



COUNCIL MEETING AGENDA 2021/CM22 Monday 6 December 2021

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

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

Verbal Submissions

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

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

Live streaming is available from the below link:

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



THE COUNCIL MEETING

Welcome to this Meeting of the Frankston City Council

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

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

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

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

When are they held?

Generally speaking, the Council meets formally every three (3) weeks on a Monday and meetings start at 7.00 pm, unless advertised otherwise. **This Council Meeting will be held in the Council Chambers, Frankston Civic Centre, 30 Davey Street**. Due to the current COVID-19 restrictions, this meeting is closed to public attendance. Livestream footage can be viewed via our website, www.frankston.vic.gov.au.

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

Frankston City Council Governance Rules (adopted 31 August 2020)

25. Chair's Duty

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

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

79. Chair May Remove

- 79.1 *The Chair may order and cause the removal of any person, including a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 78.2, or cause the removal of any object or material that is deemed by the Chair as being objectionable or disrespectful.*
- 79.2 *Any person removed from the meeting under sub-Rule 79.1 must not return to the meeting without the approval of the Chair or Council.*

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

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

Live Streaming of Council Meetings

Frankston City Council is now Live Streaming its Council Meetings.

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

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

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

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

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

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

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

The Formal Meeting Agenda

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

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

- **Items Brought Forward**

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

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

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

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

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

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

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

- **Presentation of Petitions and Joint Letters**

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

- **Presentation of Reports**

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

- **Presentation of Delegate Reports**

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

- **Urgent Business**

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

- **Closed Meetings**

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

Opportunity to address Council

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

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

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

Disclosure of Conflict of Interest

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

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

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

MAYOR



NOTICE PAPER

ALL COUNCILLORS

NOTICE is hereby given that a Council Meeting of the Council will be held at the Civic Centre, Davey Street, Frankston, on 6 December 2021 at 7.00pm.

COUNCILLOR STATEMENT

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

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

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

OPENING WITH PRAYER

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

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

BUSINESS**1. PRESENTATION TO COMMUNITY GROUPS**

Nil

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Council Meeting No. CM21 held on 24 November 2021.

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**

8.1 Presentation of Letters Under Seal to outgoing Mayor and Deputy Mayor for 2020/2021

9. PRESENTATION OF PETITIONS AND JOINT LETTERS

Nil

10. DELEGATES' REPORTS

Nil

11. CONSIDERATION OF TOWN PLANNING REPORTS

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Phil Cantillon

CHIEF EXECUTIVE OFFICER

2/12/2021



Executive Summary**11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**

Enquiries: (Sam Clements: Communities)

Council Plan

Level 1:

Level 2:

4. Well Planned and Liveable City

4.3 Provide well designed, fit for purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate

Purpose

This report considers the merits of the planning application to *“To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ) and construction of a dwelling exceeding 7 metres in height in a Design and Development Overlay 1”* at 10 Seaview Road, Frankston South

Recommendation (Director Communities)

That Council resolves to issue a Notice of Decision to Grant a Planning Permit in respect to Planning Permit Application number 232/2021/P, subject to the conditions contained in the officer's assessment.

Key Points / Issues

- The application seeks approval for the construction of one (1) double storey dwelling to the rear of the existing dwelling at 10 Seaview Road, Frankston South.
- On balance, the proposal is consistent with the Planning Policy Frameworks, Neighbourhood Character Policy and the planning requirements of the Frankston Planning Scheme, including the General Residential Zone – Schedule 1, Design and Development Overlay – Schedule 1 and Significant Landscape Overlay – Schedule 3.
- As a result of the public notification, thirty (31) objections were received. The grounds of objection are summarised in the report, and include concerns about whether the proposal is consistent with planning policy for this area in respect of housing density.
- The planning scheme provisions (Design and Development Overlay 1) do not prohibit either the development of a second dwelling or its subsequent subdivision (if the lot size is over 2,500m²). Rather, consideration is required to be given to the impact of development on landscape character and quality. In the case of this particular proposal, the proposal responds adequately in these areas and is an acceptable outcome for this land.
- The planning application is being reported to Council as it has been called in by Councillor Liam Hughes.

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

Financial Impact

The permit application fee paid to Council was \$1,547.70. The average cost to Council to process a planning permit application is \$2,264.

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Executive Summary****Consultation****1. External Referrals**

The application was not required to be referred externally to any relevant referral authorities in accordance with Clause 66 of the Frankston Planning Scheme.

2. Internal Referrals

The application was referred internally to Council's Traffic Engineer, Drainage Engineer and Environment Team who did not object to the application subject to conditions.

Notification of Proposal

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

Notification was given in the form of:

- Mail to adjoining owners and occupiers; and
- Sign erected on the site frontage

As a result of the public notification, thirty-one (31) objections were received. The grounds of objection are summarised in the officer's assessment contained within this report.

Analysis (Environmental / Economic / Social Implications)

The proposal will result in a positive environmental outcome as it allows for the retention of a vegetation where appropriate throughout the site and protection of neighbouring vegetation.

The proposal will result in positive short and long term economic benefits, through job creation in the construction of the development and accommodating additional residents in the area to support and generate local business.

The proposal will have a net social benefit to the community through the provision of appropriate housing stock to meet housing demands in an area which is accessible to a wide range of community facilities, services and transport networks.

Charter of Human Rights and Responsibilities

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

Legal

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

Policy Impacts

Council has assessed the planning permit application in accordance with the relevant State and Local Policy Framework provisions and the Zone and Overlays of the Frankston Planning Scheme.

Officer's Declaration of Interests

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

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Executive Summary**

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

Risk Mitigation

There are no relevant risk implications.

Conclusion

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

ATTACHMENTS

- Attachment A: [↓](#) Locality Map
Attachment B: [↓](#) Locality Map (aerial)
Attachment C: [↓](#) Advertised Plans

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)

Officers' Assessment

Summary

Existing Use	Detached Single Storey Dwelling on a Lot
Site Area	3404 square metres
Proposal	To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)
Site Cover	727 square metres (21.4%)
Permeability	2208 square metres (64.9%)
Zoning	General Residential Zone – Schedule 1
Overlays	Significant Landscape Overlay – Schedule 3 Design and Development Overlay – Schedule 1
Neighbourhood Character Precinct	Frankston South Character Precinct 8
Reason for Reporting to Council	Councillor call-in by Councillor L. Hughes.

Background

Subject Site

The subject site is regular in shape and is located on the southern side of Seaview Road, Frankston.

The site has front and rear boundaries with a width of 30.48 metres, side boundaries of 111.71 metres and an overall area of approximately 3404 square metres.

The subject site currently contains a single storey dwelling and associated outbuildings located primarily within the front portion of site whilst still providing for a well-established front garden setting containing a mix of native and exotic trees and shrubs.

Locality

The site is located adjacent to a single storey dwelling to the east, a single storey dwelling to the west. The area is predominantly single detached homes with a number of medium density developments also evident within the surrounding area.

The area is characterised by large houses in extensive grounds, where house and garden designs are individualistic and where a bush landscape unifies the character of the area.

There is a mix of dwelling styles and front boundary treatments unified by relatively consistent siting and low, horizontal building scale and lighter building materials such as weatherboard provides a lightness to the streetscape. The presence of native vegetation in a coastal environment is a distinguishing feature of the area and provides a visual link with nearby natural reserves. The bush planting has the potential to be

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Officers' Assessment**

strengthened as the predominant characteristic of the area, through the use of indigenous planting, particularly on larger sites.

Site History

No previous Planning Permit applications have been made for the subject site.

Proposal

The proposal is summarised as:

- It is proposed to construct one (1) double storey dwelling to the rear of the existing dwelling.
- The dwelling is to contain four bedrooms, open plan living area (living, dining and kitchen), laundry at ground floor and rumpus/entertainment room at first floor. A triple car garage is also provided for at ground level.
- The dwelling is to be setback 3.3 metres from the sites western (side) boundary, 3.2 metres from the sites eastern (side) boundary and 11.415 metres from the sides southern (rear) boundary.
- Secluded private open space (inclusive of deck and pool) is proposed to be provided for at the rear of dwelling and is accessible from open plan living area.
- Site coverage is 21.4% and permeability is 64.9%.
- The proposal includes the removal of sixteen (16) trees on site, identified as tree numbers 1, 3, 5, 6, 7, 10, 13, 14, 15, 16, 18, 21, 22, 24, 25 & 26. Of the sixteen trees proposed for removal, eight (8) are environmental weed species and eight (8) have poor health/structure.

Dwelling Layout

The dwellings are designed so as to provide for two (2) dwellings upon the lot, with the existing dwelling to remain and the proposed dwelling to be setback approximately 19 metres from the existing and located at the rear of site.

The proposed dwelling is to be orientated north and contains four bedrooms, open plan living area (living, dining and kitchen), laundry at ground floor and rumpus/entertainment room at first floor and is accessible via a shared access way located along the sites western boundary.

The dwelling is to be a of a contemporary design, yet simple in nature with a high level of articulation through the use of balconies, staggered setbacks and a mix of materials and colours (Colorbond®, exposed brick cladding and timber cladding).

The proposal will have a maximum overall height of 8.2 metres when measured from the western elevation, however when viewed from the northern and eastern elevations the dwelling presents as single storey due to the natural slope of the land.

Referrals***External Referrals***

The application was not required to be referred externally to any relevant referral authorities in accordance with Clause 66 of the Frankston Planning Scheme.

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Officers' Assessment*****Internal Referrals***

The application has been referred to the following Council Departments and these summarised comments were received:

Transport Engineer

The application has been referred to Council's Transport Engineering Department whom has reviewed and supported the proposal having found the following:

- Statutory car parking provision are adequately provided
- Turning circles for vehicles movements are satisfactory
- Vehicles crossovers and access way are satisfactory
- Pedestrian visibility splays are satisfactory

Drainage Engineer

The application has been referred to Council's Drainage Engineering Department whom have reviewed and supported the proposal, subject to standard drainage conditions to be included in permit.

Environment Officer

The application has been referred to Council's Environment Officer (Arborist) whom has reviewed and supported the proposal, subject to the provision of replacement canopy tree planting which will be required as condition of permit.

Landscape Officer

The application has been referred to Council's Landscape Officer whom has reviewed the submitted landscape plan and supported the proposal, subject to the provision of additional canopy tree planting which will be recommended to be required as condition of permit.

State and Local Planning Policy Frameworks

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

- Clause 11 Settlement
- Clause 12 Environmental and Landscape Values
- Clause 15.01 Built Environment and Heritage
- Clause 16.01 Residential Development

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

- Clause 21.04 Settlement
- Clause 21.07 Housing
- Clause 21.10 Built Environment and Heritage
- Clause 22.08 Neighbourhood Character

Particular Provisions relevant to this application are summarised as follows:

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Officers' Assessment**

- Clause 52.06 – Car Parking
- Clause 55 – ResCode

Planning Scheme Controls

A Planning Permit is required pursuant to:

- Clause 32.08-6 – General Residential Zone of the Frankston Planning Scheme for the construction of two or more dwellings on the lot.
- Clause 42.03-2 – Significant Landscape Overlay of the Frankston Planning Scheme for removal of vegetation.
- Clause 43.02-2 – Design and Development Overlay of the Frankston Planning Scheme to construct and carry out buildings and works.

Notification of Proposal

The grounds of objection are summarised as follows:

- Consistency with both existing and preferred neighbourhood character;
- Amenity impacts upon adjoining properties (Noise, Overlooking & Overshadowing);
- Removal of and impacts on vegetation;
- Potential drainage and flooding impacts; and
- Potential devaluation of adjoining properties.

A Residents Discussion Meeting was not held due to the volume of objections received and the social distancing requirements resultant from the Covid-19 pandemic.

Discussion**State and Local Planning Policy**

The proposal is consistent with State and Local Planning Policy which in general terms seeks to provide opportunity for appropriate infill development that meets the urban consolidation objectives for Melbourne. The Housing Framework plan contained within Council's Housing Strategy shows that the subject site is located within an area of minimal change.

Minimal Change Areas comprise residential areas with significant and established environmental, neighbourhood character and heritage values. The housing strategy states that *"the 'change' that does occur in the Minimal Change Area will take the form of renovations to existing houses, replacement of single dwellings with new dwellings, if existing housing is non-contributory, and some limited medium density development (e.g. dual occupancy)"*.

The net addition of one dwelling is considered to be consistent with the directions of the housing strategy and of 'minimal' growth'. Overall, the proposal is considered to have regard for the existing character of the area with its low site coverage, generous setback from rear boundary and opportunities for landscaping throughout the site. The area is well positioned to access a range of community facilities and services and good transport networks.

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Officers' Assessment**

The proposal achieves these objectives by providing additional housing options and improving housing choice. The proposal makes better use of existing infrastructure, incorporates some environmental design principles and respects the preferred neighbourhood character of the area.

It is considered that this proposal will appropriately respond to State and Local Planning Policies.

Neighbourhood Character and Design Response

Council's Neighbourhood Character Policy (Clause 22.08) seeks to ensure development is responsive to the key characteristics that make up the preferred character of each precinct. The proposal has been considered against the objectives and design responses of the Frankston South Precinct 4, which is identified as:

"An area of large houses in extensive grounds, in a rural bush setting. There is remnant bush vegetation in public reserves, roadside reserves and private gardens, including those adjoining Sweetwater Creek. House and garden designs are individualistic, but it is the rural bush landscape that unifies the character of the area. Open or farm fence style front boundary treatments assist in allowing the vegetation to 'flow' across individual properties"

The design objectives of the precinct are addressed as follows:

- *To maintain and strengthen the rural bush landscape and the relationship to the vegetation qualities of the Sweetwater Creek environs.*

Whilst it is acknowledged the proposal seeks approval for the removal of sixteen (16) trees on site, known as Trees 1, 3, 5, 6, 7, 10, 13, 14, 15, 16, 18, 21, 22, 24, 25 & 26, the application has been referred to Council's Arborist whom has reviewed these and supported their removal, subject to appropriate provision of replacement plantings. Of the sixteen trees proposed for removal, eight (8) are environmental weed species and eight (8) are due to poor health/structure.

In addition to this, it is considered the proposed dwelling has more than adequate space around it for the provision of landscaping and replacement plantings that in time will become contributory to the surrounding area.

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

The proposal is considered to be appropriately setback from side and rear boundaries and from the existing house. The dwelling has been appropriately designed so as to respond to the sites topography and largely present that as that of a single storey dwelling when viewed from northern and eastern elevations. The setbacks from the sites boundaries are considered appropriate and allow for appropriate area for provision of landscaping along boundaries.

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

The proposed development is not considered to be dominate of the streetscape as it is to be behind that of the existing dwelling and is to be setback approximately 75 metres from the street frontage.

The proposal seeks to provide for brick and vertical timber look and pre-colour treated corrugated iron cladding in earthy colour palette. These materials are considered to be of a softer pallet and muted tones which will complement the streetscape and coastal setting of the site.

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Officers' Assessment*****Design and Development Overlay No. 1 (DDO1)***

The land is subject to this built form overlay, whose objectives are:

- *'To maintain and enhance the low density treed character of Frankston South in recognition of its contribution to the housing diversity and its landscape quality.'*
- *'To ensure that development densities are consistent with the landscape character of the Frankston South area.'*
- *'To ensure that development responds to the physical characteristics and landscape qualities of the Sweetwater Creek and its environs.'*
- *'To ensure that new development responds to the established and preferred streetscape and neighbourhood character and built form in terms of building height, scale, siting and landscape setting.'*
- *'To ensure that development is compatible with the environmental and infrastructure capacities of the area, including the capacity of local streets, drainage systems and sewerage systems.'*

Relevant decision guidelines include:

- *'The appropriateness of any subdivision, building or works having regard to land capability, including land form, slope, drainage, stormwater flows and the presence of vegetation.'*
- *'The extent to which the proposed development meets the objectives and design responses contained in the relevant Neighbourhood Character Study Character Statement.'*
- *'In an application for an additional dwelling on a lot, whether the increased dwelling density is consistent with the preferred landscape character of the Frankston South area.'*
- *'In an application for an additional dwelling on a lot, how the additional dwelling relates to and has regard for, the siting, scale, bulk and detailed design of the existing dwelling.'* (emphasis added)

A number of the objections received consider that this is a low density area of Frankston South that should be preserved; and as such, that the construction of additional dwellings and/or subdivision to create new lots are contrary to this intent and to be avoided.

On a plain reading of the provisions of the DDO1, it is clear that second dwellings may be permitted. Indeed there are decision guidelines provided to direct consideration of such applications. Further, the DDO provides that a lot may be subdivided if *'the subdivision is of a lot of at least 2,500 square metres that contains two dwellings and creates a site for each dwelling.'* As the land has an area of approximately 3,400m² – it is capable of further subdivision if a second dwelling is approved.

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Officers' Assessment**

Debate about the planning scheme provisions to apply to this area and whether they should include prohibitions or limitations on second dwellings and new subdivisions occurred before the independent planning panel which considered the introduction of the DDO1 via amendment C91 to the Frankston Planning Scheme. Various permutations were put to the panel, including limitations on new dwellings being attached to an existing dwelling, and being limited in size or site coverage. Ultimately the panel did not accept that these restrictions were justified.

In respect of proposed limits on subdivision of land, the panel stated:

'The new provision contained in the exhibited DDO1 removes the ability to subdivide a lot that contains two existing buildings if they are constructed after the approval of Frankston Amendment C89. The Panel notes that the provision that allows a lot of at least 2,500 square metres containing two dwellings has existed in the current DD01 since 2000. No information was provided in any submission to confirm the original intent of this provision, as submitted by Mr Roger Bartlett.

The Panel notes that this new provision is not a policy neutral change and that it was not presented with adequate strategic justification to support this change.

Council has not demonstrated why the existence of a second dwelling should not be used as a basis for considering a subdivision application. The Panel believes that the major possible threat to the character of the area is whether additional dwellings should be permitted, not whether separate lots should be created for existing or approved dwellings.'

In respect of proposed limits on developments of additional dwellings, the panel stated:

'The panel notes that the exhibited DDO1 translated a permit trigger into a requirement to limit two dwellings on a lot. The Panel is not satisfied that Council has adequately justified this mandatory provision. As indicated earlier, the Panel has had regard to the Practice Note: The role of mandatory provisions in planning schemes and is not satisfied that a mandatory limit of two dwellings per lot meets the test included in the Practice Note.

As discussed by Mr. Eichler, Council's Frankston Housing Strategy review process might provide justification for limiting the number of dwellings in this area, and if so, this can be pursued through the Neighbourhood Residential Zone and/or further revisions to the DDO1.

In addition, numerous submissions opposed a second dwelling on a lot, although they did not include any strategic basis to support this further restriction.

On balance, the Panel does not support a prohibition of more than two dwellings on a lot, but believes that any additional dwellings should require a permit.'

Accordingly – a second dwelling may be permitted, and the key considerations as to whether such dwelling should be permitted relate to its response and/or impact on the landscape character of this area.

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Officers' Assessment**

As discussed above, the dwelling does not materially impact upon the landscape character of the area because it is significantly set back from view from any public areas (such as Seaview Road), and can be integrated into and complement the bushy character of this area by way of landscape plantings in the setback areas provided around the dwelling. That the dwelling might be able to be viewed from neighbouring dwellings is not unusual in this area; the key consideration is whether such views could be softened in time by vegetation and plantings. This should be the case with this proposal. Further, although the proposed dwelling height exceeds the permit exemption (and thus requires permission specifically), the proposed height is not significant and it is considered that it will not adversely impact upon the character or amenity of the area.

Car Parking

Car parking requirements are specified at Clause 52.06 of the Frankston Planning Scheme. Dwellings with three (3) or more bedrooms require two (2) car parking spaces to each dwelling and the proposal complies having provided for a garage that is capable of housing two or more vehicles.

It is also noted, the proposal has been referred to Council's Transport Engineering Department whom have advised that the proposal complies with the Car Parking Design Standards of Clause 52.06-9 in regards to matters like site vehicular site lines, gradients and parking space dimensions.

Clause 55 ResCode Assessment***Site Layout and Building Massing***

The proposal has varied setbacks to side and rear boundaries, complying with the objectives of Clause 55.

The maximum building height proposed is 8.2 metres, which is less than the 11 metre maximum height limit permitted under the zone (although triggers a permit under the DDO1). The double storey height of the dwelling is also considered consistent with other double storey dwellings within Seaview Road and its surrounding area.

The site coverage is 21.6% and the permeability is 64.9%, both consistent with the standard and Council's Drainage Engineers have nominated requirements to ensure that stormwater flows from the site are managed.

In terms of energy efficiency, the site is located on a north-south long axis. The secluded private open space, whilst located to the south of the dwellings receive good solar access due to generous setbacks between dwellings and from rear boundaries.

The main living areas of the proposed dwelling are located on the south side of the dwelling, however will be provided with north facing windows to improve the solar access. Given the orientation of the lot, the siting of the living areas on the south side is not unreasonable.

The entrances to each dwelling will be visible from Seaview Road and there is opportunity for substantial planting within the front setbacks and within the private open space areas. A detailed landscape plan will be required as a condition of the permit.

The two dwellings are provided with one double-width crossover, located centrally within the site and the total area allocated to crossovers will not exceed 40% of the width of the street frontage. Parking is conveniently located for residents of both dwellings.

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Officers' Assessment*****Amenity Impacts***

The dwelling is provided appropriate setbacks from boundaries allowing for secluded private open space areas and soft landscaping opportunities in accordance with standard.

The proposal does not unreasonably impact on daylight to existing windows, including north facing windows and areas of secluded private open space of adjoining properties, as adequate setbacks from the boundaries are maintained. The proposal is also compliant with Standard B20 in regards to the north facing windows.

The proposal has given consideration to overlooking of neighbouring properties. The upper level windows on the north, southern and eastern interfaces are provided with highlight windows with a sill height of 1.7m above finished floor level as appropriate.

Proposed locations for noise sources (i.e. air conditioning) have not been nominated on the plans, however it is considered that there is available space for these. The requirement to note the location of air-conditioning units in an appropriate location can be required as a condition.

On-Site Amenity & Facilities

The dwelling entries are easily identifiable from the street and all habitable room windows will have sufficient daylight access.

The dwellings have also been nominated with private open space areas which are consistent with standard requirements and will have good solar access from both the east and the west.

Six cubic metres of storage has been nominated within the garage to each dwelling.

Detailed Design

The proposal generally meets with the objectives and standards for detailed design. It is similar in built form, including the building height, recessed upper storey and setbacks to surrounding dwellings of a similar nature. There is opportunity for landscaping including canopy trees, to enable the dwellings to sit relatively comfortably within its context and the streetscape

The design and layout of the dwellings provide sufficient space for services and facilities to be installed and maintained appropriately.

Minimum Garden Area Requirement

The site area is 3404 square metres and approximately 2208.9 square metres, or 64.9%, has been set aside as garden area, meeting the required percentage of 35%.

Response to Grounds of Objection

Most of the concerns raised within the objections have been addressed in the planning assessment above. However, the following matters require further discussion:

Objection: Potential drainage and flooding impacts;

Response: The application has been referred to Council's Engineering Service Department whom have supported the proposal, subject to standard conditions to be included on permit. In addition to this, a condition of any permit issued, requires the applicant to provide detailed drainage plans, which will ensure the proposed development does not cause any new drainage issues to adjoining properties.

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Officers' Assessment**

Objection: Potential devaluation of adjoining properties.

Response: The Victorian Civil and Administrative Tribunal has consistently determined that impact to property values is not a relevant consideration in assessing an application under the provisions of the *Planning & Environment Act 1987*, or the Frankston Planning Scheme.

Conclusion

The proposal is considered to be consistent with State and Local Planning Policy, Provisions, Zones and Overlays of the Frankston Planning Scheme and will provide for appropriate medium density housing in an existing residential area.

The design of the development is considered to be consistent with existing and preferred neighbourhood character and is an appropriate infill development for the area. The development further provides for appropriate landscaping opportunities and with some minor changes by way of conditions will not have an unreasonable impact on the amenity of the area or neighbouring residents.

Recommendation (Director Communities)

That Council resolves to issue a Notice of Decision to Grant a Planning Permit in respect to Planning Permit Application number 232/2021/P for The construction of a double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone, and construction of a dwelling exceeding 7 metres in height in a Design and Development Overlay 1, subject to the following conditions:

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be substantially in accordance with the plans submitted with the application but modified to show:
 - (a) Demonstrated compliance with ResCode Standard B22 (Overlooking) for all habitable room windows located along the sites eastern Boundary (Master, Bed 2, Bed 3 & Study/Office).
 - (b) The location of all external plant and equipment illustrated and located to minimise any potential detriment from noise to adjoining properties.
 - (c) All trees growing on the site and on the adjoining properties within 3m of the boundaries must be clearly illustrated on all relevant plans. This must include canopy width, trunk location and be clearly labelled in accordance with the arborist report by Rigoni Tree Solutions (25.04.21 and updated 19.05.21) and state whether the tree is to be retained or removed to the satisfaction of the Responsible Authority.
 - (d) The Tree Protection Zone (TPZ) and Structural Root Zone (SRZ) for all retained trees and the location of tree protection fencing and or ground protection systems must be clearly illustrated on all relevant plans (including ground floor) to the satisfaction of the Responsible Authority.
 - (e) Notation of all relevant plans that the existing natural ground level (NGL) within the TPZ of Tree 2, 17, 19, 20, 23, 27, 28, 29 & 36 must be

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Officers' Assessment**

maintained and not be altered by excavations throughout all development phases.

- (f) A Landscape Plan in accordance with Condition 4.
- (g) Notation on all relevant plans that root-sensitive driveway paving to be in accordance with Condition 6.
- (h) Tree protection conditions noted in accordance with Condition 7.

No Alterations

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

Prior to Occupation

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

Landscape Plans

- 4. Before the commencement of buildings and works, a landscape plan in accordance with the submitted development plan, prepared by a suitably qualified landscape professional must be submitted to and approved by the Responsible Authority. When approved the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
 - (a) A survey (including botanical names) of all existing vegetation on the site and those located within three (3) metres of the boundary of the site on adjoining properties, accurately illustrated to represent canopy width and labelled with botanical name, height and whether the tree is proposed to be retained or removed.
 - (b) The tree number, TPZ, SRZ and notations regarding protection methods during construction of retained trees.
 - (c) Buildings on neighbouring properties within three metres of the boundary.
 - (d) All landscape design and construction to adhere to the tree protection requirements for all neighbouring trees.
 - (e) The delineation and details of surface finishes of all garden beds, grassed areas, pathways, driveways, retaining walls and other landscape works including areas of cut and fill throughout the development site.
 - (f) A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, size at maturity and quantities of each plant.
 - (g) A range of plant types from ground covers to large shrubs and trees.
 - (h) Landscaping and planting within all open areas of the site.
 - (i) The provision of screen planting (minimum mature height of 2.5 metres) along the sites eastern and western boundaries.
 - (j) A planting theme of a minimum 20% indigenous and 40% native within each

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Officers' Assessment**

plant group.

- (k) All existing environmental weed species are to be removed from the site and environmental and noxious weeds found in the 'Sustainable Gardening in Frankston City' (2015) booklet are not to be planted.
- (l) The provision of suitable canopy trees (minimum two metres tall when planted) in the areas specified below (trees are not to be sited over easements) with species chosen to be approved by the Responsible Authority:
 - i. Minimum three (3) trees within secluded private open space of the rear dwelling capable of reaching a minimum height of 8-10 metres at maturity.
 - ii. Minimum of one (1) tree within the secluded private open space area of the existing dwelling capable of reaching 6 metres at maturity.
 - iii. Minimum of one (1) tree within the front setback area adjoining proposed dwelling office/study capable of reaching a mature height of 8 metres at maturity.
- (m) The provision of notes on the landscape plan regarding site preparation, including in-ground irrigation system to be provided to all landscaped areas, removal of all weeds, proposed mulch, soil types and thickness, subsoil preparation and any specific maintenance requirements.
- (n) All tree stock used must be in accordance with AS2303-2015 Tree Stock for Landscape Use.

Tree Protection

- 5. Tree protection must be carried out in accordance with the Australian Standard AS 4970-2009 Protection of Trees on Development Sites to the satisfaction of the Responsible Authority.
- 6. Within the radial TPZ for Trees 17, 19, 20 & 23 the driveway paving must be constructed above the existing soil grade and be of air and water permeable material.
- 7. Prior to the commencement of the development (including demolition and any initial site preparations) Tree Protection Fencing (TPF) must then be erected at the applicable radial TPZs.

The TPF must comprise temporary fencing panels (min. 1.8m height) and held in place with concrete feet. A fixed sign stating Tree Protection zone is to be provided on all visible sides of the TPF. All tree protection zones, fencing and signage must be to the satisfaction of the Responsible Authority.

The requirements below must be observed within this area –

- (a) Coarse mulch laid to a depth of 75 mm (excluding road reserve of street trees).
- (b) No vehicular or pedestrian access.
- (c) The existing soil level must not be altered either by fill or excavation.

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Officers' Assessment**

- (d) The soil must not be compacted or the soil's drainage changed.
- (e) No fuels, oils, chemicals, poisons, rubbish or other materials harmful to trees are to be disposed of or stored.
- (f) No storage of equipment, machinery or material is to occur.
- (g) No open trenching to lay underground services.
- (h) Nothing whatsoever is to be attached to any tree.
- (i) Tree roots must not be severed or injured.
- (j) All tree pruning (including to roots) is to be carried out by a professional arborist and in accordance with Australian Standard AS4373-2007 Pruning of Amenity Trees.

Drainage Requirements

- 8. Provision of a Stormwater Detention System with a volume capable of retarding the 10 year ARI flow from the development site back to a 5 year ARI pre-development value to the satisfaction of the Responsible Authority.
- 9. Prior to commencement of development construction detailed design plans and drainage computations of the internal stormwater drainage system including the method of connection to the existing Council drainage infrastructure are to be submitted and approved to the satisfaction of the Responsible Authority.
- 10. Water Sensitive Urban Design principles (WSUD) are to be incorporated into the drainage design, which may include but not be limited to the following components or a combination thereof:
 - On-site stormwater detention and rainwater tanks.
 - Soil percolation.
 - Stormwater harvesting and Re-use of stormwater for garden watering, toilet flushing, etc.
 - On-site 'bio-treatment' to reduce dissolved contaminants and suspended solids.

Engineering Requirements

- 11. Vehicle crossing shall be constructed to Frankston City Council's standards and specifications to the satisfaction of the Responsible Authority.
- 12. Prior to occupation of the dwellings hereby permitted by this permit starts, areas set aside for parking vehicles, loading bays, access lanes and paths as shown on the endorsed plans must be:-
 - Constructed to the satisfaction of the Responsible Authority;
 - Properly formed to such levels that they can be used in accordance with the plans;
 - Surfaced with an all-weather sealcoat; and
 - Drained and maintained to the satisfaction of the Responsible Authority.

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

11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Officers' Assessment**

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

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

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

Urban Design

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

Satisfactorily Completed

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

Permit Expiry

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

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

Notes

- A. Any request for an extension of time, or variation/amendment of this permit must be lodged with the relevant fee.
- B. Prior to the commencement of construction the operator of this planning permit must obtain a non-refundable Asset Protection Permit from Frankston City Council's Infrastructure Department.
- C. Any request for time extension of this Permit shall be lodged with the relevant administration fee at the time the request is made. Pursuant to Section 69 of the Planning and Environment Act 1987 the Responsible Authority may extend the

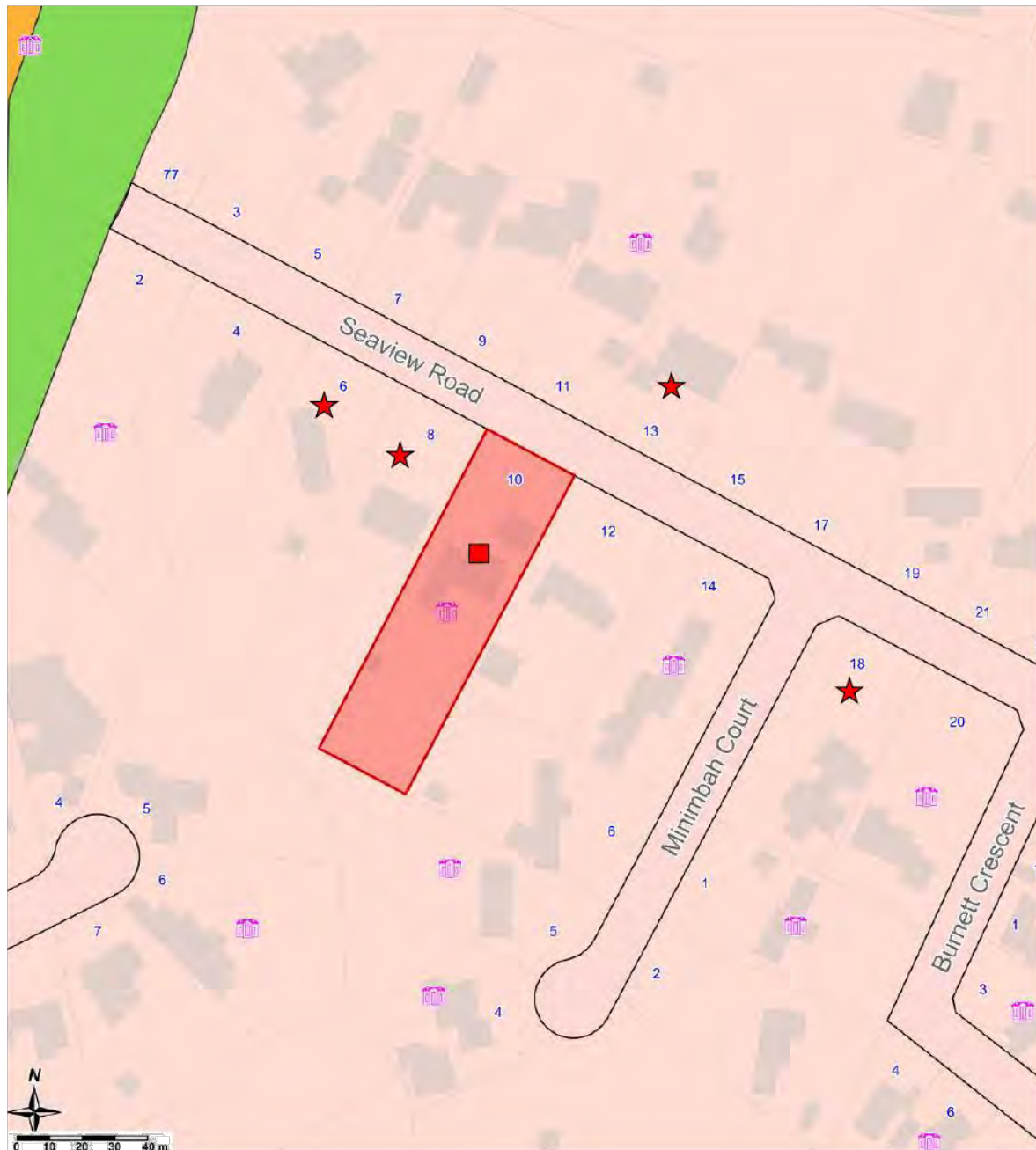
11.1 Planning Application 232/2021/P - 10 Seaview Road, Frankston South - To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)**Officers' Assessment**

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.

Planning Application - 232/2021/P - 10 Seaview Road, Frankston South
Subject site ■ Objectors (not all shown) ★



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Projection: GDA2020 / MGA zone 55


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Planning Application - 232/2021/P - 10 Seaview Road, Frankston South
Subject site 



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ADVERTISED PLAN



AERIAL VIEW
(not to scale)

SUBJECT SITE =
10 SEAVIEW ROAD

AREA ANALYSIS

TOTAL SITE = 3404.0 sqm		
EXISTING = 3404.0 sqm	DWELLING 1 - EXISTING = 1936.5 sqm	DWELLING 2 - PROPOSED = 1467.5 sqm
Total House = 229.0 sqm	Total House = 229.0 sqm	Ground Floor = 313.0 sqm
Total Floor Area = 229.0 sqm	Total Floor Area = 229.0 sqm	Lower Ground Floor = 105.5 sqm
		Total Floor Area = 418.5 sqm
Carport = 61.0 sqm	Carport = 61.0 sqm	Garage = 66.5 sqm
Shed = 51.0 sqm	Deck = 23.2 sqm	Deck = 88.1 sqm
Deck = 23.2 sqm	Terrace & Pool = 149.4 sqm	Pool = 34.4 sqm
Terrace & Pool = 149.4 sqm		
Permeability = 2864.2 sqm = 78.2%	Permeability = 1227.7 sqm = 63.4%	Permeability = 981.2 sqm = 66.8%
Impervious Areas = 417.8 sqm = 21.6%	Impervious Areas = 417.8 sqm = 21.6%	Impervious Areas = 41.6 sqm = 2.8%
Site Coverage = 341.0 sqm = 10.0%	Site Coverage = 291.0 sqm = 15.0%	Site Coverage = 436.4 sqm = 29.7%
	TOTAL SITE COVERAGE = 727.4 SQM = 21.4%	
	TOTAL PERMEABILITY = 2208.9 SQM = 64.9%	
	TOTAL IMPERVIOUS AREAS = 450.4 SQM = 13.5%	

ADDRESS

10 SEAVIEW ROAD
FRANKSTON SOUTH VIC 3199

CLIENT

CARVER FAMILY

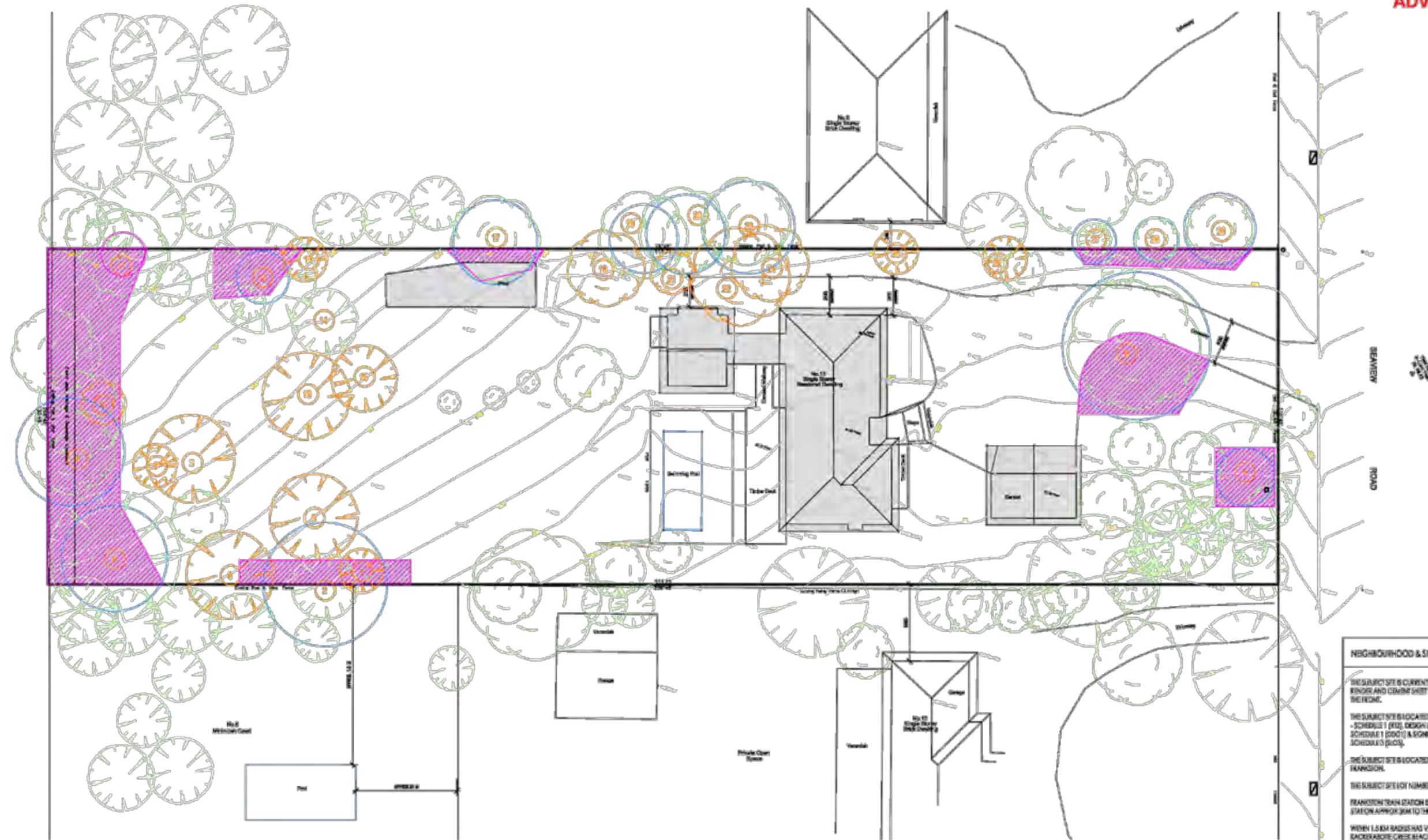
PROJECT

NEW RESIDENCE

INDEX

TP01	Cover Sheet
TP02	Site Description Plan
TP03	Design Response Plan
TP04	Proposed Floor Plan - Scale 1:100
TP05	Proposed Lower Floor Plan - Scale 1:100
TP06	Proposed Floor Plan - Scale 1:200
TP07	Proposed Floor Plan - Scale 1:200
TP08	Proposed Roof Plan - Scale 1:200
TP09	Proposed Elevations & Finishes
TP10	Proposed Elevations & Finishes
TP11	Proposed Elevations - Scale 1:200
TP12	Shadow Analysis - 9 am & 12 pm
TP13	Shadow Analysis - 3 pm

ADVERTISED PLAN



NOTE:
REFER TO ARBORIST REPORT PREPARED
BY 'TROOM TREE SOLUTIONS' FOR ALL
REQUIREMENTS FOR TREE PROTECTION
ZONES, TREE PROTECTIN FENCING AND
TREE REMOVAL.

SITE DESCRIPTION PLAN
SCALE 1:250 @ A2

LEGEND:

	ORANGE DASHED CIRCLE SYMBOLS ARE USED TO INDICATE TREES TO BE REMOVED AS PER ARBORIST REPORT PREPARED BY 'TROOM TREE SOLUTIONS'.
	PURPLE DASHED CIRCLE SYMBOLS ARE USED TO INDICATE TREES TO BE PROTECTED AS PER ARBORIST REPORT PREPARED BY 'TROOM TREE SOLUTIONS'.
	BLUE DASHED CIRCLE SYMBOLS ARE USED TO INDICATE TREES TO BE PROTECTED AS PER ARBORIST REPORT PREPARED BY 'TROOM TREE SOLUTIONS'.

NEIGHBOURHOOD & SITE DESCRIPTION NOTES

THE SUBJECT SITE IS CURRENTLY OCCUPIED BY A DOUBLE STORY
KINDERGARTEN AND CRECHE WITH A DOUBLE CARPORT TO
THE FRONT.

THE SUBJECT SITE IS LOCATED WITHIN GENERAL RESIDENTIAL ZONE (GRZ)
- SCHEDULE 1 (GRZ), DESIGN & DEVELOPMENT OVERLAY (DDO) -
SCHEDULE 1 (DDO1) & SIGNIFICANT LANDSCAPE OVERLAY (SLO) -
SCHEDULE 1 (SLO1).

THE SUBJECT SITE IS LOCATED WITHIN LOCAL GOVERNMENT OF
FRANKSTON.

THE SUBJECT SITE LOT NUMBER IS LOT 5 (UPP22).

FRANKSTON TRAIN STATION IS 550M TO THE NORTH WITH LEAKARRA
STATION APPROX 360M TO THE NORTH EAST.

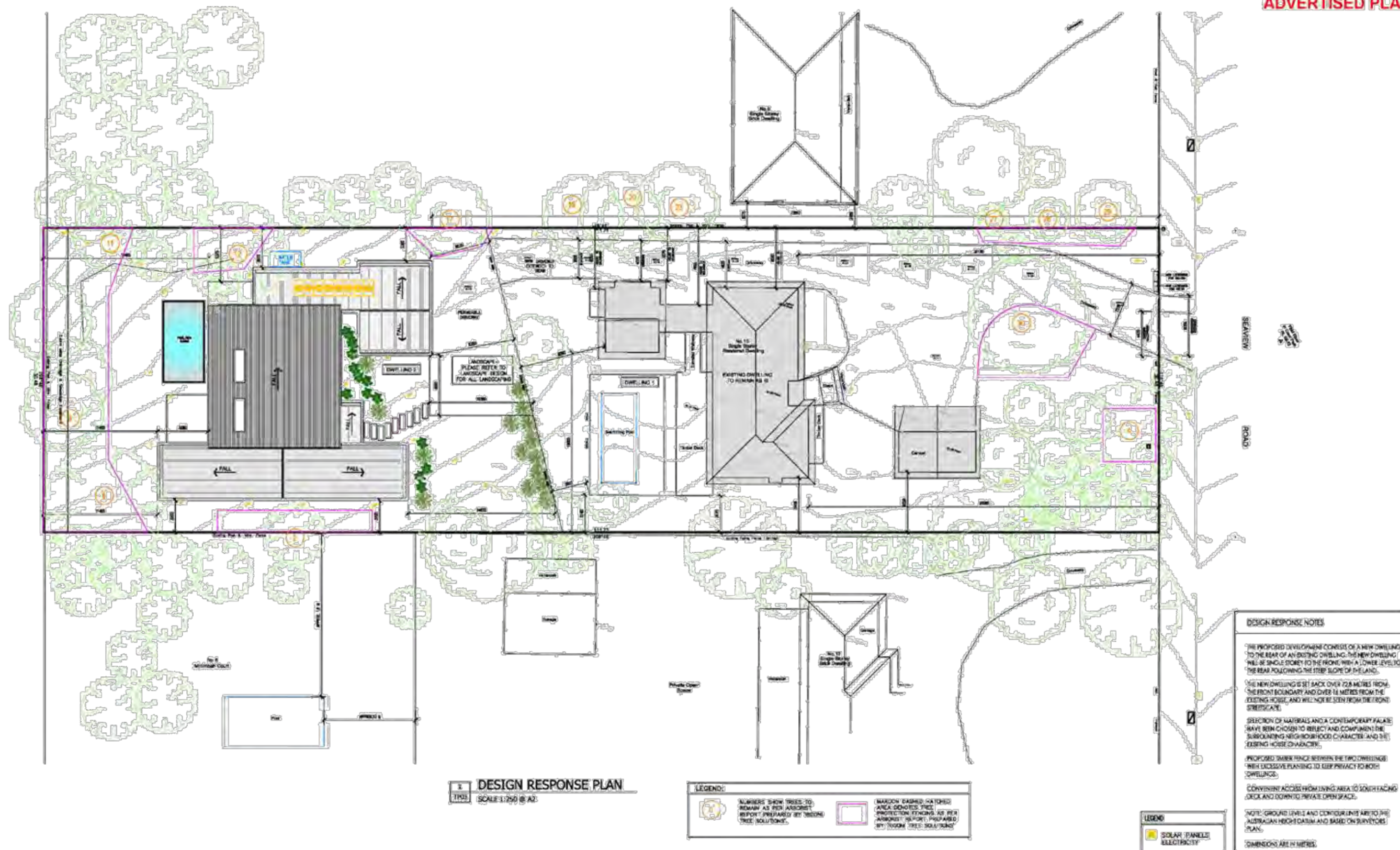
WITHIN 1.6KM RADIUS HAS VARIOUS PARKS AND RECREATION WITH
BACKBUSH CREEK BEACH 1.6KM TO THE NORTH WEST.

WITHIN A 1.6KM RADIUS IS FRANKSTON HIGH SCHOOL, WOODLEIGH
SCHOOL, NIMMAN CAMPUS, DENNIS PRIMARY SCHOOL &
OVERPORT PRIMARY SCHOOL.

THERE ARE RESTAURANTS, SUPERMARKETS, MEDICAL FACILITIES AND
COMMUNITY HUBS ALL WITHIN A 2.5KM RADIUS, AND FRANKSTON
HOSPITAL 2.7KM TO THE NORTH.

ALWAYS REFERENCE TO A2.

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ADVERTISED PLAN

DISCLAIMER

DO NOT SCALE OR DRAWING CONTRACTORS TO CHECK AND VERIFY
CONSTRUCTION / FINANCIAL PLANS / DRAWINGS / AND PROCEEDURE OVER
SOUND ENGINEERING.

ALL UNDERTAKINGS SHOULD BE IMMEDIATELY REFERENCED TO THE ORIGINATOR.
ALL WORK IS TO COMPLY WITH LOCAL / STATE / FEDERAL AND ALL OTHER
APPLICABLE STANDARDS.

ALL UNDERTAKING WORKSHOPS TO BE CONSIDERED BY A LICENSED LAND SURVEYOR
ONCE COMPLETED, ALL UNDERTAKING ARE IN COMPLIANCE.

PLEASE ADVISE ANY ALL UNDERTAKING REPORT BACK TO THE OFFICE OR
SURVEYORS WORK.

**REGISTERED BUILDING
PRACTITIONER**

MERRAN THOMAS
MOB: 0418 343 447
EMAIL: merran.design@gmail.com



NO.	DATE	REMARKS
1	14.08.21	TRN PLANNING APPLICATION
2	14.07.21	REQUEST FOR FURTHER INFO

PROJECT
NEW RESIDENCE
10 Seaview Road
FRANKSTON SOUTH VIC 3199
FOR
Carver Family

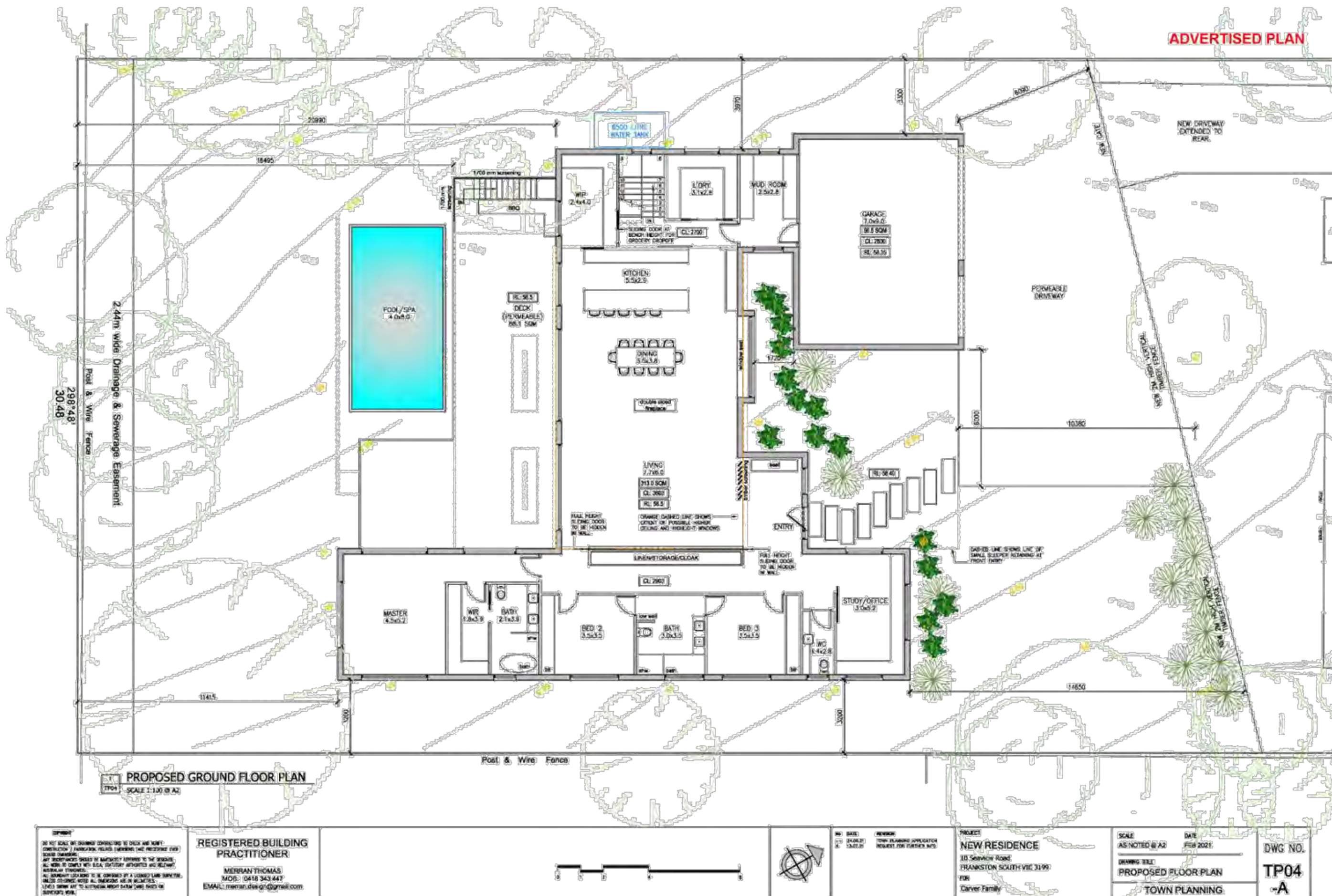
SCALE	DATE
AS NOTED @ A2	FEB 2021

DESIGN RESPONSE PLAN

TOWN PLANNING

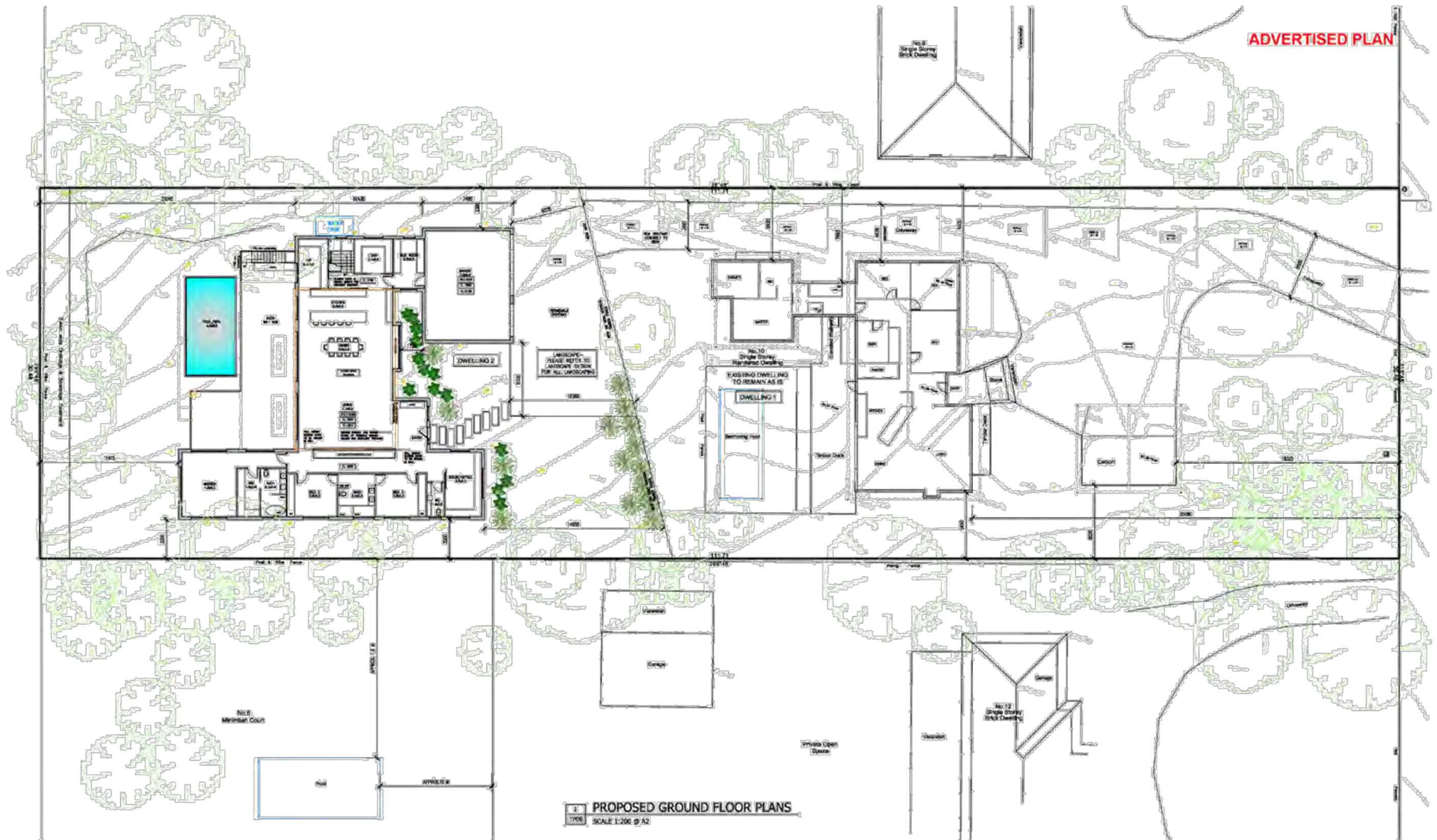
DWG NO.

TP03
-A

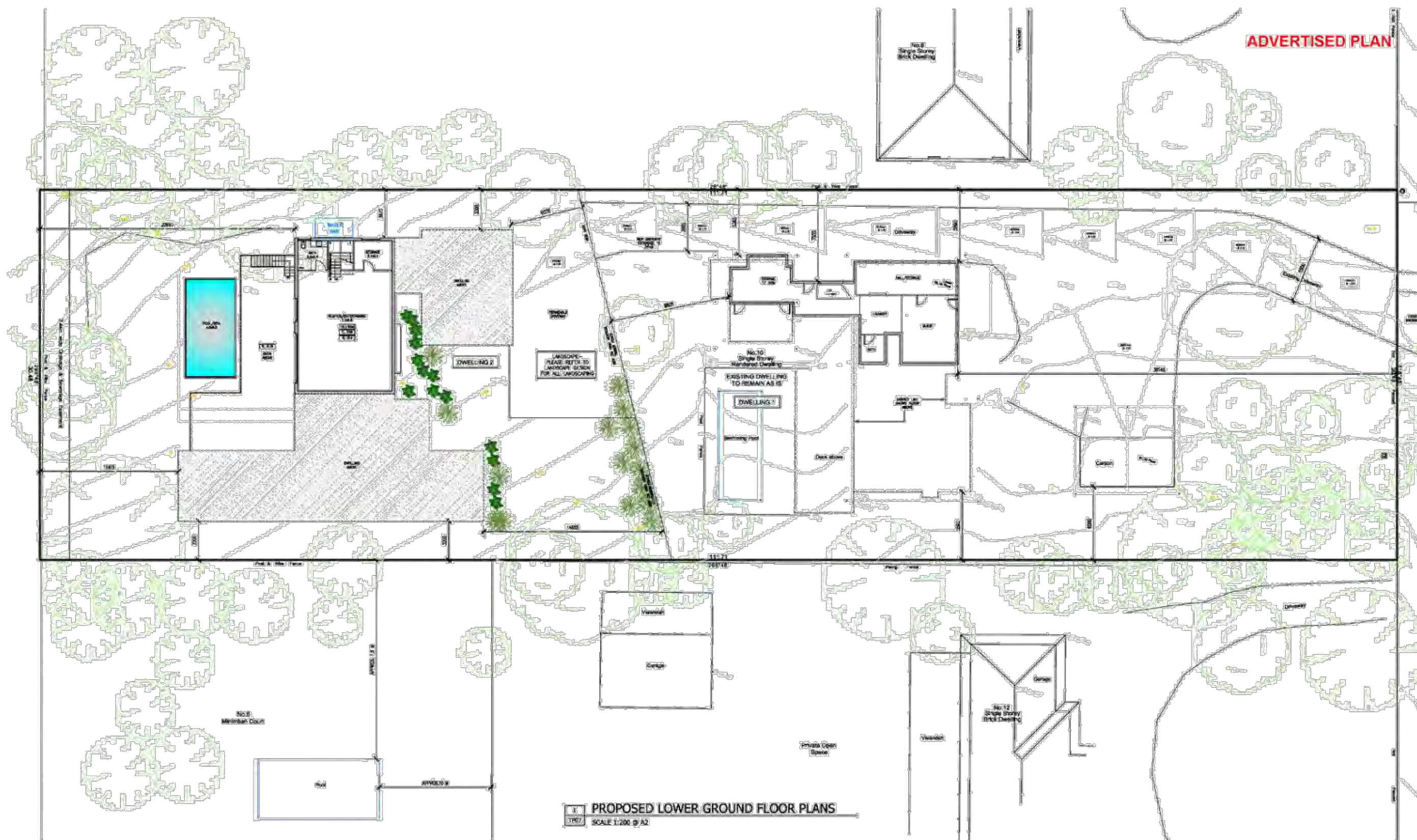




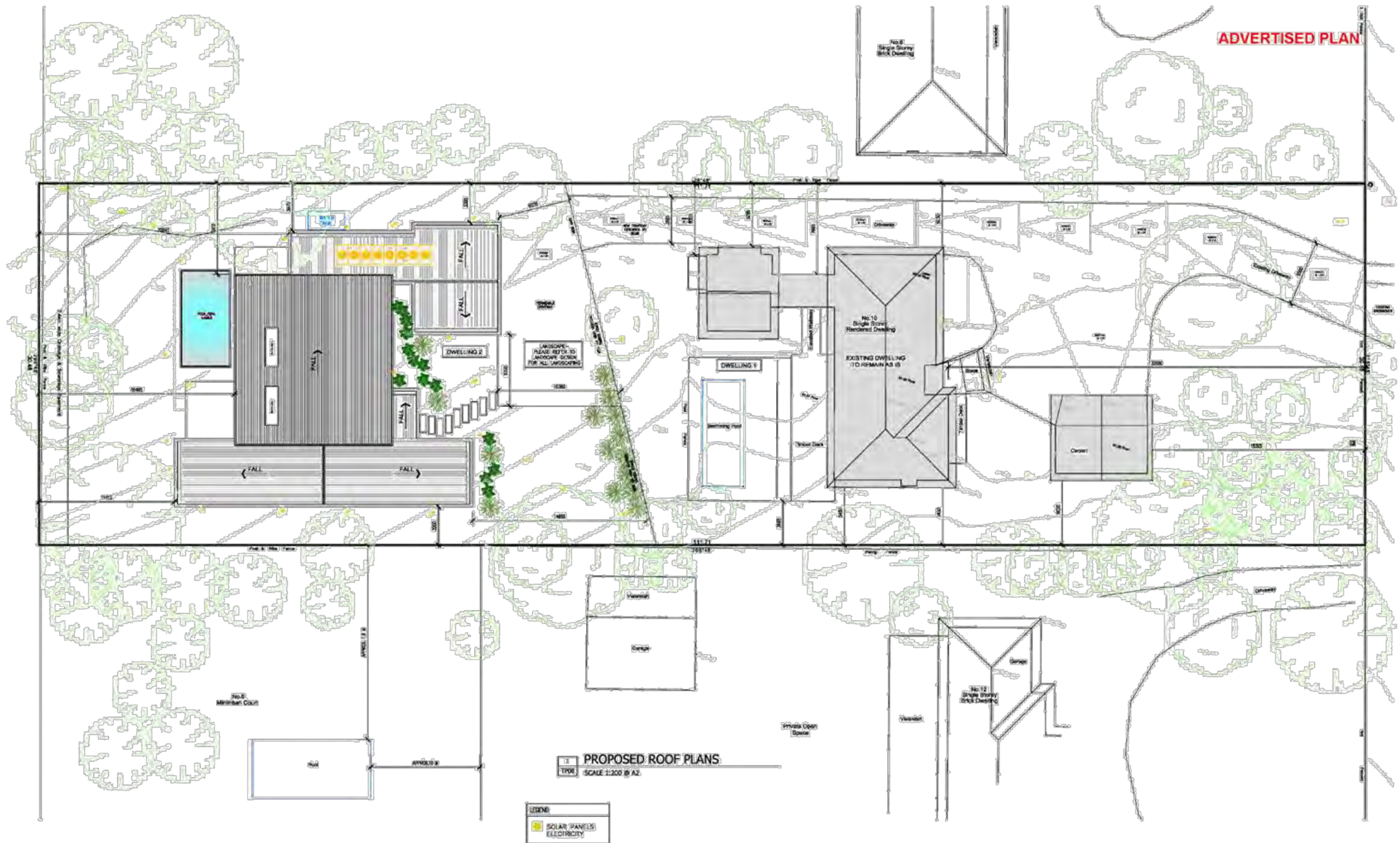
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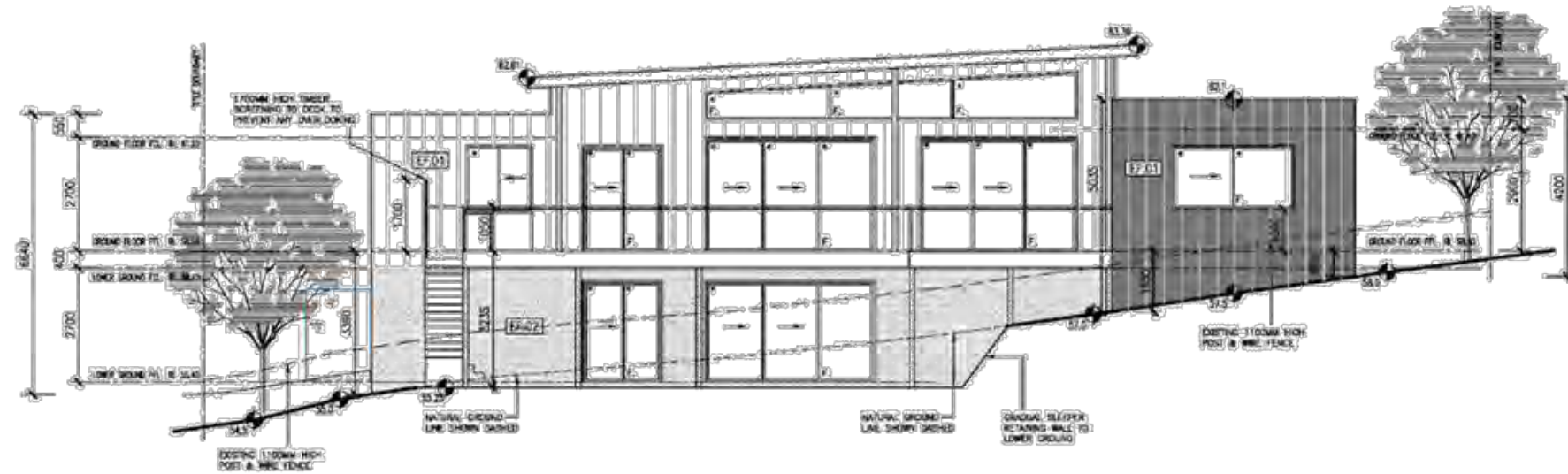
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1 PROPOSED NORTH ELEVATION
TP09 SCALE 1:100 @ A2



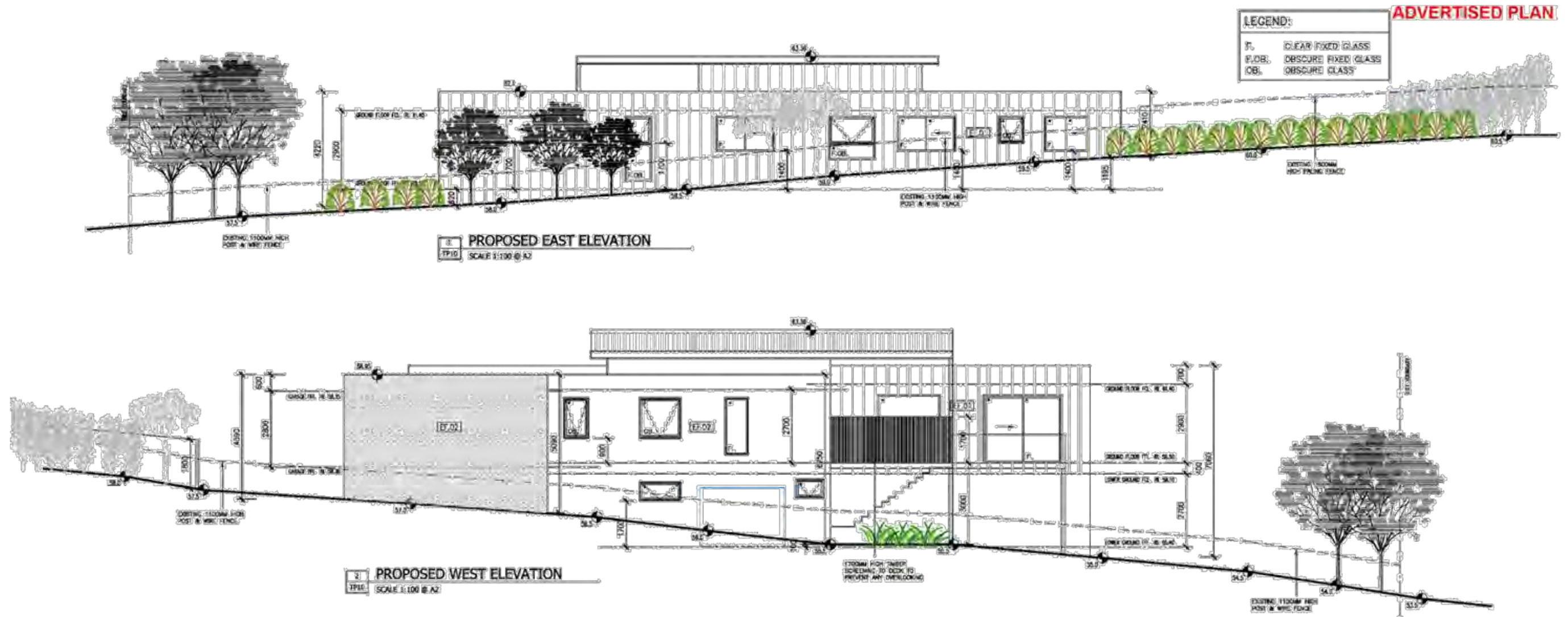
2 PROPOSED SOUTH ELEVATION
TP09 SCALE 1:100 @ A2

COLOUR REFERENCES

EXTERNAL FINISHES		
PROPOSED		
TAG	ITEM	SPECIFICATION
EF.01	COLORBOND ZINC	Colorbond Standing Seam in Monument
EF.02	BRICK CLADDING	Old Red Bricks
EF.03	TIMBER CLADDING	Selected Shiplap Vertical Timber Cladding
EF.04	METAL ROOF	Lysaght Rip Lok Roof Material
EF.05	ALUMINIUM WINDOWS & DOORS	Powdercoated in Black
EF.06	BALLUSTRADE	Safety glass
EF.07	NEW FENCE	Selected Timber Vertical battens



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				<p>DRAWING TITLE: PROPOSED ELEVATIONS</p>	<p>TOWN PLANNING</p>

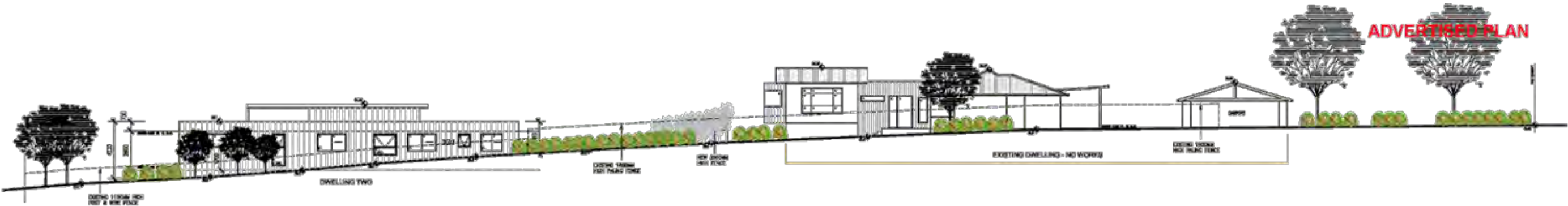


COLOUR REFERENCES

EXTERNAL FINISHES		
PROPOSED		
TAG	ITEM	SPECIFICATION
EF-01	COLORBOND ZINC	Colorbond Standing Seam in Monument
EF-02	BRICK CLADDING	Old Red Bricks
EF-03	TIMBER CLADDING	Selected Shiplap Vertical Timber Cladding
EF-04	METAL ROOF	Lysaght Rip Lok Roof Material
EF-05	ALUMINIUM WINDOWS & DOORS	Powdercoated in Black
EF-06	BALUSTRADE	Safety glass
EF-07	NEW FENCE	Selected Timber Vertical battens



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					<p>DRAWING TITLE: PROPOSED ELEVATIONS</p> <p>TOWN PLANNING</p>	



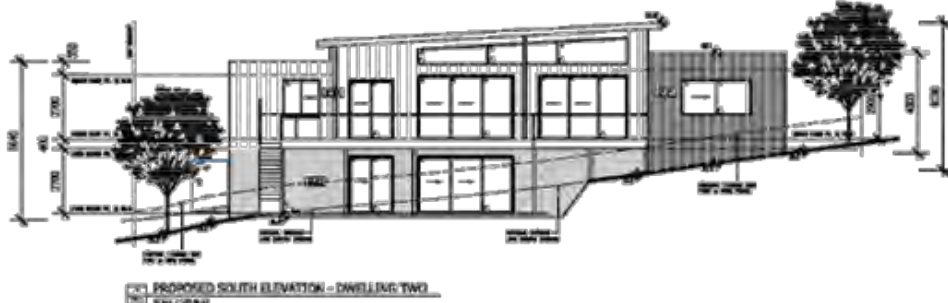
3	PROPOSED EAST ELEVATION
TP31	SCALE: 1/2" = 1'-0" @ A2



PROPOSED SOUTH ELEVATION - DWELLING ONE



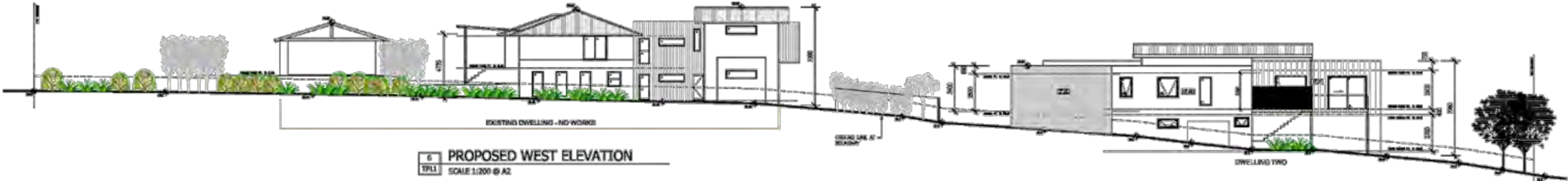
PROPOSED NORTH ELEVATION - DWELLING ONE



PROPOSED SOUTH ELEVATION - DWELLING TWO



PROPOSED NORTH ELEVATION - DWELLING TWO



6	PROPOSED WEST ELEVATION
TPL1	SCALE 1:200 @ A2

DISSENT

DE NOT SCALE BY GRANTING CONTRACTING TO STATE AND TERRY
CONSTRUCTION / PAPERWORK, TERRY ENDORSED TWO PROPOSALS OVER
SOME 10 MONTHS.

ALL WORKS WERE OF SIGNIFICANT IMPORTANCE TO THE REGIONAL
AND WERE IN COMPLIANCE WITH THE STATEMENT OF WORKS AND RELEVANT
NATIONAL STANDARDS.

ALL WORKS WERE TO BE COMPLETED BY A CHANGED 1000 TONNE
LIMITED CONTRACTOR, ALL WORKS WERE IN COMPLIANCE WITH
NATIONAL STANDARDS AND TO ACHIEVE THE BEST RESULTS (THEY WERE THE
BEST RESULTS).

**REGISTERED BUILDING
PRACTITIONER**

MERRAN THOMAS
MOB: 0418 343 447
EMAIL: merran.design@gmail.com



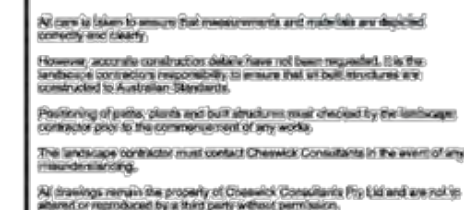
NO	DATE	REMARK
000	24.05.21	TOWN PLANNING APPLICATION
A	24.07.21	REQUEST FOR PARTNER NAME

PROJECT
NEW RESIDENCE
10 Seaview Road
FRANKSTON SOUTH VIC 3199
FOR
Carver Family

SCALE	DATE
AS NOTED @ A2	FEB 2021

DRAWING TITLE
PROPOSED ELEVATIONS

DWG NO.
TP11
-A

INFORMATION **ADVERTISED PLAN**

ALL ENVIRONMENTAL WEEDS MUST BE
ERADICATED FROM THE SITE AREA
PRIOR TO PLANTING.

	Trees, shrubs, hedges and grasses
	Existing driveway
	Proposed permeable driveway
	Letter box
	Lawn
	Water Tank
	Bluestone Steppers
	Paving
	Trees to remain with TPZ
	Trees to be removed
	Area to be protected by TPZ
	Bins

LANDSCAPE PLANT SCHEDULE

TIMBER EDGE DETAIL

TREE PLANTING IN CLAY SOIL

SHRUB PLANTING

LANDSCAPE MATERIALS PALETTE

875 cm⁻¹ organic matter

NOTE:
All trees must comply with Australian Standard
AS2303:2015 - Tree Stock for Landscape Use.

All trees must be planted by an AQF Level 3 Qualified Arborist, Landscape Gardener or Horticulturist.

LANDSCAPE PLANTING
PLAN

10 Seaview Rd Frankston

1:200 @ A1



Cheswick
Landscape Architecture | Horticulture

6256616, 6746246, 6746247, 6746248

Executive Summary**11.2 Planning Application 465/2021/P - 25 Playne Street Frankston - To use the land for the sale and consumption of liquor (restaurant and cafe licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme**

Enquiries: (Sam Clements: Communities)

Council Plan

Level 1:

4. Well Planned and Liveable City

Level 2:

4.1 Integrate land use planning and revitalise and protect the identity and character of the City

Purpose

This report considers the merits of the planning application to use the land for the sale and consumption of liquor (restaurant and café licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme at 25 Playne Street Frankston.

Recommendation (Director Communities)

That Council resolves to issue a Planning Permit to in respect to Planning Application number 465/2021/P, subject to the conditions contained in the officer's assessment.

Key Points / Issues

- It is proposed to use the existing building for the sale and consumption of liquor (restaurant and café licence) in association with a new restaurant.
- Buildings and works are proposed to update the existing building façade, along with new signage.
- A maximum capacity of 132 patrons is proposed, 81 internal and 51 external.
- Hours of liquor sales and consumption are:
 - Monday – Thursday 11am-10pm
 - Friday – Sunday 11am-11pm
- The application also seeks to reduce the required number of parking spaces under Clause 52.06-5 by 10 spaces.
- Public notice was given, with no objections received.
- The proposal is consistent with the planning controls and policy as it provides or retail, entertainment and commercial uses in a commercial area which is part of the Frankston Major Activity Centre.
- It also represents an opportunity for meaningful activation of a prominent building on a street corner in the Frankston Central Activities Area which has been vacant for a long period of time.

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

Financial Impact

The permit application fee paid to Council is \$2,531.65. The average cost to process a planning permit application is \$2,264.

11.2 Planning Application 465/2021/P - 25 Playne Street Frankston - To use the land for the sale and consumption of liquor (restaurant and cafe licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme**Executive Summary****Consultation****1. External Referrals**

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

2. Internal Referrals

The application was referred internally to Social Planning, Waste, Traffic and Local Laws who offer no objections to the proposal.

Notification of Proposal

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

Notification was given in the form of:

- Mail to adjoining owners and occupiers; and
- Two (2) signs, one (1) erected on each frontage

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

Analysis (Environmental / Economic / Social Implications)

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

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

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

Legal

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

- Clause 34.01 Commercial 1 Zone
- Clause 52.05 Signs
- Clause 52.06 Car Parking
- Clause 52.27 Licensed Premises

Policy Impacts

- Clause 11 Settlement

11.2 Planning Application 465/2021/P - 25 Playne Street Frankston - To use the land for the sale and consumption of liquor (restaurant and cafe licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme**Executive Summary**

- Clause 17 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 that the proposal is satisfactory subject to conditions and should be supported as discussed throughout this report.

ATTACHMENTS

- Attachment A: [↓](#) Locality Map
Attachment B: [↓](#) Aerial Locality Map
Attachment C: [↓](#) Advertised Plans

11.2 Planning Application 465/2021/P - 25 Playne Street Frankston - To use the land for the sale and consumption of liquor (restaurant and cafe licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme**Officers' Assessment****Summary**

Existing Use	Vacant
Site Area	395 square metres
Proposal	To use the land for the sale and consumption of liquor (restaurant and café licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme
Zoning	Commercial 1 Zone
Overlays	Parking Overlay Schedule 1
Reason for Reporting to Council	Application associated with Liquor (over 100 patrons in FMAC)

Background***Subject Site***

The site contains a vacant double storey building, which was previously occupied by NAB (bank). The site is located on the corner of Playne and Thompson Streets in Frankston. The site is irregular in shape with an area of 395 square metres and is not affected by any easements.

Locality

The site is located within the Frankston Major Activity Centre area (FMAC) and is surrounded by commercial developments.

Site History

There have been no planning applications within the last ten years.

Proposal

It is proposed to use the land for the sale and consumption of liquor (restaurant and café licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme.

The proposal is summarised as:

Liquor

- The sale and consumption of liquor (restaurant and café licence) is in association with the proposed restaurant 'Betty's Burgers'.

11.2 Planning Application 465/2021/P - 25 Playne Street Frankston - To use the land for the sale and consumption of liquor (restaurant and cafe licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme**Officers' Assessment**

- The proposed hours of liquor sales and consumption are as follows:
 - Monday – Thursday 11am-10pm
 - Friday-Sunday 11am-11pm
- The proposed patrons are as follows:
 - 81 internal
 - 51 external
 - 132 total

Buildings and Works

- It is proposed to modify the existing façade of the shopfront to provide an indoor/outdoor dining environment with bi-fold doors and decking to replace the existing walls and windows.

Signage

- Eight (8) signs are proposed.
- These include illuminated business identification signage above the existing awning, under the verandah and mounted to the façade wall and business identification signage on umbrellas and barriers.

Car Parking

- The use of restaurant requires 10 onsite parking spaces pursuant to the Frankston Planning Scheme. The site has no onsite parking, therefore permission for a reduction of 10 spaces is sought.

State and Local Planning Policy Frameworks

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

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

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

- Clause 21.04 Settlement
- Clause 21.08 Economic Development

Planning Scheme Controls

A Planning Permit is required pursuant to:

- Clause 34.01 Commercial 1 Zone
- Clause 52.05 Signs
- Clause 52.06 Car Parking

11.2 Planning Application 465/2021/P - 25 Playne Street Frankston - To use the land for the sale and consumption of liquor (restaurant and cafe licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme**Officers' Assessment**

- Clause 52.27 Licensed Premises

Internal Referrals

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

Social Planning

No objection to the proposed liquor sales, the predominant activity on the site will be serving meals. A concern was raised regarding queuing areas noted in the management plans which could impact disability access through Playne/Thompson Streets. This is recommended to be addressed by way of condition.

Waste Management

Waste volumes are adequate however a number of changes are required to the Waste Management Plan. This can be addressed by way of condition.

Traffic

Clause 52.06-5, Table-1 stipulates that: food and drink premises car parking rate is 3 to each 100sqm of leasable floor area (site is within the Parking Overlay) this equates to: 3 spaces x 341sqm/100sqm = 10 car parking spaces.

No car parking spaces are provided, a waiver is therefore sought.

The car parking demand assessment report submitted adequately indicates availability of on-street car parking and public carparks within the Frankston Metropolitan Activity Centre. Ample public transport modes are also available in the precinct.

The site traffic generation is shown to be one vehicle every four minutes and this does not constitute any adverse impact on the road network. The car parking demand assessment is satisfactory.

Clause 52.34 states that staff require 1 bicycle parking to each 100sqm of floor area available to the public this equates to 2 bicycle spaces. The traffic report states 2 spaces are provided, these are not clearly indicated on the plans. This can be addressed by way of permit condition.

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

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

11.2 Planning Application 465/2021/P - 25 Playne Street Frankston - To use the land for the sale and consumption of liquor (restaurant and cafe licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme**Officers' Assessment*****Clause 34.01 Commercial 1 Zone***

The proposed buildings and works to the façade of the building require a permit under the Commercial 1 Zone. The extent of glazing will be increased, with the façade opened up to outdoor areas.

It is considered that the proposed additions and alterations to the existing building will contribute positively to the existing commercial nature of the area and will achieve the purpose of the zone. The alterations to the façades will assist to activate the street frontage and create a sense of vibrancy to the street. It is noted that a Local Law permit is required for outdoor footpath trading/dining. Therefore, a condition is recommended to be included requiring the plans to be updated to note that occupation of the kerbside is subject to a Kerbside Trading permit, to be sought from and issued separately by Council.

Clause 52.05 Signs

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

The signage component of the application consists of the following:

- Illuminated double sided wall mounted blade sign, west elevation, image of a burger and 'Betty's Burgers' 0.55m x 0.55m
- Illuminated signage on the pergola (west elevation) 'Betty's Burgers' 2.4m x 0.815m
- Illuminated under verandah sign 'Betty's Burgers' 1.8m x 0.685m
- Illuminated above verandah sign 'Betty's Burgers' 3m x 1.018m
- Illuminated double sided wall mounted blade sign, south elevation, image of a burger and 'Betty's Burgers' 0.55m x 0.55m
- Seating barriers 'Betty's Burgers' 0.5 sqm each
- Umbrellas 'Betty's Burgers' 0.6 sqm each
- Illuminated sign on the upper wall of the north elevation 'Betty's Burgers' 3m x 1.5m

The proposed signs are not excessive in a commercial setting. The signs do not create clutter or visual disorder as the signs are fixed to the building façade. The umbrella and barrier signage is consistent with similar outdoor dining signage treatments.

Clause 52.06 Car Parking

The site is located within the Principal Public Transport Network area and the Parking Overlay. Under the Parking Overlay, food and drink premises 10 car parking spaces are required at the rate of 3 spaces to each 100sqm of leasable floor area.

No car parking spaces are available on the site and no space is available to provide car parking on site. There is no existing use of the land to generate a car parking 'credit'. Thus, car parking waiver is required for total of 10 spaces.

The applicant submitted a transport demand assessment which states that the shortfall can be adequately accommodated within the immediate area with car parking opportunities existing on-street and off-street. The site is located within the FMAC and within Principal Public Transport Network area where public transport is available and the car parking in the area is largely a shared resource. Therefore, the reduction of car parking requirement is considered acceptable.

11.2 Planning Application 465/2021/P - 25 Playne Street Frankston - To use the land for the sale and consumption of liquor (restaurant and cafe licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme**Officers' Assessment**

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

Clause 52.34 Bicycle Parking

Pursuant to Clause 52.34-5, two staff bicycle spaces are required for the new use. The traffic report states these have been provided, however the location of the parking is not clear on the plans, and this is recommended to be addressed by way of a condition of permit.

Clause 52.27 Licence Premises

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

As the land is located in a commercial area and does not have abutting residential neighbours, the consumption of liquor will not likely impact upon the amenity of the area. Council's Social Planning Department has not objected to the proposal. It is noted that a restaurant and café licence is proposed, which requires liquor to be consumed alongside food, thereby reduce alcohol related harms. A management plan has been included with the application which will be endorsed to form part of the permit.

Cumulative Impact

The State Government has prepared Practice Note 61 ('Licensed premises: Assessing cumulative impact') which provides guidance for assessing the cumulative impact of licensed premises as part of a planning permit application under Clause 52.27 of the planning scheme.

According to the practice note, 'Cumulative Impact' refers to both the positive and negative impacts that can result from the clustering of licensed premises. It is a product of the number and type of venues present, the way they are managed, and the capacity of the local area to accommodate these venues. The Practice Note states that it should be used for new or expanded licensed premises that will trade past 11pm and are located in a 'cluster' of licensed premises, i.e. where there are three or more licensed premises within a radius of 100m from the subject land; or, 15 or more licensed premises within a radius of 500m from the subject land.

As there are 9 licensed venues within a 100m radius, with an additional 49 within a 500m radius (as per the submitted cumulative impact assessment) and it was originally proposed to serve liquor until 12 midnight (now amended to 11pm), a Cumulative Impact Assessment of the proposal was required and assessed as follows:

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

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

11.2 Planning Application 465/2021/P - 25 Playne Street Frankston - To use the land for the sale and consumption of liquor (restaurant and cafe licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme**Officers' Assessment**

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

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

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

The proposal will add a food and drink premises (restaurant) in an area where similar activities are undertaken. It will therefore add to the diversity and vibrancy of the area.

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

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

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

The closing times of the licensed premises are 10pm Monday to Thursday and 11pm Friday to Sunday. This is consistent with the other similar businesses in the area and it is therefore unlikely patrons will remain in the area to consume liquor elsewhere.

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

Analysis (Economic and Social Implications)

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

Conclusion

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

11.2 Planning Application 465/2021/P - 25 Playne Street Frankston - To use the land for the sale and consumption of liquor (restaurant and cafe licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme**Officers' Assessment****Recommendation (Director Communities)**

That Council resolves to issue a Planning Permit in respect to Planning Application number 465/2021/P to use the land for the sale and consumption of liquor (restaurant and café licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme at 25 Playne 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 but modified to show:
 - (a) Two staff bicycle spaces clearly nominated.
 - (b) Tree protection fencing to Council's street trees in accordance with Condition 5.
 - (c) Tree protection Conditions 4 and 5 noted on all relevant plans.
 - (d) Management plan amended to demonstrate that queuing will not impact disability access on Playne/Thompson Streets.
 - (e) A note that occupation of the kerbside may not occur unless in accordance with a separate Kerbside Trading Permit to be sought from and issued by Council.
 - (f) Amended Waste Management Plan (WMP) addressing the following:
 - a. Location of 240L and 1100L bins
 - b. Practicality of emptying 240L bins into 1100L bins
 - c. Collection from Little Park Lane, where will bins be stored and collected from. Swept paths to be provided.
 - d. The rear of the building nominated for collections is Little Park Lane, whereas the WMP nominates Park Lane.
 - e. Bin storage area dimensioned.

No Alterations

2. The use, development and location and details of sign(s) including those of the supporting structure, as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.

Tree Protection

3. Tree protection must be carried out in accordance with the Australian Standard AS 4970-2009 Protection of trees on development sites to the satisfaction of the Responsible Authority.

11.2 Planning Application 465/2021/P - 25 Playne Street Frankston - To use the land for the sale and consumption of liquor (restaurant and cafe licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme**Officers' Assessment**

4. Prior to the commencement of the development, a Tree Protection Fence defined by a 1.8 metre high (minimum) temporary fence constructed using steel or timber posts fixed in the ground or to a concrete pad, with the fence's panels to be constructed of cyclone mesh wire or similar strong metal mesh or netting with a high visibility plastic hazard tape, must be installed at a radius of 2 metres from the street trees to the satisfaction of the Responsible Authority. A fixed sign is to be provided on all visible sides of the Tree Preservation Fencing, stating "Tree Preservation Zone – No entry without permission from Frankston City Council".

Patron Numbers

5. A maximum of 132 (81 internal and 51 external) patrons shall be permitted at any one time, unless with the prior written consent of the Responsible Authority.

Liquor Consumption

6. Unless with the prior written consent of the Responsible Authority, the selling or consumption of alcohol must only take place within an approved red line plan and at the premises during the following hours:

Monday – Thursday 11am-10pm

Friday – Sunday 11am-11pm

Amenity

7. The licensee/permit holder shall not cause or permit undue detriment to the amenity of the area to arise out of or in connection with the use of the premises to which the licence/permit relates during or immediately after trading hours authorised by the licence/permit.
8. Noise emissions from the premises must comply with the requirements of the State Environment Protection Policies (Control of Noise from Commerce, Industry and Trade) No. N-1 (as varied), or any superseding legislation.

Signage Requirements

9. The sign(s) hereby permitted must not:
 - a. be animated;
 - b. be moving or rotating;
 - c. contain any flashing or intermittent light
 - d. be floodlit.
10. The sign(s) hereby permitted must be constructed and maintained to the satisfaction of the Responsible Authority.

Satisfactorily Completed

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

Permit Expiry

11.2 Planning Application 465/2021/P - 25 Playne Street Frankston - To use the land for the sale and consumption of liquor (restaurant and cafe licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme**Officers' Assessment**

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

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

13. The permit for signage expires 15 years from the date of this permit.
14. Upon expiry of the approved signage, all structures built specifically to support the structure must subsequently be removed.

Notes

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

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.

Planning Application - 465/2021/P - 25 Playne Street Frankston
Subject site ■ No objectors



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Projection: GDA2020 / MGA zone 55

Scale: 1:652

Date Printed: 10/11/2021



Time Printed: 3:14 PM

Issued by: Leah Horne



Planning Application - 465/2021/P - 25 Playne Street Frankston
 Subject site ★



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ADVERTISED PLAN

Betty's[®] Burgers

FRANKSTON

25 Playne St, Frankston,
VIC 3199



1 3D VIEW - 01

ALL GLAZING TO BE IN ACCORDANCE WITH GLAZING CLASSIFICATION CODE AS PER AS/NZS 4384:2012 AND AS/NZS 4384:2012:2019 TO REGULATE TO APPLICABLE CODE.

ALL GLAZING TO BE IN ACCORDANCE WITH THE BUILDING REGULATIONS, REQUIREMENTS TO APPLICABLE CODE AND STANDARDS.

EXT GLAZING & CURTAINING LIGHTING TO COMPLY WITH AS/NZS 4384:2012.

ALL GLAZING TO BE IN ACCORDANCE WITH THE BUILDING REGULATIONS, REQUIREMENTS TO APPLICABLE CODE AND STANDARDS.

ALL SUPPLIERS & CONTRACTORS ARE TO HAVE ALL APPROPRIATE INSURANCE, COVERED BY A CONTRACTOR'S LIABILITY INSURANCE WITHIN EACH STATE OF AUSTRALIA. ALL WORKS MUST COMPLY WITH THE BUILDING AND STANDARDS.

SHOPIFFER TO PROVIDE ALL NECESSARY CONSTRUCTION DETAILS TO ALL ELEMENTS AS REQUIRED. CONTRACTOR TO PROVIDE A STRUCTURAL CERTIFICATE OF COMPLIANCE.



RETAIL ZOO
100/101, 102/103, 104/105 Playne St, Frankston, VIC 3199
TEL: 03 9595 4555
FAX: 03 9595 4556
WWW.RETAILZOO.COM.AU

Revisions:
A 08-08-2021 REVISED EXTERIOR DESIGN, EXISTING PHONE BOOTH LOCATION, ASBESTOS, DRAINAGE, OFFICE BUILDING & SHEDS

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SUBJECT CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORKS. VERIFY ALL DIMENSIONS & EXISTING CONDITIONS ON SITE PRIOR TO COMMENCEMENT OF WORKS. DO NOT SCALE OFF DRAWING. COPYRIGHT REMAINS THE PROPERTY OF RETAIL ZOO.

Project:
FRANKSTON
25 Playne St, Frankston, VIC 3199

Drawing:
COVER SHEET

TOWN PLANNING

Drawn By:
A.T.

Checked By:
J.L.

Drawing No.
TP-00

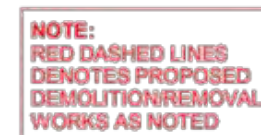
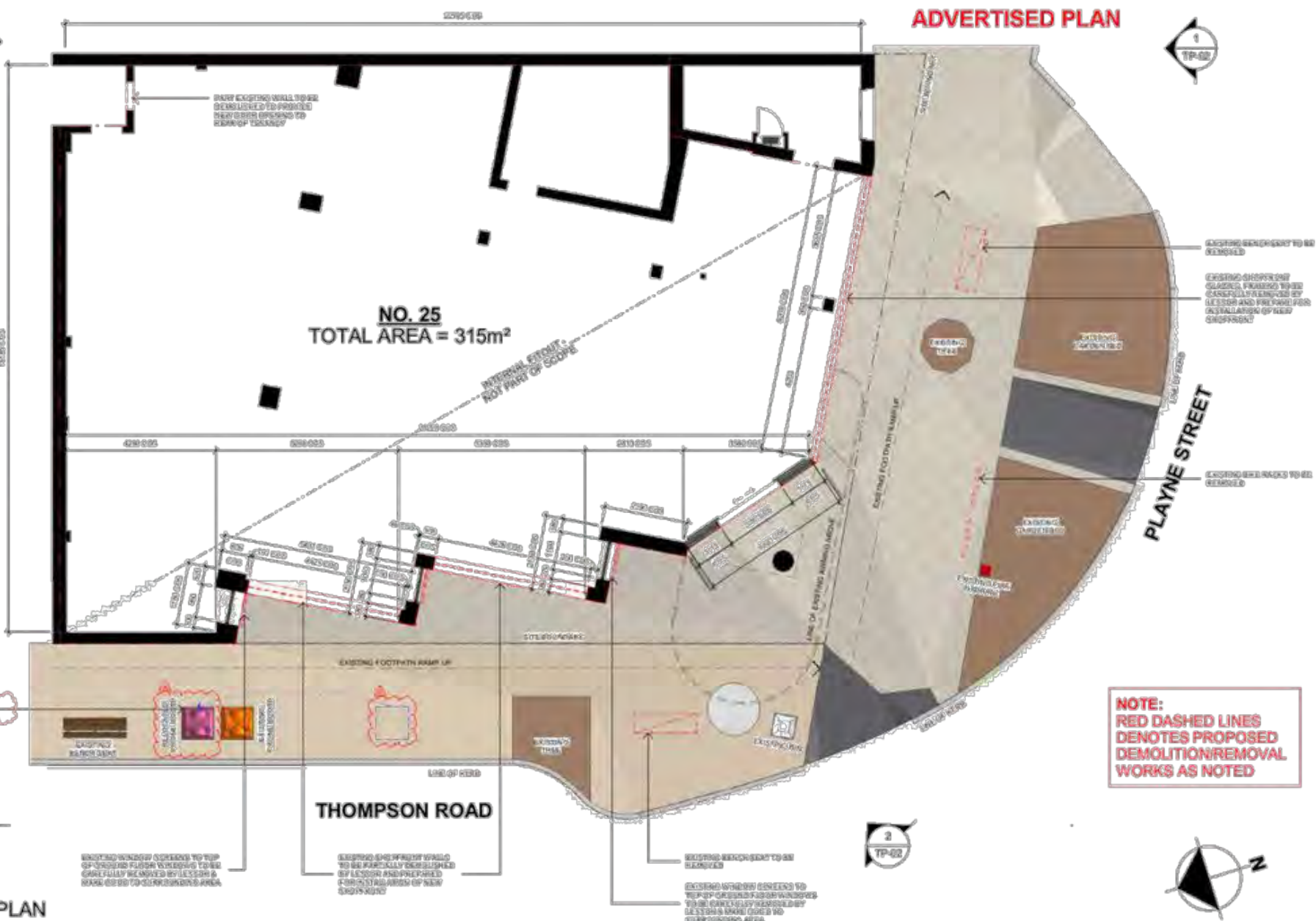
Date:
12.07.2021

Scale @ A2
1:50

Revision:
A

DRAWING LIST.				
DRAWING	DRAWING TITLE	REVISION	REVISED BY	SHEET ISSUE DATE
TP-00	COVER SHEET	A	C.R.	09-08-2021
TP-01	EXISTING CONDITIONS - FLOOR PLAN	A	C.R.	09-08-2021
TP-02	EXISTING CONDITIONS - ELEVATIONS	A	C.R.	09-08-2021
TP-03	EXISTING CONDITIONS - ELEVATIONS	A	C.R.	09-08-2021
TP-04	PROPOSED FLOOR PLAN	A	C.R.	09-08-2021
TP-05	PROPOSED PERSPECTIVES	A	C.R.	09-08-2021
TP-06	PROPOSED ELEVATION & SECTIONS	A	C.R.	09-08-2021
TP-07	PROPOSED ELEVATION	A	C.R.	09-08-2021
TP-08	PROPOSED ELEVATION	A	C.R.	09-08-2021
TP-09	PROPOSED ELEVATION	ADDED		09-08-2021

FINISHES LEGEND			
CODE	TYPE	DESCRIPTION	LOCATION
FT-01	FLOOR TILE	NATIONAL TILES CHICAGO BRICKS 100x100mm COLOUR: 04 COLOUR MATCH 45% 45% 45% CODE: 01 (SEE FLOOR PLAN) 02 (SEE FLOOR PLAN) 10% 03 (SEE FLOOR PLAN) 45% SILICONE FLEXIBLE MOLD RESISTANT COLOURED TO MATCH GROUT: MAPELAK GROUT COLOUR: 014/3-4mm WHITE * LONG LEAD TIME	INDOOR FLOOR TILE
PT-04	PAINT	DUCK POWDERCOAT WEATHER PAINT ELAT COLOUR: 024555 CODE: 024555	EXPOSED DECKING / SERVICES
PT-05	PAINT	BULDER TO NOMINATE - EXTERIOR PAINT COLOUR: TO MATCH PMS 579C	SHOPFRONT BULKHEAD UNDERGIRD
PT-07	PAINT	BULDER WEATHERSEAL EXTERIOR PAINT ELAT COLOUR: 024555 CODE: 024555	SHOPFRONT
MT-01	METAL	SOLID NATURAL BRASS (NO SEALER)	GENERAL
MT-02	METAL	PAINTER POWDERCOATED STEEL - SPECIAL COLOUR COLOUR: BETTY'S BURGERS ORANGE POWDER	HANDRAIL
MT-03	METAL	BULDER WEATHERSEAL EXTERIOR PAINT ELAT COLOUR: 024555 CODE: 024555	SIGNAGE
MT-04	METAL	PAINTER POWDERCOATED STEEL - SPECIAL COLOUR COLOUR: TO MATCH PMS 579C	SIGNAGE PANEL
TD-01	TIMBER PANELING	WALL PANELING - PREFABRICATED SHIP LAP INSTALLATION METHOD: STAGGERED JOINTS	GENERAL
TD-03	TIMBER	W-GRADE SOLID TIMBER SPECIES: BLACKbutt (LIGHTEST SHEETS POSSIBLE, NOT RED OR DARK) SIZE: AS REQUIRED FINISH: NATURAL STAIN AND FINISH SUITABLE FOR OUTDOOR GLASS: GLASS * SHOPFRONT TO ENSURE APPROPRIATE PROTECTION FOR EXTERNAL PURPOSES	GENERAL
TD-04	TIMBER SHINGLES	SHINGLES TO BE INSTALLED IN RANDOMISED COLOUR ORDER. DO NOT INSTALL WITH GEOMETRIC PATTERN * REFER TO TYPICAL DETAIL FOR DETAIL	GENERAL
TD-05	SOLID TIMBER POSTS	EXTERNAL W-GRADE SOLID TIMBER AND TIMBER VENEER ON HARD BOARD SPECIES: BLACKbutt (LIGHTEST SHEETS POSSIBLE, NOT RED OR DARK) SIZE: AS REQUIRED FINISH: BULDER WEATHERSEAL - MATTE	GENERAL
TD-06	LVL TIMBER	EXTERNAL W-GRADE STRUCTURAL LVL TIMBER BEAMS SPECIES: LIGHTEST COLOUR POSSIBLE (NOT RED OR DARK) SIZE: AS REQUIRED FINISH: BULDER WEATHERSEAL - MATTE	Ceiling Features & Pergolas
TD-07	DECK WOOD	DECK PANEL CUSTOM BETTY'S BURGERS WHITE WASHED LOOK CONTACT: STUART JONES (ARCHITECTURAL SALES REPRESENTATIVE) AND ACT DECK Australia/Decorative Imaging Pty Ltd, 67-69 Arts Road, Minto NSW 2576 PH: 02 9653 1588 R: 02 9653 5253 M: 0470 350 885 W: www.decorativeimaging.com.au	EXTERNAL SHOPFRONT GLAZING
TD-08	COMPOSITE DECKING	TRUSTED DECKING 14800 x 2200 (T) - SLIP RESISTANT COLOUR: 024555 CONTACT: GREATLINE ARCHITECTURAL 82 Wedgwood Road, Frankston VIC 3199 PH: 03 9595 6572 W: www.greatline.com.au	DECKING
SK-01	TIMBER SKIRTING	CUSTOM SOLID TIMBER SKIRTING SPECIES: BLACKbutt (LIGHTEST SHEETS POSSIBLE, NOT RED OR DARK) FINISH: TO MATCH TD-01 EDGE: RATED EDGE SIZE: 150mm (R) x 20mm (T)	GENERAL
SK-02	ALUM EXTERIOR	ALUM PANEL CUSTOM BETTY'S BURGERS WHITE WASHED LOOK SKIRTING SIZE: 150mm (R)	EXTERNAL SHOPFRONT SKIRTING



TOWN PLANNING

Drawn By: C.R.	Date: 12.07.2021
Checked By: J.L.	Scale @ A2 As Indicated
Drawing No. TP-01	Revision: A

RETAIL 

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Revisions:

A	(2-28-2024)	REVISED EXISTING GRADE, EXISTING POND BOTTOM LOCATION ADDED C-SHEDT, GUTTER PROTECTION & FENCE L&C
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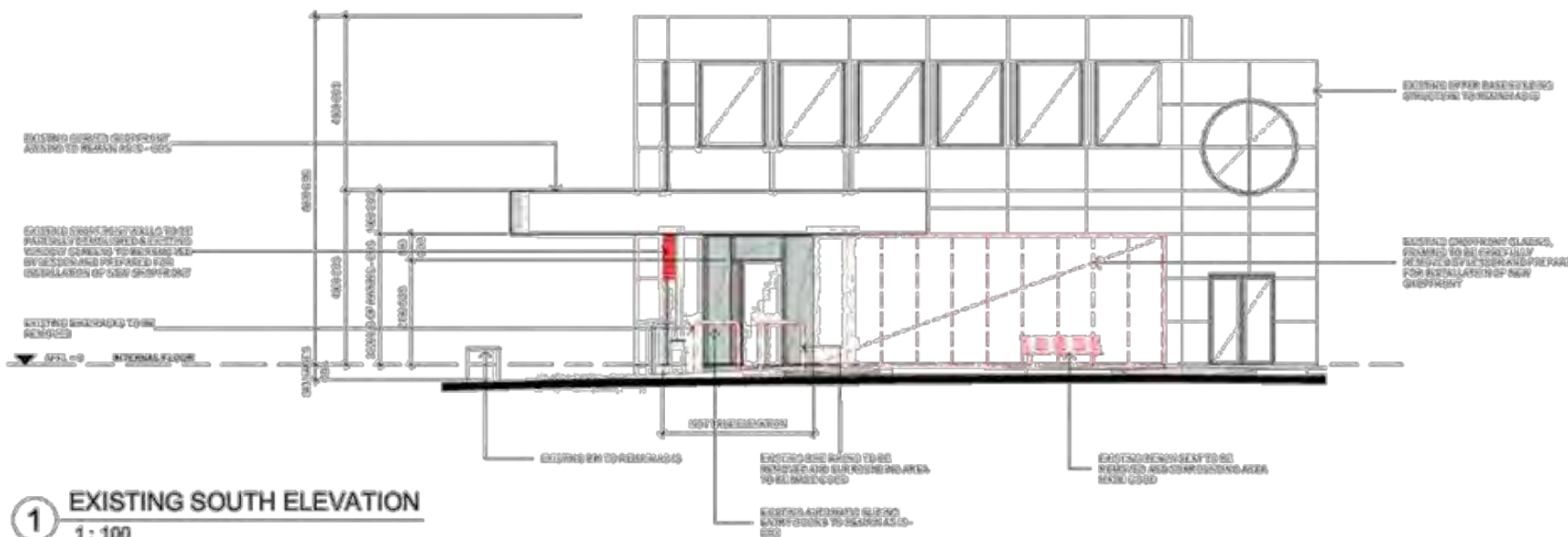
Project:
FRANKSTON
25 Playne St, Frankston, VIC 3199

EXISTING CONDITIONS - FLOOR PLAN

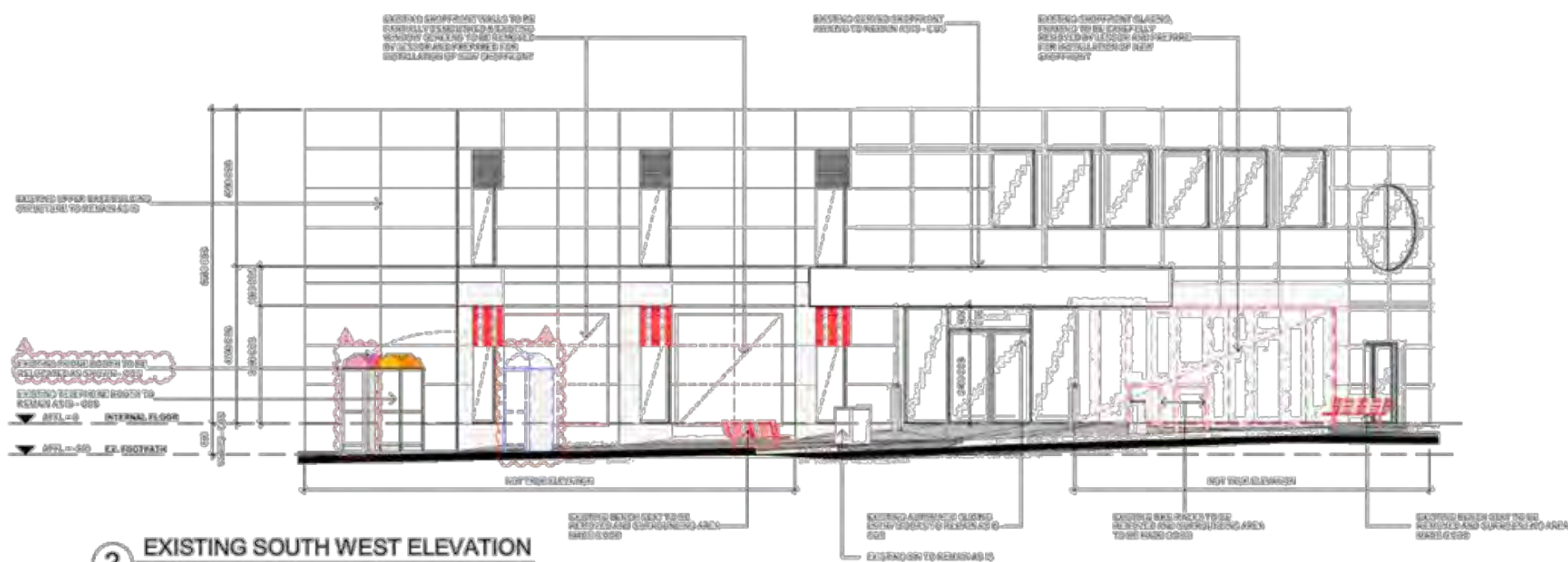
3 3D VIEW 1 - EXISTING

NOTE:
RED DASHED LINES
DENOTES PROPOSED
DEMOLITION/REMOVAL
WORKS AS NOTED

1 EXISTING SOUTH ELEVATION
1:100



2 EXISTING SOUTH WEST ELEVATION
1:100



Drawn By: C.R.	Date: 12.07.2021
Checked By: J.L.	Scale @ A2 1 : 100
Drawing No. TP-02	Revision: A

EXISTING CONDITIONS - ELEVATIONS

BLUES/REGISTRATION TO VERIFY
ALL INFORMATION ON SITE PRIOR TO
PROCEEDING WITH REMEDIATION. CHECKING
FOR HAZARDOUS MATERIALS AND
FINDING NO HAZARDOUS MATERIALS
DURING THE INVESTIGATION OF THE
SITE. THE INVESTIGATION WAS PART OF
AN ENVIRONMENTAL IMPACT STATEMENT
FOR A PROPOSED DEVELOPMENT
BETWEEN THE ENVIRONMENTAL AND
NATURAL RESOURCES DEPARTMENT
AND THE ENVIRONMENTAL CHAIRMAN.
THE INVESTIGATION WAS PART OF
THE INVESTIGATION OF THE
SITE. THE INVESTIGATION WAS
PART OF AN ENVIRONMENTAL
IMPACT STATEMENT FOR A
PROPOSED DEVELOPMENT
BETWEEN THE ENVIRONMENTAL
AND NATURAL RESOURCES
DEPARTMENT AND THE
ENVIRONMENTAL CHAIRMAN.

Revisions:

A	02/22/2021	REVISED EXPOSURE DURATION, EXPOSURE PHASES, BIRTH LOCATION ADDED: COMMENTS, OTHER DATA, DATA QUALITY RATING
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 101148

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RETAIL 

[illegible]

1 EXISTING WEST ELEVATION
1:100



2 3D VIEW 2 - EXISTING

NOTE:
RED DASHED LINES
DENOTES PROPOSED
DEMOLITION/REMOVAL
WORKS AS NOTED

RETAIL ZOO
Retail Solutions for the Food Industry

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BOOST
CIBO
Betty's Baking

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 109314

TELEPHONE 65 6334 4455
FAX 65 6334 4455
www.citicorp.com.sg

Revisions:	
A	02-28-2024
REVISED: EXPANDED BACKGROUND, ENHANCED PHASE BOUTEN LOCATION AND ADDED: CONCEPT, POSTER, AND FUTURE PLANNING TO B3	

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BUDGET/ESTIMATOR TO VERIFY ALL REQUESTS ON SITE WITH PROJECT OWNER (S) AND/OR (S) BEFORE FIELD OR CONSTRUCTION OF THE SITE. THE BUDGET/ESTIMATOR SHALL BE RESPONSIBLE FOR THE COST OF ALL REQUESTS AND FOR THE COST OF ALL MATERIALS AND SUPPLIES. THE BUDGET/ESTIMATOR SHALL BE RESPONSIBLE FOR THE COST OF ALL REQUESTS AND FOR THE COST OF ALL MATERIALS AND SUPPLIES. THE BUDGET/ESTIMATOR SHALL BE RESPONSIBLE FOR THE COST OF ALL REQUESTS AND FOR THE COST OF ALL MATERIALS AND SUPPLIES.

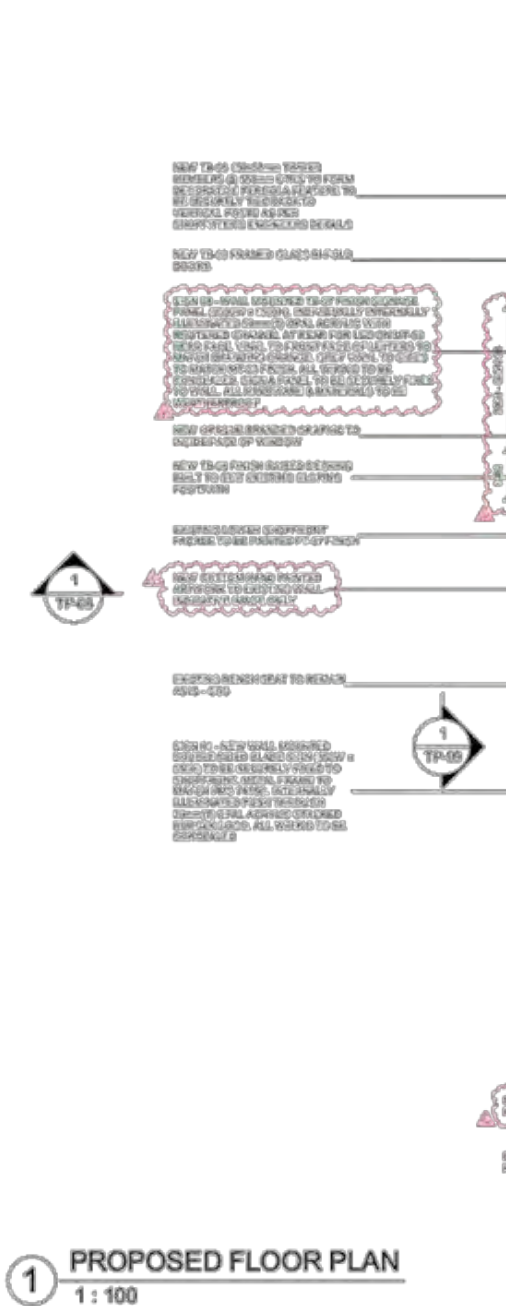
Project:
FRANKSTON
25 Payne St, Frankston, VIC 3199

EXISTING CONDITIONS - ELEVATIONS

TOWN PLANNING

Drawn By: C.R.	Date: 12.07.2021
Checked By: J.L.	Scale @ A2 1 : 100
Drawing No. TP-03	Revision: A

SIGNAGE SCHEDULE			
LOCATION (ORIENTATION)		TOTAL AREA	ILLUMINATED
SIGN 01	BLANK SIGN REL. GROUND (NORTH & SOUTH)	0.00m	YES
SIGN 02	PERICULUM	3.00m	YES
SIGN 03	ENTRY (SOUTH)	1.00m	YES
SIGN 04	AVENUE TOP (SOUTH & WEST)	0.10m	YES
SIGN 05	BLANK SIGN REL. GROUND (SOUTH & WEST)	0.00m	YES
SIGN 06	STATION (SOUTH)	0.00m	NO
SIGN 07	PERICULUM	0.00m	NO
SIGN 08	UPPER WALL (SOUTH)	4.00m	YES



ADVERTISED PLAN

① 3D VIEW - 02



② 3D VIEW - 03



3 3D VIEW - 04



4 3D VIEW - 05



5 3D VIEW - 06



RETAIL ZOO
 Level 4, Tower 2, Glashire Place
 1345 Randolph Road, Glashire
 V6C 1A2

TELEPHONE: 608-4429
FAX: 608-4429
WWW: WWW.CSDELA.COM

Revisions

A 02042001 REVEREND JACOBUS VAN NELLE, EXISTING PHONE BOOTH LOCATION
ADDED: COCAINE, CIGARETTES, PATROL CAR, MINIBUS

ALL DIMENSIONS ARE IN MILLIMETERS. VERIFY ALL DIMENSIONS & EXISTING CONDITIONS ON SITE PRIOR TO COMMENCEMENT OF WORKS. DO NOT SCALE OFF DRAWING. COPYRIGHT REMAINS THE PROPERTY OF RETAG, 2014

BIDDER/CONTRACTOR TO VERIFY ALL REQUIREMENTS ON SITE PRIOR TO PROCEEDING WITH PROPOSED WORK. CRACKS, SETTLE AND/OR DISPLACEMENTS OF THE SITE, EXISTING OR PROPOSED, DO NOT COMPLY WITH THE DESIGN OR CONSTRUCTION OF THE PROJECT OR ANY OTHER REQUIREMENTS BETWEEN THE CONTRACTOR AND EXISTING OR PROPOSED CRACKS SHALL BE REPAIR OR RECONSTRUCTION IN RELEVANT EXISTING OR PROPOSED REGULATORY CODES AND STANDARDS.

Project:
FRANKSTON
25 Playne St, Frankston, VIC 3199

PROPOSED PERSPECTIVES

TOWN PLANNING

Drawn By:	Date:
C.R.	12.07.2022

Checked By: _____ Scale @ A _____

Drawing No.	Revision:
TP-05	A

[illegible]

SHOOT FRONT

SHOOT BACK

INTERNAL FLOOR

EXTERNAL FLOOR

WLG WALL HEIGHT TO BE SECURELY FIXED - ALL WORK TO BE CONCEALED

WLG WALL FACTURED TO BE EXCHANGING GENERAL FLOOR TO SHOOT BACK AND ALL WALLS TO BE EXCHANGING GENERAL FLOOR TO SHOOT BACK

WALL CONNECTIONS TO ALL CORNERS

SHOOTING WALL TO BE REMOVED

GLASS TO BE REMOVED TO BE APPLIED TO GLASS, REMOVED TO BE REMOVED

GLASS TO BE REMOVED TO BE REMOVED

RETAIL ZOO
100
Leard L. Towner & Christine Place
1001 Highway 100, Cheshire
V0B 1G0

TELEPHONE 872-6100
FAX 872-6100
WWW.CANADIANZOO.COM

Revisions:	
A	6/24/2021 REVISED FOR CORRECTION, REMOVED PHONE BIRTH LOCATION AND CONTACT, AND RE-EDITING AND RE-EDITING

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SUBJECT/REGISTRATION TO VERIFY
ALL REQUESTS ON SITE PRIOR TO
PROCEEDING WITH OPERATIONS. (CHECKED)
HARVESTING OF COMMERCIAL CRAB ON
SITE. USE OF ALL AVAILABLE TOOLS, ETC.,
IN ORDER TO OBTAIN THE BEST
RESULTS. (CHECKED) THE RESULTS
WILL BE REPORTED TO THE
MANAGER OF THE REGISTRY
OF THE CRAB HARVESTING
REGISTRY
OF THE CRAB HARVESTING
REGISTRY

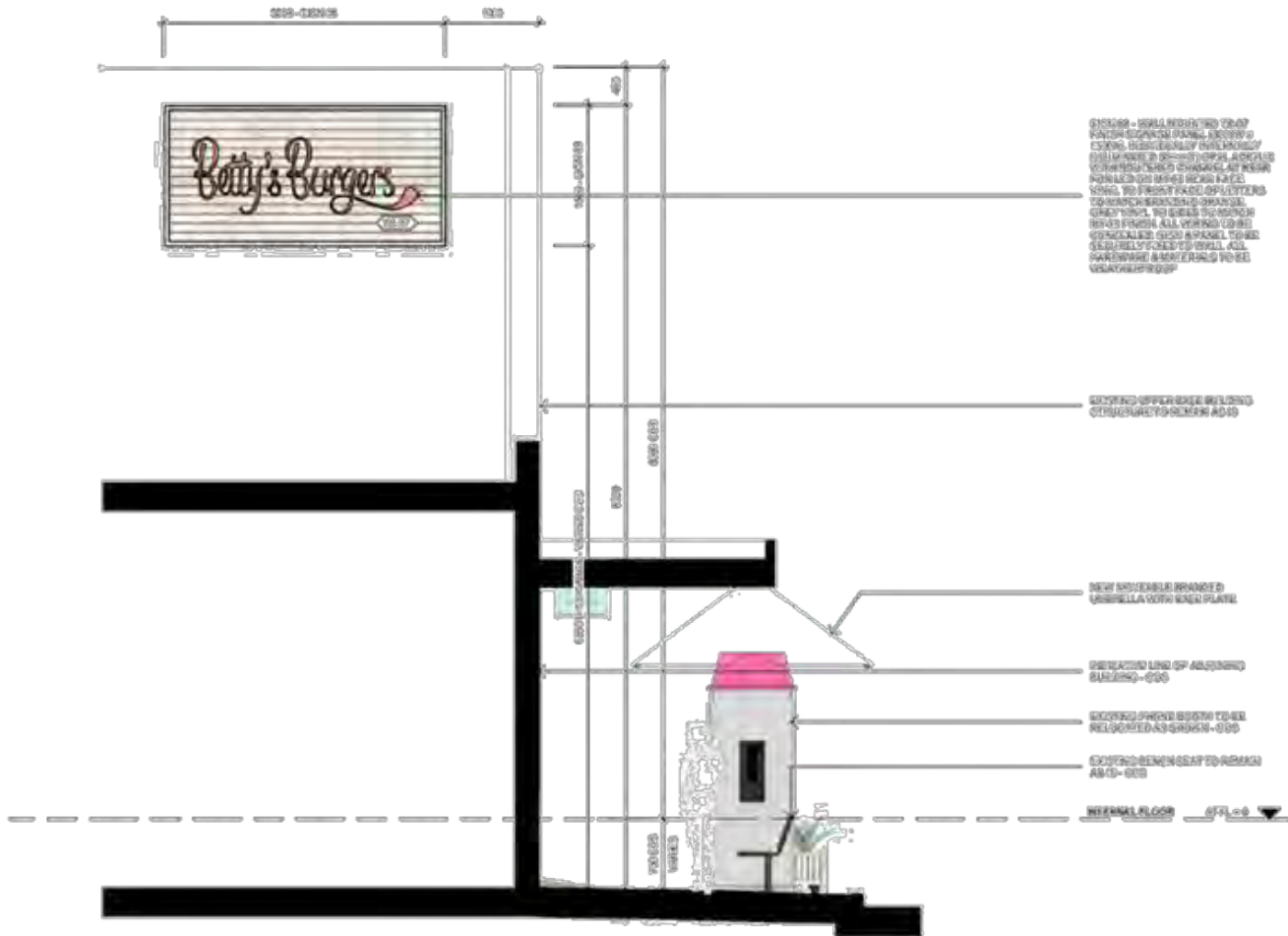
Drawing:

PROPOSED ELEVATION

TP-07 A



1 PROPOSED WEST ELEVATION
1:50

ADVERTISED PLAN

1 EXISTING NORTH ELEVATION (PARTIAL)
1:50



② 3D View 21



RETAIL ZOO
 1000
 Level 1, Tower 1, Glendale Place
 1011 Randolph Road, Glendale
 010143

TELEPHONE 0578 4459
FAX 0578 4459
WWW.MERLIN.CO.UK

Revisions:

ALLEGED/CONTRADICTORY TO VERIFY ALL DISSEMINATED INFORMATION TO PROTECTED CHILD CARERS & CHILDREN WITH COPS OR COMPASSIONATE PERSONS CITE THE POLICE AND SOCIAL WORKERS, DO NOT TALK TO ANYONE & WORK ON THE DISSEMINATION OF INFORMATION OF ANY CONFLICT OR DISSENT BETWEEN COPS, CHILDREN AND PROTECTED CHILD CARERS SHALL BE READ THE INSTRUCTIONS WHEN RELAYING INFORMATION OR PROVIDING REGULATORY CARE & SUPPORT.

Project:
FRANKSTON
25 Playne St, Frankston, VIC 3199

PROPOSED ELEVATION

CONCEPT ISSUE

Drawn By:	Date:
C.R.	03.08.202

Checked By:	Scale @ A
JL	1:50

Drawing No. **TP-09** Revision:

The floor plan shows a building with a complex internal layout. The main entrance is located on Thompson Street, leading into a large living area. To the right of the entrance is a kitchen and dining area. The plan also shows several bedrooms and a bathroom. External features include a garden area, a parking area, and a fire alarm control panel. The plan is oriented with Thompson Street to the south and Playne Street to the east.

	SOLID WALL
	BATTEN WALL
	RIDGE LEVEL INDICATOR
	RIDGE PRESERVER
	ELECTRICAL DISTRIBUTION BOARD
	RIDGE END & EAVE

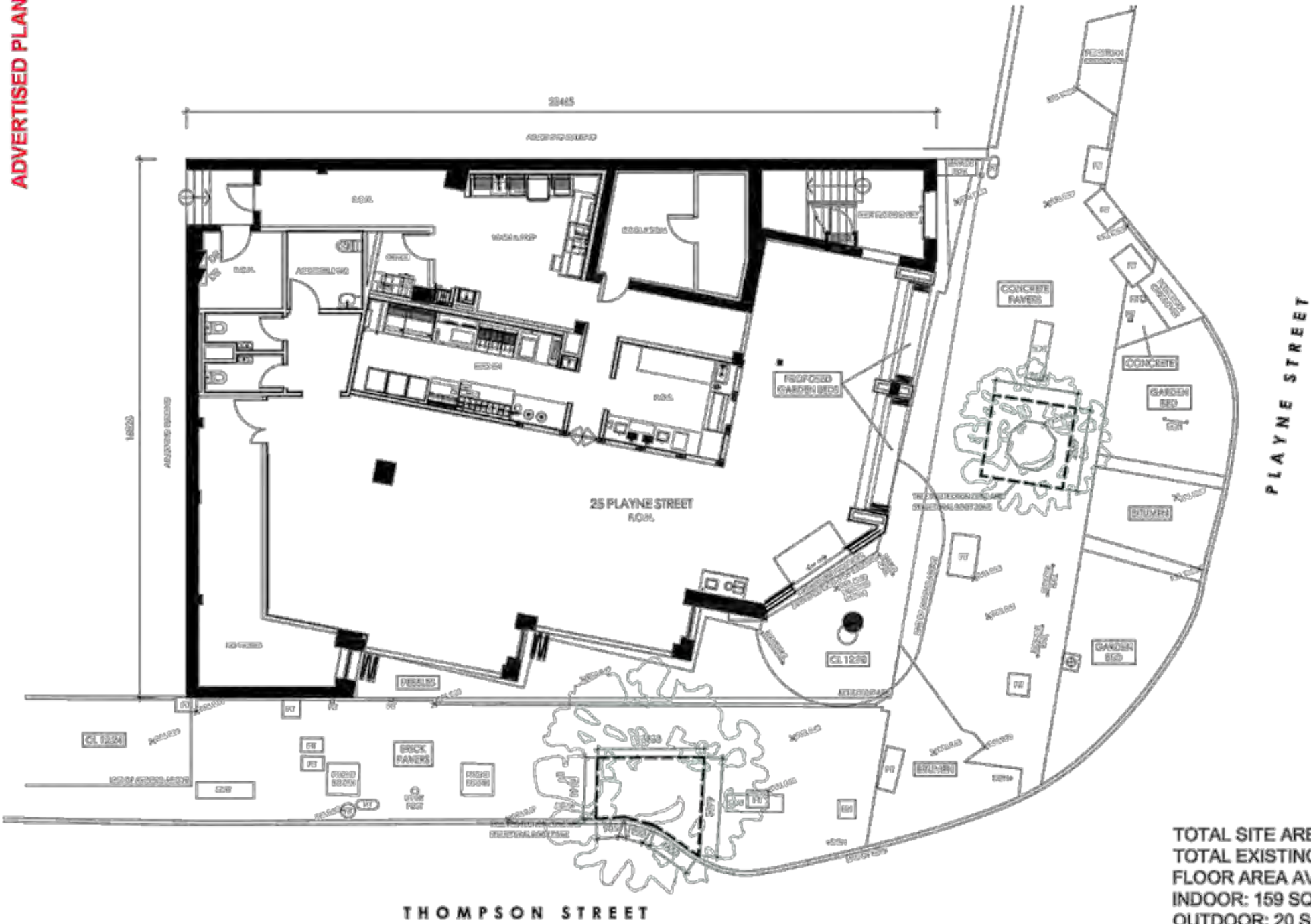
NOTE: ALL OF THE NAMES ON THE
PASTED LIST ABOVE ARE NOT
COMMONPLACE, AND THEREFORE
A RE-ENTRY FOR ANY VIOLATION OF THE
ENTRY RULES, A FINE OR FOR CONFINEMENT
OR DEPORTATION FOR VIOLATIONS ARE
A CHARGE THEREON IS SUBJECT TO
GENERALIZED NUCLEONIC.

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[illegible]RETAIL 

FACULTY		25 PLAYERS/STAFF	
ASSISTANT		FACULTY, WGS	
BOUNCE/STAFF		BOUNCE/STAFF	
STAFF	BOUNCE/STAFF	STAFF	BOUNCE/STAFF
STAFF	BOUNCE/STAFF	STAFF	BOUNCE/STAFF

ADVERTISED PLAN



TOTAL SITE AREA: 395 SQM
TOTAL EXISTING GROUND FLOOR AREA (NO CHANGE): 345 SQM
FLOOR AREA AVAILABLE TO THE PUBLIC:
INDOOR: 159 SQM
OUTDOOR: 20 SQM
IMPERVIOUS SURFACES: 20 SQM

TP ISSUE

Drawn By: _____ Date: 06.10.2021

Checked By: _____ Scale @ A2
1:100

Drawing No.	Revisions
-------------	-----------

TP02

RETAIL ZOO
 1000
 Level 1, Tower 2, Gardens Road
 6400 Darling Road, Gardens
 100000

For more information
contact
us at
020 7581 2000

Revisions:

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DESIGNED FOR CONSTRUCTION TO VERIFY ALL INFORMATION ON SITE PRIOR TO PROCEEDING WITH DEVELOPMENT, CONSTRUCTION OF THE PROJECT AND THE PROPOSED INFRASTRUCTURE OF THE PROJECT. THE SITE VISIT REPORT IS A KEY DOCUMENT IN THE SITE VISIT REPORTING PROCESS, AND IT IS THE RESPONSIBILITY OF THE CLIENT TO ENSURE THAT THE REPORT IS ACCURATE AND COMPLETE. THE REPORT SHOULD BE REVIEWED AND APPROVED BY THE CLIENT PRIOR TO SUBMISSION TO THE REGULATORY AUTHORITIES.

Project:
FRANKSTON
25 Payne St, Frankston, VIC 3199

DEVELOPMENT SUMMARY

ADVERTISED PLAN



1 KEY FLOOR PLAN
1:100



CONCEPT ISSUE



RETAIL ZOO
800
Level 1, Tower 1, Shadon Place
1941 (Sydney) Road, Shadon
VIC 3143
TELEPHONE: 0528 452
FACSIMILE: 0528 452
WWW.RETAILZOO.COM.AU

Revisions:

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Project:
FRANKSTON
25 Playne St, Frankston, VIC 3199

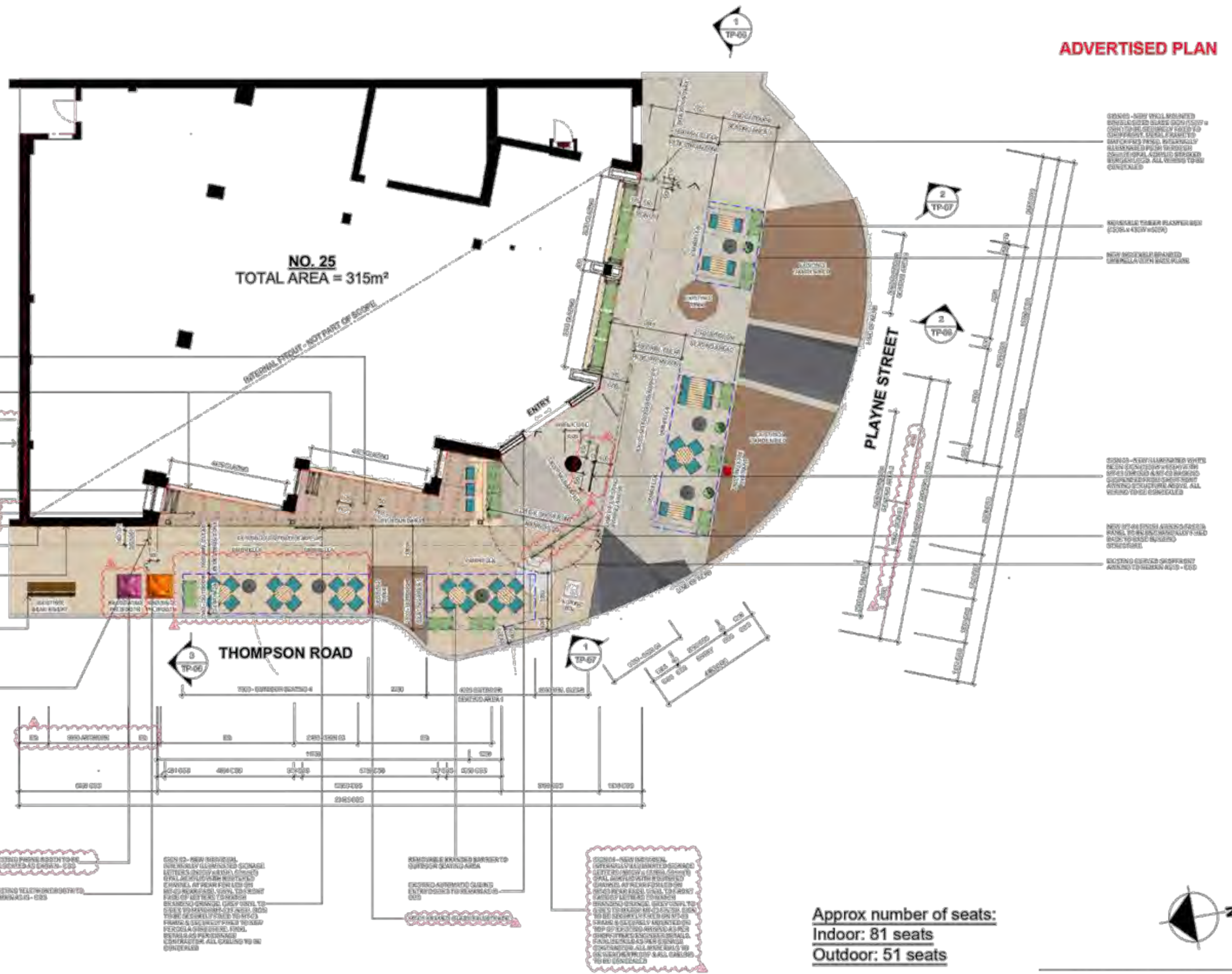
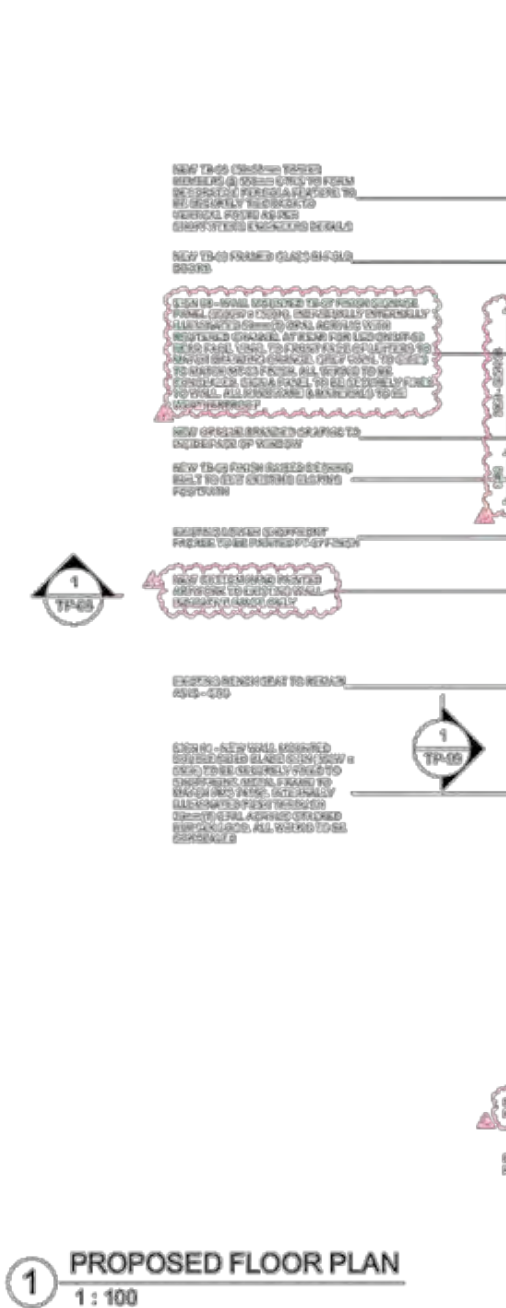
Drawing:
KEY FLOOR PLAN & AREA

Drawn By: A.T.	Date: 12.07.2021
Checked By: J.L.	Scale @ A2: As Indicated
Drawing No. SK07	Revision:



NOTE:
SHOPFITTER TO ENSURE ALL
WALLS ARE CONSTRUCTED
FROM PRE-FORMED PANELS
THAT ARE FILLED TO REMOVE
ANY HOLES AS REQUIRED, TO
COMPLY WITH LOCAL HEALTH
CODE REQUIREMENTS

SIGNAGE SCHEDULE			
ITEM NO	LOCATION (ORIENTATION)	TOTAL AREA	REMARKS
0001	BLANK SIGN BOARD (NORTH & SOUTH)	0.0000	YES
0002	PERICULAR SIGN	0.0000	YES
0003	ENTRY SIGN	0.0000	YES
0004	AVENUE TOP SIGN (WEST)	0.0000	YES
0005	BLANK SIGN BOARD (EAST & WEST)	0.0000	YES
0006	STREET SIGN	0.0000	YES
0007	STREET SIGN	0.0000	YES
0008	STREET SIGN	0.0000	YES



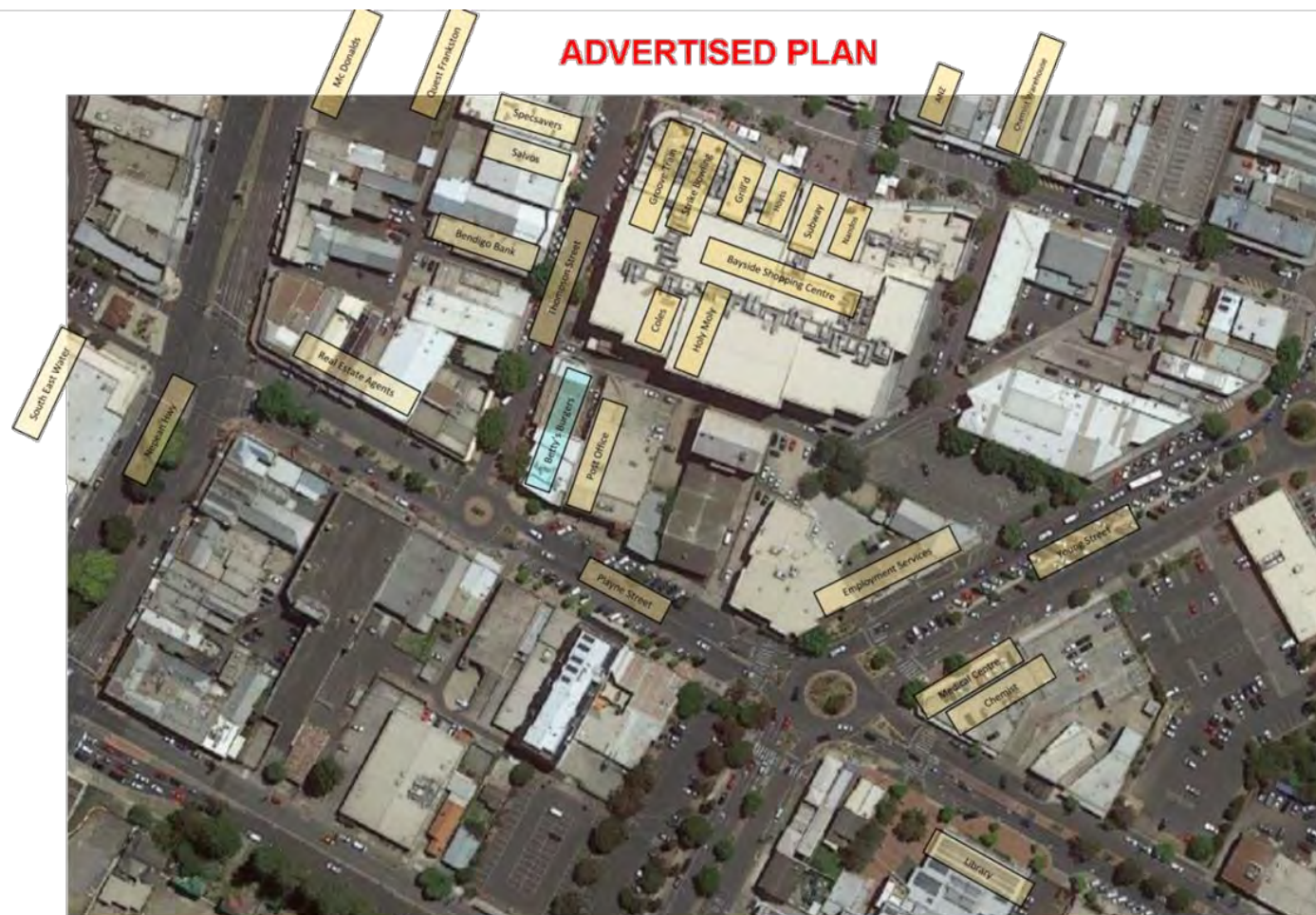
RETAIL ZOO
100/1, 100/2, 100/3, 100/4
100/1, 100/2, 100/3, 100/4
100/1, 100/2, 100/3, 100/4

Revisions:
A 08/08/21 REVISION: EXTERIOR SIGNAGE, EXISTING SIGNAGE, EXISTING SIGNAGE, EXISTING SIGNAGE

Project:
FRANKSTON
25 Playne St, Frankston, VIC 3199

Drawing:
OUTDOOR SEATING

TOWN PLANNING
Drawn By: C.R.
Checked By: J.L.
Drawing No: TP-004
Date: 12/07/2021
Scale: @ A2
Revision:



Executive Summary**11.3 Statutory Planning Progress Report - October 2021**

Enquiries: (Sam Clements: Communities)

Council Plan

- | | |
|----------|---|
| Level 1: | 4. Well Planned and Liveable City |
| Level 2: | 4.1 Integrate land use planning and revitalise and protect the identity and character of the City |

Purpose

To provide Council with an update on the exercise of planning delegations by Council officers for the month of October 2021.

Recommendation (Director Communities)

That Council:

1. Receives the Statutory Planning Progress Report for the month of October 2021; and
2. Resolves Attachment B - Applications of Councillor Interest to be retained as confidential, as it contains private development information and would, if prematurely released, impact the reputation of Councillors and Council.

Key Points / IssuesStatutory Planning Progress Report

- This report provides Council with an update on the exercise of planning delegations by Council officers on the following items:
 - Planning applications received;
 - Planning decisions;
 - Subdivision applications received;
 - Subdivision decisions;
 - VCAT appeal register; and
 - VCAT decisions.
- Council has created a new Major Development Coordinator role within its Statutory Planning team. This new role recognises the importance of planning applications for major development within the Frankston City Council and seeks to dedicate a resource to considering these applications and facilitating the decision making process. It's envisaged that this role will coordinate detailed pre-application advice and also assist developers navigating approval/s processes outside statutory planning like road opening, occupation of Council land and asset protection permits, and will provide one point of contact for these interactions.
- In October 2021, 97 applications for planning permits, amendments to permits and consents were received, and 105 applications determined. A total of 71% of permit decisions were made within the statutory timeframe. The percentage determined within timeframe was above the target of 70%. It is anticipated that some reduction in timeframe achievement may occur during 2021/22 due to increasing work volumes and as planning staff are allocated tasks in the Statutory Planning Business

11.3 Statutory Planning Progress Report - October 2021**Executive Summary**

Transformation Project. This project should achieve longer term improvements in service level and timeliness of outcome.

- As at the time of preparation of this report, there are 391 undecided planning permits, amendment to planning permits, and plan approval applications currently with Council.
- Over the period, nine decisions related to multi-dwelling applications. All of these applications complied with the Multi-Dwelling Visitor Car Parking Guidelines.
- One VCAT decision was reported on during the period.
- Also included in this progress report is the list of 'applications of interest' at Attachment B for Council's reference. As agreed with Council, the purpose of providing this report is to enable Councillors to understand progress on current or future applications of interest and potential timings for decision making.

Financial Impact

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

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

Consultation

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

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

Analysis (Environmental / Economic / Social Implications)

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

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

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

Legal

No legal implications.

Policy Impacts

No policy impacts.

11.3 Statutory Planning Progress Report - October 2021**Executive Summary**Officer's Declaration of Interests

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

Risk Mitigation

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

Conclusion

This report provides Council with an overview of the activities and decisions made on planning applications in the month of September 2021.

ATTACHMENTS

Attachment A: [↓](#) Statutory Planning Progress Report - October 2021

Attachment B: Applications of Councillor Interest - October 2021 -
CONFIDENTIAL

Progress Report – Planning Applications Received For The Application Date: From 1/10/2021 To 31/10/2021				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
173/2021/P/VS	North-East	11 Leeds Place, Langwarrin 3910	To construct a verandah on a lot less than 300 square metres in a General Residential Zone (GRZ)	4/10/2021
177/2021/P/VS	North-East	2C Access Way, Carrum Downs 3201	To subdivide the land into two (2) lots in an Industrial 1 Zone	7/10/2021
178/2021/P/VS	North-East	2B Access Way, Carrum Downs 3201	To subdivide the land into two (2) lots in an Industrial 1 Zone	7/10/2021
605/2021/P	North-East	21 Buontempo Road, Carrum Downs 3201	To subdivide the land into two (2) lots in an Industrial 1 Zone (IN1Z)	7/10/2021
612/2021/P	North-East	55 Insight Circuit, Carrum Downs 3201	Change of Use to retail premises (car sales)	11/10/2021
617/2021/P	North-East	570 Cranbourne-Frankston Road, Langwarrin 3910	To remove two (2) substantial trees in a Significant Landscape Overlay Schedule 1 (SLO1)	11/10/2021
620/2021/P	North-East	31 Northgateway, Langwarrin 3910	To use the land for a food and drink premises in a General Residential Zone (GRZ) and a reduction in the number car parking under Clause 52.06 of the Frankston Planning Scheme	13/10/2021
640/2021/P	North-East	100 Ballarto Road, Carrum Downs 3201	To construct buildings and works for two (2) outbuildings associated with a Section 2 use in a General Residential Zone and to construct a building and construct and carry out works in a Bushfire Management Overlay (BMO)	19/10/2021
663/2021/P	North-East	1255 Frankston-Dandenong Road, Carrum Downs 3201	Buildings and works to existing building and reduction of carparking	27/10/2021
185/2021/P/VS	North-East	13A Honeyeater Place, Carrum Downs 3201	To construct a verandah on a lot less than 300 square metres in a General Residential Zone (GRZ)	27/10/2021
North-East Ward - 10				
589/2021/P	North-West	40 Tamarisk Drive, Frankston North 3200	To construct one (1) single storey dwelling to the rear of the existing dwelling (two (2) dwellings) and accommodation in a Bushfire Management Overlay (BMO)	1/10/2021
593/2021/P	North-West	37 Petrie Street, Frankston 3199	To construct three (3) double storey dwellings on a lot in a General Residential Zone (GRZ)	3/10/2021

Progress Report – Planning Applications Received For The Application Date: From 1/10/2021 To 31/10/2021				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
619/2021/P	North-West	42 Barry Street, Seaford 3198	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) on a lot in a General Residential Zone (GRZ) and buildings and works in a Special Building Overlay	12/10/2021
637/2021/P	North-West	39 Sassafras Drive, Frankston 3199	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)	19/10/2021
646/2021/P	North-West	8 Duncan Avenue, Seaford 3198	To construct two (2) double storey dwellings on a lot in a General Residential Zone (GRZ)	19/10/2021
639/2021/P	North-West	1 Pildra Court, Seaford 3198	To construct two (2) single storey dwellings on a lot in a General Residential Zone (GRZ) and to construct a building and construct and carry out works in a Special Building Overlay (SBO)	19/10/2021
644/2021/P	North-West	9 Stricta Court, Frankston North 3200	To construct two double storey dwellings to the rear of the existing dwelling (three (3) dwellings) in a General Residential Zone Schedule 1 (GRZ)	19/10/2021
647/2021/P	North-West	11 Seacrest Avenue, Seaford 3198	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) on a lot and to subdivide the land into two (2) lots in a General Residential Zone (GRZ)	21/10/2021
661/2021/P	North-West	154 Seaford Road, Seaford 3198	To construct three (3) double storey dwellings on a lot in a General Residential Zone (GRZ) and to construct a building and construct and carry out works in a Special Building Overlay	21/10/2021
651/2021/P	North-West	81-83 Beach Street, Frankston 3199	Construction of Fourteen (14) Double Storey Dwellings on a Lot and Alteration of Access to a Road in a Road Zone, Category 1	22/10/2021
660/2021/P	North-West	5 Parer Street, Frankston 3199	To construct two (2) double storey dwellings on a lot in a General Residential Zone (GRZ)	22/10/2021
656/2021/P	North-West	105 East Road, Seaford 3198	To construct four (4) double storey dwellings in a General Residential Zone (GRZ)	25/10/2021

Progress Report – Planning Applications Received For The Application Date: From 1/10/2021 To 31/10/2021				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
654/2021/P	North-West	131 Fortescue Avenue, Seaford 3198	To construct two (2) double storey dwellings in a General Residential Zone (GRZ) and construct buildings and works in a Special Building Overlay (SBO)	25/10/2021
659/2021/P	North-West	5 Berringa Street, Frankston 3199	To construct two (2) single storey dwellings on a lot in a General Residential Zone (GRZ)	26/10/2021
657/2021/P	North-West	300 Frankston-Dandenong Road, Seaford 3198	To subdivide the land into nineteen (19) lots in stages in an Industrial 1 Zone (IN1Z), to alter access to road in a Road Zone Category 1, to remove easements and to remove native vegetation under Clause 52.17 Native Vegetation of the Frankston Planning Scheme	26/10/2021
664/2021/P	North-West	1/70,2/70 & 3/70 Dandenong Road West, Frankston 3199	To construct seven (7) single storey dwellings on a lot in a Residential Growth Zone 1 (RGZ1), a Design and Development Overlay Schedule 12 (DDO12) and a Special Building Overlay (SBO) and to create/alter access to a road in a Road Zone Category 1	27/10/2021
190/2021/P/VS	North-West	1/19 Milne Avenue, Seaford 3198	Building and works to existing building in an Industrial 1 Zone (IN1Z) and to reduce the number of car spaces required under Clause 52.06 of the Frankston Planning Scheme.	28/10/2021
186/2021/P/VS	North-West	61 Rosslyn Avenue, Seaford 3198	To construct buildings and works to an existing dwelling in a Special Building Overlay (SBO)	28/10/2021
673/2021/P	North-West	335 Frankston-Dandenong Road, Frankston North 3200	To subdivide the land into three (3) lots in a General Residential Zone (R1Z)	29/10/2021
North-West Ward - 19				

Progress Report – Planning Applications Received For The Application Date: From 1/10/2021 To 31/10/2021				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
172/2021/P/VS	South	17 Ambleside Close, Frankston South 3199	Removal of one (1) tree in a Significant Landscape Overlay Schedule 3 (SLO3)	1/10/2021
171/2021/P/VS	South	69 Blaxland Avenue, Frankston South 3199	To construct a front fence in a Significant Landscape Overlay Schedule 4 (SLO4)	1/10/2021
601/2021/P	South	111 Cranbourne Road, Frankston 3199	To construct and carry out buildings and works in a Commercial 2 Zone (C2Z) and to reduce the number of car parking spaces required under Clause 52.06-5 of the Frankston Planning Scheme	1/10/2021
595/2021/P	South	105 Humphries Road, Frankston South 3199	To erect and display business identification signage in a General Residential Zone (GRZ)	1/10/2021
585/2021/P	South	14 Banool Court, Frankston South 3199	To remove (2) two trees in a Significant Landscape Overlay Schedule 6 (SLO6)	1/10/2021
600/2021/P	South	2 Ian Court, Frankston South 3199	To remove three (3) substantial trees in a Significant Landscape Overlay Schedule 6 (SLO6)	1/10/2021
174/2021/P/VS	South	88 Kars Street, Frankston South 3199	To construct a domestic swimming pool in a Design Development Overlay Schedule 9 (DDO9)	4/10/2021
594/2021/P	South	25 Cliff Road, Frankston 3199	To construct four (4) double storey dwellings on a lot in a General Residential Zone (GRZ) and a Design and Development Overlay Schedule 6 (DDO6)	4/10/2021
19/2021/P	South	30 Victoria Parade, Frankston 3199	Satisfaction Matters	8/10/2021
606/2021/P	South	24 Wakefield Avenue, Frankston South 3199	To construct one (1) double storey dwelling in a Design and Development Overlay Schedule 9 (DDO9) and works within the Tree Protection Zone of a Substantial Tree within a Significant Landscape Overlay Schedule 4 (SLO4)	8/10/2021
607/2021/P	South	59 Stotts Lane, Frankston South 3199	To construct one (1) single storey dwelling in a Design and Development Overlay Schedule 1 (DDO1)	8/10/2021

Progress Report – Planning Applications Received For The Application Date: From 1/10/2021 To 31/10/2021				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
19/2021/P	South	30 Victoria Parade, Frankston 3199	Satisfaction Matters	8/10/2021
606/2021/P	South	24 Wakefield Avenue, Frankston South 3199	To construct one (1) double storey dwelling in a Design and Development Overlay Schedule 9 (DDO9) and works within the Tree Protection Zone of a Substantial Tree within a Significant Landscape Overlay Schedule 4 (SLO4)	8/10/2021
607/2021/P	South	59 Stotts Lane, Frankston South 3199	To construct one (1) single storey dwelling in a Design and Development Overlay Schedule 1 (DDO1)	8/10/2021
616/2021/P	South	19 Margate Avenue, Frankston 3199	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot) in a General Residential Zone	11/10/2021
618/2021/P	South	2 Stockhaven Circuit, Langwarrin 3910	To subdivide the land into seven (7) lots in a General Residential Zone (GRZ).	12/10/2021
621/2021/P	South	291 Humphries Road, Frankston South 3199	To construct a garage in a Design and Development Overlay Schedule 1 (DDO1)	13/10/2021
625/2021/P	South	15 Altarnun Road, Langwarrin 3910	To construct a Dependant Persons Unit in a Bushfire Management Overlay Schedule 1 (BMO1) and the construct and building and construct and carry out works in the Tree Protection Zone of substantial trees in a Significant Landscape Overlay Schedule 1 (SLO1)	14/10/2021
626/2021/P	South	25 Natina Court, Langwarrin 3910	To construct buildings and works to an existing dwelling in a Design and Development Overlay Schedule 4 (DDO4) and Bushfire Management Overlay (BMO) and to construct a building and construct and carry out works in the Tree Protection Zone of a substantial tree in a Significant Landscape Overlay Schedule 1 (SLO1)	14/10/2021
623/2021/P	South	138 Gould Street, Frankston 3199	To construct buildings and works to an existing dwelling in a Design and Development Overlay Schedule 6 (DDO6)	14/10/2021

Progress Report – Planning Applications Received For The Application Date: From 1/10/2021 To 31/10/2021				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
179/2021/P/VS	South	46 Baileyana Street, Frankston South 3199	Removal of one (1) substantial tree in a Significant Landscape Overlay Schedule 4 (SLO4)	18/10/2021
638/2021/P	South	22 Bembridge Avenue, Frankston South 3199	To construct buildings and works to an existing dwelling in a Bushfire Management Overlay Schedule 1 (BMO1) and to construct a building and construct and carry out works in the Tree Protection Zone of a substantial tree in a Significant Landscape Overlay Schedule 4 (SLO4)	18/10/2021
635/2021/P	South	28 Bondi Avenue, Frankston 3199	To construct five (5) Community Care Accommodation Units in a General Residential Zone (GRZ)	18/10/2021
181/2021/P/VS	South	12 Kilmiston Court, Frankston South 3199	To construct a carport in a Design and Development Overlay Schedule 1 (DDO1)	19/10/2021
180/2021/P/VS	South	95A Highfield Drive, Langwarrin South 3911	To construct an outbuilding in a Design and Development Overlay Schedule 4 (DDO4)	19/10/2021
636/2021/P	South	24 Victoria Parade, Frankston 3199	To construct two (2) double storey dwellings on a lot in a General Residential Zone (GRZ)	19/10/2021
645/2021/P	South	3 Nareen Court, Frankston South 3199	To remove two (2) substantial trees in a Significant Landscape Overlay Schedule 4 (SLO4)	19/10/2021
182/2021/P/VS	South	135 Donald Road, Langwarrin 3910	To remove one (1) substantial tree in a Significant Landscape Overlay Schedule 1 (SLO1)	21/10/2021
651/2021/P	South	78-82 Beach Street, Frankston 3199	Construction of Fourteen (14) Double Storey Dwellings on a Lot and Alteration of Access to a Road in a Road Zone, Category 1	22/10/2021
652/2021/P	South	22 Neil Street, Frankston South 3199	To construct an extension to an existing dwelling in a Design and Development Overlay Schedule 9 (DDO9)	22/10/2021
649/2021/P	South	18 Bangalay Avenue, Frankston South 3199	To construct an outbuilding in a Design and Development Overlay Schedule 1 (DDO1)	22/10/2021
650/2021/P	South	81 Donald Road, Langwarrin 3910	To construct extensions (carport and sunroom) to an existing dwelling in a Design and Development Overlay Schedule 4 (DDO4)	650/2021/P

Progress Report – Planning Applications Received For The Application Date: From 1/10/2021 To 31/10/2021				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
650/2021/P	South	81 Donald Road, Langwarrin 3910	To construct extensions (carport and sunroom) to an existing dwelling in a Design and Development Overlay Schedule 4 (DDO4)	22/10/2021
183/2021/P/VS	South	29 Bruarong Crescent, Frankston South 3199	To construct a domestic swimming pool in a Design and Development Overlay Schedule 9 (DDO9)	26/10/2021
668/2021/P	South	82 High Street, Frankston 3199	To construct four (4) double storey dwellings on a lot in a General Residential Zone (GRZ)	26/10/2021
184/2021/P/VS	South	23 Liddesdale Avenue, Frankston South 3199	To remove one (1) tree in a Significant Landscape Overlay (SLO6)	26/10/2021
662/2021/P	South	416-422 Nepean Highway, Frankston 3199	Buildings and works to existing service station and to display business identification signage	27/10/2021
187/2021/P/VS	South	21 Violet Street, Frankston South 3199	Buildings and works to an existing dwelling within the tree protection zone of a substantial tree in a Significant Landscape Overlay Schedule 6 (SLO6)	29/10/2021
670/2021/P	South	561 Nepean Highway, Frankston 3199	To construct a building and construct and carry out works for a three (3) storey dwelling in a Design and Development Overlay Schedule 6 (DDO6) and an Erosion Management Overlay Schedule 3 (EMO3) To create access to a road in a Road Zone Category 1	29/10/2021
South Ward - 39				
Total - 68				

Progress Report – Amendments to Planning Permits Received For The Application Date: From 1/10/2021 To 31/10/2021				
Application No	Ward	Property Address	Application Description	Date
933/2003/P/C	East	2/55 & 55 McClelland Drive, Skye 3977	Secondary Consent - Forty nine (49) dwellings in 2 Stages	7/10/2021
East Ward - 1				
60/2020/P/A	North-East	1 Frost Street, Carrum Downs 3201	Secondary Consent - To construct one (1) double storey dwelling within the tree protection zone of significant trees in a Significant Landscape Overlay Schedule 5.	7/10/2021
162/2015/P/E	North-East	1/20 McCormicks Road, SKYE 3977	Extension of Time - To use the site for a primary school and advertising signage associated with the church and primary school	14/10/2021
647/2014/P/D	North-East	16 Paddington Avenue, Carrum Downs 3201	Extension of Time - To construct one (1) single storey dwelling to the rear of the existing dwelling (two (2) dwellings)	18/10/2021
415/2018/P/B	North-East	23 Myrtle Street, Langwarrin 3910	Secondary Consent - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings)	18/10/2021
North-East Ward - 4				
174/2019/P/C	North-West	280 Frankston-Dandenong Road, Seaford 3198	Extension of Time - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings)	5/10/2021
35/2013/P/H	North-West	127 Beach Street, Frankston 3199	Secondary Consent - Alterations to existing building to provide five (5) dwellings and waiver of visitor carparking requirements	5/10/2021
668/2016/P/E	North-West	35-37 Sheridan Avenue, Frankston 3199	Extension of Time - The use and development of land for thirteen (13) three storey dwellings	13/10/2021
204/2020/P/B	North-West	6 Eel Race Road, Seaford 3198	Section 72 - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)	14/10/2021
356/2019/P/B	North-West	10 Stanley Street, Frankston 3199	Extension of Time - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings)	18/10/2021
183/2016/P/E	North-West	175 McMahon's Road, Frankston 3199	Section 72 - To undertake buildings and works for an aged care facility and to remove native vegetation	22/10/2021

Progress Report – Amendments to Planning Permits Received For The Application Date: From 1/10/2021 To 31/10/2021				
Application No	Ward	Property Address	Application Description	Date
193/2020/P/B	North-West	66 Kirkwood Avenue, Seaford 3198	Section 72 - To construct two (2) double storey dwellings on a lot in a General Residential Zone (GRZ) and to remove vegetation within the Environmental Significance Overlay Schedule 4 (ESO4)	25/10/2021
409/2017/P/A	North-West	95 Lindrum Road, Frankston 3199	Extension of Time - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings)	27/10/2021
576/2008/P/B	North-West	1 & 2 Sunderland Court, Seaford 3198	Secondary Consent - Buildings and works and use for four (4) Takeaway Food Premises and associated car parking	27/10/2021
290/2012/P/A	North-West	20 Manorwoods Drive, Frankston 3199	Secondary Consent - An extension to an existing dwelling	28/10/2021
North-West Ward - 10				
100/2021/P/VS	South	2 Hendra Court, Frankston South 3199	Section 72 - To construct buildings and works to an outbuilding in a Design and Development Overlay Schedule 1 (DDO1)	1/10/2021
385/2019/P/B	South	33 Genista Street, Frankston South 3199	Extension of Time - Two (2) lot subdivision	5/10/2021
416/2019/P/A	South	30 Nirvana Close, Langwarrin South 3911	Secondary Consent - To construct a building or carry out works to an existing dwelling in a Design and Development Overlay Schedule 4	8/10/2021
106/2020/P/C	South	4 Harcourt Avenue, Frankston South 3199	Section 72 - Alterations and additions to an existing dwelling and construction of a domestic swimming pool in a Design and Development Overlay Schedule 8 (DDO8), To construct a building or construct or carry out works in a Bushfire Management Overlay (BMO), To remove one (1) substantial tree and to construct a building and construct and carry out works within the Tree Protection Zone of a Substantial Tree in a Significant Landscape Overlay Schedule 4 (SLO4)	8/10/2021
119/2021/P/C	South	107 Kars Street, Frankston South 3199	Section 72 - To construct buildings and works within the tree protection zone of a substantial tree in a Significant Landscape Overlay Schedule 6 (SLO6)	8/10/2021

Progress Report – Amendments to Planning Permits Received For The Application Date: From 1/10/2021 To 31/10/2021				
Application No	Ward	Property Address	Application Description	Date
23/2002/P/C	South	25A & 25 Yuille Street, Frankston 3199	Extension of Time - For a Medical Centre for four (4) Practitioners variation to Clause 52.06 car parking requirements of the Frankston Planning Scheme and associated vegetation removal in accordance with the endorsed plans.	11/10/2021
308/2019/P/B	South	119 Franciscan Avenue, Frankston 3199	Secondary Consent - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) on a lot in a General Residential Zone (GRZ)	11/10/2021
84/2018/P/I	South	10 Milne Court, Langwarrin 3910	Extension of time - To construct one (1) single storey dwelling to the rear of the existing dwelling (two (2) dwellings) and subdivide the land into two (2) lots	14/10/2021
553/2014/P/I	South	21 Warrandyte Road, Langwarrin 3910	Extension of Time - To construct twelve (12) single storey dwellings and seventeen (17) double storey dwellings (twenty nine (29) dwellings) and vegetation removal	18/10/2021
630/2021/P	South	1705 Dandenong-Hastings Road, Langwarrin South 3911	Extension to an existing outbuilding.	18/10/2021
731/2015/P/E	South	2/33 & 33 Ithaca Road, Frankston South 3199	Secondary Consent - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings)	18/10/2021
382/2018/P/B	South	22 Nursery Avenue, Frankston 3199	Extension of Time - Construction of four (4) dwellings on a lot	20/10/2021
110/2019/P/D	South	81 Fleetwood Crescent, Frankston South 3199	Secondary Consent - To construct buildings and works for a domestic swimming pool and extension to an existing dwelling in a Design and Development Overlay Schedule 8 and Erosion Management Overlay Schedule 2 and to construct and carry out works in the Tree Protection Zone of substantial trees and to remove substantial trees in a Significant Landscape Overlay Schedule 4.	22/10/2021
387/2015/P/F	South	59 Culcairn Drive, Frankston South 3199	Extension of Time - To construct three (3) double storey dwellings and one (1) single storey dwelling (four (4) dwellings)	28/10/2021

South Ward - 14

Total - 29

Progress Report – Planning Application Decisions For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
400/2020/P	North-East	42 Hall Road, Carrum Downs 3201	To construct fifty five (55) double storey dwellings and two (2) single storey dwellings on a lot in a General Residential Zone (GRZ), to remove native vegetation and to create/alter access to a road in a Road Zone Category 1	Application Withdrawn	4/10/2021
464/2021/P	North-East	65 Gum Nut Drive, Langwarrin 3910	To construct one (1) double storey dwelling on a lot in a Bushfire Management Overlay (BMO)	Permit Approved	7/10/2021
262/2021/P	North-East	11/47 Frankston Gardens Drive, Carrum Downs 3201	To use the land for a Restricted Recreation Facility (Gymnasium) and to construct a building and construct and carry out works in an Industrial 1 Zone (IN1Z)	Permit Approved	7/10/2021
168/2021/P	North-East	16 Elm Grove, Langwarrin 3910	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)	Permit Approved	12/10/2021
241/2021/P	North-East	42 Colemans Road, Carrum Downs 19 Network Drive, Carrum Downs 3 Buontempo Road, Carrum Downs	To vary restrictive covenant No.1(c) on Plan of Subdivision number 544096Y to read: (c) permit access from land not located within the land contained in Plan of Subdivision PS544095B into, over, through of under a burdened lot, EXCEPT FOR LOT 103 AND LOT 104 WHICH ARE PERMITTED TO BE ACCESSED FROM LAND CONTAINED IN PC380241S.	Permit Approved	12/10/2021
154/2021/P/VS	North-East	8 Timarron Court, Langwarrin 3910	To construct an outbuilding in a Design and Development Overlay Schedule 4 (DDO4)	Permit Approved	14/10/2021
176/2021/P/VS	North-East	58 Access Way, Carrum Downs 3201	To construct buildings and works in an Industrial 1 Zone (IN1Z) and to reduce the number of car spaces required under Clause 52.06 of the Frankston Planning Scheme	Permit Approved	14/10/2021

Progress Report – Planning Application Decisions For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
104/2021/P/VS	North-East	100 Ballarto Road, Carrum Downs 3201	To construct buildings and works for two (2) outbuildings associated with a Section 2 use in a General Residential Zone and to construct a building and construct and carry out works in a Bushfire Management Overlay (BMO)	Application Withdrawn	19/10/2021
121/2021/P	North-East	41 Brunnings Road, Carrum Downs 3201	To construct eight (8) double storey dwellings on a lot in a General Residential Zone (GRZ)	Permit Approved	20/10/2021
441/2021/P	North-East	32 McCormicks Road, Skye 3977	To subdivide the land into nine (9) lots in a General Residential Zone	Permit Approved	20/10/2021
526/2021/P	North-East	1 Edward Street, Langwarrin 3910	To subdivide the land into six (6) lots in a General Residential Zone (GRZ)	Permit Approved	20/10/2021
90/2021/P	North-East	60 Yarralumla Drive, Langwarrin 3910	To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) and to subdivide the land into two (2) lots in a General Residential Zone (GRZ).	Permit Approved	21/10/2021
569/2021/P	North-East	79 Hillcrest Drive, Langwarrin 3910	To construct one (1) single storey dwelling	Application Withdrawn	26/10/2021
177/2021/P/VS	North-East	2C Access Way, Carrum Downs	To subdivide the land into two (2) lots in an Industrial 1 Zone	Permit Approved	26/10/2021
178/2021/P/VS	North-East	2B Access Way, Carrum Downs	To subdivide the land into two (2) lots in an Industrial 1 Zone	Permit Approved	26/10/2021
71/2021/P	North-East	37 Clifton Grove, Carrum Downs 3201	To construct eight (8) double storey dwellings on a lot in a General Residential Zone (GRZ)	Permit Approved	27/10/2021
222/2021/P	North-East	6 Goshawk Court, Carrum Downs 3201	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)	Permit Approved	27/10/2021

Progress Report – Planning Application Decisions For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
308/2021/P	North-East	37 Elm Grove, Langwarrin 3910	To construct one (1) double storey dwelling to the rear of the existing dwelling and to subdivide the land into two (2) lots in a General Residential Zone (GRZ) and Bushfire Management Overlay (BMO)	Permit Approved	27/10/2021
291/2021/P	North-East	4 Brilliante Circuit, Langwarrin 3910	To subdivide the land into two (2) lots in a General Residential Zone (GRZ)	Permit Approved	27/10/2021
North-East Ward - 19					
378/2021/P	North-West	6/51-52 Nepean Highway, Seaford 3198	To construct an extension (verandah and deck) to an existing dwelling on a lot less than 300 square metres in a General Residential Zone (GRZ) and Land Subject to Inundation Overlay (LSIO)	Permit Approved	5/10/2021
55/2021/P	North-West	182 Nepean Highway, Seaford 3198	To construct five (5) triple storey dwellings on a lot in a General Residential Zone (GRZ), to construct a building and construct and carry out works in a Design and Development Overlay Schedule 6 (DDO6) and to alter access to a road in a Road Zone.	Permit Approved	5/10/2021
240/2020/P	North-West	12 Cricklewood Avenue, Frankston 3199	To construct three (3) double storey dwellings on a lot in a General Residential Zone (GRZ) and to remove the Restrictive Covenant contained in Instrument Transfer 1209999 dated 30 March 1925 (the covenant allows only 'one private residence costing not less than five hundred pounds exclusive of outbuildings')	Application Refused	5/10/2021

Progress Report – Planning Application Decisions For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
228/2021/P	North-West	26 Ashleigh Avenue, Frankston 3199	To use the land for a Medical Centre, undertake works associated with the Medical Centre and to erect and display business identification signage in a General Residential Zone (GRZ) To undertake buildings and works within the Special Building Overlay (SBO)	Permit Approved	6/10/2021
612/2016/P	North-West	35 Kareela Road, Frankston 3199	To construct one (1) single storey dwelling to the side of the existing dwelling (two (2) dwellings) and two (2) lot subdivision	Permit Expired	7/10/2021
449/2020/P	North-West	4 Punari Court, Seaford 3198	To construct three (3) double storey dwellings on a lot in a General Residential Zone (GRZ) and to construct a building and construct and carry out works in a Special Building Overlay (SBO)	Decision to Issue - Permit - Await planner sign	8/10/2021
159/2021/P/VS	North-West	326-356 Frankston-Dandenong Road, Seaford 3198	To construct a building and construct and carry out works associated with a Section 2 Use (Retirement Village) in a General Residential Zone (GRZ)	Permit Approved	11/10/2021
13/2021/P	North-West	1 Martin Street, Seaford 3198	To construct six (6) double storey dwellings on a lot in a General Residential Zone (GRZ) and to construct buildings and works in a Special Building Overlay (SBO)	Permit Approved	11/10/2021
229/2021/P	North-West	28-32 Overton Road, Frankston	To use and construct a self storage facility in a Commercial 2 Zone (C2Z), to construct buildings and works in a Special Building Overlay (SBO) and to reduce the number of car parking spaces required in the Parking Overlay Schedule 1 (PO1)	Application Withdrawn	11/10/2021
153/2021/P/VS	North-West	42 Brunning Crescent, Frankston North 3200	To subdivide the land into two (2) lots in a General Residential Zone (GRZ)	Permit Approved	12/10/2021

Progress Report – Planning Application Decisions For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
153/2021/P	North-West	3 Hannah Street, Seaford 3198	To construct three (3) dwellings on a lot in a General Residential Zone (GRZ) To construct and carry out works within a Special Building Overlay (SBO)	Permit Approved	15/10/2021
514/2021/P	North-West	38 Airlie Grove, Seaford 3198	To construct an extension to an existing dwelling in a Land Subject to Inundation Overlay (LSIO)	Permit Approved	20/10/2021
36/2021/P	North-West	133 Fortescue Avenue, Seaford 3198	To construct five (5) double storey dwellings on a lot in a General Residential Zone (GRZ) To construct buildings and works in a Special Building Overlay (SBO)	Permit Approved	21/10/2021
36/2021/P	North-West	131 Fortescue Avenue, Seaford 3198	To construct five (5) double storey dwellings on a lot in a General Residential Zone (GRZ) To construct buildings and works in a Special Building Overlay (SBO)	Permit Approved	21/10/2021
169/2021/P/VS	North-West	73 Rosemary Crescent, Frankston North 3200	To subdivide the land into two (2) lots in a General Residential Zone (GRZ)	Permit Approved	25/10/2021
534/2021/P	North-West	57 Fortescue Avenue, Seaford 3198	To subdivide the land into two (2) lots in a General Residential Zone (GRZ) and Special Building Overlay (SBO)	Permit Approved	25/10/2021
142/2021/P/VS	North-West	93 Kirkwood Avenue, Seaford 3198	To construct buildings and works to an existing dwelling in a Special Building Overlay (SBO)	Permit Approved	27/10/2021
285/2021/P	North-West	35 East Road, Seaford 3198	To construct five (5) dwellings on a lot in a General Residential Zone (GRZ)	Application Withdrawn	27/10/2021
427/2021/P	North-West	42 Hadley Street, Seaford 3198	To subdivide the land into four (4) lots in a General Residential Zone (GRZ)	Permit Approved	28/10/2021

Progress Report – Planning Application Decisions For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
490/2020/P	North-West	303 Nepean Highway, Frankston 3199	To use the land for a Medical Centre and to construct a three (3) storey building and construct or carry out works in a Mixed Use Zone (MUZ), to reduce the number of car parking spaces required under the Parking Overlay Schedule 1 (PO1) and to alter the access to a Category 1 Road	Permit Approved	28/10/2021
North-West Ward - 20					
163/2021/P/VS	South	3 Rando Court, Frankston South 3199	To remove one (1) tree in a Significant Landscape Overlay Schedule 6 (SLO6)	Permit Approved	5/10/2021
266/2021/P	South	1 Grand View Grove, Frankston 3199	To construct buildings and works (roof and walls to enclose existing upper terrace) to an existing dwelling in a Design and Development Overlay Schedule 6 (DDO6)	Permit Approved	6/10/2021
115/2021/P	South	1 McComb Boulevard, Frankston South 3199	To construct two (2) dwellings on a lot in a General Residential Zone (GRZ), to construct and carry out works in a Design Development Overlay Schedule 9 (DDO9) and to remove vegetation and to construct a building and construct and carry out works in the tree protection zone of substantial trees within the Significant Landscape Overlay Schedule 4 (SLO4)	Decision to Issue - Permit - Await planner sign	6/10/2021
62/2021/P	South	23 Overport Road, Frankston South 3199	To construct three (3) double storey dwellings on a lot in a General Residential Zone (GRZ), To construct a building or construct or carry out works within the Tree Protection Zone of a substantial tree in the Significant Landscape Overlay Schedule 6 (SLO6)	Permit Approved	7/10/2021

Progress Report – Planning Application Decisions For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
182/2020/P	South	86-88 Stotts Lane, Frankston South 3199	To subdivide the land into a maximum of Forty Five (45) residential lots (staged subdivision) in a General Residential Zone (GRZ)	Permit Approved	7/10/2021
172/2021/P/VS	South	17 Ambleside Close, Frankston South 3199	Removal of one (1) tree in a Significant Landscape Overlay Schedule 3 (SLO3)	Permit Approved	8/10/2021
171/2021/P/VS	South	69 Blaxland Avenue, Frankston South 3199	To construct a front fence in a Significant Landscape Overlay Schedule 4 (SLO4)	Permit Approved	8/10/2021
393/2021/P	South	652 Nepean Highway, Frankston South 3199	To remove ten (10) substantial trees in a Significant Landscape Overlay Schedule 3 (SLO3)	No Permit Required	11/10/2021
161/2021/P/VS	South	13 Neil Street, Frankston South 3199	To construct a verandah in a Design and Development Overlay Schedule 9 (DDO9) and to undertake works within a Tree Protection Zone of a substantial tree in a Significant Landscape Overlay Schedule 4 (SLO4)	Permit Approved	12/10/2021
147/2021/P/VS	South	101 Young Street, Frankston 3199	To construct buildings and works in a Commercial 2 Zone (C2Z) for a retractable awning	Permit Approved	12/10/2021
23/2021/P	South	39 Violet Street, Frankston South 3199	To construct buildings and works to an existing dwelling in a Design and Development Overlay Schedule 9 (DDO9)	Permit Approved	13/10/2021
55/2020/P	South	48 Cranhaven Road, Langwarrin 3910	To construct one (1) double storey dwelling to rear of existing dwelling (two (2) dwellings) in a General Residential Zone (GRZ)	Permit Approved	13/10/2021
156/2021/P/VS	South	105 Newton Avenue, Langwarrin South 3911	To construct a carport in a Design and Development Overlay Schedule 4 (DDO4)	Permit Approved	14/10/2021
174/2021/P/VS	South	88 Kars Street, Frankston South 3199	To construct a domestic swimming pool in a Design Development Overlay Schedule 9 (DDO9)	Permit Approved	14/10/2021
576/2021/P	South	46 Baileyana Street, Frankston South 3199	To remove two (2) substantial trees in a Significant Landscape Overlay Schedule 4 (SLO4)	Application Withdrawn	18/10/2021

Progress Report – Planning Application Decisions For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
435/2021/P	South	34B Ithaca Road, Frankston South 3199	To construct an extension to an existing dwelling in a Design and Development Overlay Schedule 9 (DDO9)	Permit Approved	20/10/2021
196/2021/P	South	675 Robinsons Road, Langwarrin 3910	To construct an outbuilding in a Rural Conservation Zone Schedule 1 (RCZ1) and Bushfire Management Overlay (BMO) and to remove one (1) substantial tree and construct a building and construct and carry out works in a Significant Landscape Overlay Schedule 1 (SLO1)	Permit Approved	20/10/2021
312/2021/P	South	1 Scenic Close, Frankston South 3199	To construct one (1) dwelling in a Design and Development Overlay Schedule 1 (DDO1), to undertake works within the tree protection zone of a substantial tree in a Significant Landscape Overlay Schedule 3 (SLO3)	Permit Approved	20/10/2021
498/2021/P	South	70 Wells Street, Frankston 3199	To use the land to sell and consume liquor (restaurant and cafe licence) and to erect and display internally illuminated business identification signage in a Commercial 1 Zone (C1Z)	Permit Approved	20/10/2021
208/2021/P	South	173 Humphries Road, Frankston South 3199	To construct an extension to an existing dwelling in a Design and Development Overlay Schedule 1 (DDO1) and Significant Landscape Overlay Schedule 3 (SLO3)	Permit Approved	21/10/2021
284/2020/P	South	48-50 McMahons Road, Frankston	To construct ten (10) double storey dwellings on a lot in a General Residential Zone (GRZ), to construct buildings and works in a Special Building Overlay (SBO), to create or alter access to a road in a Road Zone Category 1	Application Refused	22/10/2021

Progress Report – Planning Application Decisions For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
284/2020/P	South	7 Franklin Court, Frankston 3199	To construct ten (10) double storey dwellings on a lot in a General Residential Zone (GRZ), to construct buildings and works in a Special Building Overlay (SBO), to create or alter access to a road in a Road Zone Category 1	Application Refused	22/10/2021
284/2020/P	South	48 McMahons Road, Frankston 3199	To construct ten (10) double storey dwellings on a lot in a General Residential Zone (GRZ), to construct buildings and works in a Special Building Overlay (SBO), to create or alter access to a road in a Road Zone Category 1	Application Refused	22/10/2021
123/2021/P/VS	South	103B Highfield Drive, Langwarrin South 3911	To construct an outbuilding in a Design and Development Overlay Schedule 4 (DDO4)	Permit Approved	26/10/2021
171/2021/P	South	9 Peter Chance Crescent, Langwarrin 3910	To subdivide the land into two (2) lots including vegetation removal and associated works within the Vegetation Protection Area defined within S173 Agreement AE463345X in accordance with the submitted plans and information.	Permit Approved	27/10/2021
126/2021/P/VS	South	268 Robinsons Road, Langwarrin South 3911	To construct an outbuilding in a Design and Development Overlay Schedule 4 (DDO4).	Permit Approved	28/10/2021
160/2021/P/VS	South	9 Manchelle Close, Frankston South 3199	To construct buildings and works to an existing dwelling in a Design and Development Overlay Schedule 1 (DDO1)	Permit Approved	28/10/2021
216/2021/P	South	171 Humphries Road, Frankston South 3199	To construct one (1) double storey dwelling within a Design and Development Overlay Schedule 1 (DDO1) and to remove substantial trees within a Significant Landscape Overlay Schedule 3 (SLO3)	Permit Approved	29/10/2021
South Ward - 28					

Total - 67

Progress Report – Amendments to Planning Application Decisions For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
331/2019/P/C	North-East	10 Partridge Crescent, Carrum Downs 3201	Secondary Consent - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings)	Secondary Consent Approved	5/10/2021
486/2018/P/B	North-East	1-3 Chiam Court, Langwarrin 3910	Extension of Time - To construct two (2) warehouses in an Industrial 1 Zone (IN1Z), to construct a building or construct or carry out works in a Bushfire Management Overlay Schedule 1 (BMO1)	Extension of Time Approved	11/10/2021
381/2014/P/G	North-East	50 Aqueduct Road, Langwarrin 3910	Secondary Consent - The construction of nine dwellings The construction of an extension (carport) to the existing dwelling and The removal of native vegetation	Secondary Consent Approved	27/10/2021
60/2020/P/A	North-East	1 Frost Street, Carrum Downs 3201	Secondary Consent - To construct one (1) double storey dwelling within the tree protection zone of significant trees in a Significant Landscape Overlay Schedule 5.	Secondary Consent Approved	27/10/2021
North-East Ward - 4					
270/2019/P/D	North-West	2 Queen Street, Frankston 3199	Secondary consent - To construct five (5) double storey dwellings	Secondary Consent Approved	4/10/2021
215/2005/P/A	North-West	26 Overton Road, Frankston 3199	Section 72 - To use the land for car sales and motor repairs, construct buildings and works and display signage (including illuminated signage, business identification signage and promotion signage) in a Commercial 2 Zone (C2Z) To construct buildings and works in a Special Building Overlay (SBO)	Permit Approved	5/10/2021

Progress Report – Amendments to Planning Application Decisions For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
215/2005/P/A	North-West	24 Overton Road, Frankston 3199	Section 72 - To use the land for car sales and motor repairs, construct buildings and works and display signage (including illuminated signage, business identification signage and promotion signage) in a Commercial 2 Zone (C2Z) To construct buildings and works in a Special Building Overlay (SBO)	Permit Approved	5/10/2021
466/2012/P/C	North-West	4 Glen Alvie Street, Seaford 3198	Extension of time - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings)	Extension of Time Approved	7/10/2021
6/2019/P/A	North-West	43 Kareela Road, Frankston 3199	Extension of time - To construct four (4) double storey dwellings and construct buildings and works in a Special Building Overlay (SBO)	Extension of Time Approved	11/10/2021
327/2019/P/B	North-West	197 Karingal Drive, Frankston 3199	Secondary Consent - To erect and display internally illuminated centre and tenant business identification signage, reformat two existing pylon signs and relocate one pylon sign, all internally illuminated; and directional signage	Secondary Consent Approved	11/10/2021
154/2018/P/L	North-West	197 Karingal Drive, Frankston 3199	Secondary Consent - Use of the land for a community space (Place of Assembly), buildings and works to facilitate a major extension to the existing Karingal Hub Shopping Centre, realignment of a drainage easement and vegetation removal	Secondary Consent Approved	11/10/2021
382/2019/P/A	North-West	47 Fortescue Avenue, Seaford 3198	Section 72 - To construct two (2) double storey dwellings on a lot in a General Residential Zone (GRZ) and to construct a building and construct and carry out works in a Special Building Overlay (SBO)	Permit Approved	13/10/2021
18/2016/P/D	North-West	13 Ebdale Street, Frankston 3199	Extension of Time - The construction of seven (7) three (3) storey dwellings	Extension of Time Approved	14/10/2021

Progress Report – Amendments to Planning Application Decisions For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
532/2017/P/A	North-West	286 Nepean Highway, Seaford 3198	Extension of Time - To construct twenty-seven (27) dwellings, to construct a building and construct and carry out works in a Land Subject to Inundation Overlay (LSIO), to construct a building over 7.0 metres in height in a Design and Development Overlay Schedule 6 (DDO6) and to create/alter access to a road in a Road Zone	Extension of Time Approved	14/10/2021
254/2015/P/C	North-West	22-24 Sheridan Avenue, Frankston 3199	Extension of Time - Use and development of the land for 23 dwellings in a 4 storey apartment style building in the Commercial 1 Zone, Design and Development Overlay Schedule 6 and Special Building Overlay in accordance with the endorsed plans	Extension of Time Approved	18/10/2021
174/2019/P/C	North-West	280 Frankston-Dandenong Road, Seaford 3198	Extension of Time - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings)	Extension of Time Approved	25/10/2021
668/2016/P/E	North-West	35-37 Sheridan Avenue, Frankston 3199	Extension of Time - The use and development of land for thirteen (13) three storey dwellings	Extension of Time Approved	26/10/2021
166/2021/P/VS	North-West	2 Halifax Street, Seaford 3198	Extension to an existing dwelling	Application Withdrawn	26/10/2021
86/2017/P/E	North-West	20 Poplar Street, Frankston North 3200	Secondary Consent - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings)	Secondary Consent Approved	27/10/2021
356/2019/P/B	North-West	10 Stanley Street, Frankston 3199	Extension of Time - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings)	Extension of Time Approved	28/10/2021
North-West Ward - 16					

Progress Report – Amendments to Planning Application Decisions For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
476/2018/P/C	South	8 Liddesdale Avenue, Frankston South 3199	Section 72 - To construct and carry out works in the Tree Protection Zone of substantial trees and to remove a substantial tree in a Significant Landscape Overlay - Schedule 4 (SLO4)	Permit Approved	5/10/2021
566/2016/P/C	South	6 Gowrie Avenue, Frankston South 3199	Extension of Time - To construct a second storey extension to the existing dwelling	Extension of Time Approved	6/10/2021
201/2021/P	South	11 Seaview Road, Frankston South 3199	Extension to an existing dwelling in a Design and Development Overlay Schedule 1 (DDO1)	Permit Approved	7/10/2021
355/2009/P/L	South	525 McClelland Drive, Langwarrin 3910	Secondary Consent - Extensions to Peninsula Private Hospital, Vegetation removal and access to a Road Zone Category 1	Secondary Consent Approved	7/10/2021
125/2020/P/VS	South	163-165 Humphries Road, Frankston South 3199	Secondary Consent - To construct an outbuilding in a Design and Development Overlay Schedule 1 (DDO1)	Secondary Consent Approved	7/10/2021
229/2018/P/D	South	40-46 McMahons Road, Frankston 3199	Section 72 - Use and development of the land for a convenience shop and associated works to the existing car park to an existing service station and to use and develop the land for a restricted recreation facility (gymnasium)	Permit Approved	8/10/2021
481/2016/P/A	South	634B Nepean Highway Frankston South 3199	Extension of Time - The (re) subdivision of the subject land into two (2) lots and a road and associated buildings and works and vegetation clearance, involving the following planning controls - General Residential Zone Schedule 1, Design and Development Overlay Schedule 2, Erosion Management Overlay Schedule 1 and Environment Significance Overlay Schedule 1	Extension of Time Approved	10/10/2021

Progress Report – Amendments to Planning Application Decisions For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
501/2012/P/E	South	302-308 Nepean Highway, Frankston 3199	Extension of time - For construction of a four (4) storey building comprising a semi-basement, eighteen (18) dwellings, café and associated reduction of loading / unloading bay requirements, reduction of car spaces for the café use and alteration of access to a road in a Road Zone Category 1	Extension of Time Approved	13/10/2021
44/2016/P/F	South	56 High Street, Frankston 3199	Extension of Time - Construction of eight (8) two storey dwellings and one building for common use and To construct or carry out buildings and works greater than 7 metres in height in the Design and Development Overlay Schedule 6	Extension of Time Approved	13/10/2021
157/2019/P/C	South	10 Gowrie Avenue, Frankston South 3199	Extension of time - To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot), to carry out works within the Tree Protection Zone of a substantial tree and to construct a building with a setback of less than 2 metres from side boundaries in a Design and Development Overlay Schedule 9 (DDO9)	Extension of Time Approved	13/10/2021
385/2019/P/B	South	33 Genista Street, Frankston South 3199	Extension of Time - Two (2) lot subdivision	Extension of Time Approved	18/10/2021
224/2020/P/C	South	1 Harrow Street, Frankston 3199	Secondary Consent - To construct three (3) single storey dwellings on a lot in a General Residential Zone (GRZ)	Secondary Consent Approved	20/10/2021

Progress Report – Amendments to Planning Application Decisions For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
44/2021/P/B	South	1/26 McComb Boulevard, Frankston South 3199	Section 72 - To construct buildings and works to an existing dwelling in a Design and Development Overlay Schedule 9 (DDO9) and to construct a front fence in a Significant Landscape Overlay Schedule 4 (SLO4)	Permit Approved	20/10/2021
100/2021/P/VS	South	2 Hendra Court, Frankston South 3199	Section 72 - To construct buildings and works to an outbuilding in a Design and Development Overlay Schedule 1 (DDO1)	Permit Approved	20/10/2021
163/2019/P/B	South	7 Ronald Avenue, Frankston South 3199	Extension of Time - To construct one (1) double storey dwelling to the rear of the exiting dwelling (two (2) dwellings) and to construct or carry out works to the existing dwelling	Extension of Time Approved	21/10/2021
106/2020/P/C	South	4 Harcourt Avenue, Frankston South 3199	Section 72 - Alterations and additions to an existing dwelling and construction of a domestic swimming pool in a Design and Development Overlay Schedule 8 (DDO8), To construct a building or construct or carry out works in a Bushfire Management Overlay (BMO), To remove one (1) substantial tree and to construct a building and construct and carry out works within the Tree Protection Zone of a Substantial Tree in a Significant Landscape Overlay Schedule 4 (SLO4)	Permit Approved	27/10/2021
119/2021/P/C	South	107 Kars Street, Frankston South 3199	Section 72 - To construct buildings and works within the tree protection zone of a substantial tree in a Significant Landscape Overlay Schedule 6 (SLO6)	Permit Approved	27/10/2021
416/2010/P/G	South	270 Robinsons Road, Langwarrin South 3911	Secondary Consent - Two (2) lot subdivision and associated vegetation removal	Secondary Consent Approved	28/10/2021

South Ward - 18

Total - 38

Progress Report – Subdivision Application Received For The Application Date: From 1/10/2021 To 31/10/2021				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Date</u>
146/2021/S	North-East	2B Access Way, Carrum Downs 3201	Two (2) lot subdivision	7/10/2021
147/2021/S	North-East	2C Access Way, Carrum Downs 3201	Two (2) lot subdivision	7/10/2021
148/2021/S	North-East	21 Buontempo Road, Carrum Downs 3201	Two (2) lot subdivision	7/10/2021
142/2021/S	North-West	3 Tilia Court, Frankston North 3200	Two (2) lot subdivision	1/10/2021
150/2021/S	North-West	2-8 Ballarto Road, Frankston North 3200	Consolidation of 4 lots	13/10/2021
145/2021/S	South	76 Sycamore Road, Frankston South 3199	Three (3) lot subdivision	1/10/2021
149/2021/S	South	2 Stockhaven Circuit, Langwarrin 3910	Seven (7) lot subdivision	12/10/2021
151/2021/S	South	147 Frankston-Flinders Road, Frankston 3199	Consolidation of Lots	20/10/2021
153/2021/S	South	21 Wattle Drive, Frankston 3199	Two (2) lot subdivision	20/10/2021
Total - 9				

Progress Report – Subdivision Decisions					
For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
13/2021/S	North-East	40 William Road, Carrum Downs 3201	Four (4) lot subdivision	Certified	6/10/2021
113/2021/S	North-East	2 Laurel Crescent, Carrum Downs 3201	Two (2) lot subdivision	Certified	11/10/2021
27/2021/S	North-East	26 Brunnings Road, Carrum Downs 3201	Twenty Six (26) lot Staged Subdivision	Certified	19/10/2021
54/2019/S	North-East	22 Northgateway, Langwarrin 3910	Two (2) Lot Subdivision	Certified	25/10/2021
17/2021/S	North-West	172 Beach Street, Frankston 3199	Two (2) lot subdivision	Certified	5/10/2021
80/2020/S	North-West	13 Hodges Street, Seaford 3198	Three (3) lot subdivision	SOC Issued (M)	6/10/2021
14/2018/S	North-West	35 Kareela Road, Frankston 3199	Two (2) lot subdivision	Application Withdrawn (M)	7/10/2021
84/2021/S	North-West	1 Redgdon Avenue, Frankston 3199	Two (2) lot subdivision	SOC Issued (M)	7/10/2021
62/2016/S	North-West	11 Ti-Tree Crescent, Seaford 3198	Two (2) lot subdivision	SOC Issued (M)	12/10/2021
117/2020/S	North-West	13 Swift Street, Frankston 3199	Two (2) lot subdivision	SOC Issued (M)	12/10/2021
74/2021/S	North-West	44 Galway Street, Seaford 3198	Consolidation of Lots	Certification and SOC Issued	12/10/2021
102/2020/S	North-West	7 Sussex Crescent, Seaford 3198	Two (2) lot subdivision	Certified	13/10/2021
137/2019/S	North-West	115 Rosemary Crescent, Frankston North 3200	Two (2) lot subdivision	Certified	15/10/2021
80/2020/S	North-West	13 Hodges Street, Seaford 3198	Three (3) lot subdivision	SOC Issued (M)	15/10/2021
85/2021/S	North-West	18 Henry Crescent, Seaford 3198	Two (2) lot subdivision	Certified	15/10/2021
83/2021/S	North-West	Klauer Street, Seaford	Section 35(8) (Sub of land vested or reg in auth) LOTS 1, 2 & 3 LP12928	Certified	19/10/2021
84/2021/S	North-West	1 Redgdon Avenue, Frankston 3199	Two (2) lot subdivision	SOC Issued (M)	22/10/2021
115/2021/S	North-West	132 McMahons Road, Frankston 3199	Two (2) lot subdivision	Certified	22/10/2021

Progress Report – Subdivision Decisions					
For The Application Date: From 1/10/2021 To 31/10/2021					
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Status</u>	<u>Date</u>
3/2021/S	North-West	232 Seaford Road, Seaford 3198	Two (2) lot subdivision	SOC Issued (M)	25/10/2021
32/2021/S	North-West	146 Fortescue Avenue, Seaford 3198	Two (2) lot subdivision	SOC Issued (M)	25/10/2021
82/2021/S	North-West	9 Pine Street, Frankston North 3200	Two (2) lot subdivision	Certified	25/10/2021
139/2021/S	North-West	62 Orwil Street, Frankston 3199	Three (3) lot subdivision	Certified	25/10/2021
118/2021/S	South	338 Nepean Highway, Frankston 3199	Consolidation - Section 22	Certification and SOC Issued	6/10/2021
124/2021/S	South	1-3 Muir Street, Frankston 3199	Consolidation of Lots	Certification and SOC Issued	6/10/2021
91/2017/S	South	15 Gum Hill Drive, Langwarrin 3910	Two (2) lot subdivision	Certification and SOC Issued	7/10/2021
156/2020/S	South	1 Bader Court, Frankston South 3199	Two (2) lot subdivision	SOC Issued (M)	8/10/2021
62/2021/S	South	23-25 Kelso Street, Frankston 3199	Five (5) lot subdivision	Certified	19/10/2021
78/2021/S	South	12 Cambridge Street, Frankston 3199	Two (2) lot subdivision	Certification and SOC Issued	21/10/2021
45/2017/S	South	27 Williams Street, Frankston 3199	Three (3) lot subdivision	SOC Issued (M)	22/10/2021
Total - 29					

Town Planning Applications – Direction To Advertise Issued October 2021				
<u>Application No</u>	<u>Ward</u>	<u>Property Address</u>	<u>Application Description</u>	<u>Application Date</u>
334/2021/P	North-East	33 Bellbird Court, Langwarrin 3910	To construct an outbuilding in a Design and Development Overlay Schedule 4 (DDO4) and Bushfire Management Overlay (BMO)	8/07/2021
348/2021/P	North-East	44 Bushlark Drive, Carrum Downs 3201	To construct one (1) double storey dwelling to rear of existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ).	15/07/2021
270/2021/P	North-East	1455 Dandenong-Hastings Road, Langwarrin 3910	Construct a building or carry out works for an outbuilding that exceeds 100 square metres in area under the Design and Development Overlay-Schedule 4 (DDO4); Building and works within the Tree Protection Zone under the Environmental Significance Overlay-Schedule 1 (ESO1) and Significant Landscape Overlay-Schedule 1 (SLO1); Construct a building or construct or carry out works in a Bushfire Management Overlay (BMO) under the Frankston Planning Scheme.	18/06/2021
385/2021/P	North-East	86 McClelland Drive, Langwarrin 3910	To construct and use the land for a dependant persons unit in a Rural Conservation Zone Schedule 2 (RCZ2) and to construct a dependant persons unit in a Bushfire Management Overlay (BMO)	27/07/2021
333/2015/P/F	North-East	735 Dandenong-Hastings Road, Skye 3977	Section 72 - To construct a building for horticulture and create access to a Road Zone Category 1	30/08/2021
313/2021/P	North-West	48 Pine Street, Frankston North 3200	To construct one (1) single storey dwelling to rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)	2/07/2021
267/2021/P	North-West	54 Orwil Street, Frankston 3199	To construct two (2) double storey dwellings on a lot in a General Residential Zone (GRZ)	17/06/2021
453/2021/P	North-West	6 Coolibar Avenue, Seaford 3198	To construct two (2) double storey dwellings on a lot in a General Residential Zone (GRZ)	18/08/2021

Town Planning Applications – Direction To Advertise Issued October 2021				
Application No	Ward	Property Address	Application Description	Application Date
214/2019/P/A	South	5 Grange Road, Frankston South 3199	Section 72 Amendment to Planning Permit 214/2019/P "To construct two (2) dwellings, To construct a building and carry out works in a Design and Development Overlay Schedule 9, To construct a front fence in a Significant Landscape Overlay Schedule 4" to allow for amendment plans and permit.	4/06/2021
517/2021/P	South	Shop 6/145 Frankston-Flinders Road, Frankston 3199	To construct buildings and works (replace roof) to an existing building in a Commercial 1 Zone (C1Z)	6/09/2021
254/2021/P	South	33 Denbigh Street, Frankston 3199	To construct two (2) double storey dwellings on a lot in a General Residential Zone (GRZ) and to construct buildings and works in a Special Building Overlay (SBO) and Design and Development Overlay Schedule 6 (DDO6)	9/06/2021
530/2021/P	South	17 Neil Street, Frankston South 3199	To construct buildings and works (double storey dwelling and domestic swimming pool) in a Design and Development Overlay Schedule 9 (DDO9) and to construct buildings and works in the tree protection zone of substantial trees in a Significant Landscape Overlay Schedule 4 (SLO4)	15/09/2021
154/2021/P	South	31 Hillcrest Road, FRANKSTON 3199	To construct four (4) dwellings (one (1) triple storey and three (3) double storey) in a General Residential Zone (GRZ) *This application is re-advertised to correct the description of the proposal, no change has been made to the plans*	16/04/2021
469/2021/P	South	4 Woodlands Grove, Frankston 3199	To construct one (1) double storey dwelling in a Design and Development Overlay Schedule 6 (DDO6)	18/08/2021

Town Planning Applications – Direction To Advertise Issued October 2021				
Application No	Ward	Property Address	Application Description	Application Date
165/2021/P	South	25 Playne Street, Frankston 3199	To use the land for the sale and consumption of liquor (restaurant and cafe licence), to construct or carry out buildings and works in a Commercial 1 Zone (C1Z), to erect and display internally illuminated business identification signage and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme	16/08/2021
463/2021/P	South	19 Rosedale Grove, Frankston South 3199	To construct one (1) single storey dwelling in a Design and Development Overlay Schedule 1 (DDO1) and Accommodation in a Bushfire Management Overlay (BMO)	20/08/2021
487/2021/P	South	58 Cliff Road, Frankston 3199	Buildings and works to an existing dwelling in a Design and Development Overlay Schedule 6 (DDO6) and Erosion Management Overlay Schedule 3 (EMO3).	27/08/2021
597/2021/P	South	1/49 Kars Street, Frankston 3199	To construct a domestic swimming pool on common property in a General Residential Zone (GRZ)	29/09/2021
305/2021/P	South	28 Ronald Avenue, Frankston South 3199	To construct two (2) double storey dwellings on a lot in a General Residential Zone (GRZ), to remove and construct buildings and works in the Tree Protection Zone of substantial trees in a Significant Landscape Overlay Schedule 4 (SLO4) and to construct buildings and works in a Design and Development Overlay Schedule 9 (DDO9)	30/06/2021
681/2021/P	North-East	20 Hafey Way, Langwarrin 3910	To construct an outbuilding (shed) within a Rural Conservation Zone.	5/11/2021
686/2021/P	North-East	88 Potts Road, Langwarrin 3910	To construct buildings and works and to use for a Child Care Centre in a General Residential Zone and Bushfire Management Overlay	8/11/2021
192/2021/P/VS	North-West	19A Sir Laurence Drive, Seaford 3198	Buildings and works and waiver of car parking in an Industrial 1 Zone (IN1Z)	1/11/2021

Town Planning Applications – Direction To Advertise Issued October 2021				
Application No	Ward	Property Address	Application Description	Application Date
674/2021/P	North-West	238 Frankston-Dandenong Road, Seaford 3198	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)	1/11/2021
675/2021/P	North-West	6 Phillip Street, Frankston 3199	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ) and to construct a building and construct and carry out works in a Special Building Overlay (SBO)	1/11/2021
198/2021/P/VS	North-West	10 Rosemary Crescent, Frankston North 3200	To subdivide the land into two (2) lots in a General Residential Zone (GRZ)	8/11/2021
685/2021/P	North-West	11A Petrie Street, Frankston 3199	To construct seven (7) dwellings within a two (2) storey building.	8/11/2021
196/2021/P/VS	North-West	20 Manorwoods Drive, Frankston 3199	To construct a shed in an Environmental Significant Overlay.	9/11/2021
186/2021/P/VS	North-West	61 Rosslyn Avenue, Seaford 3198	To construct buildings and works to an existing dwelling in a Special Building Overlay (SBO)	28/10/2021
190/2021/P/VS	North-West	1/19 Milne Avenue, Seaford 3198	Building and works to existing building in an Industrial 1 Zone (IN1Z)	28/10/2021
673/2021/P	North-West	335 Frankston-Dandenong Road, Frankston North 3200	To subdivide the land into three (3) lots in a General Residential Zone (R1Z)	29/10/2021
189/2021/P/VS	South	633 Nepean Highway, Frankston South 3199	To construct a domestic swimming pool in a Design and Development Overlay Schedule 9 (DDO9)	1/11/2021
676/2021/P	South	41 Heatherhill Road, Frankston 3199	To use the land for Community Care Accommodation in a General Residential Zone (GRZ)	1/11/2021
191/2021/P/VS	South	12 Sussex Road, Frankston South 3199	To construct a front fence	4/11/2021
680/2021/P	South	21 Barmah Court, Frankston South 3199	Building and works to existing dwelling	4/11/2021
194/2021/P/VS	South	49 Cliff Road, Frankston South 3199	To remove one (1) tree in a Significant Landscape Overlay Schedule 6 (SLO6)	8/11/2021

Town Planning Applications – Direction To Advertise Issued October 2021				
Application No	Ward	Property Address	Application Description	Application Date
197/2021/P/VS	South	11 Stradbroke Avenue, Frankston South 3199	To remove one (1) tree in a Significant Landscape Overlay Schedule 4 (SLO4)	8/11/2021
684/2021/P	South	29 Bergman Road, Langwarrin 3910	To construct an outbuilding (shed) in a Design and Development Overlay Schedule 4 (DDO4) and Bushfire Management Overlay	8/11/2021
195/2021/P/VS	South	10 Smeaton Court, Frankston South 3199	To construct a carport	9/11/2021
687/2021/P	South	9 Lyons Avenue, Frankston South 3199	To remove three (3) substantial trees in a Significant Landscape Overlay Schedule 6 (SLO6)	9/11/2021
187/2021/P/VS	South	21 Violet Street, Frankston South 3199	Buildings and works to an existing dwelling within the TPZ of a substantial tree in a Significant Landscape Overlay.	29/10/2021
670/2021/P	South	561 Nepean Highway, Frankston 3199	To construct a building and construct and carry out works for a three (3) storey dwelling in a Design and Development Overlay Schedule 6 (DDO6) and an Erosion Management Overlay Schedule 3 (EMO3) To create access to a road in a Road Zone Category 1	29/10/2021

Legend

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

Progress Report – Current VCAT Appeals October 2021									
<u>Appeal No</u>	<u>Application Number</u>	<u>Address</u>	<u>Proposal</u>	<u>Lodged at VCAT</u>	<u>Council Decision</u>	<u>Appeal Type</u>	<u>Date of Appeal</u>	<u>VCAT Decision</u>	<u>Date of VCAT Decision</u>
P1183/2020	67/2020/P	193 Nepean Highway, Seaford	To construct two double storey dwellings and two three storey dwellings	10/08/2020	Refusal	Refusal	23 June 2021	Upheld	8/9/2021
P11201/2021	6/2021/P	22 Mereweather Avenue Frankston	To construct five (5) double storey dwellings on a lot in a Residential Growth Zone Schedule 1 (RGZ1), Design and Development Overlay Schedule 12 and Special Building Overlay (SBO)	9/08/2021	Refusal	Refusal	3-4/3/2022	Withdrawn	5/10/2021
P11559/2021	21/2021/P	67-68 Nepean Highway Seaford	To construct twelve (12) triple storey dwellings on a lot in a General Residential Zone (GRZ) and to construct and carry out works in a Design and Development Overlay Schedule 6 (DDO6)		Refusal	Refusal	6-May-22	Withdrawn	27/10/2021
P1282/2020	394/2007/P/C	6 Leisureland Drive Langwarrin VIC 3910	<p>Alterations and additions to an existing building and The construction of building and works to the existing building as a Place of Worship and Community Centre (place of Assembly) and a Caretakers House, with associated car parking in accordance with the endorsed plans.</p> <p>The amendment sought approval as follows;</p> <ul style="list-style-type: none"> - Amend the condition 4 to change/increase the existing operating hours from 8am to 8pm to 5am to 9.30pm Monday to Sunday; - and the patron numbers proposed for the above additional increased hours are as follows; <p>Maximum of 40 patrons at any one time between 5am to 8am</p> <p>Maximum of 50 patrons at any one time between 8pm to 9.30pm.</p>	11/08/2020	Refusal	Refusal	18/05/2021		

P1433/2020		6 Boston Avenue Seaford Vic 3198	To construct three (3) double storey dwellings on a lot in a General Residential Zone (GRZ)	18/09/2020	Refusal	Refusal	5/05/2021		
Progress Report – Current VCAT Appeals October 2021									
<u>Appeal No</u>	<u>Application Number</u>	<u>Address</u>	<u>Proposal</u>	<u>Lodged at VCAT</u>	<u>Council Decision</u>	<u>Appeal Type</u>	<u>Date of Appeal</u>	<u>VCAT Decision</u>	<u>Date of VCAT Decision</u>
P375/2021	258/2020/P	60 Blaxland Avenue, Frankston South 3199	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) in a General Residential Zone (GRZ) and Bushfire Management Overlay (BMO), To construct a front fence and undertake buildings and works within the tree protection zone of substantial trees in a Significant Landscape Overlay Schedule 4 (SLO4)	5/03/2021	Refusal	Refusal	12/10/2021		
P92/2021	177/2020/P	91 Overport Road, Frankston South 3199	To use and develop the land for a Child Care Centre in a General Residential Zone (GRZ), removal of substantial trees and to undertake building or construct or carry out works in the tree protection zone of substantial trees in a Significant Landscape Overlay Schedule 3 (SLO3) and to construct a building in a Design and Development Overlay Schedule 1 (DDO1)		NOD	Objector	31/08/2021 - 1,2,3 and 9/09/2021		
P860/2021 & P844/2021	129/2021	20 Seaview Road Frankston South	To construct an extension to an existing dwelling in a Design and Development Overlay Schedule 1 (DDO1)	26/05/2021	NOD	Objector	10/12/2021		
P638/2021	458/2020/P	3 Hoadley Avenue Frankston South Vic	To construct buildings and works to an existing dwelling in a Design and Development Overlay Schedule 9 (DDO9)	27/05/2021	NOD	Objector	26/11/2021		

P11069/2021	41/2021/P	23 Burrawong Avenue Seaford	To construct one (1) double storey dwelling to the rear of existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)	14/07/2021	NOD	Objector	14/02/2022		
Progress Report – Current VCAT Appeals October 2021									
<u>Appeal No</u>	<u>Application Number</u>	<u>Address</u>	<u>Proposal</u>	<u>Lodged at VCAT</u>	<u>Council Decision</u>	<u>Appeal Type</u>	<u>Date of Appeal</u>	<u>VCAT Decision</u>	<u>Date of VCAT Decision</u>
P11096/2021	3/2021/P	569 Nepean Highway Frankston	To construct two (2) double storey dwellings on a lot in a General Residential Zone (GRZ), to construct buildings and construct and carry out works in a Design and Development Overlay Schedule 6 (DDO6), to construct buildings and construct and carry out works in a Erosion Management Overlay (EMO3)	26/07/2021	Failure	failure	28/02/2022-2/03/2022		
P11308/2021	176/2021/P	21 Sussex Road Frankston South	To construct one (1) double storey dwelling in a Design and Development Overlay Schedule 1 (DDO1) and undertake buildings and works within the tree protection zone of substantial trees in a Significant Landscape Overlay Schedule 3 (SLO3)	10/08/2021	NOD	Objector	3/03/2022 - 4/03/2022		
P11326/2021	231/2021/P	6 East Road Seaford	To construct three (3) double storey dwellings and one (1) single storey dwelling (four (4) dwellings) on a lot in a General Residential Zone (GRZ)		Refusal	Refusal	28/02/2022		
P11366/2021	75/2020/P	14 Seaview Road Frankston South	To undertake buildings and works for two (2) dwellings on a lot in a General Residential Zone (GRZ) and to construct and carry out works in a Design and Development Overlay Schedule 1 (DDO1)	21/08/2021	NOD	Objector			

P11427/2021	116/2021/P	48 Railway Parade Seaford	To construct a triple storey building containing fourteen (14) dwellings in a General Residential Zone (GRZ)		Refusal	Refusal	16 - 18 February 2022		
Progress Report – Current VCAT Appeals October 2021									
<u>Appeal No</u>	<u>Application Number</u>	<u>Address</u>	<u>Proposal</u>	<u>Lodged at VCAT</u>	<u>Council Decision</u>	<u>Appeal Type</u>	<u>Date of Appeal</u>	<u>VCAT Decision</u>	<u>Date of VCAT Decision</u>
P11471/2021	198/2004/P/A	1/5 Hi Tech Place Seaford	Caretakers residence		Not yet determined	failure	22/04/2022		
P11652/2021	21/2021/P	67-68 Nepean Highway Seaford	To construct twelve (12) triple storey dwellings on a lot in a General Residential Zone (GRZ) and to construct and carry out works in a Design and Development Overlay Schedule 6 (DDO6)		Refusal	Refusal	11-12 April 2022		

Progress Report – VCAT Determination – Policy Implications October 2021			
<u>Appeal No</u>	<u>Application No</u>	<u>Address</u>	<u>VCAT Determination – Policy Implications</u>
P1183/2020	67/2020/P	193 Nepean Highway, Seaford	<p>The applicant sought permission to construct four dwellings on the land. Council refused to grant a planning permit due to concerns about the response to the character of the area and amenity impacts to neighbours. No objectors sought to participate in the hearing.</p> <p>On review, the VCAT found that the design had a number of flaws that required rectification. Although the applicant presented options to respond to these concerns, the VCAT appeared to conclude that, cumulatively, the changes required material redesign of the proposal and affirmed Council’s decision.</p>

Executive Summary**12.1 Council Resolution Status Update for 6 December 2021**

Enquiries: (Brianna Alcock: Chief Financial Office)

Council Plan

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

Purpose

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

Recommendation (Chief Executive Officer)

That Council:

1. Receives the Notice of Motion Report for 6 December 2021;
2. Receives the Urgent Business Status Update for 6 December 2021;
3. Notes there are no Notice of Motion action that has been reported as being complete;
4. Notes there are no reports that will not be presented to Council;
5. Notes, since the Council Meeting held on 15 November 2021, 16 resolutions have been completed, as listed in the body of the report;
6. Resolves for Attachment D to remain confidential indefinitely on the grounds that it includes confidential meeting information, being the records of meetings closed to the public under section 66(2)(a) (Local Government Act 2020, s.3(1)(h)). These grounds apply because the information concerns updates on resolutions made by Council in meetings closed to the public and would, if prematurely released, impact on Council's ability to properly perform its functions

Key Points / Issues

- At its meeting on 19 December 2016, Council resolved that:
"That the Chief Executive Officer is directed to provide regular updates to Council on the progress or status of Council's resolutions resulting from Notices of Motion raised by Councillors. In order to facilitate this, a brief progress report (detailing the status of each outstanding resolution) is required to be presented to Council at each of its Ordinary Meetings in future commencing with Ordinary Meeting 296 (scheduled for the 30 January 2017)."
- Additionally, at its meeting on 22 July 2019, Council resolved that:
*"4. a) Includes in the attached monthly report (Notice of Motion Cost Summary), the number of Urgent business items per councillor
b) Includes the updates of the status of Urgent Business items in the attached monthly report (Notice of Motion Report)"*
- The Notice of Motion Report for 6 December 2021 is attached and will continue to be updated and reported at each Council Meeting. Note there are no items listed under confidential, as such this report has not been attached.

12.1 Council Resolution Status Update for 6 December 2021**Executive Summary**

- The Urgent Business Status Update report is attached (Attachment C) for 6 December 2021, and will continue to be reported at each Council Meeting.
- There are no Notice of Motion actions that have been reported as complete.
- Due to various factors, it is sometimes not possible for reports to be brought back before Council in accordance with the time frames resolved. There are no reports that will not be presented to Council.
- Since 2021/CM19 on 15 November 2021, the following 16 resolution actions have been reported as 'complete'. A detailed report has been provided in Attachment D (*CONFIDENTIAL*).
 - Proposed Leasing of Council owned and managed land - Electrical Sub-Stations - United Energy
 - Response to Petition - Abolishment of mandatory inclusion of private dwellings in the Heritage Overlay
 - Animal Regulations and Council Orders
 - Appointment and Authorisation of Council Staff
 - Draft Procurement Policy 2021 - 2025
 - Draft 2021-2031 Financial Plan
 - Community Satisfaction Survey 2021
 - Review of S5 Instrument of Delegation - Council to the Chief Executive Officer
 - Urgent Business - Impacts caused by Southern Program Alliance (LXRA) activities
 - Council Resolution Status Update for 11 October 2021
 - 239/2021/P - 137 Overport Road, Frankston South - Use and Development of a Childcare Centre in a General Residential Zone
 - Planning Application 31/2021/P - 8, 10, and 12 Davey Street - To demolish buildings in a Heritage Overlay
 - Planning Permit 21/2020/P/A - 12 Balmoral Walk, Frankston (Vicinity Office Building) - In Principle Architectural Plan approval pursuant to condition
 - Application to Amend Planning Permit 302/2020/P - 30 Long Island Drive Frankston - To increase the area of the first floor used by the restaurant, to increase the red line area and to increase the number of patrons to the restaurant
 - Application to Amend Planning Permit 317/2018/P/D - 13/684-700 Frankston-Dandenong Road, Carrum Downs - To use the land for a restaurant, to sell and consume liquor (On Licence Premises) and a reduction in the bicycle facilities requirement of Cla...
 - Statutory Planning Progress Report - September 2021

Financial Impact

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

12.1 Council Resolution Status Update for 6 December 2021**Executive Summary**

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 are no risks associated with this report.

Conclusion

The purpose of this report is to brief and update Council on the implementation and status of resolutions including Notices of Motion and Urgent Business items. Council Officers are continuously working to implement a range of Council resolutions and in addition to noting the work completed

ATTACHMENTS

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

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

Attachment C: [↓](#) Urgent Business Status Update

Attachment D: Closed / Completed Council Resolutions since 15 November 2021
- **CONFIDENTIAL**

Notice of Motion Report - 2021 - CM21 - for the 6 December Council Meeting (A4583764).XLSX

Notice of Motions Estimated Costs
By Councillor
2020 - 2024 Term

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

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

Item 12.1 Attachment B: Notice of Motion Status Update

Notice of Motion Report - 2021 - CM21 - for the 6 December Council Meeting (A4583764).xlsx

Meeting Date	Item No	NOM Title and Councilor	Council Resolution	Responsibility	Comments	Cost Summary
28-Jun-21	14.1	2021/NOM5 - Greening of Residential Nature-Strips Cr L Hughes	Council Decision Moved: Councillor Liam Hughes Seconded: Councillor Conroy That Council: 1. Reviews the 'Development and Planting within Road Reserve Guidelines' and application process to promote a greener and healthier Frankston. The revised guidelines should include example plans, appropriate species lists, photos of existing approved nature strip planting, ways in which to engage the community and consideration of the waiving of fees; and 2. Submits the report to Council no later than the October 2021 Council Meeting. Carried Unanimously	Suzane Becker	5 Nov 2021 - Community Consultation on the guidelines undertaken in October. The guidelines will be updated and the report in Response to the NOM including adoption of the new Guidelines scheduled for the December 6th Meeting.	
30-Aug-21	14.1	2021/NOM7 - Bringing Forward Council's Net Zero Emissions Target Cr Harvey	Council Decision Moved: Councillor Harvey Seconded: Councillor Conroy That Council: 1. Notes that Council: a) Declared a climate emergency in November 2019 recognising the urgent need to advance and accelerate actions to address climate change and support the restoration of a safe climate; b) Has a long and proud history of delivering actions to mitigate greenhouse gas emissions and address climate change focusing on Council and the community actions; c) In 2019 adopted a 4-year Towards Zero Emissions Plan (2019-2023) which sets out Council's priorities for reducing emissions in its own operations and supporting our community to transition to a low carbon future; d) Since 2000 has committed to a net zero emissions (carbon neutral) target for Council operations by 2025 (reaffirmed in the Towards Zero Emissions Plan); e) In 2020 ran a Community Climate Change Survey which showed that of the 610 respondents, 90% are extremely or very concerned about climate change. 2. Recognises that: a) Our climate is changing and acting now will help to avert the worst impacts on our economy, our community and the environment; b) The long-awaited report from the Intergovernmental Panel on Climate Change (IPCC), the leading global scientific body on climate science, warns of unprecedented increases in climate extremes for Australia as a result of a warming planet, including bushfires, floods and droughts, in addition to rising sea levels; c) To avert the worst impacts of climate change we must keep global temperatures to well below 2°C above pre-industrial levels and pursue efforts to limit the temperature increase to 1.5°C; d) The Earth's surface has warmed by 1.09°C since pre-industrial times, while average concentrations of all the major long-lived greenhouse gases continue to rise in the atmosphere. Australia's average temperatures have already increased by 1.4°C since 1950; e) By 2030 global warming could likely increase to 1.5°C. Limiting human-induced global warming will therefore require deep and sustained cuts in greenhouse gas emissions. 3. Investigates: a) Options to bring forward Council's net zero emissions target to FY 2023-24 (or earlier), from the original adopted target of FY 2024-25, in response to the climate emergency and recent findings of the IPCC, and in line with community expectations that Council will continue to demonstrate bold leadership in this important area; b) The feasibility, costs and benefits of each option, including how these options will deliver value for money to Council and the community, as well as the ongoing investment required to maintain a net zero emissions target over time; c) Options including: - Status quo: Continue reporting on Council's annual emissions including assets where Council pays the utility costs (electricity, gas), plus Peninsula Aquatic Recreation Centre (PARC) and Pines Forest Aquatic Centre (managed by Peninsula Leisure, a subsidiary company owned by Council); - Exclude subsidiaries: Report on assets where Council pays the utility costs but exclude PARC and Pines Forest Aquatic Centre; - Full certification: In addition to the current reporting methodology, include emissions from relevant Council tenanted facilities (where Council does not pay the utility costs) and other sources, to enable Council to claim carbon neutrality under the Australian Government's Climate Active Carbon Neutral Certification program; and - Exclude subsidiaries from Council's emissions calculations to enable Council to claim carbon neutrality under the Australian Government's Climate Active Carbon Neutral Certification program; and	Luke Ure & Suzane Becker	01 Oct 2021 - Item 1. Noted., Item 2. Noted., Item 3. Officers are investigating options bring forward bring forward Council's net zero emissions target to FY 2023-24 (or earlier), including certification under the Australian Government's Climate Active Carbon Neutral Certification program, and associated costs., Item 4. Officers will provide an update on the development of Council's Climate Change Strategy to Councillors at a Briefing in December 2021.	
20-Sep-21	14.1	2021/NOM8 - Humanitarian Support for Fiji Cr Bolam	Council Decision Moved: Councillor Bolam Seconded: Councillor Baker That Council: 1. Notes the letter from the Victorian Multicultural Sports Association seeking a \$10,000 contribution from Council for humanitarian support in Fiji; 2. Notes that Frankston and Suva (Fiji) have provisionally agreed to form a Friendship City relationship; 3. Given Suva (Fiji) is Frankston's geographically closest 'Sister City' / 'Friendship City', this agreement is to be formally upgraded to a 'Sister City' relationship, pending advice from Sister Cities Australia; 4. Notes the letter of appreciation from the Fijian Government's Minister for Local Government, Housing and Community Development, in appreciation for the \$5500 donation for the delivery of hospital beds to Fiji to assist with their response to the second wave of the COVID-19 pandemic; 5. Acknowledges the relationships and contribution of the Fijian community to the diversity in Frankston and notes the impact of the pandemic on our Pacific neighbours; 6. Supports the facilitation of this humanitarian initiative under the stewardship of the Mayor to work with Rotary Club of Frankston Sunrise (who have deductible gift recipient status) to receive all goods and donations with respect to the humanitarian aid relating to the Fijian community; 7. Notes the Mayor has driven a community stewardship campaign for donations. \$8,400 has been raised in the past two weeks to provide sanitary products for women and baby products for newborns, together with donations of children's clothing, sanitiser and PPE. This includes: • Coles Karingal - \$1000 gift card; • Woolworths Karingal - \$1000 gift card; • Woolworths Frankston - \$1000 gift card; • Chisholm Frankston - \$1000 cash donation; • DC Urban - \$1000 cash donation; • St Kilda Football Club - \$1000 cash donation; • Rotary Frankston - \$1000 cash donation; • Rotary Sunrise - \$1000 cash donation; • Rotary 2.0 - \$1000 cash donation; • Private resident - \$900 cash donation; • Private resident - \$300 cash donation; • Monash University - \$300 cash donation In this time, the following businesses have also provided, in writing, commitments for discounts and/or additional stock upon purchase to assist in the relief effort • Target Frankston – bulk discount; • Libra (Asaleo Care) – bulk discount; • Australian Dairy Park, Carrum Downs – excess product/aid; • Golden Fields Nutrition, Dandenong – excess product/aid; • Kellogg's – volunteered pallets of infant breakfast cereal; • Community Support Frankston – volunteered pallets of sanitiser 8. That formal letters of thanks be sent to the aforementioned donors; 9. Supports a Council donation of \$6000 to the Rotary Club of Frankston Sunrise towards the shipping of humanitarian aid to Fiji (\$5599), and product/aid (\$401); 10. Funds the humanitarian aid from the Mayor's Event Budget that was initially allocated to fund the 'COVID Hero's' Appreciation Event, but is no longer proceeding due to restrictions on mass gatherings; 11. Writes to the Hon. Frank Bainimarama, the Prime Minister of Fiji, the Hon. Pramila Kumar, the Local Government Minister Fiji, the Fijian High Commissioner to Australia His Excellency Luke Daunivalu and the Australian High Commissioner to Fiji, His Excellency Mr John Peakes; to advise of Council's decision and note the total donation of \$14,400 (comprising \$8,400 community donations and \$6000 Frankston City Council donation) plus donated wholesale product/aid that comfortably represents an overall charitable effort surpassing \$18,000. Carried	Fiona McQueen	24 Nov 2021 - 1. Complete. Noted. The letter from the Victorian Multicultural Sports Association seeking a \$10,000 contribution from Council for humanitarian support in Fiji; 2. Complete. Noted. That Frankston and Suva (Fiji) have provisionally agreed to form a Friendship City relationship; 3. In progress. A Memorandum of Understanding to become a Sister Cities between Suva (Fiji) and Frankston has been signed by the Mayor and is awaiting signature from Fijian representatives; 4. Complete. Noted. The letter of appreciation from the Fijian Government's Minister for Local Government, Housing and Community Development, in appreciation for the \$5500 donation for the delivery of hospital beds to Fiji to assist with their response to the second wave of the COVID-19 pandemic; 5. Complete. Acknowledged and noted the relationships and contribution of the Fijian community to the diversity in Frankston and notes the impact of the pandemic on our Pacific neighbours; 6. Complete. Supports the facilitation of this humanitarian initiative under the stewardship of the Mayor to work with Rotary Club of Frankston Sunrise (who have deductible gift recipient status) to receive all goods and donations with respect to the humanitarian aid relating to the Fijian community; 7. Complete. Noted. The Mayor has driven a community stewardship campaign for donations. \$8,400 has been raised in the past two weeks to provide sanitary products for women and baby products for newborns, together with donations of children's clothing, sanitiser and PPE; 8. Complete. Letters to acknowledge the relief effort have been approved, signed and sent as follows; • Target Frankston – bulk discount; • Libra (Asaleo Care) – bulk discount; • Australian Dairy Park, Carrum Downs – excess product/aid; • Golden Fields Nutrition, Dandenong – excess product/aid; • Kellogg's – volunteered pallets of infant breakfast cereal; • Community Support Frankston – volunteered pallets of sanitiser; 9. Complete. The Council donation of \$6000 to the Rotary Club of Frankston Sunrise towards the shipping of humanitarian aid to Fiji (\$5599), and product/aid (\$401); 10. Cancelled. Funds the humanitarian aid from the Mayor's Event Budget that was initially allocated to fund the 'COVID Hero's' Appreciation Event, but is no longer proceeding due to restrictions on mass gatherings; 11. Complete. Letter has been sent to the Hon. Frank Bainimarama, the Prime Minister of Fiji, the Hon. Pramila Kumar, the Local Government Minister Fiji, the Fijian High Commissioner to Australia His Excellency Luke Daunivalu and the Australian High Commissioner to Fiji, His Excellency Mr John Peakes; to advise of the charitable effort surpassing \$18,000.	
11-Oct-21	14.1	2021/NOM9 - Councillor Call-In Protocol Cr Hill	Council Decision Moved: Councillor Hill Seconded: Councillor Tayler That Council resolves to amend the Councillor call-in protocol pertaining to planning permit applications to reflect the following: 1. Written agreement (including by electronic means) from three Councillors before a Councillor call-in is effectual; 2. Two out of three of the written agreements must be from Ward Councillors where the planning proposal is to be located; and 3. The protocol be reviewed by the next Council, following the changeover from multi-Councillor wards to single Councillor Wards. Carried	Sam Clements	4 Nov 2021 - Draft Protocol has been prepared and circulated to Councillors	

Item 12.1 Attachment B: Notice of Motion Status Update

Notice of Motion Report - 2021 - CM21 - for the 6 December Council Meeting (A4583764).xlsx

Meeting Date	Item No	NOM Title and Councilor	Council Resolution	Responsibility	Comments	Cost Summary
11-Oct-21	14.2	2021/NOM10 - National Asbestos Awareness Week 2021 Cr Baker	<p>Council Decision Moved: Councillor Baker Seconded: Councillor Conroy That Council:</p> <ol style="list-style-type: none"> Notes that there is a large amount of asbestos still present in Australian homes, workplaces and the built environment. Nationwide, 1 in 3 homes contain asbestos; Notes that exposure to asbestos fibres can cause cancer. There is no known safe minimum level of exposure to asbestos fibres; Notes that do-it-yourself (DIY) renovation or home maintenance activities exposes many people to asbestos fibres, often without them even knowing. Asbestos can be found anywhere in homes built before 1990 — including kitchens, bathrooms, roofs, eaves, under flooring and in out buildings; Notes that we should encourage our community to 'Think twice about asbestos' and to encourage residents undertaking renovations or home maintenance to 'Get in the know, Take it slow, Get a pro'; Notes the likelihood of asbestos-containing materials being improperly disposed of in house hold 'red-bins' when residents are unaware of asbestos; Agrees to participate in National Asbestos Awareness Week 2021 and engage in key awareness-raising activities throughout the campaign period (22-28 November) including: a press release from Council to the local paper, promoting asbestos awareness on social media, and promoting the week in the Frankston City News; and Raises awareness in the communication materials on the advice it can offer residents in relation to the safe removal of asbestos. <p>Carried Unanimously</p>	Fiona McQueen	26 Oct 2021 - 1. Noted. That there is a large amount of asbestos still present in Australian homes, workplaces and the built environment. Nationwide, 1 in 3 homes contain asbestos; , 2. Noted. That exposure to asbestos fibres can cause cancer. There is no known safe minimum level of exposure to asbestos fibres; , 3. Noted. That do-it-yourself (DIY) renovation or home maintenance activities exposes many people to asbestos fibres, often without them even knowing. Asbestos can be found anywhere in homes built before 1990 — including kitchens, bathrooms, roofs, eaves, under flooring and in out buildings; , 4. Noted. That we should encourage our community to 'Think twice about asbestos' and to encourage residents undertaking renovations or home maintenance to 'Get in the know, Take it slow, Get a pro'; , 5. Noted. The likelihood of asbestos-containing materials being improperly disposed of in house hold 'red-bins' when residents are unaware of asbestos; , 6. In progress. Preparations are underway to participate in National Asbestos Awareness Week 2021 and engage in key awareness-raising activities throughout the campaign period (22-28 November) including: a press release from Council to the local paper, promoting asbestos awareness on social media, and promoting the week in the Frankston City News; , 7. In progress. Communication materials with advice to offer residents in relation to the safe removal of asbestos will be released in line with National Asbestos Awareness Week in November.	
11-Oct-21	14.3	2021/NOM11 - Nepean Highway Revitalisation Cr Tayler	<p>Council Decision Moved: Councillor Tayler Seconded: Councillor Hill That Council:</p> <ol style="list-style-type: none"> Supports the priority work being undertaken as part of the new Council Plan to revitalise the Nepean Highway, with its vision to create a vibrant and iconic boulevard and memorable sense of arrival to Frankston as a city by the Bay; Notes the benefits anticipated to flow onto property owners and tenants along the highway with the opportunity for new development to capitalise on the success of Frankston's principal public address. It will also contribute to improved pedestrian connections across the Nepean Highway to better connect the city centre to the waterfront, Frankston's greatest tourism asset; Notes the staged process to realise the Nepean Highway vision comprising: <ol style="list-style-type: none"> Stage 1, Beach Street to Davey Street, which provides for creative accent lighting to median trees and median landscaping improvements at a cost of \$550,000. Through the work of the Frankston Revitalisation Board and the continued support of its Chair, Paul Edbrooke MP, the State Government has contributed \$475,000 towards the project, which is expected to be completed towards the end of 2022; Coinciding with this are the current works underway by the Department of Transport to reduce the speed limit of the Nepean Highway to 40kmph between Fletcher Road and Plowman Place. These works will enable safer journeys for vehicles and improved pedestrian experience and are expected to be completed in December 2021; A further two stages, being Mile Bridge to Davey St and Davey St to Olivers Hill, are being progressed as a part of Council's development of its FMAC Structure Plan and Revitalisation Action Plan. Emerging ideas are expected to be presented to Council no later than early 2022, followed by community consultation and review and adoption by Council around mid-2022; Supports the concepts developed for these further two stages to be added to Council's key advocacy priorities for the upcoming Federal and State elections; Notes that Council's Long Term Infrastructure Plan 2021 to 2031 commits an initial \$1M towards these further two stages over financial years 2022/23 and 2023/24 to enable detailed design and delivery in part, noting overall completion of delivery of these further two stages may be subject to the successful outcome of Council's advocacy efforts; and Notes that the boundary of the FMAC Structure Plan does not extend to Olivers Hill. <p>Carried</p>	Suzanne Becker	5 Nov 2021 - 1. Noted – a design framework for the Nepean Highway vision and transformation has been presented to Councillors at a briefing on the 27 October 2021 2. Noted – also captured in the design framework presented to Councillors on the 27 October 2021 briefing. 3. Noted – also captured in the design framework presented to Councillors on the 27 October 2021 briefing. 4. Noted – concept development currently underway with early ideas scheduled to come back to Councillors in early 2022. Stages 2 & 3 are included in Council advocacy items. 5. Noted and included in the Draft LTIP Priority lists for Urban Revitalisation. 6. Noted and aligned with scope of the FMAC Structure Plan currently underway	
15-Nov-21	14.1	2021/NOM12 - Establishment of 'Friendship City' with Tenby, United Kingdom Cr Bolam	<p>Council Decision Moved: Councillor Bolam Seconded: Councillor Hill That Council:</p> <ol style="list-style-type: none"> Endorses the creation of a Friendship City Relationship between Frankston and Tenby, Wales, United Kingdom to be established; Notes correspondence from Tenby Town Council in Wales committing to establishing a 'Friendship City' relationship with Frankston City Council; Endorses \$500 from the Advocacy and Partnership budget to establish the 'Friendship City' relationship between Frankston and Tenby, Wales; Endorses \$3,500 from the Mayor's Events budget for a large tourist sign to be placed in a prominent location calculating the distance between Frankston, Australia and Tenby, Wales, noting that similar signage will be placed by Tenby Town Council; and Supports for Suva, Fiji and Tenby, Wales to be given priority consideration for future street naming (as has previously been done for Wuai, China and Suono, Japan) in accordance with the principles under Council's Road, Locality and Feature Naming Policy and the Naming rules for places in Victoria 2016. <p>Carried</p>	Fiona McQueen		

Notice of Motion Report - 2021 - CM21 - for the 6 December Council Meeting (A4583764).XLSX

Urgent Business

Meeting Date	Urgent Business Title and Councillor	Council Resolution	Responsibility	Comments
28-Jul-21	Urgent Business - Council Decision Disposal of Tree Debris arising from a Severe Weather Event Cr Liam Hughes	Moved: Councillor Liam Hughes Seconded: Councillor Steven Hughes That a report be provided at the August 2021 Council Meeting investigating options to support the Frankston City community for the disposal of tree debris at the Frankston Regional Recycling and Recovery Centre arising from a severe weather event. This investigation is to include benchmarking with neighbouring Councils and associated costs.. Carried Unanimously	Bruce Howden	2 November 2021 - Report approved by Council on 15 Nov. Request to close action. 13 October 2021 - Report deferred to November Council Meeting. 23 September 2021 - Report deferred to November Council meeting 31 August 2021 - Report deferred to October 2021 Council Meeting 18 August 2021 - Report being prepared for the 30 August 2021 Council meeting. 6 July 21 - Federal and State Government resident support funding announced on 5 July and will be incorporated into report. 2 July 21 - Clarification of the scope of the report progressing.

Executive Summary**12.2 Update on Coronavirus (COVID-19) and Recovery Grants Program report - 6 December 2021**

Enquiries: (Phil Cantillon: Chief Executive Office)

Council Plan

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

Purpose

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

Recommendation (Chief Executive Officer)

That Council:

1. Notes this report which outlines an update of its response to the impacts of the Coronavirus (COVID-19) and Recovery Grants Program;
2. Council waives the Food and Health registrations for 2022 (estimated cost is \$127,875). Funded by the reallocation of \$25,000 budgeted for new Food Act Registration Fees and \$102,875 budgeted for Business Concierge. Nil impact on total COVID package value; and
3. Notes the ongoing communication of all activities included in the adopted 2021-2022 Relief and Recovery package; including the recovery grants program and ratepayer reward voucher scheme on relevant council channels.

Key Points / Issues

At its meeting on 29 April 2021, Council resolved that:

1. *This report which outlines its response to the impacts of the Coronavirus (COVID 19); and*
 2. *Notes an update will be provided at every second Council meeting moving forward during the Pandemic, with the exception of additional Council Meetings that may be called for the purpose of considering a specific matter.*
- Council resolved at its meeting held on 30 August 2021 adopting for a further report to consider the financial impact of further COVID-19 lockdowns. A detailed review will be presented at a future Councillor Briefing to consider the financial impact including funding options resulting from the continuation of COVID-19 lockdowns. The financial impact will be referred to the 2021-22 Mid-year Budget Review.
 - The total budget over the past 2 financial years for Council's COVID Relief and Recovery is \$9.128M.
 - The Relief and Recovery Grants Program comprises two groups of grants: COVID-19 Community Support Grants and COVID-19 Rapid Response Grants. The total pool of Council funded COVID-19 Response and Recovery Grants for 2021-22 is \$118K including the \$18K for Youth Grants funded through the State Government Engage Program.

**12.2 Update on Coronavirus (COVID-19) and Recovery Grants Program report - 6
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- The 2022-23 Community Grants and Standing Grants budget review is underway with a Council report to be presented for discussion before to the 2022-23 budget period. This review is progressing well.

Key inclusions and actions update

Some key inclusions with actions to date are listed below;

- As at 31 October 2021, Council had delivered \$5.85M in support to the community and continue to ensure the ongoing activities are delivered in a timely manner.
- Details are included in the COVID-19 Relief and Recovery Status Report (**Attachment A**). Any variations required will firstly be offset from within the package. If this cannot be accommodated, then the variation will be considered through the Mid-Year Budget Review process. The following variation is proposed to the adopted 2021-22 Recovery Package:
 - Waiver of Food and Health registrations for 2022 (estimated cost \$127,875). To be funded by the reallocation of \$25,000 budgeted for Food Act Registration Fees and \$102,875 budgeted for Business Concierge. Nil impact on total COVID package value.
- A summary of the current grants relating to the COVID-19 Relief and Recovery package is listed in the COVID-19 Community Grants report (**Attachment B**). The assessment and approvals have been undertaken in compliance with the delegations approved by Council at its Council meeting held on 15 June 2020.
- During our most recent lock-down (6.0) 80% of office based staff were working remotely. From 5 November 2021, office based staff were able to return to the office complying with regulations including providing proof of being double vaccination (COVID-19 vaccine). From 18 November 2021, Victoria reached phase D of the National Plan and this enabled a further easing of restrictions including removal of face masks in the office environment however hospitality staff serving the public will still be required to wear masks, all indoor and outdoor events with less than 30,000 fully vaccinated attendees will be able to proceed with no special approval.
- Council is making a gradual return to the office with staff not expected to return in large numbers until January 2022.
- All Council staff are required to be double vaccinated against COVID-19 and 90% of staff have provided their certificate of COVID-19 vaccination with another 5% partially vaccinated (as at 19 November 2021). All staff are required to be fully vaccinated by 26 November 2021 or alternatively have a valid exemption certificate.
- Council continues to provide hand sanitising equipment and cleaning products for staff to use in all its facilities.
- The Civic Centre and Davey Street office locations have had a number of workstations reconfigured as part of new COVID-safe measures being implemented. The new layouts will help better achieve social distancing. Perspex screens have also been installed along corridor walkway areas. These measures are also being rolled out at the Operations Centre, Arts Centre, FRRRC and other Council facilities as required.

**12.2 Update on Coronavirus (COVID-19) and Recovery Grants Program report - 6
December 2021****Executive Summary****COVID-19 lockdown financial impacts**

A detailed review of impacts on Council's financial position due to COVID-19 lockdowns will be presented at a future Councillor Briefing allowing for the financial impact including funding options resulting from the continuation of COVID-19 lockdowns to be considered. The financial impact has been referred by Council at its meeting held on 11 October 2021 to the 2021-22 Mid-year Budget Review.

- PARC re-opened on 5 November 2021 as part of the Nation Plan (80% of 16+ fully vaccinated) and the Victorian Government's Roadmap ensuring the opportunity prior to Christmas for an increase in revenue;
- Council facilities such as the Frankston Arts Centre, Library, Community Halls and the Visitor Information Centre are slowly reopening following the State reaching the vaccinated target outlined in the Roadmap allowing for an opportunity prior to Christmas for an increase in fees/charges;
- Council continues to recognise the continued financial hardship on the community including community groups, sporting clubs and businesses. Council is mindful of the hardship these community groups are facing in these challenging times.

Rental Fee Waivers

Council at its meeting on 11 October 2021 resolved to reallocate activities within the Relief and Recovery Package to the value of \$184,937, approving the financial adjustment to waiver winter seasonal sports club tenancy and ground allocation fees by \$149,337, waiver school and personal trainer ground hire fees \$9,500 and waiver license fees/charges for licenced occupiers in Council-run community centres for the period from 1 July 2021 to 30 September 2021 being \$26,100. This was funded through the reallocation of the Ratepayer Reward Redemption activity.

Provision of Customer Service, Communication and Events during COVID

- For the majority of this quarter, the Customer Service Centres have been closed. They reopened on 3 November 2021. Since reopening our face to face service, we had strong numbers through our doors. Since 4 November 2021, we have had 905 people at the Civic Centre, 1099 at Langwarrin and 245 people coming into Seaford. Our customers are coming in to make rates payments, make enquires and return and borrow Library books.
- Council is continuing to work with Peninsula Health to promote the benefits of vaccination and the importance of testing if there are symptoms. This was very important this quarter as Frankston's vaccination levels were slightly lower than the State norm – this is now improving significantly.
- External communications have focussed on the reopening of the State the restrictions lifting. In some situations, this has been challenging as there are facilities (Libraries, Aquatic Centres and the Arts Centre) where vaccinations are mandatory. Council has supported the community with information about vaccinations and the Libraries have helped community members download vaccination certificates.
- Following the recent easing of restrictions, Council's events team have reimagined the programming for Council's Christmas campaign and are planning to deliver five outdoor cinemas, a Carol's event and other subsidiary activities and events throughout the month of December for *Frankston's Magical Christmas*. The easing of restrictions has also given confidence to plan for a full-scale *The Waterfront Festival* in February 2022, with the remaining events in the 2021/2022 financial

**12.2 Update on Coronavirus (COVID-19) and Recovery Grants Program report - 6
December 2021****Executive Summary**

year looking to be delivered in as close to normal format, including *The Big Picture Fest*, *Party in the Park*, *Ventana Fiesta* alongside planning for council's new *South Side Festival*. The events and tourism teams are working closely with external event organisers to bring other events into the calendar including *Frankston's Summer Carnival* which will be along the Frankston foreshore in January and February.

Financial Impact

\$3.86M was allocated to recovery in the 2021–25 Council Plan and Budget following extensive community consultation and engagement. Management reviewed the 2020-21 package and identified under-utilised activities totalling \$1.770 million to fund the newly adopted 2021-22 Recovery Package. This was supported and endorsed by Council on 28 June 2021.

Actual spend for 2021-22 as at October 2021 was \$581K. A total of \$5.85M has been spent since 2020. Planned total spend over two years to the COVID-19 Relief and Recovery support for residents, businesses, community and sporting organisations to \$9.129M.

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

Consultation**1. External Stakeholders**

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

2. Other Stakeholders

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

Analysis (Environmental / Economic / Social Implications)

Council's Recovery Grants should alleviate some of the impacts and provide support to community services and activities, although it is important to note, the impacts of the Pandemic 2020/2021 have caused huge stress points within our community with many individuals and organisations affected.

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 associated with this report.

Policy Impacts

There are no policy impacts.

Officer's Declaration of Interests

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

**12.2 Update on Coronavirus (COVID-19) and Recovery Grants Program report - 6
December 2021****Executive Summary****Risk Mitigation**

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

Conclusion

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

ATTACHMENTS

Attachment A: [↓](#) Relief and Recovery Package Status as at 31 October 2021

Attachment B: [↓](#) COVID-19 Community Support Grants update

Relief and Recovery Package Monthly Financial Report as at 31 October, 2021

Activities	Description	May 2020 - June 2021	2021-2022		Status update	Total Package \$9.128m
		Actuals \$5.27m	Budget \$3.86m	Actuals		
1. Residential rates relief – Unemployed Owner/Occupier	Approves residents (owner/occupiers) that can demonstrate they are experiencing financial hardship relating to the pandemic, beyond those receiving Jobseeker, can apply for a one-off rate waiver per household of \$200 during May 2020 through June 2022	446,000	400,000	243,400	1,217 waiver applications have been approved. Council endorsed the continuation of the rate relief as part of the endorsed 2021-2022 Recovery Package included in the adopted 2021-2025 Council Plan and Budget.	846,000
7. Crisis support service to socially isolated and elderly individuals (outgoing)	Delivery of care packages, supporting volunteer food services and provision of wellbeing phone checks for the elderly and lone person households.	446,252	150,000	6,500	Meals on Wheels continues to be supported to deliver the service to socially isolated and elderly individuals in the absence of volunteers. Wellbeing calls to elderly and lone household continue to be conducted by the additional support staff and the Community Recovery Centre call staff.	596,252
8. Support triage call centre / health chat room (incoming)	To manage the flow of calls for help and advice during a time when the community is experiencing significant stress	300,000	150,000	-	Referrals to the Community Recovery Call Centre continue to be received from the community, other Council departments and other local agencies. Wellbeing calls to elderly, lone person households and other identified vulnerable residents continue to be conducted by support staff in the Call Centre. (Contacts include calls, texts and emails).	450,000
Mental Health support programs	Provide training to community groups to support their members and the community with mental health issues.	-	100,000	-	Course providers for Mental Health First Aid Training for members of the community have been sourced and a schedule of online/face to face training is being developed.	100,000
12. Emergency backup and support for Community Support Frankston (CSF)	Material Aid Continued grant for Community Support Frankston in order to extend their ability to respond to the needs of the most vulnerable members of the Frankston community.	825,000	500,000	231,836	Council officers are working with Community Support Frankston (CSF) spent in accordance with the grant requirements. This grant is significantly helping CSF to meet unprecedented community demand for emergency relief and material aid assistance from a growing number of financially disadvantaged community members.	1,325,000
14. Student Scholarship program	Provide support to Frankston City students to support the purchase of text books and other necessities for study at higher education institutes (eg via the Carolyn Chisholm Scholarship program)	1,000	10,000	-	The grant guidelines have been established and released to the community for applications.	11,000

Relief and Recovery Package Monthly Financial Report as at 31 October, 2021

Activities	Description	May 2020 - June 2021	2021-2022		Status update	Total Package \$9.128m
		Actuals \$5.27m	Budget \$3.86m	Actuals		
18. b) Creative Industries and Artists Grants	Local Artist Grants to develop new work that can be presented online or digitally or the development of a new work to be presented at Cube when FAC reopens.	32,000	25,000	2,000	The grant guidelines have been established and released to the community for applications.	57,000
25. Repurpose Community Grants Program	Continue the funding pool and review existing criteria of the Community Grants Program to support the efforts of groups and organisations that are responding to the impacts of COVID-19	370,350	100,000	53,912	Criteria related to the community grants program was endorsed at the 28 June 2021 Council meeting.	470,350
36. Council car parking relief	First two hours of parking in Council owned and managed city centre off street car parks is provided for free (2020-2022). (Please note this excludes on-street parking in the city centre which is already provided for free and has localised time-restrictions)	49,506	93,000	-	People returning to shop in Frankston post lock down is generating more activity including "Do it Outdoors" in the city centre.	142,506
Frankston Business Chamber	Re-establish the Frankston Business Chamber: transition to an incorporated association over a 12 to 14 month period	-	200,000	8,597	Recruitment has been completed for a temporary resource to re-establish the Frankston Business Chamber	200,000
40. Business Concierge (crisis package)	Rebadge and expand business training, mentoring, resilience training, concierge and network services, tender and business case writing and initiatives	58,892	200,000	-	Council continues to provide a dedicated Business Concierge and business support services. The business support has been rebadged and broadened.	258,892
41. Business Support (crisis package)		23,005			Activity merged with the Business concierge	23,005
44. Loyalty and marketing campaigns	Support the business community through social distancing restrictions and then the recovery period by developing loyalty programs that target local businesses and a range of campaigns to guide and encourage residents to explore locally rather than leave the municipality.		237,000	-	Council's Buy Local campaign planning is underway with a simple designed concept being developed. Expected final program confirmed at the beginning of December 2021, which will then be rolled out from January/February 2022.	237,000
45. Place Activation	Develop a calendar of (seasonal) activations and events	27,888	100,000	120	A calendar of activation is currently being programmed as part of Council's response to the Outdoor Dining and Entertainment Project.	127,888
47. Kerbside Trading Permit fee relief	Waive Kerbside Trading fees for 2020-2022	70,545	50,000	-	Fee relief mechanism in place, waiver to be reflected	120,545
A frame signage fee relief	Financial relief for Businesses waive A frame signage fee for 2021-2022	0	27,000	-	Fee relief mechanism in place, waiver to be reflected	27,000

Relief and Recovery Package Monthly Financial Report as at 31 October, 2021

Activities	Description	May 2020 - June 2021	2021-2022		Status update	Total Package \$9.128m
		Actuals \$5.27m	Budget \$3.86m	Actuals		
48. Food Act Registration fees	Provide free registration for new businesses	117,100	50,000	-	Fee relief mechanism in place, waiver to be reflected	167,100
49. Expansion of Invest Frankston Business Grant funding pool	Continue to provide grant opportunities and expand funding pool to support investment attraction and activate commercial and industrial premises to stimulate all sectors of the economy – including local manufacturing	232,000	170,000		Council continues to support invest Frankston Business grant program. Due to the Government restrictions there has been a delay in the take up of the business grant program. Now that restrictions have eased the program is expected to be fully implemented.	402,000
50. Investment Attraction	Re-ignite interest from existing leads to fast track new investments, including fast track permits and activation grants		100,000	34,686	Council is currently preparing a range of prospectuses and a series of pro-active campaigns designed to attract investment back into Frankston City. Council's Economic Investment Lead continues to proactively attract small to large scale investment.	100,000
61. Long Term vacant shop fronts	'Top up' existing grants to attract businesses to operate long term vacant shop fronts in the municipality.	50,000	100,000	-	Council continues to support invest Frankston Business facade grant program. Due to the Government restrictions there has been a delay in the take up of the business grant program. Now that restrictions have eased the program is expected to be fully implemented.	150,000
Ratepayer Reward Redemption	3.1 Discount voucher provided for: o an additional at call hard rubbish collection o PARC visit pass o Arts centre show	-	915,063	-	Ratepayer Reward program was launched with the 2021-2022 rates notice in August 2021. With the easing of restrictions and facilities opening up, the program is expected to be fully expended.	915,063
Sports club tenancy and ground allocation fees	Waiving of winter seasonal sports club tenancy and ground allocation fees	149,516	149,337	-	This approved waiver has been applied to support these local groups/activities to navigate through a difficult period impacted by COVID restrictions.	298,853
School and Personal Trainer fees	Waiving school and personal trainer ground hire fees	0	9,500	-	This approved waiver has been applied to support these local groups/activities to navigate through a difficult period impacted by COVID restrictions.	9,500
Community Centre Fees	Waiving license fees and charges for licenced occupiers in Council-run community centres for the period 1 July 2021 – 30 September 2021	0	26,100	-	This approved waiver has been applied to support these local groups/activities to navigate through a difficult period impacted by COVID restrictions.	26,100
	Other package activities fully delivered and complete in 2020-2021 and not continued into 2021-2022	2,067,896				2,067,896
	Total Relief and Recovery packages	5,266,950	3,862,000	581,051		9,128,950

COVID-19 COMMUNITY RECOVERY GRANTS

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

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

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

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

COVID-19 Urgent Relief Grants \$15,000 (\$6,000.00 has been awarded for the period of 2/08/2021 to 31/10/2021): This grant assists grassroots community groups to access urgent funding of up to \$1,000 for a range of items including equipment, rent, utilities, training and materials. The category also enables organisations to provide emergency community care such as the provision of food, mental health and well-being initiatives, and activities that connect residents. 13 total applications have been received. Three rounds have been assessed, next round closes 30 November 2021.

Inclusion Support Grants \$20,000 (\$2,369.28 has been awarded to 16 recipients for the period 2/8/21 to 31/10/21): Grants up to 75% of club fees, capped at \$200 are available for school-aged children up to 18 years to cover fees associated with participation in local sporting clubs. Three rounds have been assessed, next round closes 30 November 2021.

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

COVID-19 Youth Grants \$9,800 (Funding round opened 12/10/21 and closed 21/10/21): This grant supports young people experiencing disadvantage limiting their ability to gain financial support for materials, equipment and courses for their education, training and career aspirations, support around mental health and wellbeing and community connection. Due to overwhelming response, round one of the COVID-19 Youth Grants closed early.

Environmental Sustainability Grants \$5,000 (Funding round opens 1 November 2021 and closes on 30 November 2021): This grant supports community groups and organisations fund environmental and sustainability projects that align with the strategic vision for Frankston City's future. The four key assessment themes are: protecting and enhancing natural assets, wise use of natural resources, minimising environmental impacts and educating and engaging the community.

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

bold, innovative and exciting works that foster experimentation, expression and excellence, are relevant and engaging for Frankston residents and visitors, foster collaboration and partnerships and contribute to artistic and cultural outcomes that celebrate diversity, accessibility and inclusion.

Student Scholarship Grants \$10,000 (Funding round opened 1/10/21): Grants up to \$750 to provide support to students to purchase text books and other necessities for study at a higher education institution. 2 total applications have been received.

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

SUCCESSFUL RECIPIENTS BY GRANT CATEGORY

COVID-19 Recovery Grants

Of the forty-nine applications received between 2 August 2021 and 30 August 2021, thirty-eight applications were awarded funding in October 2021.

Congratulations to the successful applicants:

1st Ballam Park Scout Group - \$1,996.00
Elevate 180 Inc - \$2,000.00
Cancer Patients Foundation - \$1,500.00
Peninsula Activities Group - \$600.00
Greek Senior Citizens Club of Frankston & Peninsula - \$500.00
Voices of Frankston Choir Inc - \$1,500.00
Bayside Community Emergency Relief - \$1,500.00
Theodora's Cheerful Givers - \$3,000.00
Frankston Hockey Club - \$1,500.00
Belvedere Bowls Club Inc - \$2,500.00
Frankston Croquet club inc - \$1,500.00
Frankston Ladies Choir - \$2,000.00
Polish Seniors Citizens Club of Frankston - \$500.00
Seaford Food Forest Inc - \$1,500.00
Miscarriage Information Support Services - \$2,000.00
Frankston Music Society Inc - \$500.00
Pines Community Garden Patch - \$1,500.00
MiLife Victoria Inc - \$1,000.00
Carrum Downs Sri Lankan Seniors Inc - \$500.00
Langwarrin Men's Shed Inc - \$2,500.00
Frankston Chess Club (Inc) - \$1,000.00
Local 2 Community Inc - \$2,000.00
Donation Chain Inc - \$500.00
Kananook Sports Club - \$1,500.00
CWA of Victoria Frankston Branch - \$3,000.00
Left and Right Counselling - \$2,940.00
Frankston Mornington Peninsula Respecting Seniors Network - 2,000.00
Seaford Little Athletics Centre - \$1,500.00
Frankston Football Club - \$1,500.00
Langwarrin Community Centre Inc - \$1,500.00
Langwarrin Fire Brigade - \$2,000.00
Frankston YCW Junior Football Club - \$1,500.00
Project Creativity Inc - \$2,000.00
Raduga Russian Seniors Citizen Club - \$500.00

Frankston Peninsula Multiple Birth Association - \$1,500.00
Seaford Christmas Hampers - \$2,000.00
Mums Supporting Families in Need Inc - \$2,164.00
Frankston Cancer Bag Group Inc - \$800.00

COVID-19 Urgent Relief Grants

Urgent Relief Grants applications are assessed monthly. For the period of 1/9/21 to 30/9/21 five grant applications received and three were awarded funding in October 2021. For the period of 1/10/21 to 31/10/21, another two grant applications received however no funding was awarded.

Congratulations to the successful applicants:

Wildpath - \$1,000.00
Chinese Senior Citizens Club - \$500.00
Baden Powell Cricket Club - \$1,000.00

Inclusion Support Grants

Inclusion Support Grants applications are assessed monthly. For the period of 1/9/21 to 30/9/21 eight applications received and five were awarded funding in October 2021. For the period of 1/10/21 to 31/10/21, four applications were received and awarded funding in November 2021. Please note that the names of young people have not been included for privacy reasons.

Congratulations to the successful applicants:

Inclusion Support Recipient 1 (ISG21213) - \$131.25
Inclusion Support Recipient 2 (ISG21214) - \$131.25
Inclusion Support Recipient 3 (ISG21217) - \$82.50
Inclusion Support Recipient 4 (ISG21219) - \$131.25
Inclusion Support Recipient 5 (ISG21218) - \$131.25
Inclusion Support Recipient 6 (ISG21221) - \$108.75
Inclusion Support Recipient 7 (ISG21223) - \$131.25
Inclusion Support Recipient 8 (ISG21224) - \$131.25
Inclusion Support Recipient 9 (ISG21225) - \$131.25

Youth Grants

Youth Grants are now closed for FY 21/22

COVID-19 Youth Grants

In the period 12/10/21 and 21/10/21 sixteen grant applications were received and will be assessed late November 2021. This round was closed early due to overwhelming response.

Environmental Sustainability Grants

Funding round opened 1 November 2021 and closes on 30 November 2021.

Arts Project Grants

Arts Project Grants are now closed for FY 21/22

Student Scholarship Grants

Student Scholarship Grants are assessed monthly. Funding round opened 1 October 2021, two applications received between 1/10/21 and 31/10/21. Applications for this period will be assessed for eligibility late-November 2021.

Executive Summary**12.3 Frankston Arts Advisory Committee Report**

Enquiries: (Andrew Moon: Customer Innovation and Arts)

Council Plan

- | | |
|----------|---|
| Level 1: | 2. Community Strength |
| Level 2: | 2.1 Build Frankston City's reputation as an arts, culture and tourism destination |

Purpose

To brief Council on the minutes of the Frankston Arts Advisory Committee meeting held on 26 October 2021.

Recommendation (Director Customer Innovation and Arts)

That Council receives the Minutes of the Frankston Arts Advisory Committee meeting of 26 October 2021.

Key Points / IssuesFrankston Arts Advisory Committee Minutes – October 2021

The October meeting convened with members of the Frankston Arts Advisory Committee to discuss the agenda and make recommendations where appropriate to Council for approval.

Discussed by the Committee at the meeting 26 October 2021:

- **FAC 2022 Theatre Program Presentation**

Committee members were presented the FAC 2022 theatre program.

- **South Side – Sub Committee report**

FAAC members were updated on the status of the South - Side Festival components and presented the EOI \$5k artistic commissions.

- **FAC Forecourt – ballerina fountain concept**

A ballerina fountain concept was shown to Committee members for consideration in the FAC forecourt design. The Committee were updated regarding a recent meeting with the Bunurong Land Council (BLC) and the Capital Works Delivery team regarding the FAC Forecourt design. The BLC are compiling an integrated package around the Indigenous significance of the forecourt site. The Concept of the ballerina fountain is to be shown to the Capital Works Delivery team to consider options between the BLC, FAC forecourt and proposed fountain concept.

- **Eel Race Road – gateway sculpture**

Committee members were informed that the Eel Race Road contract has been signed. Fabrication of the sculpture is due to commence.

- **Big Picture Fest 2022 Local Artists EOI**

The BPF 2022 Locals Artists EOI opened on 19 October 2021 and closes on 7 November 2021. Three FAAC members volunteered to be on the evaluation panel to select three artists to be included in The Big Picture Fest 2022.

12.3 Frankston Arts Advisory Committee Report**Executive Summary**

- **FAC Forecourt Design Presentation**

The Committee were presented the proposed FAC Forecourt designs by Coordinator, Open Space.

- **Artist in Residence in Frankston council area**

The Committee were informed of a recent attempt of gaining Federal funding through RISE, which was unsuccessful. The Committee were also informed that a project plan for an Artist in Residence Program has been developed, with Officers exploring options of a scaled down model in 2022/23.

- **Civic Art Clock**

The Committee were informed that two potential locations for the Civic Art Clock have been sited. Considerations included, a destination point, a safe place to congregate and to meet, protected from bad weather and seating nearby. Manager Arts & Culture to meet with Coordinator Urban Design Policy and Planning to discuss options for consideration within the Vicinity redevelopment.

Financial Impact

There are financial costs, however, these costs are budgeted.

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 or impacts associated with this report.

Policy Impacts

Nil

Officer's Declaration of Interests

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

Risk Mitigation

Risks have been considered and will be assessed through ongoing risk assessments on a project by project basis.

Conclusion

It is recommended that the Minutes of the FAAC meeting on 26 October 2021 be received;

ATTACHMENTS

Attachment A: [↓](#) Arts Advisory Committee - Minutes 26 October 2021



FRANKSTON ARTS & CULTURE
FRANKSTON ARTS ADVISORY COMMITTEE MEETING

MINUTES OF THE MEETING
Tuesday 26 October 2021
6.30 – 8.22pm
via Zoom

1	Governance: General	
1.1	Welcome and apologies	<p>Present</p> <p>Ms Barbara Crook (Chairperson) Cr David Asker Ms Shweta Babbar Cr Kris Bolam Ms Ally Bruce Mr Phil Cantillon Ms Gillian Kay Ms Tammy Ryan Mr Douglas Spencer – Roy Ms Rebecca Umlauf Mr Nic Velissaris</p> <p>Apologies</p> <p>Mr Andrew Moon</p>
1.2	Determination of quorum	A quorum was declared
1.3	Declaration of interests	Mr Spencer Roy's employer is a sponsor
1.4	Confirmation of Agenda	<p>5.2 Discussion points 5.3 Artists retreat in Frankston council area 5.5 Civic Art Clock</p>
1.5*	Approval of minutes – September 2021	<p>Moved: DSR Seconded: Cr Asker</p> <p>Decision:</p> <p>The Minutes of the FAAC meeting held on Tuesday 28 September were previously approved by the Committee via email.</p> <p>Carried</p>
1.6*	Action items/Matters arising	<p>Action items were noted</p> <p>Noted</p>
2	Management Updates	
2.2	Arts & Culture Financials	<p>The September Financials were noted. COVID impacts were noted.</p> <p>Noted</p>
2.4	FAC 2022 Theatre Program Presentation	<p>Committee members were presented the FAC 2022 theatre program. All members were encouraged to support the Arts by attending the many high calibre shows on offer at the FAC. A suggestion of family membership was</p>

		raised. TR to engage with FAC business development to consider the expansion of this idea. Noted
2.5	<p>South Side – Sub Committee report</p> <p>Public Art</p> <ul style="list-style-type: none"> FAC Forecourt – ballerina fountain proposal Eel Race Road – gateway sculpture update BPF 2022 Locals EOI – evaluation panel members x 2? 	<p>DSR updated Committee members on the status of the South - Side Festival components and presented the EOI \$5k artistic commissions. Noted</p> <p>Moved: GK Seconded: BC FAC Forecourt – ballerina fountain proposal A ballerina fountain concept was shown to Committee members for consideration in the FAC forecourt design. TR updated the Committee regarding a recent meeting with the Bunurong Land Council (BLC) and the Capital Works Delivery team regarding the FAC Forecourt design. The BLC are compiling an integrated package around the Indigenous significance of the forecourt. Concept of fountain to be shown to the Capital Works Delivery team to consider options between the BLC, FAC forecourt and proposed fountain concept. This item is to be on the agenda for the next FAAC meeting. Carried</p> <p>Eel Race Road – gateway sculpture update Committee members were informed that the Eel Race Road contract has been signed by the CEO and artist. Fabrication of the sculpture is due to commence. Noted</p> <p>BPF 2022 Local Artists EOI – FAAC evaluation panel members The BPF 2022 Locals Artists EOI opened on 19 October 2021 – 7 November 2021. BC, NV and AB volunteered to be on the evaluation panel to select 3 artists to be included in The Big Picture Fest 2022. Noted</p>
3	Capital Works	
3.1	FAC Forecourt Design Presentation	The Committee were presented the proposed FAC Forecourt designs by Coordinator, Open Space Steve Perumal.
4	Strategy	
5	Any Other Business	
5.1	Update Material	Noted
5.2	Discussion points	FAAC discussion around a number of ideas posed for potential future projects. The feasibility of these projects will be discussed at the next meeting on Tuesday 30 November. Noted
5.3	Artist in Residence in Frankston council area	Moved: RU Seconded: NV TR informed the Committee of a recent attempt of gaining Federal funding through RISE, which was unsuccessful. TR informed the Committee that a project plan for an Artist in Residence Program has been developed, with Officers exploring options of a scaled down model in 2022/23. Noted
5.5	Civic Art Clock	Moved: Cr Asker Seconded: TR Cr Asker and GK informed the Committee that two potential locations for the Civic Art Clock have been sited. Considerations included, a destination point, a safe place to congregate and to meet, protected from bad weather and seating nearby. TR to meet with Coordinator Urban Design Policy and

		Planning to discuss options for consideration within the Vicinity redevelopment. Carried
Confidential Items		
C.1	N/A	
6	Next Board Meeting and forward agenda	
6.1	Next Meeting	Next Meeting: Tuesday 30 November 2021 Frankston Arts Advisory Committee 6.30pm – 8.30pm
	Confirmed as a Correct Record	Chairperson: Barbara Crook

The meeting closed at 8.22pm

Executive Summary**12.4 Confirmation of Minutes for the Frankston Cemetery Trust held on 28 October 2021**

Enquiries: (Brianna Alcock: Chief Financial Office)

Council Plan

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

Purpose

For Council to note the Minutes of the Frankston Cemetery Trust (the Trust) meeting held on Thursday 28 October 2021.

Recommendation (Chief Financial Officer)

That Council:

1. Receives and adopts the Minutes of the Frankston Cemetery Trust (the Trust) meeting held on 28 October 2021;
2. Notes the updated Building Concept Design No 2 for the refurbishment of the Cemetery Caretaker's house which will provide DDA compliance, increased safety and park oversight;
3. Notes since the Cemetery Trust Meeting, a revised cost plan is being obtained for the design changes, it is proposed to reallocate the Memorial Park toilet capital works funding to fund the delivery of the Caretaker House refurbishment this financial year, which will be committed as part of the mid-year Budget review. Then delay delivery of the Memorial Park toilet to 2022-2023 pending funding in the Capital Works Program allocation;
4. Notes the Frankston Memorial Park fees CPI increase, which came into effect on 1 July 2021, as set by the Department of Health and Human Services; and
5. Notes the update provided outlining the continued improvements at Frankston Memorial Park.

Key Points / Issues

- The Minutes of the Frankston Cemetery Trust (the Trust) Meeting are presented to Council to meet the requirements of Department of Health and Human Services, Cemeteries and Crematoria Unit.
- Council is the appointed Trust of Frankston Memorial Park (the Cemetery) and to manage its operations. Council has delegated its responsibility to a sub-committee of Councillors.
- It is necessary for Council to ratify the recommendations by the sub-committee, or make an alternate determination, as briefly outlined below:
 - Refurbishment of Caretakers House with updated Concept Design 2 which maximises the whole footprint of the building and increases safety and visibility oversight at the Cemetery for staff and the community;
 - Fees increased approved by the Department of Health and Human Services; and

12.4 Confirmation of Minutes for the Frankston Cemetery Trust held on 28 October 2021**Executive Summary**

- An update was provided on continued improvements being implemented from the Frankston Memorial Park Review recommendations at the Cemetery.

Financial Impact

There are financial implications associated with Design Concept 2 (Caretaker House refurbishment designs revised to meet DDA access requirements and safety oversights).

The Caretaker House refurbishment is already a capital works project which is funded for delivery in 2021-2022 but will likely require additional funding due to design changes as noted above.

Since the Cemetery Trust meeting the design is currently being amended and a new cost plan will be obtained in December 2021.

It is proposed to reallocate the Memorial Park toilet funding this FY to fund the delivery of the Caretakers refurbishment. The toilet project will then be delayed and proposed to be delivered in 2022-2023 (pending funding in the CW program). In the meantime it's proposed to undertake some minor renewal on the existing public toilet to ensure the public can continue to utilise this facility prior to the larger renovation works.

Consultation**1. External Stakeholders**

Not applicable.

2. Other Stakeholders

The meeting attendees comprised of:

- Chief Executive Officer (Secretary);
- Three (3) Councillors being the Mayor, Councillor Kris Bolam, Deputy Mayor and Councillor Nathan Conroy;
- Manager Governance and Information;
- Coordinator Governance;
- Cemetery Team Leader;
- Cemetery Officer;
- Coordinator Building Projects;
- Senior Building Project Manager.

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.

12.4 Confirmation of Minutes for the Frankston Cemetery Trust held on 28 October 2021**Executive Summary**Legal

Under clause 8 Proceedings of Class B cemetery trusts - (1) Subject to subclause (2), meetings of a Class B cemetery trust are to be held at the times and places that the chairperson determines. (2) The chairperson of a Class B cemetery trust may at any time convene a meeting, but must do so when requested by at least 2 members of the trust.

DHHS recommends that cemetery trusts meet at least four times a year. At least one of these meetings should be an open meeting, with members of the public invited to attend.

Policy Impacts

There are no policies or protocols that affect the decision of this report.

Officer's Declaration of Interests

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

Risk Mitigation

There are no inherent risks that affect the decision of this report.

Conclusion

A Frankston Cemetery Trust meeting was held on Thursday 28 October 2021 via Zoom.

It is recommended that the Minutes from this Frankston Cemetery Trust meeting are received and adopted by Council.

ATTACHMENTS

Attachment A: [↓](#) Frankston Cemetery Trust - Minutes - 28 October 2021

Frankston Cemetery Minutes: General Meeting



opportunity » growth » lifestyle

*The Frankston Cemetery Trust Meeting was held on
Thursday 28 October 2021 via Zoom
Commencing at 4.08 pm*

Attendees:	Mayor, Cr Kris Bolam (Trust Chair) Deputy Mayor, Cr Nathan Conroy CEO, Phil Cantillon (Secretary) Manager Governance and Information, [REDACTED] Coordinator Governance, [REDACTED] (Minute taker) Cemetery Team Leader, [REDACTED] Cemetery Officer, [REDACTED] Manager Buildings and Facilities, [REDACTED] Coordinator Building Projects, [REDACTED] Senior Building Project Manager, [REDACTED]
Apologies:	Cr Asker

There were no conflicts of interest noted.

Executive Summary

As part of the Frankston Cemetery Trust and under the *Cemeteries and Crematoria Act 2003* the Trust must meet at least once annually. The purpose of this meeting is to provide the Trust with an update on the building concept design of the refurbishment of the Caretakers House, sealing of the Abstract of Accounts and a verbal update on progress on other recommendations.

Confirmation of Minutes – 16 March 2021

The Minutes of the Cemetery Trust Meeting held on 16 March 2021 were presented to the Council Meeting, 2021/CM7 on 10 May 2021.

Chairpersons Initials _____
A4580069

Trust Secretary Recommendation

That the Trust notes the Minutes of the meeting held on 16 March 2021 be confirmed.

Cemetery Trust Decision

That the Trust notes the Minutes of the meeting held on 16 March 2021 be confirmed.

Moved: Cr Conroy,
Carried Unanimously

Seconded: Mayor Cr Bolam

Caretakers House Refurbishment Update

██████████ addressed the meeting to give a background on the Caretakers House Refurbishment. Since 2020 to improve the service and presentation of the Cemetery which formed part of the recommendations which was to house two staff, ██████████, Team Leader and ██████████, Cemetery Officer at the Caretakers House. The building is not in a good condition and a budget has been allocated to the project. Initial concept design plans were presented to the Trust members on 16 March 2021.

Since then, the Project Manager was advised by the Architect that Council's Municipal Building Surveyor required an accessible toilet to be included in the design to ensure Disability Discrimination Act (DDA) compliance requirements are met. In May 2021, it was noted that the Operations Team had removed their equipment from the Storeroom and further discussions took place to explore the opportunity to maximise the space and position staff on a window facing the road to provide increased safety and visibility.

██████████ updated the meeting with the two new design concept plans 1 and 2 advising that Design Concept 2 was endorsed in principle by EMT which incorporates the whole Caretakers House footprint.

The DDA Access consultant will be reviewing the site as soon as COVID-19 restrictions are lifted. Once this consultation has been received, the Facilities Department will re-cost the project to Design Concept 2, commence delivery this financial year and request additional funding for the next financial year to complete project.

Trust Secretary Recommendation

That the Trust:

1. Supports Concept Design 2 and revised scope to meet DDA access requirements and the future service requirements utilising the whole caretaker house footprint; and
2. Notes the verbal update provided by Coordinator Building Projects.

Trust Secretary Decision

That the Trust:

1. Supports Concept Design 2 and revised scope to meet DDA access requirements and the future service requirements utilising the whole caretaker house footprint; and
2. Notes the verbal update provided by Coordinator Building Projects.

Carried Unanimously

Frankston Memorial Park Fees - 2021-2022

██████████ noted the 1.3% (CPI) increase in fees which was came into effect on 1 July 2021.
██████████ advised the meeting that the cemetery is working with DHHS to increase the fees further so the Trust can have some working capital noting our fees are quite low compared to a Class A and neighbouring cemeteries.

Trust Secretary Recommendation

That the Trust notes the new fees approved by the Department of Health which were applied from 1 July 2021.

Trust Secretary Decision

That the Trust notes the new fees approved by the Department of Health which were applied from 1 July 2021.

Carried Unanimously

General Cemetery Update

██████████, Team Leader Cemetery to provide a verbal update on the following items:

- Tour of Cemetery grounds to be scheduled / delayed due to restrictions
The tour of the grounds scheduled to be arranged for Councillors due to COVID-19 restrictions. This tour will be scheduled after the delegates for committees has been confirmed at the next Council Meeting. Invites will be provided to all Trust Members and interested Councillors.
- GIS / Aerial photography/ Digitisation
The aerial capture by drone of the cemetery was carried out in September 2021 and the quality of the images are excellent. Next phase of this work is to update the GIS Mapping. Officers are working closely with the Team Leader GIS, ██████████ to complete the accuracy of the current mapping.
- Cemetery Grounds
New plants in the promenade planted, roses have all been restaked and replaced where necessary. The grounds are being continually monitored for any hazards and work plans are in place currently with the operations department.
- Replacement/Renovation of Toilet block to be fast tracked
Officers were looking to demolish and rebuild but the aesthetics suit the site and an internal review noted that we can retain the existing building. Improvements include a reflection space, internal niche wall and unisex toilet. There is a budget in this current year to deliver this project.

- Next meeting to be open to public and include Abstract of Accounts

It was noted that the next meeting scheduled for April will be open to the public and include the Abstract of Accounts. [REDACTED] advised the meeting that the new changes to staffing, projects and direction at the Cemetery is a positive step forward.

- Vandalism

Gates are locked and pedestrian access is restricted to curb vandalism on the site.

Trust Secretary Recommendation

That the information be received.

Trust Secretary Decision

That the information be received.

Carried Unanimously

COVID-19 Roadmap to Services Update

A COVID Safe Plan has been provided to internal/external stakeholders such as contractors, funeral directors and monumental masons. Officers are waiting for updates from the Department of Health but the environment changes daily.

The meeting closed at 4.57pm

Executive Summary**12.5 Peninsula Leisure Pty Ltd 2020/2021 Annual Report and Q1 2021/2022 Performance Report**

Enquiries: (Simone Wickes: Chief Financial Office)

Council Plan

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

Purpose

To present to Council the 2020/2021 Annual Report of Peninsula Leisure Pty Ltd and the performance report of Peninsula Leisure Pty Ltd for three months ended 30 September 2021.

Recommendation (Director Chief Financial Office)

That Council:

1. Receives the Peninsula Leisure P/L 2020/2021 Annual Report and the PL Financial Report;
2. Receives and notes the Peninsula Leisure P/L performance report for three months ending 30 September 2021; and
3. Resolves that the Peninsula Leisure P/L 2020/2021 Financial Report & Directors Report remains confidential indefinitely as it contains private commercial information, being information provided by a business, commercial or financial undertaking that, if released, would impact the relationship between Council and Peninsula Leisure Pty Ltd.

Key Points / Issues

- Peninsula Leisure Pty Ltd (PL) is a company wholly owned by Council and charged with the management of Council's two aquatic facilities, PARC and Pines Forest.
- The Peninsula Leisure (PL) Annual report (**Attachment A and B**) and the PL Financial Report & Directors Report is attached (**Attachment C**). The key highlights for 2020/2021 include:
 - Peninsula Leisure Pty Ltd completed its sixth full trading financial year and continued to deliver valuable community-based programs and services. The Company continues to deliver community benefit by focusing on the ongoing reimagination of health and wellbeing experiences which inspire, engage, and activate the Frankston community.
 - The core business comprises of the following:
 - Health, fitness, and aquatic memberships
 - Learn to swim classes (including schools)
 - Casual recreational and leisure swimming
 - The net loss of the Company for the year ended 30 June 2021 was \$415,995 (2020: \$149,501 loss).
 - On the 22 March 2020, PARC and Pines were forced to close under State Government directives to support the containment of COVID-19. This

**12.5 Peninsula Leisure Pty Ltd 2020/2021 Annual Report and Q1 2021/2022
Performance Report
Executive Summary**

meant that all sources of Company revenue were unable to be realised with over 250 staff stood down and the remaining staff working on reduced hours. This closure initially lasted three months with the PARC facility reopening on 22 June 2020, with significant capacity restrictions in place, as set by the State Government guidelines.

- From 22 June to 8 July 2020, restrictions remained eased, and operations were able to operate at reduced capacity under government approved COVID-19 Safe plans, tight restrictions, and social distancing requirements to ensure safety to customers and employees. However, changes in the Victorian Government COVID-19 restrictions from 8 July 2020 saw operations close again.
- After further months of closure, the State Government again eased restrictions which allowed Pines Forest Aquatic centre to reopen early for the season from 28 September 2020 due to it being an outdoor aquatic facility. PARC remained closed until 9 November 2020 and when opened had density restrictions in place as to the number of attendances in each space. These restrictions were gradually eased during December 2020 which allowed memberships to be reactivated, greater casual attendances and in late January 2021 the Learn to Swim program could also be restarted.
- In the second half of the financial year the Company was faced with a third lockdown in February 2021 (5 days), reopened and then a fourth lockdown from late May 2021 for 21 days. Upon reopening in June 2021, the Company again faced density restrictions, and which have eased before the end of the financial year. These PARC closures amounted to over 40% of the total financial year with our memberships suspended for 51% of the financial year due to those closures and attendance restrictions.
- The PL Quarterly report for three months ended 30 September 2021 is attached (**Attachment D**) and the key points include:
 - The first quarter of the financial year has been an incredible challenge, with the PARC facility closed now for 80% of the year-to-date. The Peninsula Leisure Management team have demonstrated strong leadership capability, communication, and agile thinking to support the company, staff, and community during this period.
 - Out of the 92 trading days for July, August and September, PARC was able to be open in some form for just 24 of these days (split across 15 and then finally 9 days) before the prolonged lockdown took effect.
 - The Board, CEO and the Management team worked hard to focus on cost minimisation, limiting the losses experienced. PL have utilised their reserves to fund the bulk of the fixed operating costs and have worked together with Council to make arrangements for additional funds to support the entity's sustainability during the lean time.
 - PL operations have stayed connected with the community throughout. Online activity sessions and personal training took place from staff and community lounge rooms, with over 200 live classes streamed and more than 100 new subscribers to the free service, each month during the lockdown. The engagement PL has seen and the growth in demand for online services, gives much confidence and assurance that they are set up

**12.5 Peninsula Leisure Pty Ltd 2020/2021 Annual Report and Q1 2021/2022
Performance Report
Executive Summary**

for a strong return in November and December, heading into the peak summer period.

Financial Impact

The facility closures have caused the Company significant financial losses, largely due to its reliance on the PARC operational revenue. Fortunately, the Company's strong financial performance since opening in 2014 has, to a degree, limited the burden on Council. The \$1,019,579 of accumulated funds built up in the Asset Management Plan Reserve as at 30 June 2020 was used in full during 2020/2021 for operational funding. To enable Peninsula Leisure's ongoing financial sustainability for 2020/2021, Council committed \$2,041,328 of funding.

Consultation**1. External Stakeholders**

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

2. Other Stakeholders

Council's Audit and Risk Committee reviewed these documents at its recent meeting held on 19 November 2021.

Analysis (Environmental / Economic / Social Implications)

Not applicable

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

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

Legal

Nil

Policy Impacts

Nil

Officer's Declaration of Interests

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

Risk Mitigation

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

Conclusion

PL has been significantly impacted by the COVID-19 pandemic, Council is working closely with PL to manage the financial implications to support the re-opening of the facility. PL's focus on delivering best practice health and wellbeing programs and services for the community remains at the heart of what PL does. Although PL's service

**12.5 Peninsula Leisure Pty Ltd 2020/2021 Annual Report and Q1 2021/2022
Performance Report****Executive Summary**

delivery model has looked very different over the past year and might for some time, the demonstrated agility will serve the organisation well and support a return to a financially sustainable position.

ATTACHMENTS

- Attachment A: [↓](#) 2020-21 Peninsula Leisure FY21 Annual Report
- Attachment B: [↓](#) 2020-21 VAGO audit opinion - financial report
- Attachment C: 2020-21 Certified financial report and directors report -
CONFIDENTIAL
- Attachment D: [↓](#) Q1 2021-22 Peninsula Leisure Quarterly Report



Peninsula Leisure is a company focused on
ACTIVATING and **ENGAGING** communities.



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A MESSAGE FROM OUR CHAIR



The past year has been very challenging for the entire community. The devastating impact of the pandemic has affected every aspect of Peninsula Leisure, the lives of our dedicated staff and the community we serve. Significant restrictions imposed by COVID-19 changed how and when Peninsula Leisure facilities have been able to operate. Despite this, the company responded and continues to support the community by developing new ways to keep people active.

During the first half of the year, the indoor Peninsula Aquatic Recreation Centre (PARC) facilities were closed for 5 months, reopening as restrictions eased. Fortunately, as an outdoor facility the Pines Forest Aquatic Centre (The Pines) was able to open early to cater for the needs of the community. This was an overwhelming success, bringing a much-needed spotlight onto this facility.

PARC reopened in November 2020, with the team working incredibly hard to get the doors open again, ensuring safety practices were developed, communicated and staff trained. Re-engaging our workforce was paramount, along with the recruitment of members and staff.

Supported by vital Government and Shareholder financial support, and coupled with Peninsula Leisure's own reserves, the year-end result saw a deficit position of \$415,995. For what was a very difficult year for the company this is an outstanding result, achieved through sheer determination of the Management team to maintain a primary focus on expenditure control.

During the year, a Board renewal process took place, seeing the recruitment of independent, experienced professional Directors, led by our shareholder Frankston City Council. I was honoured to be appointed as Chair of the Board and am delighted to be working with fellow Independent Directors Marlene Elliott, David Fraser and Tom Mollenkopf; Non-Executive Director Kim Jaensch; and shareholder Delegate Frankston City Councillor Brad Hill.

In March 2021 Kath Thom joined Peninsula Leisure as our new Chief Executive Officer. Kath brought strong leadership, extensive sector experience and outstanding people skills. The impact of Kath's positive contribution has already been evident and continues to be as Peninsula Leisure navigates the impact and opportunities of the new COVID landscape.

The Board and CEO are delighted to be working closely in partnership with the shareholder Frankston City Council to respond to the challenges of the new environment, and deliver leading health and wellbeing experiences to the Frankston municipality.

On behalf of the Board, I would like to thank the entire Peninsula Leisure team for their stewardship of the company during such an uncertain time. You have demonstrated a consistent and unwavering focus from our goal to keep the community moving and active. Thank you.

JULIE BUSCH
INDEPENDENT CHAIR



YEAR IN REVIEW - PARC

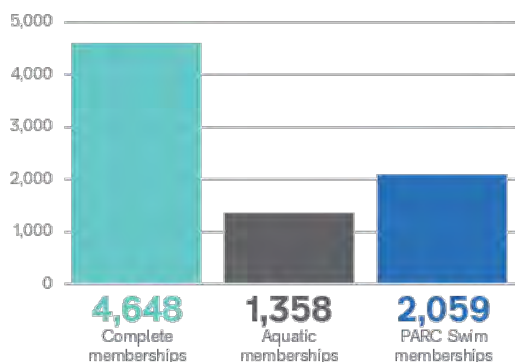
This year can be encapsulated in our resolute promise to our community to open the doors of PARC.

As soon as restrictions eased to a point when we could reopen, we did. At times, we were given just 24 hours' notice. At other times, we were only allowed 100 people in the building, or a booking system was required, or COVID Check in Marshalls mandated. Whatever was required, we did not deviate, we were there open, ready to activate our community.

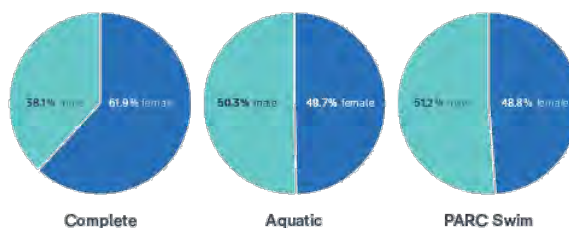
The COVID-19 crisis saw us start and end the year in lockdown. After a period of extended closure, it was with great pleasure that Peninsula Leisure was able to reopen the doors of PARC on Monday 9 November, albeit under heavy restrictions. Visitation levels improved as confidence in community safety increased, and we experienced strong momentum in our recovery objectives over the summer months. Unfortunately, lockdowns 4 and 5 saw this rebound momentum halted.

Despite the significant impacts of COVID-19 causing the closure of PARC for 40.8% of the year, we saw strong engagement from our community and positive sentiment in terms of feelings of safety and cleanliness in the facility. PARC continued to experience strong customer satisfaction, with 8.15/10 overall satisfaction, and 70% of members surveyed indicating that their PARC membership fees were essential spending.

MEMBERSHIPS



MEMBERSHIP DEMOGRAPHICS - GENDER



YOU TOLD US WHEN YOU THINK OF PARC, YOU THINK:

FRIENDLY **GREAT** **FITNESS** **POOL** **VARIETY**
CLEAN **FUN** **EXERCISE** **SWIM** **HEALTH**

ATTENDANCES - ACHIEVED WHILST CLOSED FOR 40.8% OF THE YEAR DUE TO LOCKDOWNS



CUSTOMER SATISFACTION REMAINED STRONG AND WE CONTINUE TO BUILD AN ENGAGED ONLINE COMMUNITY WITH:



YEAR IN REVIEW - THE PINES

It is safe to say, that this year's season at the Pines was our most successful to date. Pleasingly, the season opened a full 34 days ahead of schedule to fulfil a gap in the facilities available to the community at that time. This also allowed us to re-engage 25 staff in paid employment in a challenging time, where they were otherwise ineligible for Government financial assistance, while we were awaiting the reopen of PARC.

We saw extensive support from the community, and visitations increased in-line with the easing of restrictions. Our VIGSWIM Learn To Swim Program in January saw 633 attendances, and February saw the return of School Carnivals, with 13,302 students participating. Our kiosk continued to adapt and deliver on Council's Healthy Eating principles, and we offered new community engagement events including free breakfasts.

Working with Frankston City Council, Peninsula Leisure was extensively involved in the Pines Master Plan redevelopment and feedback process, ensuring the facility continues to meet the evolving needs of our community. With Council's support, we were also able to keep the facility open for an additional 18 days to provide community access, engagement and activation over the April School Holiday period.

VISITORS

42,298

visitors were welcomed through our doors, an increase of 65% compared to the 2020 season.

6,302

visits from 1,204 unique individuals over the 34 day early open period.

1,546

visits from 9 Free Family Friday and local community events.

13,302

students attended over 32 local and district swimming carnivals.

8

Local community events hosted
- Free Family Fridays
- Free Community Breakfasts

4

Local swimming clubs trained and hosted swim meets
- Flyers
- Mount Eliza District
- Mornington District
- Frankston District

55

Different local user groups utilised the facility
- Nippers
- Dive Schools
- Scouts
- Water Sports

THE LONGEST SEASON YET, NORMALLY 1 NOVEMBER - 31 MARCH

34

Opened 34 days earlier than scheduled due to COVID-19 easing of restrictions and swift action taken by staff to enact the re-opening plan.

18

Season extension of 18 days covering the Easter Long weekend and two week school holiday period.

CUSTOMER SATISFACTION SURVEY RESULTS WERE VERY POSITIVE



8.3/10 overall satisfaction with the facility



9.3/10 likelihood to visit next season



8.8/10 likelihood to recommend to a friend

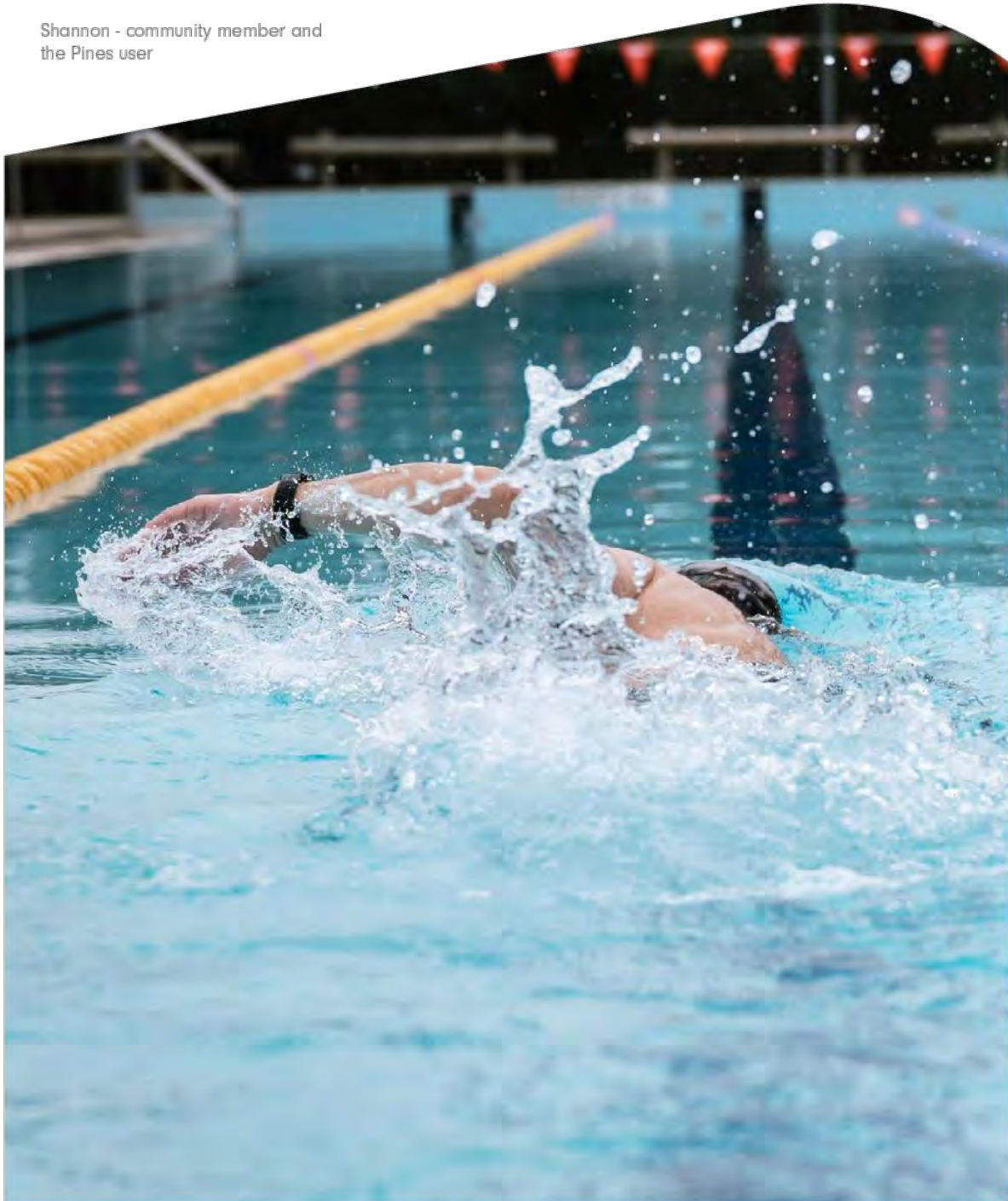


8.8/10 knowledge and helpfulness of staff

"This was my saving grace in my recovery journey back to health. PARC managed to get the Pines outdoor pool up and running in swift time. I am so grateful to the hard-working team, the people behind the scenes and all the Lifeguards who braved the freezing 4C degree mornings with smiles on their faces, happily playing music through the PA system to brighten up lap swimmers' days.

The Pines Pool had such a positive impact on my wellbeing. Not only for my physical health in regaining muscle mass and lung function, but the emotional healing after such a traumatic ordeal."

Shannon - community member and the Pines user



COVID-19 IMPACTS ON PENINSULA LEISURE

Peninsula Leisure worked to manage the considerable financial, employment and community impacts of the pandemic, responding and pivoting quickly to remote solutions to drive engagement, connection and activation.



KEY



Closed



Restricted



Open

PENINSULA LEISURE'S COVID-19 IMPACT

Staff: Sadly, one of the most impacted areas were our team. Staff engagement levels were severely affected by the pandemic, due to the uncertain nature of our industry in relation to lockdowns. Each closure we were forced to standdown staff, with those without work also ineligible for the JobKeeper subsidy due to Peninsula Leisure being a subsidiary of a local government entity.

Staff attrition rates remained steady, with 80% of pre-COVID personnel retained despite the ongoing closures. However, availability levels of these personnel had altered considerably, with staff offering less hours of availability due to them having a second, more reliable job outside the industry.

Membership and community: PARC was closed for 40.8% of the year, with all memberships on suspension for 51% of the year, and seeing Peninsula Leisure therefore requiring much-needed financial support from the shareholder to ensure sustainability.

At the end 2020FY we had 5,820 Complete members, however at the end of 2021FY this number had reduced to 4,648. Interestingly, the members that remain with us now are more active in terms of facility use, so positively, we are experiencing our most engaged membership to date.

COVID-19 IMPACTS

149 PARC closed for 149 days (40.8% of year)

186 PARC operated at restricted capacity/operations for 186 days

1,172 decrease in Complete memberships (-20.1%)

59 The Pines season extended by 59 days, in-line with eased outdoor restrictions

STAFF STAND DOWN IMPACTS

90 Full-Time Equivalent (FTE) = Normal operations

Period 01/07/2020 to 08/11/2020 FTE = **11.18 FTE** (80% reduction in workforce)

Period 28/5/2021 to 17/06/2021 FTE = **13.7 FTE** (85% reduction in workforce)

A small group of staff remained engaged under partial stand downs, to carry out business critical work, and ensure our facilities were maintained and ready to open as soon as restrictions allowed.

20% staff attrition

30% loss of Swim Teachers contributing to **16%** decrease in PARC Swim memberships.

The loss of teachers was due to the limited training opportunities available in the industry, and the lack of stability in this role during the extended lockdowns.

"Lockdown has made me realise how much I love the gym and I really miss coming to PARC... I can't wait to be able to come back to the gym as soon as we are allowed... I really feel for the wonderful team, I miss seeing all your smiling faces!"

Lizzy - PARC member

PENINSULA LEISURE'S COVID-19 RESPONSE

Our key objective continues to be to respond to the impacts of COVID-19, allowing the Company to continue to foster and create connected and engaged health and wellbeing communities, providing value to the Frankston municipality.

We prioritised keeping our staff and communities safe and active, and continued to perform in these extraordinary times. The way we did this was to reimagine our offering; pivoting and adapting quickly to ensure we were future proofing our business, and providing opportunities to be active to the entire municipality of Frankston.

Staff: Peninsula Leisure assisted our team during this challenging period by providing support through the development of a Wellbeing website, access to confidential counselling, and free online health and fitness resources, including Online Group Personal Training.

To support staff enduring financial hardship, Peninsula Leisure offered our Staff Support Fund to assist those who needed it most, seeing \$30,600 in funds granted to our most vulnerable staff during the year.

A large focus was placed on staff education and internal communication, with new digital channels activated to reach and connect with more of our team. With the ongoing closures and re-openings, recruitment and retention of staff became, and continues, to be a priority.

Membership and community: With each closure, memberships were placed on suspension. Members and the community were provided opportunities, ongoing communication and support to ensure they remained active. Even with our doors closed, Peninsula Leisure responded by offering:

- **PARC Your Way** provided free community access, with a library of over 850 exercise videos now on offer. Each lockdown a LIVE Timetable of classes was activated, along with Community Challenges, and mindfulness, nutrition and wellbeing sessions.
- **Online Personal Training** was offered to allow our existing clients to continue to work towards their fitness goals with the support of their trainer. This service was also offered to Peninsula Leisure employees for free, aiding retention.
- **Outdoor Personal Training** was introduced when restrictions eased. These sessions were well attended with the community enthusiastic about greater freedoms, and acted as an effective lead generator for ongoing personal training when the Centre reopened.
- **Outdoor Group Exercise** was introduced, in-line with the easing of restrictions, allowing up to 10 people per group. These classes ran throughout October and November, before the return to PARC.
- **PARC Swim 5-week re-start** intensive program during November and December offered to students enrolled in the program pre-COVID. Pleasingly, 60% of families took up this modified lesson option.

"To everyone involved in getting these classes online for us to use at home a HUGE thank you, they are great. The quality of the videos is excellent as well as the variety of classes."

Jim and Judy - PARC Your Way users

"I love the PARC Your Way classes - it's keeping me sane."

Alison - PARC Your Way user

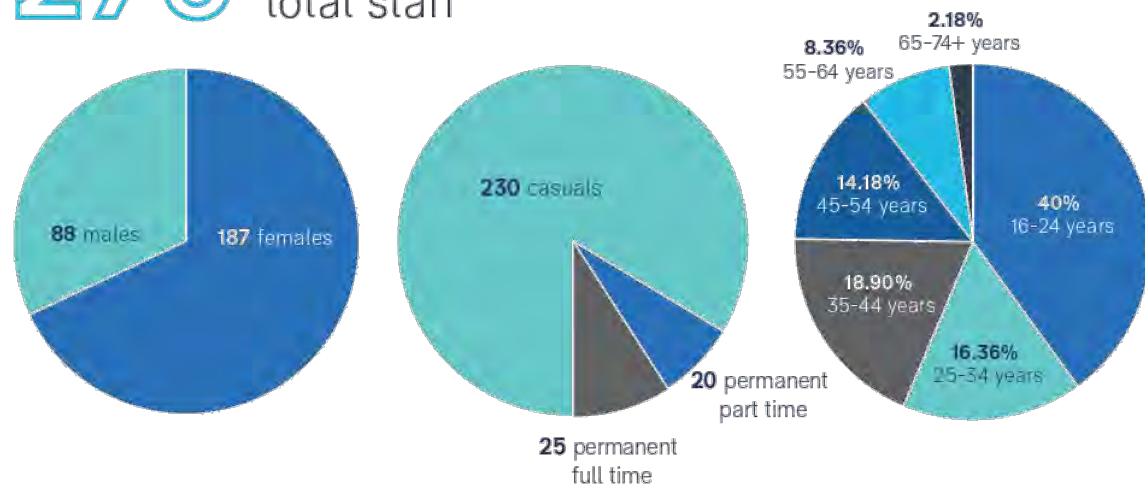


WE THINK PEOPLE

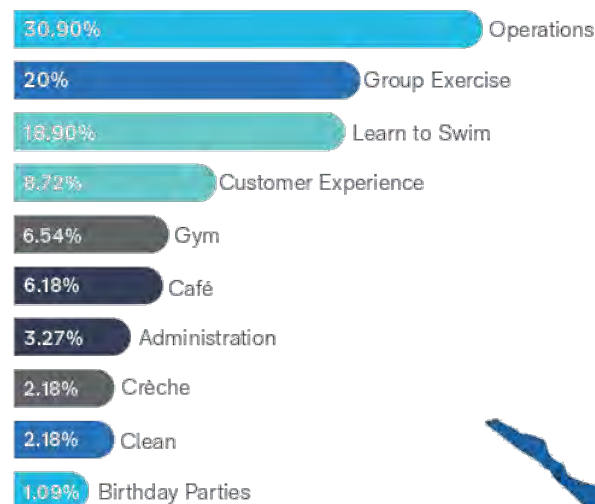
At the heart of our great company is the passion and dedication of our staff. Our team are the essence of our business. Our workforce is made up of a diverse range of ages and experience levels, but every staff member lives and breathes the Peninsula Leisure core values of thinking people, living to reimagine and delivering to our community.

OUR STAFF WHO MAKE UP PENINSULA LEISURE

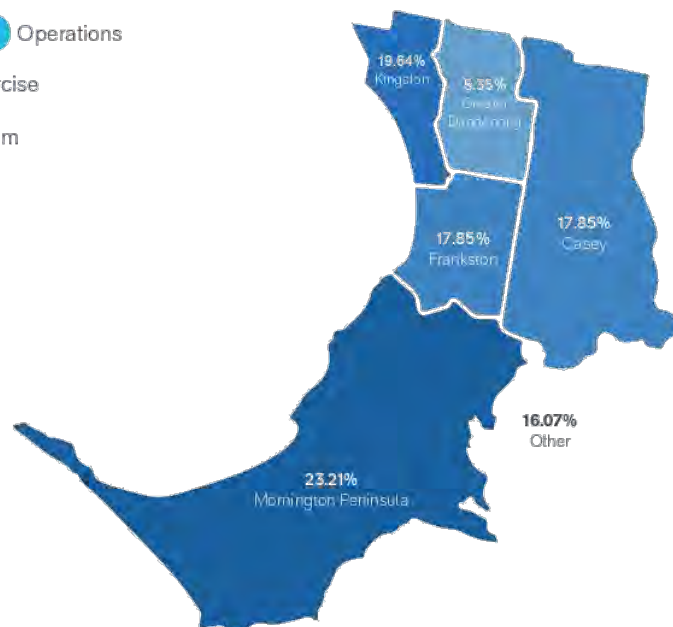
275 total staff



TEAM BREAKDOWN



WHERE DO OUR STAFF LIVE?



WE THINK PEOPLE

It was period of rapid change for our staff, often working in a reactive environment due to the nature of the pandemic. Over the year, a new organisational structure was developed, supported by the establishment of a new Board, and the commencement of our new company Chief Executive Officer, Kath Thom, in March 2021. We welcomed a new leader to our Talent & Culture Team, after a period of vacancy, to drive our innovative company culture.

Peninsula Leisure has a strong commitment to celebrating our staff and their successes. This year we saw Pru Drago voted by the public as The Leader's Best Personal Trainer of the Southeast. We saw six staff named as finalists in the 2020 Aquatics & Recreation Victoria Awards, with Lou Craig winning Group Exercise Instructor of the Year 2020. We also nominated seven employees in the 2021 Aquatics & Recreation Victoria Awards, and are finalists in five Facility Award Categories, including:

- Group Exercise Instructor - Jen Martyn
- Outstanding Contribution to the Aquatic and Rec Industry - Julia Wood
- Pool Lifeguard - Leanne Roach
- Personal Trainer - Pru Drago
- Emerging Leader Award - Sarah Mall
- Most Valuable Employee - Stacey Pringle
- Customer Service Officer - Alison Stewart
- Health Club of Year
- Marketing & Communications
- Innovative Program
- Community Impact
- Facility Management (Seasonal), Pines

"We received constant communication from our team leaders and CEO via emails and Zoom, to keep us up to date with everything that was happening as well as checking in to make sure we were okay... I was so grateful. They are always thinking People, it feels like family working for this company... I Love PARC, its People, and our community."

Pru D - Peninsula Leisure employee

OUR STAFF - WHAT THEY SAY

81% likelihood to recommend PARC as a place to work

94% likelihood to recommend PARC's products and services

88% feel motivated to do the best job they can while at work.

93% have a clear understanding of Peninsula Leisure's values and purpose.

42 eNPS (Increase from Q2=32) indicating that Peninsula Leisure employees feel a sense of pride towards PARC and Pines

FUN COMMUNITY FRIENDLY
SUPPORT PEOPLE HEALTH



WE DELIVER

Committed to delivering exceptional customer experiences. Our success this year, more so than any other, relied on our dedication to creating safe, clean, enjoyable, and accessible spaces for our community to be and recreate. With caution around safety and anxiety levels high, we focused on facility presentation, staff training and education, and communication to deliver a consistent and welcoming experience.

Despite being closed for 40.8% of the year, the company was still able to deliver on our promise to activate the community. This was evident in the rapid return of casual visitors, seeing our April School Holiday period experience our highest casual entrants on record at 7,115, with the largest single day seeing 1,011 casual visitors walk through our doors (26% higher than 2019).

Peninsula Leisure and Frankston City Council's belief in providing the best facilities and services also saw a series of maintenance projects at PARC and The Pines delivered throughout the year, ensuring we are continually investing in providing the people of Frankston with an industry leading community leisure destination.

OUR ONGOING INVESTMENT IN EXCELLENCE

\$1.35M

invested in **Preventative Maintenance Projects** across PARC and Pines

\$87,000

committed to the **upgrade and enhancement** of our **PARC Your Way** digital exercise platform

OUR COMMUNITY SAID

"Great place, keep up the amazing vibe"

"PARC is a fantastic facility overall - love using it"

"I'm impressed overall with what PARC can offer me"

CLEAN *FUN* EXERCISE FRIENDLY FITNESS



WE DELIVER

Living our values with purpose and intensity by activating and supporting our community. We firmly believe and live our vision that everyone should have the opportunity to be active. We take great pride in our community contribution, and despite a challenging period financially, we continued to find new and innovative ways to give back to, connect with, and activate the Frankston municipality.

This year we supported local events including the Seaford Live and Local, the Frankston Festival of Lights, and the My Mount Eliza Fun Run. We also supported numerous virtual community events, and important community initiatives such as Girls Day Out and International Women's Day, offering dedicated classes, health resources and access.

Peninsula Leisure enjoyed and celebrated our most engaged community throughout the Pines season to date. We offered free community breakfasts, free Family Fridays and other activations to connect with the local community and user groups. We also provided free community access to PARC via our Healthy Rewards program, a new initiative in partnership with Frankston City Council and VicHealth.

- Free community access to PARC to the **value of over \$200,000**
- Free community access at The Pines to the **value of over \$8,000**
- **Sponsorship of 6** major local events and activities
- **11 free community events and educational seminars** provided across Pines and PARC
- **272** PARC in the Community subsidised memberships

"Thank you for your generous support of the 2021 MY Mount Eliza Run & Fun Festival. It was wonderful to be able to host a face-to-face event again as well as a virtual option for those that could not join us in person. On behalf of all the blood cancer patients, family and researchers that will directly benefit from your sponsorship, thank you so very much."

Geoff Nyssen, Festival Director

Partnering with Council

We value every engagement opportunity to partner closely with Frankston City Council, staff and service areas. This year saw a stronger partnership develop between Peninsula Leisure and Frankston City Council on all levels – CEO, Board, Executive Management Team and Risk.

Together, we have been working to review, assess and implement improved safety, infrastructure and customer experience initiatives at both Pines and PARC, to benefit all of the Frankston municipality.

We would like to thank Council for their commitment and support of Peninsula Leisure, and the wider community throughout a challenging year, and beyond.



WE DELIVER

Committed to thinking and acting safely. The COVID-19 pandemic changed our industry overnight. Never has public health and safety been more integral to our success.

This year we continued to improve our processes to ensure safety, cleanliness and injury prevention. We are acutely focused on reducing risk, recognising that the community needs to feel, and be, safe and confident when utilising our facilities. The Peninsula Leisure COVID-Safe Plan was continually reviewed, in-line with changes in restrictions and public health advice.

The company's Clean Team was also fundamental to our COVID response and recovery over the year. With caution around hygiene being at the forefront of patrons' minds, our Clean Team worked diligently to ensure the presentation and sanitation of the facility. This was recognised in our Customer Satisfaction Survey, with 'cleanliness of gym facilities' rating 8.8/10.

*"Cleaning staff are fantastic.
Facilities always look great"*

"They were very thorough"

PARC was again accredited with Life Saving Victoria's prized Platinum Pool Award. In doing so, the facility remains part of an exclusive club of just 40 Victorian aquatic facilities currently holding the accreditation.



"We are always looking for innovative ways to deliver safety messaging and training, and this re-imagination is clearly paying dividends to our community. There are around 550 public swimming pools in Victoria, so to be awarded in the top 7% in the state, is something we, and our community, are really proud of."

Jarrah Wynne, Aquatic Supervision & Compliance Specialist

WE REIMAGINE

We reimagine health and wellbeing experiences. At Peninsula Leisure, we have the courage to think differently, exploring and acting on ways in which we can continually push the boundaries.

Despite all the challenges presented this year, Peninsula Leisure was steadfast in our intention to add value to the Frankston municipality, demonstrated by our capital investment on key digital projects, our ability to pivot quickly to deliver remote exercise solutions, and our ongoing commitment to our staff.

PARC Your Way

When lockdown 1 hit in 2020, the company responded quickly by launching our online exercise platform, PARC Your Way. In adapting and pivoting to an online solution, it meant that even when we were closed, we could continue to offer online access, classes and engagement.

PARC Your Way offers free digital access to the Frankston municipality with over 791 videos produced in the year, and with nearly 4,000 subscribers, the community has appreciated this industry leading community platform, to keep motivated and moving.

Peninsula Leisure made a significant investment into the infrastructure of the platform over the year, to ensure it delivered the highest quality user experience, creating a long-term strategy to provide additional value to our community into the future.



PARC YOUR WAY

3,784

subscribers (80.35% growth)

181

average new subscribers per month

35,068

total video views

791

video sessions added to the platform

453,623

minutes of content watched by our community

- PARC Your Way was launched on 17 April 2020 just 26 days after lockdown 1.
- The platform offers an extensive range of exercise classes (HIIT, Strength, Cardio, Yoga, Pilates, Zumba, Older Adults, Kids), supported gym exercise programs, exercise technique instructional videos, nutrition and wellbeing seminars.
- The PARC Your Way live timetable allows members to view live streamed sessions and interact directly with PARC instructors.

"My mum and I started the challenge last week and loved it so we have started at week 1 this week and we do it together over zoom and my sister joined in too. Feels like we are actually working out together!! Thank you so much to the centre and the amazing team who put this program together! I miss coming to PARC and the online program has made us feel a little bit a part of it all again. Well done guys!"

Kristy - PARC Your Way user

"Thank you so much for providing free classes during this pandemic! I've been really enjoying them! I really love the classes Kristy Wizz does."

Kylee - PARC Your Way user

My Library

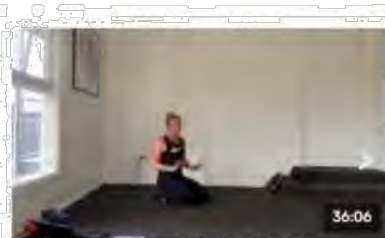
[See All](#)



Zumba - Live class filmed Friday 10th September at 9:30am



Lunchtime Life - Live class filmed Friday 10th September at 12pm



HIIT - Live class filmed Wednesday 3rd September at 8am

Instructor Favourites

[See All](#)



Barre - 22



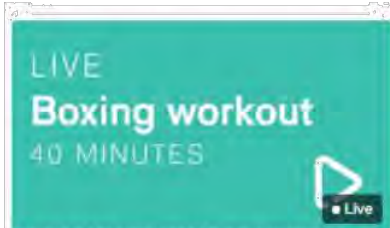
No Equipment Workout - Live class filmed Saturday 5 June at 8:30am



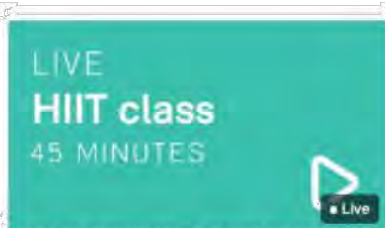
Yin Yoga - Live class filmed Tuesday 27 October at 10:15am

LIVE Sessions

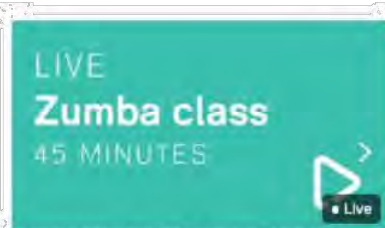
[See All](#)



Boxing Workout - Live with Kristy Tuesday 21 September 5:00pm



HIIT - Live with Lou Wednesday 22 September 6:30am



Zumba - Live with Julia Wednesday 22 September 9:30am

REMOTE ACTIVATION

With restrictions heavily impacting indoor physical recreation facilities, the Peninsula Leisure team pivoted quickly to virtual training, including Online Personal Training, and when restrictions allowed, Outdoor Group Exercise Classes and Outdoor Personal Training, again imagining our solution so we can keep Frankston moving even when our doors were closed.

ONLINE PERSONAL TRAINING



400
sessions



2,375
attendances



691
free staff sessions

OUTDOOR PERSONAL TRAINING AND GROUP EXERCISE



1,472
sessions



2,490
attendances



772
outdoor group
exercise sessions*

*for the period of 26 October - 30 November 2020, prior to moving back to Centre.

"Doing PT has really helped with my mental health during this difficult time. Being away from work has been challenging but being able to connect with my colleagues (my friends) for some laughs and banter whilst exercising is exactly what I needed."

Nic R - Online Personal Training user





FUTURE FOCUSED

We remain focused on rebounding from this challenging period, ensuring the business is future proofed, and demonstrating our unwavering commitment that everyone should have the opportunity to be active.

Despite the challenges that the year presented us, Peninsula Leisure made strong gains to advance the business, both in terms of technology systems and our staff.

There's no doubt that life, as we know it, has changed. The COVID-19 pandemic has fundamentally changed the world. People are living differently, working differently and in many ways, exercising and engaging with their community differently.

We recognised and anticipated this shift in the market, this shift in individuals and how they choose to use their time on physical activity. Understanding that even without COVID-19, what consumers want and expect from a Leisure facility is changing.

We continued our commitment and investment into digital solutions to improve customer experiences, both in-Centre and online. With a capital expenditure commitment, works were performed to transition our PARC Your Way offering to leverage all live PARC sessions and allow for remote engagement, with the audio-visual component of this project now complete.

Regardless of how an individual chooses to engage with us, whether that be in-Centre or via one of our remote solutions, we aim for a seamless and consistent customer experience. With planned investment committed to transition to an improved Point of Sale Software, we continued on our technological journey, which will see improved integration between our technology platforms, therefore providing greater value and experiences to our community.

Despite a period of uncertainty and disruption, we also continued to invest heavily in our staff, recognising it is essential that we maintain and foster our values-based culture. Whilst the current environment delivers our business the greatest challenge we have encountered thus far, we believe we have the talent and culture for our ongoing, future success.

"Even with our doors closed, our ability to pivot, to be creative and innovative, to find new ways to connect with and activate our community, has been instrumental to our purpose of creating value in Frankston, for Frankston, for the future."

- Kath Tiram, Peninsula Leisure CEO

CEO MESSAGE



Thank you. Thank you for welcoming me to this incredible Peninsula Leisure and Frankston community.

My arrival as CEO, in early March 2021, presented a great opportunity for a fresh look at the company aims and objectives, supported by a brand-new Board of Directors handpicked by our shareholder Frankston City Council. This, coupled with the support and endorsement of a new group of elected Councillors, provided a wonderful platform to strengthen our understanding of the business and community needs, and continue to build on our valuable stakeholder relationships.

Upon my arrival, the business was in a good position of recovery. We, like the wider community, were responding from the effects of COVID-19 enforced lockdowns, and we built solid momentum in our recovery efforts throughout April and May. In May, we achieved an amazing 75% return to pre-COVID Complete all-inclusive membership levels, on par with industry recovery benchmarks.

Sadly, a series of back-to-back COVID-19 lockdowns late in the period forced PARC into numerous closures, with long periods of operating in a highly restricted environment and limited community access. Unfortunately, the year culminated with PARC in a closed operating state.

It is clear that the COVID-19 crisis has had, and continues to have, a significant impact on our business. This year has been a challenging period for our staff, our members and our community.

Despite this, the business has kept pushing on with our mission to activate our community. With innovative thinking, reimagination and continued investment, we have demonstrated our unwavering commitment to find new ways to engage with our community. Even with our doors closed, the business has made strong investments in both our staff, and our technology.

Our community has responded, with huge growth in our PARC Your Way digital solution subscribers and viewership, and increases in online training engagement levels with each lockdown period, proof that the community want us in their homes as much as coming to visit us in Centre.

The way our team has adapted to the impacts and challenges of COVID-19 has been admirable. I am so proud of the amazing staff at Peninsula Leisure for demonstrating, again and again, their resilience and adaptable approach to working through all the challenges thrown their way.

Together, we have managed to keep delivering on our mission of providing health and wellbeing experiences to the community, even while closed. An incredible effort and I thank each of our staff for their energy, patience and flexible mindset over the past 12 months. You truly are Peninsula Leisure!

I also take this opportunity to thank our Board; our members and customers for their support; and our shareholder, Frankston City Council, for their continued strength and backing of Peninsula Leisure for the benefit of the Frankston municipality.

Finally, our talented team remain ready to maximise our re-open as soon as we are given the green light. We look forward to getting back to doing what we do best for our community – activating, engaging and connecting!

KATH THOM
CHIEF EXECUTIVE OFFICER





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Independent Auditor's Report

To the Directors of Peninsula Leisure Pty Ltd

Opinion	<p>I have audited the financial report of Peninsula Leisure Pty Ltd (the company) which comprises the:</p> <ul style="list-style-type: none">• statement of financial position as at 30 June 2021• statement of profit or loss and other comprehensive income for the year then ended• statement of changes in equity for the year then ended• statement of cash flows for the year then ended• notes to the financial statements, including significant accounting policies• director's declaration. <p>In my opinion the financial report is in accordance with the <i>Corporations Act 2001</i> including:</p> <ul style="list-style-type: none">• giving a true and fair view of the financial position of the company as at 30 June 2021 and its financial performance and cash flows for the year then ended• complying with Australian Accounting Standards and the <i>Corporations Regulations 2001</i>.
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the company in accordance with the auditor independence requirements of the <i>Corporations Act 2001</i> and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I confirm that the independence declaration required by the <i>Corporations Act 2001</i>, which has been given to the Directors of the company, would be in the same terms if given to the Directors as at the time of this auditor's report.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Material uncertainty related to going concern	<p>I draw attention to Note 2(b) to the financial report, which describes the material uncertainties around the Directors' use of the going concern basis of accounting. My opinion is not modified with respect to this matter.</p>

Directors' responsibilities for the financial report	<p>The Directors of the company are responsible for the preparation of a financial report that gives a true and fair view in accordance with Australian Accounting Standards and the <i>Corporations Act 2001</i>, and for such internal control as the Directors determines is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>
Auditor's responsibilities for the audit of the financial report	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.</p> <p>As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:</p> <ul style="list-style-type: none"> ▪ identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. ▪ obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control ▪ evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Directors

-
- conclude on the appropriateness of the Directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
 - evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I also provide the Directors with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.

MELBOURNE
27 September 2021



Santhu Chummar

as delegate for the Auditor-General of Victoria

PENINSULA LEISURE QUARTERLY REPORT

Q1 - July, August, September 2021

OPERATING ENVIRONMENT - ONGOING COVID-19 IMPACTS

Throughout Q1 the pandemic continued to impact Peninsula Leisure, our people, and our community. Of the 92 days available to operate, PARC was able to open, albeit under heavy restrictions, for just 24 days, seeing the facility closed for 74% of the quarter.



A busy 9 days

The end of July and start of August saw a small window of opportunity where we were allowed to operate with manageable restriction limitations, seeing a maximum patron capacity of 100 people per indoor space. Within those 9 days, we did everything we could to maximise our activity spaces, finding new and innovative ways to operate to meet the varying needs of our community and user groups.

A key business decision was to prioritise the return of PARC Swim lessons, recognising the critical skills of learning water safety and swimming as essential to our mission that every child in Frankston can swim. Swimming lessons were one of the hardest hit areas in the last year, and we wanted to do everything we could to support the program return.

With changes to operations including the exclusive access to our Main Pool Hall for key programs at peak times, head counts and entry flow management, we were able to activate swim lessons, and at the same time, return vital health and wellbeing services including lap swimming and hydrotherapy.





STAYING TRUE TO OUR MISSION

Our mission at Peninsula Leisure is to inspire our community to engage in physical activity and recreation. We remain focused on rebounding from this challenging period, demonstrating our unwavering commitment that everyone should have the opportunity to be active. Despite our doors being closed, we found remote ways to give back to, engage with, and activate the community, including:



Reimagining PARC Your Way - Wellness Week Activation

PARC Your Way delivers free exercise videos to the entire Frankston community. Over the quarter we saw a 3.2% increase in subscribers to a total of 4,283, and over 110,000 minutes of video viewed, with 64,300 minutes of this being live classes. The platform also allows us to engage staff in paid work, who would otherwise be fully stood down.

With the fatigue of lockdown, we recognised that the high intensity, longer classes were out of reach for some of our users and community. We quickly pivoted to provide more low intensity and shorter sessions – meeting more of our community where they were feeling at the time.

We also stepped away from the traditional exercise classes, and focused on a more holistic approach to health and wellbeing, by delivering a Wellness Week. Wellness Week coincided with R U OK? Day, and focused on mindfulness, and taking time for you. We introduced new classes, including a popular Lunchtime Lift, which was a short format 15minute re-set aimed at those working from home or home schooling to re-set their body and mind throughout their busy day.

The community responded very positively to our Wellness Week program, with 15 new classes added that week, and over 27,800 minutes viewed in the 7-day period (seeing an increase of 12.5% compared to the week prior).



Key date activations

Q1 saw some key calendar dates – including Father's Day, R U OK? Day, School Holidays, and the AFL Grand Final. Despite being closed, we used these significant dates to remind our community how they can stay active. We did this through:

Father's Day Activation weekend: We ran a fun Father's Day competition on social media asking the community to tag a father figure hero. We also ran dedicated PARC Your Way Family Classes on Father's Day, including a Family Dance Off session, which saw over 30 LIVE participants, and many more views once added to the library.

AFL Grand Final: In the lead up the grand final we asked our community to share videos of their footy spirit and skills, encouraging families to be outside and recreate together through exercise and fun.



Remote services: Online and Outdoor Personal Training

Throughout Q1 we continued to offer our popular Online Personal Training, and when restrictions allowed, Outdoor Personal Training, again reimagining our solution so we can keep Frankston moving even when our doors were closed. Between 22 – 30 September alone we ran over 70 Outdoor PT sessions, with 115 participants.



OUR PEOPLE ARE THE HEART OF OUR GREAT COMPANY

We are proud of our company values, and no more so, our commitment to 'We think People'. Over the period, we lived this value with purpose, recognising that sadly our staff continue to be significantly affected by the ongoing COVID lockdown closures.

Throughout the closures in July, August and September almost all staff were fully stood down (250 employees of our total workforce of 276). Some staff remained engaged under partial stand downs, to carry out COVID critical and Business critical work. These partial stand downs were adopted by our CEO, Executive Management team and Team leaders. Recognising the financial impact on staff, the Board voluntarily accepted reductions in their fees during this period.

250 staff stood down fully **26** staff partial stand down **105.4** FTE in normal times **39** FTE for the quarter

SUPPORTING OUR PEOPLE

With PARC closed for 74% of the quarter, it was another challenging period for our team. Staff engagement, support and communication therefore continued to be a core objective, with a significant focus placed on the mental health and wellbeing of our team. Some key support initiatives delivered were:



Our Staff Support Fund

The Peninsula Leisure Staff Support Fund was reactivated to assist those employees experiencing financial hardship, seeing \$5,300 in funds granted to our most vulnerable people between July – September. A significant positive change for lockdowns experienced in this quarter was that most staff were eligible for the COVID-19 disaster support payments, which saw less applications for our own support fund.



Sourcing of a new EAP provider

Recognising our existing Employee Assistance Program provider was not adapting quickly enough to meet the needs of our team in the current COVID landscape, we transitioned to a new provider. Our new EAP provider now offers staff and their immediate family a higher quality experience, additional and superior services, and increased accessibility and resources. Whilst this saw a greater investment, we understand acutely that this is an area we want and need to invest in.



Paid Wellbeing Webinars

With a focus on supporting mental health and wellbeing, staff were offered access to 2 Wellbeing Webinars, facilitated by our new EAP providers. Staff who opted to participate were paid for their time, again demonstrating our focus on investing in our people. Pleasingly, 49 of our team joined these webinars, highlighting encouraging engagement levels.



Online Staff Games Night

In September we were meant to run our annual Celebrating Success all staff festival evening. However, with the next lockdown forcing us to stay home, we chose to run a Virtual Games night in replacement. The virtual event was attended by staff from all teams and all levels of management, seeing great collaboration. We also launched new 'fun' Zooms to help keep our team feel engaged and connected, including weekly 'Virtual Cafes', and 'Friday Night Happy Hours' via Zoom.



CEO All Staff Zooms

Our CEO, Kath Thom, is committed to ensuring face time and connectedness with our wider team. To assist this, frequent whole company updates were held throughout the period, to inform on emerging news and advise of what support is available to staff. On a lighter note, we also launched our first 'Coffee with Kath' Zoom, and continued with our new 'Life of Leisure' internal newsletter, seeing an average of over 54% open rate on these communications.



Redeployment opportunities

Peninsula Leisure recently partnered with Peninsula Health to offer temporary contracts to our stood down workforce. Mutually beneficial, this partnership offered immediate work to our team, and also assisted Peninsula Health in their efforts to protect our community. We have already seen 15 staff take this up in the first instance, with staff participating representative of every department in the team.



CONTINUING TO DELIVER TO THE COMMUNITY

Peninsula Leisure is a company focused on activating and engaging communities. Despite our facility being closed, our community continued to appreciate our commitment to keep them moving, and creating value for Frankston. Even with our doors closed, we are proud of what we are delivering, as evidenced by these community comments below.

What we are hearing

I am grateful that you focus on mental health and wellbeing

I work in student wellbeing at Chisholm in Frankston and a colleague told me about PARC Your Way. Just wanted to say thank you SO much for creating this and making it available to everyone. I have been doing a mixture of live and recorded classes and loving every single one. It has absolutely made such a positive difference to my mental health during lockdown as I haven't been able to go to gym (like many others) in so long and have been struggling. I really appreciate these resources, thanks again!

Tess – PARC Your Way User

I am grateful that PARC prioritised swimming lessons and water safety

I am devastated to be back in lockdown again and really feel for all the staff that are affected at PARC with the yo-yo opening and closing of the centre. I just wanted to say a massive thank you to PARC for prioritising swimming lessons coming out of lockdown 5. Although my children only had a lesson or two it proved to be the one that finally clicked for my youngest and she progressed from puff 1 to puff 2, and spent almost an hour after the lesson diving for rings and rockets and happily jumping in with her head going under water. It was amazing to see. I know it is a hard time, but I just really wanted to take the time to say thank you. In this one week of non-lockdown freedom our swimming lessons on Sunday and Wednesday were a definite highlight. Thank you!

Ngaire – PARC Swim parent

I am grateful that I can work out safely at home with PARC Your Way

Congratulations PARC - I have been doing the online Older Adults classes now and have recommended them to my family and friends. They are fantastic, easy to access and extremely beneficial.

Monica – PARC Your Way User





OUR FINANCES

During the period, our Financial Statements for the Financial Year ended 30 June 2021 were finalised. The draft accounts were shared with Frankston City Council's Audit and Risk Committee, and a clean audit was obtained from the Victorian Auditor General's Office. Peninsula Leisure's revenues continue to be adversely impacted by COVID restrictions. While there have been major steps to reduce costs over this time, the ongoing support of Council has been vital, and appreciated.

Q1 Summary Position

With just 24 days of operations of a possible 92, the period ended in a deficit position. Memberships were on suspension for 74% of the period. Accordingly, under the Management Services Agreement, Management Services Fee was requested from our shareholder, Frankston City Council.

	SEPTEMBER QUARTER (FYTD)		
	ACTUAL	BUDGET	VARIANCE
INCOME			
Contract Income - Pines	\$109,205	\$107,206	\$1,999
User Fees	\$931,828	\$3,148,307	(\$2,216,479)
SUB TOTAL	\$1,041,033	\$3,227,302	\$1,652,298
EXPENDITURE	\$1,575,005	\$3,227,302	\$1,652,298
NET SURPLUS (DEFICIENCY)	(\$533,971)	\$28,211	(\$562,183)





WHAT'S NEXT?

In September, we implemented some subtle but important changes to our membership model to make it more contemporary and relevant. At the same time, based on a market and sustainability review, we made the difficult decision to adjust membership fees. This resulted in some fees increasing approximately 5%. This increase, the first in two years, comes into effect on 30 September.

Towards the end of the period, the Premier announced Victoria's Roadmap to Deliver the National Plan. The Roadmap sets us on a conservative and steady path to reopening Victoria, with key vaccination milestones determining our ability to open our facilities.

The Peninsula Leisure Team is now focussing efforts planning for the re-opening of PARC, and the season start for Pines Forest Aquatic Centre! Normal summer recruitment has also been initiated, albeit virtually, to prepare for an anticipated busy summer season at both facilities, as the community starts to reengage and return.

Thanks to our shareholder – Engagement with Council

Despite all the challenges and changes of the period, our partnership with Frankston City Council has never been stronger and holds Peninsula Leisure in good stead as we navigate the uncharted territory of a fully vaccinated landscape together.

In the next quarter, we have the task ahead of us to ensure we comply with the Premier's restrictions, with the added layer of complexity of vaccination statuses, and at the same time offer wide-reaching, safe and high-quality health and wellbeing services to our community. Thank you for your ongoing support and guidance as we navigate this new COVID environment, together.

Our priority is unwavering and remains focused on the preservation of a healthy and safe environment for all staff, members and visitors. Turning this into an operational plan that can be implemented across sites is our task to tackle.

We cannot wait to open our doors again in Q2,
and continue on our mission of inspiring communities
to engage in physical activity.

Executive Summary**12.6 Draft Revised Records Management Policy**

Enquiries: (Brianna Alcock: Chief Financial Office)

Council Plan

Level 1:

6. Progressive and Engaged City

Level 2:

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

Purpose

To seek Council's support to publicly exhibit the Draft Revised Records Management Policy for a period of 6 weeks.

Recommendation (Chief Financial Officer)

That Council:

1. Notes the Draft Revised Records Management Policy;
2. Endorses the Policy to be publicly exhibited for a period of 6 weeks (to consider the Christmas and New Year holiday period); and
3. Seeks a report back to enable Council to consider any feedback received and adopt the policy.

Key Points / Issues

- The Records Management Policy is a legislative requirement in accordance with the PROV (Public Records Office Victoria) Record Keeping Strategic Management Standard.
- A review of the existing Records Management Policy has been undertaken to ensure the content is relevant and up to date.
- The Records Management Policy raises awareness, provides guidance, and direction to all employees on their roles and responsibilities associated with good records management practices.
- It is recommended that the revised Policy is provided to Council to note and endorse it to be publicly exhibited for a period of 6 weeks, taking into account the holiday period, which ensures transparency of Council's record management keeping practices.

Financial Impact

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

Community feedback will be invited through a public exhibition process.

2. Other Stakeholders

Council's Governance and Information Department have provided input into the draft Policy.

12.6 Draft Revised Records Management Policy**Executive Summary****Analysis (Environmental / Economic / Social Implications)**

The Draft Revised Records Management Policy supports environmental impacts with the reduction of paper based records.

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 Draft Revised Records Management Policy is a legislative requirement in accordance with the PROV Record Keeping Strategic Management Standard.

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

The Records Management Policy provides guidance and direction to all staff, contractors, and consultants to effectively manage records created, sent or received by Council. Failure to appropriately manage records results in the inability to comply with various legislations, provide an effective service to the community, adversely impact on any litigations, and impact on Council's reputation.

Conclusion

A review of the Records Management Policy has been undertaken to ensure the content is relevant and up to date. The Records Management Policy provides the guidance to effectively manage Council's records, complying with the PROV Record Keeping Strategic Management Standard. It is recommended that Council support the recommendation to publicly exhibit the Draft Revised Records Management Policy for a period of 6 weeks, extended due to the Christmas and New Year holiday period.

ATTACHMENTS

Attachment A:[↓](#) Records Management Policy 2021-2023

**12.6 Draft Revised Records Management Policy
Officers' Assessment****Background**

Maintaining records is a legislative requirement, but more importantly, good records management practices makes good business sense, enabling Council to conduct business efficiently and effectively and ultimately provide our customers with excellent service delivery.

The Records Management Policy was initially developed in consultation with internal stakeholders. Workshops were held and feedback requested from all staff to raise records management awareness and seek their input into the development of the Records Management Policy. The policy was endorsed by the Executive Management Team on 18th August 2015.

The Records Management Policy has been widely implemented across the organisation, and is published on Grapevine (Council's internal intranet). All new staff are made aware of the records management policy during induction, Records Management, and ReM (document management) system training.

A Records Management Audit program has been implemented to support the Records Management Policy. The audit is undertaken by the department with the following tasks undertaken:

- Conduct Records Management Audit in consultation with department staff members
- Develop Records Management Audit report including recommendations
- Present Records Management Audit report including recommendations to EMT to endorse
- Present Records Management Audit report and recommendations to the department
- Implement audit report recommendations
- Develop Recordkeeping Code for department
- Achieve acceptance of Recordkeeping Code from Department Manager
- Provide progress of audits to Internal Auditors biannually

Issues and Discussion

The organisation's records are currently managed in an ad-hoc manner with some managed well and other managed poorly. This can create issues, such as; wasted time searching for records; poor decision making; re-work; delays in responding to the community or the inability to comply with legal requirements, etc.

Options Available including Financial Implications

There are no financial implications associated with the report.

The Records Management Policy is a legislative requirement in accordance with the PROV Record Keeping Strategic Management Standard.

Records Management Policy



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opportunity » growth » lifestyle

1. Policy statement

Council values the significance of its records as a critical asset for the ongoing operations and service provision for the community. Council is committed to creating and maintaining records that fully and accurately reflect business activities that are governed by legislative requirements and standards established by Public Records Office of Victoria (PROV) and the Australian Standard for Records Management, AS ISO 15489-2002. All records generated for or on behalf of Council are the intellectual property of Frankston City Council.

2. Reason for Policy

The purpose of this policy is to;

- Define roles and responsibilities for the creation, management, and disposal of records.
- Ensure full and accurate records of all business activities, including decisions of Council are maintained to support community, business, and legislative requirements.
- Ensure appropriate access and security levels are maintained.
- Ensure corporate records are easily retrieved and accessible now and in the future.

The volume and type of records created, sent, and received by Council with developing technologies has significantly increased. Many records are now in electronic format, including emails, faxes, social media, etc. It is critical to ensure these records are managed consistently in the same manner as the hard copy records.

3. Scope

This policy applies to all records regardless of medium or format, created, received or retained, by any staff member, where they handle information of a Council business nature.

This policy also applies to all Contractors and consultants that handle information of a Council business nature in accordance with their contractual obligations.

4. Authorisation

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

Mayor, Frankston City Council

CEO, Frankston City Council

In accordance with Frankston City Council resolution at its Ordinary Council meeting of 6 December 2021.

5. Revision date

This Policy will be reviewed and presented to Council no later than 30 June 2023 or earlier as deemed necessary by Council, and therefore once within each subsequent Council term.

6. Principles

All practices and procedures concerning information and records management are to be in accordance with this policy.

Corporate record keeping systems:

The EDMS is Council's authorised corporate system to capture and manage records, both hardcopy and electronic, regardless of format, however, there are other authorised databases and software applications specific to relevant functions of the Council that are also used to capture records. Please refer to Appendix A for the authorised list of corporate systems.

It is acknowledged that some authorised corporate systems do not comply with records management systems. These systems will be identified and addressed in the Records Management Strategy.

Creation of records

All staff are required to create and maintain full and accurate records which document business activities.

Every document created, sent, or received that relates to Council business is a record, regardless of its format. Records are required to be created;

- To provide evidence of a transaction.
- To defend against possible claims or future legal action.
- To support actions or decisions that has occurred.
- To enable effective and efficient decisions to be made.
- To enable business continuity.

Capture of records

All records must be captured into an authorised corporate system. The electronic document management system (EDMS) is Council's authorised corporate system to capture records, both hardcopy and electronic, and regardless of format. However, there are other authorised databases and software applications specific to relevant functions of the Council.

All staff must manage records, regardless of format, to ensure their authenticity, accuracy, integrity, clarity, and completeness for the longevity of the record.

The following are prohibited for use to store records;

- Physical (hard copy) file systems not governed by Information Management team.
- Unauthorised use of shared network drives.
- Unauthorised use of SharePoint, Teams, or OneDrive.
- Outlook folders.

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Approved by:	Last revision: 15 November 2021

- Local PC drives.
- Portable storage devices such as usb's, portable hard drives, etc.
- Personal devices such as laptops, iPads, smart phones, portable devices etc.

Note: portable devices may only be utilised for transporting records to offsite venues and for the retention of non-corporate records. These devices must be password protected, and maintained in a safe and secure manner to protect the loss, un-authorised access, misuse, and destruction of the records.

Access and security

Records captured within an authorised corporate system are accessible to all staff unless restricted access is required. The following exceptions to open access apply;

- Where information is commercial in confidence, personal in confidence, or management in confidence.
- Where information is restricted due to legislative or business requirements.

System backup for corporate servers is undertaken on a regular basis as defined by the Information Security Policy. The disaster recovery site provides live back up of corporate systems.

Physical files managed and maintained by the Information Management team are available upon request to authorised staff. The current location of physical files is managed and tracked within the EDMS by way of transferring the custody of the physical file to the relevant staff member who has current possession. It is the responsibility of the staff member to advise Information Management or update the EDMS directly should they transfer the possession of the physical file to another staff member.

Mayor and Councillors do not have direct access to records. In the event that access is required, a written request must be submitted by the Mayor or Councillor to the CEO. The CEO will determine if access is appropriate. If access is considered inappropriate by the CEO, the Mayor or Councillor may request access in accordance with the Freedom of Information Act 1982.

All staff are required to comply with the Information Services Security Guidelines and protect records against loss, corruption of information and unauthorised access. Any potential risk is to be reported immediately to the Coordinator Information Management.

Staff must not disclose or provide access to Council records unless authorised or permitted by legislative requirements (this includes access to Councillors). Where there is a need for records to be accessed, other than publicly available records, the request will be dealt with under the Freedom of Information Act 1982 and/or other relevant legislations. The Coordinator Freedom of Information and Privacy will be responsible for dealing with such requests, in consultation with the relevant business units.

Appraisal and transfer

The Information Management team is responsible for providing advice on, and coordinating archival requirements for Council. All records captured and maintained must be managed in accordance with

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the Retention and Disposal Authority for Records of Local Government PROS 09/05 and the General Retention and Disposal Authority for Records of Common Administrative Functions PROS 07/01.

Records must be appraised, prior to departments archiving them, in accordance with the disposal schedules. Once the records are boxed, both the boxes and a list of the contents for each box are to be forwarded to the Information Management team in accordance with the procedures for archiving records.

All records which are appraised for permanent retention in accordance with the PROV Disposal Schedule will be transferred to PROV upon Council determining they are no longer required to be retained.

Records which are appraised as a temporary record in accordance with the PROV Disposal Schedule, and are required to be retained for a specified period of time will be transferred to an offsite storage facility and managed by Information Management until they are destroyed.

Records appraised as a temporary record in accordance with the disposal schedule, and are considered to be of historical value and of interest to the community, may be transferred to the Frankston Historical Society or other approved agencies for preservation, as determined and managed by the Coordinator Information Management.

Storage

Electronic records, including digitised documents, maintained within an authorised corporate system, must be managed and maintained in accordance with the appropriate corporate system requirements, including the mandatory use of the corporate naming convention.

Hardcopy records must be stored and maintained by Information Management or by a department where an authorised process exists.

Disposal

The Information Management team is responsible for coordinating and undertaking the disposal requirements. All corporate documents captured and maintained by Council must be managed in accordance with the Retention and Disposal Authority for Records of Local Government PROS 09/05, the General Retention and Disposal Authority for Records of Common Administrative Functions PROS 07/01, and any other Retention and Disposal Authority associated with council functions.

Records must only be disposed of in accordance with the requirements of the Public Records Act 1973 and any other legislation that impacts an agency's recordkeeping requirements and responsibilities.

Records appraised as a temporary record in accordance with PROV disposal schedules, that no longer have a legislative, business, or community requirement to be retained, are to be destroyed in accordance with the corporate destruction procedures.

Staff are prohibited from destroying records. All requests for destruction of records must be forwarded to Information Management.

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7. Roles and responsibilities

Records management is mandatory, and required of all stakeholders including contractors, volunteers, Trainees, consultants, Mayor and Councillors.

The Chief Executive Officer is responsible for:-

- Carrying out, with the advice and assistance of the Keeper of Public Records, a program of efficient management of public records that is in accordance with all standards issued by the Keeper, in accordance with Section 13b of the Public Records Act 1973.
- Endorsing the Records Management Policy.
- Enforcing compliance with this policy.
- Ensuring policies support the creation and maintenance of full and accurate records of all business functions and activities.
- Ensuring records management policies and procedures meet PROV legislation and standards.
- Ensuring records are not destroyed, removed or inappropriately released without authorisation.

Chief Financial Officer is responsible for:-

- Ensuring appropriate provision of funding and resources are available to support the records management policy and practices.
- Advocating the records management policy.

Executive Management Team is responsible for:-

- Directing operational management to effectively implement the Records Management Policy, standards, and procedures associated with Council's records management program.
- Ensuring policies support the creation and maintenance of full and accurate records of all business functions and activities.
- Ensuring records management compliance and best practice is considered prior to implementing any process improvements, software implementations, or software redundancy.
- Ensuring staff are adequately trained and understand their record keeping obligations.
- Ensuring records are not destroyed, removed or inappropriately released without authorisation.

Manager Governance and Information is responsible for:-

- Advocating the records management policy.
- Managing the funding and resources to support the records management policy and procedures.
- Reporting non-compliance of the records management policy to relevant Manager/s and EMT.
- Ensuring the Coordinator Information Management responsibilities are met.

Manager Business and Information Technology is responsible for:-

- Ensuring corporate information technology systems are maintained with a high level of security, reliability, accessibility and business continuity.
- Ensuring data from redundant systems is managed in accordance with this policy.
- Ensuring integrity of data is not compromised.
- Developing, implementing and monitoring IT Disaster Recovery Plans for corporate information technology systems.
- Ensuring records management compliance and best practice is considered prior to implementing any process improvements, software implementations, or software redundancy.

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- Reporting data security and or integrity breaches to the Manager Governance and Information.
- Ensuring records are not destroyed, removed or inappropriately released without management authorisation.

Manager Business Transformation is responsible for:-

- Ensuring corporate information technology systems are maintained with a high level of security, reliability, accessibility and business continuity.
- Ensuring integrity of data is not compromised.
- Ensuring records management compliance and best practice is considered for all process improvements, software implementations, and software redundancy.
- Reporting data security and or integrity breaches to the Manager Governance and Information.
- Ensuring records are not destroyed, removed or inappropriately released without management authorisation.

Coordinator Information Management is responsible for:-

- Developing, implementing and maintaining the records management policy.
- Developing, implementing and maintaining records management procedures to support the records management policy.
- Communicating records management policies and procedures within Council.
- Providing records management training, support and guidance to staff.
- Ensuring corporate records are appraised and destroyed appropriately.
- Monitoring and auditing compliance with records management systems.
- Reporting non-compliance of the records management policy.

Manager Commercial Services is responsible for:-

- Ensuring records management responsibilities are clearly defined and contained within all outsourced service provision contracts.
- Ensuring outsourced service providers understand and comply with their record keeping obligations.

Managers and Coordinators are responsible for:-

- Ensuring staff are aware of, understand, and comply with this policy and any associated standards and procedures.
- Fostering and supporting a culture within their workgroup that promotes good record management practices and aligns with this policy and any associated standards and procedures.
- Assessing and monitoring compliance with this policy and reporting any identified compliance breaches or incidents to the Coordinator Information Management.
- Ensuring any records in the possession of a staff member are returned to Council prior to the departure of a staff member.
- Ensuring tasks outlined on the departure checklist associated with records management are completed prior to the departure of a staff member.
- Ensuring integrity of records is maintained.
- Ensuring records are not destroyed, removed or inappropriately released without management authorisation.
- Reporting non-compliance of the records management policy to the Manager Governance and Information and the Coordinator Information Management.

All staff are responsible for:-

- Complying with legislation, this policy and any associated standards and procedures.

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- Ensuring records are handled respectfully so as not to damage or compromise the integrity.
- Respecting confidentiality of corporate information and the privacy of personal information.
- Preventing unauthorised access to records and information.
- Ensuring records are not destroyed, removed or inappropriately released without management authorisation.
- On ceasing employment with Council, transferring all records in their custody to their Manager or Coordinator.
- Reporting non-compliance of the records management policy to the Manager Governance and Information and the Coordinator Information Management.

8. Policy non-compliance

Non-compliance with this Policy has the potential to significantly damage the reputation and community trust within Council.

Section 254 of the Crimes Act 1958 states an offence relating to the destruction of a document or other object that is reasonably likely to be required in evidence in a legal proceeding. It is important to note that the Act creates this offence in situations where no litigation is actually commenced (it has always been illegal to destroy evidence once a case has actually been launched). This covers circumstances where an individual or organisation destroys documents that may at some future time be needed in evidence, and where this need can and has been, anticipated. The Act specifies penalties for the offence, for both individuals and for corporate entities.

Failure to comply with this Policy will be considered a breach of the Staff Code of Conduct, and be reported to the Executive Management Team for thorough investigation. Disciplinary action could involve verbal or written warnings or, in some instances, dismissal.

9. Legislation and Standards

The following provides an overview of key legislation and standards that apply to the management of information and records within council:

- Public Records Act 1973
- Local Government Act 1989
- Crimes Act 1958
- Evidence Act 2008
- Electronic Transactions (Victoria) Act 2000
- Freedom of Information Act 1982
- Information Privacy & Data Protection Act 2014
- Health Records Act 2001
- Building Act 1993
- Planning & Environment Act 1987
- Public Health and Wellbeing Act 2008
- Australian Standard AS ISO 15489.1-2002
- PROV Records Management Standards

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- Geographic Information AS/NZS ISO19115-2005
- Civil Procedures Act 2010

10. Related documents

The policy will be fully integrated with records, information and knowledge management policies, strategies and standards; this includes, but is not limited to:

- Staff Code of Conduct (A3602986)
- Occupational Health and Safety Policy (A3015641)
- Information Standard #1 Management of Information within Frankston City Council (A54441)
- Information Standard #2 Document Management within Frankston City Council (A54436)
- Information Standard #3 Email Management within Frankston City Council (A54436)
- Information Standard #4 Records Management within Frankston City Council (A54439)
- Information Standard #5 Archives Management within Frankston City Council (A54445)
- Information Standard #6 Information Sensitivity Classification within Frankston City Council (A54448)
- Information Standard #7 Document Records Management Best Practice Guidelines FCC (A54435)
- Information Standard #9 Digital Image Management within Frankston City Council (A334590)
- Notification of Destruction of Records from Departments Template (A1195745)
- Information Management Procedure for Processing Inwards Correspondence (A3059563)
- Procedures for Boxing and Archiving of Records (A1408652)
- Archive Box Content Form (A3008530)
- Pre Action Digitisation Plan (A1702577)
- Post Action Digitisation Plan (A1702576)
- EDMS Training Manual and User Guide (A941118)
- EDMS Business Rules (A1908313)
- Information Privacy Policy (A482141)
- Information Security Guidelines (A3412168)
- Information Technology Strategy 2019-2022 (A3770888)
- Intranet and KMS Protocol (A3376335)
- Website Protocol (A3376369)
- Digital Strategy 2018-2022 (A3714430)
- Social Media Protocol (A3187123)
- Unreasonable Customer Conduct Protocol (A3415215)
- Feedback Handling Policy (A3456455)
- Conflict of Interest Guidelines (A1120679)
- Protected Disclosure Guidelines for Councillors (A1499797)
- Municipal Emergency Management Plan MEMP (A3843630)
- Disaster Recovery and Continuity Plan
- Asset Management Policy 2013 (A1470345)
- Fleet Management Policy (A131356)

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11. Implementation of the Policy

This Policy (in conjunction with other Related Documents) will be communicated via one or more of the following methods; staff induction, staff meetings, emails, references in procedures, and the provision of access to a copy of the policy to all members / stakeholders, in either hardcopy or electronic form (Intranet).

12. Definitions

PROV is Public Records Office Victoria.

Records Management is a field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposal of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the forms of records.

Public Record means any record made or received by an officer in the course of his / her duties.

Record means information created, received, and maintained in any format that documents and provides evidence of the actions, discussions, or decisions of Council.

Documents consist of recorded information or data that can be structured or unstructured and in either physical or electronic format, including correspondence, books, maps, drawings, photographs, DVD, sound track, etc.

Officer implies all Council employees, contractors (including agency staff), volunteers, work experience students, or any other person/s conducting business for or on behalf of the Council.

Capture means a deliberate action which results in the registration of a record into a recordkeeping system. For certain business activities, this action may be designed into electronic systems so that the capture of records is concurrent with the creation of records.

Access means the right, opportunity, means of finding, using, or retrieving information.

Appraisal is the process of evaluating business activities to determine which records need to be captured and how long the records need to be retained, to meet statutory, business, and community expectations.

Destruction is the process of eliminating or deleting records, beyond any possible reconstruction.

EDMS electronic document management system.

MAV is Municipal Association of Victoria.

APPENDIX A: AUTHORISE DATABASES AND SOFTWARE APPLICATIONS

The software applications nominated in this list are approved systems for the retention of data and / or documents in accordance with the records management policy.

Software Name	Description
HPE Content Manager (ReM)	Corporate Document Management System (EDMS) - Manages both physical and electronic records and files.
Pathway	Property Information System - Records associated with property management, such as Rates, Valuations, Development Applications, Licensing, Animal Registrations, etc.
TechnologyOne	Finance System - Records associated with financial management including digitised invoices.

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InfoCouncil	Minutes and Agenda software – records associated with Council meetings including closed and open council agendas and minutes.
Famous	Asset Protection Software – Records associated with maintaining council assets
Chris21	Human Resource & Payroll software - Records associated with employees, positions, and payroll. Note: Staff management records also retained in the EDMS
eRecruit	Online Recruitment software – records associated with recruitment such as applications, resumes, etc.
eBMS	OHS & Risk Management software – records associated with OHS including incident reports and Risk Management.
Open Windows Contract Management	Contract Management System – Records associated with contracts such as tenders, insurances, variations, payment certificates etc. Note: Tender & Contract records also retained in the EDMS
TCM	Aged & Disability Services software – Manages client records for services provided. Note: Some client records also retained in the EDMS
Spear	Subdivision Application lodgement software managed by State Government – contains records associated with the subdivision application process. Note: A business rule exists that requires Town Planning to migrate all documents pertaining to an application into the EDMS upon completion of the spear application.
Objectify	Content Management software associated with the corporate website
Seamless	Content Management software associated with the corporate website
MapInfo – Desktop	Spatial records including aerial photographs
GIS	Geographical Spatial Software
MECC Central	Emergency Management software manages records associated with any emergency such as major flood, fire, etc. within the municipality
Stretrader	Mobile food vendors software managed by State Government
Ungerboeck	Advent based management software for booking and managing public venues and spaces
Point of Sale	Cashier software for receipting & accounting – currently in project phase to review and replace existing platform
Ticketing	Frankston Arts Centre ticket booking and purchase system
Expedite	Kindergarten Services Software

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Spydus	Library Management System
SmartyGrants	Grant management for management of funding grants provided by Council
PinForce	Parking Infringement Management Software
VM Online	Valuations software managed by the Valuer General – records associated with valuation of land / property within the municipality including the storage of some building plans
IMPS	Immunisation software managed by State Government to record immunisation records Note: Immunisation session and consent records retained in the EDMS
CDIS	Maternal & Child Health software managed by MAV to record services provided & client notes

Policy: Records Management Policy	Date approved:
Approved by:	Last revision: 15 November 2021

Executive Summary**12.7 Public Commemorative Memorial Request**

*Enquiries: (Brianna Alcock: Chief Financial Office)
(Andrew Moon: Customer Innovation and Arts)*

Council Plan

Level 1:	6. Progressive and Engaged City
Level 2:	6.2 Enhance strategy, policy and plan development and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs

Purpose

To brief Council on the proposed commemorative memorial tribute for Kath Hassell

Recommendation (Chief Financial Officer)

That Council:

1. Notes the proposal for a commemorative tribute to recognise the significant achievements of Kath Hassell by placing a plaque on *the Sentinel* sculpture, located at Esplanade Reserve, overlooking the southern entrance to Frankston and its foreshore, along with landscaping within keeping of Council's existing landscaping palette around the Sentinel sculpture;
2. Notes the proposal was assessed against the Public Commemorative Tribute and Memorials Policy and must be considered by Council due to the sculpture being located on a reserve;
3. Notes in principle support was given by the Frankston Arts Advisory Committee and the artist of the Sentinel sculpture, Bruce Armstrong for placing a plaque on the Sentinel sculpture;
4. Approves the proposal and notes the related costs for plaque/s and landscaping can be will be accommodated within existing budgets; and
5. Resolves that Attachment C be retained as confidential indefinitely on the grounds that it includes personal information, being information which if released would result in the unreasonable disclosure of information about any person and their personal affairs (Local Government Act 2020, s.3(1)(f)). These grounds apply because the proposal for a commemorative tribute includes personal information, which if released would breach privacy obligations.

Key Points / Issues

- Councillors were briefed on the proposed public commemorative tribute for Kath Hassell at a Councillor Briefing held on 10 November 2021. The matters discussed related to the original proposal, the significant contribution by Kath Hassell to the community, the review that was undertaken, consideration of the Public Commemorative Tributes and Memorials Policy and the revised proposal. There were eight Councillors in attendance, including: Crs Asker, Baker, Bolam, Conroy, Harvey, Hill, L Hughes and Tayler.
- A proposal by members of the Frankston Beach Association to commemorate the significant contribution of Kath Hassell in the Frankston area was received by the Frankston Arts Advisory Committee in March 2021. It was referred to the Governance unit in early April 2021 for consideration in accordance with the

12.7 Public Commemorative Memorial Request**Executive Summary**

Public Commemorative Tribute and Memorials Policy (Policy), which was adopted by Council in 2019.

- The proposal sought to recognise the significant contribution by Kath Hassell within the Frankston area by way of installing a public artwork of significance representing the wonderful attributes of Frankston, including its history and great natural strengths.
- The proposal was reviewed and internal stakeholder consultation was undertaken, which indicated that some aspects were outside the scope of the Policy.
- Under the Policy scope Public Art Works are excluded and under the Policy principles the foreshore, high profile reserves or parks on Crown Land are not considered appropriate. However, exceptions apply for significant contributions and these requests must be referred to Council for consideration.
- The significant contributions by Kath Hassell do meet the requirements of the Policy. Kath Hassell, who sadly passed away in December 2020, made it her mission to preserve the Frankston Beach and Oliver's Hill for all to use and for future generations. She received many awards, including Council's Environmental Pioneer Award in 2011, Senior Citizen of the Year Award, was on the Victorian Landcare Long Service Honour Roll, Dame Phyllis Frost Award, the Outstanding Achievement Award in the Victorian Coastal Awards for Excellence and the Order of Australia Medal in 2017. Kath guided and led foreshore improvement initiatives, including securing grants for 300,000 plants, undertaking seed propagation and revegetation works on the foreshore and prepared morning teas for working bees.
- Officers from Governance and Arts and Culture Departments met with the applicants and discussed the review of the proposal and considered other possible options. Through this it was identified that an existing public art sculpture *the Sentinel*, which sits on Esplanade Reserve on the hill overlooking the southern entrance to Frankston, was a preferred possible option for placing a memorial plaque to commemorate Kath Hassell's significant contribution to the Frankston area.
- Officers gave consideration to the area which has a commemorative tribute on a nearby bench seat for Pat Bentley, who also made significant contributions to the Frankston area. At its meeting on 10 August 2020, council resolved the notice of motion (2020/NOM17) Park Bench Memorial for Pat Bentley. A plaque was also approved in 2017 to recognise the significant work by the Frankston Beach Association, which was placed on the Frankston Foreshore Boardwalk.
- Officers followed up and received in principle support from the Frankston Arts Advisory Committee (FAAC) and the artist of the sculpture, Bruce Armstrong. A copy of the FAAC minutes from the August meeting are attached.
- A further meeting was held with the applicants to note in principle support and discuss further options for planting around the sculpture. Officers have since confirmed that if the revised proposal is supported by Councillors a landscaping proposal can be developed in keeping with the site and Council's current planting palette.
- Officers have checked the existing plaques on the sculpture and propose to replace these with a new plaque, which will include a commemorative tribute to Kath Hassell and separate recognition of the artist which depicts the meaning of

12.7 Public Commemorative Memorial Request**Executive Summary**

the Sentinel. It will also include QR codes for further information and the Frankston City logo.

- It is recommended that Councillors endorse the revised proposal which seeks to replace the existing plaques on *the Sentinel* art sculpture, which is already situated on reserve land on the hill (Cliff Rd) overlooking the Frankston foreshore area, with new plaque/s which commemorate a tribute to Kath Hassell and continue to recognise the artist, Bruce Armstrong, with information depicting the meaning of the sculpture.

Financial Impact

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

Landscaping around *the Sentinel* art sculpture, is dependent on a landscaping proposal by the Urban Design team, and will be in keeping with Council's landscaping palette.

Bronze plaques, which last longer, cost approximately \$300, depending on the number of lines of wording on the plaque. They can be sourced by a local supplier.

Consultation**1. External Stakeholders**

Officers met with the applicants of the proposal for the commemorative tribute and contacted the artist of the Sentinel, Bruce Armstrong, and met with the Frankston Arts Advisory Committee to seek their in principle support.

2. Other Stakeholders

Officers met with various internal stakeholders when reviewing the proposal, including: Governance, Property, Capital Works Delivery, Urban Design, Community Development and Arts and Culture.

Analysis (Environmental / Economic / Social Implications)

There are no known impacts on the proposal as the sculpture already exists and the proposed landscaping will be in keeping with Council's planting design. It would complement the existing maintenance of the reserve area.

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 known statutory obligations for public commemorative tributes.

Policy Impacts

The Public Commemorative Tributes and Memorials Policy has been considered in the context of the proposal which was assessed against its scope and principles. Public art work and reserves require consideration of Council for a decision.

Officer's Declaration of Interests

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

12.7 Public Commemorative Memorial Request**Executive Summary****Risk Mitigation**

Failure to meet the requirements of the Public Commemorative Tribute and Memorials Policy may lead to commemorative tributes and memorials being placed in significant locations across the municipality which cannot be sustained in the future. A Public Commemorative Tribute and Memorials Protocol has been followed to ensure appropriate stakeholder consultation is undertaken to mitigate these risks.

Conclusion

A proposal for a commemorative tribute to recognise the significant contribution by Kath Hassell was received in March 2021 and assessed against the Public Commemorative Tribute and Memorials Policy. Stakeholder consultation was undertaken and a revised proposal is now considered.

If supported, funding towards landscaping around the Sentinel sculpture, based on a landscape proposal which will be developed, will be referred to the Mid-Year Budget Review for further consideration.

It is recommended that Councillors endorse the revised proposal which seeks to replace the existing plaques on *the Sentinel* art sculpture, which is already situated on Esplanade Reserve overlooking the southern entrance to Frankston and its foreshore, with new plaque/s which commemorate a tribute to Kath Hassell and continue to recognise the artist, Bruce Armstrong.

ATTACHMENTS

- Attachment A: [↓](#) Public Commemorative Tribute and Memorials Policy 2019
Attachment B: [↓](#) Frankston Arts Advisory Committee Minutes - August 2021
Attachment C: Original proposal for Kath Hassell - **CONFIDENTIAL**



1. Policy Statement

Council acknowledges that from time to time, that people may wish to commemorate a person, group or organisation who have made a **significant contribution** to the social, cultural or civil aspects of the Frankston municipality.

2. Reason for policy

This policy is intended to establish a consistent approach in the management of applications and assessments for commemorative **tributes** and **memorials** that are requested for road and public reserves, parks, gardens, and /or public owned spaces situated on land owned or managed by Frankston City Council.

3. Scope

This policy applies to all proposed commemorative **tributes** and **memorials** to be situated within the Frankston municipality, whether in parks, road and public reserves, gardens, streetscapes or in any **public open space** on land owned or managed by Frankston City Council.

Public Art Works and Sponsorship do not fall within the scope of this Policy.

4. Authorisation

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

Mayor, Frankston City

CEO, Frankston City Council

in accordance with Frankston City Council resolution at its Ordinary Council meeting of 14 October 2019.

5. Revision Date

This Policy will be reviewed and presented to Council no later than May 2025 or earlier as deemed necessary by Council.

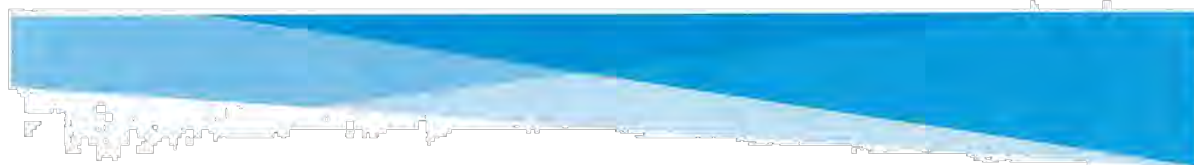
6. Principles

- 6.1 Council recognises that people may wish to acknowledge a person, group or organisation for their **significant contribution** to the Frankston municipality through a commemorate **plaque** or **memorials** within areas that are managed by Frankston City Council.



- 6.2 Any person can submit an application for a commemorative **plaque** or **memorials** which will be assessed by Council officers in accordance with the Public Commemorative Tribute and Memorials Protocol.
- 6.3 Approval shall only be granted for persons, groups or organisations who have made a **significant contribution** for a minimum of 10 years or have been recognised for a significant achievement or event, which will need to be demonstrated.
- 6.4 Requests for the foreshore, high profile reserves or parks on Crown Land are not considered appropriate and will generally not be accepted. Exceptions may apply for persons, groups or organisations who have made a **significant contribution** for a minimum of 10 years or have been recognised for a significant achievement or event, which will need to be demonstrated. These requests may be referred to Council for consideration.
- 6.5 The location proposed by the **applicant** must have relevance to the person, group or organisation and cannot impact or diminish the intended purpose and functionality of the location.
- 6.6 The location should not be hazardous to passing traffic or prevent appropriate maintenance of a road reserve, for requests relating to road side **memorials**.
- 6.7 The **applicant** will be required to seek permission in writing for the commemorative **plaque** or **memorials** from the family or a member of the family.
- 6.8 Consideration of requests for commemorative **tributes** and **memorials** must be in the best interests of the community and Council.
- 6.9 Council does not allow donated **memorials**, commemorative or acknowledgements for the promotion or advertising of commercial businesses, political or religious groups.
- 6.10 Council does not allow corporate branding i.e. logos for groups or organisations to be placed on a commemorative **tribute** or **memorial**.
- 6.11 Existing commemorative **tributes** and **memorials** will not be taken as a precedent for future proposals and as such, any requests will be considered on its merits.
- 6.12 Any costs associated with a commemorative **plaque** or **memorials** will be fully funded by the **applicant**, including any ongoing maintenance costs for the life of the **memorials** i.e. maximum of 10 years.
- 6.13 Every effort will be made to maintain the commemorative **plaque** or **memorials** on Council Land. Council cannot guarantee that it will remain at the designated site indefinitely. It is envisaged that the commemorative **plaque** or **memorials** will remain for a maximum of 10 years from the date of installation, with the following exemptions:
- a. The area of which the commemorative **plaque** or **memorials** is to be redeveloped;
 - b. Use of the site changes significantly in character and the commemorative **plaque** or **memorials** is deemed not suitable for that area; or
 - c. If the commemorative **plaque** or **memorials** becomes unsightly or unsafe, it will be removed.

Prior to any removal or change of location, every attempt will be made to contact the **applicant** to discuss relocation or removal of the commemorative **plaque** or **memorials**.



6.14 All temporary road side **memorials** on roads that are managed by Council will remain for a period not greater than 15 months, unless it becomes obstructive to traffic or unsafe and therefore will be removed. Every attempt will be made to contact the **applicant** to discuss the removal.

7. Roles and responsibilities

- 7.1 All applications are to be managed by the Governance Unit, including any requests that may be referred by the public to internal departments of Council or Councillors.
- 7.2 Any requests that may be referred by Members of Parliament will be managed by the Governance Unit.
- 7.3 The Governance Unit is responsible for maintaining a register of all requests received for commemorative **tributes** and **memorials** applications.
- 7.4 All applications will be assessed by Council officers across various internal departments at Frankston City Council and the final decision will be made by the Governance Unit.
- 7.5 Approval for larger or high profile public commemorative **tributes** and **memorials** features may include consultation and or endorsement of the Executive Management Team (EMT) or Council, however, these types of requests are generally not supported.

8. Appeals and Complaints Handling

Applicants and members of the public who disagree with a decision on a commemorative **tribute** or **memorial** can request that a review be undertaken and investigated.

A request for an appeal or complaint handling must be made in writing and within 7 days of the decision being made. All relevant and supporting information should accompany the appeal.

The documentation must be addressed to:

Manager Governance and Information
Frankston City Council
PO Box 490
Frankston VIC 3199

This can be hand delivered to the Civic Centre or emailed to governance@frankston.vic.gov.au.

All decisions are final and will be provided in writing.

9. Related Documents

- Naming Rules for Places in Victoria 2016
- Road Management Act 2004
- Vic Roads Roadside Memorials Policy
- Crown Land Reserves Act 1978
- Public Commemorative Tribute and Memorials Protocol
- Public Commemorative Tribute and Memorials Application Form

10. Implementation of the Policy

This Policy (in conjunction with other Related Documents) will be implemented following endorsement by Council and will be maintained by the Governance and Information Department. Information about the application process will be provided on the Council website and key internal stakeholders will be notified.

11. Definitions

Applicant – the person, group or organisation submitting the proposal.

Council owned or managed land – Land which is owned freehold by Council or for which Council is on the appointed Committee of Management.

Memorials – is defined, for the purpose of this Policy, as a monument, bench seat, statue, water fountain, rock, small wall, garden or path type structure, in memory of a deceased person or recognition of a person, group or organisation.

Plaque – a flat tablet made of metal which includes text and or engraved images which is fixed to a bench seat, wall, statue or other surfaces.

Public Open Space – is defined, for the purpose of this Policy, as land that is available, and zoned to the public for recreation or sport or has a conservation or aesthetic purpose. Open space can include reserves, parks, trails, walking tracks and pathways, sportsgrounds, the foreshore, civic areas, play spaces and streetscapes.

Recipient – the beneficiary of a *tribute* or *memorials*.

Significant Contribution – is defined, for the purpose of this Policy as someone or a group of persons that have gone above and beyond what would reasonably be expected through their dedication, exemplary service or voluntary contribution to the Frankston municipality or has left a tangible legacy to the Frankston municipality as part of their life's achievements for a minimum of 10 years. Nominated anniversaries or events must be unique and highly significant to the history of the Frankston municipality. Nominated events of historical or cultural significant purposes must be highly significant to a particular site within the municipality.

Temporary Roadside Memorials – is defined, for the purpose of this Policy, as any object constructed, erected or placed on the road or within the road reserve to commemorate a person due to a road fatality. This includes wooden crosses, flowers, ribbons and pictures.

Tribute – is defined, for the purpose of this Policy, a memorialisation of a person, group or organisation, as a sign of respect or admiration, acknowledging their accomplishments and/or achievements for the Frankston municipality.



FRANKSTON ARTS & CULTURE
FRANKSTON ARTS ADVISORY COMMITTEE MEETING

MINUTES OF THE MEETING
Tuesday 31st August 2021
6.30 – 8.30pm
via Zoom

1 Governance: General		
1.1	Welcome and apologies	<p>Present</p> <p>Ms Barbara Crook (Chairperson) Cr David Asker Ms Ally Bruce Ms Lucinda Bertram Ms Mish Eisen (left the meeting at 8.01pm) Ms Rebecca Gendron (note taker) Ms Dana Harding Ms Gillian Kay Mr Andrew Moon Mr Douglas Spencer – Roy Ms Tammy Ryan Ms Rebecca Umlauf Mr Nic Velissaris</p> <p>Apologies</p> <p>Cr Kris Bolam Mr Phil Cantillon</p>
1.2	Determination of quorum	A quorum was declared
1.3	Declaration of interests	Mr Spencer Roy's employer is a sponsor
1.4	Confirmation of Agenda	<p>Items added:</p> <p>2.5 Arts Trail 5.2 Major Local Community Events Grants 5.3 Yarn Bombing 5.4 Request for funding – Autobiography 5.5 Frankston Beach Association – Kath Hassell 5.6 Keys Street Projection</p>
1.5*	Approval of minutes	<p>Moved: DSR Seconded: BC</p> <p>Decision:</p> <p>The Minutes of the FAAC meeting held on Tuesday 27 July were previously approved via email by the Committee.</p> <p>Carried</p>

1.6*	Action items/Matters arising	Action items were noted Noted
2	Management Updates	
2.1	Arts & Culture Monthly Report	The June Monthly report was noted. Noted
2.2	Arts & Culture Financials	The June Financials were noted. Noted
2.4	Letter re Seaford Sub Station artwork	Manager Arts and Culture informed the Committee that a response has been received from Ms Kilkenny's office regarding the Seaford Sub Station artwork letter requesting a meeting with Mayor Cr Kris Bolam. The Seaford Sub Station letter has been sent to VicTrack and Ms Kilkenny's office. Noted
2.5	South – Side Festival Sub Committee Meeting Public Art <ul style="list-style-type: none"> Evelyn Street Sculpture – nominate FAAC representative/s for review panel Arts Trail 	Moved: AB Seconded: GK South – Side Festival Sub Committee Meeting The Committee discussed the need to reduce the number of South – Side Festival Sub Committee members to one Councillor and two FAAC members. Committee members who would like to remain on the South – Side Sub Committee are to email RG. Carried Evelyn Street Sculpture Review Panel The two FAAC members to participate in the Evelyn Street Sculpture Review Panel are BC and RU. Noted Arts Trail The Committee were shown the draft promotional video of the arts trail for comment. All in support of this concept and the video and congratulated LB. Noted
3	Capital Works	
4	Strategy	
4.1	Renew Australia	Renew Australia CEO Ms Simons presented to the Committee. DH informed the Committee of a similar program that council run through the Economic Development team. DH will keep the Committee informed of the progress of this program. After the Renew Australia guest and DH left the meeting, the Committee discussed the Renew Australia presentation and the current program delivered by FCC Economic Development area. ME was unhappy that Renew Australia had been accepted to present to FAAC when Council already had a similar program.
5	Any Other Business	
5.1	Update Material	Noted
5.2	Major Local Community Events Grants	Moved: NV Seconded: DSR Decision: Manager Arts & Culture informed the Committee that all three applications were ineligible for funding. Committee supports the idea of Council providing ongoing support for the Frankston City Life Christmas lunch through another council funding channel. The other two organisations are to be referred to other possible council funding opportunities. Noted
5.3	Request from yarn bombing group	Moved: NV Seconded: AM Decision:

		A yarn bombing group have requested to exhibit their work on the walkway that runs between the carpark and beach at 521 – 525 Nepean Highway. The Committee support the works to be on display for one month only. Other appropriate Council approvals will be sought. Carried
5.4	Funding request - autobiography	Moved: AB Seconded: RU Manager Arts & Culture informed the Committee of the request for funding of the autobiography of Alan Wickes. Manager Arts & Culture to investigate if the Trust Fund is a suitable source of funding for such a project. Noted
5.5	Frankston Beach Association – Kath Hassell request	Moved: NV Seconded: GK Manager Arts & Culture met with John Maudsley of Frankston Beach Association and Kath Hassell's family to discuss options of recognition. Subject to the appropriate artist and Council support; the Committee are in full support of dedicating the sculpture <i>Sentinel</i> to Ms Hassell along with landscaping around the base of the sculpture with indigenous flora. Carried
5.6	Keys Street Projection	Manager Arts & Culture and Director Communities to visit Keys Street site to determine possible projector locations. Noted
Confidential Items		
C.1	N/A	
6	Next Board Meeting and forward agenda	
6.1	Next Meeting	Next Meeting: Tuesday 28 September 2021 South Side Subcommittee 6.00pm – 6.30pm Frankston Arts Advisory Committee 6.30pm – 8.30pm
	Confirmed as a Correct Record	Chairperson: Barbara Crook

The meeting closed at 8.31pm

Executive Summary**12.8 Correction of Orders made under the Domestic Animals Act**

Enquiries: (Brianna Alcock: Chief Financial Office)

Council Plan

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

Purpose

To address administrative errors in the Council resolution made on 15 November 2021 by making new corrected Orders under the Domestic Animals Act 1994.

Recommendation (Chief Financial Officer)

That Council:

1. Notes that some administrative errors have been identified in the Council resolution made on 15 November 2021, namely;
 - a. the location of the boundary of the off-leash area at Keast Park was incorrectly described as Emergency marker FCC14 instead of FCC114;
 - b. the attached draft Orders referenced in the resolution had not been updated to reflect the changes made via the alternate motion moved at the meeting (ie removal of the proposed 24 hour cat curfew);
 - c. the reference to “a 12 month moratorium on enforcement of the cat curfew” should have been removed from the motion in light of Council’s decision not to proceed with the 24 hour cat curfew.
2. Notes that the attached corrected Orders reflect Council’s intention to implement the following two changes to existing arrangements:
 - a. Provision for dogs to be off lead at all times on the section of the Frankston foreshore (Keast Park) between Emergency Marker FCC114 and the water discharge drain located near Emergency Marker FCC116; and
 - b. Removal of the prohibition of dogs within the Frankston Municipal Activities Centre (FMAC);
3. Resolves to make the attached corrected Orders under section 26(2) of the Domestic Animals Act 1994, noting that the corrected Orders will commence operation on Friday, 17 December 2021 (being the day following publication in the Victoria Government Gazette); and
4. Authorises the Chief Executive Officer to publish a notice of the making of these Council Orders in the Victoria Government Gazette, in the Herald Sun and on Council’s website.

Key Points / Issues

- At its meeting on 15 November 2021, Council considered a report which set out the outcomes of extensive community consultation undertaken during 2020 and 2021 in relation to Council’s Domestic Animal Management Plan and associated matters.

12.8 Correction of Orders made under the Domestic Animals Act**Executive Summary**

The discussion and debate resulted in a series of amendments to the motion. The motion was put to the vote in several parts, as detailed in Attachment A. Ultimately, Council's resolution (inclusive of all components) was as follows:

Council Decision

Moved: Councillor Conroy Seconded: Councillor Hill

That Council:

1. Notes four periods of community engagement and consultation have occurred in relation to the proposed new Council Orders under the Domestic Animal Management Act 1994, including:
 - a. During May and June 2020 resulting 733 responses;
 - b. During May and June 2021 resulting in 764 responses;
 - c. During July and August 2021 resulting in 285 written submissions and 18 verbal submissions being made to Council on 23 August 2021; and
 - d. Between 23 September 2021 and 11 October 2021 specifically relating to dogs on beaches, which resulted in 4,114 responses;
2. Resolves to make the attached Orders under section 26(2) of the Domestic Animals Act 1994, noting these Orders replicate existing requirements with the following modifications to reflect the outcomes of the recent community engagement:
 - b. Provision for dogs to be off lead at all times on the section of the Frankston foreshore (Keast Park) between Emergency Marker FCC14 and the water discharge drain located near Emergency Marker FCC116. Officers will undertake full review of the location (Keast Park) in September 2023 and if it is deemed the location was not successful, a report will be provided back to Council with an alternative solution, noting a progress update will be provided to the Councillors (ahead of the full review) on the operation of the site within six months of commencement; and
 - c. Removal of the prohibition of dogs within the Frankston Municipal Activities Centre (FMAC) from 1 December 2021;
3. Resolves to impose a 12 month moratorium on the enforcement of the cat curfew set out in paragraph 5 of the Order;
4. Authorises the Chief Executive Officer to publish a notice of the making of these Council Orders in the Victoria Government Gazette, in the Herald Sun and on Council's website;
6. Refers the sum of \$134,000 (comprised of \$74,000 operating and \$60,000 capital) to the mid-year budget review, for the purpose of employing 2x full time band 2A officers with a dedicated vehicle and equipment to support the cleaning of the FMAC and the Boardwalk;
7. Approves the recurrent operating costs of \$148,000 (excludes any EBA increments) for the purpose employing two full time band 2A officers with a dedicated vehicle and equipment to support the cleaning of the FMAC and the Boardwalk;
8. Resolves to continue the de-sexing voucher scheme that provides a discount to low income earners for animal de-sexing at local vets; and

12.8 Correction of Orders made under the Domestic Animals Act**Executive Summary**

9. Resolves to Increase the reimbursement for the obedience trained dogs program from 10% to 50% of the training fee, commencing 1 July 2022 and subject to further review in 2024 as part of the next Domestic Animal Management Plan review.

Carried Unanimously

- Council's resolution does not wholly reflect what was intended, due to the following issues:
 - In the description of the location for the off leash area at Keast Park, the reference to Emergency Marker FCC14 should be FCC114;
 - In paragraph 2, Council resolved "to make the attached Orders", but the attachment (draft Orders) had not been updated to reflect the changes made via the alternate motion moved at the meeting (ie removal of the proposed 24 hour cat curfew);
 - Paragraph 3 of the resolution refers to "a 12 month moratorium on enforcement of the cat curfew set out in paragraph 5 of the Order". Paragraph 3 of the recommendation should have been removed from the motion if Council did not wish to proceed with the 24 hour cat curfew. The redundant reference to the 12 month moratorium has the potential to create confusion which could impact on Council's ability to enforce the existing dusk until dawn cat curfew.
- To rectify these issues, it is recommended that Council make corrected Orders as set out in Attachment B. The corrected Orders again replicate the requirements in the existing Council Orders with the following modifications to reflect the outcomes of the recent community engagement:
 - Provision for dogs to be off lead at all times on the section of the Frankston foreshore (Keast Park) between Emergency Marker FCC114 and the water discharge drain located near Emergency Marker FCC116; and
 - Removal of the prohibition of dogs within the Frankston Municipal Activities Centre (FMAC) from 17 December 2021. This date has been amended from 1 December 2021, as the Orders cannot commence until after they have been published in the Victoria Government Gazette. The General Gazette is published each Thursday.

Financial Impact

There are no financial impacts associated with the correction of the Orders.

Consultation**1. External Stakeholders**

The issue with the description of the emergency marker location was raised by a member of the community.

2. Other Stakeholders

Officers from Council's Community Safety and Governance teams have provided input to this report.

12.8 Correction of Orders made under the Domestic Animals Act**Executive Summary****Analysis (Environmental / Economic / Social Implications)**

As Council's resolution of 15 November 2021 does not wholly reflect what was intended, it is recommended that Council make corrected Orders as set out in Attachment B.

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. The report is consistent with the standards set by the Charter.

Legal

The Orders are made in accordance with section 26(2) of the Domestic Animals Act 1994.

No formal notice of the new Orders has been published to date, pending resolution of the issues detailed above and installation of key supporting infrastructure.

If the recommendation is adopted, the corrected Orders (Attachment B) will be published in the Victoria Government Gazette, and will then commence operation. Public notice of the Orders will also be given in the Herald Sun and on Council's website.

Policy Impacts

Nil.

Officer's Declaration of Interests

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

Risk Mitigation

Resolving to make corrected Orders in the terms set out in Attachment B will mitigate the risks associated with the errors in Council's previous resolution.

Conclusion

Some administrative errors have been identified, such that the Council resolution made on 15 November 2021 does not wholly reflect what was intended. It is recommended that Council make corrected Orders under the Domestic Animals Act 1994, as set out in Attachment B.

ATTACHMENTS

Attachment A: [↓](#) Motion as moved in parts on 15 November 2021 - Animal Council Orders and Regulations

Attachment B: [↓](#) Proposed Orders

Animal Council Orders and Regulations – 15 November 2021

Motion, as moved in parts

PART 1 (carried unanimously)

That Council:

1. Notes four periods of community engagement and consultation have occurred in relation to the proposed new Council Orders under the Domestic Animal Management Act 1994, including:
 - a. During May and June 2020 resulting 733 responses;
 - b. During May and June 2021 resulting in 764 responses;
 - c. During July and August 2021 resulting in 285 written submissions and 18 verbal submissions being made to Council on 23 August 2021; and
 - d. Between 23 September 2021 and 11 October 2021 specifically relating to dogs on beaches, which resulted in 4,114 responses;
3. Resolves to impose a 12 month moratorium on the enforcement of the cat curfew set out in paragraph 5 of the Order;
4. Authorises the Chief Executive Officer to publish a notice of the making of these Council Orders in the Victoria Government Gazette, in the Herald Sun and on Council's website;
6. Refers the sum of \$134,000 (comprised of \$74,000 operating and \$60,000 capital) to the mid-year budget review, for the purpose of employing 2x full time band 2A officers with a dedicated vehicle and equipment to support the cleaning of the FMAC and the Boardwalk;
7. Approves the recurrent operating costs of \$148,000 (excludes any EBA increments) for the purpose employing two full time band 2A officers with a dedicated vehicle and equipment to support the cleaning of the FMAC and the Boardwalk;
8. Resolves to continue the de-sexing voucher scheme that provides a discount to low income earners for animal de-sexing at local vets; and
9. Resolves to Increase the reimbursement for the obedience trained dogs program from 10% to 50% of the training fee, commencing 1 July 2022 and subject to further review in 2024 as part of the next Domestic Animal Management Plan review.

PART 2 (lost):

~~That Council:~~

- ~~2. Resolves to make the attached Orders under section 26(2) of the Domestic Animals Act 1994, noting these Orders replicate existing requirements with the following modifications to reflect the outcomes of the recent community engagement:
 - a. A cat curfew, requiring cats to be confined to their owner's property at all times, with a 12 month amnesty period before the commencement of enforcement;~~

PART 2 (carried unanimously):

That Council:

2. Resolves to make the attached Orders under section 26(2) of the Domestic Animals Act 1994, noting these Orders replicate existing requirements with the following modifications to reflect the outcomes of the recent community engagement:
 - b. Provision for dogs to be off lead at all times on the section of the Frankston foreshore (Keast Park) between Emergency Marker FCC14 and the water discharge drain located near Emergency Marker FCC116. Officers will undertake full review of the location (Keast Park) in September 2023 and if it is deemed the location was not successful, a report will be provided

back to Council with an alternative solution, noting a progress update will be provided to the Councillors (ahead of the full review) on the operation of the site within six months of commencement; and

PART 3 (carried unanimously):

(Continuation of paragraph 2 above)

- c. Removal of the prohibition of dogs within the Frankston Municipal Activities Centre (FMAC) from 1 December 2021;

PART 4 (carried unanimously):

- 5. Commits the sum of \$90,000 to the mid-year budget review, for the purpose of upgrading and replacing existing signs, fencing and installing additional dog waste bins in connection with implementing the new Council Orders;

Council Orders

At its meeting on 6 December 2021, in accordance with section 26(2) of the *Domestic Animals Act 1994*, Council resolved to make the following Orders:

1. Dogs must be under effective control

Unless paragraph 3(a) applies, the owner of any dog must keep the dog under effective control by means of chain, cord or leash held by the owner and attached to the dog while the dog is in:

- (a) a reserve; or
- (b) a public place.

2. Prohibited areas – dogs and cats

(a) Dogs are prohibited from entering and/or remaining on all sand and rock areas of foreshore beaches within the municipality from 1 December to 31 March of each year between the hours of 9:30am and 7:30pm, unless the area is a “Designated Reserve”.

(b) Dogs and cats are prohibited from entering or remaining in the total area of the following reserves:

- (i) Langwarrin Flora and Fauna Reserve, McClelland Drive, Langwarrin;
- (ii) Bunarong Park, Willow Road, Frankston;
- (iii) Studio Park, McClelland Drive, Langwarrin;
- (iv) Casuarina Reserve, Casuarina Drive, Frankston;
- (v) Paratea Reserve, Paratea Avenue, Frankston; and
- (vi) George Pentland Botanic Gardens, Williams Street, Frankston

(c) Cats are prohibited from the total area of the following reserves

- (i) Seaford Wetlands, Austin Road, Seaford;
- (ii) Seaford Foreshore Reserve, Nepean Highway, Seaford;
- (iii) Sweetwater Reserve, Nepean Highway, Frankston;
- (iv) Kananook Reserve, Nepean Highway, Seaford; and
- (v) Pines Forest Flora and Fauna Reserve, Frankston.

3. Dog owner’s obligations

(a) A dog may be exercised off a chain, cord or leash in a “Designated Reserve” if the owner:

- (i) Carries a chain, cord or leash sufficient to bring the dog under control if the dog behaves in a manner which threatens any person or animal;

- (ii) Remains in effective voice or hand control of the dog so as to be able to promptly bring the dog under effective control by placing the dog on a chain, cord or leash if that becomes necessary; and
 - (iii) Does not allow the dog to chase, rush at, bite or attack any person or animal.
- (b) If the dog is off a chain, cord or leash in a Designated Reserve, the dog must be brought under effective control of the owner by means of a chain, cord or leash if the dog is within 10 metres of:
- (iv) The principal location of an organised sporting event;
 - (v) A children's play equipment area when play equipment is in use; or
 - (vi) A permanent barbecue or picnic area.

4. Definitions and Dog Free Roam Areas

In this Order:

"Owner" has the same meaning as in the Domestic Animals Act 1994;

"Designated Reserve" means any of the reserves or part of the reserves as designated by signage as follows:

- Riviera Park, northern and abutting Eel Race Road, Seaford;
- Armstrongs Reserve, Railway Parade and Newton Street, Seaford;
- Seaford North Reserve, Railway Parade, excluding the playground area, Seaford;
- Kananook Reserve, Kirkwood Avenue and McCulloch Avenue, excluding the playground area, Seaford;
- Wisewould Reserve, Carder Avenue and Wisewould Avenue, Seaford;
- Hadley Reserve, 14-16 Hadley Street Seaford
- Bruce Aitken Reserve, Corner Holroyd and Stawell Streets, Seaford;
- Maple street Reserve, Brunel Road, rear of No. 1 to 109 Maple Street, Seaford;
- Banyan Reserve, Luscombe Avenue, Carrum Downs;
- Sandfield Reserve, Sandfield Drive, Carrum Downs;
- Boggy Creek, between Paddington Avenue and Lyrebird Drive, Carrum Downs;
- Whistlestop Reserve, Corner Skye Road and Dalpura Circuit to Palkana Street, Frankston North;
- Centenary Park, McClelland Drive, Frankston;
- Peninsula Reserve, Between 67 and 77 Frank Street, adjacent to 15 and 29 Jacana Avenue, Frankston;
- Worland Park, Belar Avenue, Frankston;
- Lee Street Reserve, between Lee Street and Lipton Drive, Frankston;
- Woodside Avenue Reserve, Woodside Avenue, Frankston;
- Victoria Park, bounded by William, Nolan and Spring Streets, Frankston;

- Montague Park, between 59 and 65 Kars Street Frankston;
- The Heights, end of The Heights, Frankston;
- Baxter Park, north of Equestrian Park, Frankston-Flinders Road, Baxter;
- Delacombe Park, corner Foot Street and Towerhill Road to Overport Road, Frankston;
- Baden Powell Reserve, corner Baden Powell Drive to Humphries Road, Frankston;
- Derinya Drive, corner Derinya Drive and Wandana Court, Frankston;
- Overport Park, Overport Road, between Somerset and Armagh Roads, excluding playground area, Frankston;
- Lawton Park, Barretts Road, Langwarrin;
- Lloyd Park, eastern side of playing fields to Boggy Creek and Cranbourne Road, Langwarrin excluding the playing field area;
- Stevens Road, Huntly Court, Langwarrin;
- Monterey Community Park, Lehmann Crescent, Frankston North;
- Robinsons Park, Robinsons Road, Frankston South;
- Melaleuca Reserve, Melaleuca Crescent, Langwarrin;
- Ballam Park, between Cranbourne Road, Karingal Drive and Naranga Crescent with conditions as follows:
 - Dogs are prohibited from entering and/or remaining in the following areas at Ballam Park; athletics track, east oval, north oval, south reserve (soccer pitch);
 - Dogs are allowed in the areas adjacent to the northern and eastern boundaries of Ballam Park Homestead between 6.00am and 8.00am only.
- Telopea Reserve, 14R Telopea Court, Frankston North, with conditions as follows:
 - Telopea Reserve is designated as a dog 'free roam' area within the designated fenced area; and
 - Dogs are prohibited from roaming free in all other areas within Telopea Reserve.
- Pat Rollo Reserve, 17R Silver Avenue, Frankston North, with conditions as follows:
 - Pat Rollo Reserve, excluding the oval and playing fields, is designated as a dog 'free roam' area; and
 - Dogs are prohibited from entering and remaining on the oval and playing field.
- Frankston Foreshore (Keast Park) between Emergency Marker FCC114 and the water discharge drain located near Emergency Marker FCC116.

5. Revocation of previous Council Order

The Council Order published in the Victoria Government Gazette on 6 March 2003 is hereby revoked.

Executive Summary

12.9 2021 Household Survey Report

Enquiries: (Suzane Becker: Communities)

Council Plan

Level 1:

4. Well Planned and Liveable City

Level 2:

4.3 Provide well designed, fit for purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate

Purpose

To brief Council on the 2021 Household Survey.

Recommendation (Director Communities)

That Council:

1. Notes the 2021 Household Survey results;
2. Thanks residents for participating in the Household Survey; and
3. Releases the results.

Key Points / Issues

- The full results from the 2021 Household Survey results are presented at Attachment A. The 2021 Household Survey was conducted to capture the characteristics, behaviours, needs and expectations of Frankston City's residents on a broad range of topics, with the results used to help inform Council's strategic work. The Survey provides a meaningful and reliable snapshot of the Frankston City community, and is one of the most effectual ways to understand the community's current needs and plan for future need to support the successful delivery of services and infrastructure.
- The 2021 Household Survey was the first of its type conducted by Council and was undertaken by independent research company Metropolis Research Pty Ltd, who designed the survey in the style of the Australian Bureau of Statistics Census. The Survey was undertaken from July to September 2021 as a postal survey that was distributed directly to residents letterboxes, and not as a door-to-door survey as planned, due to COVID-19 restrictions. Whilst still a representative sample size, this change in methodology may have impacted on the number of returned surveys. It also may have resulted in the slight skew in the demographic and socio-economic profile of the survey respondents.
- Choosing a hard copy survey – as opposed to an online survey was necessary for two reasons:
 - **the size and complexity** - the survey has in excess of 275 questions, with many of the questions asked of every individual in the household, the size of the survey online would have been extremely large and involve hundreds of pages if transferred online. The way the survey is laid out (similar to a census style) made it more user friendly as opposed to a page after page completion online. The survey would not have been possible in an online format - as with the number of questions, it is considered the most respondents would have abandoned or not completed the survey in its entirety.

12.9 2021 Household Survey Report

Executive Summary

- ***the pick-up methodology*** - the challenge with any survey is getting a sample that reflects the underlying population. The most important action is to get a really good random sample of respondents. To do this the methodology was to have collectors drop off and call back to pick up the completed survey from randomly chosen households. This is done by using a paper-based survey and having collectors “in the field”. The option of providing a link to an online survey would have had less assurance the survey would be completed (and for reasons above highly unlikely it would be completed) and by the random households selected. However, due to Covid lock down collectors were not able to physically pick up the survey and the survey was return mail. The survey analysis acknowledges that this change in the methodology may have resulted in a slightly higher average age profile, however overall the survey sample is generally representative.
- Online surveys tend to have respondent profile that reflects a particular demographic and social economic profile. There is also no guarantee that a representative sample will be drawn from each neighbourhood in an online survey. The objective of the household survey was to get a random, statistically representative sample.
- A total of 2,800 surveys were distributed to randomly selected households across the municipality (500 of which were to rural properties). Seven hundred and four (704) completed surveys were returned, providing results for over 1,600 residents of all ages, genders, cultural diversity, disability status, income and education levels and household structures. This is considered to be a statistically significant sample size and provides a 95 per cent confidence level, meeting all the requirements for a statistically significant and meaningful piece of research.
- For some questions it is highlighted that results may have been influenced by the higher median age in the survey sample. For example the higher percentage of persons with disability, may be a reflection of the higher median age in the survey sample. However questions on preference for apartment housing was not significantly impacted by age demographic, with all demographic profiles (age and household type) identifying this as a low preference, with younger couples and singles slightly more less likely to prefer apartments (potentially these households may be starting a family and hence preference to detached homes).
- Key highlights of the Survey results include:
 - A strong appreciation of liveability, with high value placed on improvements in dining and entertainment options, sustainable transport infrastructure, the safety of public spaces and the look and appearance of local areas.
 - Significant value of the foreshore and natural environments for passive recreation.
 - A trend towards long term residency in Frankston City, with a strong preference for three to four bedroom separate dwellings, low outwards migration, and an interest in upgrading or purchasing/building a home within the municipality.

12.9 2021 Household Survey Report**Executive Summary**

- High usage of universal and community services within the municipality, with little indication that respondents weren't able to access the services that they need.
 - High uptake of at least one environmental initiative at home, with high participation in energy efficient lights installation, energy efficient showerhead installation and low water garden maintenance.
- The Survey highlighted the following key challenges:
 - Continued dominance of private motor vehicle use, very low use of public transport and cycling, low interest in Electric Vehicles, thus creating a challenge for the uptake of more sustainable forms of transport. This has the potential to create pressure on road infrastructure, traffic congestion, greenhouse gas emissions and a greater emphasis on community expectation for road quality and parking. This is a key challenge to be addressed through the development of Council's Integrated Transport Strategy and Climate Change Strategy.
 - Cycling, as a means of transportation and a form of recreation is low, impacting health and wellbeing and sustainable active travel.
 - Low interest in apartment living, may potentially be due to the lack of existing supply of high quality apartments within Frankston (most housing choice is limited to detached homes). This is both a challenge and opportunity for FMAC structure planning work and will be considered further in the assessment of housing supply and demand analysis for both the Integrated Housing Strategy and FMAC Structure Plan. The supply and demand analysis will assess demand for apartment living in the region - not just at the local level, and will include other factors such as impacts of housing need created by key industry attractors such as the hospital and university.
 - While preference for apartment living was relatively low, it is of note that mature and older families were most in agreement about apartments adding to the vibrancy of the Frankston City Centre.
 - Increased demand is expected for early years and youth universal services, placing demand on community infrastructure to enable service delivery. This is a key challenge to be addressed through the development of Council's Integrated Community Infrastructure Plan and asset management plans.
 - Whereas respondents' retail needs were largely being met within the municipality, respondents were more likely to travel outside of the municipality for dining and entertainment, with the exception of respondents living in Seaford. This is a key challenge to be addressed through the development of Council's Sustainable Economy Strategy and FMAC Activation Plan.

Financial Impact

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

Metropolis Research conducted the 2021 Household Survey.

12.9 2021 Household Survey Report**Executive Summary**

The Survey was promoted on Council's Engage Frankston web page and via various communications channels.

2. Other Stakeholders

Council officers from various departments were involved in the development of the Household Survey.

Analysis (Environmental / Economic / Social Implications)

There are no known environmental, economic or social implications for the 2021 Household Survey results.

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

The 2021 Household Survey results will be used to inform policy and strategy development, particularly in the area of housing and development, neighbourhood character, community infrastructure and open space, transport, economic development and environmental planning.

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 survey relies on a sample size of 1,610 residents, which is considered to be statistically significant. The sample also broadly represents the demographic profile of Frankston City when compared to the 2016 ABS Census. The only variance is the median age of 38years as opposed to the Census median age of 28years, however where relevant this is identified as a considering factor in the survey results.

Conclusion

The survey is one of the most important ways for Council to understand the views of residents, and the feedback will be used to inform our strategic work.

The full results of the Survey have been made public (via this report) and will be communicated to residents via Council's regular communications channels and on Council's website. The full report is being made public in the interests of transparency and open government. A summary "snap shot" of the survey results will also be made available.

ATTACHMENTS

Attachment A:  2021 Household Survey Report (*Under Separate Cover*)

Executive Summary**12.10 Finalisation of statutory leasing procedure - Proposed lease of part of 151R East Road, Seaford to St Kilda Football Club - Belvedere Health and Wellbeing Hub**

Enquiries: (Danielle Watts: Chief Financial Office)

Council Plan

Level 1:

Level 2:

4. Well Planned and Liveable City

4.3 Provide well designed, fit for purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate

Purpose

To present for Council's consideration the outcomes of the formal statutory consultation and informal community engagement, to enable Council to determine whether to enter into the proposed lease of Council land to St Kilda Football Club for the purposes of a community health and wellbeing hub.

Recommendation (Chief Financial Officer)

That Council:

1. Having complied with the requirements of section 115 of the Local Government Act 2020, notes that no formal submissions were received in response to public notification of the proposed lease;
2. Notes that 81% of the feedback received through community engagement was supportive of the lease proposal;
3. Notes the refurbishment works are scheduled to commence in June 2022, with construction completed in December 2022 subject to finalisation of the sub-tenant agreements;
4. Resolves to enter into a lease with St Kilda Football Club for land at 151R East Road Seaford, being part of Lot 1 Title Plan Numbers 215097 and 845727 and known locally as the Belvedere Park Reserve, for a term of 7 years, with two further terms of 7 years (providing there are no unresolved lease obligations), for the sum of \$10,000 plus GST per annum in year 1 and 2, \$15,000 in year 3 and \$20,000 in year four and for the remainder of the first term, for the purposes of the development and use of a community health and wellbeing hub;
5. Authorises the Chief Executive Officer to finalise arrangements for the lease; and
6. Authorises the lease documents to be signed and sealed.

Key Points / Issues

- At its meeting on 20 September 2021, Council considered a report regarding the 'Proposed Lease of Council Land – Part of 151R East Road Seaford – St Kilda Football Club' and resolved as follows:

That Council:

1. *Notes the following has been undertaken at the direction of the Council resolution of the 27 January 2021 (OM 2021/CM1.12.5):*
 - a. *Councillor-led delegation negotiated and reached consensus with the St Kilda Football Club (SKFC) and its representatives, on*

12.10 Finalisation of statutory leasing procedure - Proposed lease of part of 151R East Road, Seaford to St Kilda Football Club - Belvedere Health and Wellbeing Hub**Executive Summary**

terms and conditions for a new proposed lease including operational KPI's, governance and reporting procedures;

- b. Legal and expert advice applied to the proposed terms and conditions to ensure appropriate rigour in the contractual safeguards will protect the interests of Council and ensure community benefit;*
 - c. Consultation with Belvedere Community Centre and the positioning of the needs of its service within the proposed new lease documentation with SKFC and the facility redesign;*
 - d. Development of a concept plan, with costings for repurposing the internal structure of the Belvedere Facility, to suit use by community organisations;*
- 2. Notes that the negotiations with SKFC have been constructive, with good will demonstrated by both parties. SKFC have demonstrated openness and transparency with their financial modelling along with the content of their discussions with the proposed sub-tenant service providers;*
 - 3. Notes the assessment of the facility requirements and support the specific recommendations outlined below in order to manage the costs of the project:*
 - a. The construction of an overflow carpark, which was resolved per Council's resolution at OM 2021/CM1.12.5 at an estimated cost of \$400,000, is recommended to be deferred for consideration as part of the 2023/24 Council budget to enable further consideration and community/stakeholder engagement in relation to the requirements once the site is fully operational;*
 - b. The construction of permanent community change rooms to support future oval use at the site which was resolved per Council's resolution at OM 2021/CM1.12.5 at an estimated cost of \$600,000, is recommended to be sought from AFL Victoria through an advocacy partnership with SKFC;*
 - 4. Notes the total remaining project budget is \$2.85M however, the total cost of the repurposing works is \$3.576M, and thus additional funding of \$726,000 is required;*
 - 5. Notes the funding strategy options outlined in this report to address the shortfall of \$726,000, which will be reviewed in a future briefing with Councillors, to decide on the preferred option to commit the additional funds required as a part of the 2021/22 Mid-Year Budget Review;*
 - 6. Acting in its capacity as registered proprietor, supports in principle to the leasing of Council land to SKFC for a term of 7 years, with two further terms of 7 years (providing there are no unresolved lease obligations), for the sum of \$10,000 plus GST per annum in year 1 and 2, \$15,000 in year 3 and \$20,000 in year four and for the remainder of the first term, for the purposes of the development and use of a community health and well-being hub. This is subject to the satisfactory completion of community engagement processes pursuant to s.115 of the Local Government Act 2020, at 151R East Road Seaford, being*

12.10 Finalisation of statutory leasing procedure - Proposed lease of part of 151R East Road, Seaford to St Kilda Football Club - Belvedere Health and Wellbeing Hub**Executive Summary**

part of Lot 1 Title Plan Numbers 215097 and 845727 and known locally as the Belvedere Park Reserve;

- 7. Authorises the Chief Executive Officer to notify SKFC of Council's decision; and commencement of a community engagement process for the leasing of Council land, including public notification, pursuant to s.115 (4) of the Local Government Act 2020;*
 - 8. Notes a further report will be submitted to Council no later than December 2021 to report back on the submissions arising from the statutory community engagement process, enabling Council to make a determination in relation to the new lease, noting a public hearing of submitters may be required;*
 - 9. Notes these actions and timeframes are subject to the impacts of COVID-19; and*
 - 10. Other than for identifying the parties who are to be the subject of the potential lease (and sub-lease) arrangements, resolves that Attachment A (Term Sheet and KPIs) and Attachment F (Officer Assessment) and Attachment G (Full Concept Design Report - Belvedere Facility Repurposing) be retained as confidential indefinitely on the grounds that they include private commercial information, being information provided by a business, commercial or financial undertaking that (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (Local Government Act 2020, s.3(1)(g)). These grounds apply because the information concerns commercial information pertaining to St Kilda Football Club and would, if released, expose St Kilda Football Club to disadvantage and would also result in a loss of confidence by other businesses who may be reluctant to deal with Council in the future.*
 - 11. Releases Attachment B (Value Management Table) with the minutes of this Council meeting, noting it was mistakenly identified as a confidential attachment in the Open Council report, which can in fact be released to the public.*
- In accordance with paragraphs 6 and 7 of Council's resolution, public notice of Council's intention to lease was given in the Herald Sun on Saturday, 2 October 2021 and posted on the Frankston Leader digital version for 30 days; and published on Council's website.
 - In addition to publication of the formal notice, a dedicated page was established on Council's Engage Frankston platform to encourage community feedback regarding the lease proposal.
 - At the conclusion of the statutory consultation period, no formal submissions have been received.
 - Community feedback was also received through the Engage Frankston page and an online forum. This offered the community a more detailed understanding of the Healthy Futures Hub proposal while seeking to understand community sentiment.
 - The Engage Frankston Page provided an overview of the proposed lease agreement with SKFC. It nominated the proposed sub tenant partners and facility uses, the partnership management model and a repurposed floor plan for the facility. Visitors to the site could answer a quick poll "What interest you most

12.10 Finalisation of statutory leasing procedure - Proposed lease of part of 151R East Road, Seaford to St Kilda Football Club - Belvedere Health and Wellbeing Hub**Executive Summary**

about this proposal?" and click on 1 of ten answers or provide open ended responses to:

1. What benefits would the Healthy Futures Hub have for you and your family?
How would you use it?
2. Share your feedback here

Respondents to the quick poll were most interested in learning the details of the proposed tenants (35%) and how the site will assist vulnerable groups in Frankston City (35%). 11% were interested in the community facilities including the gym and pool with single respondents showing interest in Council's role in decision making, SKFC's lease and role and disability service providers.

90 open ended comments were received and the sentiment of each was assessed:

81% positive – e.g. 'I think this is a fantastic project for all walks of life. My grandson is on NDIS and I'm sure there will be programs that he can be involved in'.

3% Neutral – e.g. 'What are proposed operating hours. Frankston needs after 5pm services for people in need'.

4% Mixed – e.g. 'We would be unlikely to use it but it sounds like it will be a great use of the space. At least it will create usage and counter the unsatisfactory position St Kilda put the council and the facility in. I would hope that St Kilda does not benefit financially from it and the only gain for them is reparation for past deeds'.

11% negative – e.g. 'We use it to play on the ovals and run on the gravel time trial trail. The health hub may be useful for learn to swim and access to medical facilities but as a rate payer I am interested in value for money. Having already spent over \$3million on this facility to be told we are spending another (minimum) \$3.5 million I am concerned that this money could be better spent elsewhere'.

Key themes in the comments were around the need to get public transport to the site and strong support for Belvedere Community Centre and its programs. There was interest in accessing gym, pool and fitness programs and unstructured swimming opportunity was requested a few times. Other comments suggested a variety of potential programs, operating hours etc. Those who did not support the proposal most commonly noted the cost of refurbishment and a lack of support for the uses proposed.

- The online forum had a panel of speakers including Phil Cantillon - CEO Frankston City Council, Matt Finnis - CEO SKFC and partnership representatives from Monash University, Wallara and Belvedere Community Centre. Phil Cantillon gave an overview of the proposal and each of the other presenters spoke about the role they would play at the facility. The panel then addressed questions asked in the chat function by attendees. 100% of post forum survey respondents stated that they got what they needed from the forum.
- The sentiment was positive including comments such as "I very much like the collaborative and integrated approach being taken in design and programs".
- This overview is also summarised in the Healthy Futures Hub Proposal - Community Engagement Summary Report (Attachment A)

12.10 Finalisation of statutory leasing procedure - Proposed lease of part of 151R East Road, Seaford to St Kilda Football Club - Belvedere Health and Wellbeing Hub
Executive Summary**Financial Impact**

The proposed operational financial model and lease agreement with Council will require an annual net investment by Council of \$11,500 (approx.) yr. 1 to \$1,500 (approx.) yr. 4 and for the remainder of the first term. This is made up of the following agreements:

- SKFC will carry the operational risk for the centre.
- \$0 rent payable to SKFC by Belvedere Community Centre (BCC)
- Rent payable to Council by SKFC – \$10,000 yr. 1 to \$20,000 yr. 4 and onwards
- Council 30% subsidisation of Council-delivered maintenance (30% of cost estimated to be \$30,000 approx. per annum).
- Maintenance of the current BCC facility no longer required. This saving costed at:
- \$8,500 p.a.

In the event of an operational surplus (accrued over the first 7 year lease term) – 10% will be returned to Council plus 15% invested into a community fund. This may alter the annual net position of Council.

After applying a value management approach the minimum required facility works to repurpose the facility to support the Healthy Futures Hub are costed at \$3.48M (see Attachment B). This requires additional funding of approximately \$630,000 above the committed funding and funding strategies have been identified for further consideration by Council.

Refurbishment works are scheduled to commence in June 2022, with construction completed in December 2022. These indicative dates are subject to the finalisation of the sub-tenancy agreements, as the architect will continue to liaise with the sub-tenants to ensure the functionality of the facility meets their requirements.

Consultation**1. External Stakeholders**

- The issuing of a public notice of the proposed lease provided an opportunity for formal public submissions to be made, consistent with s.115 (4) of the LGA 2020. No formal submissions were received in response to the public notice.
- In addition to the formal statutory consultation, broad community engagement was also undertaken through Council's Engage Frankston platform and an online forum that are detailed above. This engagement had the following participation:

Engage Frankston page

- 67 Contributors – the unique number of visitors who have left feedback
- 90 Contributions to the open ended feedback fields
- 17 responses to the quick poll
- 1027 visits -the number of end user sessions associated with a single visitor
- 33 Followers - the number of visitors who have subscribed to the project using the follow button

Online Forum

- 29 registered attendees
- 20 actual attendees

12.10 Finalisation of statutory leasing procedure - Proposed lease of part of 151R East Road, Seaford to St Kilda Football Club - Belvedere Health and Wellbeing Hub**Executive Summary**

- 3 post event surveys completed

2. Other Stakeholders

- Officers have been in ongoing “without prejudice” discussions with SKFC and their representatives.
- Council’s external lawyers continue to provide legal advice.
- Otium Planning Group have provided advice on key performance indicators to ensure tenure meets the outlined community objectives and on the business modelling for the facility.
- Westlink Consulting has provided advice on the proposed rental model between SKFC and the initial proposed sub-tenants.
- AFL and Sports and Recreation Victoria have been consulted on the proposed direction and use of the facility.
- BCC has been consulted on the overall proposal and their operational needs.
- Mantric Architects have been consulted on the proposal to refurbish the building to allow it to cater for the needs of multiple occupiers. The internal Council departments involved in discussions to date have included:
 - Community Strengthening (community / recreational benefits and outcomes)
 - Procurement, Property & Risk (leasing outcomes)
 - Town Planning (regulatory requirements)
 - Buildings and Facilities (refurbishment / operational matters)

SKFC has actively engaged with a number of organisations, who will be the first partners in occupation of the community hub. These include: BCC; Tertiary Education and Telehealth, Community Dentistry, Gym and swim school providers, National Disability Insurance Scheme (NDIS) providers, sports medicine and allied health providers.

Refurbishment works are scheduled to commence in June 2022, with construction completed in December 2022. These indicative dates are subject to the finalisation of the sub-tenancy agreements, as the architect will continue to liaise with the sub-tenants to ensure the functionality of the facility meets their requirements.

Analysis (Environmental / Economic / Social Implications)

The Belvedere facility at which SKFC are located is currently underutilised, with the potential for the site to be tied up for a substantial period of time (38 years) due to the remaining lease term. Future use and management of the site needs to be determined so that the facility can become available to and provide a return on investment for the community.

Council’s Health and Wellbeing Plan identifies some significant community health issues and a number of actions to address these. This includes a focus on improving nutrition and physical activity, affordable access to programs, addressing social isolation, targeting gender equality and vulnerable groups within the community.

A health and wellbeing hub at the Belvedere Precinct could deliver services for the community at large whilst intentionally lowering entry barriers for identified vulnerable populations.

12.10 Finalisation of statutory leasing procedure - Proposed lease of part of 151R East Road, Seaford to St Kilda Football Club - Belvedere Health and Wellbeing Hub**Executive Summary****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

Pursuant to s.115 of the LGA 2020, Council's power to lease land to any person is limited to a term not exceeding 50 years. Pursuant to s.115(3)(b) of the LGA 2020, if Council intends to enter into a lease exceeding ten (10) years (which includes any option terms), that has not been included as a proposal in the budget, Council must undertake community engagement in accordance with its Community Engagement Policy unless the lease satisfies the exemptions under s.116 LGA 2020.

Current Tenancy Agreements

The existing facilities were constructed by St Kilda (building and car park) and Council (oval) with funding assistance as follows:

- \$3.8 Million Council
- \$3.45 Million State Government
- \$2.55 Million AFL
- \$1.43 Million SKFC

Lease over the existing main building expiring 2059 (38 years remaining). Rental is a one off payment of \$50 plus GST at the commencement of the term.

Licence over the adjacent car park expiring 2059 (38 years remaining). Fee is a one off payment of \$50.00 plus GST at the commencement of the term.

Licence over the existing AFL standard oval expiring 2059 (38 years remaining). Fee is one off payment of \$50.00 plus GST at the commencement of the term. The Licence requires SKFC to pay an annual maintenance contribution approximately \$37,000 plus GST per annum for its upkeep and maintenance.

Proposed Tenancy Agreements

Subject to Council approval and the successful completion of statutory procedures for the leasing of Council land, it is proposed that SKFC will surrender all existing agreements.

This will provide for the entering into of a new lease agreement intended to commence at the conclusion of the proposed works to the current facility, over the existing building and incorporating a further area for potential future expansion, in addition to a separate service level agreement capable of being independently enforced, providing for additional service standards.

The proposed lease will be an agreement to which the Retail Leases Act 2003 applies.

It is intended that the existing car park become a public car park under Council control.

Policy Impacts

The new leasing proposal for the SKFC addresses the objectives and requirements of the Property Strategy.

The proposal, if supported by Council, will change the existing singular focused and underutilised building to a multi-purpose and multi-use facility able to be easily

12.10 Finalisation of statutory leasing procedure - Proposed lease of part of 151R East Road, Seaford to St Kilda Football Club - Belvedere Health and Wellbeing Hub**Executive Summary**

accessed by the community. This provides public benefit and addresses community service delivery needs and maximizes the use of the facility.

Oversight of SKFC financial model, budgets and requirements for financial reporting, allows the sustainability of the model to be assessed on an ongoing basis, ensuring that tenancy obligations can be met and providing advanced knowledge of any adverse financial issues. The addition of KPI's (service standards), which includes regular meetings to monitor progress and ensure agreed performance measures can be met, provides for the facility to deliver a service value back to Council, as well as the broader community.

Undertaking the required statutory procedures for the leasing of Council land, as well as including appropriate compliance provisions in the end lease and service level agreement documents, ensure associated regulatory requirements are met as well as clear and transparent management of the facility.

The leasing proposal meets the overall objectives of the Property Strategy, which could not be achieved under the existing tenancy arrangements.

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 negotiations on the terms of the agreement for a new lease with SKFC have focussed on mitigating any risk that the community benefit envisioned for this site could not be achieved.

The terms of the agreement have significant detail around permitted use and proposed users of the facility and how the facility is to be managed on a day to day basis. Council will have far greater control over the facility and its outcomes than the present lease allows, as well as a number of triggers to terminate the lease if performance does not meet prescribed expectations.

An outstanding area of risk relates to the sustainability of the proposal. SKFC has been transparent with their financial operational model for the facility and will need to seek annual agreement with Council on their budget. Forecasts show the facility as being in deficit for years 1-3, breaking even at year four. SKFC carries the risk in terms of ensuring a sustainable service can be delivered. If SKFC determines that it could no longer manage the site sustainably and wished to exit the lease, it will be obligated to provide six months notice of intention to leave and must leave all improvements to the facility in situ. At this point, Council could take on direct management of the facility itself (at additional cost), or alternatively procure another management group to run the premises.

A second area of risk is that the initial sub tenants proposed could pull out of the facility before construction is complete. This would place pressure on the operational budget, impacting sustainability, and alternate similar sub tenants would need to be sought.

If SKFC cannot meet obligations, Council has the provisions in the lease which it can rely on. Council needs to ensure that oversight of the lease and service standards are regularly undertaken and appropriately resourced.

Conclusion

Expert advice and rigour has been applied to the negotiation and development of appropriate new lease terms with SKFC with a range of contractual safeguards that

12.10 Finalisation of statutory leasing procedure - Proposed lease of part of 151R East Road, Seaford to St Kilda Football Club - Belvedere Health and Wellbeing Hub**Executive Summary**

protect the interests of Council (including a number of triggers to exit the lease if performance does not meet prescribed expectations) and ensure community value and benefit is realised.

Whilst no formal submissions were received in response to public notification of the proposed lease, feedback sought through online community engagement was generally in favour of the Healthy Futures Hub proposal.

It is therefore recommended that Council resolve to enter into a lease with St Kilda Football Club for land at 151R East Road Seaford, being part of Lot 1 Title Plan Numbers 215097 and 845727 and known locally as the Belvedere Park Reserve, for a term of 7 years, with two further terms of 7 years (providing there are no unresolved lease obligations), for the sum of \$10,000 plus GST per annum in year 1 and 2, \$15,000 in year 3 and \$20,000 in year four and for the remainder of the first term, for the purposes of the development and use of a community health and wellbeing hub.

ATTACHMENTS

Attachment A: [!\[\]\(a46ac38d9b102317454e12f3c624baa2_img.jpg\)](#) Healthy Futures Hub Proposal - Community Engagement Summary Report

Engagement - Report Back on a page



Project Title

Healthy Futures Hub Proposal

Project Overview

Project overview

A new lease agreement with St Kilda Football Club (SKFC) is proposed for Belvedere Reserve. The new proposed lease would replace the existing lease and license agreements (that have 38 years remaining) and the site would be utilised as a community-facing multipurpose facility, delivering numerous benefits for the community. SKFC propose to run the facility as a 'Healthy Futures Hub' with a number of complementary sub-tenant partners to meet the vision:

To provide community benefit under the broad umbrella of health and well-being with specific benefit targeted towards Frankston's vulnerable groups.

Belvedere Community Centre (BCC), which Council has identified as a priority organisation is to be included as a sub-tenant as their primary base to service the community.

Engagement purpose

In addition to the formal statutory consultation required for a proposed lease, broad community engagement was also undertaken through Council's Engage Frankston platform and the delivery of an online forum. This engagement offered the community a more detailed understanding of the Healthy Futures Hub proposal, the proposed sub tenant partnerships and opportunities that would be available. In return it sought to understand community sentiment around the proposal and where the community felt that they might get value

Quick Engagement Stats

Engage Frankston Page

- 67 Contributors – the unique number of visitors who have left feedback
- 90 Contributions -the total number of responses or feedback collected through the participation tools
- 17 responses to the quick poll
- 1027 visits -the number of end user sessions associated with a single visitor
- 33 Followers - the number of visitors who have subscribed to the project using the follow button

Online Forum

- 29 registered attendees
- 20 actual attendees
- 3 post event surveys completed

Public Notice of Proposed lease

- No submissions received

Community Consultation Process

Engage Frankston Page

The Engage Frankston Page provided an overview of the proposed lease agreement with SKFC. It nominated the proposed sub tenant partners and facility uses, the partnership management model and a repurposed floor plan for the facility. Visitors to the site could answer a quick poll "What interest you most about this proposal?" and click on 1 of ten answer or provide open ended responses to:

1. What benefits would the Healthy Futures Hub have for you and your family? How would you use it?
2. Share your feedback here

Online forum

- The online Forum had a panel of speakers including the Phil Cantillon CEO Frankston City Council, Matt Finnis CEO of SKFC and partnership representatives from Monash University, Wallara and Belvedere Community Centre. Phil Cantillon gave an overview of the proposal and each of the other presenters spoke about the role they would play at the facility. The panel then addressed questions asked in the chat function by attendees.

Public Notice of Proposed lease

- Advertised in Herald Sun on Saturday 2 October 2021
- Posted on the Frankston Leader digital version for 30 days
- Published on Council's website

Summary of outcomes

Engage Frankston Page

Respondents to the quick poll were most interested in learning the details of the proposed tenants (35%) and how the site will assist vulnerable groups in Frankston City (35%). 11% were interested in the community facilities including the gym and pool with single respondents showing interest in Council's role in decision making, SKFC's lease and role and disability service providers.

90 open ended comments were received and the sentiment of each was assessed:

81% positive – e.g. 'I think this is a fantastic project for all walks of life. My grandson is on NDIS and I'm sure there will be programs that he can be involved in'.

3% Neutral – e.g. 'What are proposed operating hours. Frankston needs after 5pm services for people in need'.

4% Mixed – e.g. 'We would be unlikely to use it but it sounds like it will be a great use of the space. At least it will create usage and counter the unsatisfactory position St Kilda put the council and the facility in. I would hope that StKilda does not benefit financially from it and the only gain for them is reparation for past deeds'.

11% negative – e.g. 'We use it to play on the ovals and run on the gravel time trial trail. The health hub may be useful for learn to swim and access to medical facilities but as a rate payer I am interested in value for money. Having already spent over \$3million on this facility to be told we are spending another (minimum) \$3.5 million I am concerned that this money could be better spent elsewhere'.

Key themes in the comments were around the need to get public transport to the site and strong support for Belvedere Community Centre and its programs. There was interest in accessing gym, pool and fitness programs and unstructured swimming opportunity was requested a few times. Other comments suggesting varied potential programs, operating hours etc. Those who did not support the proposal most commonly noted the cost of refurbishment and a lack of support for the uses proposed.

Summary of outcomes cont.

Online forum

- 100% of post forum survey respondents stated that they got what they needed from the forum.
- The sentiment was positive including comments such as "I very much like the collaborative and integrated approach being taken in design and programs".
- A further query about how tenants were selected was also asked.

Recommendations & Next Steps

- Engagement and consultation to be presented back to council as finalisation of the statutory leasing procedure.
- If Council resolves to enter a lease with SKFC, then ongoing information about the project to be updated on the Engage Frankston website.
- If Council resolves to enter a lease with SKFC to establish the Healthy Futures Hub, Council should further explore opportunities for bringing public transport to the site.

Executive Summary**12.11 Proposed Lease of Council Land - Existing Telecommunications Facility - 45R Wedge Road Carrum Downs (Carrum Downs Recreation Reserve)**

Enquiries: (Danielle Watts: Chief Financial Office)

Council Plan

Level 1:

Level 2:

6. Progressive and Engaged City

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

Purpose

To seek approval to commence the community engagement process for the leasing of Council land, for the purposes of a Telecommunications Facility (existing).

Recommendation (Chief Financial Officer)

That Council :

1. Acting in its capacity as registered proprietor, agrees in principle to the leasing of Council land at 45R Wedge Road Carrum Downs, being part of Lot 2 Plan of Subdivision Number 737596, for a term of 10 years, with one further term of five (5) years, for the sum of \$25,000 plus GST per annum, for the purposes of a Telecommunications facility (existing), subject to the satisfactory completion of community engagement procedures pursuant to s.115 of the Local Government Act 2020; and
2. Authorises the Chief Executive Officer to commence the community engagement process for the leasing of Council land, including public notification, pursuant to s.115 (4) of the Local Government Act 2020.

Key Points / Issues

- Telstra Corporation Limited (Telstra) has an existing Telecommunications facility (equipment shelter and monopole) located on Council land at 45R Wedge Road Carrum Downs, known locally as the Carrum Downs Recreation Reserve.
- The Telecommunications facility was established in 2000, with Telstra constructing the equipment shelter to incorporate a coach's/scorers box, which is still used by local clubs today (seasonal cricket and football clubs).
- The current lease has expired, and Telstra have sought further tenure from Council.
- Council has the power pursuant to s.115 (1) of the *Local Government Act 2020 (LGA 2020)*, to lease land to any person for a term not exceeding 50 years.
- A copy of the proposed Lease plan is contained in Attachment A.

Financial Impact

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

Subject to Council approval, the rental under the proposed lease is \$25,000 plus GST per annum, exclusive of outgoings, and subject to a 3% fixed annual increase. A review to market is applicable at the commencement of the further option term.

**12.11 Proposed Lease of Council Land - Existing Telecommunications Facility - 45R
Wedge Road Carrum Downs (Carrum Downs Recreation Reserve)****Executive Summary**

Legal fees to seek advice on any site specific lease terms if required, are anticipated to be in the range of \$2,000 to \$2,500 exclusive of GST. A portion of this cost can be claimed back from Telstra.

Consultation**1. External Stakeholders**

Officers have been in ongoing discussions with Telstra representatives.

Community engagement through the issuing of a public notice of the proposed lease will provide an opportunity for comment, consistent with s.115 (4) of the *LGA 2020*.

Council's Community Engagement Policy 2021, adopted on 1 March this year, states that limited consultation will occur in respect of the leasing of Council land.

2. Other Stakeholders

Nil.

Analysis (Environmental / Economic / Social Implications)

It is considered there are no adverse implications of commencing the community engagement process for the leasing of Council land.

The Telecommunications facility (equipment shelter and monopole) is existing and has been located on the land adjacent to Oval Number One since 2000.

The facility has a minimal on ground footprint of approximately 24m². As this is marginal when compared to the entire area of the Carrum Downs Recreation Reserve (which is approximately 105,000m² or 10.5 hectares), it does not preclude use of the balance of the land, which is well utilised by numerous recreational and community groups.

The compound structure is regularly inspected to ensure it is secure, with any issues directly notified to the carrier under the terms of the existing lease agreement.

The COVID-19 pandemic has impacted the community in many ways. More people now rely on having sufficient network coverage to assist with working from home; remote learning; streaming entertainment; providing a way to virtually connect socially, as well as making telephone calls. Appropriate infrastructure is needed to support these increasing demands. The Radio Frequency National Site Archive confirms that Telstra broadcasts 3G; 4GX and 5G from the current location.

If Council approves the commencing of community engagement procedures for the leasing of land, and if such procedures are successfully completed, Telstra will receive the benefit of ongoing security of tenure in respect of the facility, which is desirable to enable the carrier to better plan required upgrades, and provide continuity of telecommunications coverage within the locality.

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

Pursuant to s.115 of the *LGA 2020*, Council's power to lease land to any person is limited to a term not exceeding 50 years. Pursuant to s.115(3)(b) of the *LGA 2020*, if

**12.11 Proposed Lease of Council Land - Existing Telecommunications Facility - 45R
Wedge Road Carrum Downs (Carrum Downs Recreation Reserve)****Executive Summary**

Council intends to enter into a lease exceeding ten (10) years (which includes any option terms), that has not been included as a proposal in the budget, Council must undertake community engagement in accordance with its Community Engagement Policy.

Telecommunications Facilities are primarily managed under Commonwealth legislation, being the *Telecommunications Act 1997*.

In 2020 several Councils including Frankston, contributed to the development of a standard lease template by Maddocks, negotiated with Telstra representatives, intended to be used for future leasing matters on Council freehold land. The standard lease provides for any site specific matters to be addressed, though there are no such considerations in respect of the subject land.

Assuming the successful completion of community engagement processes, it is intended that the standard lease be utilised.

Policy Impacts

The Property Strategy applies to this leasing proposal, with the following stated objectives for the leasing of Council land:

- *To ensure that all proposed leasing and licensing is for a demonstrated, approved current or future service delivery, in cases where the service is provided by or on behalf of Council.*
- *To ensure that the leasing or licensing of Council owned or managed land is the most appropriate option to deliver an indirect service or use.*
- *To ensure an appropriate Financial Value is returned to Council, in cases where the use is primarily for the commercial benefit of a private operator.*
- *To ensure that any leasing or licensing demonstrates a satisfactory Service and/or Financial Value where the primary use is not commercial.*

The leasing proposal whilst commercial in nature, delivers an essential service to the community. The agreed rental income has been determined through Council's market valuation, and provides an appropriate financial value to the organisation, consistent with rentals received for similar existing facilities on Council land.

It is noted that a Telecommunications Policy is currently being prepared by officers, as part of the implementation of the Property Strategy.

Officer's Declaration of Interests

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

Risk Mitigation

As the Telecommunications facility is existing, it is considered there are minimal risks associated with the commencement of community engagement processes for the leasing of Council land, to allow for further tenure and updated lease terms and conditions. The final lease agreement will be subject to further negotiation and agreement between Council and Telstra.

In the event the commencement of statutory procedures is not supported, notice would need to be provided to Telstra to remove all infrastructure, resulting in a coverage gap for the community.

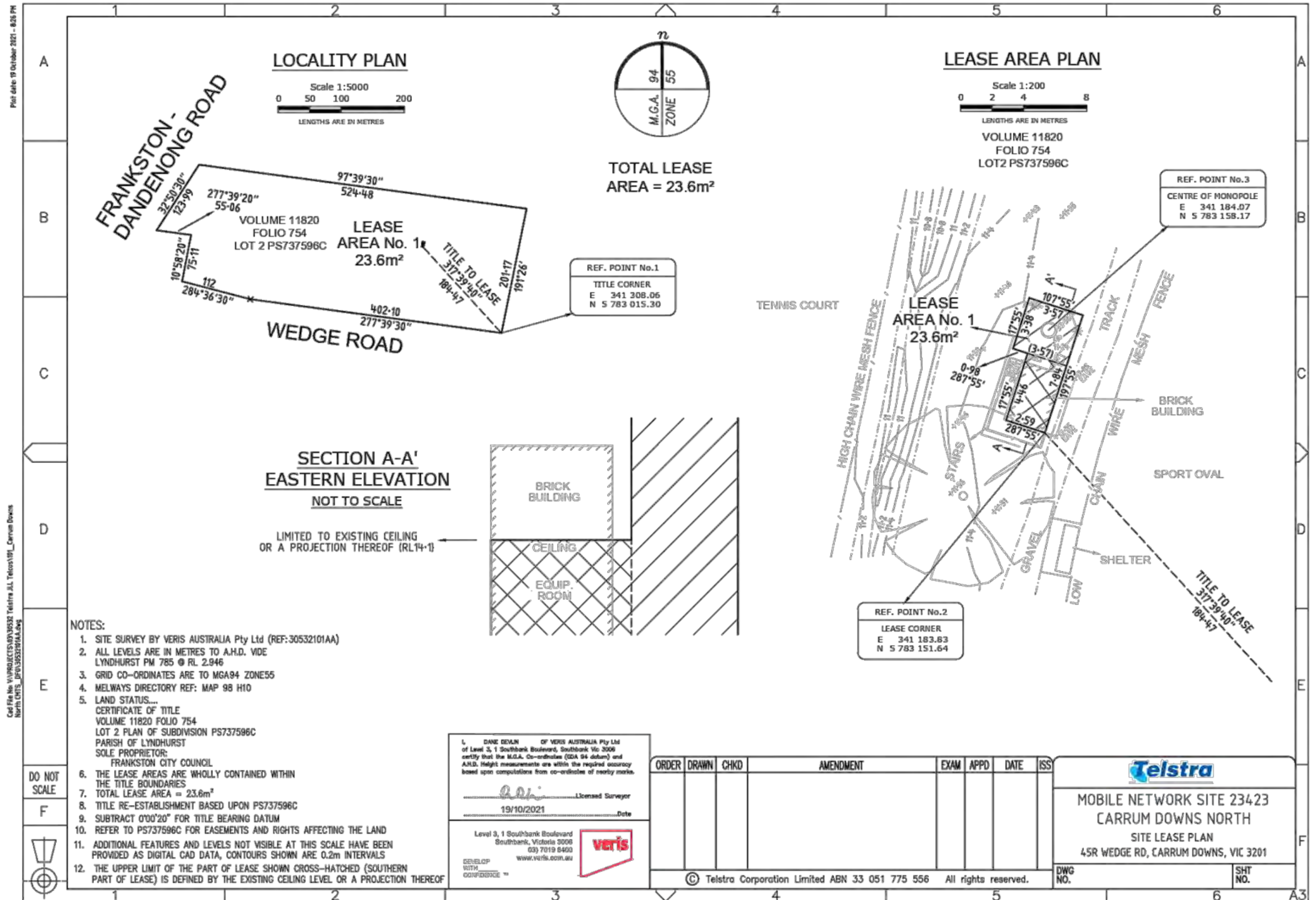
**12.11 Proposed Lease of Council Land - Existing Telecommunications Facility - 45R
Wedge Road Carrum Downs (Carrum Downs Recreation Reserve)****Executive Summary****Conclusion**

Telstra has requested future tenure be granted in respect of an existing Telecommunications facility (equipment shelter and monopole) at the Carrum Downs Recreation Reserve, which requires the successful completion of a community engagement process pursuant to the *Local Government Act 2020*, including public notification.

The commencement of the community engagement process for the leasing of Council land is recommended, to allow the lease proposal to progress to the next stage.

ATTACHMENTS

Attachment A: [↓](#) Lease Plan - Telstra Telecommunications Facility - 45R Wedge Road Carrum Downs



Executive Summary**12.12 Award of Contract CN10604 - Construction of Turf Sportsfield Oval, Lighting and Carpark at Jubilee Park**

Enquiries: (Vishal Gupta: Infrastructure and Operations)

Council Plan

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

Purpose

To obtain Council approval to award Contract CN10604 to Turf One Pty Ltd for the construction of Turf Sportsfield Oval, Lighting and Carpark at Jubilee Park.

Recommendation (Director Infrastructure and Operations)

That Council:

1. Awards contract CN10604 for the construction of Turf Sportsfield Oval, Lighting and Carpark at Jubilee Park to Turf One Pty Ltd (ACN: 141 656 251) for the sum of \$3,588,354.80 GST exclusive;
2. Notes the budget allocation of \$833,000 in 2021/22 and \$3,061,000 in 2022/23 are included in the Long Term Infrastructure Plan to support delivery of the proposed works;
3. Authorises the Chief Executive Officer to sign the contract;
4. Delegates approval of contract variations to the Chief Executive Officer; and
5. Resolves the attachments B ,C and D 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

- Jubilee Park Master Plan identifies many key priority projects. Some of these priorities already included in the Long Term Infrastructure Plan (LTIP) have commenced or are in various stages of the project lifecycle. However other projects are yet to be determined for scoping, funding and inclusion in the LTIP.
- The following civil and open space projects are planned to occur between October 2021 and June 2023 at Jubilee Park:
 - John Coburn Oval – Sportsfield Lighting Installation – to occur in 2021/22
 - Hill Street access realignment and Car Park Construction- to occur over two financial years i.e. 2021/22 and 2022/23
 - Trotting Track Oval enlargement and reconstruction including Sportsfield Lighting and Car Park Lighting- to occur in 2022/23
 - Electrical infrastructure upgrade including a pole mounted substation to support increase electrical demand load – to occur in 2022/23.

12.12 Award of Contract CN10604 - Construction of Turf Sportsfield Oval, Lighting and Carpark at Jubilee Park**Executive Summary**

- Jubilee Park has a portion along the northern boundary which is a former land fill site, which results in an associated landfill gas risk. The landfill gas risk has been assessed by an environmental consultant and is deemed low impact.

A landfill gas monitoring program is in place and will inform a landfill gas management plan during the works. All works will be carried out as per the current EPA regulations and guidelines.

Background

Jubilee Park currently comprises of regional netball, cricket and football facilities, Nairn Marr Djambana (Aboriginal Gathering Place), several community buildings and large areas of open space and bushland.

Jubilee Park is being redefined into a major hub for regional and women's sport, providing improved local open space amenity and sports facilities. A masterplan for Jubilee Park has been prepared to support development of Jubilee Park as major hub for regional and women's sport – refer Attachment A.

Community consultation on the Jubilee Park Masterplan was recently undertaken between the 20 October and 14 November 2021 through the Engage Frankston Page. The community members were invited to ask questions and to provide their feedback on their preferred location for park infrastructure such as picnic tables, exercise stations and rest location to guide future planning.

Consultation also included a formal media release, targeted community conversations with the clubs and sports associations, Facebook posts, distribution of 1000 letters to surrounding households and information was also provided to the Bunurong Land Council and Frankston RSL.

A total of 27 comments were made on the Facebook post including support for the masterplan as well as some concern over traffic in the residential streets, the cost of project and the loss of vegetation. The Engage Frankston Page had 288 page views. The feedback from the consultation process has been considered and the project is now being progressed to deliver elements of the master plan.

Tender Process

A public request for tender process was conducted in accordance with Council's procurement policy and guidelines.

Key dates

- Release date and time: 01 October 2021 at 5.00pm
- Close date and time: 28 October 2021 at 3.00pm

Four tenders were received by the close date and time. No late tenders were received. One of the four tender was found non-conforming.

Supplier	ACN	Conforming
JMac Constructions Pty Ltd	065 374 414	Yes
SJM Turf and Civil Pty Ltd	624 750 018	Yes
Turf One Pty Ltd	141 656 251	Yes
Tree Mason Gippsland Pty Ltd	651 938 975	No

12.12 Award of Contract CN10604 - Construction of Turf Sportsfield Oval, Lighting and Carpark at Jubilee Park**Executive Summary****Tender Evaluation**Evaluation Criteria

Three of the 4 submissions progressed to evaluation and were assessed against the following evaluation criteria, as advertised in the RFT documents:

S.No.	Criteria	Weighting (%)
1.	Cost to Council	30%
2.	Demonstrated methodology & capacity, past experience, ability to meet the technical requirements of the contract	35%
3.	Current Commitments, capacity and nominated staff and subcontractors	20%
4.	Occupational Health & Safety and Environmental Management	10%
5.	Local Content	5%

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

Negotiations

All tender negotiations and clarifications are complete.

Post award of the contract

If award is approved by Council at this Ordinary Meeting, all respondents will be notified of the outcome and offered debriefs.

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

Probity

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

Council must engage an external probity advisor when the value of goods or services exceeds \$5 million (GST inclusive). An external probity advisor was not appointed, however the tender evaluation process was overseen by the Manager of Procurement, Property and Risk as an Internal Probity Advisor.

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

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

No person involved in the evaluation of tenders declared a direct or indirect interest requiring disclosure.

No person involved in the preparation or approvals of this report declared a direct or indirect interest requiring disclosure.

12.12 Award of Contract CN10604 - Construction of Turf Sportsfield Oval, Lighting and Carpark at Jubilee Park**Executive Summary****Contract Value**

This is a lump sum price contract.

The total contract price is \$3,588,354.80 GST exclusive.

Term of the Contract

The contract term will be up to June 2023, which includes completion of all four projects under the contract, plus a period of 16 weeks for post construction maintenance and establishment of the turf for the Trotting Track Oval.

Policy Considerations

This procurement does not conflict with any Council policies.

Financial Implications

The tender evaluation indicates a total contract price of \$3,588,354.80 GST exclusive.

There is a provision of combined budget across multiple budget line items in the Long Term Infrastructure Plan of \$3,894,000 GST exclusive over the next two financial years i.e. 2021/22 and 2022/23 to deliver the proposed works.

Legal/Statutory Implications

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

There is a Local Law permit issued for the removal of trees in the footprint of the project site.

A Cultural Heritage Management Plan (CHMP) no 16397 has been approved for areas associated with the works for the Car Park and Hill Street Realignment and Trotting Track Oval. An expanded CHMP is currently in the amendment process which once amended will also cover the works associated with John Coburn Oval lighting project.

Environmental/Sustainability Impacts

Following environmental improvements will be completed as part of the master plan implementation:

- Plant approximately additional 700 indigenous trees across Jubilee Park.
- Rehabilitate and enhance the existing areas of remnant native vegetation.
- Retain Coast Tea-tree (*Leptospermum laevigatum*) along Hill Street.
- Recommended contractor is committed to the use of recycled construction materials wherever this opportunity is available via reclaimed site materials.

Buy Local Impacts

The contractor has indicated that they will source construction materials from local suppliers. Also, contractor will seek opportunities to employ staff locally on need basis.

12.12 Award of Contract CN10604 - Construction of Turf Sportsfield Oval, Lighting and Carpark at Jubilee Park**Executive Summary**

ATTACHMENTS

Attachment A: CN10604 - Jubilee Park Tender Evaluation Report -
CONFIDENTIAL

Attachment B: CN10604 - Jubilee Park - Tender Evaluation Scoring -
Comparable - 5.11.2021 - **CONFIDENTIAL**

Attachment C: CN10604 - Jubilee Park - Tender Evaluation Scoring - Post
Tender - 16.11.2021 - **CONFIDENTIAL**

Executive Summary**12.13 Award of Contract CN10587 - Specialist Mowing Services**

Enquiries: (Brad Hurren: Infrastructure and Operations)

Council Plan

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

Purpose

To obtain Council approval to award Contract CN10587 to MACA Civil Pty Ltd for the provision of Specialist Mowing Services.

Recommendation (Director Infrastructure and Operations)

That Council:

1. Awards contract CN10587 – Specialist Mowing Services to MACA Civil Pty Ltd for \$5,408,328.00 GST exclusive for a term of up to 8 years being an initial 4 year term with the provision for a further 2 X 2 year extensions, noting that this is a lump sum contract with the provision for selected items to be performed as schedule of rates;
2. Authorises the Chief Executive Officer to sign the contract and contract extensions based on the contractors successful performance;
3. Delegates approval of contract variations to the Chief Executive Officer; and
4. Resolves attachments A and B 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*.

Background

This Contract is for Specialist Mowing routine maintenance works which includes roadside kerb edging within roadsides and Open space reserves, difficult access and embankment mowing, reach mowing and fire prevention where required throughout the municipality, delivered as both lump sum programmed routine maintenance, plus non-programmed ad-hoc maintenance works delivered as a rates-based contract.

Key Points / Issues

The aim of this contract is to provide Frankston City Council with a contractor committed to servicing the Council & wider community by delivering high quality horticultural site maintenance services within the designated work sites in a manner that:

- Presents roadside reserves and horticultural sites in a well maintained and aesthetically pleasing manner in accordance with council standards and consistent with the unique character and vision of Frankston City Council;
- Encourages full utilisation of the horticultural site to accommodate different user groups;

12.13 Award of Contract CN10587 - Specialist Mowing Services**Executive Summary**

- Minimises risk to public safety, environment and surrounding assets;
- Delivers cost effective, reliable, efficient and well planned maintenance programs to reduce reactive maintenance requests;
- Provides flexibility between programmed works (lump sum) and reactive non-programmed works and projects (schedule of rates);
- Provides reliable information, effective communication, a high standard of customer service and professional feedback to all clients and customers;

Tender Process

The request for tender (RFT) was released to market on 23 July 2021 via Council's website and advertised in The Age newspaper on 24 July 2021.

The tender closed at 3:00pm Thursday 9 September 2021, AEST.

5 submissions were received.

No late tenders were received.

Tender Evaluation

Evaluation Criteria	Weighting (%)
Financial Cost to Council	30%
Capability, Experience & Management Systems	25%
Ability to meet Technical Requirements	20%
Occupational Health & Safety	10%
Environment & Sustainability	10%
Local Content	5%

Evaluation was guided by the approved Evaluation Plan, which is filed in Council's document management records system, reference A4493851.

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

Negotiations

All tender negotiations are complete.

Post award of the contract

If award is approved by Council at this Ordinary Meeting, all respondents will be notified of the outcome and offered debriefs.

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

Probity

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

12.13 Award of Contract CN10587 - Specialist Mowing Services**Executive Summary**

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

Pitcher Partners Consulting was engaged to provide probity advice and had provided a general attestation statement on the conduct of the tender evaluation process. ReM reference A4578934.

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

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

No person involved in the evaluation of tenders declared a direct or indirect interest requiring disclosure.

No person involved in the preparation or approvals of this report declared a direct or indirect interest requiring disclosure.

Contract Value

This is a fixed price contract, with provision for non-programmed works to be performed as schedule of rates.

The total contract price is \$5,408,328.00 GST exclusive for the contract of up to 8 years (initial four year term plus provision for 2 X 2 year extension options) at Councils discretion (4+2+2).

Term of the Contract

The contract term is for four years. It is anticipated the contract will commence on the 2nd January 2022. On completion of the initial term, there is provision for an additional 2 X 2 year extension options at Councils discretion (4+2+2).

Policy Considerations

This procurement does not conflict with any Council policies.

Financial Implications

Evaluation indicates a total contract price of \$5,408,328.00 GST exclusive.

Works delivered under this contract are funded from Operations department operational accounts. It should be noted that the recommended tender can be accommodated within existing budget provisions.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

Environmentally responsible materials, processes and approaches will be addressed during implementation.

Buy Local Impacts

The tenderer selected is based in Dandenong with a depot in Langwarrin South, employs locals and supports local businesses.

12.13 Award of Contract CN10587 - Specialist Mowing Services**Executive Summary**

ATTACHMENTSAttachment A: Evaluation Report - **CONFIDENTIAL**Attachment B: Evaluation Scorecard - **CONFIDENTIAL**

Executive Summary**12.14 Award of Contract CN10593 - Plant, Operator, Equipment & Materials Panel**

Enquiries: (Brad Hurren: Infrastructure and Operations)

Council Plan

- | | |
|----------|---|
| Level 1: | 4. Well Planned and Liveable City |
| Level 2: | 4.1 Integrate land use planning and revitalise and protect the identity and character of the City |

Purpose

To obtain Council approval to award Contract CN10593 to Bastow Plant Operations Pty Ltd; C & K Dawson AUST Pty Ltd; Hillview Quarries Pty Ltd; Maw Civil Pty Ltd; Parsons Plant & Construction Pty Ltd; Penport Road Profiling; Prestige Paving Pty Ltd; and TNM Road Services Pty Ltd for the provision of Plant, Operator, Equipment and Materials.

Recommendation (Director Infrastructure and Operations)

That Council:

1. Awards contract CN10593 – Plant, Operator, Equipment and Materials to:

- Bastow Plant Operations; ACN 143 007 130;
- C & K Dawson AUST Pty Ltd; ACN 101 215 221;
- Hillview Quarries Pty Ltd; ABN 52 004 723 460;
- Maw Civil Pty Ltd; ACN 112 216 574;
- Parsons Plant & Construction; ACN 161 212 095;
- Penport Road Profiling; ABN 65 338 260 810;
- Prestige Paving Pty Ltd; ACN 140 970 912; and
- TNM Road Services Pty Ltd; ACN 155 309 318

for \$7,762,091.86 GST exclusive for a term of up to 6 years being an initial 2 year term with the provision for a further 2 X 2 year extensions, noting that this is a schedule of rates contract;

2. Authorises the Chief Executive Officer to sign the contract and contract extensions based on the contractors' successful performance;
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**machineryTender Process**

The request for tender (RFT) was released to market on 3 September 2021 via Council's website and advertised in The Age Newspaper on 4 September 2021.

The tender closed at 3:00pm, Thursday 7 October 2021, AEST.

12.14 Award of Contract CN10593 - Plant, Operator, Equipment & Materials Panel**Executive Summary**

15 submissions were received.

No late tenders were received.

Tender Evaluation

Evaluation Criteria	Weighting (%)
Financial Cost to Council	30%
Industry Experience	25%
Organizational Resources & capability	25%
Occupational Health & Safety	10%
Environment & Sustainability	5%
Local Content	5%

Evaluation was guided by the approved Evaluation Plan, which is filed in Council's document management records system, reference A44528010.

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

Negotiations

All tender negotiations are complete.

Post award of the contract

If award is approved by Council at this Ordinary Meeting, all respondents will be notified of the outcome and offered debriefs.

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

Probity

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

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

Pitcher Partners Consulting was engaged to provide probity advice and had provided a general attestation statement on the conduct of the tender evaluation process. ReM reference A4578975.

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

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

No person involved in the evaluation of tenders declared a direct or indirect interest requiring disclosure.

No person involved in the preparation or approvals of this report declared a direct or indirect interest requiring disclosure.

12.14 Award of Contract CN10593 - Plant, Operator, Equipment & Materials Panel**Executive Summary****Contract Value**

This is a schedule of rates contract.

The total contract price is \$7,762,091.86 GST exclusive for the contract of up to 6 years (initial 2 year term plus provision for 2 X 2 year extension options) at Councils discretion (2+2+2).

Term of the Contract

The contract term will be 2 years. It is anticipated the contract will commence on the 13th December 2021. On completion of the initial term, there is provision for an additional 2 X 2 year extension options based on satisfactory performance of the contractors.

Policy Considerations

This procurement does not conflict with any Council policies.

Financial Implications

Evaluation indicates a total contract price of \$7,762,091.86 GST exclusive.

Works delivered under this contract are funded from Operations department operational accounts. It should be noted that recommended tenders can be accommodated within existing budget provisions.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

Environmentally responsible materials, processes and approaches will be addressed during implementation.

Buy Local Impacts

Of the tenderers selected, 7 of the 8 are peninsula based, and all have indicated they will support local businesses.

ATTACHMENTS

Attachment A: Evaluation Report - **CONFIDENTIAL**

Attachment B: Evaluation Scorecard - **CONFIDENTIAL**

Executive Summary**12.15 Award of Contract CN10611 - Lloyd Park Senior Pavilion Redevelopment - Seeking Council delegation to Chief Executive Officer to award Tender and Enter into Contract**

Enquiries: (Martin Snell: Infrastructure and Operations)

Council Plan

Level 1:

Level 2:

4. Well Planned and Liveable City

4.3 Provide well designed, fit for purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate

Purpose

To provide an update to Council in regards to the Tender for Contract CN 10611 Lloyd Park Senior Pavilion Redevelopment and seek Council approval to delegate authority to award the tender and enter into a contract to the Chief Executive Officer (CEO) after completion of tender evaluation process.

Recommendation (Director Infrastructure and Operations)

That Council:

1. Notes this update in regards to the Tender for Contract CN 10611 Lloyd Park Senior Pavilion Redevelopment in Langwarrin;
2. Notes Council has received funding of \$3 million from the Australian Government as part of the Community Development Grants Programme (CDGP);
3. Notes the total project budget being \$6.5 million (\$3 million CDGP and \$3.5 million Council Strategic Reserve); and
4. Delegates the authority to the Chief Executive Officer to accept a tender and enter into a contract for the Tender CN 10611 Lloyd Park Senior Pavilion Redevelopment in Frankston, subject to the following conditions:
 - a. The recommended contract sum being within ten percent (10%) of the allocated budget (maximum contract value of \$6.5 million excluding GST).
 - b. Report to be presented to Council at its meeting in February 2022 to note the details of award of tender for the Contract CN 10611 under the delegation. Report to also include details of the tender evaluation process.

Key Points / Issues

- The tender for Contract CN 10611 Lloyd Park Senior Pavilion Redevelopment was out to the market on 6 October 2021 and closed on 9 November 2021.
- The redevelopment of the Lloyd Park Senior Pavilion at Langwarrin includes:
 - Demolition of existing pavilion;
 - Construction of new two-storey pavilion to include the following;
 - Ground floor consisting of:
 - at least four female friendly change rooms and amenities including showers and toilets;
 - at least two umpires' rooms;

12.15 Award of Contract CN10611 - Lloyd Park Senior Pavilion Redevelopment - Seeking Council delegation to Chief Executive Officer to award Tender and Enter into Contract**Executive Summary**

- at least two first aid rooms;
 - storage rooms;
 - a canteen with servery, including fit out of appliances and joinery;
 - at least four public toilets and one unisex accessible public toilet;
 - installation of a lift;
- First floor consisting of:
 - at least one social room;
 - at least one meeting room;
 - at least one kitchen, including a cool room and servery;
 - at least two office/media areas;
 - a community storage facility and a chair/furniture store room;
 - male and female amenities, including at least four toilets in each;
 - at least one unisex accessible toilet; and
 - a balcony.
- The \$3 million funding for this project was approved and executed by the Australian Government in June 2021.
- First milestone payment of \$750K was due in October 2021 but due to scope changes the design phase was pushed out and this milestone was missed. This milestone will now be achieved when construction commences in January 2022.
- The next 2nd and 3rd milestones in the funding agreement are due in February 2022 and June 2022. With the 3rd milestone requiring the project to be 50% complete with \$750K payable to Council on achievement on this milestone. These milestones are both achievable during this 21/22 FY but construction must commence in January 2022.
- Project team has worked extensively over the past few months to refine scope of works in order to commence procurement before the end of the year, and be in a position to award before the end of December 2021. The award of this contract was scheduled for the 6 December 2021 Council meeting.
- Given the significant size and complexity of the project and the requirement of a external Probity consultant and subsequent Probity report, the evaluation of tender submissions will take a longer period of time and push the award of the tender towards late December 2021, missing the 6 December 2021 Council meeting as planned.
- The Evaluation Panel is required to undertake the appropriate due diligence on the tender submissions along with undertaking clarifications, interviews with preferred tenderers along with any value management (as required) to ensure Council receive the best outcome when a tenderer is selected and awarded this contract. The Evaluation Plan also requires review and approval by the external Probity consultant.
- If Council's standard procedure to award the tender is followed, it is anticipated that tender award report will be presented to Council at its January, 2022 Council meeting.

12.15 Award of Contract CN10611 - Lloyd Park Senior Pavilion Redevelopment - Seeking Council delegation to Chief Executive Officer to award Tender and Enter into Contract

Executive Summary

- If award of tender in January 2022 this would result in actual works commencing around March 2022 post contract signing resulting in funding milestones being missed and also resulting in a delay in the completion date (which subsequently also negatively impacts on the cricket club for a second season in 2022/23). Construction would finish in early 2023.
- To expedite delivery of works on the ground and demonstrate to Australian Government that Council is doing everything possible to commence works onsite and deliver by the end of 2022, it is proposed that the award of tender 10611 Lloyd Park Senior Pavilion Redevelopment works occurs via delegated authority to the Chief Executive Officer (CEO). This will enable appointment of the preferred contractor by end of December 2021, with actual works commencing around late January 2022 and being completed by December 2022.
- A delegated authority is from Council to the CEO to accept a tender and enter into a contract for 10611 Lloyd Park Senior Pavilion Redevelopment. This delegation will be subject to the following key considerations.
 - The recommended contract sum being within ten percent (10%) of the allocated budget (maximum contract value of \$6.5 million excluding GST).
 - Report to be presented to Council at its meeting in February 2022 to note the details of award of tender for the Contract CN 10611 under the delegation. Report to also include details of the tender evaluation process.
- Council has previously approved similar delegation to CEO for award of works as per examples below:

Council Meeting Date	Description	Value Consideration
2018/OM2 – 19 February 2018	Award of Contract 2017/18 - 67 Warrandyte Road Construction (southern section) - Golf Links Road to 440 metres North, Langwarrin South.	\$985,000 excluding GST (award of works within or plus 10% of assigned budget)
2018/OM6 – 14 May 2018	Award of Contract 2017/18-87 Seaford North Soccer Pavilion - Change Rooms Extension	760,000 excluding GST (award of works within or plus 20% of assigned budget)
2021/CM15 – 30 August 2021	Award of Contract CN 10582 Hall Road Pavement Rehabilitation Works	\$4.675 million excluding GST (award of works within 10% of the allocated budget).

Tender Process

The request for tender (RFT) was released to five (5) builders utilising the State Governments Construction Supplier Register (CSR) on 6 October 2021. The tender closed on 9 November 2021 with four (4) submissions received.

Tender Evaluation

Mandatory criteria

12.15 Award of Contract CN10611 - Lloyd Park Senior Pavilion Redevelopment - Seeking Council delegation to Chief Executive Officer to award Tender and Enter into Contract**Executive Summary**

All submissions will be assessed against the following mandatory criteria, as advertised in the RFT documents:

Evaluation criteria

Evaluation Criteria	Weighting (%)
Financial Cost to Council;	50%
Past Experience and Ability to Meet Technical	20%
Methodology, Programme and Meet Timeframes	15%
Current Commitments, capacity and staff;	10%
Local Content	5%

The tender evaluation will be guided by the approved Evaluation Plan.

Clarifications and Negotiations

All tender clarifications and negotiations will be completed once tenders are evaluated.

Probity

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

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

An external Probity advisor was appointed (O'Connor Marsden & Associates (OCM)) to oversee and report on the tender evaluation process. Probity Report to accompany Council Report for February 2022 Council meeting.

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

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

No person involved in the preparation or approvals of this report declared a direct or indirect interest requiring disclosure.

Contract Value

This is a fixed price lump sum contract.

The total contract price is yet to be determined.

Term of the Contract

The contract term will be around 12 months.

Policy Considerations

This procurement does not conflict with any Council policies.

**12.15 Award of Contract CN10611 - Lloyd Park Senior Pavilion Redevelopment -
Seeking Council delegation to Chief Executive Officer to award Tender and Enter
into Contract****Executive Summary****Financial Implications**

The \$3 million funding for this project was approved and executed by the Australian Government in June 2021. Council is contributing \$3.5 million towards the project over FY21/22 and 22/23.

The total project budget is \$6.5 million.

There has been nominal expenditure of around \$75,513 to date this FY.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

The proposed new pavilion meets Council's ESD requirements and meets Five Star Green Star design and built. This new pavilion will also help reduce ongoing maintenance cost for Council.

Buy Local Impacts

Local content is part of evaluation criteria and all tenders will be assessed against this criteria.

ATTACHMENTS

Nil

Executive Summary**12.16 Award of Contract CN10607 - Kevin Collopy Pavilion Refurbishment - Seeking Council delegation to Chief Executive Officer to Award Tender and Enter into Contract**

Enquiries: (Martin Snell: Infrastructure and Operations)

Council Plan

Level 1:

Level 2:

4. Well Planned and Liveable City

4.3 Provide well designed, fit for purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate

Purpose

To provide an update to Council in regards to the Tender for Contract CN 10607 Kevin Collopy Pavilion Refurbishment works and seek Council approval to delegate authority to award the tender and enter into a contract to the Chief Executive Officer (CEO) after completion of tender evaluation process.

Recommendation (Director Infrastructure and Operations)

That Council:

1. Notes the update in regards to the Tender for Contract CN 10607 Kevin Collopy Pavilion Refurbishment works in Frankston;
2. Notes Council has received a loan of \$3 million from the State Government as part of the Community Sports Infrastructure Loans Scheme (CSILS) program;
3. Notes the total project budget being \$3.4 million (\$3 million CSILS and \$400K Council); and
4. Delegates the authority to the Chief Executive Officer to accept a tender and enter into a contract for the Tender CN 10607 Kevin Collopy Pavilion Refurbishment works in Frankston, subject to the following conditions:
 - a) The recommended contract sum being within ten percent (10%) of the allocated budget (maximum contract value of \$3.4 million excluding GST).
 - b) Report to be presented to Council at its Ordinary meeting in February 2022 to note the details of award of tender for the Contract CN 10607 under the delegation. Report to also include details of the tender evaluation process.

Key Points / Issues

- The tender for Contract CN 10607 Kevin Collopy Pavilion Refurbishment works was out to the market on 7 October 2021 and closed on 9 November 2021.
- The project will deliver a renovated and extended two (2) storey pavilion to accommodate female friendly and DDA complaint facilities and amenities; servicing the operations of two (2) local sports clubs and providing sporting opportunities for female participants.
- The Project scope:
 - Includes the internal demolition of the ground floor;
 - Extension to accommodate female friendly facilities;
 - Umpires facilities;

12.16 Award of Contract CN10607 - Kevin Collopy Pavilion Refurbishment - Seeking Council delegation to Chief Executive Officer to Award Tender and Enter into Contract**Executive Summary**

- Canteen;
- Storage and first aid rooms; and
- Minor first floor renovations.
- The \$3 million funding (loan) for this project was approved by the State Government on 25 May 2021 via a letter from the Minister for Community Sport.
- The Delivery Plan provided in the CSILS submission states the commencement of construction by 28 February 2022. This leaves a very small window of four months from tender closing to the expected construction commencement date.
- Project team has worked extensively over the past few months to refine the scope of works in order to commence procurement before the end of the year, and be in a position to award before the end of December 2021. The award of this contract was scheduled for the 6 December 2021 Council meeting.
- Given the significant size and complexity of the project the evaluation of tender submissions will take a longer period of time and push the award of the tender towards late December 2021, missing the 6 December 2021 Council meeting as planned.
- The Evaluation Panel is required to undertake the appropriate due diligence on the tender submissions along with undertaking clarifications, interviews with preferred tenderers along with any value management (as required) to ensure Council receive the best outcome when a tenderer is selected and awarded this contract.
- If Council's standard procedure to award the tender is followed, it is anticipated that tender award report will be presented to Council at its January, 2022 Council meeting.
- Award of tender in January 2022 would result in actual works commencing around March 2022 post contract signing, resulting in the first CSILS loan milestone being missed and also resulting in a delay in the completion date which subsequently also negatively impacts on the cricket club for a second season in 2022.
- To expedite delivery of works on the ground and demonstrate to State Government that Council is doing everything possible to commence works onsite and deliver works by 30 December 2022, it is proposed that the award of tender CN 10607 Kevin Collopy Pavilion Refurbishment works occurs via delegated authority to the Chief Executive Officer (CEO). This will enable appointment of the preferred contractor by end of December 2021, with actual works commencing around late January 2022.
- A delegated authority is from Council to the CEO to accept a tender and enter into a contract for CN 10607 Kevin Collopy Pavilion Refurbishment works. This delegation will be subject to the following key considerations.
 - The recommended contract sum being within ten percent (10%) of the allocated budget (maximum contract value of \$3.4 million excluding GST).
 - Report to be presented to Council at its meeting in February 2022 to note the details of award of tender for the Contract CN 10607 under the delegation. Report to also include details of the tender evaluation process.
- Council has previously approved similar delegation to CEO for award of works as per examples below:

12.16 Award of Contract CN10607 - Kevin Collopy Pavilion Refurbishment - Seeking Council delegation to Chief Executive Officer to Award Tender and Enter into Contract**Executive Summary**

Council Meeting Date	Description	Value Consideration
2018/OM2 – 19 February 2018	Award of Contract 2017/18 - 67 Warrandyte Road Construction (southern section) - Golf Links Road to 440 metres North, Langwarrin South.	\$985,000 excluding GST (award of works within or plus 10% of assigned budget)
2018/OM6 – 14 May 2018	Award of Contract 2017/18-87 Seaford North Soccer Pavilion - Change Rooms Extension	760,000 excluding GST (award of works within or plus 20% of assigned budget)
2021/CM15 – 30 August 2021	Award of Contract CN 10582 Hall Road Pavement Rehabilitation Works	\$4.675 million excluding GST (award of works within 10% of the allocated budget).

Tender Process

The request for tender (RFT) was released to five (5) builders utilising the State Governments Construction Supplier Register (CSR) on 7 October 2021. The tender closed on 9 November 2021 with four (4) submissions received.

Tender EvaluationMandatory criteria

All submissions will be assessed against the following mandatory criteria, as advertised in the RFT documents:

Evaluation criteria

Evaluation Criteria	Weighting (%)
Financial Cost to Council;	30%
Experience, Past Performance on Similar Projects	30%
Resources, Capacity, Capability & Methodology	20%
Ability to meet Councils Timeframes	15%
Local Content	5%

The tender evaluation will be guided by the approved Evaluation Plan.

Clarifications and Negotiations

All tender clarifications and negotiations will be completed once tenders are evaluated.

Probity

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

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

12.16 Award of Contract CN10607 - Kevin Collopy Pavilion Refurbishment - Seeking Council delegation to Chief Executive Officer to Award Tender and Enter into Contract**Executive Summary**

An external probity advisor was not appointed for this project.

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

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

No person involved in the preparation or approvals of this report declared a direct or indirect interest requiring disclosure.

Contract Value

This is a fixed price lump sum contract.

The total contract price is yet to be determined.

Term of the Contract

The contract term will be around 12 months.

Policy Considerations

This procurement does not conflict with any Council policies.

Financial Implications

Council has received a loan of \$3 million from the State Government as part of the Community Sports Infrastructure Loans Scheme program.

Council has allocated \$400K towards the project. This funding is currently allocated in Councils LTIP for the public toilet replacement at Jubilee Park. These public toilets have been incorporated into the Kevin Collopy pavilion refurbishment works.

The total project budget is \$3.4 million.

There has been nominal expenditure of around \$57,111 to date this FY.

Legal/Statutory Implications

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

Environmental/Sustainability Impacts

The proposed refurbishment works incorporates various sustainable elements such as solar panels and a potential for zero gas. These works will also help reduce ongoing maintenance cost for Council.

Buy Local Impacts

Local content is part of evaluation criteria and all tenders will be assessed against this criteria.

ATTACHMENTS

Nil

Executive Summary**13.1 Response to 2021/NOM5 - Greening of Residential nature-strips: Update to Naturestrip Planting Guidelines**

Enquiries: (Suzane Becker: Communities)

Council Plan

- | | |
|----------|---|
| Level 1: | 3. Sustainable Environment |
| Level 2: | 3.5 Increase opportunities to experience native flora and fauna |

Purpose

To brief Council on the outcome of the Public exhibition, review of the 'Development and Planting with Road Reserve Guidelines and application process and seek endorsement of the new Nature Strip Planting Guidelines

Recommendation (Director Communities)

That Council:

1. Notes officers formed a working group to review the 'Development and Planting within Road Reserve Guidelines' and its application process based on recent community feedback;
2. Notes that community consultation of the draft revised Guidelines for Nature Strip Planting occurred via the 'Engage Frankston' platform, between 20/10/2021 – 5/11/2021 with majority support received from 109 contributors;
3. Resolves the removal of fees for Nature Strip Planting permit applications in 2021/22, with future considerations to be subject to review in the annual budget planning process, and
4. Adopts the "Guidelines for Nature Strip Planting".

Key Points / Issues

- At its meeting on 28 June 2021, Councillor Liam Hughes tabled a Notice of Motion regarding 2021/NOM5 –Greening of Residential Nature-strips, it was resolved that Council:
 1. *Reviews the 'Development and Planting within Road Reserve Guidelines' and application process to promote a greener and healthier Frankston. The revised guidelines should include example plans, appropriate species lists, photos of existing approved nature strip planting, ways in which to engage the community and consideration of the waiving of fees; and*
 2. *Submits the report to Council no later than the October 2021 Council Meeting.*
- There is growing interest within the community to plant within nature strip areas as an extension to the home garden or to enhance local streetscape.
- The necessity to create a user-friendly document was acknowledged within the Urban Forest Action Plan as a Medium term action (M.9) *"to review the 'Development and Planting within Road Reserve guidelines' and explore opportunities to improve the biodiversity, health and wellbeing benefits of planting within the nature strip"*.
- Residents raised concerns that the fee (\$160) and infrastructure terminology used within the existing document guiding nature strip planting *'Development Planting*

13.1 Response to 2021/NOM5 - Greening of Residential nature-strips: Update to Naturestrip Planting Guidelines**Executive Summary**

within Road Reserve - Guidelines (developed in 2009) is a major deterrent to submitting an application.

- Council officers reviewed the guidelines and application process, and propose to implement changes to improve the promotion of the values of nature strip planting, the accessibility of information and provide more user-friendly application process to increase the community uptake of obtaining a permit prior to undertaking works and improve the overall compliance with the criteria for planting.
- The draft Nature Strip Planting Guidelines (to be referred to as the Guidelines) was published on Council's 'Engage Frankston' website page between 20 October 2021 and 5 November 2021, inviting the public to provide comment and feedback on the changes to the guidelines.
- Council received 109 responses from the community. The majority of submissions supported the changes (75%) with 83% finding the guidelines easy to follow. For the minority that didn't support the guidelines the main concern was the fee. Other main topics raised were around wording, the diagram, allowing tenants to apply and allowing edible plantings. A summary of each submission with corresponding officer comments and recommendations can be found at Attachment B. Where appropriate, changes have been made to 'the Guidelines' based on recommendations from the community to provide clarification of the criteria and the permit application process. The final Guidelines for Nature Strip Planting is provided as Attachment A. The survey results also found from those wishing to obtain a permit, 51% stated that they wished to do so to, 'Support local biodiversity' and 33% to 'Beautify my streetscape'.
- The changes proposed to be implemented are:
 - Revision of the name of the guiding document from "Development Planting within Road Reserve" to "Guidelines for Nature Strip Planting" (refer Attachment A). This improves the visibility of the document on the website.
 - The draft "Guidelines for Nature Strip Planting" document has been revised to provide clarity to the process and why a permit is required. It details the values that greening our nature strips can bring to the community and environment. The guidelines include a revised planting list and clear diagrams to demonstrate planting restrictions.
 - Based on feedback from the community the following criteria has been simplified to improve understanding, to improve planting opportunities and to remain consistent with Council's Road Management Plan (RMP):
 - Reducing kerb setback from 1m to 600mm
 - Planting height across nature strip to be 500mm maximum amended from 300mm outer edge and 600mm centre plantings
 - Removing the requirement to supply a plan/sketch of the planting area with the permit application
 - A specific application form for nature strip planting as well as dedicated web page detailing the application process has been developed to improve the customer experience. Previous applications were made under "Application for Works consent - Works within Road Reserve" application forms which was a cause of confusion.

13.1 Response to 2021/NOM5 - Greening of Residential nature-strips: Update to Naturestrip Planting Guidelines**Executive Summary**

- It is also proposed that the application fee be removed. In the 2021/22 budget Council adopted a fee of \$160 for this application, (the fee was waived for participants of the Gardens for Wildlife program)
- Council currently receives a small number of applications for nature strip planting. (25 application were received in 2020). Several comments received during the community consultation indicated that the fee is a deterrent to applying for a permit. This often results in residents not undertaking any improvements to their nature strips or undertaking planting that does not comply with the requirements in the guidelines. It is proposed that the application fee be removed but a permit still be required to ensure safety requirements and ongoing maintenance is met by the permit holder.
- The nature strip planting permits do not allow residents to plant street trees. Street tree planting remains the responsibility of Council. Residents are able to request a new street tree be planted on their nature strip. Council will review the planting location and consider the request to be included in the following planting season by Council.
- The “Guidelines for Nature Strip Planting” require endorsement to ensure that the permits issued and any enforcement of any non-compliant nature strips can have regard to the ‘adopted guidelines’ under the Clause 3.21 Nature Strips (Community Local Law 2020) (Infringement penalty - 2 penalty units)

A person must not without a permit:

(a) plant or remove vegetation from a nature strip or undertake any landscaping on a nature strip, road or municipal place;

- The consultation with the community found that there was great interest in receiving incentives for planting such as plant vouchers and information sessions on different nature strip designs. The Environmental Policy and Planning team will promote the revised Guidelines and hold workshops on how residents can design and achieve a well-maintenance nature strip that provides value to the streetscape and local biodiversity. A display of suitable plants will be provided at the Frankston Indigenous Nursery when it reopens in March 2022.

Financial Impact

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

It is currently - and will continue to be - the role of the Asset Protection Officer (Engineering Services) to issue naturestrip permits and undertake any enforcement action against non-compliant planted nature strips.

In 2020, 25 applications for nature strip planting were received. This generated approximately \$4,000 in income. By removing the application fee, this income will no longer be collected. There may be a resultant increase in applications (48.57% of respondents saying that they would apply for a permit under the new process) without the corresponding income. The new guidelines propose to have residents ‘self-comply against the criteria. This will reduce the time required by Council officers to review applications, thereby avoiding the need to seek additional budget.

It is anticipated that simplification of the ‘Guidelines’ will result in a better understanding of the safety requirements for planting resulting in greater uptake of permits and a reduction in the number of non-permitted and non-compliant nature strips. The full implication of the changes and promotion of the revised guidelines is not known,

13.1 Response to 2021/NOM5 - Greening of Residential nature-strips: Update to Naturestrip Planting Guidelines**Executive Summary**

although there may be resource requirements into the future to enforce permit conditions and non-approved uses. The proposed changes to the existing guidelines has no influence on the number of non-compliant nature strip plantings that already exist within the municipality.

Consultation**1. External Stakeholders**

Gardens for Wildlife volunteer guides collectively raised concerns on the current application process and guidelines. Meetings and discussions were had with the members on how the process could be improved to encourage more residents to undertake compliant works within their nature strips. The draft guidelines renamed "Guidelines for Nature Strip Planting" have been reviewed by the Gardens for Wildlife volunteers.

Consultation with the broader community has been undertaken via the 'Engage Frankston' platform, which was promoted through FCC social media and Environews digital newspaper. Consultation occurred from 20 October 2021 to 5 November 2021. One hundred and eleven (111) submissions were received from 109 contributors.

2. Other Stakeholders

Meetings were held between the Environmental Policy and Planning, Engineering Services and Operations departments to collaborate on how improvement can be made to clarify the requirements and make the application process more accessible. The Governance department were also consulted on the process for advice and input.

Analysis (Environmental / Economic / Social Implications)

Well maintained nature strip plantings with appropriately selected species provide valuable environmental services such as collecting and slowing water, providing food and habitat to wildlife, as well as proving aesthetic enhancement to urban streetscapes.

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

A nature strip is part of the road reserve and considered part of the road under the Road Management Act and Road Safety Act. Council needs to ensure that any works are consistent with the requirements under these acts, including ensuring public safety and access on nature strips and allowing service authorities access to nature strips for which they currently have rights,

A permit for nature strip planting is a requirement under Clause 3.21 of Council's Community Local Law 2020.

Policy Impacts

The value, increasing interest and the need to create a more user-friendly document was included in Council's Urban Forest Action Plan as a medium term action (M.9) to *Review the 'Development and Planting within Road Reserve guidelines' and explore*

13.1 Response to 2021/NOM5 - Greening of Residential nature-strips: Update to Naturestrip Planting Guidelines**Executive Summary**

opportunities to improve the biodiversity, health and wellbeing benefits of planting within the nature strip”.

Officer’s Declaration of Interests

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

Risk Mitigation

- Increase in costs occurred by Council due to waiving of fees and potential subsequent increase in nature strip planting applications requiring processing will be minimised by implementing a ‘self-comply’ process.
- Any increase of public hazards caused by inappropriate nature strip treatments (built structures, unapproved plantings etc.) to be avoided by clear guidelines and ‘self-comply’ application process.

Conclusion

There is public appetite for simplification of the nature strip planting process, and agreement among Council Officers to support this by removing extraneous steps within the process and removing the existing permit fee. This will result in a small loss of income to Council. The needs for public safety and service authority access and assets must also be maintained.

With the provision of a new website page, specific application form, renaming and revision of the guiding document “Guidelines for Nature Strip Planting” the process for applying for a permit will be streamlined increasing the uptake of residents greening their nature strips and compliance with the guidelines.

This new improved process will be promoted within the community and supported with a workshop to assist with preparing an application.

ATTACHMENTS

Attachment A: [↓](#) Nature Strip Planting Guidelines FINAL DRAFT

Attachment B: [↓](#) Nature Strip Planting Guidelines Consultation Results

13.1 Response to 2021/NOM5 - Greening of Residential nature-strips: Update to Naturestrip Planting Guidelines
Officers' Assessment**Background**

At its meeting on 28 June 2021, Councillor Liam Hughes tabled a Notice of Motion regarding 2021/NOM5 –Greening of Residential Nature-strips. Council resolved:

That Council:

- 1. Reviews the 'Development and Planting within Road Reserve Guidelines' and application process to promote a greener and healthier Frankston. The revised guidelines should include example plans, appropriate species lists, photos of existing approved nature strip planting, ways in which to engage the community and consideration of the waiving of fees; and*
- 2. Submits the report to Council no later than the October 2021 Council Meeting.*

A nature strip plays an important role in beautifying our streets and other environment benefits such collecting rain water, providing shade and shelter to wildlife and pedestrians; and providing green corridors and habitat stepping stones across the landscape for local native wildlife. The nature strip is an area of public land between the property boundary and the kerb, excluding any public footpath or pavement. A nature strip is part of the road reserve and considered part of the road under the Road Management Act and Road Safety Act.

A nature strip is created from the land remaining from construction of road, path and drainage assets, and has a number of functions. The land is set aside for the provision of essential services, such as telephone, gas, water, sewerage, drainage and electricity as well providing an area for waste collection services, and clearances for entry and exit from motor vehicles parked on the road for passengers, prams and wheelchairs.

There is growing interest within the community to plant within nature strip areas as an extension to home gardens or to enhance the streetscape. The majority of nature strips in Frankston City are grassed, but some residents desire to plant out their nature strip or provide an alternative surface finish such as gravel. In these circumstances residents must obtain a permit from Council

Residents wishing to submit an application for planting within their nature strip have raised concerns with Council officers that the fee and infrastructure terminology within the document directing the planting "Development Planting within Road Reserve" is a deterrent. It is hoped that an improved and simplified approach to nature strip planting will not only make it easier for residents to appropriately plant on the nature strip but may also decrease the incidence of unauthorised planting.

The values of nature strip planting, increasing interest and the need to create a more user-friendly document was acknowledged within the Urban Forest Action plan as a Medium term action (M.9) to *Review the 'Development and Planting within Road Reserve guidelines' and explore opportunities to improve the biodiversity, health and wellbeing benefits of planting within the nature strip*.

Issues and Discussion**Options Available including Financial Implications**

Nature strips support many activities and services that traverse through the area. The purpose for requiring a permit for planting within the nature strip is to ensure that appropriate access to them to ensure that public safety is protected, services and street trees are not damaged and any development enhances the overall character of

13.1 Response to 2021/NOM5 - Greening of Residential nature-strips: Update to Naturestrip Planting Guidelines
Officers' Assessment

the neighbourhood (e.g. species that are invasive and a risk to our natural areas are not planted). A working group including officers from the Environmental Planning and Policy and Engineering Services met to discuss the issues raised by residents on their concerns of the process.

Currently, Council receives only a small number of applications for nature strip planting. There are many instances where residents put plantings on nature strips without seeking a permit. Council's Asset Protection Officer regularly investigates locations raised by the public of inappropriate or unsuitable nature strip planting.

A permit for nature strip planting is required under Clause 3.21 of Council's Community Local Law. This enables Council to place conditions on any plantings in relation to type, size and species of planting. It also protects public safety through prohibiting physical construction that may be a hazard, such as rocks, timber sleepers and edging, and also by ensuring that planting do not obscure sight lines for motorists and pedestrians. A permit may also allow Council to hold the applicant responsible for ongoing maintenance and upkeep of the planting and, if necessary, allow Council to require removal of inappropriate or poorly maintained planting.

It was determined by officers that a permit would still be required by the resident but the process in which the permit was obtain could be greatly improve to make it more streamline and user-friendly.

A review of Nature strip planting application processes and fees across Victorian municipalities found that they varied greatly with some Councils requiring planting to take place within the requirements of the guidelines with no permit required or require a permit with no prescribed fee (Bayside, Glen Eira, Knox and Boroondara Councils). Mornington Peninsula Shire Council requires a permit to be obtained at a fee of \$68 (for an area 8.5m² or less) or \$165 (for an area 8.5m² or greater), whereas Kingston Council requires planting to be undertaken to their guidelines within Local Law (no. 32) with no permit required.

Feedback from the community as demonstrated in the recent community consultation and initially raised by the Gardens for Wildlife Volunteers was that the fee was the biggest deterrent to resident applying for a permit to plant within their nature strip. This leads to residents not undertaking any improvements to their nature strips or undertaking planting that does not comply with the requirements in the guidelines. It is proposed that the application fee be waived but a permit is still require to ensure that the safety requirements of the planting abided to the guidelines.

Further feedback was undertaken via the 'Engage Frankston' platform, which received 111 contributions by 109 contributors. This feedback was overwhelmingly in favor of the proposed guidelines, with 74.53% of contributors supportive of the guidelines, 83.18% finding the guidelines easy to follow and 48.57% planning to apply for a permit under the new guidelines/application process. Of the 48.57% of contributors who indicated that they would be applying for a permit, 50.98% stated that they wished to do so to, 'Support local biodiversity' and 33.33% wishing to 'Beautify my streetscape'. Additional feedback received through this process via comments has been incorporated into the proposed guidelines, where appropriate.

Another deterrent was the infrastructure terminology used within the document "Development Planting within Road Reserve". This document was reviewed to improve the clarity of information required and to promote the environmental benefits of planting

13.1 Response to 2021/NOM5 - Greening of Residential nature-strips: Update to Naturestrip Planting Guidelines
Officers' Assessment

within the nature strip. The revised document highlights the needs for public safety and access for service authority and provides guidelines to ensure this is maintained. A critical requirement for applicants will be to obtain details of all service authority assets prior to commencement of any work. This information is obtained from Dial Before you Dig (www.1100.com.au). This service is free of charge. There may be instances where a permit will not be approved by Council due to public safety or service authority considerations.

A number of community members raised the desire to plant edible plants within the nature strip. The working group decided that due to the nature strip generally being a harsh environment, the maintenance and nutrient demands of vegetable planting is very high often resulting in nature strips that are not maintained to a visually appealing standard and an increase in dissatisfaction from neighbouring residents. There is also a concern of an increased exposure to roadside traffic to the resident for maintaining an edible garden. Edible gardens have a greater need for cultivated soils which is not always compatible with any assets that the nature strip may support. Another concerns is the risk of air and soil pollution in some areas (high risk of contamination from dogs). Benchmarking with other Councils found that many discouraged the planting of edibles such as Glen Eira and Monash, while other Councils such as Knox and Moreland required residents provide a soil contamination report before a permit is issued. Residents who wish to plant edibles but do not have suitable locations on their private open space are encouraged to seek the opportunity to do so at one of Councils community gardens.

The revised Guidelines clearly state that nature strip planting approvals do not allow the planting of new street trees by the resident and that this remains the responsibility of Council. The internal working group considered the opportunity for residents to supply and plant their own street trees however due to the ongoing responsibility for the maintenance and safety of the street tree being inherited by Council and particularly in light of the recent weather events, it was determined that there could be an increase liability (risk to safety and maintenance costs) to Council from the following issues raised;

- new tree planting would not be registered on Council's street tree asset database
- the quality of tree stock could not be guaranteed . e.g good root development and branch structure
- the tree species selected may not be suitable to the site conditions e.g. underground services, overhead power lines, appropriate mature size; invasive root system
- remedial pruning and suitable watering of the tree to ensure the development of a healthy; strong specimen could not be programed in with other street tree planting

The annual street tree planting program occurs during May and September and may not always align with the timing for a resident wishing to upgrade their nature strip. If a resident would like to request a new street tree they are able to do this separate to their application online through the 'Tree related request' submission or by contacting customer service.

It is hoped that an improved and simplified approach to nature strip planting will not only make it easier for residents to appropriately plant on the nature strip but may also

13.1 Response to 2021/NOM5 - Greening of Residential nature-strips: Update to Naturestrip Planting Guidelines
Officers' Assessment

decrease the incidence of unauthorised planting. The following changes to be implemented are:

- Revision of the name of the guiding document from “Development Planting within Road Reserve” to “Guidelines for Nature Strip Planting” (refer Attachment A). This improves the visibility of the document on the website.
- The draft “Guidelines for Nature Strip Planting” document has been revised to provide clarity to the process and why a permit is required. It details the values that greening our nature strips can bring to the community and environment. The guidelines include a revised planting list and clear diagrams to demonstrate planting restrictions.
- Based on feedback from the community the following criteria has been simplified to improve understanding, improve planting opportunities and remain consistent with Council’s Road Management Plan (RMP):
 - Reducing kerb setback from 1m to 600mm
 - Planting height across nature strip to be 500mm maximum amended from 300mm outer edge and 600mm centre plantings
 - Removing the requirement to supply a plan/sketch of the planting area with the permit application
- A specific application form for nature strip planting as well as dedicated web page detailing the application process has been developed to improve the customer experience. Previous applications were made under “Application for Works consent- Works within Road Reserve” application forms which was a cause of confusion.
- It is also proposed that the application fee be removed. In the 2021/22 budget Council adopted a fee of \$160 for this application, (the fee was waived for participants of the Gardens for Wildlife program)

It is also proposed to remove the application fee for a permit, currently \$160. This will result in a loss of income to Council of approximately \$4,000 based upon 2010/2020 applications. Previously the fee was waived for participants of the Gardens for Wildlife program

There are no financial implications associated with the report.



Road reserves are made up of a roadway, nature strip and footpath. Within this space, nature strips play an important part in the environmental and social health of our city. This document defines the role and benefits of nature strips and provides guidance and information on how to obtain a permit to undertake nature strip planting.

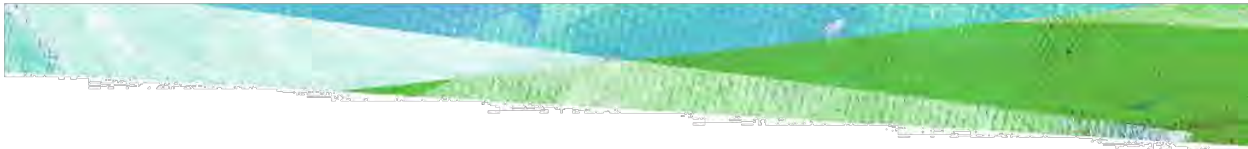
What is a nature strip?

The term 'nature strip' refers to the area of road reserve between the property boundary and the road kerb or shoulder in roads and streets, excluding any public footpath or pavement. A nature strip is considered part of the road reserve under the Road Management Act 2004 and Road Safety Act 1986.

This land is set aside for a variety of uses including the provision of essential services such as telephone, gas,

water, sewerage and electricity supply, public lighting and public transport.

Nature strips also provide safe access for service personnel such as postal and service maintenance staff, as well as providing a location for the placement of household refuse and recycling bins, and clearance for access to and from motor vehicles for passengers, prams or wheelchairs. Nature strips provide an open space that allows clear viewing lines for pedestrians, vehicle traffic and cyclists at intersections, driveways and curves.



What are other benefits of a nature strip?

Nature strips also provide the opportunity for the development of good streetscape character and for the growth of street trees. They can complement the natural settings of the neighborhood and provide valuable habitat for fauna whilst visually softening the effect of the harder surfaces of road, footpath and driveway paving, fences and buildings.

An open, unpaved area of land allows for the penetration of rainwater and air into the soil, improving soil health, promoting healthy growth of street trees and reduces the amount of stormwater runoff and pollution transported by storm water into waterways.

Appropriate plantings can enhance the aesthetics of the streetscape, provided that they are well designed and maintained. Careful species selection can also contribute to local biodiversity by providing valuable habitat and food sources for indigenous fauna, including native bees and other pollinators. In some situations, the combination of street trees which have been under planted with appropriate species, can create 'stepping stones' which allows wildlife to move between natural reserves, thereby forming part of an urban wildlife corridor. This is particularly valuable when nature strip plantings are located adjacent to natural reserves.

Who is responsible for maintaining nature strips?

Frankston City Council

Council is the responsible authority of nature strips throughout Frankston City. Council relies on the established expectation that residents will maintain nature strips in order to present a neat and tidy street frontage. Council does not carry out renovation or maintenance such as mowing, watering or herbicide application, but must ensure that nature strips do not pose a hazard. Council will remediate hazards to the public when deemed necessary.

Council does select, plant and maintain all street trees (refer to 'What about Street Trees?').

Frankston City residents

There is an established community expectation that residents will conduct basic maintenance of nature strips such as mowing or sweeping. All other works, in the roadway, nature strip or footpath requires the approval of Council under an Asset Protection Permit.

For further information refer to

frankston.vic.gov.au/Planning-and-Building/Roads-Paths-and-Drains/Infrastructure-Permits-and-Applications/Apply-for-an-Asset-Protection-Permit





Service authorities

Nature strips contain infrastructure such as electricity, telephone, drainage, water, sewer and gas which may require renewal, upgrade, repair or renovation by the associated service authority. In addition new services are required from time to time. Service Authorities have a statutory right to use the road reserve to provide services for the community.

If the nature strip becomes damaged during service authority works, the authority is responsible for nature strip repair and reinstatement. Where this is the case and plantings installed by residents are removed, the service authority is only required to reinstate the road nature strip to normal condition, such as filling holes and sowing with grass seed.

What about street trees?

Street trees are provided and maintained by Council, in accordance with its Urban Forest Policy. As a guide, one tree per frontage and up to two trees per sideage (corner blocks) are planted in residential nature strips. These are selected from species approved by Council. Street trees are generally planted in the center of the nature strip with due regard for the maintenance of services (both overhead and underground) and sight clearance lines for traffic.

Residents are not permitted to plant trees within nature strips due to the complexities of street tree species selection and the ongoing maintenance requirements, and the impact street trees may have on essential services. Council is responsible for formative and utility clearance pruning of street trees in accordance with relevant maintenance specifications and has allocated budgets for these operations.



When planting beneath an existing street trees it is important to avoid damage to sensitive tree roots. Only hand tools are to be used to dig planting holes and planting should be avoided within 600mm of the trunk of street trees. If any significant roots (>30mm) are encountered, adjust planting location to nearest suitable position.

To request a street tree, please contact Council on 1300 322 322 or via <https://www.frankston.vic.gov.au/Environment-and-Waste/Environment/Trees>



What options are available for planting nature strips?

Council supports the improvement of nature strips via appropriate plantings, provided that the underlying purposes of the nature strip can be maintained while ensuring the ongoing safety of the general public. When a resident wishes to make changes to a nature strip, the cost of these changes and the ongoing maintenance is to be borne by the resident.

Traditionally, mown grass nature strips are the most common form of nature strip treatment in Frankston City. They offer the resident a low maintenance nature strip and are compatible with other purposes of the nature strips.

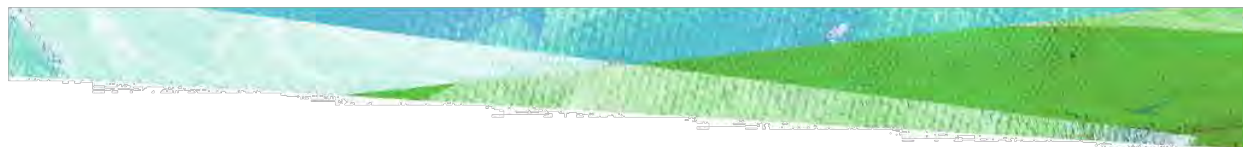
An alternative to grass is a planted and mulched nature strip. This provides a soft and visually pleasing alternative when well maintained. This treatment involves the use of the nature strip as a garden bed with the area being mulched with organic mulch and planted with low growing preferably indigenous or native plants.

This is often done to create a wildlife friendly extension of the home garden and remove the need to regularly mow the area.

The treatment of the nature strip in this manner must still allow for the safe passage of pedestrians as specified within the checklist below (refer to 'When is a permit required?').

Council requirement checklist

- ☐ If there is no existing concrete footpath a minimum width of 1.5m is to be kept clear to allow for pedestrians.
- ☐ No plantings taller than 25mm are to occur within 600mm of the roadway kerb, to allow access to and from vehicles. This area may be mulched, mown lawn or groundcover plants that can withstand foot traffic.
- ☐ Plants are to be maintained at or below a height of 500mm (excluding 600mm clearance area from the kerb) to maintain visibility for the safety of pedestrians and road users.
- ☐ Hard landscaping elements such as rocks, timber, retaining walls, and ornaments must not be used due to possible hazards to the public.
- ☐ Only organic mulches may be used, which must be kept stable and properly contained within the nature strip. Mulch materials larger than 25mm must not be used. No dyed mulches should be used.
- ☐ Avoid planting within 600mm of street trees, to minimise risk of damaging roots
- ☐ Plantings must not obscure or restrict access to existing infrastructure such as service pits, power poles and water valves. In particular there must be no obstruction to the use of fire hydrants and fire plugs.
- ☐ Service authority asset location must be obtained prior to any planting. This can be easily obtained from Dial Before You Dig www.1100.com.au
- ☐ No digging beyond what is required to remove existing weeds or install plant stock is allowed (hand tools only, no mechanical excavation permitted).



Plant selection

There is a strong preference for indigenous/native species as they are often the most drought resistant, low maintenance options, and provide biodiversity services. No planting of environmental weeds is to occur.

When selecting plants for a nature strip garden, consideration must be given to the mature height of the plant, its ability to be easily maintained and general hardiness due to the often harsh growing conditions found within nature strips

Care should also be taken to avoid selecting species which are excessively spikey or could otherwise cause issues to members of the public.

Preparing for planting

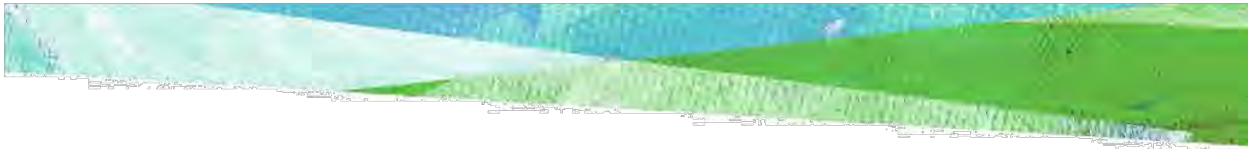
When preparing your nature strip for planting, the following should be taken into consideration:

Removal of existing grasses/weeds is important when preparing a site for planting. This can be achieved by the use of manual methods such as hand pulling (preferred), herbicides (follow manufactures directions) or by scalping with a lawn mower or otherwise removed using hand tools. No machinery (other than a domestic lawn mower) is to be used and care must be taken when working within 600mm of any street trees, to avoid damaging plant roots.

Mulching using only organic mulches such as 'arborist' or 'bush' mulch is recommended. This type of mulch can easily be sourced through garden centers or by contacting local arborists (take care not to introduce weed seeds into the site). Mulch is a great way to protect soil and suppress weed

growth. It is best to lay mulch before planting, as it is easier to plant into, rather than spread after planting. Dyed mulches shouldn't be used as they can leach dyes and other chemicals into the soil profile.





When is a permit required?

A permit is required whenever a resident wishes to deviate from the standard 'mown lawn' nature strip.

If a resident wishes to re-establish a poorly performing nature strip 'lawn' a permit is not required. It is encouraged to consider establishing alternative native grass species, such as Wallaby Grass (*Rytidosperma spp.*) and Weeping Grass (*Microlaena stipoides*) which are drought resistant and provide biodiversity services.

Ongoing maintenance,) is required to be undertaken by the resident. This includes maintaining the vegetation neatly and within specifications and removing weeds as they emerge. In 2-5 years, most of the organic mulch will have broken down through natural processes and will require replacement by the permit holder to maintain aesthetics, retain moisture and suppress weed growth.

*There is **NO** cost to the applicant associated with applying/receiving a nature strip planting permit. Permits applications must comply with guidelines and information provided by Council. However, Council reserves the right to grant or refuse any permit application*

Why do I need a permit?

Council has a duty of care to provide a safe environment within the municipality. As the nature strip is public land, Council must avoid the creation of hazards, such as spiny plants covering footpaths, vegetation blocking sightlines for traffic and pedestrians or inappropriate objects

located within the nature strip (e.g. rocks, built structures).

Nature strips also contain infrastructure which require protection and could be damaged if inappropriate treatments, such as excessive excavation, inappropriate plantings etc. occur.

How do I get a permit?

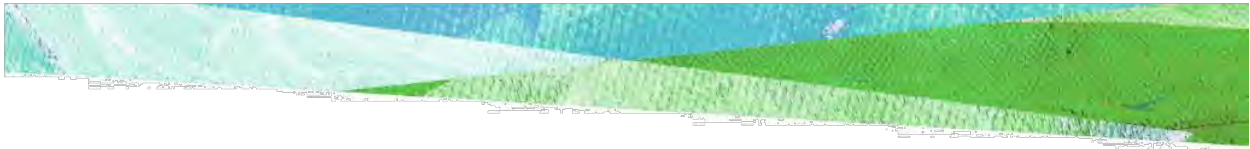
Works are not to commence on any alterations to the nature strip without written consent from Council.

An application for 'Permit to plant within a nature strip' must be made detailing the following;

- Applicant name and contact details
- Consent from the property owner (adjacent to nature strip areas) or body corporate if the applicant is not the owner of the land associated with the nature strip area
- Property address adjacent to the nature strip

Applications can be made online or completed and submitted to info@frankston.vic.gov.au or any customer service centre.

Before approval is sought, contact Dial Before You Dig at www.1100.com.au to determine the location of underground services within the nature strip area. Care must be taken when working near services to prevent personal injury. Any damage and resulting costs incurred to services caused by works remain the responsibility of the permit holder.



At its discretion, Council will take any actions required (including recovery of any costs) to ensure that these guidelines are met and the appropriate approvals are obtained.

What if I move or sell the associated property?

In the event that a permit holder moves from or sells the property associated with a nature strip planting permit, it is the responsibility of the original permit applicant to either:

- contact Council with consent of the new owner to reissue the permit to the new property owners (no fee).
- continue to ensure the nature strip is maintained (in the event the owner tenants the property) or;
- ensure that the nature strip is returned to its original condition.

What if I undertake works that don't meet the requirement of these Guidelines?

Council will take appropriate action to rectify tripping hazards or safety issues, or any other non-compliant works found within nature strips.

Property owners or permit holders will be required to address any matters identified to Council's satisfaction.

Council's Community Local Law requires that;

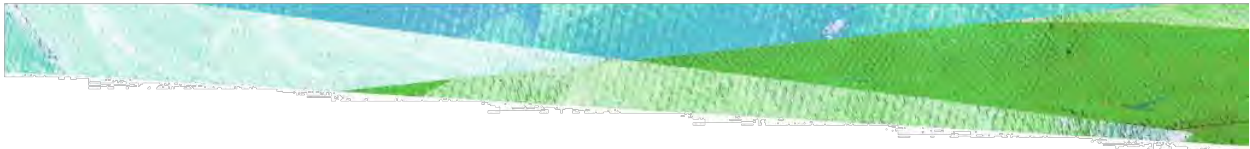
A person must not without a permit:

(a) plant or remove vegetation from a nature strip or undertake any landscaping on a nature strip, road or municipal place; or

(b) remove soil from a nature strip, road or municipal place.'



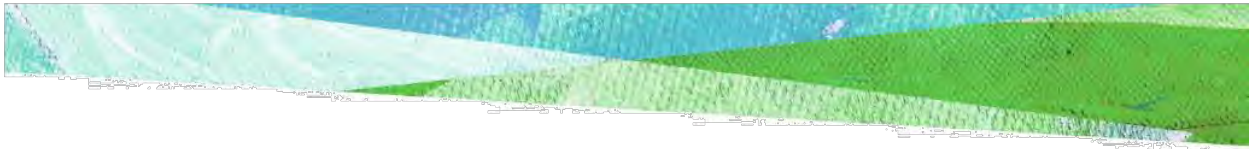
This is to ensure that the new resident is aware of the ongoing maintenance obligations of nature strip plantings.



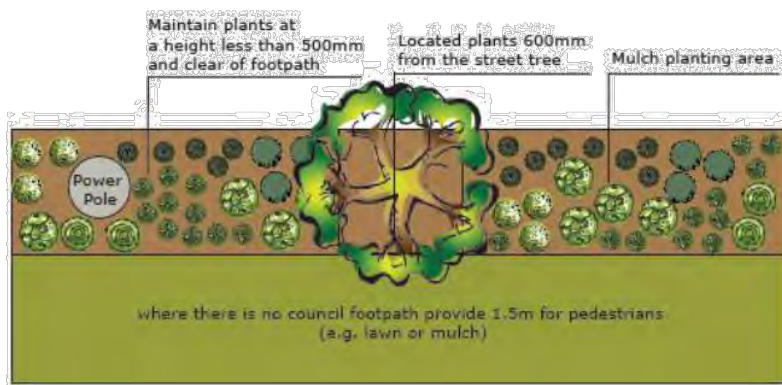
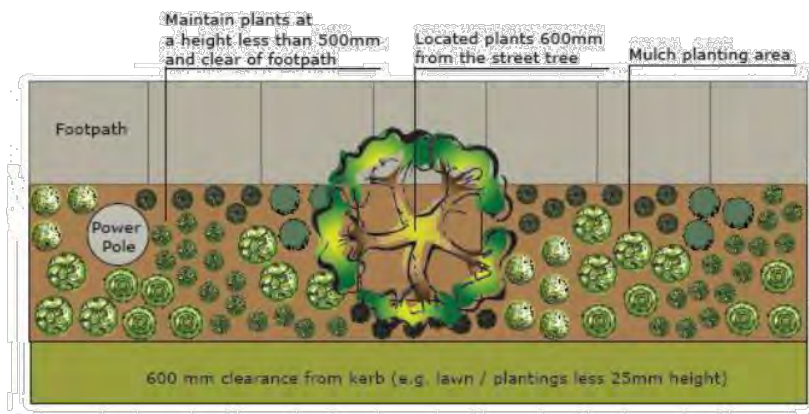
What works are not permitted within a nature strip?

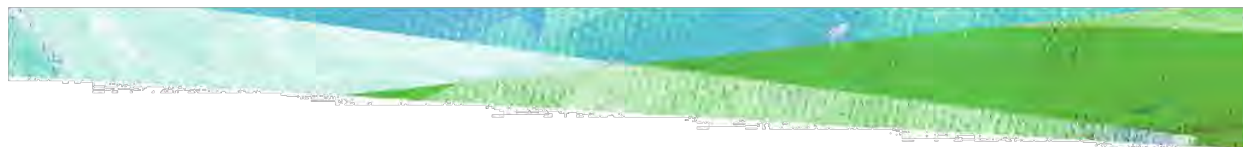
- Irrigation systems
- Hard landscaping elements such as rocks, bluestone, retaining walls, steel edging, garden stakes, water features, letter boxes or other items deemed to be an obstruction or potential hazard by Council.
- Food gardens - food gardens are not allowed to be planted due to the health risks associated with potential soil contamination and risk to gardener due to increased exposure to road side hazards due to more frequent maintenance requirements of food gardens. Also, the fertilisers and cultivation requirements of growing food plants can have a detrimental impact on the health of street trees and environment
- Modifying existing natural surface levels or drainage.
- Environmental weeds – no potential or established environmental weeds will be accepted
- Synthetic grass, weed matting or any other artificial soil covering. The purpose of these guidelines is to enable the conversion of nature strips into gardens, not to reduce maintenance.
- Modification to nature strip to allow parking i.e. designated parking space(s).





Appendix 1 – Design examples





Appendix 2 - Recommended plant species

While the species below are recommended, other species or cultivars may be used, provided that they meet the requirements of these Guidelines. Generally, regular pruning will be required to maintain plantings at the heights set in these guidelines.

Refer to the Frankston Indigenous Plant booklet and website for more information on plants.

Please check the [Frankston Indigenous Nursery](#) or your local nursery for the availability of plant species

Indigenous to Frankton

Grasses and tussocks

Common name	Botanical name
Weeping Grass	<i>Microlaena stipoides</i>
Coastal tussock Grass	<i>Poa poiformis</i>
Soft tussock grass	<i>Poa morrisii</i>
Wallaby grass	<i>Rytidosperma spp.</i>
Common Tussock Grass	<i>Poa labillardierei</i>
Kangaroo Grass	<i>Themeda triandra</i>
Sword sedge	<i>Lepidosperma concavum</i>
Small-flowered Flax-lily	<i>Dianella brevicaulis</i>
Spiny Mat Rush	<i>Lomandra longifolia</i>
Long Purple-flag	<i>Patersonia occidentalis</i>
Knobby Club Rush	<i>Ficinia nodosa</i>
Wattle Mat-rush	<i>Lomandra filiformis</i>

Lilies

(These plant show themselves seasonally, dying back and then reappearing each year)

Common name	Botanical name
Chocolate Lily	<i>Arthropodium strictum</i>
Bulbine	<i>Bulbine bulbosa</i>

Grass Trigger Plant *Stylidium graminifolium*

Vanilla lily *Arthropodium milleflorum*

Small shrubs

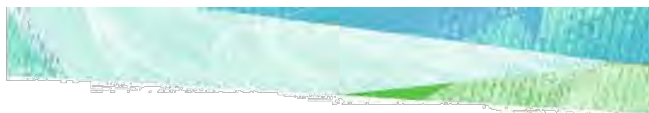
(These plants will generally require more maintenance to remain within heights set within guidelines)

Common name	Botanical name
Coast or Grey Saltbush	<i>Atriplex cinerea</i>
Showy Bossiaea	<i>Bossiaea cinerea</i>
White Correa	<i>Correa alba</i>
Common Correa	<i>Correa reflexa</i>
Common Heath	<i>Epacris impressa</i>
Hop Goodenia	<i>Goodenia ovata</i>
Silky Guinea-flower	<i>Hibbertia sericea</i>
Cushion Bush	<i>Leucophyta brownii</i>
Common Beard-heath	<i>Leucopogon virgatus</i>
Coast Everlasting	<i>Ozothamnus turbinatus</i>
Coast Pomaderris	<i>Pomaderris paniculosa</i>
Golden Bush-pea	<i>Pultenaea gunnii</i>

Climbers

(When nothing is present to climb, these plants will act as vigorous ground covers)

Common name	Botanical name
Common Apple-berry	<i>Billardiera mutabilis</i>



Small-leaved Clematis	<i>Clematis microphylla</i> var. <i>microphylla</i>
Love Creeper	<i>Comesperma volubile</i>
Common Flat-pea	<i>Platylobium obtusangulum</i>
Bower Spinach	<i>Tetragonia implexicoma</i>

Ground covers

(Generally these plants will stay within the heights set in guidelines, but will still require some maintenance)

Common name	Botanical name
Running postman	<i>Kennedia prostrata</i>
Bower Spinach	<i>Tetragonia implexicoma</i>
Noon flower	<i>Disphyma crassifolium</i>
Button everlasting	<i>Coronidium scorpioides</i>
Coast Daisy	<i>Brachycome parvula</i>
Kidney Weed	<i>Dichondra repens</i>
Nodding Saltbush	<i>Einadia nutans</i>
Common Rice flower	<i>Pimelea humilis</i>
Native Violet	<i>Viola hederacea</i>
Tall Bluebell	<i>Wahlenbergia stricta</i>
Austral Stork's Bill	<i>Pelargonium australe</i>
Karkalla	<i>Carpobrotus rossii</i>
Common everlasting	<i>Chrysocephalum apiculatum</i>
Bidgee-widgee	<i>Acaena novea-zealandiae</i>
Coast Daisy	<i>Brachyscome parvula</i>
Common Rice-flower	<i>Pimelia humilis</i>
Austral Stork's-bill	<i>Pelargonium australe</i>



Document reference: October 2021 (A4543841)

Nature strip guidelines - Survey response

Responses from 106 people

<p>Do you support the proposed guidelines?</p>	<p>Yes 74.53%</p> <p>No 25.47%</p>
<p>No responses provided the following reasons</p> <ul style="list-style-type: none"> I have a small unit and have to pay garden maintenance mostly due to the nature strip as little grass elsewhere. I already pay rates this is an added cost to me. I don't believe residents should maintain nature strip. They are too hard to follow and I would never pay a fee permit. I pay thousands in rates, maintain your nature strip. Its ridiculous that I have to pay you to plant on your nature strip that you ask me to maintain for you. It's definitely too expensive so why would people bother? Remove the expensive permit fees, and only charge a small admin fee for the time spent approving or rejecting community requests. The blanket ruling that no edibles can be planted is very disappointing. We need to work across environmental and community disciplines to address broad issues affecting residents. Council's Health and Wellbeing Plan acknowledges the importance of food security, but this initiative doesn't align. It will look untidy. The trees that are planted on the nature strips are bad enough, they block access and sight to driveways. Whats different with these guidelines? You plant trees that tear up footpaths and roads but they are not allowed to be removed which destroys the look of the nature strip Maybe the first 5000 to apply have their fee waived. Maybe first 50 from each suburb to apply get discounted plants or voucher. Just a thought. 	<p><u>Comment topics</u></p> <ul style="list-style-type: none"> Cost x 7 Request to allow Edibles/fruit trees x 6 Suggested voucher/ rates incentive to promote x 3 Don't believe resident should maintain nature strip x2 Request to plant own tree x2 More red tape Owner transfer responsibility x 2 Prefer grass x2 Flexibility in design for no standing/parking areas x2 Request gravel case by case Native grass shouldn't require permit Difficult to follow Look untidy

Item 13.1 Attachment B: Nature Strip Planting Guidelines Consultation Results

- I disagree with the **cost of the permit**. I imagine waiving the permit fee, at least as a two year trial might mean more people would take the opportunity.
- I support almost all of it apart from **prohibited tree planting**. This should also be allowed to apply for and a list of species to be provided.
- I believe the council should worry more about roads rubbish and rates. It appears that the council is jumping on the back of state government and trying to impose **further restrictions** on the general population. More **opportunity to fine and raise revenue**. Are there not more important issues to worry about?
- I think it is unreasonable for **owners whom are selling their house to have to convert the area back to lawn if the new buyers of a house don't want to apply for a permit**.
- Suggest if the **new owners purchase a property with an existing nature strip permit in place it should be their responsibility to either continue to maintain** or convert back to grass. The permit should transfer with the rates notice/ section 32.
- Maybe individuals that convert their nature strips back to indigenous species should receive some **incentive - reduction in rates** slightly to help offset the maintenance (mulch/plants and time spent maintaining?) might result in a greater uptake which in turn had benefits to the local wildlife.
- Maybe even some tip passes as an incentive? Be nice if each nature strip could include one non indigenous **fruit tree** also of which a requirement would be that the fruit from that tree is accessible by others in the community. Would need to manage ratios of specific fruit species in each street tho to ensure all properties dont plant lemons.
- I **prefer grass** so the dogs that are allowed to walk with their owners off their leash can poop on it!
- planted with species such as coastal spear grass, coast rosemary and cushion bush which create an appealing neighbourhood feel in coastal areas of the area. In my area we are on pure sand and it had been almost impossible to grow lawn so we gravelled it and applied a coastal style planting scheme using plants supplied by Frankston Indigenous Nursery. I suggest **removing the gravel restriction and apply a decision on a case by case basis for areas of the neighbourhood where it suits**.
- I think there should be at least **one native grass option that does not require a permit**. It feels wrong that residents have to seek permission to remove an exotic species to reinstate an indigenous one.
- I think council should commit to planting native grass (or **requiring developers/property owners to plant native grass**) when new nature strips are created or when they need to be replanted following building works. This policy should make any **distinction between properties which allow cars to park against the curb, properties in no standing zones** (where no pedestrians need to cross the nature strip) and outside commercial properties where business operators may appreciate more flexibility of design.

- Native grass in new development naturestrips
- consistent and approach all that do not comply
- too restrictive
- request weed matting /synthetic grass
- role in cooling streets
- smaller rocks for habitat
- agreed timeframe
- do not state decision at discretion of officer must be transparent
- workshop

Officer response

- Proposal to waive fee
- Working group discussion on allowing edible plants decided to uphold no edibles required – discussion in report.
- Working group discussion on not allowing residents to plant street trees upheld due to potential Council liabilities. – Discussion in report.
- Maintenance of nature strips by Council separate issue to these guidelines
- Permit transfer simplified in guidelines. A permit is still required to be transferred due to the ongoing obligations on the new

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- We should be able to plant whatever we want to look after. Veggies and fruit to share with the community.
- I am ok with the guidelines. I have myself been approached to comply. I am ok with that as long as the council are consistent and approach all that do not comply.
- I think they are too restrictive and the permit and process too expensive and onerous.
- I do support guidelines but what was wrong with the current ones
- The council installs terrible quality tree stock. We should be allowed to supply our own.
- there is no logical reason why weed matting or synthetic grasses can be used. In fact artificial grasses would 100% comply with the hazard reduction requirements.
- food gardens should be permitted, they are great for community and carry no increased "heavy metal" risk than any other back yard veggie plot.
- It is easy to maintain grass with a tree planted not one covered in plants as they become overgrown and impeach on the footpath.
- I cant see anywhere that allows vegetables or fruit trees to be planted on the nature strip
- Overall I support these guidelines. I would like FCC to make it as easy and possible and incentivise verge gardens as much as possible. We should proactively prioritise verge indigenous verge gardens over mowed grass to support biodiversity and local climate action.

I have the following feedback:

- need to acknowledge the role verge gardens can play on cooling down our streets as our climate is getting hotter
- this point needs to be updated. 25mm does not apply to all areas, only areas where cars can park and you could reduce to within 50cm of the curb. No plantings taller than 25mm are to occur within 1m of the curb, to allow access to and from vehicles. This area may be mulched, mown lawn or groundcover that can withstand foot traffic.
- smaller rocks and logs should be allowed to create habitat for local biodiversity, amend the following to accommodate this. Hard landscaping elements such as rocks, timber, retaining walls, and ornaments must not be used
- I absolutely agree with scrapping the permit / application fee. Anyone who wants to plant natives on their verge should be actively supported eg with free advice and free plants to incentivise the greening Frankston program. There should also be an agreed timeframe to process applications (eg within 2-3 weeks) and not state decision at absolute discretion of officers= we need transparent and fair decision making

owner to upkeep and maintain the planting.

- 1m clearance reduced to 600mm. Only 1 measure is provided to ensure simplicity of the requirements.
- Alternative treatments can be considered on a case by case under a general application for Road Opening Permit rather than nature strip planting guidelines permit
- No permit is stated in the guidelines Native grass shouldn't require permit –
- Guideline wording reviewed to simplify requirements and make it easier to understand
- Timeframe for application process to be stated on website
- do not state decision at discretion of officer must be transparent - deleted
- Incentives (TBD) and educational workshops will be provided (within existing budgets)

<ul style="list-style-type: none"> - I would like to see workshops and support to get verge gardens off the ground and see this as an agreed priority over mowed grass that has very little biodiversity or climate action value. - I also think for some areas Food gardens are perfect and we should not just respond to this community need with a blanket no. If you have concerns over heavy metals, test the soil or say its up to the person who picks the fruit & veg to eat at their own risk. A blanket no makes no sense. There are so many examples of raised fruit / veg / herb garden beds on kerbside areas, why should we not be able to do this when others have been able to for years. 	
<p>Are the guideline requirements and restrictions for nature strip planting easy to follow?</p>	<p>Yes 83.18% No 16.87%</p>
<p>No responses provided the following reasons:</p> <ul style="list-style-type: none"> • It would help if the Council requirement checklist was with the sketch diagram. Overall the pamphlet is very word dense. It could do with shorter sentences and editing of extraneous information. • The explanation of heights of shrubs etc is hard to follow. I suggest accompanying the text with a visual and re-writing to a more user friendly guideline (aim to write at a grade 6 level). Not all residents have great reading skills. • They are not in layman's wording. • Ridiculous • Create a video to help explain it • I am not a drawer or a perfect gardener, Just have guidelines and then let people follow them - no permit required!!! This whole process is a colossal waste of everyone's time and rate payer money!!! • There are too many restrictions and requirements that simply won't be followed • The most confusing guidelines ever with nothing that states what is actually allowed. No examples just millimeters here and that curb there • Having permits that need to be transferred to new owners is too complicated. Many strips are only 1m wide. Instead of 1m clearance for the whole strip, why not designate a specific length x 1m that must be 	<p><u>Comment topics</u></p> <ul style="list-style-type: none"> • Removal of unnecessary information/technical language x 3 • Design drawing difficult to create • Create a video to explain guidelines • Excessive amount of rule/restrictions • Confusing layout • Allow planting within 600mm of street trees • Transferring permits to new owners to complicated • Requirements confusing • Unclear if there is a fee • Retrospective permits? • Dispute resolution? • Negative campaign • No support for edible plants

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left clear. This would allow some planting. Surely ground covers could be planted within 600mm of street tree. These are shallow rooted and require no digging if planted from cuttings.

- I think there would be a lot of people confused by the requirements and unable to envisage / plan their gardens
- Is there a fee for a permit? Is there a process for dispute resolution? Is the process retrospective or are existing nature strip gardens not subject to permitting. Will unkempt nature strips receive the same level of attention as those that are manicured but do not meet the guidelines?
- It's very negative campaign. Nothing positive about it.
- Is there a possibility to plant edible plants? The world is headed for food insecurity and a lot of people don't know how to plant food plants. Council education sessions online or in person could help with appropriate planting of food plants on nature strips.
- Very hard to apply and not everyone is approved. Also very unknown to residents. Everyone should have the option to plant indigenous and native plants to encourage more wildlife. Much nicer aesthetically as well compared to overgrown lawns!

- Suggestion for online workshop

Officer response

- Guideline wording reviewed to simplify requirements and make it easier to understand
- Sketch no longer required in application process
- Incentives (TBD) and educational workshops will be provided (within existing budgets)
- Planting not allowed within 600mm of trunk due to potential damage to tree roots. Ground covers are able to grow in and plants can overhang this area
- Permit transfer simplified in guidelines. A permit is still required to be transferred due to the ongoing obligations on the new owner to upkeep and maintain the planting.
- Existing nature strip planting (prior to the endorsement of the new Guidelines' (should they be endorsed) can obtain a retrospective permit if the plantings apply with the new guidelines. Information to be provided on the website. Existing permit holders can maintain their gardens under the 'old' guidelines

	<ul style="list-style-type: none"> Disputes will be resolved under Councils Complaints process Working group discussion on allowing edible plants decided to up held no edibles required – discussion in report.
Can you clearly follow the request for a sketched diagram and the example drawing provided?	Yes 86.79% No 13.21%
<p>No responses provided the following reasons:</p> <ul style="list-style-type: none"> The font is too much like spiky handwriting and is hard to read. A 3D image of an actual footpath with all the elements labelled would help too. I'm an artist and even this is beyond what I would be willing to do. You're basically asking us to hire a draftsman to be allowed to plant on an area we don't own but maintain. I'm not able to undertake this I have a disability Just make it more complicated. Not sure what you are trying to achieve? Are you trying to justify someones pay? The picture on my mobile is not clear wording and pictures wise. Am sure on a 21inch monitor it works. But what percentage of people are using the computer to get this data. The planted area is hard to interpret. It could be better labelled/named. Diagram is not clear or in colour. Similarly to the G4W booklet, indigenous plant guide and sustainable gardening booklet- Council should pay the same designer to put this information in an appealing and simple format to read, like this (https://www.portphillip.vic.gov.au/media/zfjpuxqj/city_of_port_phillip_natures_strip_guidelines.pdf). The sketched diagram should be more simple and in colour for better reference like figure 5 here - (https://the-riotact.com/canberrans-can-now-grow-plants-shrubs-on-nature-strips-under-new-guidelines/317659/). There are many examples of well designed and simple nature strip guidelines and 	<p><u>Comment topics</u></p> <ul style="list-style-type: none"> Font hard to read Elements labelled x 2 3D image Sketch too hard to reproduce Complicated Not clear on mobile Planting area hard to interpret Colour Review other guidelines which are simple and well-designed Permit process should be streamlined <p><u>Officer response</u></p> <ul style="list-style-type: none"> New colour diagrams provided Elements labelled Sketch no longer required in application process

diagrams, Council just needs to fund the design of them. The permit process on Councils website also should be streamlined and simple.

- Application process streamlined with 'self-comply'

Will you apply for a permit under the new guidelines?

No 51.43%

Yes 48.57%

Reasons for planting on the nature strip

- Support Biodiversity 50.98%
- Beautify my streetscape 33.33%
- Other 11.76%
- Extend my garden 3.92%



- Support the local biodiversity
- Extend my garden
- Beautify my streetscape
- N/A – No I do not wish to pla...
- Other

What would deter you from planting on the nature strip

- See below- concern around councils ability to provide fair, clear and consistent management of nature strip guidelines.

Comment topics

- Disagree with fee x 10

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- Not ready to do so yet
- I already have a permit for my nature strip. However, in these guidelines, I would recommend that more information is included about changes to the nature strip over time. Eg. if plants die, and new species are planted to replace them, you don't need to reapply for a permit for those plant changes (as long as it's within the guidelines and on the list of appropriate species). The other thing that may have deterred me is in the 'What if I move or sell the associated property' section. The permit should technically be for the property, not the individual. Dot point 2 would read better as: 'continue to ensure the nature strip is maintained'. Further to this, tenants would have responsibility of maintaining the nature strip, along with their responsibility with maintaining the rest of the property.
- I like my nature strip and I am not motivated to change it.
- I personally don't see the need to change my nature strip
- I pay rates and I don't see why I should pay more fees to a council that doesn't do anything but charge for everything.
- Paying you more money.
- Reduce or waive cost for individual permits. Planting natives or herb gardens on nature strip is common practice in other municipalities and residents should not bear an unnecessary cost for improving their strip
- Don't think a permit is necessary if I just stick to the common sense guideline
- Don't need too
- My family rents so we may not be able to change our nature strip, but if I owned there Seriously, you plant terrible trees without our permission, we already pay the costs of maintaining your property. Not just mowing but repairs too. You want us to pay more for yet another scam are a few ideas here I would like to implement.
- We have an established fully planted native front garden and wish to keep the nature strip open as our young children like to use the gutter as a bike jump. But it is possible in the future we may want to add to the existing small population of native Austrodanthonia already growing there. I am happy to see there is no cost associated with the permit application!
- The cost, our rates are high enough without another fee just to plant our nature strips.
- Confusion and as always council red tape to justify a rate rise
- I have no intention of changing what I have. Native trees and grass.
- We have already planted ours
- We don't need to plant anything on our nature strip

- No personal desire to change nature strip x 7
- Already have planted nature strip x 5
- Red tape x 3
- Too much effort to apply x3
- Transferring permits to new owners to complicated x 2
- Review Dot point 2
- Rental property x 2
- Would support tenants applying
- Unsure/Maybe x 2
- Fair and consistent management of guidelines
- Would be good to see more info on changes to nature strip overtime
- Don't like species list
- Too onerous
- Permit not necessary if resident complying with guidelines
- 1m clearance does not allow any further planting

Officer response

- Proposal to waive fee
- Due to services and assets being located in the nature strip it was decided by the Working group that a permit process is still required to ensure these are processed however the removal of the fee, simplification of the Guidelines and

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- By the time I leave 1m clear there is no planting space left. Though the illustration on page 7 does not appear to be leaving this sort of clearance?
- At this stage I wouldn't be planning on planting any trees. Also I think if the landowner is responsible to maintain the nature strip then it should be up to them to choose whether they have plants and which ones
- Cost
 - I can't afford to pay for the permit.
 - In the event I am able to move on the next 12 months it will be a waste of time to set up a garden that I will have to remove upon sale. I think once the property has the permit the garden should stay unless in the event of a sale, the new owner wants to revert to grass at their cost
 - Permit cost is too high
 - It is more over governance!
 - I already have indigenous species along my nature strip
 - My nature strip complies with council requirements, mown grass.
 - Having to pay more money for things I'll have no control over
 - I don't know if I want to change my nature strip, as I am not sure I will be willing to maintain it. Maybe in the future.
 - It is not clear if I need one given I have an existing nature strip garden which complies with the current guidelines. Besides, my nature strip includes gravel so I'd be afraid of not being issued a permit and having to dig up all the indigenous plants and try to grow turf which has failed in the past.
 - The fee would deter me. I agree that nature strip plants should only be native and indigenous plants.
 - Lots of effort for something very minor. I'd be better off just changing my nature strip and seeing if anyone even notices. Heck, worst case scenario is being checked for compliance and I know it would be.
 - Prob wouldn't bother planting from the list.
 - The effort of applying for a permit
 - I would never bother trying again.
 - Not interested in more red tape and rules that somehow will cost me more, be it wrapped in rates or a fee that gets tacked on at some point because I have too many flowers per square meter.
 - You are being too onerous and not realistically putting forth a proposal that people are going to access or pay for.
 - Don't need to

removing the need to supply a design allowing a 'self-comply' application process reduces some of the steps required to obtain a permit

- Dot 2 reworded as suggested
- Permit transfer simplified in guidelines. A permit is still required to be transferred due to the ongoing obligations on the new owner to upkeep and maintain the planting.
- Use of property owner/landowner removed and replaced with resident. Anyone can apply with consent of the adjoining owner e.g. tenanted properties
- Guideline wording reviewed to simplify requirements and make it easier to understand
- Disputes will be resolved under Councils Complaints process

- Landlord of the property so no need to do so but would support tenants applying to do so.
- Don't want to pay money for someone who knows less than me to dictate to me compliance
- i may apply... you have not given "maybe" or "possibly" as an option.
- Prefer grass for the front of our property
- Unsure at the moment if I will.

Final Comments

- Absolutely fantastic! Can't wait to see more popping up!
- I love this example cover image!!!
- There are many instances where residents have taken it upon themselves to plant in the nature strip and obstruct access using rocks, large shrubs (some include pampas grass which is not safe) and other means. This makes it dangerous to residents and passengers exiting parked cars. Examples of this can be seen along Gould Street in Frankston and some areas of Frankston South. These property owners would not be granted a permit under the previous or updated draft guidelines and should therefore be required to remove these obstructions and reinstate the nature strip. I have been personally injured from the obstructions along Gould Street, particularly at the southern end.
- It would be useful to have a few examples of planted nature strips using the suggested plant list. Useful to have a few 'plant pack' lists that include different types of plants and the number required to plant out the space of an average nature strip (I have no idea how many plants I would need to plant out an area or what it may end up looking like once it is established) It would be useful if people that apply for permits could purchase 'nature strip plant packs' from the indigenous nursery (or receive a voucher for plants).
- Love it
- Great idea! Landscaped natured strips really improve the amenity of streetscapes and will also improve growing conditions for street trees! Also less input than maintaining a lawn! Hope this gets adopted!
- I like that you have added a larger range of native plants for homeowners to choose from.
- "It's a shame that the council hasn't made provision for mechanical removal. This should be an option, otherwise you are only giving people chemical removal or physical removal of existing vegetation, as options. This would limit those who don't want to use chemicals and those who may be physically limited. If a nature strip is compacted and dense with weedy species, it's hard to clear. There is no reason it can't be an option, perhaps assessed at application time. The request for a tree should be done at the same time, so that provision for where it can go can be marked out and not planted."
- Love the initiative/Great idea x 17
- NO fee x 13
- Cant wait to see the new gardens
- Love the cover image
- Provide advice – e.g. Plant pack / lists /dedicated area– indigenous nursery x 4
- Voucher/incentives x 6
- Need compliance / compliance process x 5
- Request edible gardens x 4
- Useful to have more examples x 3
- Explain process for tenants to apply 2
- 1m clearance does not allow any further planting x2
- Council need to demonstrate compliance with the guidelines too x 2
- Great to see larger range of plants in the list
- Provision for mechanical removal
- Concern with Council not looking after newly planted trees and threats of future compliance

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- This survey seems to be focused around if the guidelines are easy to understand and whether people will apply for a permit, and not around our expectations.
 - There is no way I will apply for a permit, the council have NOT looked after the trees they planted on Fortescue Avenue. Half of them are dead and the other half are misshapen and awkward because there are no supports and no rings around them to prevent damage from grass.
 - I have also been subjected to compliance letters for overgrowth and threatened with a fine. It was never clear what exactly I had done wrong and when the manager contacted me after I complained, and drove by the house, the case was closed and never clear to me why I was threatened by council with this action in the first place. I won't be signing for more grief."
- "Section > Service Authorities: is there a possibility that if services authorities needed to do works on the nature strip and the plants were dug up, could the property owner be eligible for discounted tubestock at the Indigenous nursery to reinstate the nature strip?
- Section> What about street trees: what are the complexities of street tree species selection? Can an approved list of species be provided? I'm guessing Council has a list of requirements of the street trees that could be included in the guidelines here. If residents wanted to plant trees, could part of the permit be that they must undertake the ongoing maintenance so that further costs aren't on the Council?
- Rocks: These provide good habitat for lizards and invertebrates. If they are set back from the road to not be a hazard, I feel these could be considered - particularly larger landscape rocks that would be hard to move.
- Section> Preparing for planting: manual processes should be listed first and prioritised before herbicides.
- Section > What works will not be approved within a nature strip > Food gardens: I'm not sure that there is an increased risk of exposure to traffic when food plants are used compared to non-food plants (which also require regular maintenance). If soil contamination is a concern, could soil testing be a requirement of the permit if the property owner is considering food plants? There are a number of food plants that are already in Appendix 2; Coast/Grey Saltbush, Bower spinach, Karkalla. Other suggestions could include river/bush mint, warrigal greens, midyim berries, yams.
 - Appendix 2: Include hyperlinks to the PDF version of the Indigenous Plant booklet, include times of year and days of the week that the Indigenous nursery is open. List out some examples of other local nurseries: AustPlants in Arthurs Seat, Mornington Peninsular Council Indigenous Nursery @ The Briars, Carrum Indigenous Nursery.
- If service authority need to remove planting can a discount for new plants be received
- Request to plant own street tree
- Rocks should be allowed for habitat or art sculptures
- Manual preparation should be first rather than herbicides
- Easy to follow
- Request Food gardens. Soil testing could be requested
- Include hyperlink to Indigenous Plant Guide
- Include other Indigenous nurseries
- Include reference to Bunarong Land Council
- Overall could be more encouraging / less regulatory
- Can't choose trees why am I responsible for the rest of the naturestrip
- Look at dangerous trees in the area
- Allow soft guards for protection of plants
- Feel limited by the rules
- Allow people to park on naturestrip
- Only requirement is no risk to services
- Make clear no plants over footpath
- Do not support if it allowed fruit trees
- Native species only

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| <ul style="list-style-type: none"> ○ I think it's such a great idea that the permit is now free. ○ Could there be reference to the Bunarong people and connection to land as part of the guidelines? ○ My last comment about the guidelines is that it tends to focus on what you aren't able to do as part of the requirements. I understand they are requirements, but the overall tone could be more encouraging and positive which may motivate people more to get a permit. As part of this, another section could be added 'We encourage: signs to show plant species (education), diversity of plants to encourage biodiversity - including different grasses, groundcovers and flowers to attract different insects and pollinators, using indigenous plants and learning their uses for cooking, selecting plants that are climate and niche appropriate...etc'. ● If I cant choose trees why am I responsible for the rest of the nature strip and must follow council rules? ● A great idea to increase biodiversity and beautify our area ● Maybe look at the trees in the area that are dangerous when we have strong winds. Instead of wasting money on changing regulations. ● Very excited to see the council moving towards sustainability and biodiversity for indigenous plants. We have been planning to replant our nature strip with indigenous plans for some time but have held off because of the fees and barriers around applying for a permit - removal of the fee will make this much more attainable as it will allow us to put the money towards the plants and mulch needed to replant the strip. ● "I would love to do this but am not willing to pay a fee for it. It will mean doubling the cost just for the fee. There should be no fee involved." ● Its a good idea to allow people to plant trees or plants on their nature strip. Be reasonable and sensible about it. Pensioners cant afford any more fees. Should be free. ● "Please ensure all residents who maintain gardens are able to apply for permits, please do not discriminate based on home ownership status. Please ensure residents with overgrown nature strips which impede upon footpaths are notified that they should trim back the overgrowth. Encourage residents to use SnapSendSolve to report overgrown footpaths." ● Not being a Frankston resident I don't know how wide Frankston nature strips are generally, but 1m clearance from kerb would leave very little planting space in my municipality. Is this 1m distance to a planting hole or to the edge of any mature plant foliage? Forbidding stakes or temporary fencing, while encouraging the use of indigenous tubestock, leaves tiny plants unprotected as they establish. Perhaps approved soft plant guards, like those that can be fashioned from gutter guard mesh? It has been my | <ul style="list-style-type: none"> ● Like uniformity in streetscapes ● Difficult to add mulch without digging ● Permit not necessary only should give notice of intent to plant x 3 ● A lot of non-residential properties could benefit from this too ● More for aesthetic purposes than habitat ● Need to manage water wisely ● Red tape - Missed opportunity. Makes people who want to improve biodiversity/plant indigenous plans jump through hoops ● Lacks vision and community focus ● Should allow marked location for bins ● Should be all garden bed no lawn ● Grant permit in a timely fashion ● Promote vegie gardens and composting ● Run street pilot program ● Transferring permits to new owners to complicated x 1 ● Diagram could be improved ● Guidelines clear but clunky |
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sad experience that dogs wreak damage with their big paws or long leads smashing carefully nurtured plants. It's dispiriting to see them damaged, not to mention the resident has paid for those plants. This is a particular issue where dogs gravitate to any established tree to pee! And once one does they all seem to. Are your permits free (they are in Knox). Fees would be a big disincentive, I would think. Cheers,

- No fee please.
- It should not cost a cent to get a permit
- "Please stick with it being free. You'll find a lot more people will want to beautify their nature strip and the whole place will look better. Any fees like the existing permit and there's no way I'll apply. Thanks for looking at this and reassessing what's important for the area." "I think it overlooks the need to encourage turning these spaces into any kind of diverse habitat instead of a mono-habitat of grass. The strict guidelines, which I get, may present a turn-off for those who wish to do more with their naturestrip, but feel limited by the rules. If a resident is responsible for the upkeep of their naturestrip, surely, within the safety guidelines, they could choose the planting style of their preference?"
- "Easy to follow guidelines so people can do the right thing, and a process to address anything that is raised as a concern should one arise, otherwise let people plant flowers. Because on the weekend I want to contribute to reducing urban green island effect, increasing biodiversity, increasing habitat, increasing walkability, increasing conviviality, reducing crime, increasing sense of safety...not doing pointless paperwork
- Perhaps you could put in a section about how to change nature strips if you do rent a property, and get a approval from both landlord and the Frankston City Council.
- Please plant more Jacaranda trees, camellias, and ground covers such as spider plants
- Just allow people to park on them, it's safer. If they want to plant then the only requirement should be not a risk for power/services, visibility or traffic. Pay u
- "It needs to be made very clear that plants should not be allowed to grow over footpaths, as a recent pram user and frequent walker with young children this is very frustrating.
- I know here have been suggestions made for fruit tree approval, however i would not support the planting of fruit trees due to required maintenance of them and abandoned dropped fruit."
- Who will enforce this, who will check whether only hand tools, organic mulch etc are used?
- "Removing the fee is the best, the \$160 would have put a lot of people off and that same dollar amount can now be used to purchase all the plants required. I think native plants should be a non negotiable and remove any language around exotic plants being allowed, there is scope for this because it's still the nature strip its not individuals personal gardens. We don't need more exotics

Officer response

- Proposal to waive fee
- New colour diagrams provided
- Incentives (TBD) and educational workshops will be provided (within existing budgets)
- Safety complains/non-compliant nature strips are investigated by the Asset Protection Officer with the assistance of the Environmental Planning and Policy team to consider any environmental risks e.g. weed species
- Working group discussion on allowing edible plants decided to uphold no edibles required – discussion in report.
- Working group discussion on allowing edible plants decided to uphold no edibles required – discussion in report.
- An additional example was provided as a diagram. AS more nature strips are converted further photo can be provided as example on the website.
- Tenants can apply with consent of the property owner
- Incentives (TBD) and educational workshops will be provided (within existing budgets)
- 1m clearance reduced to 600mm.

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dropping seeds into the gutters or being spread by foot traffic and spreading around the area. Good work updating this one and moving with the times and desires of the local community and environment."

- You plant trees in spots that are close to pits and other drains with trees growing straight up to power lines and you have all these rules that residents must follow and they are the ones looking after your land.
- In the Springhill /Acacia Heath Langwarrin estate on North Road, multiple surfaces on nature strips exist. What happens to them? Why are they there? On Black Wallaby Drive there are expanses of side fences facing the road that would visually benefit from a line of trees, but have been bare for years. On North Road, turning out from Springhill Road council have recently cut down mature trees and left the most ugliest mess and eyesore. No replanting. No respect or thought given to existing flora and fauna. I want a beautiful area to live in. At the moment, council are not planting or looking after their own areas.
- I think uniformity looks great in a street scape
- There is info missing from the text box on page 6 under 'When is a permit required
- "Will the permits be free of charge? To add mulch without a little digging to lower the ground level to 50mm below the pavement means it would be very difficult to contain it, i.e. it will end up all over the pavement."
- "Thankyou for introducing this initiative. I hope it takes off. Maybe council can start or team up with schools or nursery to provide ""recommended"" or ""approved"" plants at a discounted rate. I imagine growing native plants for the local community would tick many boxes for our local schools."
- I think for the environment native grasses and gardens should be encouraged as they are less maintenance intensive, drought tolerant and more appealing than lawn grass. They also provide habitat for insect etc. I don't believe a permit application should be necessary but maybe a notice of intention to plant instead.
- In streets with a footpath only on one side, the residents on the opposite side often include the road reserve / nature strip as part of their block and plant as they like. There seems to be no policing of these rules.
- Perhaps take a drive around and look at the nature strips and see that there are quite a few that really don't comply with the guidelines. Some are a total mess of overgrown weeds, and out of control plants
- Great initiative. There are a lot of nature strips not associated with residential buildings that could do with some natives. ie. Intersection of Cranbourne Frankston road and end of the freeway.

- Plant list reviewed. Need to ensure plants can be maintained at 500mm height. Any alternative plants be requested for individual review
- Mechanical removal is allowed by a mower as described in the guidelines. Any other machinery would put any underground assets at risk
- Council street tree maintenance separate issue to these guidelines
- Working group discussion on not allowing residents to plant street trees upheld due to potential Council liabilities. – Discussion in report.
- Maintenance of nature strips by Council separate issue to these guidelines
- Rocks and sculptures can create safety risks for pedestrians such as tripping hazards, block visibility and impact on underground services. For this reason they are not permitted.
- Changes made - manual preparation listed before herbicides as the preferred method.
- Hyperlink to Indigenous Plant Guide included

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| <ul style="list-style-type: none"> • "I would like to plant our slope with some native grasses ect and would welcome some encouragement from the council with some free tube stock and mulch to maintain this large area I would encourage council to come have a look at the verge in front of our property. We have no foot path in our area and we are happy to mow/maintain this area although the slope into the county drain can be difficult and hazardous to mow address is *** I look forward to some response to this request as you are saying it is council land I feel the cost of plants should come from council it would only inhance the area . Thank you • Ever since the garden for wildlife ladies came to our home. Ive been waiting to plant our nature strip to help the local wildlife. • Could you provide sample options for people to choose based on a standard nature strip? I would find it challenging to find the correct plants for the centre and edges based on guidelines. Sample options might make this process easier for people who want a change but don't know where to start. Maybe offer discounted native plants for people putting them on nature strip's? • The intent of controlling nature strips is good, I think more attention to garden aesthetics and design as opposed to insisting on organic and or gardens for wildlife purposes. Nature strips are unlikely to ever provide meaningful habitat in an area like Frankston with our fantastically abundant natural reserves. We need to manage water sensibly in our sandy environment and often inorganic surfaces like gravel are more water wise than turf or replacing mulch every 1-2 years. • This policy supports the status quo and misses as opportunity to provide leadership in biodiversity. The words of the policy pay lip service to native gardens but ultimately it makes people who want to plant indigenous gardens jump through hoops while supporting exotic and invasive species as the default. • "I would love to see owner have more choice on what to do with it. Art sculptures would be wonderful, rock gardens, wonderful vegetables and fruit fruit trees would be wonderful. Spoonvil ect community orientated would be fun and better" • The right to grow native edibles in these shared spaces should be recognised as an opportunity for adding valuable resources to our community. • It would be better if there was a blanket rule that we could plant natives in our nature strip without getting a permit. • Consistency. • Please dont let the sour minority deter you. This is a fantastic initiative that will pay dividends in the livability of Frankston and provide some much needed potential connection with family, neighbors amd the broader streets! | <ul style="list-style-type: none"> • Maintenance of nature strips by Council and street tree maintenance are a separate issue to these guidelines • Guideline wording reviewed to simplify requirements and make it easier to understand • Keeping vegetation clear of footpath noted on the diagram • Due to services and assets being located in the nature strip it was decided by the Working group that a permit process is still required to ensure these are processed however the removal of the fee, simplification of the Guidelines and removing the need to supply a design allowing a 'self-comply' application process reduces some of the steps required to obtain a permit • The 600mm clearance area allows a location for rubbish bins which is why this clearance area is necessary as well as pedestrian access to vehicles. The clearance area can be mulch or lawn • Timeframe for application process to be stated on website • Edible gardens and composting promoted through our Greening our City program and other avenues |
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| <ul style="list-style-type: none"> • "I find the proposal lacks vision and a clear understanding of the communities focus. In terms of the cost once again the costing is over priced. Like the high cost of parking which has driven people to shop elsewhere." • Should include parking line marking allowing adequate space for bins so collectors don't have to get out and move them to be able to pick up. • I think this is a fantastic initiative. • Although I understand it is good for controls, in this instance the process is tedious and unnecessary. It should be flipped and promoted to remove grass from naturestrips for the benefit of sustainable design. • Isn't it more environmentally friendly without the lawn? I only have a lawn mower for my nature strip - nothing else. It pollutes the environment with petrol fumes mowing it. This new design creates a lot of weeding, the need for edging as well as mowing. As nice as it looks it should be all garden bed and no lawn. Garden bed is just weeding. • Make it happen. Diversity is good • I have wanted to do this for a long time, I think Frankston council should offer vouchers to the Frankston indigenous nursery for this purpose, not to get the plants for free but to maybe have a pre selected "nature strip plant pack?" And the price is based on the size of your nature strip. • Leave as is. • Grant permits in a timely fashion • Please ensure the council is promoting planting vegetable gardens and composting. • I think this is fantastic and everyone resident should be encouraged. It will make the Frankston council streets much nicer and wildlife friendly. • Love them • "1. I can't see anywhere any mention about cost- therefore I hope and support a permit that has no fee. Fees are a significant barrier to applying for a permit. Most councils in Victoria do not have a fee for a permit application. <ul style="list-style-type: none"> ○ 2. Council should run a program providing grants for residents to plant our their naturestrips which could involve gift vouchers to Frankston's Indigenous Nursery - additionally Council, alongwith the Gardens for Wildlife team, could run a pilot program in a chosen street where multiple residents collectively plant out their naturestips with the support from Council (eg. council providing mulch and plants) to showcase to the community how great naturestrips planting can look and have Luis Mata give a talk on benefits of pollinators etc. | <ul style="list-style-type: none"> • Permit transfer simplified in guidelines. A permit is still required to be transferred due to the ongoing obligations on the new owner to upkeep and maintain the planting. • Parking on the nature strip is not permitted by State Government, however each Council is responsible for enforcing this law. This rule was introduced to protect the infrastructure located beneath the nature strip and for the safety of pedestrians and motorists when exiting driveways • Soft guards can be used during the first few weeks of plant establishment but must be secured and not permanent. |
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- 3. Frankston's indigenous nursery should have a dedicated area that are for "Naturestrip plants" that all fit the requirements set by Council- this makes it easy for residents to purchase plants that are appropriate.
 - 4. I think it's so great that naturestrip plantings are being supported and encouraged by Council, it is so important for biodiversity and climate resilience.
 - 5. Council should investigate edible food naturestrip gardens (where appropriate), as this will improve food security for those with limited garden space in smaller estates like Carrum Downs and help create a more community feel to the neighbourhood."
- It's a shame that fruit trees and vegetables would not be supported even in a selected trial area as this Council could be on the forefront of sustainability but due to litigation understand why. The 1m rule for planting feels like a blanket rule when really road width, how busy and where a person parking transitions to the footpath seems more important. I think it would be great to provide a dozen options to choose from giving a preferred option that suits the site with local indigenous species etc would be ideal
- I am sure this will encourage an expansion of biodiversity and beauty in our neighbourhoods. I appreciate the clarity of the guidelines.
- "Bring it on. Very excited to see the support for verge gardens in FCC. Id love to see a support program incl. guidance, planting advice, free plants to support residents in getting this off the ground." "Its to the benefit of council, the community and most importantly the biodiversity & wildlife that nature strips should be planted out with native and indigenous landscape. This should be encouraged and widely advertised for citizens to take part Planting Days akin to the garage sale trail can be advertised & encouraged. If people care then they do the right thing. This can only be positive and as its at the cost of the property owners. Permits Yes, to oversee details of planned design, fees No. I disagree with a renewable permit as the council do not provide the service, its owner operated. A one of permit should be instated. The switching of new owners on properties through sale or otherwise should Not be part of the guidelines, once a habitat is established, to then remove it defeats the entire purpose! Surely council are also committed to this as much as property owners are, to which our local flora and fauna are what's important here? The biodiversity & beautification? A simple change of name form can be applied or accompanied with rates, a simple tick of a Box somewhere to instate new permit holders? All in all the guidelines read okay if not a bit clunky, the diagram could be well improved for clarity purposes along with restrictions and measurements for placement of planting, its not exactly clear and seems conflicting."

- I think the fee is unnecessary. If the resident planting out the nature strip pays for the plants and keeps within guidelines info t think they should pay to help nature.

17. CONFIDENTIAL ITEMS

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

- (a) Council business information that would prejudice the Council's position in commercial negotiations if prematurely released;
- (b) Security information that is likely to endanger the security of Council property or the safety of any person;
- (c) Land use planning information;
- (d) Law enforcement information;
- (e) Legal privileged information;
- (f) Personal information;
- (g) Private commercial information;
- (h) Internal arbitration information;
- (i) Councillor conduct panel information
- (j) Information prescribed by the regulations to be confidential information for the purposes of this definition;
- (k) Information that was confidential information for the purposes of section 77 of the Local Government Act 2020
- (l) A resolution to close the meeting to members of the public pursuant to section 66(2)(a).

Recommendation

That the Council Meeting be closed to the public to discuss the following Agenda items and all documents associated with the consideration and discussion of it, that are designated confidential information by me, the Chief Executive Officer, as confidential information under Section 3(1) of the *Local Government Act 2020* on the following grounds:

C.1 Proposed Recipients for Citizen, Young Citizen, Senior Citizen and Community Event of the year Awards for 2022

- on the grounds that it includes Council business information that would prejudice the Council's position in commercial negotiations if prematurely released (LGA2020, s.3(1)(a)) and Personal information (LGA2020, s.3(1)(f))
- These grounds apply because the information contains detailed personal information of Frankston residents and would be a breach of Privacy if the information is released.

C.2 Strategic Property Opportunities (Land Acquisition and Offset Report)

- on the grounds that it includes Council business information that would prejudice the Council's position in commercial negotiations if prematurely released (LGA2020, s.3(1)(a)).
- These grounds apply because the information concerns the potential acquisition or disposal of Council land that would, if prematurely released, likely compromise the outcome of negotiations.

C.3 Award of Contract CN10579 Primary Foodstuffs for Meals on Wheels

- on the grounds that it contains information that is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (section 3(1)(a)), and private commercial information, being information provided by a business, commercial or financial undertaking that (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (section 3(1)(g);).
- These grounds apply because the information concerns the potential provision of services that would, if prematurely released, likely compromise the outcome of negotiations.

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Signed by the CEO