accounts
 - 4515 - Kananook Creek Arboretum
 - 4358 - Pat Rollo Reserve Pavilion (Major Project)
 - 4500 - Lloyd Park Senior Pavilion
 - 4541 - FOSS Implementation - Oliver's Hill Landscape and Lookout
 - 4546 - Frankston South Community and Recreation Centre
 - 4577 - Upgrade and DDA improvements to the Ballam Park Athletic Pavilion
 - 4581 - Shared User Path, Baxter Trail, Monash University to City Centre
 - 4588 - Operations Centre – Feasibility Study
- The Department Summary provides a breakdown of the allocation of Projects including budget, expenditure and forecasts for each Department involved (see Attachment B).

Major Projects in the 2020/21 Capital Works Program

Major 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 D:

- 4221 Jubilee Park Indoor Stadium Redevelopment – Schematic design options have been completed and stakeholders consulted. The preferred schematic design was presented and endorsed by Council at its Ordinary Meeting on 20 April 2020.
- 4225 RF Miles Recreation Reserve New Pavilion – Demolition of the existing pavilion is underway.
- 4464 Frankston South Drainage - Williams St 1 - The Esplanade - Consultation undertaken September - Design Brief being prepared in October to enable Civil Designer appointment to investigate and design required remedial drainage solution/s. Envisage design complete January 2021 to inform cost to deliver.
- 1987 Frankston Yacht Club Fit-out including New Accommodation for Frankston Coast Guard - Builder awarded for compliance works. Seeking builder building permit to commence. Preparing concept options for first floor hireable space. Cafe fit-out due to commence November 2020.

12.6 Capital Works Quarterly Report - Q1 - July to September 2020**Officers' Assessment**

- 4439 Bulk Street light Replacement on minor roads - Installation to commence in November 2020.
- 4176 Upgrade of Clyde Street Mall including Hall of Fame Relocation - Works are well progressed with paving with works continuing during COVID-19. Expect completion by end November. Hall of Fame paving may be delayed due to overseas supply of pavers arriving in November 2020.
- 3591 Re-development of Frankston BMX Track – Request for Quotation has been issued and closes end of September 2020
- 4317 HR Solution Transformation - Contract negotiations with vendors for OH&S and Organisation Charting systems to be finalised in October. Future direction for the main system solution has been presented to EMT and will be going back out to market.
- 4309 Upgrade of Streetscape in Station Street Mall east of Clyde Street Stage 2 - Works near to completion. Part practical completion achieved with minor works remaining. Expected full practical Completion by end of October 2020.
- 4548 – Digital Strategy Implementation - Final arrangements are being made for the migration of Council websites to a secure and supported platform. Specifications are being finalised to go to tender for the full redevelopment of Council's websites.
- 4191 – Ballam Park Masterplan Implementation – Request for Tender has been issued to the market. Submission are due on 21st September.
- 4360 – Mountain Bike Track Design & Construction at Overport Park - May be deferred due to delay on the master plan approval and location confirmation
- 4355 – Upgrade of Linen House at Belvedere Reserve - Council resolved to place on hold pending meeting with new Council.
- 4565 – Evelyn Park Open Space - Submissions are being evaluated and discussion with internal stakeholders in September 2020.
- 4579 – Upgrade White Street Mall - Economic Development is planning Activation for Christmas. Long term public realm improvement plan for 'Balmoral Precinct' including White St underway.
- 4395 - Stormwater treatment and harvesting scheme for Frankston Park and Beauty Park - Internal Stakeholder Engagement on potential options held awaiting feedback on feasibility of options. Expect to reconvene in October 2020 to seek direction on preferred option for consultation and design development.
- 4557 Seaford Foreshore Activation – Design and Planning for the removal of trees and foliage, new tree planting at Riviera Reserve, installation of picnic tables and benches, installation of barbeque facilities and drinking fountain, large landscape sculpture, CCTV and lighting, plantings, shade sail and rotunda, playground for children & seniors, paving/tile and ground lights.
- 4544 - Renew 1,423 Mercury Vapour MV80 (93.6W) street lights to 17W LED lights – Planning of works in progress.
- 4332 – George Pentland Botanic Garden Masterplan update - Master Plan draft underway with stakeholders for Council review in early 2021.

Executive Summary**12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)**

Enquiries: (Luke Ure: Infrastructure and Operations)

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 2019/20.

Recommendation (Director Infrastructure and Operations)

That Council:

1. Receives and notes the organisation's annual greenhouse gas emissions, energy and water usage and costs for 2019/20;
2. Notes the current and proposed Capital Works projects outlined in the report to further reduce Council greenhouse gas emissions, energy and water usage and costs; and
3. Resolves for ongoing six monthly reports relating to Council's greenhouse gas emissions, energy and water usage and costs to be provided to Councillors in May each year via a memorandum, and notes that it will no longer be reported to Council via an Ordinary Meeting.

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* and has been a strong focus of the organisation since Council declared a climate emergency on 18 November 2019 (2019/OM14).
- Notice of Motion 1313 requires Council officers to provide a six-monthly and an annual 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 2019) was provided to Council at the 11 May 2020 Council Ordinary Meeting (2020/OM6).
- Due to the timing of the six-monthly report, some emissions are unable to be included in the analysis. Officers therefore recommend future six-monthly progress reports be provided as a memo to Councillors. The annual report, which is a more comprehensive public report of Council's emissions, will continue to be provided as a Council report at each November Council Ordinary Meeting.
- For 2019/20, the overall figures when compared to the previous financial year show the following:
 - ▼ 0.4% decrease in Council's electricity usage mainly due to site closures and reduced occupancy of Council facilities since March 2020 because of COVID-19, as well as increased solar power generation at the Frankston Arts Centre and improvements to the Heating, Ventilation and Air Conditioning (HVAC) controls at the Civic Centre.

12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)

Executive Summary

▼ 14.2% decrease in natural gas usage mainly due to the Peninsula Aquatic Recreation Centre (PARC) and Pines Forest Aquatic Centre being closed because of COVID-19, resulting in reduced pool heating.

▼ 19.4% decrease in mains water usage due to the closure of a number of Council sites due to COVID-19 (in particular the two aquatic centres, PARC and Pines), as well as improvements to a number of irrigation systems and practices, higher than average annual rainfall reducing Council's irrigation demand, as well as reduced irrigation at George Pentland Botanic Gardens due to a problem with the irrigation system.

▼ 5.1% decrease in the cost of utilities (includes Council's costs for electricity, natural gas, mains water, recycled water and fuel usage).

▼ 2.1% decrease in emissions mainly due to decreased energy use at PARC, the Frankston Arts Centre and Library and the Civic Centre.

- In 2019/20, Council's environmental performance and progress towards its emissions and water reduction targets are outlined below:

| Target description | Target (by 2025) | Result (2019/20) | Result (2018/19) | Progress comment |
|---|--|--------------------------------------|--------------------------------------|--|
| Greenhouse gas emissions – (tCO ₂ e)* <i>Source: Council Plan 2017-2021, Towards Zero Emissions Plan</i> | Zero net emissions (carbon neutral) | 15,868 tonnes CO₂e | 16,202 tonnes CO₂e | In progress. Council decreased its emissions in 2019/20 by 334 tonnes (2.1%). |
| Target description | Target (by 2026) | Result (2019/20) | Result (2018/19) | Progress comment |
| Mains water use – megalitres (ML) <i>Source: Integrated Water Action Plan (New target adopted at 2019/OM14)</i> | 150ML or less | 153 ML | 190 ML | In progress. Council's mains water use decreased by 37 ML (19.4%) in 2019/20. |
| 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% | 43% | In progress. Council's percentage of recycled water usage (as a proportion of total water usage) has remained steady since 2018/19. |

* Tonnes of carbon dioxide equivalent (tCO₂e)

* Council is currently only able to report on the use of Class A recycled water from the Eastern Treatment Plant.

- To reduce Council's emissions, energy and water usage and costs, projects are currently underway as part of this year's Capital Works program to complete the technical design and approvals for a large-scale solar power system at PARC, upgrade 7,000 street lights on residential roads throughout the Frankston municipality to energy efficient LEDs, and progress the assessment and prioritisation of a number of recycled water schemes to reduce Council's mains water usage and improve water security for Council assets.
- Further work proposed in the 2021/22 Capital Works Program includes the installation of two large-scale solar power systems at PARC and the Civic Centre, as

12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)**Executive Summary**

well as lighting efficiency upgrades at PARC and the Frankston Arts Centre and Library. Additional energy efficiency projects and solar power installations have either been implemented, are currently underway or are planned in Council's Long Term Infrastructure Plan (LTIP) (refer to Attachments A and B).

- In addition to the works outlined above, Council's emissions are expected to decrease significantly in 2020/21 due to:
 - as of 1 July 2020, five major Council facilities are now being powered by 100% renewable energy from the Bald Hills Wind Farm as part of a ten year Power Purchase Agreement (PPA). The PPA is expected to reduce Council's emissions by an estimated 2,309 tonnes each year.
 - from 1 January 2021, street lights throughout the Frankston municipality that Council pays the electricity for will be powered by 100 per cent renewable energy through GreenPower™, under a new four year electricity supply contract that is expected to reduce Council's emissions by an estimated 3,275 tonnes each year.
- Refer to the Officers' Assessment of this report for more detailed information, including a list of Council sites with the highest emissions, water usage and trends over time.

Financial Impact

Overall, there has been a 5.1% decrease (or \$212k) in the total cost of utilities (electricity, gas, water and fuel) in 2019/20, when compared to 2018/19. The majority of these savings are attributed to the decrease in Council's natural gas, fuel and water usage as well as a reduction in fuel prices.

Council's natural gas cost decreased from \$450k in 2018/19 down to \$418k in 2019/20 (7.0% decrease), corresponding with a decrease in gas usage.

Whilst Council's electricity usage decreased in 2019/20, the cost of electricity increased from \$2.19M in 2018/19 up to \$2.23M in 2019/20. The cost increase was due to rising electricity tariffs, corrections to past billing errors by the electricity retailer, as well as new sites coming on line during construction that will eventually be transferred to tenants.

Council's mains water cost decreased from \$744k in 2018/19 down to \$641k in 2019/20 (13.9% decrease), corresponding with a decrease in mains water usage. Council's recycled water cost decreased from \$87k in 2018/19 down to \$82k in 2019/2020 due to a decrease in recycled water usage.

Cost increases were kept to a minimum through the electricity and gas savings from reduced usage, combined with \$153,013 in cost savings identified by Council's Utility Management Officer. These cost savings are the result of renegotiation of tariffs and solar feed-in benefits and identifying and resolving leaks, as well as from resolving billing errors and anomalies.

Consultation**1. External Stakeholders**

To inform this report, Council officers consulted with utility retailers (electricity, gas, water) to renegotiate better tariffs, obtain data and to verify billing accuracy with Council's records.

12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)**Executive Summary**

Council's major contractors (waste, asphalt and facilities maintenance) provided fuel usage data for inclusion in Council's greenhouse report. Peninsula Leisure Pty. Ltd. were consulted for energy and water data for PARC and Pines.

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)

In decreasing its energy usage, Council reduces its emissions and contribution to climate change.

By decreasing its mains water usage and increasing the usage of recycled water, Council is conserving Melbourne's drinking water supplies and positively responding to the water security needs of Melbourne's growing population.

Decreasing utility usage and costs eases financial pressures to deliver services to the community.

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 the *Local Government Act 2020* section 9(2)(c), councils are required to promote the 'economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks.' Council is performing this function in accordance with the Act by reducing greenhouse gas emissions and responsibly managing Council's use of limited natural resources.

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 (carbon neutral) by 2025, as outlined in Council's Towards Zero Emissions Plan 2019-2023, and water targets outlined Council's Integrated Water Action Plan 2016-2026. Implementing actions identified in these plans reduces Council's energy and water usage, costs and emissions.

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

Relying on energy from brown coal and mains water for non-potable purposes is a financial, social and environmental risk to Council. In the face of a climate emergency, Council is managing these risks through the regular monitoring and reporting of the organisation's energy and water usage and costs to; a) enable sites with unusually high

12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)**Executive Summary**

usage to be readily identified and further investigated, and b) prioritise sites for energy and water saving measures and renewable energy technology.

Council's target of zero net emissions (carbon neutrality) by 2025 means that the net emissions associated with Council's activities must be equal to zero by 2025. It is an ambitious target that will need to be achieved through a combination of actions to reduce emissions and a commitment to purchasing carbon offsets. An Environmental Governance Group has been established within Council to coordinate Council's climate emergency response, including development of an overarching strategy with Council to review the best way to reach zero net emissions by 2025.

Conclusion

In 2019/20 Council decreased its annual emissions by 334 tonnes (down 2.1%) which can mostly be attributed to decreased gas and electricity usage at Council facilities. Gas usage decreased by 14.2% and electricity usage decreased by 0.4%. The sites with the biggest decreases in energy usage were PARC, the Frankston Arts Centre and Library and Pines Forest Aquatic Centre. Council's mains water usage decreased by 37ML (or 19.4%). Correspondingly, Council's utility costs also decreased by \$212k (5.1%) in 2019/20.

The decreases in utility usage were mainly due to closures of Council facilities and sites as a result of COVID-19, as well as improvements to selected irrigation systems and practices, higher than average annual rainfall reducing Council's irrigation demand, energy efficiency improvements to the Civic Centre and renewable energy generation at the Frankston Arts Centre and Library.

Energy and water saving measures and renewable energy technology continue to be identified and implemented on Council assets to reduce the organisation's energy and water usage, costs and emissions. These projects inform Council's LTIP and play an important role in progressing towards Council's adopted environmental targets.

ATTACHMENTS

Attachment A: [⇒](#) Capital Works Projects - Energy Efficiency and Solar PV for Existing Council Assets

Attachment B: [⇒](#) Future Opportunities - Projects for further assessment in the Long Term Infrastructure Plan (LTIP)

12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)**Officers' Assessment****Background**

Each year Council's Sustainable Assets Department and Commercial Services Department produce an annual report outlining the organisation's energy and water usage, costs and emissions, to monitor progress towards Council's adopted greenhouse and water targets, improve Council's environmental performance and reduce utility costs.

Notice of Motion 1313 requires Council officers to also provide a six-monthly report to Council on the organisation's emissions, energy and water usage and costs. Council's six-monthly progress report (July to December 2019) was provided to Council at the 11 May 2020 Council Ordinary Meeting (2020/OM6).

Included in this annual report is Council's utility usage (electricity, natural gas, fuel and water) for which Council can clearly manage, measure and has full operational control. Also included are Council 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), as well as emissions association with Council's major contracts. These inclusions are in line with the Federal Government's Climate Active Carbon Neutral Standard for reporting on greenhouse gas emissions and are considered best practice.

Issues and Discussion

The annual report for 2019/20 shows a decrease in Council's gas and electricity usage, mains water and recycled water usage, as well as greenhouse gas emissions, when compared to the previous financial year.

The total cost of utilities (includes Council's costs for electricity, natural gas, mains water, recycled water and fuel usage) has decreased. The majority of this decrease can be attributed to the decrease in Council's natural gas, fuel and water usage as well as a reduction in fuel prices. Electricity costs increased despite the usage decreasing due to a rise in electricity tariffs and other factors.

The table below shows a comparison of Council's total electricity, gas, fuel and water usage, emissions and cost for 2019/20 and 2018/19.

Total electricity, gas, fuel and water usage and emissions for 2019/20, including total cost and changes since 2018/19

| Utility | 2018/19 | 2019/20 | % Change | Unit Change |
|--------------------------------------|--------------------|--------------------|--------------|-------------------|
| Electricity (MWh) | 9,539 | 9,498 | -0.4% | -41 |
| Gas (GJ) | 38,562 | 33,093 | -14.2% | -5,469 |
| Fuel (kL) | 555.8 | 496.79 | -10.6% | -59 |
| Mains water (ML) | 190 | 153 | -19.4% | -37 |
| Recycled water (ML) | 143.3 | 117.4 | -18.1% | -26 |
| Total GHG (tCO₂-e) | 16,202 | 15,868 | -2.1% | -334 |
| Total cost (\$) | \$4,200,408 | \$3,987,984 | -5.1% | -\$212,424 |

Electricity usage and cost trends

12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)

Officers' Assessment

The graph below shows that in 2019/20, Council’s electricity usage decreased to 9,498 megawatt hours (MWh) (0.4% decrease), when compared to 9,539 MWh in 2018/19.

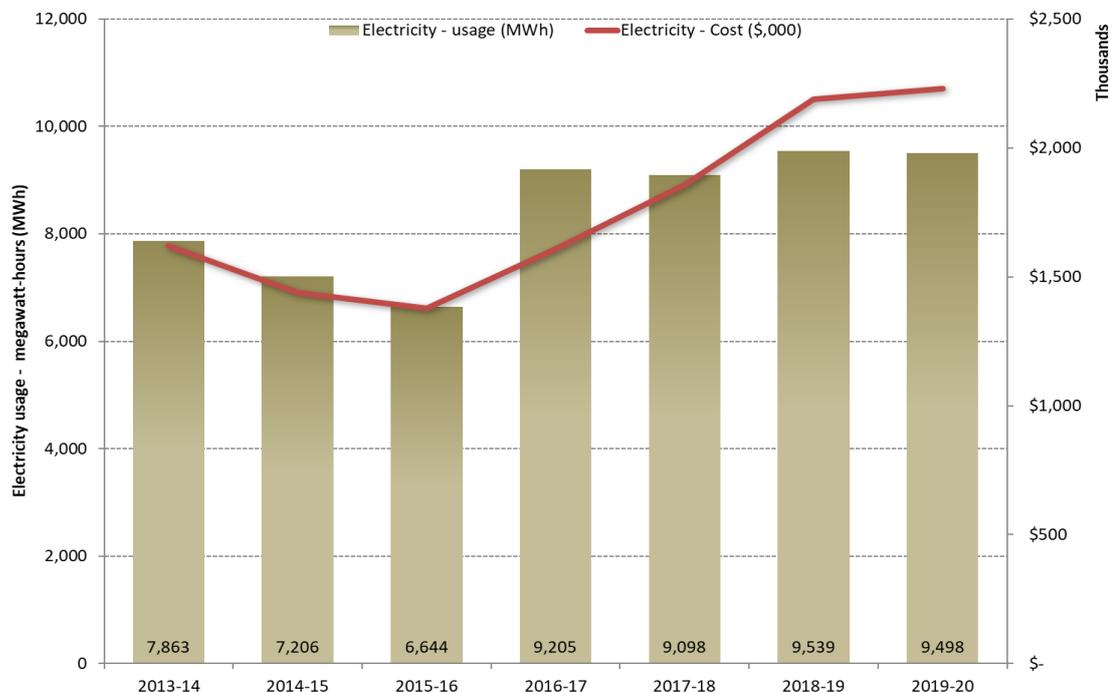
The slight decrease in electricity usage can mainly be attributed to the closure and reduced occupancy of a number of Council facilities during COVID-19, as well as increased solar power generation at the Frankston Arts Centre and improvements to the Building Management System (BMS) that controls the Heating, Ventilation and Air Conditioning (HVAC) at the Civic Centre.

Despite the decreased usage, Council’s electricity costs (including buildings, public lighting and other assets), increased from \$2.19M in 2018/19 up to \$2.23M in 2019/20 (1.83% increase) due to rising electricity tariffs, corrections to past billing errors by the electricity retailer, as well as electricity used at new sites during construction that will eventually be transferred to tenants.

Energy efficiency and solar power works scheduled as part of Council’s 2020/21 Capital Works program will further reduce the organisation’s electricity costs, usage and emissions. In 2020/21, these projects include:

- lighting efficiency upgrades at Karingal PLACE Neighbourhood Centre, Frankston North Community Centre and Keast Park Community Pavilion
- solar power installations at Frankston North Community Centre and Ebdale Community Hub and Learning Centre

The distinct step change in Council’s electricity usage and costs from 2016/17 shown in the graph below is mainly due to Council including PARC in its annual reporting. A lighting efficiency upgrade and installation of a large-scale 356 kilowatt solar power system for PARC is proposed as part of the 2021/22 Capital Works program which aims to significantly reduce the site’s electricity usage, costs and emissions.



12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)

Officers' Assessment

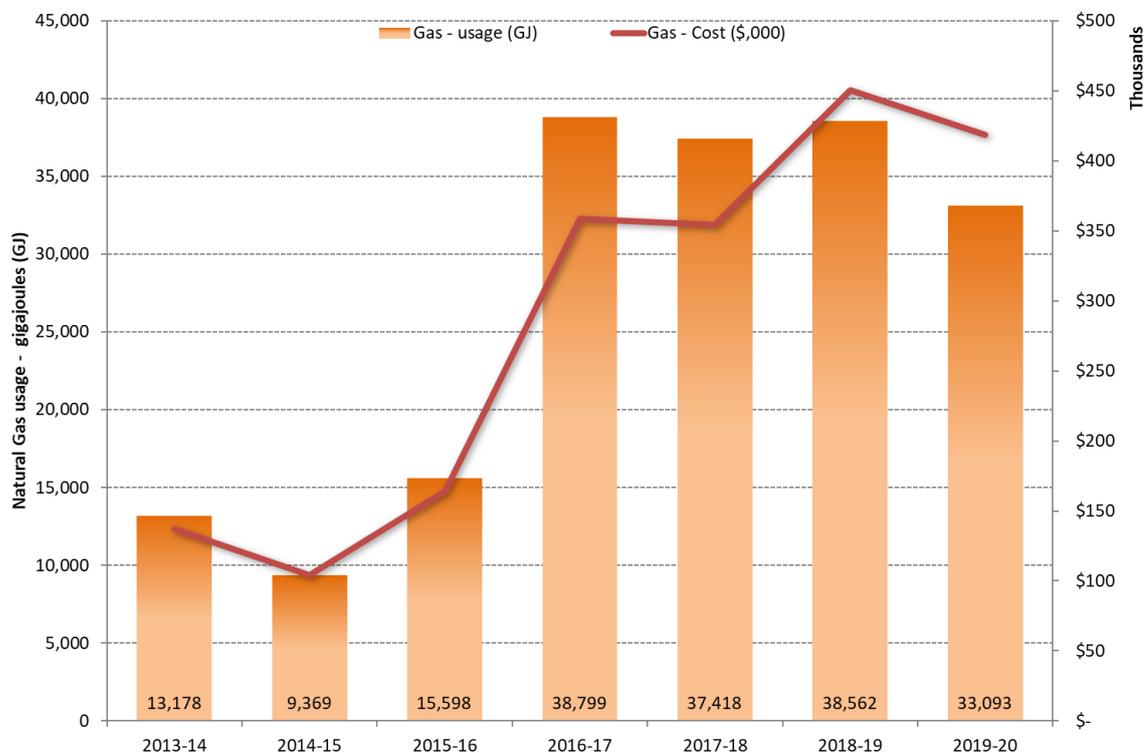
Gas usage and cost trends

The graph below shows that in 2019/20, Council's natural gas usage considerably decreased to 33,093 gigajoules (GJ) (14.2% decrease), when compared to 38,562 GJ in 2018/19.

Corresponding with this decrease in gas usage, Council's gas costs decreased from \$450k in 2018/19 to \$418k in 2019/20 (7% decrease).

The decrease in gas usage is mainly due to decreased usage at PARC and Pines Forest Aquatic Centre due to reduced pool heating whilst the sites were closed because of COVID-19. On average, PARC and Pines make up 80% of Council's total natural gas usage.

As shown in the graph below, Council's gas usage and costs increased significantly from 2016/17 mainly due to Council including PARC in its annual reporting.



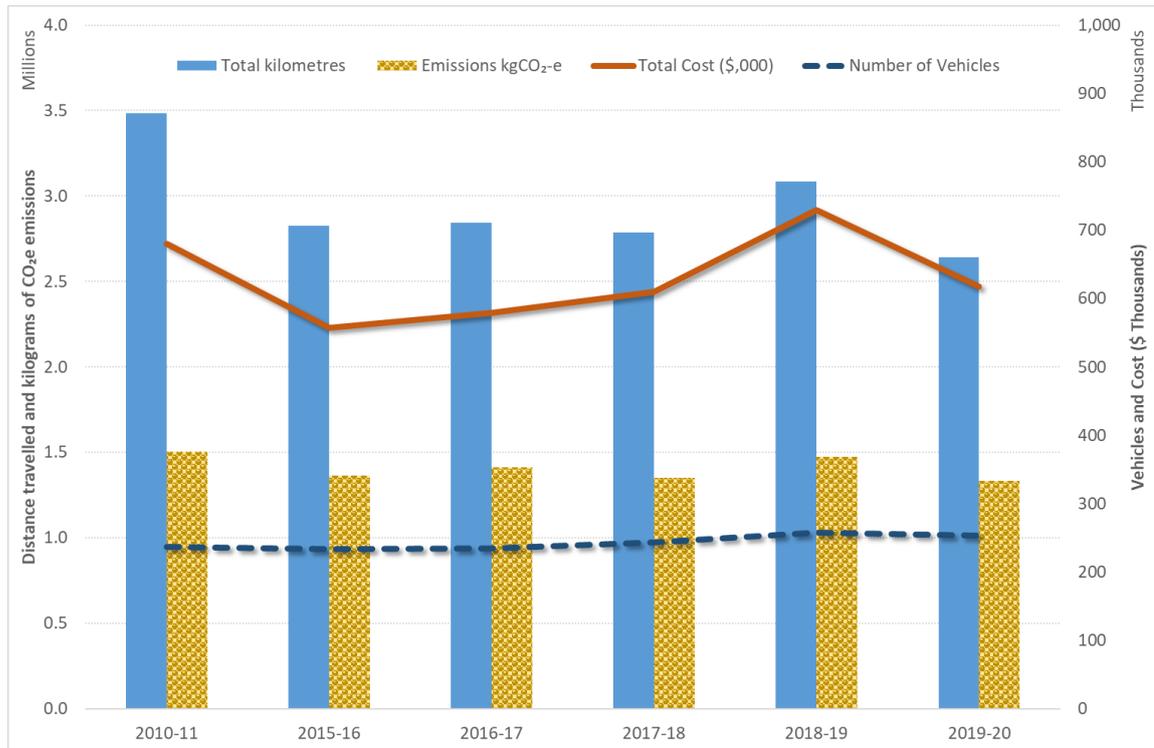
Fleet fuel usage and costs (excluding Contractor fuel)

The graph below shows that in 2019/20, Council's fleet generated emissions (not including Contractor fuel) decreased to 1,335 tonnes CO₂-e (9.3% decrease), when compared to 1,472 tonnes CO₂-e in 2018/19. This decrease in emissions corresponds with a decrease in the total number of kilometres travelled in 2019/20, as well as a slight decrease in the number of fleet vehicles (see table below).

Correspondingly, Council's fuel costs also decreased from \$729k in 2018/19 down to \$617k (15.3% decrease), which can be attributed to the decrease in the number of fleet vehicles and kilometres travelled, as well as a reduction in the price of fuel.

12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)

Officers' Assessment



The table below shows that between 2014/15 and 2019/20, there has been a decrease in Council's emissions, a decrease in distance travelled and a decrease in the number of vehicles in Council's fleet.

| Class | | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 |
|------------------|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Light Commercial | Emissions (tCO ₂ e) | 373 | 354 | 396 | 423 | 441 | 412 |
| Passenger | | 318 | 261 | 265 | 249 | 297 | 233 |
| Sweeper | | 258 | 229 | 240 | 209 | 244 | 232 |
| Truck | | 202 | 206 | 208 | 204 | 204 | 192 |
| Total | | 1,150 | 1,050 | 1,109 | 1,085 | 1,187 | 1,069 |
| Light Commercial | Vehicles | 81 | 85 | 90 | 93 | 91 | 96 |
| Passenger | | 69 | 67 | 66 | 62 | 69 | 63 |
| Sweeper | | 7 | 8 | 7 | 6 | 7 | 7 |
| Truck | | 28 | 27 | 29 | 28 | 35 | 32 |
| Total | | 185 | 187 | 192 | 189 | 202 | 198 |
| Light Commercial | Distance (km) | 1,298,317 | 1,142,098 | 1,223,469 | 1,286,772 | 1,302,928 | 1,178,671 |
| Passenger | | 1,411,621 | 1,140,548 | 1,158,150 | 1,073,772 | 1,335,663 | 1,062,954 |
| Sweeper | | 102,661 | 98,260 | 109,394 | 72,536 | 102,421 | 98,796 |
| Truck | | 300,895 | 349,976 | 282,280 | 288,704 | 275,434 | 254,488 |
| Total | | 3,113,494 | 2,730,882 | 2,773,293 | 2,721,784 | 3,016,446 | 2,594,909 |

12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)

Officers' Assessment

Public lighting electricity usage and costs

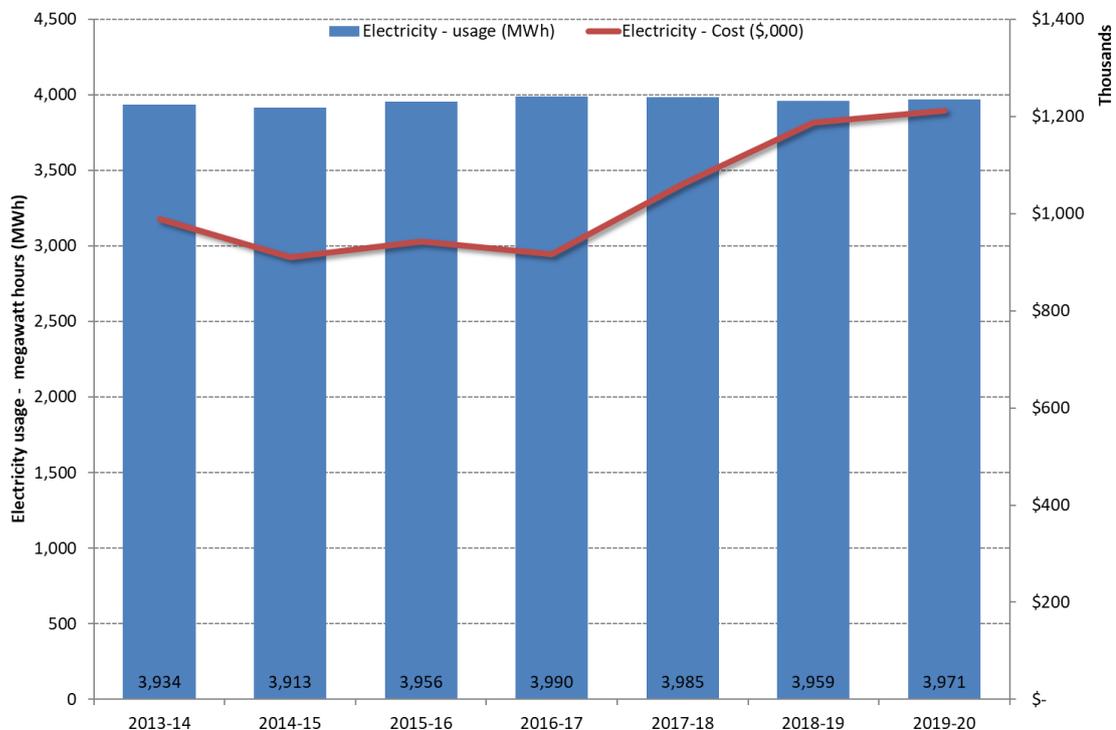
The graph below shows that in 2019/20, Council's electricity usage for public lighting (including street lighting) increased slightly to 3,971 MWh (0.3% increase), when compared to 3,959 MWh in 2018/19. This is due to the installation of additional street lights.

Corresponding with the increase in electricity usage, Council's electricity costs for public lighting increased from \$1.19M in 2018/19 to \$1.21M (2.2% increase), mainly due to an increase in electricity tariffs, including both usage and operational, maintenance and replacement (OMR) charges.

Electricity usage associated with public lighting remains relatively stable over time, unless there are major changes to the efficiency of the technology or the numbers of lights installed.

As part of Council's 2020/21 Capital Works program, 7,000 street lights on residential (minor) roads throughout the Frankston municipality will be upgraded from T5 fluorescent lighting to LED energy efficient lighting. This project is expected to commence this month and once completed, will considerably reduce Council's electricity usage and costs. The LED lights are up to 53% more efficient than the old lights and the project is expected to save over \$2.6 million over the life of the light fittings.

Further work is proposed in the 2021/22 Capital Works program to commence the replacement of inefficient Mercury Vapour and compact fluorescent street lights on residential roads with similar LED technology.



Water usage and cost trends

The two graphs below show that in 2019/20, Council's mains water usage decreased to 153 megalitres (ML) (19.4% decrease), when compared to 190 ML in 2018/19.

The considerable decrease in mains water usage was mainly due to:

12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)

Officers' Assessment

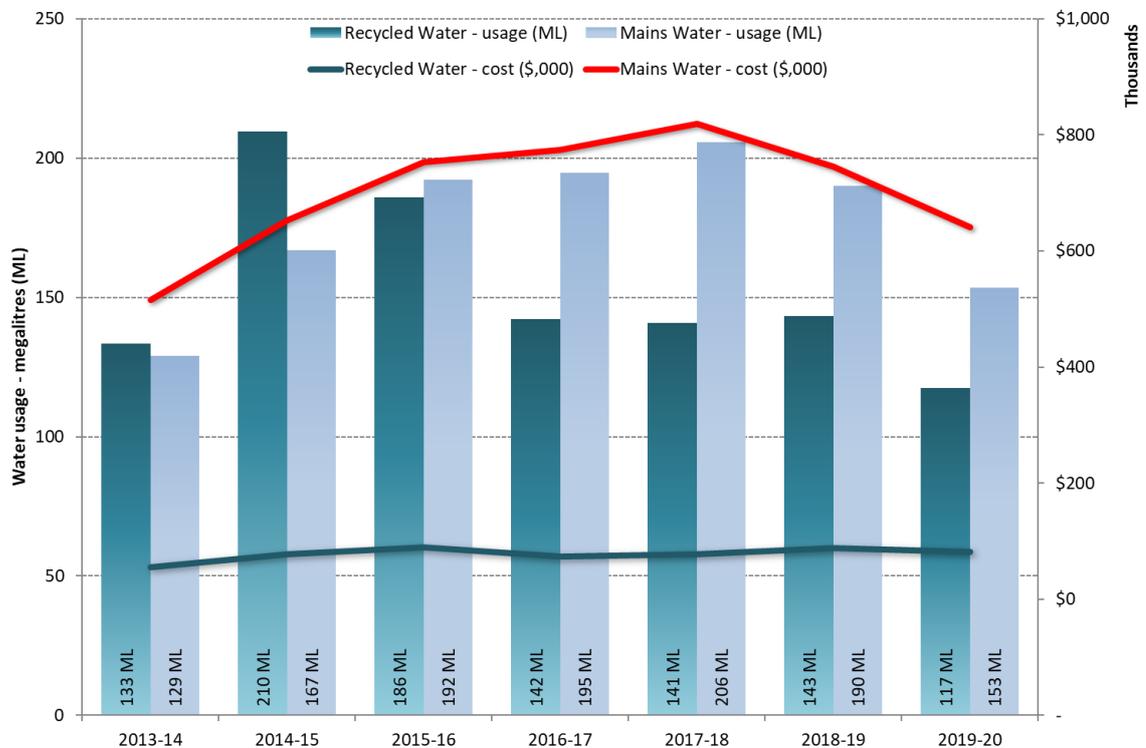
- the closure of a number of Council sites due to COVID-19 (in particular the two aquatic centres, PARC and Pines)
- improved irrigation infrastructure and practices across a number of sporting reserves
- increased average rainfall which decreased Council's irrigation demand (average rainfall for the region in 2019/20 was 860.0mm, compared to 622.0mm in 2018/19)
- reduced irrigation at George Pentland Botanic Gardens due to a problem with the irrigation system which is currently being rectified

Council's mains water cost decreased from \$744k in 2018/19 down to \$641k in 2019/20 (13.9% decrease), corresponding with the decrease in mains water usage.

PARC was Council's highest mains water user in 2019/20. The second graph shows that in 2019/20, both PARC and Pines made up 13.2% (20 ML) of Council's overall mains water usage and in 2018/19 they made up 16.9% (32 ML). In addition, PARC and Pines cost \$82k in 2019-20 (or 12.8% of Council's total mains water costs) for 2019/20.

Council's recycled water usage from the Eastern Treatment Plant in Bangholme decreased to 117 ML in 2019/20, when compared to 143 ML in 2018/19 (18.1% decrease). Council's recycled water cost decreased from \$87k in 2018/19 down to \$82k in 2019/20 (6.3% decrease), corresponding with the decrease in recycled water usage.

Council's percentage of recycled water usage, as a proportion of Council's total water usage, remained steady at 43% in 2019/20, the same as in the previous year.



12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)

Officers' Assessment



Greenhouse gas emissions (gross) by sector

Council's greenhouse gas emissions decreased to 15,868 tonnes CO₂-e in 2019/20, down from 16,202 tonnes in 2018/19 (a decrease of 334 tonnes or 2.1%).

The graph below shows that in 2019/20, the highest emission sources in descending order were:

- **Council's buildings and sites** (electricity usage)
6,196 tonnes (or 39.05% of total emissions)
- **Public lighting** (electricity usage)
4,442 tonnes (27.99% of total emissions)
- **Additional sources** (major contractor fuel, emissions from Council's corporate waste stream and staff air travel)
2,061 tonnes (12.99%)
- **Council's buildings and sites** (natural gas usage)
1,834 tonnes (11.56%)
- **Council's fleet**
1,335 tonnes (8.40%)

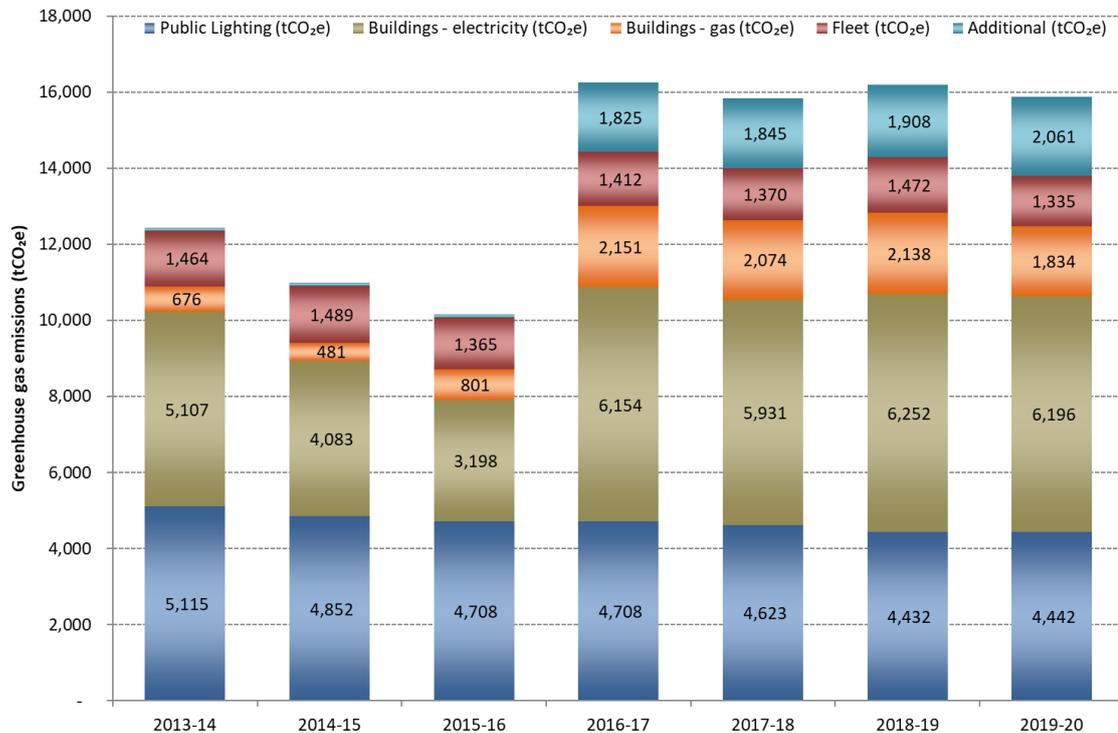
Between 2018/19 and 2019/20, emissions from the buildings sector decreased by 4.3% (360 tonnes) due to reduced energy usage as outlined in the report, and emissions from Council's fleet decreased by 9.3% (137 tonnes). Whereas emissions from public lighting (including street lighting) increased by 0.3% (10 tonnes) due to a slight increase in electricity usage, and emissions from additional sources increased by 8.0% (153 tonnes), mainly due to increased fuel usage reported by some of Council's major contractors.

12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)

Officers' Assessment

In addition to solar and lighting efficiency works already mentioned in this report, Council's emissions are expected to significantly decrease in 2020/21 due to the following initiatives:

- from 1 July 2020, the Civic Centre, Frankston Arts Centre, Operations Centre, Ebdale Community Hub and Learning Centre and Karingal PLACE Neighbourhood Centre will be powered by 100 per cent renewable energy from Bald Hills Wind Farm in Gippsland. This is part of a 10 year Power Purchase Agreement (PPA) that is expected to reduce Council's emissions by an estimated 2,309 tonnes each year (dependent on Council's electricity usage for these sites). The PPA will also provide Council with greater price certainty for the electricity supply costs of these major buildings over the next ten years.
- from 1 January 2021, street lights throughout the Frankston municipality that Council pays the electricity for will be powered by 100 per cent renewable energy through GreenPower™, under a new four year electricity supply contract. This project is expected reduce Council's emissions by 3,275 tonnes each year.



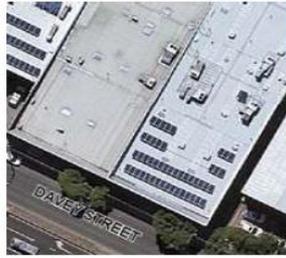
Note: The 'Additional' sector in the graph above includes emissions generated from Council's major contractor fuel usage from kerbside waste and hard waste collections, asphaltting works, facilities maintenance and estimated emissions from corporate waste since 2016/17, plus emissions from staff air travel from 2018/19 onwards.

Council's emissions increased significantly from 2016/17 onwards due to improved reporting methodology. The new methodology aligns Council's reporting with industry best practice and has also led to the addition of emissions from energy usage at PARC and Pines, as well as the emissions from major contractor fuel usage and staff air travel. The graph above shows the impacts of these additional sources.

12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)

Officers' Assessment

Top 8 emission sources in Council's building sector

| | | | |
|--|---|---|---|
|  |  |  |  |
| <p>No 1 Peninsula Aquatic Recreation Centre 4,074 tCO₂e in 2019-20 50.8% of Emissions ↓ 347 tCO₂e (-7.8%) since 2018-19</p> | <p>No 2 Frankston Arts Precinct - Library and Arts Centre 1,309 tCO₂e in 2019-20 16.3% of Emissions ↓ 248 tCO₂e (-15.9%) since 2018-19</p> | <p>No 3 Civic Centre 771 tCO₂e in 2019-20 9.6% of Emissions ↓ 104 tCO₂e (-11.9%) since 2018-19</p> | <p>No 4 Pines Forest Aquatic Centre 285 tCO₂e in 2019-20 3.6% of Emissions ↑ 22 tCO₂e (8.2%) since 2018-19</p> |
|  |  |  |  |
| <p>No 5 Civic Centre Offices - 43 Davey St 127 tCO₂e in 2019-20 1.6% of Emissions ↑ 16 tCO₂e (14.8%) since 2018-19</p> | <p>No 6 Meals on Wheels and Toilet Block 108 tCO₂e in 2019-20 1.3% of Emissions ↓ 13 tCO₂e (-11.0%) since 2018-19</p> | <p>No 7 Karingal PLACE 110 tCO₂e in 2019-20 1.4% of Emissions ↑ 19 tCO₂e (20.6%) since 2018-19</p> | <p>No 8 Carrum Downs Library 87 tCO₂e in 2019-20 1.1% of Emissions ↑ 3 tCO₂e (4.1%) since 2018-19</p> |

The image above shows the top eight Council facilities that contributed to Council's emissions in 2019/20 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 Forest Aquatic Centre, Council Offices – 43 Davey Street, Meals on Wheels and public toilet block, Karingal PLACE Neighbourhood Centre and Carrum Downs Library. The top eight facilities in 2019/20 are the same that were reported in 2018/19.

In 2019/20, PARC, Frankston Arts Precinct – Library and Arts Centre, Civic Centre and Pines made up 80% of the emissions from Council's building sector.

In 2021/22, the following proposed building projects as part of Council's Capital Works program aim to considerably reduce Council's emissions, electricity usage and costs:

- installation of two large-scale solar power systems at PARC and the Civic Centre (following necessary works to upgrade the roof). Collectively these projects are expected to reduce Council's emissions by an estimated 603 tonnes each year
- lighting efficiency upgrades at PARC and the Frankston Arts Precinct – Library and Arts Centre, expected to reduce Council's emissions by an estimated 261 tonnes each year

12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)

Officers' Assessment

Top 10 highest mains water users and top 5 highest recycled water users

| | | | | |
|--|--|---|---|--|
|  Mains Water No 1 Peninsula Aquatic Recreation Centre 16.0 ML (\$61,312) in 2019-20 10.4% of Mains Water ↓ 9.5 ML (-37.3%) since 2018-19 |  Mains Water No 2 Overport Park - Oval/PAV/TB/Pump(Elec) 9.9 ML (\$35,772) in 2019-20 6.4% of Mains Water ↑ 1.6 ML (19.6%) since 2018-19 |  Mains Water No 3 Riviera Reserve - Oval/PAV/TB 9.0 ML (\$31,923) in 2019-20 5.8% of Mains Water ↓ 0.5 ML (-5.7%) since 2018-19 |  Mains Water No 4 Frankston Park - Oval/PAV/TB 7.8 ML (\$30,162) in 2019-20 5.1% of Mains Water ↓ 0.2 ML (-2.6%) since 2018-19 |  Mains Water No 5 George Pentland Botanic Gardens - Irrigation/TB 6.2 ML (\$22,124) in 2019-20 4.0% of Mains Water ↓ 8.7 ML (-58.2%) since 2018-19 |
|  Mains Water No 6 Delacombe Reserve - Oval/TB 6.0 ML (\$21,640) in 2019-20 3.9% of Mains Water ↓ 0.1 ML (-1.2%) since 2018-19 |  Mains Water No 7 Lawton Park Reserve - Oval/PAV/TB 5.6 ML (\$18,763) in 2019-20 3.6% of Mains Water ↓ 3.7 ML (-39.9%) since 2018-19 |  Mains Water No 8 Robinsons Park - Oval/PAV/TB 5.1 ML (\$18,746) in 2019-20 3.3% of Mains Water ↑ 3.9 ML (323.4%) since 2018-19 |  Mains Water No 9 Operations Centre 4.5 ML (\$18,112) in 2019-20 2.9% of Mains Water ↑ 1.0 ML (28.0%) since 2018-19 |  Mains Water No 10 East Seaford Reserve - Oval/PAV/TB/BBQ 4.4 ML (\$16,253) in 2019-20 2.8% of Mains Water ↑ 0.4 ML (11.3%) since 2018-19 |
|  Recycled Water No 1 Centenary Park Golf Course 38.6 ML (\$6,649) in 2019-20 32.8% of Recycled Water ↓ 21.8 ML (-36.2%) since 2018-19 |  Recycled Water No 2 Ballam Park 38.2 ML (\$41,758) in 2019-20 32.6% of Recycled Water ↑ 22.4 ML (141.6%) since 2018-19 |  Recycled Water No 3 Belvedere Reserve 16.3 ML (\$3,017) in 2019-20 13.9% of Recycled Water ↓ 3.3 ML (-16.9%) since 2018-19 |  Recycled Water No 4 Baxter Park 15.0 ML (\$2,508) in 2019-20 12.8% of Recycled Water ↑ 3.2 ML (27.1%) since 2018-19 |  Recycled Water No 5 Robinsons Park 9.0 ML (\$1,546) in 2019-20 7.7% of Recycled Water ↑ 5.7 ML (172.5%) since 2018-19 |

The image above shows the top ten Council sites that contributed to Council's mains water usage, as well as the top five sites that used recycled water, in decreasing order of usage.

In decreasing order of mains water usage, the top ten sites for 2019/20 were: PARC, Overport Park, Riviera Park, Frankston Park, George Pentland Botanic Gardens, Delacombe Reserve, Lawton Reserve, Robinsons Park, Operations Centre and East Seaford Reserve.

The top five sites with the highest recycled water usage for 2019/20 were: Centenary Park Golf Course, Ballam Park, Belvedere Reserve, Baxter Park and Robinsons Park. In 2019/20, two sites, Centenary Park Golf Course and Belvedere Reserve, saw a decrease in recycled water usage, whereas Ballam Park, Baxter Park and Robinsons Park saw an increase in recycled water usage when compared to the previous year.

The higher recycled water costs observed for Ballam Park is due to negotiated payments with South East Water to offset the original capital investment in the recycled water infrastructure.

Council officers are currently working with South East Water to investigate and progress a number of recycled water schemes in the Frankston municipality which have the potential to significantly reduce Council's mains water usage and provide greater water security for Council assets. Further information on these schemes will be presented to Council in 2021.

Note: 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 or 'TB' for toilet block in the image above) may include a portion of water usage for these facilities.

12.7 Annual Report on Council's Greenhouse Gas Emissions, Energy and Water Usage and Costs (2019-20)**Officers' Assessment****Options Available including Financial Implications**

1. Note the annual report on Council's 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.
2. Support the Council officers' recommendation for future six-monthly progress reports on Council's emissions, energy and water usage and costs to be provided as a memo to Councillors in May of each year, and the annual report to continue to be provided as a Council report at each November Council Ordinary Meeting.

Executive Summary**12.8 Frankston City Council Annual Report 2019–2020**

Enquiries: (Shweta Babbar: Business Innovation and Culture)

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 present the Annual Report for the 2019–2020 financial year, in accordance with the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2014* and to provide the Mayor with the appropriate wording to present the Annual Report to Council as required in the *Local Government Act 2020*.

Recommendation (Director Business Innovation and Culture)

That Council:

1. Notes the Mayor's introduction of Council's Annual Report 2019–2020 in accordance with the requirements listed in the *Local Government Act 2020*;
2. Adopts the Annual Report 2019–2020; and
3. Informs the Minister for Local Government that Council has adopted its Annual Report for 2019–2020.

Key Points / Issues

- Council has a statutory obligation to prepare an Annual Report each year, which must contain a report of operations, audited financial statements and an audited performance statement.
- Council is required to submit its Annual Report to the Minister for Local Government within three months of the end of the financial year (30 September 2020) unless an extension of time is granted by the Minister.
- In response to COVID-19, the Minister for Local Government extended the submission of annual reports for all Victorian councils to 30 November 2020.
- As required under the *Local Government Act 2020*, the Mayor is required to formerly present the Annual Report to Council using the wording provided under the heading "Mayoral Presentation of Annual Report to Council".

Mayoral Presentation of Annual Report to Council

- Council's Annual Report 2019–2020 highlights the challenges, successes and strategic direction taken by the previous Council during the 2019 to 2020 financial year.
- While Council services and activities were to some extent impacted by the Coronavirus pandemic, noteworthy highlights from the Annual Report include:
 - The endorsement of a \$6.434 million COVID-19 Relief and Recovery Package to respond to the ongoing recovery needs of the community;
 - The introduction of a Food Waste Collection Service, with 6,291 food waste caddies distributed to residents;

12.8 Frankston City Council Annual Report 2019–2020**Executive Summary**

- The facilitation of a free Detox Your Home event which saw 5,885 kilograms of household chemical products responsibly disposed of at the Frankston Regional Recycling and Recovery Centre;
- The registration of 24 local clean-up sites as part of the annual Clean Up Australia Day event, resulting in over 50 bags of litter being collected by community volunteers;
- The issuing of 83 Community Grants through Council's Community Grants Program;
- Over 14,700 digital attendances to livestream events from Frankston Arts Centre;
- The facilitation of more than 6,500 live chats via Council's website since its introduction in April;
- The delivery of renewal projects, including:
 - The Sandfield Reserve Skate Park Upgrade
 - Langwarrin Netball Court Renewal Works
 - The Frankston Park Oval Broadcast Level Sports Field Lighting project
 - And completion of the Carrum Downs Oval, Synthetic Sports Field and Lighting project
- As expected, COVID-19 also raised several challenges for Council, including the need to alter the delivery of some services.
- Fortunately, these challenges were harnessed as opportunities and used to increase the community's access to services online, including but not limited to:
 - Library story time sessions
 - Maternal and Child Health consultations
 - Community Engagement initiatives and feedback events
 - Environmental education workshops
 - Supported playground and parenting groups
 - And youth support and outreach services to name a few.
- This is just a taste of what is outlined in Council's 2019–2020 Annual Report, which following endorsement will be available to view in its entirety via Council's website and can also be supplied in hard copy on request.

Financial Impact

There are no financial implications associated with this report.

12.8 Frankston City Council Annual Report 2019–2020**Executive Summary****Consultation**

The Annual Report has been compiled with information received from across the organisation, based on monthly and quarterly reporting, audited financial statements and approved communication and marketing materials. The appropriate sections of Council have approved the relevant personnel, governance and management sections of the report.

The CEO, Executive, Corporate Development, Manager Community Relations, Manager Human Resources, and members of the Finance, Corporate Planning and Communications teams have reviewed and provided feedback on draft versions of the report.

The former Mayor along with the Audit and Risk Committee and VAGO have reviewed and provided certification for the Consolidated Annual Financial Statements and the Performance Statement.

Analysis (Environmental / Economic / Social Implications)

The contents of the Annual Report emphasises and supports Council's commitment to providing open and transparent reporting to the community and meeting all statutory reporting requirements. It is also a valuable opportunity to reflect on the achievements, success, challenges and strategic direction taken by previous Council and the organisation during the 2019–2020 financial year.

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 is required to submit its Annual Report 2019–2020 to the Minister for Local Government in accordance with the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2014* within three months of the end of the financial year (30 September 2020). However, in response to COVID-19 this requirement was extended for all Victorian Council's until 30 November 2020.

Council has complied with all of its statutory obligations in relation to the Annual Report.

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

Officers have ensured that they are aware of all legislative reporting requirements and timelines. This ensures that we are able to comply with the relevant statutory obligations.

Officers have also audited Council resolutions to ensure that where there has been a Council decision to incorporate information into the Annual Report we have ensured that it is included.

12.8 Frankston City Council Annual Report 2019–2020**Executive Summary****Conclusion**

Council's Annual Report 2019-2020 has been compiled in accordance with all legislative requirements.

Adoption of the Annual Report will complete the legislative process for 2019-2020.

ATTACHMENTS

Attachment A: [↔](#) Frankston City Council Annual Report 2019–2020

Executive Summary**12.9 Audit and Risk Committee – Chairperson's report to Council on Financial Report and Performance Statement 2019-20**

Enquiries: (Kim Jaensch: Chief Financial Office)

Council Plan

| | |
|--------------------|--|
| Community Outcome: | 5. Audit and Risk Management Committee |
| Strategy: | 4.10 Other responsibilities |
| Priority Action | 4.10.3 Review and assess annually the adequacy of the committee charter, making any appropriate recommendations to Council |

Purpose

To present to Council the report from the Chairperson of the Audit and Risk Committee for the Financial Report and Performance Statement 2019-20 review meeting held on 18 September 2020.

Recommendation (Chief Financial Officer)

That Council notes the activities of the Audit and Risk Committee for the Financial Report and Performance Statement 2019-20 review meeting held on 18 September 2020.

Key Points / Issues

- Due to the constraints of COVID-19 pandemic, the Committee was unable to meet to review the annual financial report and annual performance statement at its scheduled meeting in August 2020 and the matter was moved to the scheduled meeting held on 18 September 2020.
- The External Auditors noted the consolidation of Peninsula Leisure Pty Ltd (PL) into the Council's financial reports. The Chair, CEO and Finance Manager of PL attended the meeting and presented the 2019/20 financial and operational report of PL.
- The Committee noted the major issues and risks affecting PARC and its operations during the year. The Committee especially noted the impact of the pandemic restrictions on PL's operations, the performance and value of subsidiary Nuclio Pty Ltd and the financial support provided by FCC in 2020 and into 2021.
- The External Auditors advised that the audit was substantially complete and there were no significant matters to be brought to the attention of Council or the Committee. A management letter with no major issues will be issued shortly. The review by VAGO is not yet complete but it is expected an unqualified audit opinion would be issued in due course.
- The Audit and Risk Committee recommended to Council that the Draft Unaudited 2019-2020 Consolidated Annual Financial Statements and Performance Statement for the year ended 30 June 2020 be received and approved in principle by Council.

Financial Impact

There are no financial implications associated with this report.

12.9 Audit and Risk Committee – Chairperson's report to Council on Financial Report and Performance Statement 2019-20**Executive Summary****Consultation****1. External Stakeholders**

No community engagement was undertaken. The Committee is charged with the responsibility of acting in the capacity of an Advisory Committee to Council.

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 is required under Section 53 of the *Local Government Act 2020* to have in place an Audit and Risk Committee.

Policy Impacts

A requirement of the Audit and Risk Committee Charter is for the Chairperson to provide Council twice per annum a written report of the Committee's activities.

Officer's Declaration of Interests

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

Risk Mitigation

There are no inherent risks associated with this report.

Conclusion

The Chairperson's report and recommendations are considered appropriate and are commended to Council.

ATTACHMENTS

Attachment A: Audit and Risk Committee – Chairperson's report to Council on Financial Report and Performance Statement 2019-20 -
CONFIDENTIAL

Report for Information**12.10 Delegates to External/Internal Organisations for 2021**

Enquiries: (Brianna Alcock: Chief Financial 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 Financial Officer)

That Council:

- A. Notes the following appointments to external organisations to 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 Local Government's Waste Forum.
 7. Cr XX and Cr XX be nominated as Council's representatives at the National General Assembly 2021.
 8. The Mayor be nominated as Council's representative to the Peninsula Leisure Pty Ltd Board.
 9. The Mayor and Cr XX be appointed as the delegate to the South East Councils Climate Change Alliance (SECCA).
 10. The Mayor be appointed as the delegate to the South East Melbourne Group.
 11. Cr XX be appointed as the delegate to the Western Port Biosphere Reserve Foundation Ltd.
 12. Cr XX and Cr XX be appointed as the delegates to the Youth Advisory Council.
- B. Notes the following appointments to internal committees to be made:
1. The Mayor, 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.

12.10 Delegates to External/Internal Organisations for 2021**Report for Information**

3. The Mayor, Deputy Mayor, Cr XX and Cr XX be appointed as the delegates to the Chief Executive Officer's Performance Review Committee.
 4. Cr XX and Cr XX be appointed as the delegates to the Community Grants Committee of Management.
 5. Cr XX and Cr XX be appointed as the delegates, and Cr XX as the substitute delegate to the Frankston Arts Advisory Committee.
 6. The Mayor, Cr XX and Cr XX be appointed as the delegates to the Frankston Cemetery Trust Committee.
 7. The Mayor, Cr XX and Cr XX be appointed as the delegates to the Frankston City News Committee.
 8. Cr XX and Cr XX be appointed as delegates to the Kananook Creek Governance Group Committee.
 9. Cr xx and Cr xx be appointed as delegates to the Belvedere Reserve Negotiating 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 Sports 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).
- D. Notes the following changes to Internal Committees:
1. Frankston Arts Board has been renamed to Frankston Arts Advisory Committee;
 2. Linen House Committee has been renamed to Belvedere Reserve Negotiation Committee;
 3. Soccer Liaison Committee and Golf Liaison Committee have been replaced with the Sports Liaison Committee.
- E. Notes the following Internal Committees no longer require a Councillor Delegate:
1. Ballam Park Homestead Advisory and Heritage and Assets Promotion Committee; and
 2. Municipal Emergency Management Planning Committee.

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:

12.10 Delegates to External/Internal Organisations for 2021**Report for Information**

- Advocacy Sub-Committee.
- Audit and Risk Committee
- Chief Executive Officer's Performance Review Committee.
- Community Grants Committee of Management.
- Frankston Arts Advisory Committee.
- Frankston Cemetery Trust Committee.
- Frankston City News Committee.
- Kananook Creek Governance Group Committee.
- Belvedere Reserve Negotiating Committee.
- Major Community Events Grants.
- Miscellaneous Grants Program Committee.
- Sports Liaison Committee

It should be noted that the following changes have been made to Internal Committees:

- Frankston Arts Board has been renamed to Frankston Arts Advisory Committee;
- Linen House Committee has been renamed to Belvedere Reserve Negotiation Committee;
- Soccer Liaison Committee and Golf Liaison Committee have been replaced with the Sports Liaison Committee.

The following Internal Committees no longer require a Councillor Delegate:

- Ballam Park Homestead Advisory and Heritage and Assets Promotion Committee; and
- Municipal Emergency Management Planning Committee are no longer Councillor Delegate Committees.

ATTACHMENTS

Nil

Executive Summary

12.11 Outcome of National General Assembly Motions 2020

Enquiries: (Brianna Alcock: Chief Financial Office)

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 provide Council with an update on the National General Assembly motions submitted by Council, which were considered by the Board of the Australian Local Government Association.

Recommendation (Chief Financial Officer)

That Council:

1. Notes the National General Assembly was cancelled due to the Coronavirus pandemic;
2. Notes that the Board of the Australian Local Government Association (ALGA) agreed to consider the 153 motions submitted by Councils for debate at the National General Assembly in June 2020; and
3. Notes that three (3) of the four (4) motions submitted by Frankston City were carried.

Key Points / Issues

- At its meeting on 10 March 2020, Council resolved:
That Council:
 1. *Endorses the suggested four motions presented and the Councillor delegates for National General Assembly, Cr O'Connor and Cr Bolam to present the motions at the conference accordingly.*
 2. *Notes the expenditure for Councillors and Manager Community Relations totals \$9,900, funded within existing budget.*
 3. *Supports referral of the adopted motions to be incorporated into the Council's Advocacy Strategy and the participation in any future meetings with Federal Ministers and the South East Melbourne's group representation.*
- The National General Assembly (NGA) is convened by Australian Local Government Association (ALGA) as a service to the National Local Government Community. Resolutions of the NGA help to inform ALGA and State/Territory Local Government Associations when developing national priorities and policies on behalf of Local Government.
- The theme for this year's 26th NGA is 'Working Together for Our Communities'.
- In 2020, during the last term of Council, Cr O'Connor and Cr Bolam were nominated to attend the NGA. However the event was cancelled due to the Coronavirus pandemic.
- The Board of ALGA agreed to consider 153 motions which were submitted by councils for debate in late July 2020.

12.11 Outcome of National General Assembly Motions 2020**Executive Summary**

- The Board confirmed that most motions have been forwarded to the relevant Federal Minister for their consideration and advice. Some have been forwarded to State and Territory Local Government associations for appropriate action, as they relate to State Government rather than Australian Government issues. A very small number have not progressed as they did not meet the criteria for inclusion in the Business Papers and were either not a local government issue or did not seek to advance the advocacy of a third party.
- Out of the 153 motions, four (4) motions were submitted by Council which were as follows:

- Motion 1: Councils call on the Australian, State and Territory Governments to ban political donations from any gambling license holder, including Board or committee members of an organisation with a gambling license, or their peak bodies.

Action by the Board: The Board discussed the motion and agree to refer it to State and Territory Associations for their action as appropriate given that gambling is a state rather than Commonwealth issue.

- Motion 2: The National General Assembly calls on the Australian Government to work with the relevant State Governments to ensure a consistent, national-wide approach in supporting first time home buyers by fully exempting first home buyers from paying stamp duty regardless of the location or the price of the property.

The current approach in applying Stamp Duty to first home buyers is presently inconsistent between Australian States and countries, such as the United Kingdom which offers this exemption to encourage greater housing affordability for first-time home buyers.

Population increase combined with a lack of suitable new dwellings for families is likely to create strong long-term growth in house prices - raising fears this could spark an 'unaffordability' crisis.

Action by the Board: The Board discussed the motion noting that stamp duty for first home buyers is determined by State/Territory Governments. The Board agreed to refer the motion to state/territory local government associations for their consideration.

- Motion 3: The National General Assembly calls on the ALGA National Conference to advocate to the Federal Treasurer, and Federal Shadow Treasurer, to consider the creation of a tax rebate for self-funded retirees that can be used to offset any tax liability they may incur.

Given the inability of self-funded retirees to access most state and federal concession schemes, this proposal will reward self-funded retirees who do not receive specific tax or rate relief. Many tax-funded retirees make financial sacrifices to ensure they are adequately prepared for retirement. By doing this, they take a significant strain off the public social security system. Therefore, self-funded retirees should be recompensed.

Action by the Board: The Board noted the motion but decided to take no further action as the issue of tax rebates for self-funded retirees was not a local government issue on which there was a clear shared position among councils.

- Motion 4: Councils call on the Minister for Environment to commission a study to determine the most effective forms of herbicide for widespread use in common public recreational spaces such as playgrounds and parks.

12.11 Outcome of National General Assembly Motions 2020**Executive Summary**

The requested research is to give consideration to mediums and/or products that could form the basis for a 'best practice' approach for local governments throughout Australia in respect to herbicide usage.

Potential research could explore mediums and products:

- that do not exposure the public to harmful health conditions (i.e. cancer inducing elements);
- are economically cost-effective;
- have low impact on natural surroundings and the environment; and
- exhibit measurable effectiveness.

In the event such research ensues, it is further requested that local government sectors be properly consulted.

Action by the Board: The Board agreed to refer the motion to the Hon. Sussan Ley MP, Minister for the Environment.

- Three (3) of the four (4) motions were carried.

Financial Impact

There is no financial implications associated with this report.

Consultation**1. External Stakeholders**

Not applicable.

2. Other Stakeholders

The National General Assembly attracts Mayors, Councillors and Officers from all from metropolitan, regional and rural Councils across Australia.

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

There are no legal issues currently.

Policy Impacts

There are no impacts to Council policies.

Officer's Declaration of Interests

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

Risk Mitigation

There is no risk mitigation identified.

12.11 Outcome of National General Assembly Motions 2020**Executive Summary****Conclusion**

The NGA event was cancelled this year due to the COVID-19 pandemic.

The Board of the ALGA agreed to consider the 153 motions which were submitted by councils for debate in late July.

Out of the 153 motions, four (4) motions were submitted by Council and three (3) were carried.

It is recommended that Council notes the report.

ATTACHMENTS

Nil

Executive Summary

12.12 Event Services Panel 2020 21-007

Enquiries: (Andrew Moon: Communities)

Council Plan

| | |
|--------------------|--|
| Community Outcome: | 2. Liveable City |
| Strategy: | 2.2 Vibrant and Engaged |
| Priority Action | 2.2.2 Promote Frankston City's reputation as an arts, festivals and events destination |

Purpose

To obtain Council approval to award Standing Offers under Contract 2020/21-07 to suppliers and services that will support the delivery of Council events.

Recommendation (Director Communities)

That Council:

1. Awards contract 2020/21-07, Event Services Panel 2020-2022 to the following suppliers:
Category 1: Viking Rentals. ABN/ACN: 166 133 914
Category 2: MA Security Pty Ltd. ABN/ACN: 151 498 001
Category 3: You're Covered Pty Ltd. ABN/ACN: 147 272 919
Category 4: Event Aid Pty Ltd. ABN/ACN: 79 144 490 782
Category 5: Safety in Numbers. ABN/ABN: 615 958 015
Category 6: Event Logistics Group Pty Ltd. ABN/ABN: 636 030 316
Category 7: Show Tech Australia. ABN/ABN: 062 726 078
Category 8: Event Power Pty Ltd. ABN/ABN: 130 494 549
Category 9: Event Power Pty Ltd. ABN/ABN: 130 494 549
Category 10: Vic Industries (Aust) Pty Ltd (Pro-Site Hire). ABN/ABN: 641 986 825
Category 12: Moon Mother Productions Pty Ltd. ABN/ABN: 089 485 870
Category 13: Moon Mother Productions Pty Ltd. ABN/ABN: 089 485 870
Category 14: Moon Mother Productions Pty Ltd. ABN/ABN: 089 485 870
Category 15: M1 Traffic Pty Ltd. ABN/ABN: 49 139 453 268
Category 16: Howard and Sons Pty Ltd. ABN/ABN: 001 297 481
2. Authorises the Chief Executive Officer to sign the contract and any contract extensions provided under the contract.
3. Delegates approval of contract variations to the Chief Executive Officer; and
4. Resolves the attachments 1 and 2 to this report be retained confidential, pursuant to section 77 of the *Local Government Act 1989*, on the grounds that it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released, pursuant to 3(1)(c) of the *Local Government Act 2020*.

Key Points / Issues

- This tender is to establish a standing offer agreement across sixteen (16) event services categories.

| | |
|-------------|---|
| Category 1. | Portable Toilets - Viking Rentals Pty Ltd |
| Category 2: | Security - MA Security Pty Ltd |

12.12 Event Services Panel 2020 21-007**Executive Summary**

| | |
|---------------|--|
| Category 3: | Cleaning and Waste - You're Covered Pty Ltd |
| Category 4: | First Aid - Event Aid Pty Ltd |
| Category 5: | Risk Management - Safety in Numbers |
| Category 6: | Infrastructure/Equipment/Furniture – Event Logistics Group P/L |
| Category 7: | Rigging of Christmas Tree Lights - Show Tech Australia |
| Category 8: | Generators and Temporary Power - Event Power Pty Ltd |
| Category 9: | Lighting Towers - Event Power Pty Ltd |
| Category 10: | Temporary Fencing - Vic Industries (Aust) P/L (Pro-Site Hire) |
| Category 12: | Audio and Lighting - Moon Mother Productions Pty Ltd |
| Category 13: | Portable Staging - Moon Mother Productions Pty Ltd |
| Category 14: | Vision and Outdoor Screens - Moon Mother Productions P/L |
| Category 15: | Event Traffic Management - M1 Traffic Pty Ltd |
| Category 16 : | Pyrotechnics, Laser, Light or Drone Displays – Howard & Sons P/L |

- Tenderers could tender for one or more categories.
- The overall allocated budget for the Events Services Panel over the six year contract period (principle period plus extension period) is \$2,454,545.45 EX-GST. There is no cost involved in the formation of the panel. Empanelled suppliers will be asked to provide quotes per event with quotes not to exceed their tendered schedule of rates.

Background

Each year Council delivers an array of events on the annual council calendar. These events, including the Mayor's Family Picnic, Pet's Day Out, Frankston's Christmas Festival of Lights, The Waterfront Festival, Ventana Fiesta, The Big Picture Fest and Party in the Park aim to create a sense of pride and lasting memories.

This panel tender is for the provision of a range of event related services to enable the delivery of these events.

Tender Process

The request for tender (RFT) was released to market on 15 July 2020 via Council's website and advertised in the Leader Newspaper on 13 July 202 and The Age on 18 July 2020.

The tender closed at 3.00pm 13 August 2020, AEST.

Seventy-six (76) submissions were received.

One late tender was received which was set aside and subsequently declined.

Tender EvaluationMandatory criteria

All accepted submissions were assessed against the following mandatory criteria, as advertised in the RFT documents:

12.12 Event Services Panel 2020 21-007

Executive Summary**Mandatory criteria**

It is a mandatory requirement that Tenderers complete and upload Part C Appendix 1 Pricing as part of this Tender Response

Six (6) submissions did not pass initial checks against the mandatory criteria.

Evaluation criteria

Seventy (70) submissions progressed to evaluation and were assessed against the following evaluation criteria, as advertised in the RFT documents:

| Evaluation Criteria | Weighting (%) |
|---|----------------------|
| 1. Cost to Council | 30% |
| 2. Ability to meet Service Requirements | 35% |
| 3. Capacity, Prior Experience and Management Systems | 25% |
| 4. Commercial and Compliance Requirements | 5% |
| 5. Local Content | 5% |

Evaluation was guided by the approved Evaluation Plan, which is filed in Council's document management records system, reference A4245545.

The evaluation of submissions is documented in the Evaluation Report, which is provided as Attachment A.

Negotiations

No negotiations were undertaken.

Post award of the contract

If award of contracts is approved by Council at the Council Meeting 23 November 2020 all respondents will be notified of the outcome and offered debriefs.

Details of the awarded contract will be published on the Council website.

Probity

All Council procurement processes were conducted in a fair, honest, open manner with the highest levels of integrity and in the public interest. All suppliers were treated fairly in an open and transparent manner.

Council must engage an external probity advisor when the value of goods or services exceeds \$5 million (GST inclusive)

An external probity advisor was not appointed.

Disclosures of Conflicts of Interest in Relation to Advice Provided in this Report

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

The Coordinator, Events declared a conflict of interest prior to the establishment of the assessment panel and it was deemed that, due to the nature of the conflict she would not participate in the assessment panel. This conflict was recorded and saved in REM A425588 and added to the governance conflict of interest register.

12.12 Event Services Panel 2020 21-007**Executive Summary**

The Manager, Arts and Culture declared a potential indirect conflict of interest when the tenderer list was released. This was deemed remote and low risk and he was subsequently advised by Procurement that he was able to continue with the assessment. The Declaration of Conflict of Interest was saved in REM A4332720 and added to the governance conflict of interest register.

Contract Value

This is a schedule of rates contract.

The total contract price is \$409,100 excluding GST per annum across the sixteen (16) categories. For contract and extension period

Term of the Contract

The contract term will be two years. The contract will include two extension options of two years each.

Policy Considerations

This procurement does not conflict with any Council policies

Financial Implications

Evaluation indicates a total potential contract price of \$2,454,545.45 GST exclusive across all sixteen (16) categories over the potential 6 year contract term.

Financial check reports on the preferred tenderers have been conducted via Contracts and Procurement, (Corporate Scorecard).

It became evident through the financial check reporting that Covid 19 restrictions have severely impacted business cash flow of many industries involved with the event industry.

It is proposed to use a 'standing offer' contract to limit Council's financial risk exposure. Any services to be provided will be quoted for with a Purchase Order to be formed and are not invoiced or paid until after the service is finalised. Any insolvency issues, or incapacity to deliver services are addressed in the standing offer contract and will be managed by the contract manager on a case by case basis, within contract terms.

Where the financial assessments identified a company has been adversely affected by the Covid 19 shutdown, and any other circumstance would have been assessed at passing their financial assessment, it is recommended that the standing offer contract include a requirement for annual financial assessment for the first 2 year contract term.

This proposal enables Council to support these businesses recover from the Covid 19 pandemic whilst mitigating the majority of risk involved.

Legal/Statutory Implications

The tender process complies with Section 186 of the *Local Government Act 1989*.

Environmental/Sustainability Impacts

All tenderers were asked to provide details of any environmental and sustainability initiatives that they have adopted in their businesses and these were included when assessing each tender submission.

12.12 Event Services Panel 2020 21-007

Executive Summary**Buy Local Impacts**

Local content was a scoring criteria when assessing these tenders and formed 5% of the overall score. In some cases, due to the specialised services provided under some categories, it was difficult to select local providers, but where possible this was considered.

ATTACHMENTS

Attachment A: Tender Evaluation Report - **CONFIDENTIAL**

Attachment B: Tender Panel Report - **CONFIDENTIAL**

Executive Summary**12.13 Update on the Greater South East Melbourne (GSEM) group and the GSEM City Deal development**

Enquiries: (Shweta Babbar: Business Innovation and Culture)

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 progress of the work undertaken by the South East Melbourne (SEM) group of councils and the development of a SEM City Deal.

Recommendation (Director Business Innovation and Culture)

That Council:

1. Supports progress to date and continued participation in the Greater South East Melbourne (GSEM) partnership of eight south east region councils and the proposed GSEM City Deal
2. Supports the updated GSEM Policy Position Paper (October 2020); and
3. Receives a further report as discussions progress and clarity is achieved on projects that are likely to be supported through the formulation of a Greater South East Melbourne City Deal.

Key Points / Issues

- Frankston City Council is a member of the Greater South East Melbourne (GSEM) group of Councils, encompassing the eight municipalities in the southern metropolitan region: Frankston, Monash, Casey, Greater Dandenong, Kingston, Cardinia, Mornington Peninsula and Knox.
- At its meeting on 21 September 2020, Council resolved to receive a further report as discussions progress and clarity is achieved on projects that are likely to be supported through the formulation of a GSEM City Deal.
- A key aim of the GSEM City Deal is to undertake a regional and collaborative approach with all levels of government to create an ideal social landscape through a range of service, policy and infrastructure investments delivered by local, state and federal governments that will together drive prosperity, liveability and economic development.
- Over recent months, the GSEM group has hosted a number of meetings with local Members of Parliament and relevant Ministers to progress plans for a GSEM City Deal. A number of regional stakeholders across industry, health, education and the community sector have also been briefed.
- The GSEM group has updated its GSEM City Deal position paper (Attachment A), originally presented at the 29 June 2020 OCM. The document details the social, economic, health and environmental factors that the GSEM City Deal intends to improve or enhance.
- Newly elected GSEM Mayor's will be briefed on the GSEM group and City Deal in the coming weeks.

12.13 Update on the Greater South East Melbourne (GSEM) group and the GSEM City Deal development**Executive Summary****Financial Impact**

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

Victorian and Australian Government Members of Parliament and department officials have engaged in meetings with the GSEM group.

A number of regional stakeholders across industry, health, education and the community sector have also been briefed.

2. Other Stakeholders

Relevant Council Officers continue to be engaged throughout the development of the GSEM City Deal.

Previous update reports have been provided to Council on 10 March, 29 June and 21 September 2020.

Analysis (Environmental / Economic / Social Implications)

The regional approach to working collaboratively with all three tiers of government is a critical means of achieving large scale and enduring change that improves the economic, social and environmental wellbeing of each community.

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 resulting from this report.

Policy Impacts

This report is consistent with Frankston City Council's *Advocacy Strategy 2018-2021* and aligns with the *Health and Wellbeing Plan 2017-2021*, *Long Term Infrastructure Plan* and *Council 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 Australian Government have previously indicated there is a stronger interest in a regional context for major infrastructure investment through a City Deal, rather than individual councils. Being an integral part of SEM discussions will improve Frankston City's access to programs of funding and ability to influence policy and regulatory reforms.

12.13 Update on the Greater South East Melbourne (GSEM) group and the GSEM City Deal development**Executive Summary****Conclusion**

Frankston City Council continues to work collaboratively with the GSEM group of councils, Victorian and Australian Government, key stakeholders and community in the development of a GSEM City Deal. Newly elected GSEM Mayor's will be briefed on the GSEM group and City Deal in the coming weeks.

ATTACHMENTS

Attachment A: [📄](#) GSEM City Deal Booklet - October 2020

Attachment B: CONFIDENTIAL - Proposed GSEM City Deal priority projects -
CONFIDENTIAL

Executive Summary**12.14 Frankston City Revitalisation**

Enquiries: (Suzane Becker: Communities)

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 Frankston Revitalisation and outdoor dining activations in response to Covid-19 restrictions and seek approval for additional funding up to \$200,000 as required to enable all identified locations to be activated.

Recommendation (Director Communities)

That Council:

1. Supports the work undertaken to date to reactivate business precincts and outdoor dining noting \$650,000 has been received from State Government in addition to Council's current financial contribution of \$270,000; and
2. Authorises the Chief Executive Officer to approve a further \$200,000 financial contribution towards the project should that be required, to be sourced from savings identified in the 2020/21 Capital Works Program against the Frankston South Drainage Strategy (CW4464).

Key Points / Issues**Frankston Revitalisation – Overview and update**

- In 2015, the Frankston Revitalisation Board was initiated to advise the Victorian Government on how the revitalisation of Frankston could be facilitated through its \$63 million Frankston Railway Station Precinct Redevelopment project.
- Following completion of the above project the refreshed Board is now focussing on a Frankston Revitalisation Action Plan (FRAP); a shared vision to drive change in central Frankston. The FRAP will identify short, medium and long term projects to attract public and private investment into the city centre which will be the basis to prepare more detailed concept designs and a marketing strategy.

The Board is accountable to the Minister for Suburban Development and is responsible for providing advice to the Victorian Government. The Minister for Suburban Development is responsible for conveying the Board's advice across government and facilitating delivery of Government outcomes informed by the Board's advice.

The Board comprises state and local government representatives (including Council's CEO and the Mayor), and key local stakeholders. The role of the Board is to:

- Provide strong local leadership by bringing together regional and local stakeholders and networks to support revitalisation;

12.14 Frankston City Revitalisation**Executive Summary**

- Foster proactive working partnerships both within the Board and with community stakeholders that are not directly involved in board activities;
 - Facilitate and secure opportunities for coordinated and collaborative delivery of projects and programs;
 - Consider and pursue strategies to identify additional funding opportunities, particularly opportunities for co-funding contributions;
 - Provide a forum to share information and receive advice on the revitalisation of Frankston city centre and project delivery progress;
 - Provide advice pertaining to revitalisation of Frankston city centre for the Victorian Government to consider;
 - Act as an ambassador of change to the wider community to support the longer-term revitalisation objectives developed by the Board; and
 - Oversee delivery of agreed revitalisation projects.
- Whilst development of the FRAP is underway, the Minister for Suburban Development has committed initial funds to several place-based activation projects to contribute to Frankston's reactivation. Part-funded and facilitated by Council, projects to be delivered by June 2021 include:
 - Frankston Station to Monash University campus corridor upgrade
 - Vacant Shopfront Activation Grant Program
 - City Centre Wayfinding Signage
 - White Street Mall Static Place Activation Program
 - Façade Improvement Grants
 - Kerbside Dining Encouragement Grants
 - Place Activation Program
 - Big Picture Fest 2021 – school based artwork
 - In addition to the above noted initiatives, the Minister for Suburban Development has also committed \$150,000 to support the development of city centre based parklets as part of the Outdoor Dining and Entertainment Program.

Outdoor Dining and Entertainment Program

- On October 15, Council entered the Department of Jobs, Precincts and Regions Local Councils Outdoor Eating and Entertainment Funding Program whereby Council has been awarded \$500,000 in funding to support a local outdoor dining program. This funding program is designed to assist Council with the implementation of swift and streamlined permit approvals, enforcement and monitoring processes and establishment of infrastructure that supports expanded outdoor dining and entertainment in the Third Step of Victoria's Roadmap to reopening.
- The Outdoor Dining and Entertainment Program seeks to attract customers back to businesses. By attracting customers back to hospitality businesses other nearby traders and services are also likely to benefit. While the accumulated 'vibe' of activity has been shown to improve economic benefits it

12.14 Frankston City Revitalisation**Executive Summary**

also provides opportunities for people to socialise and reconnect and creates a greater sense of normality.

- Parklets are temporary structures enabling utilisation of additional space to support hospitality businesses needing to accommodate socially distanced customers. Parklets may be installed in existing car parking spaces, laneways, parks or reserves or on private land.
- All temporary permits and licenses for outdoor dining issued by Frankston City Council will expire 30 June 2021.
- In accordance with the State Government's Outdoor Dining and Entertainment funding agreement, Council has established a number of customer focussed initiatives and place-based interventions that have either now been implemented or are in the process of delivery. Initiatives include:
 - Development of the Extended Outdoor Dining and Entertainment Guidelines
 - Establishment of an Outdoor Dining and Entertainment Taskforce including a team of Precinct Officers who have proactively engaged with the City's 150 eligible cafés and restaurants. Precinct Officers have provided ongoing support and guidance including the identification of suitable kerbside, laneway and street locations to trade, assessed whether a parklet is required and ensured infrastructure (such as placement of tables and chairs) complies with social distancing requirements
 - Establishment an internal framework to fast track outdoor dining approval processes including the development of specific licences and permits
 - Development of the 'Do It Outdoors' marketing campaign, designed to encourage residents and visitors to support local business.
 - Planned series of place activation and entertainment interventions, to commence in the coming weeks
 - Designed kerbside extensions 'parklets' that will provide additional space for kerbside trading (Attachment A).

In consultation with eligible businesses, the following outdoor dining interventions have also been identified and are now being delivered:

- Norman Avenue, Frankston South – on road dining intervention (Attachment B)
- Culcairn Drive, Frankston South – on road dining intervention (Attachment C)
- Wells Street, Frankston – extended kerbside and parklet interventions (Attachment D, E, F)
- Thompson Lane, Frankston – on road laneway intervention (Attachment G)
- Beach Street, Frankston – on road parklet intervention (Attachment H)
- Station Street, Seaford – on road parklet and laneway intervention (Attachment I, J)
- Municipal wide – expanded kerbside dining interventions

12.14 Frankston City Revitalisation

Executive SummaryNepean Highway

- Officers have prepared concept plans for the expansion of kerbside dining along Nepean Highway between Playne and Davey Streets and directly in front of the Quest Building (Attachment K). Both Nepean Highway sites contain clusters of hospitality businesses with significantly limited capacity and ability to expand trade on the existing kerbside.
- To support activation along Nepean Highway, the Department of Transport must approve the proposed intervention before any works can occur. The proposal is currently being assessed and endorsement imminent.
- Given the complexity of this specific site, costs associated with implementation and successful activation of the proposed intervention may require further funding from Council to achieve the benefits of activation. Additional funding can be sourced from savings in the capital works program. In this instance competitive bids for the delivery of a drainage project has resulted in budget savings compared to the original costed estimates. Should Council be supportive the savings could be drawn upon to assist the roll out of outdoor dining as an economic recovery initiative.

Financial Impact

The following budget components have been committed to the implementation of reactivation and outdoor dining initiatives as per below.

As Officers are still progressing through the design and delivery phase, elements of the interventions are still being sourced and costed and therefore the scope of additional costs are estimated up to \$200,000. It should be noted high use roads such as Nepean Highway have increased traffic and activation costs to ensure the protection of patrons.

.Current Operational and Capital Works Budget Contributions (does not include labour)

Should a further \$200,000 financial contribution towards the project be required, that can be sourced without impact from savings identified in the 2020/21 Capital Works Program against the Frankston South Drainage Strategy (CW4464).

| Source | Description | Budget |
|---|---|-----------|
| Frankston City Council waived/lost kerbside permit income | Kerbside permit fee waivers This was approved by Council as part of the recovery package) | \$ 70,000 |
| Department Jobs, Precincts and Regions | Local Councils Outdoor Eating and Entertainment Package | \$500,000 |
| Department Jobs, Precincts and Regions – Office of Suburban Development (OSD) | Place Activation Program – City Centre Parklets | \$150,000 |
| Frankston City Council | Place Activation Program – City Centre Parklets contribution | \$50,000 |
| Frankston City Council | Frankston City Centre Greening Program | \$150,000 |

12.14 Frankston City Revitalisation

Executive Summary

| | | |
|-------|--|-----------|
| TOTAL | | \$920,000 |
|-------|--|-----------|

Consultation**1. External Stakeholders**

- The Committee for Greater Frankston have been consulted in regards to many of the outdoor dining interventions including Nepean Highway. The Committee have indicated that they are supportive of the proposed interventions and are currently seeking funding to support Council's efforts in activating the Nepean Hwy.
- The Office of Suburban development have been a key partner in the funding and support for the revitalisation activities.
- Approximately 150 hospitality businesses have been contacted and supported through the permit approval process. Where surrounding businesses may be impacted by changing traffic conditions, the businesses have been contacted by precinct officers and notified.
- A range of communications informing the community of the Outdoor Dining and Entertainment program have been promoted through Council's communication channels and via external media outlets.
- The Department of Transport has been engaged to support temporary speed limit reductions in areas where outdoor dining occurs on-road. These reductions are part of the risk assessment approach Council has undertaken.
- The Department of Transport has been engaged to provide preliminary advice on the Nepean Highway intervention. Preliminary advice provided was supportive of the proposed approach.
- Emergency Services have been notified of the interventions

2. Other Stakeholders

Council established the Outdoor Dining and Entertainment Taskforce comprised of staff from across the organisation to facilitate the Outdoor Dining and Entertainment Program. Service units include:

- Economic Policy and Planning
- Urban Design and Strategy
- Engineering Services
- Capital Works Delivery
- Community Safety
- Property Services
- Management Accounting
- Business Transformation
- Communications
- Statutory Planning

12.14 Frankston City Revitalisation**Executive Summary**

- Environmental Health
- Building Services
- Arts and Culture

Analysis (Environmental / Economic / Social Implications)

Frankston City's 655 hospitality businesses, employ about 2862 people and have an annual turnover of more than \$345 million. Of these businesses, approximately 150 businesses were identified as eligible businesses for the Outdoor Dining Program as they currently provide indoor seated dining opportunities.

The street level vacancy rate within Frankston's city centre currently sits at 23.17 per cent. It is anticipated that this vacancy rate may increase as a result of the pandemic.

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

Council must comply with the Department of Transport's safety requirements

Officer's Declaration of Interests

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

Risk MitigationOutdoor Dining and Entertainment Program

To ensure safety of diners and road users, a multi-step approach was undertaken through the design development phase across various types of parklets and activation spaces. Creating a safe enclosed space for diners and managing road safety of other users were key considerations.

Information on safety criteria was first included in Council's *Extended Outdoor Dining Guidelines*, setting out minimum safety requirements as a reference for prospective applicants in close consultation with precinct officers.

For each site identified for activation, the project group jointly completed a Risk Assessment report - identifying hazards, proposed treatment, action plans, and risk ratings as a result of each design or traffic interventions. For some sites, an independent safety review by external consultants was also commissioned to provide recommendations. The project group addressed its findings, after which the Risk Assessment report was reviewed by the Coordinating Road Authority, Council for local roads, and Department of Transport for arterial roads.

Some of the safety interventions include refinements to the design with barrier separation and end treatments to manage risks, or placement of elements to meet any

12.14 Frankston City Revitalisation**Executive Summary**

applicable Hostile Vehicle measure. Externally in the precinct, traffic mitigating interventions were installed to support the safe use of these on-road spaces to influence driver behaviour and speeds, such as temporary speed limit reduction to 20km/h or 40 km/h depending on locations, additional warning signs, pavement markings and parking changes to suit.

With the State Government's mandated social distancing restrictions putting substantial caps to indoor seating, supporting businesses with extended outdoor dining areas will help to mitigate considerable financial stress inflicted on businesses and may be the difference between surviving the pandemic or closure.

Conclusion

Implementation of outdoor dining will significantly improve reactivation of the municipality following the easing of COVID19 restrictions.

Council has been working closely with key government agencies, stakeholders and local businesses on Frankston Revitalisation Projects. This has recently included activating outdoor dining interventions to enable businesses to continue operating under Covid19 restrictions. A number of projects have already been or will be commenced. While significant contribution funding has been secured for these projects, it is estimated that further funding of up to \$200,000 may be required for implementation. It is recommended Council support the work undertaken to date and authorise the CEO to approve up to \$200,000 to be sourced from savings achieved in the 2020/21 capital works budget to complete the project.

ATTACHMENTS

- Attachment A: [↗](#) Parklet Concept Design
- Attachment B: [↗](#) Intervention - Norman Avenue, Frankston South
- Attachment C: [↗](#) Intervention - Culcairn Drive, Frankston South
- Attachment D: [↗](#) Intervention - Wells Street, Frankston
- Attachment E: [↗](#) Intervention - Wells Street Central, Frankston
- Attachment F: [↗](#) Intervention - Wells Street East, Frankston
- Attachment G: [↗](#) Intervention - Thompson Lane, Frankston
- Attachment H: [↗](#) Intervention - Beach Street, Frankston
- Attachment I: [↗](#) Intervention - Station Street Laneway, Seaford
- Attachment J: [↗](#) Intervention - Station Street, Seaford
- Attachment K: Intervention - Nepean Highway, Frankston - **CONFIDENTIAL**

Report for Information**12.15 Presentation of Letter under Seal to outgoing Mayor and Deputy Mayor**

Enquiries: (Michelle Tipton: Chief Financial Office)

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 present the Letter under Seal to the outgoing Mayor and Deputy Mayor.

Recommendation (Chief Financial Officer)

That Council receives the Letters under Seal presentation made at the Statutory Council Meeting to the outgoing Mayor and Deputy Mayor.

Report

At its meeting on 21 September 2020, Council resolved:

That Council:

- 1. Awards a Letter under Seal to Cr Sandra Mayer and Cr Colin Hampton, in recognition of their service to the Frankston community, as Mayor and Deputy Mayor, during this term; and*
- 2. Notes that the Letters under Seal will be presented at the Special Statutory Meeting by the incoming Mayor.*

Both Sandra Mayer and Colin Hampton were invited to attend the meeting virtually to receive their Letter under Seal. Sandra Mayer attended via telephone and addressed Council.

ATTACHMENTS

Nil

17. CONFIDENTIAL ITEMS

Section 3(1) of the Local Government Act 2020 enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Council business information that would prejudice the Council's position in commercial negotiations if prematurely released;
- (b) Security information that is likely to endanger the security of Council property or the safety of any person;
- (c) Land use planning information;
- (d) Law enforcement information;
- (e) Legal privileged information;
- (f) Personal information;
- (g) Private commercial information;
- (h) Internal arbitration information;
- (i) Councillor conduct panel information
- (j) Information prescribed by the regulations to be confidential information for the purposes of this definition;
- (k) Information that was confidential information for the purposes of section 77 of the Local Government Act 1989
- (l) A resolution to close the meeting to members of the public pursuant to section 66(2)(a).

Recommendation

That the Council Meeting be closed to the public to discuss the following Agenda items and all documents associated with the consideration and discussion of it, that are designated confidential information by me, pursuant to Section 77(2)(c) of the Local Government Act 1989 (the Act) on the following grounds

C.1 Peninsula Leisure Pty Ltd - Company Matters

This document and all relevant attachments have been designated by me, the Chief Executive Officer, pursuant to Section 77(2)(c) of the Local Government Act 1989, as confidential information under Section 3(1) of the Local Government Act 2020:

- On the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking; and
- These grounds apply because the information details the performance of Peninsula Leisure Pty Ltd and would, if prematurely released, impact the relationship between Council and Peninsula Leisure Pty Ltd.

C.2 Peninsula Leisure Pty Ltd - Quarterly Performance reports for three months ended 30 June 2020 and 30 September 2020

This document and all relevant attachments have been designated by me, the Chief Executive Officer, pursuant to Section 77(2)(c) of the Local Government Act 1989, as confidential information under Section 3(1) of the Local Government Act 2020:

- On the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking; and
- These grounds apply because the information details the performance of Peninsula Leisure Pty Ltd and would, if prematurely released, impact the relationship between Council and Peninsula Leisure Pty Ltd.

C.3 Outcomes of the Audit and Risk Committee meeting

This document and all relevant attachments have been designated by me, the Chief Executive Officer, pursuant to Section 77(2)(c) of the Local Government Act 1989, as confidential information under Section 3(1) of the Local Government Act 2020:

- on the grounds that it contains information that was confidential information for the purposes of section 77 of the Local Government Act 1989; and
- these grounds apply because the information details of existing audits and other information and would, if prematurely released, impact the status of the audits and release information that is considered confidential.

C.4 Land Acquisition and Offset Opportunities

This document and all relevant attachments have been designated by me, the Chief Executive Officer, pursuant to Section 77(2)(c) of the Local Government Act 1989, as confidential information under Section 3(1) of the Local Government Act 2020;

- on the grounds that it contains information that was confidential information for the purposes of section 77 of the Local Government Act 1989; and
- these grounds apply because the information that is detailed within contains matters that would, if prematurely released, result in reputation or financial implications for Council.

C.5 Chief Executive Officer's Quarterly Report (July, August and September 2020 period)

This document and all relevant attachments have been designated by me, the Chief Executive Officer, pursuant to Section 77(2)(c) of the Local Government Act 1989, as confidential information under Section 3(1) of the Local Government Act 2020;

- on the grounds that it contains personal and legal privileged information, being information which if released, would result in the unreasonable disclosure of information about any person or their personal affairs, or information which legal professional privilege or client legal privilege applies; and
- these grounds apply because the information that is detailed within the quarterly report contains matters would, if prematurely released, result in reputational or financial implications for Council.

C.6 Debrief of Ordinary Council Meeting

This document and all relevant attachments have been designated by me, the Chief Executive Officer, pursuant to Section 77(2)(c) of the Local Government Act 1989, as confidential information under Section 3(1) of the Local Government Act 2020:

- on the grounds that it contains information that was confidential information for the purposes of section 77 of the Local Government Act 1989; and
- these grounds apply because the information details the views of Councillors and would, if prematurely released, impact the reputation of Councillors and Council.

.....
Signed by the CEO