Council Meeting Agenda

2025/CM11

Monday, 21 July 2025

THE COUNCIL MEETING

Welcome to this Meeting of the Frankston City Council

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

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

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

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

When are they held?

Generally speaking, the Council meets formally every three (3) weeks on a Monday and meetings start at 7.00 pm, unless advertised otherwise. **This Council Meeting will be held in the Council Chambers, Frankston Civic Centre, 30 Davey Street (entry via Young Street).** Livestream footage can be viewed via our website, www.frankston.vic.gov.au.

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

Frankston City Council Governance Rules (adopted 31 August 2020 and amended 5 September 2022)

25. Chair's Duty

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

25.1 defamatory of or embarrassing to any Councillor, member of Council staff or other person;

25.2 abusive or objectionable in language or nature;

25.3 a direct negative of the question before the Chair;

25.4 vague or unclear in intention;

25.5 outside the powers of Council; or

25.6 irrelevant to the item of business on the agenda and has not been admitted as

79. Chair May Remove

79.1 The Chair may order and cause the removal of any person, including a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 78.2, or cause the removal of any object or material that is deemed by the Chair as being objectionable or disrespectful.

79.2 Any person removed from the meeting under sub-Rule 79.1 must not return to the meeting without the approval of the Chair or Council.

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

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

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

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

Live Streaming of Council Meetings

Frankston City Council is now Live Streaming its Council Meetings.

Council is encouraging residents to view the meetings via the live streaming.

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

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

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

Council will make every reasonable effort to ensure that a live stream and recording is available. However technical difficulties may arise in relation to live streaming or access to Council's website.

Appropriate signage will be placed at the entrance to the meeting location notifying all attendees that the meeting will be streamed live and recorded. Please note that it is not intended that public speakers will be visible in a live stream of a meeting and care is taken to maintain a person's privacy as an attendee in the gallery, however they may be unintentionally captured in the recording. If public speakers do not wish to be audio recorded they will need to contact the Councillors Office on telephone (03) 9768 1632 or via email councillors.office@frankston.vic.gov.au to discuss alternative options prior to the meeting.

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

The Formal Council Meeting Agenda

The Council meeting agenda is available for public inspection immediately after it is prepared, which is normally on the Thursday afternoon two (2) business days before the meeting. It is available from the Reception desk at the Civic Centre (upper level), on our website www.frankston.vic.gov.au or a copy is also available for you in the chamber before the meeting.

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

- **Items Brought Forward**

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

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

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

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

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

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

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

- **Presentation of Petitions and Joint Letters**

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

- **Presentation of Reports**

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

- **Presentation of Delegate Reports**

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

- **Urgent Business**

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

- **Closed Meetings**

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

Opportunity to address Council

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

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

Public submissions and any subsequent discussion will be recorded as part of the meeting. The proceedings will be live streamed and recordings of Council meetings will be made available to members of the public within 24 hours of the meeting.

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

Disclosure of Conflict of Interest

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

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

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

MAYOR

NOTICE PAPER

ALL COUNCILLORS

NOTICE is hereby given that a Council Meeting of the Council will be held at the Civic Centre, Davey Street, Frankston, on 21 July 2025 at 7:00 PM.

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.

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

BUSINESS

1. APOLOGIES

2. COUNCILLOR APPRECIATION AWARDS

2.1 Presentation to Rotary Frankston Peninsula 2.0

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING
Council Meeting No. CM10 held on 7 July 2025.

4. DISCLOSURES OF INTEREST AND DECLARATIONS OF CONFLICT OF INTEREST

5. PUBLIC QUESTIONS

6. HEARING OF SUBMISSIONS

7. ITEMS BROUGHT FORWARD

8. PRESENTATIONS / AWARDS

9. PRESENTATION OF PETITIONS AND JOINT LETTERS

9.1 Request to Install a Speed Hump on Sunny Vale Drive, Langwarrin

10. DELEGATES' REPORTS

10.1 National General Assembly Conference and advocacy meetings in Canberra Conference presented by Councillor Sue Baker, on behalf of Mayor, Cr Bolam and Cr Hill

10.2 Student Voice Forum presented by Councillor Emily Green

10.3 Executive Presence and Storytelling Course presented by Mayor, Councillor Kris Bolam

11. CONSIDERATION OF CITY PLANNING REPORTS

11.1 Consideration of the Planning Panel Report for Planning Scheme Amendment C148fran and adoption of the Frankston City Industrial Strategy - July 2025 and the Frankston City Industrial Design Guidelines - July 2025 4

12. CONSIDERATION OF REPORTS OF OFFICERS

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12.3 Community Satisfaction Survey 2025 222

12.4 Frankston 60th Birthday/Anniversary Event 266

13. RESPONSE TO NOTICES OF MOTION

Nil

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14.2 2025/NOM13 - Illicit Tobacco Trade Advocacy.....272

14.3 2025/NOM14 - Yamala Park Bowling Club – Greens Upgrade, Irrigation and Lighting Project.....275

15. REPORTS NOT YET SUBMITTED

Nil

16. URGENT BUSINESS

17. CONFIDENTIAL ITEMS

C.1 Olivers Hill Unauthorised Seawall – Enforcement Action 2757

Cam Arullanantham

CHIEF EXECUTIVE OFFICER

16/07/2025

Executive Summary

11.1 Consideration of the Planning Panel Report for Planning Scheme Amendment C148fran and adoption of the Frankston City Industrial Strategy - July 2025 and the Frankston City Industrial Design Guidelines - July 2025

Enquiries: (Tammy Beauchamp: Communities)

Council Plan

Level 1:	Connected Places and Economy
Level 2:	Attract and invest in high quality property development to accelerate investment, generate jobs, enhance housing supply, and diversify revenue sources

Purpose

For Council to consider the Planning Panel Report for Planning Scheme Amendment C148fran, which seeks to implement the *Frankston City Industrial Strategy (Charter Keck Cramer and Tract, July 2025)* and the *Frankston City Industrial Design Guidelines (Tract, July 2025)* into the Frankston Planning Scheme, to adopt the Amendment with changes, and submit the Amendment to the Minister for Planning for approval.

Recommendation (Director Communities)

That Council:

1. Receives and considers the Panel Report for Planning Scheme Amendment C148fran pursuant to Section 27 of the *Planning and Environment Act 1987*;
2. Adopts Planning Scheme Amendment C148fran pursuant to Section 29 of the *Planning and Environment Act 1987* with changes as set out in Attachment B;
3. Authorises Council officers to submit the adopted Planning Scheme Amendment C148fran to the Minister for Planning for approval pursuant to Section 31 of the *Planning and Environment Act 1987*;
4. Authorises the Director Communities to revise the adopted Planning Scheme Amendment C148fran if changes are sought from the Department of Transport and Planning;
5. Adopts the *Frankston City Industrial Strategy (Charter Keck Cramer and Tract, July 2025)* and the *Frankston City Industrial Design Guidelines (Tract, July 2025)*; and
6. Notes that Council officers will notify all submitters of the decision.

Key Points / Issues

- At the 17 February 2025 Council Meeting, Council considered all submissions received during and after the exhibition of Planning Scheme Amendment C148fran (the Amendment) and resolved to request that the Minister for Planning appoint an independent Planning Panel to consider the eight (8) submissions received.
- A one (1) person Panel was appointed by the Minister for Planning and the Panel Hearing was held on Monday 14 April 2025 for one (1) day.

11.1 Consideration of the Planning Panel Report for Planning Scheme Amendment C148fran and adoption of the Frankston City Industrial Strategy - July 2025 and the Frankston City Industrial Design Guidelines - July 2025

Executive Summary

- On 7 May 2025, Council received the *Frankston Planning Scheme Amendment C148fran – Panel Report May 2025* (the Panel Report) (see **Attachment A**).
- The Panel Report finds the Amendment is strategically justified and recommends that Frankston Planning Scheme Amendment C148fran be adopted as exhibited, subject to three (3) recommendations.
- On 21 May 2025 Council made the Panel Report public, by publishing it to its website and e-mailing a copy to all parties to the Panel Hearing and all submitters to the Amendment.
- Pursuant to Section 27 of the *Planning and Environment Act 1987* (the Act), Council must consider the Panel Report prior to deciding on the Amendment and after considering the Panel Report, Council may:
  a) Adopt the Amendment as exhibited; or
  b) Adopt the Amendment with changes; or
  c) Abandon the Amendment.
- This report recommends that Council adopts the Amendment with the changes recommended by the Panel except for Recommendation #3 of the Panel's Report, which recommends the following:

  3. Amend Clause 72.08 (Background documents) to delete reference to the Industrial Strategy as a Background document.

- The reasons for not accepting Recommendation #3 of the Panel Report are explained in further detail in the Issues and Discussion section of this report.

Financial Impact

There are financial costs required to be paid to the Department of Transport and Planning (DTP) for the approval of the Amendment, however, these costs can be accommodated within the existing budget.

Consultation

1. External Stakeholders

Extensive community consultation has been undertaken at three (3) key stages of the development of the *Frankston City Industrial Strategy (Charter Keck Cramer and Tract, July 2025)* (the Industrial Strategy) and the *Frankston City Industrial Design Guidelines (Tract, July 2025)* (the Design Guidelines), concluding with the fourth stage, the Panel Hearing.

- **Exhibition of Planning Scheme Amendment C148fran**

The formal public exhibition process included direct letters to over 7,500 surrounding owners and occupiers and public notices in both the Frankston Times and the Government Gazette. The Amendment documentation was also available on Council's website, and on the Department of Transport and Planning's Current Amendments page.

A total of eight (8) written submissions were received, with seven (7) submissions received during the exhibition period and one (1) late submission. Two (2) of the submissions supported the Amendment, four (4) of the submissions supported with changes and two (2) submissions objected to the Amendment.

A number of internal departments and officers from the DTP have been consulted at various stages of the project.

2. Other Stakeholders

An internal Project Working Group (PWG) was established that comprised of senior officers across the following Council departments: Strategic Planning, Statutory Planning, Urban Design, Engineering Strategy, Engineering Services, Economic Development, Environmental Planning, Capital Works Delivery, Recreation, and Operations.

Analysis (Environmental / Economic / Social Implications)

The implementation of the Industrial Strategy and the Design Guidelines into the Frankston Planning Scheme will provide a revised framework for the redevelopment and development of the City's industrial precincts. By taking a detailed precinct level approach, it will provide a level of certainty about how each precinct should be developed both now and into the future. This framework and the clarity that it provides, aims to encourage investment and revitalisation which will have a number of positive environmental, economic and social impact not only for these precincts, but for the municipality.

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 Amendment has been prepared in accordance with the Act and *Ministerial Direction No.15* which outlines the timeframes and steps of the Planning Scheme Amendment process.

Pursuant to Section 24 of the Act, a one (1) member planning panel hearing was appointed to consider all the submissions received to the Amendment.

Policy Impacts

The Victorian Government has implemented its Metropolitan Industrial Strategy, *Melbourne Industrial Commercial Land Use Plan, 2020* (MICLUP) which identifies some of Frankston's industrial precincts as both locally and regionally significant and prepared a draft guidance for developing local industrial land use strategies.

This guidance underpinned the preparation of the final Industrial Strategy and the Design Guidelines. All community consultation has been undertaken in accordance with the Act and the *Local Government Act 2020* to ensure that the work completed does not prejudice the Amendment.

The Amendment has been prepared in accordance with Section 12 of the Act. Under Section 12, a planning authority must have regard to:

- *The objectives of planning in Victoria;*
- *The Minister's directions;*
- *The Victorian Planning Provisions; and*
- *The Frankston Planning Scheme.*

The Amendment is consistent with the requirements of Section 12 of the Act.

The Amendment also addresses the DTP publication *Strategic Assessment Guidelines for Planning Scheme Amendments*.

Gender Impact Assessments

A gender impact assessment has been completed and the recommendations have been implemented.

Officer's Declaration of Interests

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

Risk Mitigation

This report recommends that Council adopts the Amendment with the changes recommended by the Panel, except Recommendation #3 of the Panel's Report, which recommends:

3. *Amend Clause 72.08 (Background documents) to delete reference to the Industrial Strategy as a Background document.*

Pursuant to Section 27 of the Act, Council must consider the Panel Report prior to deciding on the Amendment and after considering the Panel Report, Council may:

d) Adopt the Amendment as exhibited; or

e) Adopt the Amendment with changes; or

f) Abandon the Amendment.

Council may adopt the Amendment with changes and is not legally required to accept the Panel's recommendations. However, if Council chooses not to accept one (1) or more of the recommendations, it must provide its reasons for doing so.

It is standard practice for significant strategic documents to be included as background documents in the Planning Scheme.

Background documents (such as the Industrial Strategy) are important inclusions in planning schemes, as they provide critical context for planning policies and provisions. Referencing these documents helps to tell a clear and transparent story of how planning outcomes have been developed and adds strategic weight to future planning decisions.

While the Amendment gives effect to parts of the Industrial Strategy, the Strategy itself includes broader actions that will guide future Council work. If the Panel's recommendation to exclude the Strategy is adopted, it would no longer be formally referenced in the Scheme, making it harder to rely on in future decisions and weakening its statutory weight.

The Minister for Planning may still choose to approve the Amendment in line with the Panel's recommendation, even if Council proposes changes.

Conclusion

Amendment 148fran has been prepared to implement the Industrial Strategy and the Design Guidelines into the Frankston Planning Scheme. The Panel considers the Amendment is well founded, strategically justified and should be adopted as exhibited, with only three (3) recommendations.

It is recommended that Council adopt the Amendment as per the Panel's recommendations, except Recommendation #3, and proceed with the proposed changes. The Amendment should then be submitted to the Minister for Planning for approval.

It is also recommended that Council formally adopt the *Frankston City Industrial Strategy (Charter Keck Cramer and Tract, July 2025)* (see **Attachment C**) and the *Frankston City Industrial Design Guidelines (Tract, July 2025)* (see **Attachment D**).

ATTACHMENTS

Attachment A:⇩	Frankston Planning Scheme Amendment C148fran - Planning Panel Report, June 2025
Attachment B:⇨	Frankston Planning Scheme Amendment C148fran Adoption Documentation *(Under Separate Cover)*
Attachment C:⇨	Frankston City Industrial Strategy, July 2025 *(Under Separate Cover)*
Attachment D:⇨	Frankston City Industrial Design Guidelines, July 2025 *(Under Separate Cover)*

Background

Since July 2022, Council undertaken significant work in preparing the Industrial Strategy, the Design Guidelines and the Amendment to guide use and development in the City's Industrial Precincts.

- **Stage 1:** *Frankston City Industrial Precincts - Discussion Paper (July 2022*) – Consultation from 13 July 2022 to 23 August 2022, resulting in ten (10) submissions.

- **Stage 2:** *Draft Frankston City Industrial Strategy (April 2023)* and *Draft Frankston City Industrial Design Guidelines (April 2023)* – Consultation from 18 April 2023 to 29 May 2023, resulting in seven (7) submissions.

- **Stage 3**: Exhibition of Planning Scheme Amendment C148fran – 25 July 2024 to 9 September 2024, resulting in eight (8) submissions.

- **Stage 4**: Planning Panel Hearing: 14 April 2025.

The Amendment is at **Stage 05** of the statutory process, detailed below in Figure 01.

Figure 01: *Steps in the Planning Scheme Amendment Process*

If Council resolve to adopt the Amendment, Council officers will prepare the final documents and submit these to the Minister for Planning for approval – **Stage 06**.

Approval timeframes for the Amendment cannot be confirmed and are subject to processes undertaken by the DTP.

- **Planning Scheme Amendment C148fran**

The Amendment proposes to implement the land use and development directions and recommendations of the Industrial Strategy and the design guidelines.

Specifically, the Amendment proposes to make the following changes to the Frankston Planning Scheme:

1. Amend Clause 02.01 Context of the Municipal Planning Strategy to ensure consistency with the *Frankston City Industrial Strategy*.

2. Amend Clause 02.02 Vision of the Municipal Planning Strategy to ensure consistency with the *Frankston City Council and Wellbeing Plan 2025-2029*.

3. Amend Clause 02.03 Strategic Directions of the Municipal Planning Strategy to give effect to and ensure consistency with the *Frankston City Industrial Strategy* and *Frankston City Industrial Design Guidelines*.

4. Amend Clause 02.04 Strategic Framework Plans of the Municipal Planning Strategy to give effect to and ensure consistency with the *Frankston City Industrial Strategy*.

5. Insert a new Clause 17.03-1L Industrial Land Supply – Frankston City to Planning Policy Framework to give effect to and ensure consistency with the *Frankston City Industrial Strategy* and *Frankston City Industrial Design Guidelines*.

6. Insert Schedule 15 to Clause 43.02 Design and Development Overlay (DDO15) to implement the built form requirements of the Design Guidelines to ensure the developments are consistent with the requirements being introduced.

7. Insert a new Schedule to Clause 59.15 Local VicSmart Applications to help renew aged Precinct 1: Seaford and Precinct 2: Seaford North by increasing building cost threshold to $3 million and adding the Schedule 15 to Clause 43.02 Design and Development Overlay (DDO15) built form requirements.

8. Insert a new Schedule to Clause 59.16 Information Requirements and Decision Guidelines for Local VicSmart Applications to list for information required for the VicSmart Applications if planning permit applicants should meet if they choose the VicSmart process.

9. Amend Clause 72.08 Background Documents to update the reference to the *Frankston City Industrial Strategy* and *Frankston City Industrial Design Guidelines*.

10. Amend Clause 74.02 Further Strategic Work to remove reference to completing a new Industrial Strategy and include further strategic work relating to a potential future municipal wide Development Contributions Plan (DCP) and other planning related actions.

Issues and Discussion

On 7 May 2025, Council received the *Frankston Planning Scheme Amendment C148fran – Panel Report May 2025* (the Panel Report).

On 5 June 2025, Council officers raised an administrative error in the Panel Report where the Panel had inadvertently switched the Clause numbers for both Clause 74.02 (Further Strategic Work) and Clause 72.08 (Background Documents) throughout the Panel Report. The Panel had reviewed and issued a corrected Panel Report on 11 June 2025 (see **Attachment A**).

Below is a summary of the approach of the Panel and the recommendations of the Panel Report.

Officers' Assessment

- **The Panel's approach**

Key issues raised in submissions were:

- Concern about the detail and restrictive nature of Design and Development Overlay Schedule 15 (DDO15) on development potential.
- Concern that the controls prioritise aesthetics over operational considerations.
- That it was necessary to investigate new greenfield land for industrial purposes (particularly land to the north of Boundary Road, Carrum Downs).
- Bushfire mitigation measures should be integrated into the design controls.

The Panel assessed the Amendment against the principles of net community benefit and sustainable development, as set out in Clause 71.02-3 (Integrated decision making) of the Planning Scheme.

The Panel considered all written submissions made in response to the exhibition of the Amendment, observations from site visits, submissions, evidence and other material presented to it during the Hearing. It had to be selective in referring to the more relevant or determinative material in the Panel Report. All submissions and materials were considered by the Panel in reaching its conclusions, regardless of whether they are specifically mentioned in the Panel Report.

The Panel Report deals with the issues under the following headings:

- Strategic issues.
- Are the (DDO15) controls drafted to deliver the objectives?
- Should the Industrial Strategy be amended?

The Panel concluded the Amendment is well founded and strategically justified and will deliver a net community benefit and sustainable development as required by Clause 71.02-3 of the Planning Scheme.

- **Panel Report Findings**

<u>Strategic issues</u>

The Panel agreed with the general objective of the Amendment. However, the Panel is concerned that the operational effect of DDO15 will create greater complexity and uncertainty for developers looking to invest and undertake works in the Industrial precincts. The drafting needs to be improved to ensure the objectives of the Amendment can be realised.

The Panel agreed that the revitalisation of existing industrial precincts is consistent with the relevant planning policies. This approach takes account of the local and regional significance of these precincts, as identified in MICLUP.

The Panel considered that it is more appropriate for new industrial land to be identified by a State or regional planning process (e.g. such as MICLUP). This is because within metropolitan Melbourne, industrial precincts form part of the wider metropolis where there are many competing policy objectives. Council cannot increase industrial land supply without appropriately considering all other policy objectives. Council needs to manage industrial land in line with State and regional policy direction.

<u>Are the (DDO15) controls drafted to deliver on the objectives?</u>

Officers' Assessment

The Panel found that the DDO15 does not align with guidance in the Practitioner's Guide because it includes a significant amount of ambiguity and repetition. The Panel agreed with concerns raised by Submitters 3 and 5 in relation to the drafting of the DDO15.

The ambiguous drafting of DDO15 could limit the effectiveness of the expanded streamlined VicSmart pathways as eligibility requires the application to meet the requirements of DDO15. If the DDO15 is not clear it will be difficult and time consuming to ascertain whether a permit application is eligible for VicSmart.

In response to Submitter 8's concerns The Panel agreed with Council. It is not the role of DDO15 to specifically address or repeat bushfire risk. There is an existing framework in place, including State policy at Clause 13.01-1S (Bushfire). DDO15 would need to be interpreted as part of the integrated decision-making framework; this framework already requires a consideration of bushfire risk.

<u>Should the Industrial Strategy be amended?</u>

The Panel considered that it would be appropriate to transfer the outstanding planning related actions into Clause 74.02 (Further Strategic Work). If this is done, it would not be necessary or appropriate to reference the Industrial Strategy as a Background document.

The Industrial Strategy contains planning and non-planning actions. If the planning related actions are integrated into the Planning Scheme, there is no need for the Industrial Strategy to become a Background document.

The Panel stated if a document does not form part of the Planning Scheme there is no need for the Panel to address the issue of transformation. The Industrial Strategy has already been adopted by Council, and as such can still be used to inform its approach to the revitalisation of existing Industrial precincts. The Panel expected it could be used in the same way that the 2009 Industrial Strategy had been used.

- **Panel Report Recommendations**

The Panel recommended that Planning Scheme Amendment C148fan be adopted as exhibited, subject to the following:

Panel recommendation	Officer Response
1. Amend Design and Development Overlay Schedule 15 after reviewing its provisions against the Ministerial Direction on Form and Content of Planning Schemes and the Practitioner's Guide to Planning Schemes to: a) Delete provisions that duplicate similar provisions with the schedule and in other parts of the Planning Scheme. b) Ensure provisions are clear and use plain English.	**Agree.** Council's summary and response to Submitter 3 and 5 at its 17 February 2025 Meeting suggested changes to DDO15, which reflected in Council's Day 1 version. The Panel Report states *"DDO15 should be revised to improve clarity, practicality and to avoid duplication with existing planning provisions. The Council's Day 1 version of DDO15 does not go far enough. As currently drafted, DDO15 will unlikely meet its objective of revitalising the existing Industrial precincts. The control needs a thorough review and rewrite to remove ambiguity and duplication. As part of this review, the Panel recommended Council should*

	consider whether some of the detail would sit more appropriately in local policy (as suggested by submitter 5)". Council officers engaged an external consultant to undertake a review and rewrite DDO15 as per the recommendation. DDO15 has been amended to meet the requirements of the Ministerial Direction on Form and Content of Planning Schemes and the Practitioner's Guide to Planning Schemes (see **Attachment B**).
2. Amend Clause 72.02 (Further strategic work) to reflect Actions 3, 21, 31, 33 and 34 in the Frankston City Industrial Strategy.	**Agree.** The Panel considered that it would be appropriate to transfer the outstanding planning related actions into Clause 74.02 (Further Strategic Work). If this is done, it would not be necessary or appropriate to reference the Industrial Strategy as a Background document. While Council officers support the transfer of planning related actions in the Industrial Strategy to Clause 74.02 (Further Strategic Work), Council officers do not support the Panel's recommendation to delete reference to the Frankston City Industrial Strategy as a Background document into Clause 72.08 (Background Documents). The reasons are detailed in the response to Recommendation #3. The actions including are: • Action 3 – Investigation a funding mechanism (already proposed to be reference at Clause 74.02); • Action 21 (now 22) – Investigate the application of a PAO over land at 6-7 Apsley Place, Seaford; • Action 31 (now 32) – Review the PAOs along McClelland Drive; • Action 33 (now 34) – Prepare precinct plan for Precinct 5 (Frankston East); and, • Action 34 (now 35) – Prepare policy to guide the use and development of all commercial zone land in the municipality. Council officers have amended Clause 74.02 (Further Strategic Work) in accordance with the Panel's recommendation (see **Attachment B**).

11.1 Consideration of the Planning Panel Report for Planning Scheme Amendment C148fran and adoption of the Frankston City Industrial Strategy - July 2025 and the Frankston City Industrial Design Guidelines - July 2025

Officers' Assessment

3. Amend Clause 72.08 (Background documents) to delete reference to the Frankston City Industrial Strategy.	**Do not agree.** Council officers do not advise accepting Recommendation #3 on the basis that the Industrial Strategy provides the context for policies and provisions. While the Amendment implements aspects of the Industrial Strategy, the Strategy itself contains broader actions that will inform future Council workplans and decisions. If the Panel's recommendation is supported, the Strategy would not be referenced, making it difficult to rely on or reference in future. It is noted that a background document only provides information as to 'why' a particular policy or provision has been included in the Planning Scheme but does not form part of the Planning Scheme and must not be directly relied in for decision making. Recently there have been similar Planning Scheme Amendments, which propose to insert the relevant informing strategic document into the Planning Scheme as a background document. Amendment C160fran (which implemented the FMAC Structure Plan) and was gazetted on 11 April 2025 – included the FMAC Structure Plan (September 2024) as a background document at Clause 72.08 (Background Documents). The Panel raised no concerns with this inclusion in its report. Wyndham Planning Scheme Amendment C267wynd (Amendment C267wynd) adopted by Wyndham City Council at its 25 March 2025 Meeting, seeks to ensure that the *Wyndham Industrial Land-Use Strategy* (the WILUS) is considered in all future policy and strategic initiatives as a relevant <u>background document</u> and that the strategy objectives are reflected appropriately in local policy in the Wyndham Planning Scheme. The Panel for this Amendment considered it appropriate for the WILUS should be included as a background document at Clause 72.08 (Background Documents) as it formed the strategic basis for the Amendment and as such it provides useful background and context to the proposed changes to the planning scheme. It was also acknowledged that the WILUS contains issues, strategies and actions beyond the Amendment.

	Position: In considering the above, Council officers do not accept the Panel's recommendation to delete reference to the Industrial Strategy as a Background document at Clause 72.08 (Background Documents) on the basis that the Industrial Strategy provides useful background and context to the proposed changes to the planning scheme. Its inclusion is also consistent with other recently approved planning scheme amendments.

- **Other drafting changes**

Both the Industrial Strategy and the Design Guidelines have been updated in accordance with the Panel's recommendations. The date has been changed to July 2025, and both documents is now referred to as the *Frankston City Industrial Strategy (Charter Keck Cramer and Tract, July 2025)* (see **Attachment C**) and the *Frankston City Industrial Design Guidelines (Tract, July 2025)* (see **Attachment D**). The Amendment documents have been amended to reflect the updated date of the Industrial Strategy and the Design Guidelines.

Attachment B shows the proposed changes to the Amendment documentation and the complete version of the final recommended amendment as a clean version without changes shown.

Options Available including Financial Implications

There are financial costs required to be paid to the DTP for the approval of the Amendment, however, these costs can be accommodated within existing budgets.

Planning Panels Victoria

Frankston Planning Scheme Amendment C148fran
Industrial Strategy and Design Guidelines

Correction to the Panel Report

Planning and Environment Act 1987

11 June 2025

VICTORIA State Government

Planning and Environment Act 1987

Correction to the Panel Report pursuant to section 25 of the PE Act

Frankston Planning Scheme Amendment C148fran

Industrial Strategy and Design Guidelines

Industrial Strategy and Design Guidelines

11 June 2025

Gabby McMillan, Chair

Planning
Panels
Victoria

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Appendix A Corrected Panel Report

Planning Panels Victoria

Overview

Amendment summary	
The Amendment	Frankston Planning Scheme Amendment C148fran
Common name	Frankston City Industrial Strategy and Design Guidelines
Brief description	To implement the land use and development directions and recommendations of the *Frankston City Industrial Strategy* (Charter Keck Cramer and Tract, 2024) (Industrial Strategy) and *Frankston City Industrial Design Guidelines* (Tract, 2024) (Design Guidelines)
Subject land	All land in the municipality zoned Industrial 1 Zone and Commercial 2 Zone in Precincts 3 and 6
Planning Authority	Frankston City Council
Authorisation	6 June 2024, with conditions
Exhibition	25 July – 9 September 2024
Submissions	Number of Submissions: 8 Opposed or sought changes: 6 - Department of Energy, Environment and Climate Action (Submitter 1) - South East Water (Submitter 2) - Country Fire Authority (Submitter 8) - Christina Zigouras (Submitter 3) - Michael Everett (Submitter 4) - Middendorp Electric Company (Properties) Pty Ltd (Submitter 5) - Committee for Frankston and Mornington Peninsula (Submitter 6 - Frankston Business Park (Submitter 7)

Panel process	
The Panel	Gabby McMillan
Directions Hearing	17 March 2025 by video conference
Panel Hearing	14 April 2025 at Planning Panels Victoria, 1 Spring Street, Melbourne
Citation	Frankston PSA C148fran [2025] PPV
Date of Panel Report	7 May 2025
Date of Panel Report – Addendum	11 June 2025

Planning Panels Victoria

1 Correction

This report is to be read in conjunction with the Frankston Planning Scheme Amendment C148fran Panel Report dated 7 May 2025.

1.1 Issue raised

Planning Panels Victoria received an email from Frankston City Council on 5 June 2025, raising the following issue:

> the Panel has inadvertently switched the Clause numbers for both Clause 74.02 (Further Strategic Work) and Clause 72.08 (Background Documents) throughout the Panel Report.

1.2 Panel response

The Panel appointed to consider Frankston Planning Scheme Amendment C148fran has reviewed the issue and agrees with Council.

1.3 Revisions

Having considered the above, the Panel recommends that the Panel Report dated 7 May 2025 be changed to reflect the correct Clauses numbering on pages 6, 7, 23 and 24.

The Panel has prepared the Frankston Planning Scheme Amendment C148fran (Corrected) Panel Report dated 11 June 2025 that incorporates these changes. A copy of the corrected Panel Report is attached as Appendix A to this report.

1.4 Notice to Submitters

As Council has made the Frankston Planning Scheme Amendment C148fran Panel Report dated 7 May 2025 available to the Public, they are to write to all submitters and advise them of the Frankston Planning Scheme Amendment C148fran (Corrected) Panel Report dated 11 June 2025.

Appendix A Corrected Panel Report

Planning Panels Victoria

Frankston Planning Scheme Amendment C148fran
Industrial Strategy and Design Guidelines

Panel Report

Planning and Environment Act 1987

7 May 2025

VICTORIA State Government

How will this report be used?

This is a brief description of how this report will be used for the benefit of people unfamiliar with the planning system. If you have concerns about a specific issue you should seek independent advice.

The planning authority must consider this report before deciding whether to adopt the Amendment.
[section 27(1) of the *Planning and Environment Act 1987* (the PE Act)]

For the Amendment to proceed, it must be adopted by the planning authority and then sent to the Minister for Planning for approval.

The planning authority is not obliged to follow the recommendations of the Panel, but it must give its reasons if it does not follow the recommendations. [section 31 (1) of the PE Act, and section 9 of the *Planning and Environment Regulations 2015*]

If approved by the Minister for Planning a formal change will be made to the Planning Scheme. Notice of approval of the Amendment will be published in the Government Gazette. [section 37 of the PE Act]

Planning Panels Victoria acknowledges the Wurundjeri Woi Wurrung People as the traditional custodians of the land on which our office is located. We pay our respects to their Elders past and present.

Planning and Environment Act 1987

Panel Report pursuant to section 25 of the PE Act

Frankston Planning Scheme Amendment C148fran

Industrial Strategy and Design Guidelines

7 May 2025

Gabby McMillan, Chair

Planning Panels Victoria

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Planning Panels Victoria

Glossary and abbreviations

C2Z	Commercial 2 Zone
CFA	Country Fire Authority
Council	Frankston City Council
DDO	Design and Development Overlay
Design Guidelines	*Frankston City Industrial Design Guidelines* (Tract, 2024)
DTP	Department of Transport and Planning
IN1Z	Industrial 1 Zone
Industrial precincts	Land in the municipality zoned Industrial 1 Zone and Commercial 2 Zone in Precincts 3 and 6
Industrial Strategy	*Frankston City Industrial Strategy* (Charter Keck Cramer and Tract, 2024)
MICLUP	*Melbourne Industrial and Commercial Land Use Plan* (2020)
PE Act	*Planning and Environment Act 1987*
Practitioner's Guide	*A Practitioner's Guide to Victorian Planning Schemes Version 6* (June 2024)
UGB	Urban Growth Boundary

Overview

Amendment summary	
The Amendment	Frankston Planning Scheme Amendment C148fran
Common name	Frankston City Industrial Strategy and Design Guidelines
Brief description	To implement the land use and development directions and recommendations of the *Frankston City Industrial Strategy* (Charter Keck Cramer and Tract, 2024) (Industrial Strategy) and *Frankston City Industrial Design Guidelines* (Tract, 2024) (Design Guidelines)
Subject land	All land in the municipality zoned Industrial 1 Zone and Commercial 2 Zone in Precincts 3 and 6
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Panel process	
The Panel	Gabby McMillan
Directions Hearing	17 March 2025 by video conference
Panel Hearing	14 April 2025 at Planning Panels Victoria, 1 Spring Street, Melbourne
Site inspections	Unaccompanied, 28 March 2025
Parties to the Hearing	Frankston City Council, represented by Mr Robert Lean Frankston Business Park Pty Ltd (Submitter 7), represented by Ms Tamara Brezzi of Norton Rose Fulbright
Citation	Frankston PSA C148fran [2025] PPV
Date of this report	7 May 2025

Planning Panels Victoria

Executive summary

Frankston Planning Scheme Amendment C148fran (the Amendment) seeks to implement the land use and development directions and recommendations of the *Frankston City Industrial Strategy* (Charter Keck Cramer and Tract, 2024) (Industrial Strategy) and *Frankston City Industrial Design Guidelines* (Tract, 2024) (Design Guidelines) into the Frankston Planning Scheme (Planning Scheme).

It is proposed to introduce a new Design and Development Overlay Schedule 15 (DDO15), increase the cost thresholds for some VicSmart applications and change local policy directions to give effect to the Industrial Strategy and Design Guidelines. Further strategic work is proposed to be identified at Clause ~~72.08~~74.02 and the Industrial Strategy and Design Guidelines are proposed to be referenced as Background documents at Clause ~~74.02~~72.08.

Key issues raised in submissions included:

- concern about the detailed and restrictive nature of DDO15 on development potential
- concern that the controls prioritise aesthetics over operational considerations
- that it was necessary to investigate new greenfield land for industrial purposes (particularly land to the north of Boundary Road, Carrum Downs)
- bushfire mitigation measures should be integrated into the design controls.

The main purpose of the Amendment is to introduce controls that will support the revitalisation of existing industrial precincts within the municipality. These precincts have been identified as being regionally and locally significant in the *Melbourne Industrial and Commercial Land Use Plan* (2020).

Council acknowledged the supply of industrially zoned land is limited. Council submitted that this constraint increases the importance of optimising the use of existing industrial land and establishing a clear framework for its revitalisation. Council submitted that the implementation of the Industrial Strategy and Design Guidelines would provide greater certainty and clarity on development expectations in the Industrial Precincts.

Frankston Business Group submitted that the Industrial Strategy should include more specific direction about the investigation of land north of Boundary Road for industrial purposes. This land is located outside the Urban Growth Boundary and within the green wedge. Frankston Business Group did not seek any other changes to proposed controls.

The Panel concludes:

- the Amendment will not meet its objectives based on the current drafting of DDO15.
- DDO15 needs to be thoroughly review and redrafted to clarify its provisions and to delete provisions that duplicate similar controls elsewhere in the Planning Scheme.
- DDO15 should be reviewed more carefully against the *Ministerial Direction on Form and Content of Planning Schemes* and the *Practitioner's Guide to Planning Schemes*.
- most of the planning related actions in the Industrial Strategy are already reflected in the Amendment
- all planning related actions identified in the Industrial Strategy (actions 3, 21, 31, 33 and 34) should be included at Clause ~~72.08~~74.02 (Further strategic work).
- once those planning related actions are reflected in the Planning Scheme, it is not necessary or appropriate to list the Industrial Strategy as a background document at Clause ~~74.02~~72.08.

Recommendations

Based on the reasons set out in this Report, the Panel recommends that Frankston Planning Scheme Amendment C148fran be adopted as exhibited subject to the following:

1. **Amend Design and Development Overlay Schedule 15 after reviewing its provisions against the Ministerial Direction on Form and Content of Planning Schemes and the Practitioner's Guide to Planning Schemes to:**
   a) **delete provisions that duplicate similar provisions within the schedule and in other parts of the Planning Scheme**
   b) **ensure provisions are clear and use plain English.**
2. **Amend Clause ~~72.08~~74.02 (Further strategic work) to reflect Actions 3, 21, 31, 33 and 34 in the Frankston City Industrial Strategy.**
3. **Amend Clause ~~74.02~~72.08 (Background documents) to delete reference to the Frankston City Industrial Strategy as a Background document.**

Further commentary

A key focus at the Hearing was the drafting of the Industrial Strategy. The Amendment seeks to make the Industrial Strategy a Background document. Background documents do not form part of the Planning Scheme and must not be relied on for decision making. As such, it is not appropriate for the Panel to interrogate or make specific recommendations about the Industrial Strategy.

1 Introduction

1.1 The Amendment

(i) Amendment description

The purpose of the Amendment is to implement the land use and development directions and recommendations of the *Frankston City Industrial Strategy* (Charter Keck Cramer and Tract, 2024) (Industrial Strategy) and *Frankston City Industrial Design Guidelines* (Tract, 2024) (Design Guidelines) into the Frankston Planning Scheme (Planning Scheme).

Specifically, the Amendment proposes to:

- amend Clause 02.01 (Context), Clause 02.02 (Vision), Clause 02.03 (Strategic Directions) and Clause 02.04 (Strategic Framework Plans) in the Municipal Planning Strategy to ensure consistency with the Industrial Strategy
- insert a new Clause 17.03-1L (Industrial Land Supply – Frankston City to Planning Policy Framework) to give effect to and ensure consistency with the Industrial Strategy and Design Guidelines
- apply a new Design and Development Overlay Schedule 15 (DDO15) to implement the built form requirements of the Design Guidelines to ensure the developments are consistent with the requirements being introduced
- insert a new Schedule to Clause 59.15 (Local VicSmart Applications) to help renew Precinct 1: Seaford and Precinct 2: Seaford North by increasing the building cost threshold to $3 million and adding the Design and Development Overlay – Schedule 15 (DDO15) built form requirements
- insert a new Schedule to Clause 59.16 (Information Requirements and Decision Guidelines for Local VicSmart Applications) to list for updated information requirements
- amend Clause 72.08 (Background Documents) to reference to the Industrial Strategy and Design Guidelines
- amend Clause 74.02 (Further Strategic Work) to remove reference to completing a new Industrial Strategy and include further strategic work relating to a potential future municipal wide Development Contributions Plan (DCP).

(ii) The subject land

The Amendment applies to land shown in Figure 1 which is all land in the municipality zoned Industrial 1 Zone and some land in the Commercial 2 Zone (Precincts 3 and 6).

The Amendment land is divided into six precincts (Industrial precincts) which reflect the categorisation in the Industrial Strategy.

Figure 1 Amendment Plan

1.2 Background

The Council commissioned an Industrial Land Strategy Review in 2019. This review identified the need to prepare an updated Industrial Strategy. Council has undertaken the following work:

- Preparation of background reports and discussion paper.
- Community consultation on a discussion paper.
- Preparation of a draft Industrial Strategy and draft Design Guidelines based on community feedback and the following background reports:
  - *Industrial Land Strategy Review Frankston City Industrial Precincts* (Charter Keck Cramer, November 2019)
  - *Urban Design and Planning Review* (Tract Consultants, June 2022).
- Community consultation on the draft Industrial Strategy and draft Design Guidelines in 2023.
- Adopted the Industrial Strategy and Design Guidelines in 2024 and requested authorisation for this Amendment to implement the strategy and guidelines.

The Industrial Strategy and Design Guidelines set out Council's vision for the municipality's Industrial precincts. The Amendment gives statutory effect in those documents. Council states that a key aim of the Amendment is to support the renewal of the City's established industrial precincts that exist in a changing economy that has been impacted by the COVID-19 pandemic.

1.3 Procedural issues

The Panel received a letter on 9 April 2025 from an organisation which supported the Amendment. The organisation did not make an original submission to the Amendment.

On 11 April 2025, the Panel advised that organisation:

> The Panel only has the power to consider submissions referred to it by Frankston City Council (Council) under section 23 of the Planning and Environment Act 1987. Accordingly, you have the option of contacting the Council and ask whether the Council would like to accept and/or refer your submission to the Panel.

The Council decided to not refer the letter of support to the Panel. Two further letters of support from owners of land to the north of Boundary Road, Carrum Downs were also discussed by the Frankston Business Park at the Hearing. A copy of the letters was provided to the Panel after the Hearing (Document 15).

Frankston Business Park submitted that it did not expect the letters of support would be treated as submissions. It clarified they were for information purposes only.

The Panel has given no weight to the three letters of support. The authors did not make submissions to the Amendment and the letters were not referred to the Panel.

1.4 The Panel's approach

Key issues raised in submissions were:

- concern about the detailed and restrictive nature of DDO15 on development potential
- concern that the controls prioritise aesthetics over operational considerations that it was necessary to investigate new greenfield land for industrial purposes (particularly land to the north of Boundary Road, Carrum Downs)
- bushfire mitigation measures should be integrated into the design controls.

The Panel has assessed the Amendment against the principles of net community benefit and sustainable development, as set out in Clause 71.02-3 (Integrated decision making) of the Planning Scheme.

The Panel considered all written submissions made in response to the exhibition of the Amendment, observations from site visits, submissions, evidence and other material presented to it during the Hearing. It has had to be selective in referring to the more relevant or determinative material in the Report. All submissions and materials have been considered by the Panel in reaching its conclusions, regardless of whether they are specifically mentioned in the Report.

This Report deals with the issues under the following headings:

- Strategic issues
- Are the controls drafted to deliver on the objectives?
- Should the Industrial Strategy be amended?

2 Strategic issues

2.1 Planning context

This chapter identifies planning context relevant to the Amendment.

Table 1 Planning context

	Relevant references
Victorian planning objectives	- section 4 of the PE Act
Municipal Planning Strategy	- Clause 2.01, 2.02, 2.03, 2.04.
Planning Policy Framework	- Clause 11.02-1S (Settlement), Clause 11.01-1R (Green wedges – Metropolitan Melbourne) - Clause 14.01-1S (Protection of agricultural land) - Clauses 15.01-1S (Urban design), 15.01-1L -01 (Signs), Clause 15.01-1L-02 (Urban design), Clause 15.01-2S (Building design), Clause 15.01-2L-01 (Environmentally Sustainable Design), Clause 15.01-3S (Subdivision design) - Clause 17.03-1S (Industrial Land Supply), Clause 17.03-3R (Regionally significant industrial land – Metropolitan Melbourne – Southern metro region).
Other planning strategies and policies	- Plan Melbourne Direction 8 (Policies 1.1 and 1.2) and Direction 8and 12 (Policies 1.1 and 1.2) - Melbourne Industrial Commercial Land Use Plan (MICLUP)
Planning Scheme provisions	- Clause 33.01 (Industrial 1 Zone) - Clause 34.02 (Commercial 2 Zone) - Clause 43.02 (Design and Development Overlay) - Clause 51.02 (Metropolitan Green Wedge Land: Core Planning Provisions) - Clause 59.15 (VicSmart) - Clause 72.08 (Background documents) - Clause 74.02 (Further strategic work)
Ministerial directions	- Ministerial Direction 9 (Metropolitan Strategy) - Ministerial Direction 11 (Strategic Assessment of Amendments)
Planning practice notes and other guidelines	- Planning Practice Note 46: Strategic Assessment Guidelines, September 2022 - Practitioner's Guide to Victoria's Planning Scheme (DTP, 2024) (Practitioner's Guide)

During the Hearing, the expert and submitters referred to some recently published government policy documents, which are not yet referenced in the Planning Scheme, including:

- *Plan for Victoria* (2025)
- *Economic Growth Statement, Victoria Open for Business* (2024)

2.2 Other directions and guidance

Ministerial Directions

The Explanatory Report discusses how the Amendment meets the relevant requirements of Ministerial Direction 11 (Strategic Assessment of Amendments) and *Planning Practice Note 46: Strategic Assessment Guidelines*, August 2018 (PPN46). That discussion is not repeated here.

Ministerial Direction 9 (Metropolitan Strategy) requires planning authorities to have regard to Plan Melbourne when preparing an amendment. The explanatory report provides a response which is not repeated here.

Planning authorities must comply with the *Ministerial Direction on the Form and Content of Planning Schemes (Ministerial Direction)* under section 7(5) of the Act (Ministerial Direction on Form and Content). The direction applies to planning scheme layout and mandatory information in a planning scheme. It applies also to amendments to planning schemes.

Planning practice notes

Planning Practice Note 46: Strategic Assessment Guidelines, August 2018 (PPN46) a consistent framework for preparing and evaluating a proposed planning scheme amendment.

Practitioner's Guide

A Practitioner's Guide to Victorian Planning Schemes Version 6, June 2022 (Practitioner's Guide) sets out key guidance to assist practitioners when preparing Planning Scheme provisions. The guidance seeks to ensure:

- the intended outcome is within scope of the objectives and power of the PE Act and has a sound basis in strategic planning policy
- a provision is necessary and proportional to the intended outcome and applies the Victoria Planning Provisions in a proper manner
- a provision is clear, unambiguous and effective in achieving the intended outcome.

2.3 Strategic justification

(i) Evidence and submissions

<u>Council</u>

Council submitted that the Amendment was strategically justified. It added:

> Council recognises that its supply of greenfield industrial zoned land is limited. This constraint increases the importance of optimising the use of existing industrial land and establishing a clear framework for its revitalisation.

Council submitted:

- the Amendment was consistent with the *Melbourne Industrial and Commercial Land Use Plan* (MICLUP)
- the Industrial precincts were identified as both locally and regionally significant in the metropolitan context
- implementation of an Industrial Strategy would provide greater certainty and clarity on development expectation in the Industrial Precincts

- most existing permit applications for industrial development[1] have estimated project costs ranging from $1.2 million to $2.8 million
- these applications demonstrate a clear willingness from the development sector to invest in Frankston City
- the introduction of a higher cost threshold for VicSmart applications would allow a more streamlined process
- the VicSmart pathway would only be available:
  … this streamlined process would only apply where proposals also comply with the requirements of the proposed DDO15.

Evidence

Mr Fetterplace of A Different City Pty Ltd gave evidence on behalf of the Frankston Business Group. He gave evidence that State policy requires a sufficient supply of industrial land referencing specific policies:

> Clause 11.02-1S states planning for supply of urban land should consider as relevant state government population projections and land supply estimates and, specifically, The Melbourne Industrial and Commercial Land Use Plan (2020).

He highlighted that Carrum Downs is identified at Clause 17.03-3R as significant industrial land within the Southern Metro Region:

> The Carrum Downs industrial area is specifically identified in the Municipal Planning Strategy at Clause 02.03-7 of the Frankston Planning Scheme as 'an important employment node where hi-tech, sustainable industry is encouraged to locate'.

Mr Fetterplace referred to policies and actions in Plan Melbourne, highlighting action 8 that says:

> [the State will] Work with local government to strengthen regionally significant industrial precincts in established urban areas for employment-generating activities by:
> - ensuring that sufficient land is zoned for employment purposes and that sensitive land uses such as housing are not permitted to be established in them
> - retaining larger industrial precincts for local manufacturing, service industries, warehousing and distribution
> - promoting the renewal of older industrial areas that are no longer well suited to industrial activities for alternative employment activities such as offices, creative industries and other employment-generating activities

Mr Fetterplace referred to action 5 in MICLUP which says:

> Councils should prepare and implement municipal-wide industrial land use strategies and activity centre strategies, or undertake similar strategic work for precincts, to guide future development of industrial and commercial land.

Mr Fetterplace acknowledged that:

- the Municipal Planning Strategy at Clause 02.03-1:
  - identifies that the availability of greenfield land is limited due to the designation of the Urban Growth Boundary (UGB) and the green wedge
  - is a strategic direction to manage pressure for development in the green wedge
- Clause 14.01-1S (Agriculture) seeks to protect productive agricultural land
- there is no proposal or process to change to the UGB or green wedge land.

[1] As referenced at pages 10 – 11 of Councils Part A submission (Document 6)

Mr Fetterplace focussed on the Industrial Strategy, rather than the overall strategic justification for the Amendment. He concluded that no change was required to the proposed ordinance to address the relevant Planning Policy Framework or other policy direction.

Frankston Business Group

Frankston Business Group adopted the evidence of Mr Fetterplace. It did not make submissions in relation to the overall strategic justification for the Amendment. It focussed on how the Industrial Strategy should be drafted to encompass the investigation of new industrial land outside the UGB.

(ii) Discussion

Industrial land supply

State planning policy makes it clear that industrial land supply needs to be provided, however industrial precincts have already been prioritised according to State, regional and local significance in the MICLUP. According to MICLUP Frankston City does not contain state significant industrial land, but the existing Industrial precincts have been identified regionally and locally significant. The Panel agrees that the revitalisation of existing industrial precincts is consistent with the relevant planning policies. This approach takes account of the local and regional significance of these precincts, as identified in Plan Melbourne and MICLUP.

The Panel notes that Mr Fetterplace placed a large emphasis on Council's role in identifying new industrial land. The Panel considers that it is more appropriate for new industrial land to be identified by a State or regional planning process (e.g. such as MICLUP). This is because within metropolitan Melbourne, industrial precincts form part of the wider metropolis where there are many competing policy objectives. Council cannot increase industrial land supply without appropriately considering all other policy objectives. Council needs to manage industrial land in line with State and regional policy direction.

Does the Amendment serve its purpose?

The Panel agrees with the general objective of the Amendment. However, the Panel is concerned that the operational effect of DDO15 will create greater complexity and uncertainty for developers looking to invest and undertake works in the Industrial precincts. The drafting needs to be improved to ensure the objectives of the Amendment can be realised. The operational effect of the controls and drafting is discussed in Chapter 3 of this report.

Subject to changes recommended in Chapter 3, the Amendment will deliver a net community benefit and sustainable development as required by Clause 71.02-3 of the Planning Scheme.

(iii) Conclusions

For the reasons set out in this report, the Panel concludes that subject to the drafting changes recommended in Chapter 3 the Amendment:

- is supported by, and implements, the relevant sections of the Planning Policy Framework
- is consistent with the relevant Ministerial Directions and Practice Notes
- is well founded and strategically justified
- should proceed subject to addressing the more specific issues raised in submissions as discussed in the following chapters.

3 Are the controls drafted to deliver on the objectives?

(i) The issues

The issues are whether:

- DDO15 can meet its stated objectives as currently drafted?
- the increased costs threshold for VicSmart applications will facilitate a more streamlined process for eligible applications?
- any changes are required to the drafting of the controls?

(ii) Background

The objectives of DDO15 are:

- To facilitate the development of functional, well serviced, amenable, and attractive industrial areas that have regard to the environment, local conditions and amenity.
- To facilitate development that responds to the local characteristics of the site and its context.
- To encourage the renewal of existing industrial areas.
- To ensure that development respects sensitive interfaces such as with residential areas or public open space.

The Amendment proposes to create a more streamlined application process for development applications costing up to $3 million by amending the Schedule to Clause 59.15 (VicSmart Applications). Eligibility for the streamlined process is contingent on meeting the requirements in DDO15.

The Department of Transport and Planning (DTP) letter of authorisation dated 6 June 2024 included the following condition:

> Revise the proposed DDO15 to remove repetition and ensure requirements are clear.

Similarly, the Panel directed Council to address the following question in its submission:

> How the proposed Design and Development Overlay Schedule 15 meets the *Ministerial Direction - The Form and Content of Planning Schemes* and the *Practitioners Guide to Planning Scheme* (particularly section 4.1).

Section 4.1 of the Practitioner's Guide sets out 'The Planning Scheme rules' which include:

- A provision must not conflict with or duplicate other legislation, instruments or Planning Scheme provisions.
- The application of a provision must be clear.
- The requirements of a provision must be clear and unambiguous.
- A provision must be structures to be clear and unambiguous.
- A provision must be written to be clear and unambiguous.

(iii) Submissions

CFA

CFA submitted that DDO15 should be revised to reflect the requirements in State planning policy at Clause 13.02-1S (Bushfire) relating to bushfire risk and radiant heat exposure.

Other submitters

Submitters 3 and 5 raised concerns about the drafting of DDO15 in their written submissions.

Submitter 3 said that the DDO15 would have an adverse impact on development potential and business operations. Submitter 3 noted that restrictions on signage, fencing and parking could reduce visibility, security and land use efficiency. The submitter was concerned about the practical effect of the DDO15 and objected to the Amendment, urging a greater focus on job creation over aesthetics.

Submitter 5 considered:

- several changes should be made to the DDO15 to improve clarity, practicality and alignment with existing planning provisions
- requirements for internal loading areas, landscaping, and service infrastructure may be impractical or overly prescriptive and should be more flexible, especially for smaller lots or constrained sites
- many design and subdivision requirements should be relocated from DDO15 to policy at Clause 15.01 (Built Environment), which currently lacks local content
- Clauses 15.01-1S, 1R, 1L-02, 2S, and 3S should be reviewed in parallel with a review of DDO15.

Council

Council submitted that DDO15 was drafted to be consistent with the Ministerial Direction on the Form and Content of Planning Schemes.

Council explained that the first draft of the DDO15 was reviewed on a without prejudice basis by DTP officers as part of the authorisation process. It submitted that the length of the DDO15 and the requirements was reduced at that time.

Council submitted that it completed a further review of the DDO15 against the Practitioner's Guide to Planning Scheme and issued raised in submissions. Further changes were made in the Day 1 version of the DDO15 (Document 6c). In this version, Council did not fully accept the changes recommended by submitters. For example, in relation to the signage controls, Council submitted:

> DDO15 aligns with Clause 52.05 and Council's *Outdoor Advertising Signage Design Guidelines* (2014). Final signage locations are assessed at permit stage.

Council resisted the suggestion from submitter 5 that design controls could be transferred to local policy at Clause 15.01 (Built environment) of the Planning Scheme. Council submitted that the DDO15 was the appropriate mechanism to revitalise the Industrial precincts.

Council opposed the changes suggested by the CFA, although it did update the Explanatory report to address bushfire risk. Council submitted that applications in the Bushfire Management Overlay or the designated Bushfire Prone Area are already assessed against State policy and it was not necessary to duplicate the requirements.

(iv) Discussion

Delivering on the intent of the DDO

DDO15 does not align with guidance in the Practitioner's Guide because it includes a significant amount of ambiguity and repetition. The Panel agrees with concerns raised by submitters 3 and 5 in relation to the drafting of the DDO15.

DDO15 should be revised to improve clarity, practicality and to avoid duplication with existing planning provisions. The Council's Day 1 version of DDO15 does not go far enough. As currently drafted, DDO15 will unlikely meet its objective of revitalising the existing Industrial precincts. The control needs a thorough review and rewrite to remove ambiguity and duplication. As part of this review, the Council should consider whether some of the detail would sit more appropriately in local policy (as suggested by submitter 5).

Furthermore, the ambiguous drafting of DDO15 could limited the effectiveness of the expanded streamlined VicSmart pathways. This is because to be eligible for the VicSmart, the application needs to meet the requirements of DDO15. If the DDO15 is not clear it will be difficult and time consuming to ascertain whether a permit applications is eligible for VicSmart.

Examples of drafting issues

The Panel has not attempted to redraft the control given the extent of change likely required. However, some examples of problematic drafting in the Day 1 version of DDO15 are outlined below. These are just some of the examples, a thorough review is required to improve the operation of the control and ultimately meet the objective of this Amendment.

Building siting and orientation

The preferred setbacks for precinct 3 (Carrum Downs) and all other precincts are nominated in Table 1 and 2. There are several references in the table and qualifiers under each table to the preferred setback from 'major roads' and 'predominant street setbacks', for example:

> Where there is a predominant street setback to roads, excluding major roads buildings should be setback consistent with the setbacks of adjoining buildings.

Firstly, it is not clear what is a major road in this context. Secondly, even though the control is drafted to be 'non-mandatory' the level of specificity is likely to result in a more literal interpretation of setbacks.

Building design and detail + subdivision

Most of the requirements in DDO15 repeat design and subdivision objectives that already exist at Clauses 15.01-1S (Urban Design), Clause 15.01-1R (Urban Design – Metropolitan Melbourne), Clause 15.01-1L-02 (Urban Design), Clause 15.01-2S (Building) and Clause 15.01-3S (Subdivision Design) of the Planning Scheme. There is also a significant duplication with the guidance in the *Urban Design Guidelines for Victoria* (Department of Environment, Land, Water and Planning, 2017).[2] For example, the local urban design policy at Clause 15.01-1L-02 includes the following strategies:

> Encourage the provision of sufficient areas to accommodate the planting of new canopy trees.

[2] A relevant policy document at Clause 15.01 (Built environment)

DDO15 almost exactly duplicates existing local policy:

> Provide adequate space for the planting of new canopy trees.

Reference to signage

There is reference to signage under the header 'building design and detail' in DDO15.

> Avoid the placement of signage on front fences or footpaths; or free standing signage within front setbacks.

This is problematic as it deals with free standing signs that are not subject to planning. The provision also duplicates Clause 15.01-1L-01 (Signs) of the Planning Scheme where it is already a strategy to:

> Avoid advertising signs near exit and entry ramps to major road corridors.
>
> Encourage signs to be located on the main building or canopy.
>
> Support signs that are designed to integrate with new buildings.

Access and car parking

There are requirements relating to access and cycling in the DDO15:

> Provide clearly defined pedestrian and cyclist entry points from the footpath or shared path to the main building entrance.
>
> Separate pedestrian and bicycle circulation from vehicle movements, particularly loading and servicing vehicles, where possible.

There are existing car parking design and access requirements at Clause 52.06, bicycle requirements at Clause 52.34 and other design considerations in Clause 15.01 (Urban Design) of the Planning Scheme. It is not necessary to duplicate this.

<u>Integration of bushfire controls</u>

The Panel agrees with Council. It is not the role of DDO15 to specifically address or repeat bushfire risk. There is an existing framework in place, including State policy at Clause 13.01-1S (Bushfire). DDO15 would need to be interpreted as part of the integrated decision-making framework; this framework already requires a consideration of bushfire risk.

(v) Conclusions and recommendations

The Panel concludes:

- the Amendment will not meet its objectives based on the current drafting of DDO15.
- DDO15 needs to be thoroughly review and redrafted to clarify its provisions and to delete provisions that duplicate similar controls elsewhere in the Planning Scheme.
- DDO15 should be reviewed more carefully against the *Ministerial Direction on Form and Content of Planning Schemes* and the *Practitioner's Guide to Planning Schemes*.

The Panel recommends:

1. **Amend Design and Development Overlay Schedule 15 after reviewing its provisions against the Ministerial Direction on Form and Content of Planning Schemes and the Practitioner's Guide to Planning Schemes to:**
   - **a) delete provisions that duplicate similar provisions within the schedule and in other parts of the Planning Scheme**
   - **b) ensure provisions are clear and use plain English.**

4 Should the Industrial Strategy be amended?

(i) The issues

The issues are whether:

- the Industrial Strategy should be amended
- the Industrial Strategy should be a Background document.

(ii) Background

The Industrial Strategy and the Design Guidelines, as adopted by Council, are proposed to be referenced as Background documents at Clause 72.08 of the Planning Scheme. The Industrial Strategy supersedes Council's 2009 Industrial Strategy. It deals with both planning considerations and matters beyond the planning system.

Section 6.2.2 of the Practitioner's Guide explains the role of a Background document:

> What is a background document?
>
> A background document provides information that helps to understand why a particular policy or control has been included in the Planning Scheme. Background documents were previously referred to as 'reference documents'. A background document is not part of the Planning Scheme and must not be directly relied on for decision making. If a background document contains content that is necessary for decision making (such as strategies or decision guidelines) then these must be extracted and placed in the relevant policy or control.
>
> When should a document be mentioned as a background document?
>
> If a document gives useful information that will help a user understand the Planning Scheme, it may be suitable for mention as a background document. These documents are however most relevant at the Planning Scheme amendment stage and are generally not needed at the decision making stage. As with incorporated documents, avoid referencing background documents wherever possible to keep the scheme user-friendly and self-contained.
>
> …
>
> A background document must relate directly to a specific policy or provision. A document that includes a lot of information that is not directly relevant to the specific provision of the scheme will not generally be suitable for mention as a background document.
>
> Do not make a document a background document if the substantive elements of the document have been included in the scheme and require no further explanation.

(iii) Evidence and submissions

The Industrial Strategy was the key focus of submissions at the Hearing.

<u>Evidence</u>

Mr Fetterplace provided detailed evidence at the Hearing in relation to suggested changes to the Industrial Strategy. These changes effectively bolstered support for the investigation of future industrial land to the north of Boundary Road. That land is located outside the UGB and within the green wedge and partly owned by Frankston Business Group.

The land referred to in Figure 4 of Mr Fetterplace's evidence is described as 'subject land'.[3]

Figure 2 Frankston Business Group land

Mr Fetterplace stated that section 2.4.5 of the Industrial Strategy should include the following additional text:

> Consideration of the suitability of this land for potential future industrial land supply should be investigated ahead of time (noting the land remains Green Wedge zone and there is no proposal for change at present) as part of this Industrial Strategy in order to support ongoing economic investment and employment growth in the Frankston LGA and to protect the potential opportunity for expansion, if appropriate.

He recommended that a new specific short term (2 – 5 years) action be included at page 79 of the Industrial Strategy to provide certainty on how that future investigation should occur:

> Action ## - Investigate suitability of potential future expansion of industrial land to the north of Boundary Road in the event of a proposal to move the UGB by the Victorian State Government.
>
> Undertake economic, environmental, cultural, service and transport infrastructure investigations (and others, as required) to determine whether the land generally bounded by Thompsons Road, Frankston-Dandenong Road and Boundary Road may be suitable for potential future industrial land supply in the event that a proposal or process to move the UGB was advanced by the Victorian State Government.

Mr Fetterplace relied on actions and principles in MICLUP to support his view. He referred to Action 5 in MICLUP which states:

> Councils should prepare and implement municipal-wide industrial land use strategies and activity centre strategies, or undertake similar strategic work for precincts, to guide future development of industrial and commercial land.

He referred to guiding principles in MICLUP, including:

- principle 1 which identifies that long-term commercial and industrial land supply be identified and set aside to support future industry and business growth

[3] Page 4 of Mr Fetterplace's evidence statement

- principle 3 which seeks to ensure that planning will provide clarity and certainty about how and where industry and business can grow over time to support and guide long term investment and locational decisions.

Mr Fetterplace identified a gap at page 31 of the Industrial Strategy (which refers to the investigation of land to the north of precinct 3 for future industrial purposes), stating that:

> … in my view this statement is made in isolation and provides limited clarity to support or guide long term investment and how business may grow in the location. I consider there is a gap in the Industrial Strategy addressing longer term consideration of supply in the event that the approach to green wedge planning was initiated by the State Government.

Mr Fetterplace considered it was not appropriate for the proposed ordinance to be amended to reflect the future investigation of land to the north of Boundary Road.

In response to questions from the Panel regarding the status of the Industrial Strategy as a Background document, Mr Fetterplace said:

- the Industrial Strategy contained statutory and non-statutory measures
- the strategy had an ongoing role, but not for the purpose of informing decisions on permit applications
- other actions in the strategy could be transferred to Clause 74.02 (Further strategic work); but that this would not kill off the role of the strategy
- the 2009 Industrial Strategy was not listed as a Background document in the Planning Scheme, but that it still had a role in direction Council's allocation of resources.

<u>Frankston Business Group</u>

Frankston Business Group adopted the evidence of Mr Fetterplace, supporting changes to the Industrial Strategy. It submitted:

- it would be missed opportunity if short, medium and longer term opportunities were not flagged in a 20 year strategy
- it is not a significant change to properly accommodate further investigation of the land to the north of Boundary Road
- it was good planning to take a long-term view and that without specific actions the strategy would be ineffective
- it was not contrary to policy to investigate land.

Frankston Business Group considered the additional words it requested for the Industrial Strategy did not constitute a transformation of the Amendment, as the words do not:

- result in a fundamentally different proposal to amend the Planning Scheme;
- propose to amend the zoning of any land or impose a levy of any type over the future development of land as a consequence of Amendment C148;
- amount to any substantial change in policy or the Planning Scheme; or
- affect any landowners other than those who have expressed support.

The reference to 'those who have expressed support' relates to the letters of support discussed in section 1.3 of this report. These letters were given no weight.

<u>Council</u>

Council did not support the changes to the Industrial Strategy proposed by Frankston Business Group. Council submitted:

> These changes are inconsistent with both State and Local Planning Policy and the principles of natural justice and would result in a transformational change to the Amendment that has not been subject to public exhibition or consultation.
>
> The existing wording in Section 2.4.5[4], was included in the response to Submission #7's submission during the consultation on the draft Industrial Strategy in April 2023 This text was considered at the 18 March 2024 Council Meeting and became part of the final Industrial Strategy and the exhibited Amendment.
>
> At the 17 February 2025 Council Meeting, Council resolved to (inter alia) endorse the officer's response to the submissions and approved recommended changes to support Council's advocacy position before the Planning Panel. Had the proposed new wording or action been included in the exhibited documents, additional submissions and requests to be heard by the Panel could have been generated.

Council acknowledged that MICLUP was due for a review in 2025. It submitted that it was unlikely that there would be a significant shift in strategic direction.

The Panel asked Council if, in lieu of making the Industrial Strategy a Background document, it would support the transfer of planning related actions in the Industrial Strategy in Clause 74.02, including:

- Action 3 – Investigation a funding mechanism (already proposed to be reference at Clause 74.02)
- Action 21 – Investigate the application of a PAO over land at 6-7 Apsley Place, Seaford
- Action 31 – Review the PAOs along McClelland Drive
- Action 33 – Prepare precinct plans for Precinct 5 (Frankston East)
- Action 34 – Prepare policy to guide the use and development of all commercial zone land in the municipality.

Council submitted:

- it would further consider whether the Industrial Strategy should be a Background document
- the 2009 Industrial Strategy was not currently a Background document
- some alterations should be made to the Industrial Strategy, reflecting the released of Plan for Victoria and timing considerations
- Action 3 (relating to a DCP funding mechanism) should before a medium-long term goal (rather than a short-term goal).

(iv) Discussion

<u>Should the Industrial Strategy be a background document?</u>

The Practitioner's Guide makes it clear that:

- a Background document must not be relied upon for decision making
- if the substantive elements of a document (in this case the Industrial Strategy) have been included in the scheme, it should not be included as a Background document.

The Industrial Strategy contains planning and non-planning actions. If the planning related actions are integrated into the Planning Scheme, there is no need for the Industrial Strategy to become a Background document.

[4] Frankston City Industrial Strategy (March 2024), Page 31.

The Panel considers that it would be appropriate to transfer the outstanding planning related actions into Clause 74.02. If this is done, it would not be necessary or appropriate to reference the Industrial Strategy as a Background document.

If a document does not form part of the Planning Scheme there is no need for the Panel to address the issue of transformation. The Industrial Strategy has already been adopted by Council, and as such can still be used to inform its approach to the revitalisation of existing Industrial precincts. The Panel expects it could be used in the same way that the 2009 Industrial Strategy has been used.

Merits of amending the Background document

It is not the role of the Panel to interrogate or make recommendations about documents that do not form part of the Amendment (nor inform planning decisions). However, given the focus of submissions, the Panel makes the following high-level comments in relation to Frankston Business Group's suggested changes:

- There is no indication in the current Planning Policy Framework that a change to the UGB or green wedge would be supported. In fact, there is clear and recent policy direction that these boundaries should not be altered.
- This position has recently been reinforced in the State government's *Plan for Victoria* (2025) and the *Economic Growth Statement* (2024). For example, in relation to the UGB page 64 of Plan for Victoria states:

  > The boundary set by Parliament to mark the long-term limit of Melbourne's urban development. There is no proposal to change the boundary.

- The Planning Policy Framework does not flag Frankston's industrial precincts as being of State or regional significance.
- It would not be good practice to flag the investigation of greenfield land outside the UGB for industrial land use. This would likely lead to further speculation, uncertainty and allocation of resources to a matter that is entirely inconsistent with current planning policy.
- The changes proposed by Frankston Business Group to the Industrial Strategy are inappropriate and inconsistent with planning policy.

The Panel notes that even the current reference to future investigations in section 2.4.5 of the adopted Industrial Strategy is questionable given the current policy settings. However, this is a matter outside the remit of this Panel.

The Panel does not oppose other edits suggested by Council to the Industrial Strategy, however it has the option of reviewing and updating the strategy as needed.

(v) Conclusions and recommendations

The Panel concludes:

- most of the planning related actions in the Industrial Strategy are already reflected in the Amendment
- all planning related actions identified in the Industrial Strategy (actions 3, 21, 31, 33 and 34) should be included at Clause ~~72.08~~74.02 (Further strategic work)

- once those planning related actions are reflected in the Planning Scheme, it is not necessary or appropriate to list the Industrial Strategy as a background document at Clause~~74.02~~72.08.

The Panel recommends:

2. **Amend Clause ~~72.08~~74.02. (Further strategic work) to reflect Actions 3, 21, 31, 33 and 34 in the Frankston City Industrial Strategy.**
3. **Amend Clause ~~74.02~~72.08 (Background documents) to delete reference to the Frankston City Industrial Strategy as a Background document.**

Appendix A Document list

No	Date	Description	Presented by
1	27 Feb 2025	Directions Hearing notice letter	Planning Panels Victoria (PPV)
2	19 March 2025	Panel directions and Hearing timetable version 1	PPV
3	21 March 2025	Background documents (as required by Direction 5): a) Council report dated 17 February 2025 b) Council minutes dated 17 February 2025 c) Redacted version of submissions	Frankston City Council (Council)
4	21 March 2023	Email to Panel confirming expert witness (as required by Direction 9)	Frankston Business Park Pty Ltd
5	25 March 2024	Summary of submissions and officer response (Attachment A to Council report dated 17 February 2025)	Council
6	31 March 2025	Council Part A submission including: a) Day 1 version – Explanatory report b) Day 1 version – Clause 02.03 strategic directions c) Day 1 version – schedule 15 to Clause 43.02 (DDO)	Council
7	7 April 2025	Letter requesting extension of time to provide expert evidence	Frankston Business Park
8	9 April 2025	Copy of authorisation letter and without prejudice comments on schedule to the DDO (referenced in the Council Part A submission)	Council
9	9 April 2025	Consent to extension of time to provide expert evidence	Council
10	10 April 20025	Expert evidence statement of Mr Jonathon Fetterplace	Frankston Business Park
11	11 April 2025	Outline submissions	Frankston Business Park
12	11 April 2025	Council Part B submission including: a) Council's Economic Development Strategy 2016 – 2022 b) Council's Frankston Industrial Land Strategy Review 2019 c) Council's Frankston Industrial Land Strategy 2009 d) Council's Economic Development Strategy 2016-2022 e) Day 1 version - Industrial Strategy (March 2024)	Council
13	11 April 2025	Email from Panel to MA Centre (Aust) Pty Ltd regarding submission process – copied to Council	PPV
14	14 April 2025	Council Part C submission (as presented orally at Hearing)	Council

No	Date	Description	Presented by
15	17 April 2025	Submissions (as presented orally at Hearing) including three 'letters of support'	Frankston Business Park

Executive Summary

12.1 Governance Matters Report for 21 July 2025

Enquiries: (Brianna Alcock: Corporate and Commercial Services)

Council Plan
Level 1: Council Performance and Leadership
Level 2: Provide good governance and ensure Councillors are demonstrating to the community the highest standards of, integrity, transparency, respect, and accountability

Purpose

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

Recommendation (Director Corporate and Commercial Services)

That Council:

Council Resolution Status Update

1. Receives the Council Resolution Status update, including:
   i. Notice of Motion Cost Summary, Notice of Motion Report and Urgent Business update for 21 July 2025;
   ii. Notes there are no Notice of Motion action reported as complete by officers;
   iii. Notes there is one (1) report delayed in the presentation to Council:
      - Response to 2025/NOM05 – Managing Olivers Hill Landslip, delayed to the November 2025 Council Meeting.
   iv. Notes since the Council Meeting, held on 23 June 2025, 34 resolution actions have been completed;

Councillor Briefings Record

2. Receives the record of Councillor Briefing meetings held since the date of last Council Meeting held on 2 June 2025, as listed in the body of the report;

External and Internal Committee Meetings Quarterly Update

3. Receives the highlights of activities of external and internal committee meetings held during the quarter April to June 2025;

Policy and Protocol Framework

4. Notes the Policy and Protocol Framework (Framework) was previously adopted by Council in March 2020;
5. Notes the Policy and Protocol Framework was reviewed, with key improvements:
   - A set of principles to be applied to all policies and protocols;
   - Policy alignment with the Governance Principles, as detailed in the *Local Government Act 2020*;
   - Requirement for risk and privacy assessments, as well as gender impact assessments for policies that meet the criteria, as required under the *Gender Equality Act 2020*;
   - Improved alignment with Council's Community Engagement Policy and Framework;
6. Notes the Policy and Protocol Framework has been authorised by the Chief Executive Officer;

Executive Summary

Compliance and Enforcement Policy and Protocols

7. Notes the Memorandum provided in December 2024 and further communication about strengthening Council's Compliance and Enforcement Policy and Protocols to reflect its strengthened practices;

8. Notes the Compliance and Enforcement Policy (Policy) has undertaken legal reviews to ensure it reflects the statutory mechanisms required. The Compliance and Enforcement Protocol and Prosecution Protocol (Protocols) have been updated to align with the Policy to ensure best practice and contemporary guidance is provided;

9. Notes the review of the Policy and these Protocols compliment the revised and strengthened Complaints Policy and framework and statutory mechanisms for review;

10. Notes the Compliance and Enforcement Policy, Compliance and Enforcement Protocol and Prosecution Protocol have been authorised by the CEO and will be made available on Council's website following this meeting;

MAV State Council Motions

11. Notes the next Municipal Association of Victoria (MAV) State Council Meeting has will occur on 10 October 2025;

12. Endorses six (6) motions for submission to MAV, prior to the 11 August 2025 deadline, for consideration at the State Council Meeting:
    - Stamp Duty reduction or waiver for 'First Home Buyer' recipients
    - Best Practice Implementation of Lobbyist Registers for Local Government
    - Affordable Housing Provisions
    - Vice-Regal Engagement with the Local Government Sector
    - Extending the application of the *Sentencing Amendment (Emergency Worker Harm) Bill 2020* to include workers involved in water safety and rescue
    - Continuation of tobacco service agreement funding beyond 30 June 2026 and planning reform relating to tobacconists

Mayor overseas travel to visit Sister and Friendship Cities

13. Notes Council endorsed a Friendship City arrangement with the City of Annapolis in the United States of America on 12 May 2025;

14. Notes the Mayor, Cr Baker and Cr Hill met with the Suva, Fiji High Commissioner and the Chinese Ambassador in Canberra in June 2025 where, as a gesture of good will, they welcomed the possibility of meetings to be arranged in the respective countries;

15. Endorses Mayor Bolam to travel to the Friendship City of Annapolis, United States of America (3 nights), Sister Cities Suva, Fiji (2 nights). Wuxi, China (2 nights) and Susono, Japan (2nights), pending confirmation of meeting arrangements and flights between from 23 September 2025 until 13 October 2025. It is estimated the accommodation for this travel will cost Council a total of $7000;

16. Notes the flights and incidental expenses for the travel will be paid for by Mayor Bolam with no budget implications for Council;

17. Endorses Mayor Bolam to perform his functions and duties during this period of travel with an arranged signing of the Memorandum of Understanding (MOU) to formalise the Friendship City with the City of Annapolis, United States, and for possible meetings in the City of Suva, Fiji and Wuxi, China;

18. Endorses gifts for both Suva City Council and Wuxi City Council to be arranged, to the total value of $500, to be funded from the Advocacy budget; and

19. Notes all written arrangements required by the Foreign Minister regarding our sister cities and friendship cities relationships have been provided to the Department of Foreign Affairs and Trading (DFAT) to ensure full compliance, including: the Friendship City MOU with Annapolis, USA and the Sister City Agreements with Suva, Fiji, Wuxi, China and Susono, Japan.

Key Points / Issues

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

Governance Matters reported for this meeting

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

- Council Resolution Status Update
- Council Briefings Record
- External and Internal Committee Meetings Quarterly Update
- Policy and Protocol Framework
- MAV State Council Motions
- Mayor overseas travel to visit Sister and Friendship Cities

Council Resolution Status Update

- At its 19 December 2016 Meeting, it was resolved that Council:

  "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 22 July 2019 Meeting, it was resolved that Council:

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

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

- In line with the above resolutions, the following reports are attached for 21 July 2025:
  - Notice of Motion Cost Summary **(Attachment A)**
  - Notice of Motion Report **(Attachment B)**
  - Urgent Business Status Update **(Attachment C)**
- There are no Notice of Motion actions that are reported as complete by officers.
- Due to various factors, it is sometimes not possible for reports to be brought back before Council in accordance with the time frames resolved. The following report has been delayed in its presentation to Council:
  - Response to 2025/NOM05 – Managing Olivers Hill Landslip
    - Deferring the report to November will ensure it is as comprehensive and strategically aligned as possible. The revised timing will allow the report to incorporate the outcomes of two key developments:
      - The McCrae Board of Inquiry, which is due to deliver its final report in September. Its findings are expected to directly inform local landslip risk management, including planning controls, inter-agency coordination, and mitigation strategies relevant to Olivers Hill.
      - The Disaster Ready Fund (DRF) Round 2 announcements, also expected in September. Council's application includes funding to advance the Coastal Resilience 2100 project, conduct a detailed landslip risk assessment, and establish a best-practice monitoring program at Olivers Hill. Aligning the report with this announcement will ensure it accurately reflects available resources, proposed next steps, and partnership opportunities.
- Since the Council Meeting 2025/CM10 on 23 June 2025, 34 resolution actions have been reported as 'complete', as listed below and detailed in **Attachment D**:
  - Corrections Amendment - Planning Scheme Amendment C165fran
  - Governance Matters Report for 9 September 2024
  - City Futures Progress Report - Quarter 1 July - September 2024
  - City Economy Quarterly Report and Frankston Business Collective Quarterly Progress Report
  - 2024-25 Frankston City Business Grants
  - Councillor Delegates to External Organisations and Internal Committees for 2025
  - Young Street Action Plan Update
  - Community Service Partnership Grant Recommendations 2025-2028
  - Federal Election 2025 - Advocacy Priorities
  - To add tree 97B at 4 Carder Ave Seaford to the Frankston Council Tree Register
  - Governance Matters Report for 29 January 2025

- Planning Application 730/2024/P - 48 Roberts Street Frankston 3199 - To use the land for a Rooming House in a General Residential Zone (R1Z)
- Statutory Planning Progress Report for October, November and December 2024
- Chief Executive Officer's quarterly report - October to December 2024
- Housing Advisory Committee, Annual Report 2024
- Positive Ageing Action Plan Progress Report (2023-2024)
- Youth Action Plan - Review & Progress Report 2024
- Frankston City Industrial Strategy and Frankston City Industrial Design Guidelines - Planning Scheme Amendment C148fran - Consideration of submissions received and request the appointment of a Planning Panel
- Hot Topics - February 2025
- City Economy and Frankston Business Collective Quarterly Report
- Frankston Arts Advisory Committee - Minutes 23 January 2025
- Adoption of Community Engagement Policy 2025
- Adoption of the Community Vision 2040 following the Statutory Review
- Delegates Report from Mayor Bolam on his meeting with Mayor Buckley in Annapolis, USA
- Adoption of the Frankston Metropolitan Activity Centre Development Contributions Plan (HillPDA, March 2025) and consideration of the Planning Panel Report for Planning Scheme Amendment C161fran
- Governance Matters Report for 24 March 2025
- Governance Matters Report for 23 April 2025
- Chief Executive Officer's quarterly report - January to March 2025
- Hot Topics
- Award of Fuel Contract - Procurement Australia Contract Number: 2703/0110
- City Futures Progress Report - Quarter 3 January - March 2025
- Capital Works Quarterly Report - Q3 - January to March 2025
- 2024-25 Facade Improvement Grants
- Urgent Business - Illicit Tobacco Trade

Councillor Briefings Record

- At its 11 September 2023 Meeting, it was resolved that Council:
  "4. Resolves to provide with effect from the October Council Meeting, the record of Councillor Briefings containing the following details through the Governance Matters Report:
    - *List of the topics discussed at Councillors briefings held since the date of last council meeting;*
    - *Records of the Councillors attendance at that briefing; and*
    - *Conflict of Interest disclosures, if any."*

12.1 Governance Matters Report for 21 July 2025

Executive Summary

The briefings listed below have occurred since the 23 June 2025 Council Meeting:

Briefing Date and Topics	Councillors in Attendance	Disclosures of Interest
30 June 2025 • CONFIDENTIAL: Councillors Only - Interim CEO discussion with Margaret Devlin • CONFIDENTIAL Centenary Park Golf Course Management Update • CONFIDENTIAL: 76 Young Street discussion • Planning Reforms (incl Liquor Reforms, Ministerial Call-ins, Housing Choice and Transport Zone)	Mayor, Cr Bolam Deputy Mayor, Cr Steffie Conroy Cr David Asker Cr Sue Baker Cr Nathan Butler Cr Emily Green Cr Brad Hill Cr Michael O'Reilly Cr Cherie Wanat	Nil
1 July 2025 • CONFIDENTIAL: Councillors Only - Interim CEO candidate questions	Mayor, Cr Bolam Deputy Mayor, Cr Steffie Conroy Cr David Asker Cr Sue Baker Cr Nathan Butler Cr Emily Green Cr Brad Hill Cr Michael O'Reilly Cr Cherie Wanat	Nil
14 July 2025 • Introduction with Interim CEO • Reflections on opportunities with Monash University • Lease and Licence Policy- initial discussion • Annual Community Satisfaction Survey Results • Agenda Review	Mayor, Cr Bolam Deputy Mayor, Cr Steffie Conroy Cr David Asker Cr Sue Baker Cr Nathan Butler Cr Emily Green Cr Brad Hill Cr Michael O'Reilly Cr Cherie Wanat	Nil

External and Internal Committee Meetings Update

- At its meeting on 20 November 2023, it was resolved that Council:

  "10. Notes the highlights of the activities of any of the external and internal committees, if not otherwise report to Councillors, would be provided from time to time in the Governance matters report."

- The highlights of the activities of external and internal Committees meetings held during the quarter April - June 2025 are provided in **Attachment E**:

- Internal Committees:
  - Disability Access and Inclusion Committee
  - Foreshore Advisory Committee
  - Frankston Charitable Trust
  - Housing Advisory Committee
  - Reconciliation Action Plan Advisory Committee
  - Sport and Recreation Advisory Committee
  - Youth Advisory Council

- External Committees:
  - Association of Bayside Municipalities

Policy and Protocol Framework

- Councillors were briefed on 11 June 2025 regarding the review of the Policy and Protocol Framework (Framework) (**Attachment F**). The Mayor, Deputy Mayor, and Councillors Asker, Baker, Butler, Green and Hill were in attendance.
- Previously adopted in March 2020, a review of the Framework has been undertaken, with the new revision now authorised by the Chief Executive Officer, dated 19 June 2025.
- The following key improvements have been implemented into the Framework:
  - A set of principles to be applied to all policies and protocols;
  - Requirement for all policies to align with the Governance Principles, as detailed in the Local Government Act 2020;
  - Where relevant, policies need to undergo risk and privacy assessments, as well as gender impact assessments for policies that meet the criteria, as required under the Gender Equality Act 2020
  - There is improved clarification on the community engagement process for Council policies by aligning with Council's Community Engagement Policy and Framework;
  - There is a streamlined process to commence community engagement prior to Council's adoption of the policy;
  - The authorisation and adoption process is clearly outlined, as well as detailing the revocation and implementation process; and
  - The requirements for monitoring and reporting are also outlined, with associated timelines.
- The Framework is presented to Council for noting and will be published to Council's website following this Council Meeting.

Compliance and Enforcement Policy and Protocols

- The Compliance and enforcement Policy and Protocols have been revised to reflect its strengthened practices. Legal reviews were undertaken to ensure it reflects the statutory mechanisms required and to ensure they are best practice contemporary guidance.
- The review of the Policy and these Protocols compliment the revised and strengthened Complaints Policy and framework and statutory mechanisms for review.
- Commencing in July 2024, significant work has been undertaken to strengthen Council's approach to Compliance and Enforcement functions. Within Council, Compliance and Enforcement matters are shared across the teams and directorates outlined below:
  - Safer Communities – Local Laws, Waste (Environment Protection Act), Parking Enforcement, Fire Prevention and Animal Management.
  - Development Services – Planning Investigations, Building Services and Environmental Health.
  - Engineering Services – Asset Protection.
  - City Futures – Tree Protection

Executive Summary

- The Compliance and Enforcement Policy has undergone several legal and peer reviews and has been updated in line with legislation and Council's obligations as a regulatory agency with the policy considered operational in nature.
- This work sits alongside the recent refresh of Council's Hot Topics Report, which identifies and monitors any items which may result in media/community interest, and Council's Complaints Management framework, including an updated website and Council adoption of the Complaints Policy, in ensuring that Council has a best practice and contemporary approach to Compliance and Enforcement functions in the municipality. The three (3) key documents that have been finalised are Compliance and Enforcement Policy, Compliance and Enforcement Protocol and Prosecutions Protocol.
- The Compliance and Enforcement Policy is an administrative that policy sets the framework for how Council will perform its functions of Compliance and Enforcement under the various enabling Acts made by the Victorian Parliament. The Policy is relevant to a broad range of compliance and enforcement activities undertaken by Council's Authorised Officers and its authorised contractors for and on behalf of Council within the municipality. The Policy details Council's Constitution, Capacity, Functions Duties and Powers, how those powers are performed and sets responsibilities for the Chief Executive Officers and Directors, Managers and Officers. For Councillors, the policy reinforces Councillors responsibilities in setting the strategic objectives of the Council and that decision making relating to the investigation of reports and taking enforcement action is the responsibility of the appropriate authorised officer. Any such matters referred to Councillors by the community should be referred to the respective Council officer.
- The Compliance and Enforcement Protocol establishes a framework for assessment and decision making when Council exercises it Compliance and Enforcement functions. The protocol informs an approach that gives consideration to proportionality, consistency, impartiality and transparency and privacy. Further guidance is provided that addresses investigations, enforcement action and statutory review rights and complaints.
- The Prosecutions Protocol provides guidance to Council for prosecution proceedings and for the determination of prosecution matters. The protocol may also be used by teams to assist in prosecution matters where external legal representation is sought. The protocol is aligned with the Policy of the Director of Public Prosecutions for Victoria and ensures that prosecutions may only proceed if there is a reasonable prospect of a conviction, and a prosecution is in the public interest.
- The Compliance and Enforcement Policy, Compliance and Enforcement Protocol and Prosecution Protocol have been authorised by the CEO and will be made available on Council's website.

MAV State Council Meeting Motions

- Each year, councils across Victoria are invited to submit Motions to be heard at the Municipal Association of Victoria (MAV) State Council Meeting. This provides Council with the opportunity to highlight specific topics and projects at a state level to clearly demonstrate the level of commitment of Frankston City Council to both Local and State issues.
- The MAV is a legislated peak body for local government in Victoria, which offers a range of services to councils who are subscribed members, which may include

specialist policy and advocacy, governance and legislative advice, sector development, insurance and procurement services.

- Typically, there are two State Council Meetings held each year. The first for 2025 occurred on 16 May 2025, and the second is scheduled for 10 October 2025, with the deadline for submitting motions set for 11 August 2025.
- An email was circulated to Councillors on 20 June 2025, seeking input into raising motions for submission to the State Council Meeting.
- Motions should be of a statewide significance and should also be subject to Council resolution.
- Submitted Motions should not be repetitive in form or substance of a motion or item considered at the most recently held meeting of State Council.
- Officers have finalised six (6) Motions for consideration (***Attachment G***) and are seeking endorsement to submit the motions outlined below to the MAV State Council Meeting:
    - Stamp Duty reduction or waiver for 'First Home Buyer' recipients
    - Best Practice Implementation of Lobbyist Registers for Local Government
    - Affordable Housing Provisions
    - Vice-Regal Engagement with the Local Government Sector
    - Extending the application of the Sentencing Amendment (Emergency Worker Harm) Bill 2020 to include workers involved in water safety and rescue
    - Illegal Tobacco Trade

Financial Impact

There are no financial implications with this report.

Consultation

1. **External Stakeholders**
   Nil
2. **Other Stakeholders**
   Nil

Analysis (Environmental / Economic / Social Implications)

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

Legal / Policy / Council Plan Impact

Charter of Human Rights and Responsibilities

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

Legal

Nil.

Policy Impacts

Nil.

Officer's Declaration of Interests

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

Executive Summary

There are no risks identified with this report.

Conclusion

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

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

ATTACHMENTS

Attachment A:⇩	Notice of Motion Cost Summary
Attachment B:⇩	Notice of Motion Report
Attachment C:⇩	Urgent Business Status Update
Attachment D:⇩	Completed Actions
Attachment E:⇩	Quarterly Update on Committee Activities April - June 2025
Attachment F:⇩	Policy and Protocol Framework
Attachment G:⇩	Prosecution Protocol - July 2025
Attachment H:⇩	Compliance and Enforcement Protocol - July 2025
Attachment I:⇩	Compliance and Enforcement Policy - July 2025
Attachment J:⇩	MAV State Council Motions for October 2025

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Notice of Motions Estimated Costs
By Councillor
2024 - 2028 Term

Councillor	Number	Primary Cost	Ongoing Cost	Outcome Cost	Urgent Business
Cr David Asker	2	$0	$0	$0	1
Cr Sue Baker	2	$0	$0	$0	0
Cr Kris Bolam	0	$0	$0	$0	0
Cr Nathan Butler	3	$0	$0	$0	0
Cr Steffie Conroy	2	$0	$0	$0	0
Cr Emily Green	0	$0	$0	$0	0
Cr Brad Hill	1	$0	$0	$0	0
Cr Michael O'Reilly	0	$0	$0	$0	0
Cr Cherie Wanat	0	$0	$0	$0	0
TOTAL	7	**$ -**	**$ -**	**$ -**	**1**

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

Notice of Motion Report - 2025 - CM12 - for the 21 July 2025 Council Meeting (A5541971).XLSX

Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
29-Jan-25	14.2	2025/NOM04 - Family / Domestic Violence in the Frankston LGA Cr Conroy	Council Decision Moved: Councillor ConroySeconded: Councillor Wanat That Council: 1.Notes that the Frankston City Council LGA has the highest reported rates of family (and/or domestic) violence in the South East region of Victoria with approximately five family violence cases earmarked each day; 2.Notes that: a.Since 2019, Council has dedicated a line-item in its annual budgets to alleviate the ongoing impact of family violence on the Frankston municipality; b.In the past four years alone, Council spent over $320,000 in this endeavour in support of, and in partnership, with other agencies, to prevent family / domestic violence in alignment with the Victorian Government which has its own ministries for Women and (the) Prevention of Family Violence, the Australian Government has the Family Violence Act 2012 and the 'The National Plan to End Violence against Women and Children 2022–2032); 3.Writes to the State Member for Frankston, Mr Paul Edbrooke MP and the Minister for (the) Prevention of Family Violence and Employment, The Hon. Vicki Ward. The subject of this correspondence is to formally make the concerns of this resolution clear and to seek state intervention in the Frankston municipality; 4.Writes to the Federal Member for Dunkley, Ms Jodie Belyea MP and the Assistant Minister for (the) Prevention of Family Violence and Employment, The Hon. Justine Elliot. The subject of this correspondence is to formally make the concerns of this resolution clear and to seek federal intervention in areas of Dunkley with pronounced cases of family violence; 5.In the above correspondence, Council is to highlight that it was unsuccessful in its recent grant application to the State Government, for $212,500 over 3 years under the Free From Violence Local Government Grant Program 2024-2027. Had Council being successful in the application, these funds would have been used to enable deeper engagement with communities of concern and for future program delivery; 6.Council notes that one of its primary advocacy pillars for the upcoming federal election relates to the federal government providing ongoing funding assistance to community relief organisations, such as Community Support Frankston. Many of these relief organisations are often at the 'coalface' insofar as family and domestic violence situations throughout the Frankston LGA: a.Council, in the above correspondence, is to use this opportunity to reinforce its desirability for enhanced funding as per this advocacy priority; b.Council, in the spirit of fairness and bipartisanship given the imminent federal election, is to also provide a copy of this correspondence (in 5.) to all declared candidates for Dunkley; 7.In acknowledging Frankston's continued excessively high figures for family/domestic violence, and the urgent need for tangible action on this front, a report is to be provided at the June 2025 Council Meeting on: a.The outcome of the advocacy efforts and formal correspondence / sought meetings as previously stipulated in this resolution. b.The report is to consider what budget additions, if any, are to occur to enhance the scope and effectiveness of Council's present rate of family violence funding for the 2025/2026 Annual Budget; and c.Council acknowledges that family violence is a serious issue in our community and is exploring the actions, steps, and tools that could be used to address the situation effectively. Carried Unanimously	Tim Bearup	12 Feb 2025 3:19pm Bearup, Tim 1. Noted, 2. Noted , 3. In progress. A letter to the State Member for Frankston, Mr Paul Edbrooke MP and the Minister for (the) Prevention of Family Violence and Employment, The Hon. Vicki Ward is in development. , 4. In progress. A letter to the Federal Member for Dunkley, Ms Jodie Belyea MP and the Assistant Minister for (the) Prevention of Family Violence and Employment, The Hon. Justine Elliot is in development. , 5. Noted. , 6. Noted., 7. In progress. A report will proceed to Council in June 2025. 07 Apr 2025 5:13pm Bearup, Tim 1. Noted, 2. Noted , 3. In progress. A letter to the State Member for Frankston, Mr Paul Edbrooke MP and the Minister for (the) Prevention of Family Violence and Employment, The Hon. Vicki Ward is being finalised for release., 4. In progress. A letter to the Federal Member for Dunkley, Ms Jodie Belyea MP and the Assistant Minister for (the) Prevention of Family Violence and Employment, The Hon. Justine Elliot is being finalised for release., 5. Noted. , 6. Noted., 7. In progress. A report will proceed to Council in June 2025.	
29/01/2025	14.3	2025/NOM05 - Managing Olivers Hill Landslip Cr Butler	Council Decision Moved: Councillor ButlerSeconded: Councillor Hill That Council: 1.Notes the recent well-published landslip occurrence in McCrae within the Mornington Peninsula Shire; 2.Notes the recent instances of land slippage at Olivers Hill, including the coastal cliffs up from the Oliver's Hill boat ramp and on private allotments; 3.Notes Olivers Hill area consists largely of private allotments but also includes Council roads, Nepean Highway which is VicRoads, and coastal foreshore which is Crown land, and that the retaining walls along Nepean Highway are VicRoads responsibility where within the road reserve or are structures within private allotments; 4.Notes the Erosion Management Overlay (EMO) in the Frankston Planning Scheme and Frankston Coastal and Marine Management Plan Council has in place for Olivers Hill to: a)continue to regulate buildings and works within the EMO to protect areas prone to erosion, landslip, other land degradation or coastal processes by minimising land disturbance and inappropriate development; b)provide strategic direction in the management of marine and coastal Crown land to align Council's strategies with State legislation and policy; 5.Notes that Council is currently undertaking a Frankston City Coastal Resilience 2100 project by undertaking Stages 1-4 of the "Victoria's Resilient Coast – Adapting to 2100+ (2023)" framework to develop and progress strategic coastal hazard risk management and climate change adaptation, which is partially funded by the Victorian Government; 6.Notes Council has a Foreshore Advisory Committee that guides the Council in decision making on coastal management, assists with the delivery of the Coastal and Marine Management Plan and in the review of strategic planning and management policies guiding the management of Frankston's coastal and marine environment; 7.Notes that the State Government Department of Energy, Environment and Climate Action have undertaken a Port Phillip Bay Coastal Hazard Assessment and are undertaking a Victorian Coastal Cliff Assessment Project which includes- a)geomorphic assessment and mapping of coastal cliff types; b)a quantitative analysis of recession rates at a regional scale; c)a qualitative analysis of physical processes and mechanisms affecting coastal cliff stability, and d)advice on managing risk from coastal cliff instability; 8.Calls for a briefing and/or a report to Council by March 2025 that outlines these matters in further detail and explores any further opportunities for improvement emerging from the McCrae incident; and 9.In developing the above-mentioned Council report, Council writes to the above mentioned authorities and request a briefing or report from those agencies of their responsibilities and accountabilities at Olivers Hill, in light of the McCrae incident. Carried Unanimously	Tammy Beauchamp	07 Feb 2025 12:23pm Milton, Katie 1. to 7 Noted 8. Briefing and/or a report being prepared for Council by March 2025 (depending on availably) that outlines these matters in further detail and explores any further opportunities. 9. Letters prepared for approval. 24 Feb 2025 10:26am Milton, Katie 1. to 7 Noted 8. Council date may be delayed dependant on response to meeting request. 9. Letters to DEECA and DTP have been prepared. 31 Mar 2025 1:35pm Milton, Katie 1 to 7 Noted. 8 Council report back delayed to Council Meeting May 12th to allow for meetings with DEECA and DTP prior. 9. Letters to DEECA and DTP have been sent and meetings held early March. 19 May 2025 5:14pm Milton, Katie 1 to 7 Noted. 8 Cr Butler approved change to reporting to July 2025 to allow for incorporation of outcomes of cross-agency discussions into the report. 9. Letters to DEECA and DTP have been sent and meetings held early March. 19 Jun 2025 4:02pm Milton, Katie 1 to 7 Noted. 8 Cr Butler approved change to reporting to July 2025 to allow for incorporation of outcomes of cross-agency discussions into the report. 9. Letters to DEECA and DTP have been sent and meetings held early March.	
17/02/2025	14.1	2025/NOM6 - Beach and Sand Movement causing blockages around boat ramps at Kananook Creek Cr Hill	Council Decision Moved: Councillor HillSeconded: Councillor Butler That Council 1.Notes the popularity of boating in Frankston; 2.Notes the frequent and ongoing beach sand movement causing restrictions around the entrance to Kananook Creek and the boat ramp, making the facility unusable at times as a result; 3.Notes that Council has been undertaking continual dredging at the mouth at the entrance to Kananook Creek for many years; 4.Notes that it has been liaising with all relevant state government authorities, including Better Boating Victoria, Melbourne Water, Department of Energy, Environment and Climate Action (DEECA), Parks Victoria and other stakeholders to find different ways to approach the issue, determine how the matter could be addressed, and how this may be funded; and 5.Receives a report providing a summary of the issues, constraints, advocacy submissions and any findings from the previous Council reports regarding keeping this boat facility functional and available on an ongoing basis. This report is to be presented to Council no later than September 2025. Carried Unanimously	Atla, Shekar	22 May 2025 2:37pm Atla, Shekar Reviewing and compiling information from:, opast Council reports relating to Kananook Creek, opast studies on sedimentation and boating on Kananook Creek, Working with Better Boating Victoria, DEECA and Parks Victoria to continue our drainage program:, oThrough a new Marine and Coastal Act (MACA) consent as the current approvals expire in April 2026, and, oPreparing to seek funding through the next round of the Victorian Recreational Boating Access and Dredging Program (RBADP) – applications open in June 2025, Working with Melbourne Water to assist them with preparing the Kananook Creek Estuary Management Plan, which will essentially replace the Kananook Creek Corridor Management Plan	
24-Mar-25	14.1	2025/NOM07 - Vale Dr Shunji Ohashi Cr Baker	Council Decision Moved: Councillor BakerSeconded: Councillor Hill That Council: 1.Notes the long-standing Sister City relationship between Frankston and Susono (Japan), which began in 1981; 2.a)Notes, despite the competitive nature of the selection process, that 16 primary school students from Derinya Primary School have been invited to participate in the Cultural Program at the Australian Pavilion at World Expo 2025 in Osaka, Japan (October 10 – 11); b)Writes to the Frankston Susono Friendship Association, the Susono Overseas Friendship Association and Derinya Primary School congratulating them on the selection outcome, and particular recognition of Ms Therese Sakamoto for her work in orchestrating this success. A copy of this letter is to also be provided to the Susono City Council; 3.In this same letter, commends both the Frankston Susono Friendship Association and the Susono Overseas Friendship Association, and their volunteer-members, for ongoing efforts in cultivating the enduring bond between the two cities; 4.Notes the recent death of former Susono Mayor, Dr Shunji Ohashi; 5.Notes the Mayor recently provided eulogy remarks to be read out at Dr Ohashi's funeral; 6.a) In recognition of Dr Ohashi's persistent support for the Sister City relationship between Frankston and Susono, and his long tenure as the Mayor of Susono, Council is to formally provide a framed letter-under-seal (written in Japanese) to Dr. Ohashi's family; and b) Provides a copy of the letter-under-seal to the Susono City Council, the Susono Overseas Friendship Association and the Frankston Susono Friendship Association (an English version). Carried Unanimously	Fiona McQueen	29 Apr 2025 2:24pm Complete. 1. Noted the long-standing Sister City relationship between Frankston and Susono (Japan), which began in 1981;, Complete. 2. a) Noted 16 primary school students from Derinya Primary School have been invited to participate in the Cultural Program at the Australian Pavilion at World Expo 2025 in Osaka, Japan (October 10 – 11);, b) Letters sent on 14 April to Frankston Susono Friendship Association, Susono Overseas Friendship Association and Derinya Primary School, Complete. 3. The letters commendd both the Frankston Susono Friendship Association and the Susono Overseas Friendship Association, and their volunteer-members, for ongoing efforts in cultivating the enduring bond between the two cities; , Complete. 4. Noted the recent death of former Susono Mayor, Dr Shunji Ohashi; , Complete. 5. Noted the Mayor recently provided eulogy remarks to be read out at Dr Ohashi's funeral; , In Progress. 6. a) In recognition of Dr Ohashi's persistent support for the Sister City relationship between Frankston and Susono, and his long tenure as the Mayor of Susono, Council is to formally provide a framed letter-under-seal (written in Japanese) to Dr. Ohashi's family; and, b) b) English and Japanese versions of Letter under seal provided to Mayor's office – awaiting finalised letters for June Council Meeting.	
24-Mar-25	14.2	2025/NOM08 - Anti-Graffiti 'Bounty' Pilot Program Cr Butler	Council Decision Moved: Councillor ButlerSeconded: Councillor Green That Council: 1.Notes the continuing presence of illegal graffiti (including defacing) on Council assets and the cost to Council in removing such graffiti; 2.Acknowledges ongoing community concerns about illegal graffiti, which is often reported to Council and/or Council is made aware by other means such as through social media and SnapSendSolve; 3.Highlights an innovative approach that the City of Onkarparinga in South Australia and the Port Macquarie Hastings Council in New South Wales have undertaken to deter illegal graffiti on Council assets, which is to incentivise the community to provide information about such activities, so that the information can be used to contribute to a successful prosecution of the offender/s. These approaches tap into community sentiment and assist individuals to be active in their communities and networks in providing tangible information that can be used as part of evidence gathered in prosecution matters; 4.Considers developing and trialling an Anti-Graffiti Bounty Program for a period of 12 months, in an attempt to reduce and/or prevent illegal graffiti given the increasing cost of removal on ratepayers; 5.Refers the sum of $5000 to the 2025/26 Annual Budget process, to be used as the 'bounty' as the foundation to this new trial program to purchase anti-graffiti kits that Council may give to community members at their request. This sum would represent the total 'bounty' pool available and not the amount that an individual would receive for provision of information that leads to a successful prosecution; 6.In the event that the sum referred to in Item 5 of this Resolution is included in Council's 2025/26 Adopted Budget, receives a report by the August 2025 Council Meeting outlining options for this trial program – both the bounty and the anti-graffiti kits - and how it could be implemented; 5.Notes that, in the event that the $5000 is included in Council's adopted 2025/26 budget, requires the Trial Program to begin by September 2025; and, 6.Receives a report on the outcome of this Trial Program at the end of the 12 month period. Carried Unanimously	Rob Antonic	30 Jun 2025 3:54pm Antonic, Rob 1. Noted., 2. Noted., 3. Noted., 4. Noted. Officers are in discussions with Victoria Police to determine the best approach to operationalise this initative., 5. Noted., 6. Noted. A report is scheduled for the 11 August 2025 Council meeting,, 7. Noted. Officers are working with internal teams to operationalise this initative., 8. Noted.	

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Meeting Date	Item No	NOM Title and Councillor	Council Resolution	Responsibility	Comments	Cost Summary
23-Apr-25	14.1	2025/NOM09 - Rooming House Standards Cr Butler	Council Decision Moved: Councillor ButlerSeconded: Councillor O'Reilly That Council: 1.Notes there are approximately 106 registered rooming houses within the Frankston municipality; 2.Notes, most importantly, that Councils do not have remit to approve or reject their establishment; 3.Notes that, at present, rooming houses are governed by State legislation, including the Rooming House Operators Act 2016, which requires them to be built, operated and maintained to certain standards, which include the provision of off-street parking, room density, access to potable water etc. The level of compliance with these standards, and their enforcement differ across the 79 municipalities throughout Victoria; 4.Acknowledges that councillors are often contacted by community members who are concerned about the impact of rooming houses in their neighbourhoods, especially around physical appearance and management; 5.Notes that Council's review of its Community Local Law commences mid-2025 and resolves that this review proposes practical refinements to the existing Community Local Law which (and where possible) mandate more stringent obligations on room house operators to better address community concerns in areas such as their physical appearance, cleanliness and hygiene standards in private and shared areas, proper maintenance of waste disposal, safety and behavioural expectations, strict occupancy caps and vastly improved manager/management oversight; 6.Resolves that in Council considering the adoption of a revised Community Local Law there is express consideration of any resourcing strategy to underpin the effective implementation of the revised local law pertaining rooming houses (and their enforcement) to be referred to the development of Annual Budget 2026/2027; and 7.To assist and best inform the conduct of the review, Resolves that officers provide a comprehensive report by August 2025 outlining the outcomes of an audit and assessment of the registered rooming houses throughout the Frankston municipality to gain a full appreciation of these and any further issues that need to be considered as a part of the design, consultation and adoption of the review of the Community Local Law. Carried Unanimously	Rob Antonic	30 Jun 2025 4:08pm Antonic, Rob 1. Noted., 2. Noted., 3. Noted., 4. Noted., 5. Noted. This matter will be considered as part of Council's Community Local Law 2020 review., 6. Noted. This matter will be considered as part of Council's Community Local Law 2020 review., 7. Noted. A report will be scheduled for the August 2025 Council meeting. To Be Confirmed.	
23-Apr-25	14.2	2025/NOM10 - Decorative Water Feature at the Frankston Foreshore Cr Asker	Council Decision Moved: Councillor AskerSeconded: Councillor Conroy That Council: 1.Notes the success and widespread positive public sentiment relating to the two decorative water fountains installed at both Beauty Park Lake and Ballam Park lake; 2.Resolves that a report be received by no later than the August 2025 Council Meeting on the feasibility and broader considerations for the future installation of a water feature positioned as a backdrop to the current landmark Frankston waterfront sign at the access/egress point to Pier Promenade. The water feature should include LED up lighting components; and 3.Requires that this report outline the approach on how this potential future project is best taken forward, with consideration to it: •Being further developed as a part of (or alongside) the pending analysis and concept work being undertaken in 2025/26 to refresh the Waterfront Precinct (including any engagement or consultation arising from that work); and •Potentially comprising the Frankston Arts Trail project. Carried	Tammy Beauchamp	19 May 2025 5:18pm Milton, Katie 1. Noted 2. Noted and underway 3. Noted and underway 19 Jun 2025 4:10pm Milton, Katie 1. Noted 2. Noted and underway 3. Noted and underway, returning to Council in August 2025	
23-Jun-25	14.1	2025/NOM11 - VicRoads Signage Cr Asker	Council Decision Moved: Councillor AskerSeconded: Councillor Conroy That Council: 1.Writes to the Department of Transport and Planning (DTP) to formally raise concerns regarding the condition of its direction signage (commonly referred to as 'green signage') throughout the Frankston municipality that has not been repaired or replaced in a timely manner. In particular: •Vandalised or graffitied signage; •Misaligned or unsuitably installed signage, including signs placed on uneven surfaces; and •Damaged or fallen signage. 2.Notes the negative impact that the deteriorated condition of this signage has, on community pride, visitor experience, and overall presentation of the Frankston municipality; and 3.Requests a formal response from the Department of Transport and Planning, requesting a full audit across the municipality and outlining actions it will take to address all identified concerns, including clear timelines for the repair or replacement of affected signage. Carried Unanimously	Shekar Alta		

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Urgent Business

Meeting Date	Urgent Business Title and Councillor	Council Resolution	Responsibility	Comments
2-Dec-24	Unmaintained VicRoads Assets throughout the Municipality Cr Asker	Council Decision Moved: Councillor AskerSeconded: Councillor Hill That Council: 1.Notes the continued unkempt nature of VicRoads assets throughout the Frankston municipality, noting on/at medium strips in key strategic locations (ie. Cranbourne Road, Frankston Freeway etc); 2.Notes previous alternatives, motions and business items that have expressed similar concerns relating to the lack of ongoing maintenance at VicRoads and Peninsula Link sites (dates and references to be referred to in 3.); 3.Writes to both the Premier of Victoria, The Hon. Jacinta Allan MP and the Opposition Leader of Victoria, The Hon. John Persutto MP seeking urgent intervention given the following considerations relating to unmaintained VicRoads assets throughout the municipality: •Fire hazards; •Road hazards •The presence of vermin; •Unsightly visual appearance; and •The depreciation of the City's reputation and amenity. 4.Prepares yet another motion at the Municipal Association of Victoria's State Council imploring the State Government to better fund VicRoads to enable sufficient maintenance works at both roadways and relevant assets.. Carried Unanimously	Fiona McQueen	07 Apr 2025 10:03am Moro, Jacqueline 1. Completed, noted. 2. Completed, noted. , 3. Abandoned, CEO and Mayor agreed to not send drafted letters on 5 March 2025. , 4. Completed. 29 Apr 2025 11:21am Moro, Jacqueline - Completion Completed by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 29 April 2025 at 11:21:20 AM - Actions complete - noting the CEO and Mayor agreed to not send letters relating to unmaintained roads. 29 Apr 2025 11:21am Moro, Jacqueline - Notification Babbar, Shweta (first authoriser) notified by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 29 April 2025 at 11:21:32 AM, Sent to Shweta Babbar and Tenille Craig for authorisation, Notified by Jacqueline Moro

Division:
CLOSED / COMPLETED

Date From:
Date To:
Printed: **Thursday, 3 July 2025 10:04:11 AM**

Action Sheets Report

MEETING DATE	ITEM NUMBER	Title	MOTION	RESPONSIBLE DIVISION & OFFICER		COMMENTS	DATE COMPLETED
12/08/2024	11.2	Corrections Amendment - Planning Scheme Amendment C165fran	**Council Decision** **Moved: Councillor Aitken** **Seconded: Councillor Tayler** That Council: 1. Notes the corrections proposed for the Planning Scheme Amendment C165fran is administrative in nature, such as correcting clerical errors and amending irregularities with overlays, zones and mapping; 2. Requests authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C165fran pursuant to Section 8A of the *Planning and Environment Act 1987*; 3. Upon receipt of Authorisation from the Minister for Planning, gives notice and exhibits Planning Scheme Amendment C165fran for a period of one (1) month in accordance with Section 19 of the *Planning and Environment Act 1987*; 4. Authorises the Director Communities to make editorial and administrative changes to proposed Planning Scheme Amendment C165fran documentation to meet any conditions of authorisation from the Department of Transport and Planning; and 5. Notes that a report will be presented back to Council following the conclusion of the exhibition of Planning Scheme Amendment C165fran to recommend the next steps. **Carried Unanimously**	Communities	Beauchamp, Tammy	**24 Sep 2024 3:49pm Harding, Rosemary** Tammy an update is required please. **26 Sep 2024 12:35pm Milton, Katie** 1. Noted. 2. The Amendment has been sent to the Minister for Planning to be considered for Authorisation. The Department of Transport and Planning (DTP) are currently reviewing the Authorisation request. 3. Will occur once received Authorisation. 4. Noted. 5. Noted. **16 Dec 2024 12:21pm Milton, Katie** 1. Noted. 2. Completed. 3. Authorisation was received on 28 October 2024 and due to Christmas, the amendment will be exhibited in the new year commencing 30 January 2025 for a four (4) week period. 4. Noted. 5. Noted. **06 Jan 2025 3:25pm Colquhoun, Karen** DCOM comment 19/12/24 - Keep action open **07 Feb 2025 12:22pm Milton, Katie** 1. Noted. 2. Completed. 3. Completed. 4.Completed. 5. A report on next steps will be brought to Council later in the year. **24 Feb 2025 10:25am Milton, Katie** 1. Noted. 2. Completed. 3. Completed. 4. Completed. 5. A report on next steps will be brought to Council later in the year. **31 Mar 2025 1:33pm Milton, Katie** 1. Noted. 2. Completed. 3. Completed. 4. Completed. 5. A report on next steps will be brought to Council mid 2025. **28 Apr 2025 4:18pm Milton, Katie** 1. Noted. 2. Completed. 3. Completed. 4. Completed. 5. A report on next steps will be brought to Council mid 2025. **19 May 2025 5:12pm Milton, Katie** 1. Noted. 2. Completed. 3. Completed. 4. Completed. 5. A report will be brought to Council at its 2 June 2025 Meeting to report in submissions received during exhibition and next steps. **19 Jun 2025 4:00pm Milton, Katie** 1. Noted. 2. Completed. 3. Completed. 4. Completed. 5. the Planning Panel Hearing will be held in July 2025 and when the Panel Report is received, a report will be brought to Council for the final step. **20 Jun 2025 12:40pm Freene, Jennie** DCOM advised this has been resolved at 02/06/25 mtg and advised to close action. JF **20 Jun 2025 1:08pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 1:07:24 PM - DCOM approved for closure **20 Jun 2025 1:08pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 1:08:33 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene, Note: DCOM approved for closure **20 Jun 2025 2:34pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (third authoriser) on 20 June 2025 at 2:34:21 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tammy Beauchamp	20/06/2025
9/09/2024	12.1	Governance Matters Report for 9 September 2024	28. a) Council notes the $5,000 contribution to the Ballam Park Preschool to assist in soil testing to enable funding a new shade sail with Victorian Government funding;	Communities	Benzie, Claire	**30 Sep 2024 10:42am Benzie, Claire**	20/06/2025

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			b) Council notes that the $5,000 provided by Frankton City Council will be reimbursed by the Victorian Government given the funding approval for the shade sail; c) Instead of the $5,000 returning to Council, the Council is to allow the Ballam Park Preschool to keep the funding, for the purpose of replacing its end-of-life storage shed which is located within the kindergarten area; d) That the remaining $4,000 required for the new storage shed is to be funded from efficiencies for the recently approval Havana Reserve shade sail (ie. reducing some of the street furniture that formed the overall cost for this project) 29. The CEO is instructed to ensure that: a) New shade sail receives relevant planning approvals before the summer period to enable use during the warm weather period; b) That in the event the Ballam Park Preschool is successful in receiving funding from the Peninsula Kingswood Foundation for sought play equipment improvement works, relevant staff are to pro-actively work with the Foundation and Committee on streamlining these playground upgrades which are/will continue to be located within the kindergarten area; and 30. Council notes that, as per Item 28 of this resolution, the Ballam Park Preschool has received a total of $41,392 from the Victorian Government with a further $17,970 forthcoming pending the completion of milestones. In order to prevent the stalling of works to install the shade sail, Council is to fund the $17,970 imbalance but is to be reimbursed upon the State Government milestone contribution being paid. **Carried Unanimously**		28., a) Noted - $5,000 was provided to the Ballam Park Preschool for soil testing to enable funding of a new shade sail with Victorian Government funding., b) Noted - $5,000 provided by Frankton City Council will be reimbursed by the Victorian Government as the application was successful for the shade sail. , c) Actioned - Finance have been advised that the $5,000 initially planned to be returned to Council, will be retanied by the Ballam Park Preschool to keep the funding, for the purpose of replacing its end-of-life storage shed. , d) Noted - The the remaining $4,000 required for the new storage shed is to be funded from efficiencies for the recently approval Havana Reserve shade sail. The Project Management Office and relevant officers have been advised. , 29. The CEO is instructed to ensure that:, a) Noted - Officers are working with the Ballam park Pre-School to follow up the building permit lodged for the sail and shed to provide support as required. No planning permit is required for the shade sail or shed. An initial meeting is scheduled with the President on 30 Semptember. , b) Noted - Officers have a meeting scheduled with the President of the Ballam Park Preschool to provide support for all works and will maintain communication and support for future works regarding the play equipment, noting this is subject to funding approval., 30. Noted - Relevant internal teams have been advised of the resolution and required payments. **27 Nov 2024 11:16am Benzie, Claire** 28., a) Complete - $5,000 was provided to the Ballam Park Preschool for soil testing to enable funding of a new shade sail with Victorian Government funding., b) Complete - $5,000 provided by Frankton City Council will be reimbursed by the Victorian Government as the application was successful for the shade sail. , c) Complete - Finance have been advised that the $5,000 initially planned to be returned to Council, will be retained by the Ballam Park Preschool to keep the funding, for the purpose of replacing its end-of-life storage shed. , d) Noted - The remaining $4,000 required for the new storage shed is to be funded from efficiencies for the recently approval Havana Reserve shade sail. The Project Management Office and relevant officers have been advised. , 29. The CEO is instructed to ensure that:, a) Complete - Officers are working with the Ballam park Pre-School. No planning permit is required and the building permit has been lodged with Frankston's Building Department. , b) Ongoing - Officers met with the President of the Ballam Park Preschool to support work and understand future works planned. Replacement of the existing shade sail is complete, removal of the existing shed is complete and a storage solution has been delivered - all works are expected to be delivered by the end of the year. The President has advised the kinder is pursuing funding via Peninsula Kingswood for the construction of play equipment.The President has been provided with the documentation and process again for any future works. , 30. Noted - Relevant internal teams have been advised of the resolution and required payments, however this may not be required as the final invoice is required within 30 days and VSBA information states payment will be made within 7 days of receiving the acquittal. Officers will monitor and support the kinder to meet the time frame and will discuss internally to make the payment if required. **17 Dec 2024 10:26am Benzie, Claire**	

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						28., a) Complete - $5,000 was provided to the Ballam Park Preschool for soil testing to enable funding of a new shade sail with Victorian Government funding., b) Complete - $5,000 provided by Frankton City Council will be reimbursed by the Victorian Government as the application was successful for the shade sail. , c) Complete - Finance have been advised that the $5,000 initially planned to be returned to Council, will be retained by the Ballam Park Preschool to keep the funding, for the purpose of replacing its end-of-life storage shed. , d) Noted - The remaining $4,000 required for the new storage shed is to be funded from efficiencies for the recently approval Havana Reserve shade sail. The Project Management Office and relevant officers have been advised. , 29. The CEO is instructed to ensure that:, a) Complete - Officers are working with the Ballam park Pre-School. No planning permit is required and the building permit has been lodged with Frankston's Building Department. , b) Ongoing - Officers met with the President of the Ballam Park Preschool to support work and understand future works planned. Replacement of the existing shade sail is complete, removal of the existing shed is complete and a storage solution has been delivered - all works are expected to be delivered by the end of the year. The President has advised the kinder is pursuing funding via Peninsula Kingswood for the construction of play equipment.The President has been provided with the documentation and process again for any future works. , 30. Noted - Relevant internal teams have been advised of the resolution and required payments, however this may not be required as the final invoice is required within 30 days and VSBA information states payment will be made within 7 days of receiving the acquittal. Officers will monitor and support the kinder to meet the time frame and will discuss internally to make the payment if required. **06 Jan 2025 3:27pm Colquhoun, Karen** 19/12/24 DCOM noted, but needs to keep open **11 Apr 2025 5:43pm Benzie, Claire** 28., a) Complete - $5,000 was provided to the Ballam Park Preschool for soil testing to enable funding of a new shade sail with Victorian Government funding., b) Complete - $5,000 provided by Frankton City Council will be reimbursed by the Victorian Government as the application was successful for the shade sail. , c) Complete - Finance have been advised that the $5,000 initially planned to be returned to Council, will be retained by the Ballam Park Preschool to keep the funding, for the purpose of replacing its end-of-life storage shed. , d) Complete - No addiitonal funds were required to comlete the works. The Project Management Office and relevant officers have been advised. , 29. The CEO is instructed to ensure that:, a) Complete - Officers are working with the Ballam park Pre-School. No planning permit is required and the building permit has been lodged with Frankston's Building Department. , b) Complete - Officers met with the President of the Ballam Park Preschool to support work and understand future works planned. All works are complete. The Kindergarten is not pursuing funding via Peninsula Kingswood and instead is assessing the option for in-kind works. , 30. Complete - The final payment for works was made by the kindergarten directly to Campaign, Council did not need to cover this payment and be re-imbursed by the kinder. **20 Jun 2025 2:47pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Benzie, Claire (action officer) on 20 June 2025 at 2:46:44 PM - DCOM approved closure of action. JF **20 Jun 2025 2:47pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Benzie, Claire (action officer) on 20 June 2025 at 2:47:14 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 2:47pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 2:47:38 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Claire Benzie, Note: DCOM approved closure of action. JF	
2/12/2024	11.2	City Futures Progress Report - Quarter 1 July - September 2024	**Council Decision** **Moved: Councillor Green** **Seconded: Councillor Asker** That Council:	Communities	Beauchamp, Tammy	**16 Dec 2024 12:23pm Milton, Katie** 1. Noted 2 Noted, request to close. **06 Jan 2025 3:31pm Colquhoun, Karen** 19/12/2024 DCOM agreed to close this action	20/06/2025

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			1. Receives the Quarter One City Futures report from July – September 2024 (excluding Economic Scorecard); and 2. Notes the progress of several key projects this quarter, including: Notes the progress of several key projects this quarter, including: • the launch of the 2024-2025 Business Grants Program on 2 September 2024; • the Adoption of Health and Wellbeing Plan 2021–2025: Year Four Action Plan on 9 September 2024; • the adoption of the Coastal and Marine Management Plan on 22 July 2024; • the adoption of the draft Nepean Boulevard Master Plan for Community Engagement in 2025 on 9 September 2024; and • the adoption of the Frankston Metropolitan Activity Centre Planning Scheme Amendment C160fran which was officially submitted to the Minister for consideration on 18 September 2024. **Carried Unanimously**			**07 Feb 2025 12:23pm Milton, Katie** 1. Noted 2 Noted, request to close. **24 Feb 2025 10:26am Milton, Katie** 1. Noted 2 Noted, request to close. **31 Mar 2025 1:35pm Milton, Katie** 1. Noted 2 Noted, request to close. **28 Apr 2025 4:19pm Milton, Katie** 1.Noted 2 Noted, request to close. **19 May 2025 5:13pm Milton, Katie** 1.Noted 2 Noted, request to close please. **19 Jun 2025 4:02pm Milton, Katie** 1.Noted 2 Noted, request to close please. **20 Jun 2025 2:49pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 2:48:53 PM - DCOM approved closure of action. JF **20 Jun 2025 2:49pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 2:49:04 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 2:49pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 2:49:11 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tammy Beauchamp	
2/12/2024	12.5	City Economy Quarterly Report and Frankston Business Collective Quarterly Progress Report	**Council Decision** **Moved: Councillor Wanat** **Seconded: Councillor O'Reilly** That Council: 1. Receives the Frankston City Council Economic Scorecard July – September 2024; and 2. Acknowledges and celebrates key highlights this quarter including: • Council's Annual Business Survey received a 92 per cent 'very satisfied' response rate for Council's Economic Development team; • Officers exhibited at the two-day Melbourne Franchising & Business Opportunities Expo in August 2024, which attracted 2,400 visitors; • Launch of Council's 2024-25 Business Grants; • Officers actioned 79 Business Concierge requests, provided business mentoring to 13 recipients and delivered workshops to 191 participants; 3. Receives the Frankston Business Collective (FBC) Quarterly Progress Report for July – September 2024 and the Financial Results for 2023/24; and 4. Notes the key highlights including: • Steady increase in membership this quarter, with several new businesses joining the Collective. This reflects a growing recognition of the value that our Collective provides, including access to resources, events, and advocacy for business interests. **Carried Unanimously**	Customer Innovation and Arts	McQueen, Fiona	**28 Jan 2025 11:57am Moro, Jacqueline** 3. Complete. Frankston Business Collective (FBC) Quarterly Progress Report for July – September 2024 and the Financial Results for 2023/24 presented to the Council Meeting 2 December., 4. Complete.Key highlights noted. **27 Feb 2025 12:43pm Moro, Jacqueline - Completion** Completed by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 27 February 2025 at 12:42:44 PM - Jac entered for approval **27 Feb 2025 12:43pm Moro, Jacqueline - Notification** Babbar, Shweta (first authoriser) notified by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 27 February 2025 at 12:43:05 PM, Sent to Shweta Babbar for authorisation, Notified by Jacqueline Moro, Note: For Nathan's approval **25 Jun 2025 11:16am Moro, Jacqueline - Authorisation** Authorised by Moro, Jacqueline (delegate) on behalf of Babbar, Shweta (first authoriser) on 25 June 2025 at 11:16:58 AM, Authorised by Jacqueline Moro on behalf of Shweta Babbar, Notification sent to Shweta Babbar and Fiona McQueen	25/06/2025
2/12/2024	12.9	2024-25 Frankston City Business Grants	**Council Decision**	Communities	Beauchamp, Tammy	**16 Dec 2024 12:23pm Milton, Katie**	20/06/2025

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			Moved: Councillor Green **Seconded: Councillor Asker** That Council: 1. Notes the 2024-25 Frankston City Business Grants program was completed on 1 November 2024. The assessment panel, including independent members, has recommended the awarding of 17 grants, to a total value of $150,000; 2. Endorses the panel's recommendations for the awarding of $150,000 to 17 grant recipients; 3. Notes that all successful and unsuccessful applicants will be notified of the outcome no later than 6 December 2024; and 4. Resolves that Attachment A be retained confidential until 6 December 2024 on the grounds that it includes personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (*Local Government Act 2020, s.3(1)(f)*) and would if prematurely released might undermine public confidence and make people reluctant to submit nominations in the future, which would compromise Council's ability to run similar grants programs in the future. **Carried Unanimously**			1. Noted. 2. Councillors endorsed the panels recommendations for the awarding of $150,000 to 17 grant recipients; 3. Completed. 4. Noted. **06 Jan 2025 3:32pm Colquhoun, Karen** 19/12/24: DCOM noted. Please close as action is complete **07 Feb 2025 12:23pm Milton, Katie** 1. Noted. 2. Councillors endorsed the panels recommendations for the awarding of $150,000 to 17 grant recipients; 3. Completed. 4. Noted. , Request to close **24 Feb 2025 10:25am Milton, Katie** 1. Noted. 2. Councillors endorsed the panels recommendations for the awarding of $150,000 to 17 grant recipients; 3. Completed. 4. Noted. Request to close **31 Mar 2025 1:34pm Milton, Katie** 1. Noted. 2. Councillors endorsed the panels recommendations for the awarding of $150,000 to 17 grant recipients; 3. Completed. 4. Noted. Request to close **28 Apr 2025 4:19pm Milton, Katie** 1. Noted. 2. Councillors endorsed the panels recommendations for the awarding of $150,000 to 17 grant recipients; 3. Completed. 4. Noted. Request to close **19 May 2025 5:13pm Milton, Katie** 1. Noted. 2. Councillors endorsed the panels recommendations for the awarding of $150,000 to 17 grant recipients; 3. Completed. 4. Noted. Request to close **19 Jun 2025 4:01pm Milton, Katie** 1. Noted. 2. Councillors endorsed the panels recommendations for the awarding of $150,000 to 17 grant recipients; 3. Completed. 4. Noted. Request to close. **20 Jun 2025 2:50pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 2:49:51 PM - DCOM approved closure of action. JF **20 Jun 2025 2:50pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 2:50:07 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 2:50pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (second authoriser) on 20 June 2025 at 2:50:27 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tammy Beauchamp, Note: DCOM approved closure of action. JF	
2/12/2024	12.8	Councillor Delegates to External Organisations and Internal Committees for 2025	9. Endorses the following volunteer community representative appointments to the Frankston Charitable Fund Committee of Management: • Abby Foster • Jibin George • Trudy Poole **Carried Unanimously**	Communities	Bearup, Tim	**16 Dec 2024 9:16am Bearup, Tim** Noted and actioned., This item can be closed. **06 Jan 2025 3:33pm Colquhoun, Karen** 19/12/24: DCOM noted - please close. **12 Feb 2025 2:52pm Bearup, Tim** Noted and actioned., Please close. **07 Apr 2025 5:11pm Bearup, Tim** Noted and actioned., Please close. **05 May 2025 7:30pm Bearup, Tim** Noted and actioned., Please close. **10 Jun 2025 11:15am Bearup, Tim** This item is recommended for closure., Noted and actioned. **20 Jun 2025 2:51pm Freene, Jennie - Completion**	20/06/2025

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						Completed by Freene, Jennie on behalf of Bearup, Tim (action officer) on 20 June 2025 at 2:51:09 PM - DCOM approved closure of action. JF **20 Jun 2025 2:51pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Bearup, Tim (action officer) on 20 June 2025 at 2:51:24 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 2:51pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 2:51:32 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tim Bearup	
2/12/2024	12.7	Young Street Action Plan Update	**Council Decision** **Moved: Councillor Butler** **Seconded: Councillor Green** That Council: 1. Notes the Young Street Action Plan brings together key initiatives to improve Young Street and is an extension of a number of other strategic Council initiatives, including the Frankston Metropolitan Activity Centre (FMAC) Structure Plan and the Economic Development and Skilled Community Strategy; 2. Notes the Action Plan was informed by community feedback, received over a number of years through various forms of community engagement, consistently highlights the need to improve the look, feel and function of the Young Street precinct in Frankston's city centre; 3. Notes the actions that have occurred since the Action Plan was endorsed by Council in August, including: i. In partnership with Metro Trains and South East Community Link, a pilot program called 'Community Connectors' will be establishing at the Frankston Railway Station late November 2024. The launch for the program is scheduled for late January /early February 2025; ii. Frankston Christmas Festival extended to Young Street location including European Christmas Village and State Government partnership for music event on 30 November 2024; 4. Notes the actions and status updates for all initiatives included have been included in the report; 5. Continues to receive quarterly report updates on the progress and outcomes of the Young Street Action Plan, with revisions considered as opportunities and needs arise.	Customer Innovation and Arts	McQueen, Fiona	**28 Jan 2025 11:51am Moro, Jacqueline** 1.Complete. Noted the Young Street Action Plan brings together key initiatives to improve Young Street and is an extension of a number of other strategic Council initiatives, including the Frankston Metropolitan Activity Centre (FMAC) Structure Plan and the Economic Development and Skilled Community Strategy; , 2.Complete. Noted the Action Plan was informed by community feedback, received over a number of years through various forms of community engagement, consistently highlights the need to improve the look, feel and function of the Young Street precinct in Frankston's city centre;, 3.Complete. Noted the actions that have occurred since the Action Plan was endorsed by Council in August, including: , i. In partnership with Metro Trains and South East Community Link, a pilot program called 'Community Connectors' will be establishing at the Frankston Railway Station late November 2024. The launch for the program is scheduled for late January /early February 2025;, ii. Frankston Christmas Festival extended to Young Street location including European Christmas Village and State Government partnership for music event on 30 November 2024; , 4.Complete. Noted the actions and status updates for all initiatives included have been included in the report; , 5.Complete. Quarterly report updates on the progress and outcomes of the Young Street Action Plan are scheduled for Council Meetings 24 March, 2 June, 8 September and 8 December. **27 Feb 2025 12:47pm Moro, Jacqueline - Completion** Completed by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 27 February 2025 at 12:47:03 PM - Actions complete **27 Feb 2025 12:47pm Moro, Jacqueline - Notification** Babbar, Shweta (first authoriser) notified by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 27 February 2025 at 12:47:21 PM, Sent to Shweta Babbar for authorisation, Notified by Jacqueline Moro, Note: Fro Nathan's approval **25 Jun 2025 11:17am Moro, Jacqueline - Authorisation** Authorised by Moro, Jacqueline (delegate) on behalf of Babbar, Shweta (second authoriser) on 25 June 2025 at 11:17:22 AM, Authorised by Jacqueline Moro on behalf of Shweta Babbar, Notification sent to Shweta Babbar and Fiona McQueen	25/06/2025
2/12/2024	12.10	Community Service Partnership Grant Recommendations 2025-2028	**Deferral Motion to another Council Meeting** **Moved: Councillor Conroy** **Seconded: Councillor Butler** That the matter be deferred to the next Council Meeting on 29 January 2025. **Carried Unanimously**	Communities	Bearup, Tim	**16 Dec 2024 9:17am Bearup, Tim** Noted and rescheduled for 29 January 2025., This item can be closed. **06 Jan 2025 3:33pm Colquhoun, Karen** 19/12/24 DCOM noted to remain open until after 29/1/2025 **12 Feb 2025 3:03pm Bearup, Tim** Noted and Actioned., Council adopted the Partnership Grants 2025-28 at its meeting on 20 Jan 2025., This item can be closed. **07 Apr 2025 5:12pm Bearup, Tim** Noted and Actioned., Council adopted the Partnership Grants 2025-28 at its meeting on 20 Jan 2025., This item can be closed. **05 May 2025 7:30pm Bearup, Tim** Noted and Actioned., Council adopted the Partnership Grants 2025-28 at its meeting on 20 Jan 2025., This item can be closed.	20/06/2025

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						10 Jun 2025 11:15am Bearup, Tim This item is recommended for closure., Noted and Actioned., Council adopted the Partnership Grants 2025-28 at its meeting on 20 Jan 2025. **20 Jun 2025 2:52pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Bearup, Tim (action officer) on 20 June 2025 at 2:52:02 PM - DCOM approved closure of action. JF **20 Jun 2025 2:52pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Bearup, Tim (action officer) on 20 June 2025 at 2:52:12 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 2:52pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 2:52:20 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tim Bearup	
20/01/2025	12.2	Federal Election 2025 - Advocacy Priorities	**Council Decision** **Moved: Councillor Hill** **Seconded: Councillor Baker** That Council: 1. Notes the importance of Council-led advocacy on behalf of the local and regional community in raising awareness of key initiatives for potential Federal Government investment prior to and during the 2025 election; 2. Notes the local government sector is experiencing economic challenges, highlighting the need to focus advocacy priorities on practical and achievable outcomes that reflect Council's financial position; 3. Endorses the following four core priorities for Council-led advocacy ahead of the 2025 federal election: a. Nepean Boulevard Precinct Revitalisation Seeking Federal funding contribution to deliver key projects identified in the Nepean Boulevard Master Plan to enhance local infrastructure and liveability in Frankston's growing city centre, the amount of which will be confirmed at the Council Meeting on 29 January 2025; b. Bruce Park Pavilion Redevelopment Seeking $3.33 million funding co-contributions from Federal and State each to deliver a fit-for-purpose, inclusive multi-sport facility for tennis, AFL and cricket at Bruce Park in Frankston, the cost of the project being confirmed as $10 million at the 19 August 2024 Council Meeting; c. Enhancing Connected Neighbourhoods Seeking Federal funding contribution of $11.7 million for a package of active transport initiatives that strengthen connections within Frankston and to its neighbouring municipalities, including walking and cycling pathways that integrate key suburbs with Frankston's city centre; d. Support for Vulnerable Community Members i. Seeking to secure ongoing Federal funding of an additional $500,000 per annum for wider emergency relief providers operating in the Frankston municipality to address the needs of vulnerable residents, noting the substantial role of Community Support Frankston and other services that are currently provided in the Frankston municipality; and ii. Seeking Federal funding of $350,000 per annum over three years (2026-2028) to extend the Community Connections pilot project at Frankston Station (currently operating until late 2025), providing two (2) mental health and social support practitioners to deliver support services to community members and to improve public safety. 4. (a) Notes that since Council last endorsed Bruce Park Pavilion Redevelopment as an Advocacy Priority on 11 September 2024, the total cost of the development has increased from $9 million to $10 million as a result of construction cost escalations, necessitating a greater funding contribution from Council than currently budgeted as part of Council seeking triennial funding for the whole of the re-development;	Customer Innovation and Arts	McQueen, Fiona	**28 Jan 2025 12:00pm Moro, Jacqueline** 1. Complete. Noted, 2. Complete. Noted, 3. Complete. Noted the four core priorities. , 4. Complete. Noted, 5. Complete. Noted, 6. Complete. Noted, 7. Complete. Noted, 8. Complete. Noted **27 Feb 2025 12:45pm Moro, Jacqueline - Completion** Completed by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 27 February 2025 at 12:45:14 PM - Advocacy priorities noted **27 Feb 2025 12:45pm Moro, Jacqueline - Notification** Babbar, Shweta (first authoriser) notified by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 27 February 2025 at 12:45:33 PM, Sent to Shweta Babbar for authorisation, Notified by Jacqueline Moro, Note: For Nathan's approval **25 Jun 2025 11:11am Moro, Jacqueline - Authorisation** Authorised by Moro, Jacqueline (delegate) on behalf of Babbar, Shweta (first authoriser) on 25 June 2025 at 11:11:44 AM, Authorised by Jacqueline Moro on behalf of Shweta Babbar, Notification sent to Shweta Babbar and Fiona McQueen	25/06/2025

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			(b) Authorises the CEO to make the necessary adjustments to the Long Term Infrastructure Plan and Council Budget to allocate an additional $0.33 million to Council's existing $3 million contribution to the Bruce Park Pavilion Redevelopment project, by offsetting this against other projects in the LTIP, so as not to adversely affect Council's financial performance or further increase its projected underlying deficit; 5. Notes that ongoing advocacy, including grant applications, on agreed further projects, must be led by relevant key partners, organisations and clubs. Correspondence outlining this requirement and providing guidance on advocacy will be shared to key stakeholders after this meeting. This includes, but is not limited to: a. Nairm Marr Djambana Gathering Place facility upgrade (Frankston); b. Len Phelps Pavilion expansion (Carrum Downs); and c. Monterey Reserve Precinct Revitalisation (Frankston North). 6. Notes there are also a discrete number of other projects of continuing interest by parts the community, which will be pursued directly by the clubs or community groups, independent of Council. An example of this is the Frankston Bowling Club Canopy Dome, which Council has previously made a funding pledge towards at the 3 June 2024 Council Meeting; 7. Notes an advocacy campaign plan detailing key tactics, stakeholders, messaging and events will be finalised following endorsement of the core advocacy priorities. The advocacy campaign will include various printed publications, correspondence to stakeholders and MPs/candidates, extensive public relations tactics such as videos and social media, an engaging website and more; and 8. Notes, following the outcomes of the 2025 federal election, the advocacy priorities and funding strategy will be further reviewed and updated to Council in due course. **Carried Unanimously**				
29/01/2025	9.1	To add tree 97B at 4 Carder Ave Seaford to the Frankston Council Tree Register	**Council Decision** **Moved: Councillor Green** **Seconded: Councillor Butler** That the petition in relation to tree 97B at 4 Carder Ave Seaford being registered on the Frankston Council Tree Register, containing 32 signatures, be received and a report be submitted to the 23 April 2025 Council Meeting for consideration. **Carried Unanimously**	Communities	Beauchamp, Tammy	**07 Feb 2025 12:24pm Milton, Katie** Tree to be reviewed and report prepared for Council meeting **24 Feb 2025 10:27am Milton, Katie** Tree to be reviewed and report prepared for Council meeting. **31 Mar 2025 1:36pm Milton, Katie** Tree has been inspected and report prepared for Council meeting. **19 May 2025 5:15pm Milton, Katie** Request to close – this item was superseded by an alternate at Council Meeting 23 April 2025 by Response to Petition to add tree 97B at 4 Carder Ave Seaford to the Frankston Council tree register. Tree assessed did not meet criteria to be added to the Tree Register. **19 Jun 2025 4:03pm Milton, Katie** Request to close – this item was superseded by an alternate at Council Meeting 23 April 2025 by Response to Petition to add tree 97B at 4 Carder Ave Seaford to the Frankston Council tree register. Tree assessed did not meet criteria to be added to the Tree Register **20 Jun 2025 2:53pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 2:53:12 PM - DCOM approved closure of action. JF **20 Jun 2025 2:53pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 2:53:24 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 2:53pm Freene, Jennie - Authorisation**			20/06/2025

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						Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 2:53:30 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tammy Beauchamp	
29/01/2025	12.1	Governance Matters Report for 29 January 2025	Advocacy on Funding Support from State and Federal Governments 23. Notes the previous resolution, from its 22 July 2024 Council Meeting, where Council was to write to State and Federal governments seeking funding in full for the upgrades to the below oval lighting: • Ballam East Football/Cricket Oval; and • Peninsula Reserve Rugby/Cricket Oval 24. Notes, following these letters being sent, no response has been received from either levels of government; 25. Notes and supports that Council Officers will be applying for future grant for sports lighting at Ballam East Football/Cricket Oval and Peninsula Reserve Rugby/Cricket Oval;	Communities	Bearup, Tim	**12 Feb 2025 3:05pm Bearup, Tim** 23. Noted, 24. Noted, 2.5 Noted. , This item can be closed. **07 Apr 2025 5:12pm Bearup, Tim** 23. Noted, 24. Noted, 2.5 Noted. , This item can be closed. **05 May 2025 7:31pm Bearup, Tim** 23. Noted, 24. Noted, 2.5 Noted. , This item can be closed. **10 Jun 2025 11:14am Bearup, Tim** This item is recommended for closure., 23. Noted, 24. Noted, 2.5 Noted. **20 Jun 2025 2:54pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Bearup, Tim (action officer) on 20 June 2025 at 2:54:06 PM - DCOM approved closure of action. JF **20 Jun 2025 2:54pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Bearup, Tim (action officer) on 20 June 2025 at 2:54:18 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 2:54pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 2:54:25 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tim Bearup	20/06/2025
29/01/2025	12.1	Governance Matters Report for 29 January 2025	Mayor overseas travel – Friendship City meeting in Annapolis, USA 26. Notes Mayor Bolam has arranged personal travel to the United States of America (USA) from 8 February 2025 to 16 February 2025 and intends to perform the role of Mayor on 11 February 2025, in a meeting with USA's Annapolis Mayor Buckley to discuss the potential for a sister city or friendship city relationship to be established with Frankston City, and is also seeking to meet with the Annapolis Naval Academy and the local chief of Police; 27. Notes that all travel and accommodation will be paid for by Mayor Bolam with no budget implications for Council; 28. Approves Mayor Bolam to bring a gift for Mayor Buckley and the City of Annapolis, to be procured by Council officers prior to the travel for a total value of $500 to be funded via the advocacy budget; 29. Notes that overseas travel requires a council resolution under the Councillor Training and Development Policy and Council Expenses Policy, in this instance for the purpose of performing the role of the Mayor; 30. Approves for Mayor Bolam to meet with the City of Annapolis Mayor Buckley on behalf of Council and to undertake the duties necessary to discuss a potential friendship city relationship;	Customer Innovation and Arts	McQueen, Fiona	**07 Apr 2025 10:03am Thomson, Kristen** 26 Completed, noted. 27 Completed, noted. 28 Completed, gift arranged and provided for Mayor delegation. 29 Completed, noted. 30 Completed. **29 Apr 2025 11:22am Moro, Jacqueline** 30. Note a report is being tabled at the 12 May Council Meeting recommending to formalise a Friendship City agreement. **29 Apr 2025 11:27am Moro, Jacqueline - Completion** Completed by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 29 April 2025 at 11:27:09 AM - Actions complete. Recommend closure of this completed action. **29 Apr 2025 11:27am Moro, Jacqueline - Notification** Babbar, Shweta (first authoriser) notified by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 29 April 2025 at 11:27:18 AM, Sent to Shweta Babbar and Tenille Craig for authorisation, Notified by Jacqueline Moro **25 Jun 2025 2:48pm Moro, Jacqueline - Authorisation** Authorised by Moro, Jacqueline (delegate) on behalf of Babbar, Shweta (first authoriser) on 25 June 2025 at 2:48:59 PM, Authorised by Jacqueline Moro on behalf of Shweta Babbar, Notification sent to Shweta Babbar and Fiona McQueen	25/06/2025
29/01/2025	12.1	Governance Matters Report for 29 January 2025	Past Tree Planting Resolutions / Commitments 33. Notes Council's fantastic achievement of planting 60,000 new trees throughout the Frankston municipality between 2021 – 2024; 34. Notes that this delivery is arguably the largest commitment by a local council in Australia insofar trees planted over such a period (three years); 35. Notes Council is devoting its 2024/2025 Annual Budget to replace and rehab trees within the 60,000 cohort due to either health, vandalism or theft; 36. Notes, per previous resolution/s of council in the past term, that newly elected Councillors have not been provided the opportunity to select locations and species they would like to see within their respective wards vis-à-vis additional tree planting;	Communities	Beauchamp, Tammy	**07 Feb 2025 12:25pm Milton, Katie** 33 – 36 Noted. 37. Briefing and Council report being prepared for February Hot Topics. 39. Councillor requests for planting can be provided and will be reviewed against this years planting and Maintenace program. Any request that can not be accommodated this year will where suitable be carried over to next years planting program. 40. Agreed Councillor planting requests and any carry over planting locations will be provided in the April 2025 Governance Matters Report **24 Feb 2025 10:27am Milton, Katie**	20/06/2025

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			37. Notes Councillors will receive a briefing on the Urban Forest Action Plan in February 2025, with a report coming to Council later that same month. At this time, officers can advise what money is available in the 24/25 budget for discrete planting requests (on Council land) by the new term of Councillors, seek suggestions for locations and any suggestions for the next iteration of the Urban Forest Action Plan; 38. Notes officers have informed the previous term of Councillors that the next iteration of the Urban Forest Action Plan will need to focus on new plantings on private property; 39. Directs the CEO to accommodate these requests, provided they are reasonable and within budgetary scope (albeit with priority); and 40. Notes that in the April 2025 Governance Matters report, the outcome of this consultation is to be addressed with the list of Councillors consulted and the number of trees, locations and species that have been accommodated in response to their expressed interest (if there was any interest). **Carried**			33 – 36 Noted. 37. Briefing and Council report presented in February (Hot Topics). 39. Councillor requests for planting can be provided and will be reviewed against this year's planting and maintenace program. Any request that cannot be accommodated this year will where suitable be carried over to next years' planting program. 40. Agreed Councillor planting requests and any carry over planting locations will be provided in the April 2025 Governance Matters Report. Please reallocate to Operations Team in relation to Councillor street tree requests. **31 Mar 2025 1:36pm Milton, Katie** 33 – 36 Noted. 37. Briefing and Council report presented in February (Hot Topics). 39. Councillor requests for planting can be provided and will be reviewed against this year's planting and maintenace program. Any request that cannot be accommodated this year will where suitable be carried over to next years' planting program. 40. Agreed Councillor planting requests and any carry over planting locations will be provided in the April 2025 Governance Matters Report. Please reallocate to Operations Team in relation to Councillor street tree requests. **03 Apr 2025 8:30am Craig, Tenille - Reallocation** Action reassigned to Hurren, Brad by Craig, Tenille - At request of Manager City Futures, this action is re-assigned to Manager Operations for completion **04 Apr 2025 2:09pm Craig, Tenille - Reallocation** Action reassigned to Beauchamp, Tammy by Craig, Tenille - Re-allocated to Manager City Futures, at request and correspondance with Manager Operations **19 May 2025 5:15pm Milton, Katie** 33. Noted 34. Noted. 35. Noted. 36. Noted. 37 noted. 38 noted. 39 noted. 40 noted and completed. Request to close **19 Jun 2025 4:03pm Milton, Katie** 33. Noted 34. Noted. 35. Noted. 36. Noted. 37 noted. 38 noted. 39 noted. 40 noted and completed. Request to close **20 Jun 2025 2:54pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 2:54:49 PM - DCOM approved closure of action. JF **20 Jun 2025 2:54pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 2:54:59 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 2:55pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 2:55:05 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tammy Beauchamp	
29/01/2025	11.1	Planning Application 730/2024/P - 48 Roberts Street Frankston 3199 - To use the land for a Rooming House in a General Residential Zone (R1Z)	**Council Decision** **Moved: Councillor Baker** **Seconded: Councillor Asker** That Council resolves to issue a Notice of Decision to Grant a Planning Permit in respect to Planning Permit Application number 730/2024/P for use of the land as a Rooming House at 48 Roberts Street Frankston 3199, 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 generally in accordance with the plans submitted with the application but modified to show: a. Rooming House Management Plan in accordance with Condition 6. b. Amended Waste Management Plan in accordance with Condition 7. **No Alterations** **2.** The use as shown on the endorsed plans must not be altered without the prior	Communities	Clements, Sam	**12 Mar 2025 11:19am Clements, Sam - Completion** Completed by Clements, Sam (action officer) on 12 March 2025 at 11:19:44 AM - Notice of Decision issued on 3 February 2025. **12 Mar 2025 11:19am Clements, Sam - Notification** Hughes, Angela (first authoriser) notified by Clements, Sam (action officer) on 12 March 2025 at 11:19:52 AM, Sent to Angela Hughes for authorisation, Notified by Sam Clements **20 Jun 2025 2:36pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 2:36:01 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Sam Clements	20/06/2025

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written consent of the Responsible Authority.

Use

3. No more than twelve (12) residents may be accommodated within the building at any one time.

4. Cooking facilities must only be provided in communal areas to the satisfaction of the Responsible Authority.

5. The amenity of the area must not be adversely affected by the use or development because of:

a. Transport of materials, goods, or commodities to or from the land.

b. Appearance of any building, work, stored goods, or materials.

c. Emission of noise, artificial light, vibration, smell, fume, smoke, steam, soot, ash, dust, wastewater, waste products or oil; or

d. The presence of vermin.

To the satisfaction of the Responsible Authority.

Management Plan

6. Before the use starts, the Rooming House Management Plan prepared by Steradian dated 1 October 2024 must be submitted to and approved by the Responsible Authority. When approved the plan will be endorsed and will form part of the permit.

Waste Management Plan

7. Before the use starts, an amended Waste Management Plan (WMP) to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plan will be endorsed and will then form part of the permit. The plan must be generally in accordance with the WMP prepared by Steradian and dated 1 October 2024 but modified to include or show:

a) Bins are not to be presented for collection on Council's nature strip. The private waste contractor is to wheel bins out for servicing and return empty bins back into property following collection.

8. All waste generated by the use must be collected by a private waste management agency in accordance with the endorsed WMP and the EPA Victoria Publication 1254.2 Noise Control Guidelines to the satisfaction of the Responsible Authority.

Parking Requirements

9. Before the use starts, areas set aside for parking vehicles and bicycles, access lane and paths as shown on the endorsed plans must be: -

a. Constructed to the satisfaction of the Responsible Authority.

b. Properly formed to such levels that they can be used in accordance with the plans.

c. Surfaced with an all-weather sealcoat.

d. Drained and maintained to the satisfaction of the Responsible Authority.

e. Line-marked to indicate each car space, and if necessary, the direction in which vehicles are to travel to the satisfaction of the Responsible Authority.

Car spaces, bicycle spaces, access lane and driveway must be always kept available for these purposes.

Permit Expiry

10. This permit will expire if one of the following circumstances applies:

a) The use is not started within two (2) years of the date of this permit; or

b) The use is discontinued for a period of two (2) years or more.

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. Extension of Time

Section 69 of the Planning and Environment Act, 1987 provides that before the permit expires or within 6 months afterwards, the owner or occupier of the land to which the

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			permit applies may ask the responsible authority for an extension of time. Please note, 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. Any extension of time request must be lodged with the relevant administration fee. **B. Variation to Planning Permit** Any request for a variation of this Permit shall be lodged with the relevant fee as determined under the Planning & Environment (Fees) Regulations 2016. **Carried Unanimously**				
29/01/2025	11.2	Statutory Planning Progress Report for October, November and December 2024	**Council Decision** **Moved: Councillor Conroy** **Seconded: Councillor Hill** That Council: 1. Receives the Statutory Planning Progress Report (Appendix A, B and C) for the months of October, November, December 2024; 2. Notes that in October 2024, 84% of applications determined were within the statutory timeframe, above the target of 70%; 3. Notes that in November 2024, 76% of applications determined were within the statutory timeframe, above the target of 70%; 4. Notes that in December 2024, 77% of applications determined were within the statutory timeframe, above the target of 70%; 5. Notes that this Progress report contains a register as to the number of planning decisions made by the Minister of Planning in relation to major applications in the Frankston municipality and that the Minister did not make any decisions during the report period; 6. Notes the new Councillor Planning Application Call-in Protocol, as resolved at its meeting on 20 January 2024; 7. In the event a Councillor query is made about a planning matter under delegation, the CEO is to ensure that the issuance of a planning decision is halted temporarily for up to three (3) working days to allow time for information to be sought from officers; and 8. Resolves that Attachment C (General Planning Applications of Councillor Interest Updates) and Attachment D (Major Development Updates) remain confidential indefinitely on the grounds that they contain land use planning information and private commercial information (*Local Government Act 2020, s.3(1)(c) and (g)*). These grounds apply because it contains private information and would, if prematurely released, impact the reputation of Councillors and Council. **Carried Unanimously**	Communities	Clements, Sam	**12 Mar 2025 11:23am Clements, Sam - Completion** Completed by Clements, Sam (action officer) on 12 March 2025 at 11:23:00 AM - Statutory Planning Progress Reports for October, November and December 2024 were received by Council. Resolution to halt planning decisions for up to three days to enable Councillors queries is noted and will be implemented. **12 Mar 2025 11:23am Clements, Sam - Notification** Hughes, Angela (first authoriser) notified by Clements, Sam (action officer) on 12 March 2025 at 11:23:07 AM, Sent to Angela Hughes for authorisation, Notified by Sam Clements **20 Jun 2025 2:36pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (second authoriser) on 20 June 2025 at 2:36:41 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Sam Clements	20/06/2025
29/01/2025	12.2	Chief Executive Officer's quarterly report - October to December 2024	8. a) Notes the historical importance of the federal seat of Dunkley given its unique demography and large population; b) Notes that past Victorian and Australian leadership debates have occurred in Frankston / Dunkley, which reinforces the reality that this LGA is very much seen as the social and economic 'epicentre' of both Victoria and Australia; c) Notes when past Victorian and Australian leadership debates have occurred in Frankston / Dunkley, not only has this allowed a light to be shined on the issues affecting the municipality, but it has also allowed for increased advocacy opportunities to be pursued with the state and federal leaders; 9. a) Therefore, the Chief Executive Officer (CEO) is instructed to have Council's Advocacy Team actively reach out to the federal political leaders and every broadcaster conducting leadership debates for the coming federal election, and offer the Frankston Arts Centre as a venue to host a federal leadership debate; b) Where there is interest, prepares a formal letter, from the Mayor, to be sent to federal political leaders and the broadcaster outlining Council's offer; c) In order to make the Frankston Arts Centre an enticing location to host a leadership debate, authorises the CEO to waive any venue hire fees; and	Customer Innovation and Arts	McQueen, Fiona	**07 Apr 2025 9:59am Thomson, Kristen** 8 a) Completed, noted. b) Completed, noted. c) Completed, noted. 9 a) Completed, opportunity sent to all relevant media outlets and federal leaders. Follow up also occurred, no interest received to date. b) Completed, noted. c) Completed, noted. d) Completed, noted and similar offer will be presented for 2026 November state election. **07 Apr 2025 10:02am Moro, Jacqueline** 8 a) Completed, noted. b) Completed, noted. c) Completed, noted. , 9 a) Completed, offer to broadcast a leaders debate has been issued. , b) In progress, broadcasters have not yet expressed interest. , c) Completed. d) Completed, noted. **19 May 2025 3:28pm Thomson, Kristen** 8 a) Completed, noted. b) Completed, noted. c) Completed, noted. 9 a) Completed. b) Completed. c) Completed. d) Completed, noted. Recommend closure as all items have been actioned. **25 Jun 2025 11:13am Moro, Jacqueline - Completion**	25/06/2025

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			d) Resolves the same approach is to occur for the Victorian State Election in 2026. **Carried Unanimously**			Completed by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 25 June 2025 at 11:13:31 AM - recommend closyre of this completed item. **25 Jun 2025 11:13am Moro, Jacqueline - Notification** Babbar, Shweta (first authoriser) notified by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 25 June 2025 at 11:13:45 AM, Sent to Shweta Babbar for authorisation, Notified by Jacqueline Moro **25 Jun 2025 11:13am Moro, Jacqueline - Authorisation** Authorised by Moro, Jacqueline (delegate) on behalf of Babbar, Shweta (first authoriser) on 25 June 2025 at 11:13:56 AM, Authorised by Jacqueline Moro on behalf of Shweta Babbar, Notification sent to Shweta Babbar and Fiona McQueen	
29/01/2025	12.3	Housing Advisory Committee, Annual Report 2024	**Council Decision** **Moved: Councillor Baker** **Seconded: Councillor Hill** That Council: 1. Notes the Committee's progress made on its 2024 Work Plan, with the progress of several key projects this year, including: • The development of a Draft Affordable Housing Policy, endorsed by Council, to guide efforts in increasing affordable housing supply through planning, advocacy and partnerships. Engagement on this draft policy will occur in 21 February to 23 March 2025; • The expanded support for the Winter Shelter program which provided overnight accommodation and support to people experiencing homelessness. Council funded essential upgrades to buildings, waived permit fees and offered volunteer training, demonstrating its commitment to collaborative solutions; • Partnering with Common Cause Australia to develop a values-based messaging guide, equipping Council with strategies to build public support for social and affordable housing through relatable human stories and positive societal framing. 2. Endorses the Committee's Annual Report 2024; and 3. Notes a report back to Council on the Committee's Work Plan for 2025 by no later than April 2025. **Carried Unanimously**	Communities	Beauchamp, Tammy	**07 Feb 2025 12:24pm Milton, Katie** 1. Completed. 2 Completed. 3. A report on the Committee's Work Plan for 2025 will be presented at the 23 April Council Meeting. **24 Feb 2025 10:26am Milton, Katie** 1. Completed. 2 Completed. 3. A report on the Committee's Work Plan for 2025 will be presented at the 23 April Council Meeting. **31 Mar 2025 1:35pm Milton, Katie** 1. Completed. 2 Completed. 3. A report on the Committee's Work Plan for 2025 will be presented at the 23 April Council Meeting. **19 May 2025 5:14pm Milton, Katie** 1. Completed. 2 Completed. 3. Completed – the Committee's Work Plan for 2025 was endorsed at the 23 April Council Meeting. **19 Jun 2025 4:03pm Milton, Katie** 1. Completed. 2 Completed. 3. Completed – the Committee's Work Plan for 2025 was endorsed at the 23 April Council Meeting. Request to close please. **20 Jun 2025 2:55pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 2:55:34 PM - DCOM approved closure of action. JF **20 Jun 2025 2:55pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 2:55:48 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 2:55pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (second authoriser) on 20 June 2025 at 2:55:56 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tammy Beauchamp	20/06/2025
29/01/2025	12.4	Positive Ageing Action Plan Progress Report (2023-2024)	**Council Decision** **Moved: Councillor Baker** **Seconded: Councillor Asker** That Council: 1. Receives the Positive Ageing Action Plan Progress Report 2023-2024 which targets adults 60 years and older, who make up the fastest growing age group in Frankston City; 2. Notes the importance of the Positive Ageing Action Plan to guide how we deliver programs, services and infrastructure to help older people in the municipality stay connected, supported and engaged – and continue to thrive in older age; and 3. Notes the range of activities undertaken by officers in response to the actions identified in the Positive Ageing Action Plan 2021-2025, which includes the collaborative delivery of the annual Seniors Festival, and the management of the Wingham Park older adult exercise equipment program in conjunction with the research partnership and volunteer program amongst various other initiatives. **Carried Unanimously**	Communities	Bearup, Tim	**12 Feb 2025 3:13pm Bearup, Tim** 1. Noted, 2. Noted, 3. Noted, This item can be closed. **07 Apr 2025 5:12pm Bearup, Tim** 1. Noted, 2. Noted, 3. Noted, This item can be closed. **05 May 2025 7:31pm Bearup, Tim** 1. Noted, 2. Noted, 3. Noted, This item can be closed. **10 Jun 2025 11:13am Bearup, Tim** This item is recommended for closure., 1. Noted, 2. Noted, 3. Noted **20 Jun 2025 2:56pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Bearup, Tim (action officer) on 20 June 2025 at 2:56:24 PM - DCOM approved closure of action. JF **20 Jun 2025 2:56pm Freene, Jennie - Notification**	20/06/2025

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						Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Bearup, Tim (action officer) on 20 June 2025 at 2:56:34 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 2:56pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (second authoriser) on 20 June 2025 at 2:56:41 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tim Bearup	
29/01/2025	12.5	Youth Action Plan - Review & Progress Report 2024	**Council Decision** **Moved: Councillor Baker** **Seconded: Councillor Asker** That Council: 1. Receives the Youth Action Plan Progress Report 2024 (as per Attachment A) which targets services and activities to young people aged 12-25 years; 2. Notes the importance of the Youth Action Plan to guide how programs and services are delivered to help young people feel connected, supported and engaged; 3. Commends the extensive programs and services undertaken by Council's Youth Services team in response to the Youth Action Plan which has delivered widespread benefit to local young people and the broader Frankston community, including the following examples: a. The delivery of various art and culture events and opportunities for young people; b. The delivery of the youth-led 2024 Youth Excellence awards; c. The various youth-led advisory committees and events management programs that develop skills and give young people a voice; d. The successful development and implementation of a new Awesome Relationships program; and e. The popular youth holiday programs that provide fun and engaging opportunities in a positive and safe environment; and 4. Notes that in late December 2024 Council received notice of their unsuccessful 'Engage!' State Government Grant application for triennium 2025-2027, which Council has successfully applied for and received for the past fourteen years. The impact of this will need to be considered as part of Council's considerations for its 2025/26 budget. **Carried Unanimously**	Communities	Bearup, Tim	**12 Feb 2025 3:14pm Bearup, Tim** 1. Noted, 2. Noted, 3. Noted, 4. Noted, This item can be closed. **07 Apr 2025 5:13pm Bearup, Tim** 1. Noted, 2. Noted, 3. Noted, 4. Noted, This item can be closed. **05 May 2025 7:31pm Bearup, Tim** 1. Noted, 2. Noted, 3. Noted, 4. Noted, This item can be closed. **10 Jun 2025 11:13am Bearup, Tim** This item is recommended for closure., 1. Noted, 2. Noted, 3. Noted, 4. Noted **20 Jun 2025 2:57pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Bearup, Tim (action officer) on 20 June 2025 at 2:57:01 PM - DCOM approved closure of action. JF **20 Jun 2025 2:57pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Bearup, Tim (action officer) on 20 June 2025 at 2:57:11 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 2:57pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (second authoriser) on 20 June 2025 at 2:57:20 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tim Bearup	20/06/2025
17/02/2025	11.1	Frankston City Industrial Strategy and Frankston City Industrial Design Guidelines - Planning Scheme Amendment C148fran - Consideration of submissions received and request the appointment of a Planning Panel	**Council Decision** **Moved: Councillor Hill** **Seconded: Councillor Green** That Council: 1. Notes that Planning Scheme Amendment C148fran was publicly exhibited from 25 July to 9 September 2024 for a period of six (6) weeks; 2. Notes that a total of eight (8) submissions (including one (1) late submission) were received to Planning Scheme Amendment C148fran; 3. In accordance with Section 22(1) of the *Planning and Environment Act 1987*, considers all of the written submissions received and in accordance with Section 23 of the *Planning and Environment Act 1987* refers all of the written submissions including the one (1) late submission to an independent planning panel to be appointed by the Minister for Planning; 4. Requests the Minster for Planning appoint an independent planning panel to consider the submissions received to Planning Scheme Amendment C148fran in accordance with Part 8 of the *Planning and Environment Act 1987*; 5. Endorses the officer's response to the issues raised by the submissions and endorses the recommended changes to Planning Scheme Amendment C148fran (as outlined in Attachment A) for the purposes of Council's advocacy position before the Planning Panel; 6. Authorises the Director Communities to make any minor or necessary changes to Planning Scheme Amendment C148fran documentation prior to the Planning Panel hearing, that do not change the intent of the Amendment for the purpose of Council's advocacy position before the Panel; and	Communities	Beauchamp, Tammy	**24 Feb 2025 10:28am Milton, Katie** 1. Complete 2. Complete. 3. Complete 4. Complete 5. Complete 6. Noted 7. To be actioned. **31 Mar 2025 1:37pm Milton, Katie** 1. Complete 2. Complete. 3. Complete 4. Complete 5. Complete 6. Noted 7. complete **28 Apr 2025 4:21pm Milton, Katie** 1. Complete 2. Complete. 3. Complete 4. Complete 5. Complete 6. Noted 7. Complete Request to Close Please. **19 May 2025 5:16pm Milton, Katie** 1. Complete 2. Complete. 3. Complete 4. Complete 5. Complete 6. Noted 7. Complete Request to Close Please. **19 Jun 2025 4:05pm Milton, Katie** 1. Complete 2. Complete. 3. Complete 4. Complete 5. Complete 6. Noted 7. Complete Request to Close please. **20 Jun 2025 2:58pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 2:58:32 PM - DCOM approved closure of action. JF **20 Jun 2025 2:58pm Freene, Jennie - Notification**	20/06/2025

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			7. Writes to all submitters to inform them of Council's decision. **Carried Unanimously**			Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 2:58:42 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 2:58pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (third authoriser) on 20 June 2025 at 2:58:48 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tammy Beauchamp	
17/02/2025	12.2	Hot Topics - February 2025	Urban Forest Action Plan 3. Notes the completion of the 2024 planting season with 20,000 trees successfully planting across the municipality and that Council is prioritising essential maintenance of the trees planted in the 2025/26. A small number of additional trees (within this overall program and budget) will be planted in the 25/26 planting season; 4. Notes that going forward, tree planting on private residential land will offer the greatest opportunity to expand the City's Tree Canopy. The focus in the 2025 planting season will be on supporting and incentivising tree planting on private land; 5. Notes that five (5) Environmental Sustainability Community Grants were awarded in November 2024 and that the next grant round opens in February 2025; Nepean Boulevard Project 6. Acknowledges that at the Council Meetings on 20 and 29 January 2025, Council endorsed the Nepean Boulevard Revitalisation Project as a Core Advocacy Priority for the upcoming Federal election, with Council seeking $10 million each for the Federal and State Governments for a total of $20 million in projects; 7. Notes that six (6) Key Signature Projects make up this Core Advocacy Priority; 8. Notes that community engagement on the Nepean Boulevard Masterplan will occur later in 2025 calendar year, at a date to be determined;	Communities	Beauchamp, Tammy	**24 Feb 2025 10:27am Milton, Katie** 3. Noted. 4. Noted. Incentives for encouraging private residents to plant trees such as free tree giveaways and educational opportunities are being designed and delivered. 5. A community workshop was held to assist residents to apply for the Environmental Sustainability grant. Round 2 is open and closed on 28th February. 6 –8. Noted. Request to Close. **31 Mar 2025 1:36pm Milton, Katie** 3. Noted. 4. Noted. Incentives for encouraging private residents to plant trees such as free tree giveaways and educational opportunities are being designed and delivered. 5. A community workshop was held to assist residents to apply for the Environmental Sustainability grant. Round 2 funding has been assessed. 6 –8. Noted. Request to Close. **28 Apr 2025 4:21pm Milton, Katie** 3. Noted. 4. Noted. Incentives for encouraging private residents to plant trees such as free tree giveaways and educational opportunities are being designed and delivered. 5. A community workshop was held to assist residents to apply for the Environmental Sustainability grant. Round 2 funding has been assessed. 6 –8. Noted. Request to Close. **19 May 2025 5:15pm Milton, Katie** 3. Noted. 4. Noted. Incentives for encouraging private residents to plant trees such as free tree giveaways and educational opportunities are being designed and delivered. 5. A community workshop was held to assist residents to apply for the Environmental Sustainability grant. Round 2 funding has been assessed. 6 –8. Noted. Request to Close. **19 Jun 2025 4:04pm Milton, Katie** 3. Noted. 4. Noted. Incentives for encouraging private residents to plant trees such as free tree giveaways and educational opportunities are being designed and delivered. 5. A community workshop was held to assist residents to apply for the Environmental Sustainability grant. Round 2 funding has been assessed. 6 –8. Noted. Request to Close. **20 Jun 2025 3:01pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:00:59 PM - DCOM approved closure of action. JF **20 Jun 2025 3:01pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:01:10 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 3:01pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 3:01:17 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tammy Beauchamp	20/06/2025
17/02/2025	12.2	Hot Topics - February 2025	Aged Care Reforms 9. Notes that draft legislation for the new Aged Care Act was passed in Parliament in November 2024 and it is now confirmed the legislation will come into effect on 1 July 2025. All aged care providers must comply with this new legislation, regulatory model and the strengthened quality and safety standards; 10. Notes that the Commonwealth Government has commenced engaging with Council officers to clarify services from 2027 onwards;	Communities	Benzie, Claire	**19 Feb 2025 1:36pm Benzie, Claire** 9. Noted - no further action required at this stage, reforms are ongoing. , 10. Noted - no further action required at this stage, reforms are ongoing. **20 Jun 2025 3:00pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Benzie, Claire (action officer) on 20 June 2025 at 3:00:16 PM - DCOM approved closure of action. JF	20/06/2025

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						20 Jun 2025 3:00pm Freene, Jennie - Notification Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Benzie, Claire (action officer) on 20 June 2025 at 3:00:27 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 3:00pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 3:00:36 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Claire Benzie	
17/02/2025	12.2	Hot Topics - February 2025	Communication and Advocacy 11. Notes key next steps to promote Council endorsed advocacy priorities; 12. Notes the process followed by the Officers to monitor and manage media/social media to identify issues of community interest;	Customer Innovation and Arts	McQueen, Fiona	**27 Feb 2025 12:23pm Moro, Jacqueline** 11. Complete. The Council endorsed advocacy priorities will be promoted., 12. Complete. Officers will continue to monitor and manage media/social media to identify issues of community interest. **27 Feb 2025 12:26pm Moro, Jacqueline - Completion** Completed by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 27 February 2025 at 12:25:32 PM - Jac entered - 11. Complete. The Council endorsed advocacy priorities will be promoted., 12. Complete. Officers will continue to monitor and manage media/social media to identify issues of community interest. **27 Feb 2025 12:26pm Moro, Jacqueline - Notification** Babbar, Shweta (first authoriser) notified by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 27 February 2025 at 12:26:00 PM, Sent to Shweta Babbar for authorisation, Notified by Jacqueline Moro, Note: For Nathan's approval **25 Jun 2025 11:32am Moro, Jacqueline - Authorisation** Authorised by Moro, Jacqueline (delegate) on behalf of Babbar, Shweta (first authoriser) on 25 June 2025 at 11:32:46 AM, Authorised by Jacqueline Moro on behalf of Shweta Babbar, Notification sent to Shweta Babbar and Fiona McQueen	25/06/2025
17/02/2025	12.2	Hot Topics - February 2025	14. Resolves **Attachment C** (Issues management, media, social media and community sentiment) be retained confidential indefinitely, on the grounds it contains private commercial information, being information provided by a business, commercial or financial undertaking that— (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (*Local Government Act 2020 s3(1)(g)*). These grounds apply because it contains material Council is monitoring in relation to media interest, inclusive of commercial sensitive information. **Carried Unanimously**	Customer Innovation and Arts	McQueen, Fiona	**27 Feb 2025 12:18pm Moro, Jacqueline** 14. Complete - Attachment C remains confidential. **27 Feb 2025 12:20pm Moro, Jacqueline - Completion** Completed by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 27 February 2025 at 12:20:02 PM - I've entered - 14. Complete - Attachment C remains confidential. **27 Feb 2025 12:20pm Moro, Jacqueline - Notification** Babbar, Shweta (first authoriser) notified by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 27 February 2025 at 12:20:47 PM, Sent to Shweta Babbar for authorisation, Notified by Jacqueline Moro, Note: For Nathan's approval **25 Jun 2025 11:32am Moro, Jacqueline - Authorisation** Authorised by Moro, Jacqueline (delegate) on behalf of Babbar, Shweta (first authoriser) on 25 June 2025 at 11:32:26 AM, Authorised by Jacqueline Moro on behalf of Shweta Babbar, Notification sent to Shweta Babbar and Fiona McQueen	25/06/2025
17/02/2025	12.4	City Economy and Frankston Business Collective Quarterly Report	**Council Decision** **Moved: Councillor Hill** **Seconded: Councillor Green** That Council: 1. Receives the Frankston City Council Economic Scorecard October-December 2024; **2.** Acknowledges and celebrates key highlights this quarter including: • Completion of Council's 2024-25 Business Grants program; • Council delivers it's first 'Start-up Sesh'; • Investment Attraction; • 'Career Insights Q&A' with Year 11 Business Management students and local business owners at Woodleigh School;	Communities	Beauchamp, Tammy	**24 Feb 2025 10:27am Milton, Katie** : 1. Noted 2 Noted, request to close. **31 Mar 2025 1:36pm Milton, Katie** 1. Noted 2 Noted. Request to close please. **28 Apr 2025 4:20pm Milton, Katie** 1. Noted 2 Noted. Request to close please. **19 Jun 2025 4:04pm Milton, Katie** 1. Noted 2 Noted. Request to close please. **20 Jun 2025 3:01pm Freene, Jennie - Completion**	20/06/2025

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			• New Christmas decorations added in 2024; • Officers actioned 74 Business Concierge requests, provided business mentoring to 9 recipients, delivered workshops to 136 participants and 143 additional business engagements were recorded this quarter;			Completed by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:01:41 PM - DCOM approved closure of action. JF **20 Jun 2025 3:01pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:01:53 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 3:02pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (second authoriser) on 20 June 2025 at 3:02:03 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tammy Beauchamp	
17/02/2025	12.4	City Economy and Frankston Business Collective Quarterly Report	3. Receives the Frankston Business Collective (FBC) Quarterly Progress update for October-December 2024; 4. Notes FBC KPIs in the body of the report; and 5. Notes the key highlights including: • The Business Excellence Gala Awards Dinner 2024 held in November; and • The 2024 Frankston Business of the Year and Hospitality excellence award was presented to Hotel Lona. **Carried Unanimously**	Customer Innovation and Arts	McQueen, Fiona	**27 Feb 2025 12:33pm Moro, Jacqueline** 3. Complete. Receives the Frankston Business Collective (FBC) Quarterly Progress update for October-December 2024., 4. Complete. Noted FBC KPIs in the body of the report., 5. Complete. Noted the key highlights. **27 Feb 2025 12:35pm Moro, Jacqueline - Completion** Completed by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 27 February 2025 at 12:35:12 PM - Jac entered for approval - 3. Complete. Receives the Frankston Business Collective (FBC) Quarterly Progress update for October-December 2024., 4. Complete. Noted FBC KPIs in the body of the report., 5. Complete. Noted the key highlights. **27 Feb 2025 12:35pm Moro, Jacqueline - Notification** Babbar, Shweta (first authoriser) notified by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 27 February 2025 at 12:35:24 PM, Sent to Shweta Babbar for authorisation, Notified by Jacqueline Moro **25 Jun 2025 11:33am Moro, Jacqueline - Authorisation** Authorised by Moro, Jacqueline (delegate) on behalf of Babbar, Shweta (first authoriser) on 25 June 2025 at 11:33:35 AM, Authorised by Jacqueline Moro on behalf of Shweta Babbar, Notification sent to Shweta Babbar and Fiona McQueen	25/06/2025
17/02/2025	12.8	Frankston Arts Advisory Committee - Minutes 23 January 2025	**Council Decision** **Moved: Councillor Hill** **Seconded: Councillor Asker** That Council: 1. Receives the Minutes of the Frankston Arts Advisory Committee meeting held on 23 January 2025; 2. Endorses the appointment of three new community members as per the confidential Attachments B, C and D, with the candidate's name to be released as part of the Frankston Arts Advisory minutes of the next Council Meeting; 3. Notes the following sculptures to be leased from Sculpture by the Sea: o *Daydream* for the Frankston Library forecourt; o *The Wind is Blowing* for Baxter Road Frankston; 4. Notes the following sculptures to be purchased from Sculpture by the Sea: o *As One* for Skye Dandenong Road; o *High Tide* for Pines Swimming Pool; o *Those that run with dingoes* for a location to be determined; 5. Notes the decommission of the Frankston Peninsula Boon Wurrung Mural from the side of 504 Nepean Highway Frankston; 6. Notes the calendar of occasions for lights to be illuminated as part of Council's Programmable Lighting Assets; 7. Notes that Officers are seeking permission from relevant residents in regard to painting a mural of Victor the Goat in an alleyway leading from Nepean Highway to Cliff Road, Frankston; and 8. Resolves that Attachments B, C & D be retained as confidential indefinitely on the grounds that it includes personal information, being information which if released would	Customer Innovation and Arts	Ryan, Tammy	**20 Feb 2025 9:53am Hall-davis, Tracee** 1. Noted, 2. Noted, 3. Noted, 4. Noted, 5. Noted, 6. Noted, 7. In progress Permission was sought by the Owners of the garage wall the mural will be painted on., 8. Noted, Completed **21 May 2025 8:58am Hall-davis, Tracee** 7. Completed **25 Jun 2025 11:31am Moro, Jacqueline - Completion** Completed by Moro, Jacqueline on behalf of Ryan, Tammy (action officer) on 25 June 2025 at 11:31:33 AM - Recommend closure of this completed item **25 Jun 2025 11:31am Moro, Jacqueline - Notification** Babbar, Shweta (first authoriser) notified by Moro, Jacqueline on behalf of Ryan, Tammy (action officer) on 25 June 2025 at 11:31:39 AM, Sent to Shweta Babbar for authorisation, Notified by Jacqueline Moro **25 Jun 2025 11:31am Moro, Jacqueline - Authorisation** Authorised by Moro, Jacqueline (delegate) on behalf of Babbar, Shweta (second authoriser) on 25 June 2025 at 11:31:46 AM, Authorised by Jacqueline Moro on behalf of Shweta Babbar, Notification sent to Shweta Babbar and Tammy Ryan	25/06/2025

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			result in the unreasonable disclosure of information about any person or their personal affairs (*Local Government Act 2020*, s.3(1)(f)). These grounds apply because the document includes personal information of the candidates which, if released, would breach privacy obligations. **Carried Unanimously**				
17/02/2025	12.9	Adoption of Community Engagement Policy 2025	**Council Decision** **Moved: Councillor Hill** **Seconded: Councillor Green** That Council: 1. Notes that the existing Community Engagement Policy 2021 is due for review by 1 March 2025; 2. Notes that the proposed Community Engagement Policy 2025 complies with the Local Government Act 2020 (the Act) requirements as to what must be contained in a Community Engagement Policy; 3. Notes that community engagement was undertaken in 2024 to inform the revised Community Engagement Policy 2025; 4. Adopts the Community Engagement Policy 2025; and 5. Notes that the Community Engagement Framework will be reviewed in 2025 and endorsed by the CEO for Council to note at its meeting in February 2026 **Carried Unanimously**	Customer Innovation and Arts	McQueen, Fiona	**27 Feb 2025 12:29pm Moro, Jacqueline** 1. Complete. Noted that the existing Community Engagement Policy 2021 was due for review by 1 March 2025., 2. Complete. Noted that the proposed Community Engagement Policy 2025 complies with the Local Government Act 2020 (the Act) requirements as to what must be contained in a Community Engagement Policy;, 3. Complete. Noted that community engagement was undertaken in 2024 to inform the revised Community Engagement Policy 2025;, 4. Complete. Community Engagement Policy 2025 has been adopted., 5. Complete. Noted that the Community Engagement Framework will be reviewed in 2025 and endorsed by the CEO for Council to note at its meeting in February 2026. **27 Feb 2025 12:32pm Moro, Jacqueline - Completion** Completed by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 27 February 2025 at 12:32:26 PM - Jac entered for approval - 1. Complete. Noted that the existing Community Engagement Policy 2021 was due for review by 1 March 2025., 2. Complete. Noted that the proposed Community Engagement Policy 2025 complies with the Local Government Act 2020 (the Act) requirements as to what must be contained in a Community Engagement Policy;, 3. Complete. Noted that community engagement was undertaken in 2024 to inform the revised Community Engagement Policy 2025;, 4. Complete. Community Engagement Policy 2025 has been adopted., 5. Complete. Noted that the Community Engagement Framework will be reviewed in 2025 and endorsed by the CEO for Council to note at its meeting in February 2026. **27 Feb 2025 12:32pm Moro, Jacqueline - Notification** Babbar, Shweta (first authoriser) notified by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 27 February 2025 at 12:32:59 PM, Sent to Shweta Babbar for authorisation, Notified by Jacqueline Moro, Note: For Nathan's approval **25 Jun 2025 11:29am Moro, Jacqueline - Authorisation** Authorised by Moro, Jacqueline (delegate) on behalf of Babbar, Shweta (second authoriser) on 25 June 2025 at 11:29:27 AM, Authorised by Jacqueline Moro on behalf of Shweta Babbar, Notification sent to Shweta Babbar and Fiona McQueen	25/06/2025
17/02/2025	12.10	Adoption of the Community Vision 2040 following the Statutory Review	**Council Decision** **Moved: Councillor Hill** **Seconded: Councillor Green** That Council: 1. Notes that the *Local Government Act 2020* requires Council to engage the community to review the Community Vision 2040 using deliberative engagement practices by 31 October 2025; 2. Notes that community engagement, using deliberative engagement practices, has been undertaken to review the Community Vision 2040; and 3. Adopts the reviewed Community Vision 2040. **Carried Unanimously**	Communities	Beauchamp, Tammy	**24 Feb 2025 10:27am Milton, Katie** 1. Completed. 2. Completed. 3 Completed. Request to Close. **31 Mar 2025 1:36pm Milton, Katie** 1. Completed. 2. Completed. 3 Completed. Request to close please. **28 Apr 2025 4:20pm Milton, Katie** 1. Completed. 2. Completed. 3 Completed. Request to close please. **19 May 2025 5:15pm Milton, Katie** 1. Completed. 2. Completed. 3 Completed. Request to close please. **19 Jun 2025 4:04pm Milton, Katie** 1. Completed. 2. Completed. 3 Completed. Request to close please. **20 Jun 2025 3:03pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:02:57 PM - DCOM approved closure of action. JF **20 Jun 2025 3:03pm Freene, Jennie - Notification**	20/06/2025

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						Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:03:07 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 3:03pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (second authoriser) on 20 June 2025 at 3:03:17 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tammy Beauchamp	
17/02/2025		Delegates Report from Mayor Bolam on his meeting with Mayor Buckley in Annapolis, USA	**Council Decision** **Moved: Councillor Bolam** **Seconded: Councillor Hill** That the verbal report from Mayor Bolam, regarding his travel to USA's Annapolis to meet with Mayor Buckley and discuss a potential sister city or friendship city relationship, be received. **Carried Unanimously**	Customer Innovation and Arts	McQueen, Fiona	**04 Mar 2025 3:47pm Moro, Jacqueline** Complete. Council report prepared on the Friendship City agreement for the 12 May Council Meeting. **04 Mar 2025 3:49pm Moro, Jacqueline - Completion** Completed by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 04 March 2025 at 3:48:42 PM - Complete **04 Mar 2025 3:49pm Moro, Jacqueline - Notification** Babbar, Shweta (first authoriser) notified by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 04 March 2025 at 3:49:01 PM, Sent to Shweta Babbar for authorisation, Notified by Jacqueline Moro **25 Jun 2025 2:47pm Moro, Jacqueline - Authorisation** Authorised by Moro, Jacqueline (delegate) on behalf of Babbar, Shweta (first authoriser) on 25 June 2025 at 2:47:25 PM, Authorised by Jacqueline Moro on behalf of Shweta Babbar, Notification sent to Shweta Babbar and Fiona McQueen	25/06/2025
24/03/2025	11.4	Adoption of the Frankston Metropolitan Activity Centre Development Contributions Plan (HillPDA, March 2025) and consideration of the Planning Panel Report for Planning Scheme Amendment C161fran	8. Refers for consideration to the 2025/26 Budget the sum of $30,000 to enable one final year of concentrated mass tree plantings to conclude Council's mission, which commenced in 2021, to undertake extraordinary mass plantings to improve tree canopy throughout the Frankston municipality. These trees will be planted in the 2026 tree planting season which commences in April 2026 and concludes at the end of August 2026. Details of this final year of planting are to be worked up, in consultation with Councillors, as part of the continuing preparations for the 2025/26 Annual Budget. **Carried Unanimously**	Communities	Beauchamp, Tammy	**31 Mar 2025 1:38pm Milton, Katie** 8. Noted. Request to Close. **28 Apr 2025 4:22pm Milton, Katie** 8. Noted. Request to Close. **19 May 2025 5:17pm Milton, Katie** 8. Noted. Request to Close. **19 Jun 2025 4:05pm Milton, Katie** 8. Noted. Request to Close please. **20 Jun 2025 3:03pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:03:47 PM - DCOM approved closure of action. JF **20 Jun 2025 3:03pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:03:56 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 3:04pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 3:04:03 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tammy Beauchamp	20/06/2025
24/03/2025	12.1	Governance Matters Report for 24 March 2025	Response to Petition 4. Notes, at its Meeting on 24 February 2025, a petition was received from Maya Pavlovski, containing 15 valid signatures, relating to the removal of seats located at the top of Station St Mall, Frankston. The petition reads: *"We the undersigned are concerned citizens who urge our leaders to act now and remove the seats in the station st mall"* 5. Notes, having been assessed as a valid petition and, in accordance with Council's Governance Rules, Rule 58.12, the petition was operational in nature, and therefore, was referred to the Chief Executive Officer for consideration;	Communities	Antonic, Rob	**20 Jun 2025 3:08pm Freene, Jennie** DCOM Noted. The CEO has formally written to the head petitioner on 03/06/2026 in reply. DCOM has approved this item for closure. JF **20 Jun 2025 3:09pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Antonic, Rob (action officer) on 20 June 2025 at 3:09:46 PM - DCOM approved closure of action. JF **20 Jun 2025 3:09pm Freene, Jennie - Notification**	20/06/2025

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						Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Antonic, Rob (action officer) on 20 June 2025 at 3:09:56 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 3:10pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 3:10:07 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Rob Antonic	
24/03/2025	12.1	Governance Matters Report for 24 March 2025	17. a) Notes that the Nepean Boulevard Revitalisation and the Bruce Park Redevelopment are key advocacy priorities of Frankston City Council; b) Notes the following announcements by the Federal Government on the 16th of March: • $50 million dollar contribution for improvement works to Nepean Highway • $5 million dollar contribution for the Bruce Park Redevelopment c) Given this unprecedented level of budgeted monies ($55 million dollars) for the Frankston / Dunkley electorates, Council is to formally write to the Prime Minister, The Hon. Anthony Albanese and the Federal Member for Dunkley, Ms Jodie Belyea thanking them for the much-needed, and much-appreciated, budgeted funding commitments; d) Writes to the State Member for Frankston, Mr Paul Edbrooke thanking him for his ongoing lobbying in relation to both of the aforementioned projects; and e) Ensures the CEO commends relevant staff for the completion of two key federal advocacy priorities. **Carried Unanimously**	Customer Innovation and Arts	McQueen, Fiona	**07 Apr 2025 10:04am Moro, Jacqueline** 26. Completed, noted. 27. Completed, noted. 28. Completed. 29. Completed, noted. 30. Completed. **29 Apr 2025 11:38am Moro, Jacqueline - Completion** Completed by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 29 April 2025 at 11:37:56 AM - Actions complete. Recommend closure of these completed actions **29 Apr 2025 11:38am Moro, Jacqueline - Notification** Babbar, Shweta (first authoriser) notified by Moro, Jacqueline on behalf of McQueen, Fiona (action officer) on 29 April 2025 at 11:38:03 AM, Sent to Shweta Babbar and Tenille Craig for authorisation, Notified by Jacqueline Moro **08 May 2025 10:48am Marshall, Allison** CEO held a thank you event for staff involved in the completion of two key federal advocacy priorities on Wednesday 7 May 2025. Mayor Bolam attended and thanked the staff involved as well. Item 17. e) Completed. **25 Jun 2025 11:09am Moro, Jacqueline - Authorisation** Authorised by Moro, Jacqueline (delegate) on behalf of Babbar, Shweta (first authoriser) on 25 June 2025 at 11:09:51 AM, Authorised by Jacqueline Moro on behalf of Shweta Babbar, Notification sent to Shweta Babbar and Fiona McQueen	25/06/2025
23/04/2025	12.1	Governance Matters Report for 23 April 2025	Past Tree Planting Resolutions/Commitments 14. Notes a Briefing was provided to Councillors on 10 February 2025, regarding the upcoming 2025 tree planting season and seeking tree planting requests from Councillors; 15. Notes, following the Briefing, no further tree planting requests were received from Councillors;	Communities	Beauchamp, Tammy	**19 May 2025 5:19pm Milton, Katie** 10. noted 11. noted 14. Noted 15. Noted. Request to close **19 Jun 2025 4:10pm Milton, Katie** 10. noted 11. noted 14. Noted 15. Noted. Request to close **20 Jun 2025 3:11pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:11:25 PM - DCOM approved closure of action. JF **20 Jun 2025 3:11pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:11:35 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 3:21pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 3:21:31 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tammy Beauchamp	20/06/2025
23/04/2025	12.2	Chief Executive Officer's quarterly report - January to March 2025	8. a. Notes the allocation of $100,000 in the Shade Sail Retrofit annual program Draft 2025/2026 Capital Works Budget, as resolved by Council on 17 February 2025 (CM03); and b. Endorses the allocation of Shade Sail Retrofit funding in 2025/2026 to the following playgrounds, in response to community need: • Lindrum Reserve Playground • Monique Reserve Playground **Carried Unanimously**	Infrastructure and Operations	Ure, Luke	**03 Jun 2025 1:08pm Ure, Luke** 8.a & b. At its Council Meeting on 23 April, Council noted the allocation of $100,000 in the Shade Sail Retrofit annual program in the draft budget and endorsed the following playgrounds:, • Lindrum Reserve Playground, • Monique Reserve Playground, These changes have been reflected in the draft 2025/26 Capital Works Program and LTIP database, request this action is closed. **18 Jun 2025 9:23am Gaynor, Andrea - Completion** Completed by Gaynor, Andrea on behalf of Ure, Luke (action officer) on 18 June 2025 at 9:23:23 AM - Director Infrastructure & Operations approved closure of this action.	18/06/2025

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						18 Jun 2025 9:23am Gaynor, Andrea - Notification Arullanantham, Cam (first authoriser) notified by Gaynor, Andrea on behalf of Ure, Luke (action officer) on 18 June 2025 at 9:23:34 AM, Sent to Cam Arullanantham for authorisation, Notified by Andrea Gaynor **18 Jun 2025 9:24am Gaynor, Andrea - Authorisation** Authorised by Gaynor, Andrea (delegate) on behalf of Arullanantham, Cam (first authoriser) on 18 June 2025 at 9:24:49 AM, Authorised by Andrea Gaynor on behalf of Cam Arullanantham, Notification sent to Cam Arullanantham and Luke Ure	
23/04/2025	12.5	Hot Topics	**Urban Forest Action Plan** 10. Notes that the 2025 planting season has commenced, with planting occurring at various locations including Jubilee Park, the Foreshore, in bushlands, through streets and in open spaces; 11. Acknowledges that tree planting on private land will offer the greatest opportunity to expand the City's Tree Canopy. The focus in the 2026 planting season will be on supporting and incentivising tree planting on private land with 12,200 to be provided for free to local residents and schools;	Communities	Beauchamp, Tammy	**20 May 2025 11:10am Milton, Katie** Noted and request to close please. **19 Jun 2025 4:09pm Milton, Katie** Awards Update , 17. Notes the awards update and acknowledges that the Frankston Public Toilet Action Plan won the Award of Excellence at the 2024 Planning Institute of Australia (PIA) Victorian State Awards and will now progress to the PIA National Awards in May 2025; , , Noted. Request to close please. **20 Jun 2025 3:12pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:12:33 PM - DCOM approved closure of action. JF **20 Jun 2025 3:12pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:12:43 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 3:21pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 3:21:51 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tammy Beauchamp	20/06/2025
23/04/2025	12.5	Hot Topics	**Rapid Response** 15. Notes that the Rapid Response Team (RRT) is designed to provide a proactive and immediate response to specific community issues, particularly dealing with immediate contraventions of Council's Community Local Law 2020; **Local Laws** 16. Notes the Unsightly Property audit initiative within the Frankston Metropolitan Activity Centre (FMAC) and the results to date, ensuring that standards are maintained that do not detract from the visual amenity of the FMAC.	Communities	Antonic, Rob	**20 Jun 2025 3:13pm Freene, Jennie** DCOM has noted items 10 & 11. Recommend for closure. **20 Jun 2025 3:14pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Antonic, Rob (action officer) on 20 June 2025 at 3:14:40 PM - DCOM approved closure of action. JF **20 Jun 2025 3:14pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Antonic, Rob (action officer) on 20 June 2025 at 3:14:49 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 3:14pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 3:14:57 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Rob Antonic	20/06/2025
23/04/2025	12.9	Award of Fuel Contract - Procurement Australia Contract Number: 2703/0110	**Council Decision** **Moved: Councillor Butler** **Seconded: Councillor Asker** That Council: 1. Approves the acceptance of the tender from Procurement Australia (contract 2703/0110) for the supply of fuel at retail outlets for Council vehicles for an estimated contract value of $574,600 per annum (exclusive of GST) at 338,000 combined fuel litres using Business Fuel Cards Multi Branded Card, the total contract value is estimated to be up to $2,315,498 (ex GST) over a term of four (4) years; 2. Authorises the Chief Executive Officer to sign the contract. 3. Delegates approval of contract variations within the contingency amount outlined in the confidential attachment to the Director Infrastructure & Operations; and	Infrastructure and Operations	Ure, Luke	**03 Jun 2025 10:42am Ure, Luke** 1. At its Council Meeting on 23 April, Council endorsed the tender from Procurement Australia (contract 2703/0110) for the supply of fuel at retail outlets for Council vehicles for an estimated contract value of $574,600 per annum (exclusive of GST) at 338,000 combined fuel litres using Business Fuel Cards Multi Branded Card. The total contract value is estimated to be up to $2,315,498 (ex GST) over a term of four (4) years;, 2. Noted., 3. Noted., 4. Noted., All items associated with this action have been completed; request this action is closed. **18 Jun 2025 9:24am Gaynor, Andrea - Completion** Completed by Gaynor, Andrea on behalf of Ure, Luke (action officer) on 18 June 2025 at 9:23:51 AM - Director Infrastructure & Operations approved closure of this action. **18 Jun 2025 9:24am Gaynor, Andrea - Notification**	18/06/2025

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			4. Resolves Attachments A, B and C to this report be retained confidential on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage, pursuant to the *Local Government Act 2020 s3(1)(g).* **Carried Unanimously**			Arullanantham, Cam (first authoriser) notified by Gaynor, Andrea on behalf of Ure, Luke (action officer) on 18 June 2025 at 9:24:00 AM, Sent to Cam Arullanantham for authorisation, Notified by Andrea Gaynor **18 Jun 2025 9:24am Gaynor, Andrea - Authorisation** Authorised by Gaynor, Andrea (delegate) on behalf of Arullanantham, Cam (second authoriser) on 18 June 2025 at 9:24:37 AM, Authorised by Andrea Gaynor on behalf of Cam Arullanantham, Notification sent to Cam Arullanantham and Luke Ure	
12/05/2025	11.1	City Futures Progress Report - Quarter 3 January - March 2025	**Council Decision** **Moved: Councillor Green** **Seconded: Councillor Baker** That Council: 1. Receives the Quarter Three City Futures report from January – March 2025 (excluding Economic Scorecard); and 2. Notes the progress of several key projects this quarter, including: • The successful delivery of the 2024–25 Business to Business (B2B) Grant Program, supporting 100 local businesses and generating over $207,000 in local economic activity; • The adoption of the reviewed Community Vision 2040, which will now guide the development of the Council and Wellbeing Plan 2025–29; • The delivery of the Summer School Holiday Rangers Program, which engaged families in coastal education and biodiversity conservation across three interactive sessions; • The $50 million Federal Government investment in Nepean Boulevard infrastructure improvements, including intersection upgrades and cycling connections; and • The Council adoption and submission to the Minister of Planning of Planning Scheme Amendment C161fran, while will support delivery of infrastructure, contributed to by development contributions, across the Frankston Metropolitan Activity Centre.	Communities	Beauchamp, Tammy	**19 May 2025 5:20pm Milton, Katie** 1. noted 2. noted. Request to close **19 Jun 2025 4:11pm Milton, Katie** 1. noted 2. noted. Request to close please. **20 Jun 2025 3:16pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:16:10 PM - DCOM approved closure of action. JF **20 Jun 2025 3:16pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:16:19 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 3:16pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 3:16:27 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tammy Beauchamp	20/06/2025
12/05/2025	12.3	Capital Works Quarterly Report - Q3 - January to March 2025	**Council Decision** **Moved: Councillor Butler** **Seconded: Councillor Wanat** That Council: 1. Receives and notes the quarterly progress report for the third quarter (January to March 2025) of the 2024/25 Capital Works Program; 2. Notes Project 14864 – Nyora Close or Luther Place Shared User Path, Frankston (Manorwoods Estate) to be withdrawn post-community engagement. The project budget will be reallocated to landscaping works at Ballam Park Lake, and public lighting from the Ballam Park Athletics Track to Neranga Crescent, Frankston. 3. Notes that, for transparency and disclosure of the capital works program to the public, the full details have been provided in the open attachments to the report; and 4. Notes there are no reported projects where variations have exceeded the pre-approved variation amount in accordance with S7 Instrument of Sub-Delegation by CEO. **Carried Unanimously**	Infrastructure and Operations	Ure, Luke	**03 Jun 2025 1:12pm Ure, Luke** 1. Council received and noted the quarterly progress report for the third quarter (January to March 2025) of the 2024/25 Capital Works Program at its Council Meeting on 12 May., 2. Budget form project 14864 – Nyora Close or Luther Place Shared User Path, Frankston (Manorwoods Estate) has been reallocated to landscaping works at Ballam Park Lake, and public lighting from the Ballam Park Athletics Track to Neranga Crescent, Frankston., 3. Noted., 4. Noted., All items associated with this action are complete; request this action is closed. **18 Jun 2025 9:24am Gaynor, Andrea - Completion** Completed by Gaynor, Andrea on behalf of Ure, Luke (action officer) on 18 June 2025 at 9:24:13 AM - Director Infrastructure & Operations approved closure of this action. **18 Jun 2025 9:24am Gaynor, Andrea - Notification** Arullanantham, Cam (first authoriser) notified by Gaynor, Andrea on behalf of Ure, Luke (action officer) on 18 June 2025 at 9:24:20 AM, Sent to Cam Arullanantham for authorisation, Notified by Andrea Gaynor **18 Jun 2025 9:24am Gaynor, Andrea - Authorisation** Authorised by Gaynor, Andrea (delegate) on behalf of Arullanantham, Cam (first authoriser) on 18 June 2025 at 9:24:26 AM, Authorised by Andrea Gaynor on behalf of Cam Arullanantham, Notification sent to Cam Arullanantham and Luke Ure	18/06/2025
12/05/2025	12.6	2024-25 Facade Improvement Grants	**Council Decision** **Moved: Councillor Butler** **Seconded: Councillor Conroy** That Council:	Communities	Beauchamp, Tammy	**19 May 2025 5:20pm Milton, Katie** 1. Noted. 2. All grant applicants were notified of the outcome between 13 and 16 May 2025. 3. Noted. **19 Jun 2025 4:10pm Milton, Katie**	20/06/2025

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			1. Notes the 2024-25 Façade Improvement Grants program was completed on 27 March 2025. The assessment panel, including independent members, has recommended the awarding of 14 grants, to a total value of $100,000.00; 2. Notes the Mayor or Council Officers will notify successful applicants and Council Officers will notify unsuccessful applicants of the outcome no later than 16 May 2025; and 3. Resolves that the attachment be retained confidential until 19 May 2025 on the grounds that it includes personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (*Local Government Act 2020, s.3(1)(f)*) and would if prematurely released might undermine public confidence and make people reluctant to submit nominations in the future, which would compromise Council's ability to run similar grants programs in the future. **Carried Unanimously**			1. Noted. 2. All grant applicants were notified of the outcome between 13 and 16 May 2025. 3. Noted. Request to Close Please. **20 Jun 2025 3:17pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:17:04 PM - DCOM approved closure of action. JF **20 Jun 2025 3:17pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Beauchamp, Tammy (action officer) on 20 June 2025 at 3:17:14 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 3:17pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (second authoriser) on 20 June 2025 at 3:17:27 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Tammy Beauchamp	
12/05/2025		Urgent Business - Illicit Tobacco Trade	**Council Decision** **Moved: Councillor Conroy** **Seconded: Councillor Butler** That Council: 1. Notes the news story of an alleged illicit tobacco trader in the Frankston municipality that appeared on the A Current Affair television broadcast; 2. Notes the consternation that this broadcast has produced amongst many residents; 3. Notes that council staff work with relevant state and federal authorities regarding allegations of illicit tobacco trade, however enforcement matters are operational and limited information can be disclosed about any particular outlet or trader; and 4. Seeks a report be provided to Council at the July 2025 Council Meeting on any potential new and/or increased efforts it can undertake to potentially address the illicit trade in tobacco throughout the Frankston municipality. This report is to include, amongst other things: • New local-based penalties/offences relating to the illicit tobacco trade • Increased tobacco audits • Whether Council has any planning powers to prevent present or future premises being purposed for illicit tobacco trade • A potential future Municipal Association of Victoria State Council motion to call on state authorities to better manage the illicit tobacco trade. LOST	Communities	Antonic, Rob	**20 Jun 2025 3:18pm Freene, Jennie** DCOM advised the motion was lost, therefore leaving nothing to action and recommended for closure. **20 Jun 2025 3:19pm Freene, Jennie - Completion** Completed by Freene, Jennie on behalf of Antonic, Rob (action officer) on 20 June 2025 at 3:19:17 PM - DCOM approved closure of action. JF **20 Jun 2025 3:19pm Freene, Jennie - Notification** Hughes, Angela (first authoriser) notified by Freene, Jennie on behalf of Antonic, Rob (action officer) on 20 June 2025 at 3:19:27 PM, Sent to Angela Hughes for authorisation, Notified by Jennie Freene **20 Jun 2025 3:19pm Freene, Jennie - Authorisation** Authorised by Freene, Jennie (delegate) on behalf of Hughes, Angela (first authoriser) on 20 June 2025 at 3:19:39 PM, Authorised by Jennie Freene on behalf of Angela Hughes, Notification sent to Angela Hughes and Rob Antonic	20/06/2025

Quarterly Update on Committee Activities January-March 2025

Committee Name:	Disability Access and Inclusion Committee (DAIC)
Date of Meeting:	13 May 2025
Councillors in Attendance:	None. Apologies: Councillor Michael O'Reilly
Council Officers in Attendance: *(please specify only the title of the officer)*	Diversity and Inclusion Project Manager Community Development Project Manager Coordinator Economic Development Business Concierge
Other Attendees: *(please specify only the title & organisation of the attendee)*	4X DAIC members/casual members
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	**Brief highlights of the matter discussed**	**Declaration of Conflict of Interest, if any**
DAIC and Economic Development Team	Explored opportunities of how the DAIC could work with the Economic Development Team to help educate and support businesses about Disability access and Inclusion. The Economic Team will develop an Inclusive and Accessible Checklist for Businesses and will follow up with DAIC for feedback.	
Quick Updates & Information Sharing	a) Frankston City Council Updates: • Shared Community Engagement Opportunities • Shared What's On in Frankston City. b) DAIC Member Updates	

Next Meeting date:	10 June 2025 - Prevention of Gender Based Violence Upstander Training with WHISE

Quarterly Update on Committee Activities January-March 2025

Committee Name:	Disability Access and Inclusion Committee (DAIC)
Date of Meeting:	10 June 2025 - CANCELLED: - Scheduled Upstander Training postponed due to low RSVP numbers. - Subsequent Meeting cancelled due to illness.
Councillors in Attendance:	Apologies: Councillor Michael O'Reilly
Council Officers in Attendance: *(please specify only the title of the officer)*	Apologies: - Diversity and Inclusion Project Manager - Community Development Project Manager
Other Attendees: *(please specify only the title & organisation of the attendee)*	Nil
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
N/A	N/A	N/A
Next Meeting date:	12 August 2025	

Quarterly Update on Committee Activities April - June 2025

Committee Name:	Foreshore Advisory Committee
Date of Meeting:	29 May 2025
Councillors in Attendance:	Cr Brad Hill Cr Emily Green
Council Officers in Attendance: *(please specify only the title of the officer)*	Coastal Policy and Planning Officer Coordinator Engineering Strategy
Other Attendees: *(please specify only the title & organisation of the attendee)*	9 out of 12 committee members
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
Welcome	Acknowledgment to Country Apologies - three committee members and a Council officer Acceptance of previous minutes Conflicts of Interest declaration - none	
Welcome to new members	Introductions between existing and new committee members	
Coastal Resilience project	Stage 2 vision for the adaptation planning was workshopped with the committee. Top 2 choices were voted as draft vision 1 and 4 with a deciding vote formalising the vision to be in Stage 2 to be: *"A Coast for All"* *Frankston City's coast is a resilient, inclusive space where natural, cultural, and community values are preserved and enhanced through sustainable evidence-based practices, ensuring that future generations can live, work, and play in a vibrant coastal environment through 2100 and beyond.*	

	Stage 3 hazard extents were presented to the committee for coastal inundation along the Kananook Creek interface to discuss varied modelling approaches between coastal inundation-only modelling used in the coastal hazard mapping and the catchment flood modelling being undertaken by Melbourne Water and Council (as per https://engage.frankston.vic.gov.au/planning-floods-and-coastal-hazards) Approaches to data visualisation and model output communication were discussed with and among the committee to inform Stage 3 reporting, community engagement and education approaches.	
Olivers Hill geology and geomorhology	The committee were given a high-level summary of the new draft geomorphological report by Neville Rosengren that underpins Stage 3 coastal hazard mapping.	
Council update	• CMMP was approved by the minister and gazetted • Beach renourishment at Frankston Yacht Club was not a success story with the sand being washed back out within a couple of days • VFA changes • Update on DEECA Seafloor Integrity project (https://www.marineandcoasts.vic.gov.au/port-phillip-bay-emp/habitats-and-marine-life/seafloor-integrity-and-status)	
General business	Cr Green's NOM Gross pollutant traps (GPT) suitability and installation options. Cr Hill's NOM requesting a Council report on dredging at the mouth of Kananook Crk coming to Council meeting in September. *GPT study and Dredging review to be presented to FAC at next meeting*	
Next Meeting date:	July 2025	

Quarterly Update on Committee Activities January-March 2025

Committee Name:	Frankston Charitable Fund Committee of Management
Date of Meeting:	22 May 2025
Councillors in Attendance:	Mayor Kris Bolam Cr Cherie Wanat
Council Officers in Attendance: *(please specify only the title of the officer)*	Director Communities Coordinator Community Programs Team Leader Community Grants and Networks
Other Attendees: *(please specify only the title & organisation of the attendee)*	Community Representative x 3 – Frankston Charitable Fund Philanthropy Engagement Lead – Lord Mayor's Charitable Foundation (LMCF)
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
Minutes of previous meeting.	• Acknowledged and moved.	N/A
Grant Applications	• Noted the number of applications received, total grants requested, number of applications moved to Stage 2, amount available to gift for 2024-2025 financial year. • For each Stage 2 grant application, the Committee noted the outcome of the individual assessments and discussed recommendations. • The Committee recommended 6 organisations.	No Conflict of Interest declared.

Celebration Event Discussion	• Noted previous event's celebration. • Committee made decisions regarding the event details.	N/A
Local Support Package	• Mayor discussed the Local Support Package.	N/A
Other Business	• Noted that meeting to assess the Volunteer Awards will be scheduled for July, for community representatives only.	N/A
Next Meeting date:	• Celebration Event 11 July 2025.	

Quarterly Update on Committee Activities April-June 2025

Committee Name:	Housing Advisory Committee
Date of Meeting:	7 May 2025
Councillors in Attendance:	Cr Sue Baker, Cr Brad Hill
Council Officers in Attendance: *(please specify only the title of the officer)*	Director Communities, Manager City Futures, Coordinator Social Policy and Planning, Senior Social Policy and Planning Officer, Senior Strategic Planner, Manager Libraries, Community Development Project Manager, Executive Assistant to Director Communities
Other Attendees: *(please specify only the title & organisation of the attendee)*	Officer, Frankston Winter Shelter
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
Frankton Winter Shelter Update	The Committee heard from the Frankston Winter Shelter project ahead of its 2025 program. A total of four local churches would be operating the 2025 program, with over 160 volunteers, including some students from Monash University. It was noted that Council had funded the participating churches to install some facilities to assist with the delivery of the program, and had secured a Community Partnership Grant from Council. The volunteers were participating in Council's free volunteer training program, which to date had included three opportunities – conflict resolution, mental health and wellbeing, and frontline adaptive communication.	N
Social Worker Clinic at Frankston Library Update	The Committee heard a presentation on the implementation of the Monash University Social Worker Clinic established at Frankston Library as a pilot to assist library staff with patrons experiencing multiple and complex needs. The clinic began in September 2024 to provide a range of social work services,	N

	including crisis intervention, referrals to other services and advocacy. It was noted that housing insecurity and homelessness were two of the biggest issues that the social workers were assisting with.	
Work Plan Progress Report	Highlights from the Committee's work plan over the past quarter included advocacy to the Victorian Government ahead of the State Budget for continued investment into the municipality through the Rough Sleeper Action Plan, free training for volunteers supporting people experiencing homelessness, and the development of personas with support from Community Support Frankston for the community engagement on the Draft Affordable Housing Policy.	N
Any other business	The Committee heard an update on the Frankston City Strategic Housing and Homelessness Alliance, for which Council had supported a professional development opportunity to use values based messaging to frame homelessness, with Common Cause Australia.	N
Next Meeting date:	28 July 2025	

Quarterly Update on Committee Activities April-June 2025

Committee Name:	RAP Advisory Committee
Date of Meeting:	26/06/2025
Councillors in Attendance:	Cr Michael O'Reilly (apology)
Council Officers in Attendance: *(please specify only the title of the officer)*	Coordinator Community Development Projects, Reconcillition Project Manager
Other Attendees: *(please specify only the title & organisation of the attendee)*	CEO, Nairm Marr Djambana First Peoples Project lead, South East Water
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
RAP redevelopment process	RAP workshop Status with collating data	None
Community consultation on RAP	Suggestion from Aunty Deb to consult the community and offered support to be held at Nairm Marr Djambana	None
Next Meeting date:	**To be confirmed**	

Quarterly Update on Committee Activities April-June 2025

Committee Name:	Sport and Recreation Liaison Committee Meeting
Date of Meeting:	Wednesday 28 May 2025
Councillors in Attendance:	Cr Cherie Wanat
Council Officers in Attendance: *(please specify only the title of the officer)*	Councillor Cherie Wanat (CW), Director Communities, Manager Community Strengthening, Recreation Coordinator, Recreation Development Officer
Other Attendees: *(please specify only the title & organisation of the attendee)*	Frankston and District Netball Association, Pines Football Netball Club and MPNFL FNC, Ballam Park Athletics Committee
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
1	**Welcome | Apologies | Introductions** • Cr Wanat welcomed everyone to the meeting and thanked them for their attendance. • Cr Wanat acknowledged the Bunurong People of the Kulin Nation – the Traditional Custodians of the land and paid respect to their Elders. • Cr Wanat briefly introduced herself and passed around to each group member to do the same.	N/A

2	Journey of the Eric Bell Pavilion • BD and JS described the journey the club and council had been on from describing the previous pavilion and it's shortcomings to how the funding for the new pavilion was obtained, how the clubs embraced the challenges they experienced throughout the building process (including the builder going into liquidation) and how pleased the clubs are now with the outcome after being in the building for twelve months. JS then took the group on a guided tour of the facility.	N/A
3	Around the Table: • Each club representative then briefly discussed one key issue their particular sport was currently working on. • MC discussed child safety and the challenges of trying to manage keeping kids safe with thousands of people transitioning through the stadium on any given weekend. • SW raised the lack of accessibility of Ballam Park Athletics Track and the paths not being sufficient for wheelchair and pram users to access the entire track. • SW also discussed the relationship between the junior and senior clubs. • JS discussed 'keeping the numbers up' ensuring a strong and sustainable participation and volunteer base. • JS also raised the positive impact of the growing the number of women within the club.	N/A
4	Club Development Focus Discussion • AD provided an overview of Game Plan, the online sport development tool developed by the Australian Sports Commission (ASC). • AD discussed the recent training sessions arranged by Eva Nikolitsis from the Recreation team, who organised Steve Marquis from the ASC to facilitate a face to face and separate online demonstration of Game Plan for Frankston sporting clubs. • AD then briefly presented on Club Development Training opportunities and asked the group for suggestions. • MC provided an example from Netball Victoria who schedule regular, 60 minute sessions on various topics including conflict resolution, complaint management, succession planning, volunteer retention etc. • Other suggestions included; parent/spectator behaviour, asset management and renewal, revenue raising, how to	N/A

	apply for grants and how to get in contact with councillorsCr Wanat	
Next Meeting date:	**TBA – Likely August 2025**	

Quarterly Update on Committee Activities April-June 2025

Committee Name:	Youth Advisory Council – Youth Parliament
Date of Meeting:	2 April 2025
Councillors in Attendance:	Nil
Council Officers in Attendance: *(please specify only the title of the officer)*	Senior Youth Workers x2
Other Attendees: *(please specify only the title & organisation of the attendee)*	4 x Youth Advisory Council and Youth Parliament members
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	**Brief highlights of the matter discussed**	**Declaration of Conflict of Interest, if any**
Youth Parliament Bill Development	• Finalising of Bill topic official name • Finalising of discussion points and member roles in upcoming Youth Parliament weekend • Finalising of individual research points for final submission	Nil
Next Meeting date:	**16 April 2025**	

Quarterly Update on Committee Activities April-June 2025

Committee Name:	Youth Advisory Council – Youth Parliament mentor meeting
Date of Meeting:	16 April 2025
Councillors in Attendance:	Nil
Council Officers in Attendance: *(please specify only the title of the officer)*	Senior Youth Workers x2
Other Attendees: *(please specify only the title & organisation of the attendee)*	5 x Youth Advisory Council and Youth Parliament members
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
Next Meeting date:	**23 April 2025**	

Quarterly Update on Committee Activities April-June 2025

Committee Name:	Youth Advisory Council
Date of Meeting:	24 April 2025
Councillors in Attendance:	Nil
Council Officers in Attendance: *(please specify only the title of the officer)*	Senior Youth Workers x2
Other Attendees: *(please specify only the title & organisation of the attendee)*	Youth Advisory Council members, Youth Law representative (1) Legal Aid representative (1)
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	**Brief highlights of the matter discussed**	**Declaration of Conflict of Interest, if any**
Youth Parliament Bill Development	• Stakeholder meeting held online with Youth Law and Legal Aid representatives • Youth Parliament mentor in Attendance • Discussed current policies and procedures in place • How service delivery can be improved as an area of focus for strengthening bill development • Identified any service gaps that could be included in Bill development • Bill needs to be ready for 30th April to email to mentor for final approval	Nil
Next Meeting date:	**6 May 2025**	

Quarterly Update on Committee Activities April-June 2025

Committee Name:	Youth Advisory Council – Youth Parliament
Date of Meeting:	24 April 2025
Councillors in Attendance:	Nil
Council Officers in Attendance: *(please specify only the title of the officer)*	Senior Youth Workers x2
Other Attendees: *(please specify only the title & organisation of the attendee)*	6 - Youth Advisory Council Parliament members
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	**Brief highlights of the matter discussed**	**Declaration of Conflict of Interest, if any**
Youth Parliament Bill Development	• Individual clauses edited and finalised prior to meeting with mentor • Work on abstract, purpose and definitions for clear understanding of stance on the bill and to better strengthen bill delivery	Nil
Next Meeting date:	**24 April 2025**	

Quarterly Update on Committee Activities April-June 2025

Committee Name:	Youth Advisory Council
Date of Meeting:	6 May 2025
Councillors in Attendance:	Nil
Council Officers in Attendance: *(please specify only the title of the officer)*	Senior Youth Workers x2
Other Attendees: *(please specify only the title & organisation of the attendee)*	2x Youth Advisory Council members
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
Youth Council Packs	• Identified that doing something which has already been done and done well with other organisations. • We are potentially focussing on something that isn't going to be as valuable as it has been done so much before. • Should be focussing on something new that still aligns with Youth Council's mission of Community Connection and negative perceptions of young people • Potential new project is a youth market showcasing the talents of Entrepreneural young people	Nil
Potential New Project Ideas	Youth Entrepreneural market • Potential locations- Library forecourt, White St Mall, Frankston Foreshore, Beauty Market stall day • Young people to have stall to sell their	

	creations/artwork/things they have made • Showcasing the talents of young people • Recruit stall holders from the 'Arts' category from the YES awards	
New Youth Council Meeting structure	• Moving forward the structure of the meetings will change to alleviate pressure of actions from YOCO and outside commitments of members. • 4-5pm – Admin, checkins, discussions • 5-6pm – Practical work, actioning tasks and continue with the planning and preparation of projects	
Other Business	• Member doing a short speech at the Youth Summit as the winner of the Frankston Young citizen of the year • Youth Council members will both help with the preparation of the Youth Summit • YES Awards coming up. Youth Council members will support in the planning and preparation areas eg: seating plans, winner certificates, winner cheques etc and anything else that may arise as we move closer to the event	
Next Meeting date:	**20 May 2025**	

Quarterly Update on Committee Activities April-June 2025

Committee Name:	Youth Advisory Council – Youth Parliament
Date of Meeting:	20 May 2025
Councillors in Attendance:	Nil
Council Officers in Attendance: *(please specify only the title of the officer)*	Senior Youth Workers x2
Other Attendees: *(please specify only the title & organisation of the attendee)*	4 x Youth Advisory Council Parliament members
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
Youth Parliament checkin	• Catchup before Youth Parliament Training weekend camp • Discussed concerns, worries, apprehensions and gains from Youth Parliament weekend • Take a moment to acknowledge the amazing achievement, resilience and work put into this project so far. • Travel options and solutions in getting to the camp	Nil
Next Meeting date:	**17 June 2025**	

Quarterly Update on Committee Activities April-June 2025

Committee Name:	Youth Advisory Council
Date of Meeting:	17 June 2025
Councillors in Attendance:	Nil
Council Officers in Attendance: *(please specify only the title of the officer)*	Senior Youth Workers x2
Other Attendees: *(please specify only the title & organisation of the attendee)*	2 x Youth Advisory Council members, Youth Parliament members
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
YES Awards	Youth Council member will be doing a short speech at the Youth Summit as the winner of the Frankston Young citizen of the year Two youth council members will support with the finer detailed planning portion eg: seating plans, winner certificates Youth Council will be preparing the nomination forms to be de-identified and judged by NexGen, Salvos YAG and headspace YAC groups in early August	Nil
Youth Summit	Two youth council members will both help with the preparation of the Youth Summit Members will assist with collating the input from participants at the Summit to feed back to schools and FCC	

Market Planning for January	The group has decided to plan and run an event that aligns with Youth Council's mission of Community Connection and negative perceptions of young people by running a Youth Market at Frankston Foreshore. Meeting held with Events Planning Dept and Risk Assessment and Minor event form completed to be reviewed by staff	
Next Meeting date:	**17 June 2025**	

Quarterly Update on Committee Activities April-June 2025

Committee Name:	Youth Advisory Council Youth Parliament
Date of Meeting:	20 June 2025
Councillors in Attendance:	Nil
Council Officers in Attendance: *(please specify only the title of the officer)*	Senior Youth Workers x2
Other Attendees: *(please specify only the title & organisation of the attendee)*	4 x Youth Advisory Council members 2x representatives from YACVIC Youth Parliament Committee
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	**Brief highlights of the matter discussed**	**Declaration of Conflict of Interest, if any**
Youth parliament Bill revision and discussion	• Questions around the week • Potential things to think about when carrying out the rebuttal to the other team • Times and dress attire • Points to remember when finalising the final discussion points to present • Times of presentations from each member of the team • Supports from youth workers • Guidelines around communications on proceedings in the parliament building	Nil
Next Meeting date:	**1 July 2025**	

Quarterly Update on Committee Activities April-June 2025

Committee Name:	Youth Advisory Council – Parliament Committee
Date of Meeting:	17 June 2025
Councillors in Attendance:	Nil
Council Officers in Attendance: *(please specify only the title of the officer)*	Senior Youth Workers x2
Other Attendees: *(please specify only the title & organisation of the attendee)*	4 x Youth Advisory Council, Youth Parliament Members
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
Youth Parliament Bill Development	• Discussion of potential rebuttal • De-briefing where we are at as a team • Keeping on track with individual roles and responsibilities • Strength of our Bill and the contents to present	Nil
Next Meeting date:	**20 June 2025**	

Quarterly Update on Committee Activities April - June 2025

Committee Name:	Association of Bayside Municipalities – Executive Committee Meeting
Date of Meeting:	9 April 2025
Councillors in Attendance:	-
Council Officers in Attendance: *(please specify only the title of the officer)*	Coastal Policy and Planning Officer
Other Attendees: *(please specify only the title & organisation of the attendee)*	Executive Committee made up of: Councillors and Officers from Kingston CC, Bayside CC, Wyndham City Council, MAV staff
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
Strategic Governance Review	Initial project meeting with consultant where the executive committee discussed context and desired outcomes from the project, key risks and barriers to success, agreed upon key deliverables and dates, clarified governance and working relationships	
Next Meeting date:	Executive Committee meeting 23 April 2025	

Quarterly Update on Committee Activities April - June 2025

Committee Name:	Association of Bayside Municipalities – Executive Committee Meeting
Date of Meeting:	23 April 2025
Councillors in Attendance:	-
Council Officers in Attendance: *(please specify only the title of the officer)*	Coastal Policy and Planning Officer
Other Attendees: *(please specify only the title & organisation of the attendee)*	Executive Committee made up of: Councillors and Officers from Kingston CC, Bayside CC, Wyndham City Council, MAV staff
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
Strategic Governance Review	Discussed and agreed upon agenda for strategic planning member workshop in May 2025	
Next Meeting date:	Member workshop 2 May 2025	

Quarterly Update on Committee Activities April - June 2025

Committee Name:	Association of Bayside Municipalities
Date of Meeting:	2 May 2025
Councillors in Attendance:	-
Council Officers in Attendance: *(please specify only the title of the officer)*	Coastal Policy and Planning Officer
Other Attendees: *(please specify only the title & organisation of the attendee)*	Councillors and Officers from Bayside CC, Greater Geelong CC , Hobsons Bay CC, Kingston CC, Mornington Peninsula CC, Port Phillip CC and Wyndham CC, MAV staff
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
Strategic priorities and Governance Review	Half day member workshop with councillor delegates and officers represented from all eight member councils Members discussed shared purpose and context; reflected on impact delivered over past four years; considered strategic priorities for the next four years; discussed the elements of sustainable governance including membership fees, the Charter and Executive Officer role	
Next Meeting date:	Executive Committee meeting 8 May 2025	

Quarterly Update on Committee Activities April - June 2025

Committee Name:	Association of Bayside Municipalities – Executive Committee meeting
Date of Meeting:	8 May 2025
Councillors in Attendance:	-
Council Officers in Attendance: *(please specify only the title of the officer)*	Coastal Policy and Planning Officer
Other Attendees: *(please specify only the title & organisation of the attendee)*	Executive Committee made up of: Councillors and Officers from Kingston CC, Bayside CC, Wyndham City Council, MAV staff
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
Strategic Governance Review	Executive committee discussed draft strategic framework including names of platforms proposed, purpose and context of ABM including need to balance interests and values of current users and future generations, engagement with Traditional Owners. Discussed options for revised fee structure including percentage rate base and using demographic data.	
Next Meeting date:	Member meeting 21 May 2025	

Quarterly Update on Committee Activities April - June 2025

Committee Name:	Association of Bayside Municipalities
Date of Meeting:	21 May 2025
Councillors in Attendance:	-
Council Officers in Attendance: *(please specify only the title of the officer)*	Coastal Policy and Planning Officer
Other Attendees: *(please specify only the title & organisation of the attendee)*	Councillors and Officers from Bayside CC, Greater Geelong CC , Hobsons Bay CC, Kingston CC, Mornington Peninsula CC, Port Phillip CC and Wyndham CC, MAV staff
Responsible Directorate:	Communities

Matters considered

Title/heading of Item	Brief highlights of the matter discussed	Declaration of Conflict of Interest, if any
Strategic priorities and Governance Review	Member meeting facilitated by consultant to present first draft of ABM Strategic Plan 2025-2029 informed by member feedback at the workshop. Members were asked to provide feedback on the draft plan by 4 June 2025	
Next Meeting date:	Executive Committee meeting 26 June 2025	

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Policy and Protocol Framework

REM REFERENCE	A5532514	
DOCUMENT TYPE	**Framework**	
APPROVAL	Chief Executive Officer	
AUTHORISATION	Signed by: phil cantillon CE7D4D7ACA72417...	
DATE APPROVED	19 June 2025 | 14:14 AEST	
DIRECTORATE	Corporate and Commercial Services	
DOCUMENT OWNER	Manager Governance	
NEXT REVIEW	June 2029	
REVISION RECORD	**VERSION**	**REVISION DESCRIPTION**
30 March 2020	1.0.	Initial
19 June 2025 | 14:14 AEST	2.0	Review

1. Objective

The objective of the Policy and Protocol Framework (Framework) is to ensure consistent and strategic policy and protocol development and management at Frankston City Council. The Framework is aimed at assisting in Council's decision-making processes and compliance with legislation, while ensuring alignment with the governance principles and provides a consistent approach to systems across the organisation.

The Framework sets out the process for the development, implementation and review of policies and protocols, and provides guidance on the lifecycle of a policy by providing direction on the design, approval, implementation, monitoring and reviews.

2. Scope

The power of this Framework comes from the *Local Government Act 2020* (the Act) s10 – General Power, that, subject to any limitations or restrictions by this Act or any other Act, *a Council has the power to do all things necessary or convenient to be done in connection with the performance of its role.*

Council is committed to maintain a robust Framework that will assure stakeholders that the organisation is pursuing its objectives and fulfilling its responsibilities with due diligence and accountability.

The Framework applies to all Frankston City Council policies and protocols, including:

- Mandatory policies required under legislation or regulation;

- Policies required to articulate a matter of public policy, statement or strategic direction of Council for decision making purposes in matters affecting the wider community;
- Policies and protocols that establish the required standards of practice, behaviours, conduct, safety and well-being of Councillors, employees, agency staff, volunteers and independent contractors; and
- Policies and protocols required to give direction to the operational areas of Council in the delivery of services and corporate administration.

The Framework excludes the review of external policies or policies of other government entities that are not Council or CEO adopted policies.

3. Principles

Frankston City Council will:

3.1. Develop and adopt policies and protocols that are consistent with the Act and other relevant Acts and Regulations.

3.2. Establish Council and Administrative policies and protocols that will assist in the effective governance of the municipality.

3.3. Consider all policies to align with the Governance Principles, as defined in Section 9 of the Act (referenced in Section 4 – Governance Principles) and the Council Plan.

3.4. Maintain a distinction between a Council Policy, adopted by Council, and an Administrative Policy, authorised by the Chief Executive Officer.

3.5. Ensure all policies and protocols are formatted in accordance with Council's Policy and Protocol templates, noting Council policies are branded with the blue header and Administrative policies are branded with the orange header.

3.6. Consider and respond, where appropriate, to policy recommendations from various Government Departments, the Municipal Association of Victoria, the Victorian Auditor General's Office, the Ombudsman Victoria, the Local Government Inspectorate, Office of the Victorian Information Commissioner (OVIC), Independent broad-based Anti-corruption Commission (IBAC), and other Government Agencies which may be relevant to the municipality or Council.

3.7. Ensure all policies align with and are listed within the relevant Service Plan.

3.8. Ensure all policies align and are consistent with Council's Child Safety and Wellbeing Policy and the Child Safe Standards.

3.9. Ensure Council policies, that have a direct and significant impact on the public, undergo a Gender Impact Assessment as part of their development or review.

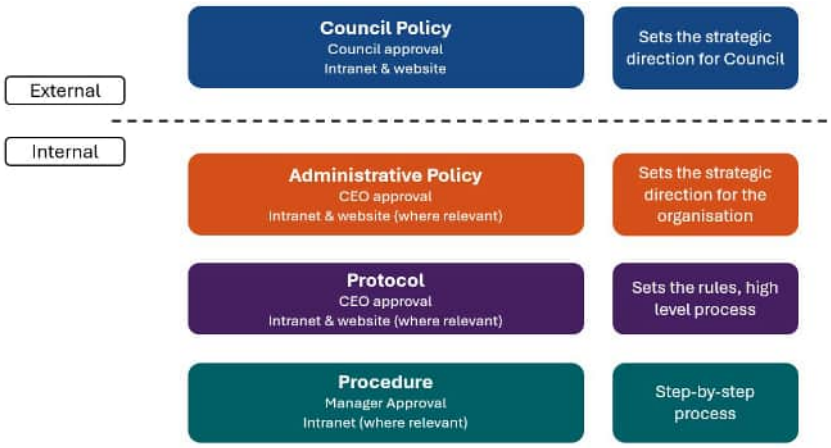
3.10. Ensure all policies and protocols are developed in consultation with relevant key stakeholders, both internal and external.

3.11. Ensure community engagement is undertaken to inform the development of Council Policies, where required (refer Section 8), prior to Council adoption.

3.12. Ensure all Council policies, once adopted, are publicly available on Council's website, and that all policies and protocols are available on Council's intranet.

3.13. Formally revoke policies that have been reviewed and are no longer deemed relevant or have been incorporated into key strategies or other policies. As far as is practicable, the revocation of a stand-alone policy would be sought in the same report that seeks the adoption of the strategy or replacing policy.

4. Types of Documents



Council Policy: A policy that links to the strategic direction of Frankston City Council or has attributes that directly impact the wider community.

These policies are adopted by resolution of Council and require consultation with the community (refer to Section 8) and relevant user groups that will be impacted.

Where the policy has a direct and significant impact on the community, a Gender Impact Assessment will be required (see Section 6 for further information).

Administrative Policy: A policy with an internal focus, applies to the internal administration and assists in the effective and efficient management of the day-to-day operations of Frankston City Council.

These policies are approved by the Chief Executive Officer and require consultation with key internal stakeholders.

Protocol: A protocol supports the policy and governs the conduct of processes in various operations of the organisation. Protocols provide more specific and detailed instructions for performing tasks and provide rules or guidelines that dictate how tasks should be performed.

Protocols are approved by the CEO and published on Councill's intranet. Where they impact Councillors and are of community interest, protocols are published on Council's website.

Procedure: Although not detailed within this Framework, procedures are operational, task-oriented documents that set out how processes are undertaken.

Procedures are approved by the relevant manager and may be published on Council's intranet, if relevant.

5. Governance Principles and Council Plan Alignment

5.1. Governance Principles

As determined under the Act (s9), a Council must, in the performance of its role, give effect to the overarching governance principles and supporting principles.

All policies must align and give effect with at least one of the overarching governance principles:

a) Council decisions are to be made and actions taken in accordance with the relevant law;
b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
d) the municipal community is to be engaged in strategic planning and strategic decision making;
e) innovation and continuous improvement is to be pursued;
f) collaboration with other Councils and Governments and statutory bodies is to be sought;
g) the ongoing financial viability of the Council is to be ensured;
h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
i) the transparency of Council decisions, actions and information is to be ensured.

5.2. Council Plan

The Community Vision 2040 has been developed by the community for the community and guides Council's strategic outlook until 2040.

"Frankston City is a safe, inclusive and caring community in which to live, work and play. Our vibrant coastal City is clean, leafy, environmentally responsible, well planned, accessible and innovative for a changing future. We are proud, engaged and connected."

Through this vision, Council has developed four strategic outcomes with supporting actions that provide direction for Frankston City Council and align with the four themes developed by the community. These outcomes focus Council's efforts over the next four years, ensuring that Council priorities its resources effectively to achieve the right results. To ensure Council's policies are achieving the outcomes from the Community Vision 2040, they must align with the Council Plan:

Theme 1: Healthy and Inclusive Communities
Theme 2: Natural Environment
Theme 3: Connected Places and Economy
Theme 4: Council Performance and Leadership

6. Policy and Protocol Lifecycle

Determining the requirement for a policy or protocol may be based on many factors, including, but not limited to:

- Legislative requirements
- External operating environment
- Strategic direction
- Government policy
- Council resolution
- EMT direction

The stages of a policy and protocol development and lifecycle are identified in Figure 1 below.

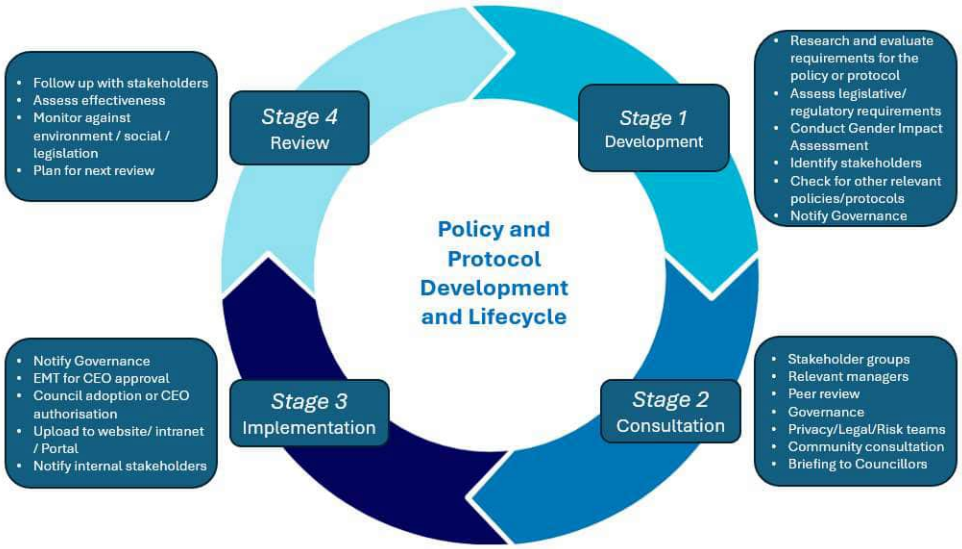


Figure 1: Policy and Protocol development and lifecycle

Detailed information on each of these steps is provided in the Policy and Protocol Development Guidelines.

7. Assessments

7.1. Gender Impact Assessment

Council is legislated, under the *Victorian Gender Equality Act 2020*, to complete Gender Impact Assessments (GIAs) on all polices that are new or up for review, that directly and significantly impact the public.

A Gender Impact Assessment must:

a) Assess the effects that the policy may have on persons of different genders;
b) State how the policy will be developed or varied in order to:
   i. Meet the needs of persons of different genders;
   ii. Address gender inequality; and
   iii. Promote gender equality

c) If practicable, take into account that gender inequality may be compounded by disadvantage or discrimination that a person may experience on the basis of any of the following:

i. Aboriginality;
ii. age;
iii. disability;
iv. ethnicity;
v. gender identity;
vi. race;
vii. religion;
viii. sexual orientation.

All policies categorised as a Council Policy that directly and significantly impact the community must be subject to a GIA. A GIA may be conducted at both the development and review stage.

All policies that undergo a GIA must be reported to governance and recorded in the Policy Register. This will be included in the reporting to EMT, Audit and Risk Committee and Council.

7.2. Risk Assessment

To minimise the risk of developing policies that are inconsistent or directly conflict with other adopted policies and the position of Council, you are encouraged to engage with key stakeholder and other internal subject matter experts to understand how these subjects will influence the development of the policy. These include, but not limited to:

- Child safety
- Community safety
- Environmental impact
- Economical
- Equality
- Social, including gambling
- Cultural factors
- Reputation
- Legal / compliance impacts

Policies that may be considered high risk and severe impact will be required to notify Council's Risk Management Coordinator to determine the appropriate documentation to support the policy.

7.3. Privacy Impact Assessment

Privacy laws and Council's Privacy Policy require that privacy impact is assessed as part of the development of new and updated policies and protocols. Privacy assessment is required for all policies and protocols which refer to handling of personal information, including information relating to customers, residents, contractors, staff, Councillors, volunteers etc.

Privacy obligations cover all aspects of handling of personal and health information, including collection, disclosure and data security. Council also has broad data security obligations for all information, records and data held by Council.

The assessment of privacy impact should be undertaken in the early stages of policy development or review to enable privacy risks and options for mitigation to be identified and incorporated.

All policies that undergo a privacy assessment must be reported to Governance and recorded in the Policy Register. This will be included in the reporting to EMT, Audit and Risk Committee and Council.

7.4. Human Rights Charter

All policies and protocols must be consistent with Council's obligations under the *Charter of Human Rights and Responsibilities Act 2006* (Vic) (Charter).

The Charter is a Victorian law which protects 20 civil and political rights, including:

- the right to equality
- freedom of movement
- freedom of expression
- the right to vote
- the right to take part in public life
- cultural rights

Under the Charter, human rights may be subject to reasonable limits only so far as can be demonstrably justified in a free and democratic society based on human dignity, equality and freedom and taking into account factors including:

- the nature of the right;
- the importance of the purpose of the limitation;
- the nature and extent of the limitation;
- the relationship between the limitation and its purpose; and
- any less restrictive means reasonably available to achieve the purpose.

Proper consideration must be given to the potential impacts of any policy or protocol to ensure compatibility with the human rights protected under the Charter.

8. Community Engagement

Council's *Community Engagement Framework* provides guidance on the type of engagement that will be undertaken for all decisions, including on Council policies, and how engagement will be delivered in accordance with the Engagement Principles.

Prior to community engagement, all Council policies must be reviewed by the Governance department and briefed to Councillors via a Briefing or memorandum.

All Council policies will require community engagement in accordance with the Community Engagement Framework *(see related documents)*. Council endorsement is not required prior to community engagement activities for policies.

Council uses an Engagement Plan to assess the level of engagement required for each policy and protocol. The Engagement Plan requires Council to assess the following three factors, and determine the appropriate level of engagement:

1. Who in the community will be impacted by the policy;
2. Who in the community will be interested in the policy; and
3. How much influence can the community have over the content of the policy.

Council policies, undergoing community engagement, will be uploaded to the dedicated Frankston City Council Policies page on the ***Engage Frankston!*** website. An Engagement Plan must be submitted to the Governance team, who will assist in the preparation of the engagement project.

Council polices that are scheduled for engagement or Council endorsement will be listed on Council's Policies, Plans and Strategies webpage, to provide the community an indication of the forward policy engagement and endorsement schedule.

Protocols and Administrative policies do not require community engagement.

Figure 2 below sets out the engagement and approval process for Council policies.

Figure 2: Engagement and approval process for Council policies

9. Authorisation and Implementation

Policies and protocols will be established by the relevant Department where a policy or protocol is required by a legislative requirement, where it addresses the particular service or is considered best practice.

All Council Policies must be adopted by Council resolution and then listed on Council's website and intranet.

All protocols and Administrative policies must be authorised by the Chief Executive Officer and listed on Council's intranet.

If the protocol or Administrative policy guides decision-making which impacts the public or is of Councillor interest, it must be presented to Councillors at a Briefing and will also be listed on Council's website. See figure 3 for the approval and authorisation process for protocols and Administrative policies.

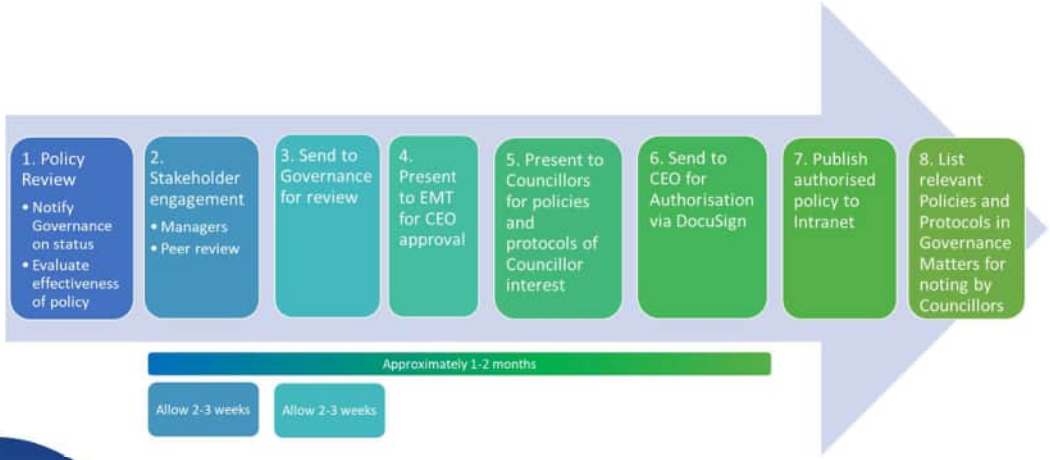


Figure 3: Engagement and approval process for protocols and Administrative policies

Relevant stakeholders must be notified once the policy or protocol has been formalised.

All policies and protocols must be included in the Policy and Protocol Register.

9.1. Administrative Changes

Administrative changes, such as minor error or formatting corrections that do not impact on the policy content, may be implemented in consultation with the Manager Governance.

Table 1: Approval Requirements

Policy Type	Description	Approvals	Administrative Corrections
Council	A policy that links to the strategic direction of Frankston City Council or has attributes that directly impact the wider community.	1. Governance 2. EMT 3. Councillor Briefing 4. Community consultation 5. Council meeting	Permitted, such as minor error or formatting corrections that do not impact on the policy content. • Approval from Manager Governance
Administrative	A policy with an internal focus, applies to the internal administration and assists in the effective and efficient management of the day-to-day operations of Frankston City Council.	1. Internal stakeholder group 2. Governance 3. EMT 4. CEO	Permitted, such as minor error or formatting corrections that do not impact on the policy content. • Approval from Manager Governance

9.2. Revoking a Policy

When a policy needs to be revoked, it must be revoked by the policy authoriser.

9.3. Implementation

9.3.1. Council Policies

Upon adoption by Council, all policies must be uploaded to Council's website and intranet. Governance must be notified so as to update the Policy and Protocol Register and recording in Council's document management system (FA94723)

9.3.2. Administration Policies

When protocols and Administrative policies are approved for authorisation, the document is to be sent to Governance to arrange for signing by the CEO through DocuSign. The signed document will be saved in Council's document management system (FA94723).

10. Monitoring and Review

Policies and protocols must undergo a periodic review at least every four years, or as required by the relevant legislation or as outlined in the sunset provision. Additional or earlier reviews may be necessary when responding to changes in legislation or practice, or changes in the policy environment, which may trigger the need for earlier intervention.

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All policies must undergo an effectiveness assessment during the review process. Evaluating policy effectiveness is a critical element in analysing how well the policy has been embedded in the organisation, determine if the policy is achieving its intended result, assessing the current relevance of the policy and reviewing the need to incorporate any changes in legislation or practices.

Prior to the commencement of the formal approval process, all policies and protocols should be reviewed by Governance and tested by other line Managers and/or Coordinators to ensure it is easy to understand and interpret.

11. Policy and Protocol Register and Reporting

All policies and protocols must be registered in Council's Policy and Protocol Register, which is maintained and administered by the Governance department. It is the responsibility of the policy and protocol owner to ensure that notification is provided to Governance when a policy or protocol is under development, under review, expected authorisation timeframe or is scheduled to be revoked.

The Policy and Protocol Register includes details on the responsible department and manager, alignment with the Service Plan, date of endorsement, due date for review (in accordance with the Framework), scheduled review date, completion of a GIA (if required) and completion of a privacy assessment (if required).

Planning timeframes should align with the Integrated Planning and Service Planning timeframe when reviewing the year ahead for policy review requirements (see figure 4 below).

The Policy and Protocol Register will be reported to EMT on a quarterly basis, Council on a bi-annual basis and the Audit and Risk Committee (ARC), as outlined in the Charter.

Reporting will include:

- Total number of policies & protocols
- % current, due for review, overdue
- List of policies & protocols recently adopted, under review, due for review, under development
- Update on policies of interest to ARC:
    - When reviewing and updating policies of ARC interest, these must be provided to ARC with marked-up changes

Figure 4: Policy and Protocol Planning and Reporting Timeframe

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12. Roles and Responsibilities

Each policy and protocol will have a designated department owner who is responsible for managing the development and review of the policy and protocol. Policy owners are responsible for education and communication of their policies to the organisation.

Non-compliance with this Framework may result in policies being developed that do not align with Council's strategic direction, good governance principles or are at risk of not being current. Policy owners are responsible for monitoring any changes to legislation or practice that may trigger an interim policy review, whilst maintaining the expected periodic review. Policy owners are also required to consider if a policy has reached its effective end-of-life and manage the steps to formally revoke it.

Responsible Officer:	is responsible for writing or reviewing a policy or protocol. Has accountability for the policy or protocol and ensures it meets its objectives.
Responsible Manager:	has overarching responsibility and is accountable for reviewing existing or developing new policies or protocols within their department. They must ensure policies and protocols are kept up to date, reviewed on time and communicated effectively. They are responsible for determining if a policy is to be revoked or incorporated into another policy/strategic document.
Governance:	ensures the process of developing, approving, reviewing and rescinding a policy or protocol is managed effectively for the organisation. They undertake reviews of all policies to ensure they comply with the Framework and the template. This role is undertaken by the Coordinator Governance, who also administers the Policy and Protocol Register.
Privacy Officer / Gender Equality Advisor:	provides advice on privacy assessments and Gender Impact Assessments.
CEO:	reviews and adopts Administrative policies and all protocols.
Council:	reviews and adopts Council policies.
Audit and Risk Committee:	reviews and provides recommendations and or direction for policies and protocols.

13. Definitions

Act:	means *Local Government Act 2020.*
Administrative Policy:	means a policy that applies to the internal administration and assists in the effective and efficient management of the day-to-day operations of Frankston City Council. These policies are approved by the Chief Executive Officer and require consultation with key internal stakeholders.

CEO:	means the Chief Executive Officer
Community:	means residents of Frankston City who are not part of the decision-making entity or entities, and who are not stakeholders.
Council:	means Frankston City Council.
Council Policy:	means a policy that links to the strategic direction of Frankston City Council or has attributes that directly impact the wider community. These policies are adopted by resolution of Council and require consultation with the community and relevant user groups that will be impacted.
EMT:	means the Executive Management Team at Frankston City Council.
Policy:	provides a guiding principle to achieve specific objectives, is used to set direction and involves decision making. Policies also provide the foundation for the work culture and sets expectations for behaviour.
Protocol:	supports the policy and governs the conduct of processes in various operations of the organisation. Protocols provide more specific and detailed instructions for performing tasks and provide rules or guidelines that dictate how tasks should be performed.
Service:	means the provision of a 'system' supplied or delivered to the customer to meet their needs.
Service Plan:	means an internal document that identifies a service from a customer's perspective. It measures service performance, cost and looks at future service demands and issues.
Stakeholder:	means any individual, group of individuals, organisations, or political entity who would be impacted by the policy or protocol. It includes external organisations, internal stakeholders, Council's Committees and Advisory Groups.

14. Related documents

The following documents will need to be read or considered with this document:

14.1. Legislation

- *Charter of Human Rights and Responsibilities Act 2006*
- *Freedom of Information Act 1982*
- *Gender Equality Act 2020*
- *Heath Records Act 2001*
- *Local Government Act 2020*
- *Privacy and Data Protection Act 2014*

14.2. Other Documents

- Policy and Protocol Development Guidelines
- Policy and Protocol Register

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- Council Policy Template (blue header)
- Administrative Policy Template (orange header)
- Protocol Template (purple header)
- Engagement Plan Template
- Community Vision
- Council Plan
- Gender Impact Assessment
- Gender Impact Assessment Guidelines
- Child Safe Standards
- Child Safety and Wellbeing Policy
- Community Engagement Framework
- Community Engagement Policy
- Risk Management Policy
- Privacy Policy

15. Implementation and review of the Framework

This document will be published on Council's website and intranet and staff will be responsible for their own compliance with this Framework.

The Framework will be reviewed every four years.

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Prosecution Protocol

REM REFERENCE	A5549482	
DOCUMENT TYPE	**Protocol**	
APPROVAL	Chief Executive Officer	
AUTHORISATION	Signed by: phil cantillon CE7D4D7A0A7D417...	
DATE APPROVED	16 July 2025 | 17:22 AEST	
DIRECTORATE	Communities	
PROTOCOL OWNER	Manager Safer Communities	
NEXT REVIEW	July 2029	
REVISION RECORD	**VERSION**	**REVISION DESCRIPTION**
11 July 2025	No. 1	Final version following preparation of new document and internal stakeholder reviews

1. Purpose

The purpose of this Protocol is to provide guidance to ensure prosecution proceedings are carried out in accordance with legislation and with due regard to the Compliance and Enforcement Policy and the Compliance and Enforcement Protocol.

2. Scope

This Protocol applies to the Prosecutions Team and provides guidance for decision-making relating to prosecution proceedings for Council.

This Protocol may also be used by Council officers to assist in prosecution matters where external legal representation is sought.

3. Protocol

3.1. A prosecution will be considered in circumstances where:

- there is a reasonable likelihood the conduct would constitute an offence under the relevant legislation
- the offending is serious and there is evidence of, or potential for, a high degree of harm to persons, the environment or municipal amenity, particularly where the conduct is ongoing
- the conduct demonstrates clear disregard for the law

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- special circumstances exist, such as conduct affecting vulnerable or disadvantaged groups
- a criminal prosecution is likely to have a worthwhile educative or deterrent effect
- other modes of ensuring compliance are not appropriate
- the imposition of a criminal sanction is appropriate.

3.1.1. In considering whether to prosecute, Frankston City Council relies on the principles outlined in the *Policy of the Director of Public Prosecutions for Victoria,* which was published on 21 September 2023.The principles are set out below.

3.2. Prosecutorial discretion

3.2.1. A prosecution may only proceed if:
- there is a reasonable prospect of a conviction; and
- a prosecution is in the public interest.

3.2.1.1. Reasonable prospect of conviction

In determining whether there is a reasonable prospect of a conviction, regard must be given to:
- all the admissible evidence
- the reliability and credibility of the evidence
- the possibility of evidence being excluded
- any possible defence
- whether the prosecution witnesses are available, competent and compellable
- any conflict between eyewitnesses
- whether there is any reason to suspect that evidence may have been concocted
- how the witnesses are likely to present in court
- any possible contamination of evidence
- any other matter relevant to whether a jury or magistrate would find the person guilty

3.2.1.2. Public interest

If there is a reasonable prospect of a conviction, consideration must be given to whether the prosecution is in the public interest. The prosecution must proceed unless there are public interest factors tending against prosecution which outweigh those tending in favour.

Public interest factors include:

- **Offence related factors**:
  - the seriousness of the offence
  - the age of the offence

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- **Offender related factors**:
  - the offender's culpability
  - the offender's antecedents and background
  - the age, physical health, mental health or disability of the offender
  - whether the offender is willing to co-operate in the investigation or prosecution of others, or the extent to which the offender has done so.
- **Victim related factors**:
  - the attitude of the victim to a prosecution
  - the entitlement of the victim to compensation
  - the age, physical health, mental health or disability of the victim
- **Other factors**:
  - community protection
  - the likely sentence
  - the prevalence of the offence and the need for specific and general deterrence
  - the need to maintain public confidence in basic constitutional institutions such as the courts and Parliament
  - whether the consequences of a conviction would be unduly harsh or oppressive
  - any circumstances that would prevent a fair trial
  - the age, physical health, mental health or disability of any witnesses
  - the obsolescence or obscurity of the law
  - whether the prosecution would be perceived as counter-productive, for example, by bringing the law into disrepute
  - the availability and efficacy of any alternatives to prosecution
  - the likely length and expense of a trial
  - whether a sentence has already been imposed on the offender which adequately reflects the criminality
  - any mitigating or aggravating circumstances.

3.2.1.3. In the following types of cases, particular attention must be given to whether a prosecution is in the public interest:

- Child offenders

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- Offenders with cognitive impairments, including intellectual disabilities, acquired brain injuries, mental illnesses, acute personality disorders and neurological disorders.
- Persons who commit offences while detained involuntarily in psychiatric hospitals

3.2.1.4. Most prosecutions will proceed if there is a reasonable prospect of a conviction.

3.2.1.5. Improper Considerations

A decision whether to prosecute must not be influenced by:

- political pressure or interference from Councillors
- the race, religion, sex, national origin, political associations, activities or beliefs of the offender or any other person involved
- personal feelings concerning the offence, the offender or a victim
- possible political advantage or disadvantage to Council, or any political group or party
- the possible effect of the decision on the personal or professional circumstances of those responsible for the prosecution decision.

3.3. Role of the Prosecutor

3.3.1. In the performance of their duties, all prosecutors must:

- act fairly to the accused
- act impartially
- disclose to the accused any material which:
  - is relevant or possibly relevant to an issue in the case;
  - raises or possibly raises a new issue that is not apparent from the evidence the prosecution proposes to use;
  - holds out a real, as opposed to fanciful, prospect of providing a line of inquiry in relation to the case;
  - is or is possibly exculpatory; or
  - unless the material is subject to any claim of public interest immunity or client legal privilege or any statutory provisions to the contrary
- assist the court to avoid appelable error
- treat victims of and persons adversely affected by crime with courtesy, respect, dignity and sensitivity
- not make any submissions of fact or law which are not soundly based

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- endeavour to ensure that criminal proceedings are completed expeditiously
- use temperate and dispassionate language
- avoid any real or potential conflict of interest
- endeavour to ensure that any conflict of interest involving a defence practitioner is acted upon
- not communicate with the accused except in the presence of the accused's legal representative

3.3.2. Unrepresented Accused

Prosecutors must take particular care when dealing with an unrepresented accused. Caution should be exercised in the following manner:

- any plea offer made by the accused is to be considered and responded to in writing
- telephone contact with the accused is to be avoided
- face-to-face contact with the accused should only occur in the presence of a witness
- contemporaneous notes should be taken of any telephone or face-to-face communication that does occur
- a written record should be maintained of all information and material provided to and received from the accused
- where appropriate a prosecutor may communicate with the accused through the court.

4. Roles and responsibilities

Role	Responsibility
Chief Executive Officer and Directors	Responsible for: • Providing authorisation and delegation to Officers under the Local Government and other relevant Acts • Ensuring that the Codes of Conduct encompass the requirements for Councillors and officers in the undertaking of enforcement functions • Ensuring accurate and reliable information is applied to decision-making • Ensuring no undue influence is applied to decision making • Ensuring implementation of compliance and enforcement functions are fair, consistent, without bias and in accordance with legislation

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	• Alerting the Audit and Risk Committee to any significant issue or injustice with Council processes of enforcement • Ensuring Councillors are aware of their legal obligations
Managers, Coordinators and Officers	Responsible for: • Ensuring officers are duly qualified and authorised • Responding to enquiries and reports of alleged offences promptly, consistently and effectively • Reviewing reports of alleged offences to Council without fear, favour or bias • Giving priority to reports where there is an imminent threat to health, life or property • Issuing and serving inotices for offences in accordance with legislation • Using discretion wisely with regard to how an investigation and enforcement action will be undertaken and giving consideration to the level of risk to the community • Encouraging higher levels of compliance through education and advice to discourage future breaches • Progressing enforcement in accordance with Procedures and Guidelines • Administering and regularly reviewing existing practices, procedures and systems • Ensuring that Council officers demonstrate the requirements of Frankston City Council Policies and Procedures and the Code of Conduct in the undertaking of enforcement and infringement duties • Advising the community of the approach that Council will take in investigating, enforcing and infringing reports of alleged offences made to Council

5. Definitions

Term	**Definition**
Accused Person	means a person charged with an offence
Accused Company	means a company charged with an offence
Authorised Officer	means a person who is authorised by the Council under an Act, regulation or local law to exercise appropriate powers under an Act, regulation or local law
Child	means a person under the age of 18.

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Community Impact	means the impacts on the interests of the community as a whole, or a group within the community or individuals.
Compliance	refers to an agency, corporation, or person meeting or taking steps to comply with relevant laws and regulations.
Council	means Frankston City Council.
Enforcement	means a range of procedures and actions taken by Council to ensure that a person or organisation complies with their statutory obligations.
Natural Justice	means acting fairly and without bias by, among other things, affording a party the opportunity to adequately state their case
Offence	means an act, default or conduct prejudicial to the community, the commission of which by law renders the person responsible liable to punishment by fine or imprisonment.
Prosecution	means the institution and conduct of legal proceedings against a person, organisation or corporation for an alleged offence(s).

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6. Related documents

6.1. Legislation

- Building Act 1993
- Building Amendment Act 2017
- Charter of Human Rights (Vic)
- Country Fire Authority Act 1958
- Domestic Animals Act 1994
- Environment Protection Act 2017
- Food Act 1984
- Frankston City Council Community Local Law 2020
- Impounding of Livestock Act 1994
- Infringements Act 2006
- Local Government Act 1989
- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Planning and Environment Act 1987
- Public Health and Wellbeing Act 2008
- Residential Tenancies Act 1997
- Road Management Act 2004
- Road Safety Act 1986
- Road Safety Road Rules 2017
- Summary Offences Act 1966
- Associated Regulations

6.2. Documents and resources

- Guidance Matrix for Prosecution (Appendix A)
- Compliance and Enforcement Policy – July 2025
- Compliance and Enforcement Protocol - July 2025
- Authorised Officer Fact Sheet (A3545996)
- Councillor and Staff Interaction Policy
- Policy of the Director of Public Prosecutions for Victoria, Office of Public Prosecutions Victoria, 21 September 2023
- Records Management Policy A3944034

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Appendix - Guidance Matrix for Prosecution

This guidance matrix may be utilised by authorised officers in determining whether an investigation should proceed to prosecution. The decision considers legal, evidentiary and strategic factors ensuring a fair, consistent and transparent approach.

Step 1: Evaluate Legal Criteria

Criteria	Yes (Proceed)	No (Do Not Proceed)
Breach of legislation	Clear breach is identified.	No clear or minor/technical breach.
Jurisdiction	Case is within Council's jurisdiction.	Case is out of Council's jurisdiction or best managed by another agency/authority.
Statutory Limitation Period	Legal time limits for prosecution have not expired.	Time limits exceeded.

Step 2: Assess Evidentiary Strength

Criteria	Yes (Proceed)	No (Do Not Proceed)
Sufficient Evidence	Evidence supports key elements of offence and threshold for points of proof.	Evidence is insufficient or weak.
Reliability of Evidence	Evidence is credible, reliable and admissible in Court.	Evidence is questionable or inadmissible.
Corroboration	Statements and evidence are corroborated.	Contradictory or uncorroborated evidence.

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Step 3: Consider Public Interest Factors

Criteria	**Yes (Proceed)**	**No (Do Not Proceed)**
Severity of Offence	Offence is serious or poses a significant risk to public safety or wellbeing.	Offence is minor with minimal impact.
Intent	Clear evidence of intent or recklessness.	Offence appears accidental or unintentional.
Deterrent Effect	Prosecution is likely to deter future non-compliance.	Minimal impact on future behaviour.
Precedent	Prosecution aligns with previous similar cases.	Inconsistent with prior enforcement actions.
Community Expectations	Prosecution would reinforce public confidence in enforcement.	Risk of public perception as overly harsh or unjust.

Step 4: Evaluate Practical Considerations

Criteria	**Yes (Proceed)**	**No (Do Not Proceed)**
Resource capacity	Sufficient resourcing (time, staff and technical knowledge) is available.	Limited resourcing may hinder prosecution.
Likelihood of success	High probability of a successful prosecution.	Low chance of achieving a successful result.
Alternative Remedies	No suitable alternatives (e.g. warnings, notice to comply, infringements) are effective or available.	Alternative actions could achieve compliance.

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Step 5: Mitigating or Aggravating Factors

Criteria	Yes (Proceed)	No (Do Not Proceed)
Offender Cooperation	Offender obstructs or hinders investigation or non-compliance is ongoing.	Offender cooperates and takes corrective actions
Impact on third parties	Prosecution prevents harm to third parties	Prosecution would disproportionately harm innocent parties

Scoring and Thresholds

Assign a score for each “Yes’ or “No” response.

- Yes (Proceed) +1 Point
- No (Do Not Proceed) -1 Point

Thresholds for Decision

- Total >8: Strong justification for prosecution
- Total 5-7: Consider prosecution but evaluate closely/seek Manager and/or Director approval
- Total <4: Do not prosecute unless exceptional circumstances exist.

Note

These scores can be overridden if the organisation considers it in the best interest of Council not to progress prosecution.

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Compliance and Enforcement Protocol

REM REFERENCE	A5549477	
DOCUMENT TYPE	**Protocol**	
APPROVAL	Chief Executive Officer	
AUTHORISATION	Signed by: Phil Cantillon CE7D4D7AC47B47	
DATE APPROVED	16 July 2025 | 17:22 AEST	
DIRECTORATE	Communities	
PROTOCOL OWNER	Manager Safer Communities	
NEXT REVIEW	July 2029	
REVISION RECORD	**VERSION**	**REVISION DESCRIPTION**
July 2025	1.0	Final version of new protocol following legal and internal stakeholder reviews

1. Purpose

To ensure that Council's compliance and enforcement activities are carried out in accordance with legislation and with regard to the Compliance and Enforcement Policy and the Prosecution Protocol. This Protocol establishes a framework for assessment and decision-making, acknowledging that officers are required to use discretion when undertaking compliance and enforcement activities.

2. Scope

This Protocol applies to all compliance and enforcement activities, including planning, building, public health, local laws, environment protection, domestic animals and litter, undertaken by Authorised Officers of Council.

This Protocol does not apply to parking and traffic matters, which are managed in accordance with the *Road Safety Act 1986* and are outside the scope of this Protocol.

3. Compliance and enforcement principles

Compliance and enforcement procedures and practice will align with the following principles:

3.1. Proportionality

Council's actions will be proportional to the seriousness of the breach.

A range of options exist for responding to reports of breaches, ranging from no action to prosecution.

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Council recognises that most individuals want to comply with the law and will assist compliance by being open and helpful. It can be appropriate for officers to offer informal advice and an opportunity to discuss the compliance matters.

Enforcement will be focussed on activities that give rise to the most serious risks, or where potential hazards are least well controlled. The type of enforcement response will accord with the seriousness of the breach. Council will endeavour to minimise costs and other burden to alleged offenders by enforcing the minimum action necessary, in a timely manner, to achieve compliance.

Prosecution will be used where there is a reasonable prospect that an offence can be proved beyond reasonable doubt. There must be substantial, reliable and admissible evidence that an identifiable person or organisation has committed the offence.

3.2. Consistency

Council will take a consistent approach in similar cases to achieve similar outcomes and ensure everyone is treated equally and fairly.

The following is applied to assess varying circumstances:

- follow standard operating procedures
- ensure fair, equitable and non-discriminatory treatment
- make a record of variations from standard operating procedures and the reasons
- seek manager approval for any variations

3.3. Impartiality

3.3.1. An impartial approach will be taken by officers for all enforcement matters which will consider the reliability of information and ensure there are reasonable grounds for enforcement action in accordance with legislative requirements and Council's Compliance and Enforcement Policy.

3.3.2. Officers are required to adhere to the Employee Code of Conduct when undertaking enforcement action on behalf of Council.

3.3.3. Officers are also required to understand their obligations in managing conflicts of interest. An officer has a conflict of interest if they, or a person or entity they are close to, could benefit or be seen to benefit from a decision or action they could take in their official capacity. Council's Conflict of Interest Policy and processes must be followed.

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3.4. Transparency and privacy

3.4.1. Council will be open and transparent about enforcement procedures and legislative powers. Officers will be responsible for complying with accountability measures in enabling acts and exercising powers and authority responsibly and lawfully.

3.4.2. Officers will provide clear information about the obligations the law places on individuals and companies. When remedial action is required, officers will explain clearly and in plain language why the action is necessary. Where practicable, Council will give notice of intent to commence formal action. Council will explain what action is required to achieve compliance and the timeframe for undertaking that action. Advice will be provided on statutory review rights.

3.4.3. Officers will collect information and evidence in a transparent manner whenever possible. Some law enforcement activities however require collection of information about individuals without providing notice to the person. Although privacy laws allow for agencies to be less transparent, if required, when undertaking law enforcement work, officers will comply with privacy principles associated with notice, consent and the right to access information as far as possible. Council will make routine documents available to people subject to enforcement action administratively where possible, for example copies of recorded interviews and photos.

3.4.4. People who report breaches or alleged offences to Council will be advised generally of the action taken in response and the reasons for the action. Confidential information about investigations and personal information about others will not be routinely provided.

3.4.5. While some compliance and enforcement matters may be of general interest to the community, Council is unable to make confidential and personal information public, unless necessary for a law enforcement purpose. General information will be made public about compliance matters if required for education or to respond to community concern.

4. Initial assessment and triage

4.1. Assessment and prioritisation

4.1.1. Council conducts an initial assessment and triages all customer requests and alleged offences or breaches.Customer requests will be prioritised as follows:

4.1.1.1. **High**: Matters that have the potential to impact on community safety and/or which involve risk of serious environmental harm will be actioned as a priority.

4.1.1.2. **Medium**: Matters of general compliance will be dealt with on a priority basis having regard to the relative seriousness of the matter.

4.1.1.3. **Low:** Matters of minor non-compliance in which there are no likely immediate safety or environmental impacts, and/or matters of technical non-compliance with legislation.

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4.1.2. It may be determined that no action is required for some customer requests, including where:

- there is insufficient information and further information cannot be obtained
- the matter has already been resolved or finalised
- there is no municipal jurisdiction
- the activity is deemed lawful
- the statutory time limit has expired
- an exemption, exception or defence available under relevant legislation is clearly applicable in the circumstances
- the matter is the responsibility of another agency (e.g. police)
- the complaint is frivolous, vexatious or trivial in nature
- there is no or minimal impact to the community

4.2. Timeframes

Council procedures set out timeframes for acknowledging, assessing and responding to reports. Timeframes will be consistent with relevant legislative requirements. Some investigations and responses will be lengthy and not all matters will be concluded within the relevant timeframe.

5. Investigation

5.1. Authority to investigate

5.1.1. Officer authorisations and delegations are limited and relate to specific duties and powers performed under the *Local Government Act* and other enabling legislation.

5.1.2. Council delegates powers, duties and functions to staff under section 47 of the *Local Government Act 2020*. Additionally, relevant staff are appointed as Authorised Officers under section 224 of the *Local Government Act 1989*.

5.1.3. Documentation for the appointment of Authorised Officers is prepared by the Governance team and approved by the CEO. Appointments made under the *Planning and Environment Act 1987* are approved by Council.

5.1.4. Officers can only enforce the matters set out in their own Instrument of Appointment and Authorisation and must not exceed what is reasonably required in all the circumstances.

5.1.5. Authorised Officers must carry photographic identification at all times whilst performing their role. Identity cards must be produced when requested and prior to cautioning an alleged offender.

5.1.6. An Authorised Officer has the power to carry out investigations of alleged offences, enter private property and take necessary action according to relevant legislation.

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5.1.7. Officers may conduct inspections, interviews and gather evidence to perform their roles, limited by what is necessary and authorised by law.

5.1.8. Authorised Officers have discretion in enforcement matters, within legislated authority, as the full circumstances and facts of each case need to be considered and a decision made in the specific context. Authorised Officers are required to follow this Protocol and internal procedures to ensure that enforcement action is applied consistently across a variety of circumstances.

6. Enforcement action

6.1. Determining the appropriate enforcment action

6.1.1. In assessing the most appropriate enforcement action, officers take the following into account:

6.1.1.1. **Risk**: Potential for physical, financial, environmental, Council reputation or other harm and the likely consequences.

6.1.1.2. **Cost**:Value of time and resources to obtain a positive and beneficial outcome.

6.1.1.3. **Evidence**: The prospects of any enforcement action succeeding including:

- Nature and reliability of evidence available; and
- Level of engagement of the person reporting the alleged breach or offence in any enforcement action.

6.1.1.4. **Circumstances**: Any mitigating circumstances, including factors surrounding a situation or event that should be kept in mind when making a decision.

6.1.1.5. **Community and environmental impact:** The benefits offered to the entire community as a whole, or to a group or individuals within the community.

6.1.1.6. **Other avenues**: Whether there are other more suitable avenues to address the community and environmental impacts.

6.1.2. Any enforcement matters that have a potential reputational risk for Council will require notification to the Manager Community Relations.

6.2. Assessing the Community and Environmental Impact

Council will consider a range of factors in assessing community impact and the particular circumstances, including but not limited to the following:

- the seriousness of the alleged offence or breach and its likely impact on the environment and the community
- the foreseeability of the alleged offence or breach and the circumstances surrounding it
- the intent of the accused person or company

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- measures taken by the accused person, or company, to prevent or minimise the alleged offence or breach from reoccurring
- history of previous compliance
- history of offending/breaches
- the effectiveness and deterrent effect of enforcement action other than prosecution
- any failure to supply requested information without reasonable excuse
- knowingly supplying false information
- any failure to comply with lawful directions of Authorised Officers
- any obstruction of officers
- the deterrent effect of a prosecution on the accused person and others
- mitigating circumstances (special personal circumstances – age, whether the alleged offender is a child, remorse)
- aggravating circumstances (i.e. recidivism)
- the potential for remedial action, restitution or compensation
- the trivial or technical nature of the alleged offence

6.3. Enforcement approach assessment tools

See Appendix 1 for tools to assist officers assess and determine the appropriate enforcement approach.

6.4. Types of Enforcement

Council's enforcement decision may be any of the following scaled to the seriousness of the breach:

6.4.1. No action

Decision not to take any enforcement action against an alleged offender.

6.4.2. Informal action - Verbal Warning as part of education

Minor breaches and offending conduct should be dealt with by informal action to educate the alleged offender

6.4.3. Written Warning - Caution

The *Infringements Act 2006* specifically provides that Council can issue an official warning in relation to less serious offences where there are exceptional circumstances (e.g. first offender or age of offender). This provides an alternative for Council to issue a formal warning notice in certain situations rather than issuing an infringement notice or proceeding to prosecution.

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6.4.4. Notice to Comply - Statutory Direction

A Notice to Comply or Statutory Direction is a written notice/direction that requires certain actions be taken or ceased within a specified period. Legislation prescribes the prerequisites to be satisfied prior to issuing a Notice to Comply or Statutory Direction.

It is an offence to fail to comply with a Notice to Comply and further enforcement action may be taken by the Authorised Officer as a result.

6.4.5. Undergo Works

Under some legislation Council may execute works in default, instead of, or as well as, taking legal action. In such cases the expenses of default work may be recovered by Council and can be charged against the property, or in the case of a negotiated cost, met by the defaulter on completion of the works.

6.4.6. Penalty Infringement Notice (PIN)

A penalty infringement notice (PIN) is a written allegation that an accused person has committed an offence (alleged offence) which requires them to pay a monetary penalty (fine). Infringement notices offer an alternative method for dealing with minor offences, giving the person to whom the notice is issued, the option of paying a fixed penalty rather than proceeding to a court hearing.

A PIN should be issued promptly as there are statutes of limitations attached to each offence according to the applicable legislation.

The table below outlines the most common statutes of limitations:

Legislation/Local Law	Limitation	Explanation
Summary Offences Act 1966	1 year	A charge & summons must be issued at court, or a PIN issued, prior to the expiration of 12 months from the date of the offence.
Local Laws under the *Local Government Act 2020*	3 years	A charge & summons must be issued at court, or a PIN issued, prior to the expiration of 3 years from the date of the offence. This includes all local law offences contained in *Community Local Law 2020,Tree Protection Local Law 2016 - No.22*, and the *Short Stay Rental Accommodation Local Law 2020*.

6.5. Prosecution

Prosecution activites will be undertaken in accordance with Council's Prosecution Protocol.

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7. Statutory review and complaints

7.1. Statutory review/appeal rights

7.1.1. Where a right to statutory review applies, the person will be advised of the appeal mechanisms.

7.1.2. Dissatisfied recipients of infringements or other enforcement action will be referred to statutory review appeal mechanisms. For dispute of a fine, an internal review is conducted by a person independent of the area that issued the fine. Only one internal review will be conducted. A response will be provided in 90 days. The infringement will be put on hold until the outcome of the review which will be provided in writing by email and/or mail. Infringement notices outline the statutory appeal mechanisms available.

7.2. Complaints

7.2.1. Complaints about Council decisions or the actions of Authorised Officers will be actioned in accordance with Council's Complaints Policy.

If the complaint is about a decision or action subject to a statutory process, Council will be limited to Tier 1 resolution due to the statutory appeal rights. The complainant may be entitled to refer the complaint to an external authority or appeal body for review.

8. Roles and responsibilities

Role	Responsibility
Chief Executive Officer and Directors	• Authorisation and delegation to Officers under the Local Government and other relevant Acts • Ensuring that the roles and responsibilities of Councillors and officers are clear for compliance and enforcement • Ensuring accurate and reliable information is applied to decision-making • Ensuring no undue influence is applied to decision making • Ensuring implementation of compliance and enforcement functions are fair, consistent, without bias and in accordance with legislation • Alerting the Audit and Risk Committee to any significant issue or injustice with Council processes of enforcement • Ensuring Councillors are aware of their legal obligations
Managers and Coordinators	• Ensuring Officers are duly qualified and authorised • Responding to enquiries and complaints promptly, consistently and effectively • Assessing enforcement matters without apprehended bias and with an impartial approach

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	• Referring complaints in accordance with statutory review and appeal mechanisms to the appropriate authority or appeal body • Giving priority to compliance enforcement where there is an imminent threat to health, life or property • Applying good enforcement principles • Encouraging higher levels of compliance through education and advice to discourage future breaches • Administering and regularly reviewing existing practices, procedures and systems • Demonstrating the requirements of Frankston City Council Policies and Procedures and the Code of Conduct in the undertaking enforcement matters • Keeping the Community informed about compliance and enforcement
Authorised Officers	• Responding to enquiries and reports of breaches promptly, consistently and effectively • Assessing enforcement matters without apprehended bias and with an impartial approach • Referring complaints in accordance with statutory review and appeal mechanisms to the appropriate authority or appeal body • Giving priority to compliance enforcement where there is an imminent threat to health, life or property • Issuing and serving infringement notices for offences in accordance with statutory processes • Applying good enforcement principles when assessing or investigating an enforcement action • Encouraging higher levels of compliance through education and advice to discourage future breaches • Progressing enforcement in accordance with approved Procedures and Guidelines • Administering current practices, procedures and systems • Demonstrating the requirements of Council Policies and Procedures and the Employee Code of Conduct in the undertaking enforcement matters • Keeping the Community informed about compliance and enforcement

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9. Definitions

Term	Definition
Accused person	means a person charged with an offence
Accused company	means a company charged with an offence
Authorised Officer	means a person who is authorised by the Council under an Act, regulation or local law to exercise appropriate powers under an Act, regulation or local law
Child	means a person under the age of 18.
Community impact	means the impacts on the interests of the community as a whole, or a group within the community or individuals.
Compliance	refers to an agency, corporation, or person meeting or taking steps to comply with relevant laws and regulations.
Council	means Frankston City Council.
Offence	means an act, default or conduct prejudicial to the community, the commission of which by law renders the person responsible liable to punishment by fine or imprisonment.
Prosecution	means the institution and conduct of legal proceedings against a person, organisation or corporation for an alleged offence(s).

10. Related documents

10.1. Legislation

- *Building Act 1993*
- *Building Amendment Act 2017*
- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*
- *Country Fire Authority Act 1958*
- *Domestic Animals Act 1994*
- *Environment Protection Act 2017*
- *Food Act 1984*
- *Frankston City Council Community Local Law 2020*
- *Health Records Act 2001*
- *Impounding of Livestock Act 1994*

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- *Infringements Act 2006*
- *Local Government Act 1989*
- *Local Government Act 2020*
- *Model Councillor Code of Conduct*
- *Occupational Health and Safety Act 2004*
- *Planning and Environment Act 1987*
- *Privacy and Data Protection Act 2014*
- *Public Health and Wellbeing Act 2008*
- *Residential Tenancies Act 1997*
- *Road Management Act 2004*
- *Road Safety Act 1986*
- *Road Safety Road Rules 2017*
- *Summary Offences Act 1966*
- Associated regulations

10.2. Documents and resources

- Authorised Officer Fact Sheet A3545996
- Building and Works Code of Practice
- Community Safety Procedures QA354002
- Community Safety - Prosecution Protocol A5498973
- Complaints Policy
- Compliance and Enforcement Policy
- Councillor and Staff Interaction Policy
- Enforcement approach assessment tools (Appendix 1)
- Records Management Policy A3944034
- Privacy Policy

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Appendix 1: Enforcement Approach Assessment

Authorised Officers may carry out an assessment of each matter using the tools set out in Tables 1 and 2 below. These tools guide Authorised Officers in prioritising and targeting compliance actions, and for determining appropriate enforcement options for the situation or issue being actioned.

Table 3 provides guidance to Authorised Officers in determining an appropriate response in line with departmental procedures.

Table1: Likelihood of Non-Compliance Ratings

Likelihood of non-compliance	Description
Almost Certain	• Repeated non-compliance; • Past legal action taken for similar or related breaches; • Failure to undertake remedial works as directed; • Refusal or failure to comply with direction or furnish information required; • Provides false or misleading information; • Obstructs Authorised Officers.
Likely	• Willful or deliberate non-compliance; • Previous enforcement activity for similar or related breaches; • Requirements were apparent when breach occurred (e.g. signs in place, permit conditions); • Serious negligence leading to breach; • Little or no demonstrated assurance or capacity to meet regulatory requirements; • Insufficient steps or works undertaken to remedy risks/damage/breach.
Possible	• Previous reports or occurrence of non-compliance; • May have little or no awareness of regulatory requirements; • Negligence leading to breach; • Has not demonstrated adequate efforts to fully comply with requirements/instructions; • Harm/risks abated, and some remedial works or actions undertaken; • Demonstrates a willingness and capacity to comply.
Unlikely	• No history of non-compliance; • May have little or no awareness of regulatory requirements; Cooperative attitude; • Demonstrates strong willingness and capacity to comply; • Prompt action taken to sufficiently remedy breach; • Carry out remedial works and abate any harm/risks.

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Table 2: Impact/Consequence of Non-Compliance Descriptors

Consequence	Description
Major	• Has a major impact on community or environment. • Imminent or serious threat/risk to safety, health, amenity or environment (even if harm has not yet occurred). • Significant public interest in issue, specific and/or general deterrence required.
Moderate	• Has a moderate impact on community or environment. • High level threat/risk to safety, health, amenity or environment (even if no harm has occurred). • High level public interest in issue, high need for specific or general deterrence.
Minor	• May have a minor impact on the wider community or environment. • Low-medium level risk to safety, health, amenity or environment but harm/risk can be easily/promptly abated. • Some remedial works or actions required. • Medium level public interest in issue, some need for general deterrence.
Negligible	• Little to no impact on safety, health, amenity, or environment. Low potential for broader community concern. • Unsubstantiated or vexatious reports without basis. Does not fall within Council's jurisdiction.

Table 3: Enforcement Response Matrix

Likelihood of non-compliance	Impact / Consequence of Non-Compliance			
	Negligible	**Minor**	**Moderate**	**Major**
Almost Certain	Elevated	Elevated	Significant	Significant
Likely	General	Elevated	Elevated	Significant
Possible	Low	General	Elevated	Significant
Unlikely	Low	Low	General	Elevated

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Compliance and Enforcement Policy

REM REFERENCE	A5549473	
POLICY TYPE	**Administrative**: under authority of the CEO	
APPROVAL	Chief Executive Officer	
AUTHORISATION	Signed by: phil cantillon CEF4AD7ACA75C17...	
DATE APPROVED	16 July 2025 | 17:22 AEST	
DIRECTORATE	Communities	
POLICY OWNER	Manager Safer Communities	
NEXT REVIEW	July 2029	
REVISION RECORD	**VERSION**	**REVISION DESCRIPTION**
11/07/2025	No. 1	Final revised version following legal preparation and reviews and internal stakeholder reviews of the document.

1. Purpose

The purpose of this policy is to inform the community, at a general level, why, when and how Council may perform its functions of compliance and enforcement under various enabling Acts made by the Victorian Parliament.

The policy is not binding on Council and does not fetter, restrict or limit the lawful functions and exercise of powers pursuant to legislation.

2. Scope

This policy is relevant to a broad range of compliance and enforcement activities undertaken by Council's Authorised Officers and its authorised contractors for and on behalf of Council within the municipality.

Authorised Officers and authorised contractors are not limited by this Policy in their use of discretion and exercise of official functions. The full circumstances and facts of each case need to be considered and a decision made on the merits.

This Policy does not apply to parking and traffic matters which are managed in accordance with the *Road Safety Act 1986*.

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3. Governance Principles and Council Plan Alignment

3.1. Governance Principles

Principle (a) Council decisions are to be made and actions taken in accordance with the relevant law;

3.2. Council Plan Alignment

Outcome 1: Healthy and safe communities - Health, safety and wellbeing of the community is improved through the reduction of harms and opportunities for individuals and families to adopt healthy lifestyles

4. Policy

4.1. Frankston City Council's Constitution, Capacity, Functions, Duties and Powers

4.1.1. Frankston City Council (Council) is a tier of Government consisting of democratically elected Councillors.[1]

4.1.2. Council must appoint a Chief Executive Officer whose function is to support the Councillors in the performance of their roles, and to ensure the effective and efficient management of the operations of the Council.[2]

4.1.3. The Council, by instrument of delegation, may delegate powers, duties or functions of the Council to the Chief Executive Officer.

4.1.4. The Chief Executive Officer appoints staff to perform the Council's functions, and by instrument of delegation may delegate functions, duties or powers to its staff.

4.1.5. Council's role is to perform the functions and exercise the powers conferred by the Victorian Parliament that are necessary to ensure the peace, order and good governance of its municipal district[3] and for the benefit and wellbeing of the municipal community.[4]

4.1.6. Council provides good governance by performing its role in accordance with the overarching governance principles and supporting principles[5] and taking these into account in the performance of its functions.

The overarching governance principles[6] include, amongst other matters, that Council will:

(a) make decisions and take actions in accordance with the law;

(b) give priority to achieving the best outcomes for the municipal community, including future generations;

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(c) promote the economic, social and environmental sustainability of the municipality, including mitigating and planning for climate change risks;

(d) pursue innovation and continuous improvement;

(e) collaborate with other councils, governments and statutory bodies;

(f) will ensure its ongoing financial viability; and

(g) ensure the transparency of its decisions, actions and information.

4.1.7. Supporting principles include the public transparency principles, community engagement principles, strategic planning principles, financial management principles and service performance principles.

In performing its role, Council may:[7]

(a) perform any duties or functions or exercise any powers conferred under the *Local Government Act 1989* and *Local Government Act 2020* (**Local Government Acts**) and other enabling Acts; and

(b) perform any other function necessary to enable the performance of its role.

4.1.8. The Victorian Parliament through enabling Acts has conferred a broad range of functions on Council spanning the following when occurring within the municipality:

- building
- planning
- public health
- waste and litter
- environment protection
- domestic animals
- road management

4.1.9. Council has the power to do all things necessary or convenient to be done in connection with the performance of its role, subject to any limitation or restrictions of any enabling act.[8] Enabling Acts provide powers for the purpose of that legislation, which operate together with the Council's general power.

4.2. How Functions Are Performed

4.2.1. Council performs its functions under the Local Government Acts and other Acts by the Council making decisions at Council meetings, or delegates (e.g. staff) making decisions within the scope of powers delegated to them.

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4.2.2. Enabling Acts allow the Council to appoint Council staff as Authorised Officers, and other various appointed positions. Most enabling Acts provide for an Authorised Officer to exercise powers for the purpose of investigation, compliance and enforcement. Enabling Acts also provide for appointment of a person to file enforcement proceedings in a court and for a person to prosecute the case.

4.2.3. Delegated staff of the Council then carry out and perform the functions and duties and exercise the powers of the Council under the legislation, including as Authorised Officers, informants and prosecutors.

4.2.4. In each instance, the enabling Act identifies its purposes and, in many instances, principles, in the administration of the enabling Act to which the decision-maker must have regard. The enabling Act confers the powers that may be exercised by the Council, the criteria that must be satisfied before the power is exercised and the matters relevant to the exercise of the discretionary power.

4.2.5. Prior to performing any function and exercising any power, Council will identify its role and responsibility provided by the enabling Act. Identification of any role and responsibility then informs the basis for the Council exercising its discretion to perform a function, and exercise any power, under the enabling Act. Council's role and responsibility will be determined by the enabling Act and the Local Government Acts. Where appropriate, consultation with identified bodies under the enabling Act will occur.

For example, Council has a role under the *Road Management Act 2004* for the management and control of road reserves for local roads identified in the public roads register maintained by it. This role and responsibility, determined by an examination of the *Road Management Act 2004* and the public roads register, would be disclosed to the Head, Transport for Victoria where the proposed performance of the function, or exercise of powers, may involve or affect the Head, Transport for Victoria.

4.2.6. The enabling Act may also identify other statutory bodies, government departments or entities ("public sector bodies") that may also perform the functions and exercise the powers where there are overlapping jurisdictions of multiple public sector bodies. In these circumstances Council will consult the public sector bodies to ensure a fair, just and efficient administration of justice is achieved.

4.2.7. In each instance, Council:

(a) prior to performing any function and exercising any power, identify its role and responsibility under the enabling Act;

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(b) at its discretion, notify any relevant public sector body under the enabling Act that Council may perform its function, and exercise its powers, in relation to the matter;

(c) will ensure the person carrying out any investigation is delegated to perform that function and to exercise the power;

(d) will ensure its staff is appropriately qualified and has completed contemporary training in the performance of those functions, and exercise of those powers;

(e) will facilitate and provide a governance framework to ensure its staff are delegated, qualified and trained for the purpose of the enabling Act, which framework is periodically reviewed and audited;

(f) will ensure its staff act in a manner that:

i. promotes the purpose of the enabling Act;

ii. achieves any objectives of the enabling Act;

iii. has regard to any principles governing administration of the enabling Act;

iv. complies with the enabling Act and the law in Victoria; and

v. is fair, proportionate and consistent with the good governance of the municipality;

(g) will ensure no conflict of interest arises from the Council performing the function, and exercising powers, under the legislation; and

(h) will avoid any perception of bias arising from the facts and circumstances of the investigation that the Council ought reasonably to have known at that time.

4.2.8. Where a conflict of interest arises, Council will refer the matter to any other public sector body responsible for administration of the enabling Act, and where the Council is the public sector body responsible for the administration and enforcement of enabling Act (e.g. *Planning and Environment Act 1987* and the Frankston Planning Scheme) inform Local Government Victoria and the Minister for Local Government.

4.2.9. Where a reasonable apprehension of bias arises, Council will implement a proportionate response, providing an arrangement for the independent and objective performance of the function, and exercise of the power. For example, this may occur where an accused makes a complaint regarding the conduct of an Authorised Officer involved in the performance of the function, and the exercise of any power. Any arrangement is to be determined by the Director Communities and implemented by the Manager Safer Communities of Council.

Docusign Envelope ID: 1325B745-E433-45AC-AD5D-895C5DE78D69

4.2.10. In performing a function under an enabling Act, Council will consider exercising, and where appropriate, proceed to exercise, the powers under the enabling Act to fulfil that function. For example, where an enabling Act provides for the Authorised Officer to issue a notice, direction or other instrument to a person to produce information or documents for the purpose of an investigation, the Authorised Officer will exercise that power where appropriate, or determine that it is not appropriate in consideration of the facts and circumstances. All available powers will be considered, and either be exercised or not exercised depending on what is appropriate or necessary in the circumstances.

4.2.11. Before concluding an investigation, Council may invite an accused to participate in a recorded interview or otherwise ask that the accused show cause why enforcement should not be commenced. Any communication for this purpose will be in writing and identify the alleged offence with adequate particulars such that the accused may properly inform themselves of the allegation and the relevant facts.

4.2.12. An Authorised Officer or Council may consider the requirements of the *Crimes Act 1958* when a person is in the company of the Authorised Officer and is being questioned or to be questioned or otherwise being investigated to determine their involvement, if any, in the commission of an offence. Broadly, those obligations provide that:

(a) the Authorised Officer must caution the person in their company that they are not obliged to say or do anything and anything they do say or do may be given in evidence;[9]

(b) inform the person of their right to communicate with a friend or relative and legal practitioner;[10]

(c) inform the person of their right to an interpreter;[11]

(d) if under 18 years of age, inform the person of their right to have a parent, guardian or independent person present;[12]

(e) if the person is not an Australian citizen or permanent resident of Australia, inform the person of their right to communicate with or attempt to communicate with the consular office of the country of which the person is a citizen;[13]

(f) if the person is an Aboriginal person or Torres Strait Islander, within an hour of person being in the company of the Authorised Officer must notify the Victorian Aboriginal Legal Service Co-operative Limited and inform the person of that notification; and

(g) an Authorised Officer must establish the voluntariness of any admission or confession, and inform the person of the right to remain silent other than any information required to be disclosed by the enabling act

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4.2.13. Where the offence being investigated by Council is an indictable offence[14] under the enabling Act, any questioning of the person in the company of the Authorised Officer must be recorded (audio or audiovisual), and any recording made must be verified and given to the person as soon as practicable and within seven days.[15]

4.2.14. On conclusion of an investigation, the Authorised Officer may collate a brief of evidence and prepare a report to the delegate of the Council for decision. The enabling Act will provide the options for enforcement, which may include criminal sanctions or civil remedies.

4.2.15. Council will ensure the performance of its functions, and the exercise of its powers, comply with, as appropriate, the:

(a) enabling Act;
(b) Local Government Acts;
(c) *Criminal Procedure Act 2009*;
(d) *Infringements Act 2006*;
(e) *Civil Procedure Act 2010*; and
(f) Victorian Government, *Model Litigant Guidelines* (2nd ed, 2011).[16]

4.2.16. Where the legislation identified above provides for internal review, alternative dispute resolution or review of the decision before a tribunal or court, Council will inform the accused of those rights when it communicates its decision.

5. Roles and Responsibilities

Role	Responsibility
Councillors	Responsible for: • Setting the strategic objectives of Frankston City Council through Council Plans, policies, budgets and the adoption of Local Laws. Councillors may also play a role in advocating for change and improvement to State legislation administered by Council. Councillors can assist enforcement by: • supporting the organisational requirements to carry out enforcement action • developing policy that supports legislation • advocating for the importance of legislation and compliance to the community.

Docusign Envelope ID: 1325B745-E433-45AC-AD5D-895C5DE78D69

	Councillors can help individuals who raise concerns by referring them to Council's Administration to investigate and/or respond to those concerns. Decision-making relating to the investigation of reports alleging unlawful activity and taking enforcement action is the responsibility of appropriately authorised council officer or the Council itself. Any such matters referred to Councillors by the community should be referred to the respective Council officer.
Chief Executive Officer/Directors	Responsible for: • Authorisation and delegation to Officers under the Local Government and other relevant Acts • Ensuring that the Codes of Conduct encompasses the requirements of Councillors and officers in the undertaking of enforcement functions • To ensure accurate and reliable information is applied to decision-making • To ensure no undue influence is applied to decision making • To ensure implementation of compliance and enforcement functions are fair, consistent, without bias and in accordance with Legislation • To alert the Audit and Risk Committee to any major problem or injustice with Council processes of enforcement • To ensure Councillors are aware of their legal obligations
Manager/Officers	Responsible for: • To ensure Officers are duly qualified and authorised • To respond to enquiries and complaints promptly, consistently and effectively • To review complaints to Council without fear, favour or bias • To give priority to complaints where there is an imminent threat to health, life or property • To issue and serve Infringement notices for offences in accordance with legislation • To use discretion wisely with regard to how an investigation and enforcement action will be undertaken and give consideration to the level of risk to the community

Docusign Envelope ID: 1325B745-E433-45AC-AD5D-895C5DE78D69

	• To encourage higher levels of compliance through education and advice to discourage future breaches • To progress enforcement in accordance with individual Procedures and Guidelines • To administer and regularly review existing practices, procedures and systems • To ensure that Council Officers demonstrate the requirements of Frankston City Council Policies and Procedures and the Code of Conduct in the undertaking of enforcement and infringement duties • To advise the Community of the approach that Council will take in investigating, enforcing and infringing complaints made to the Council

6. Policy non-compliance

Non-compliance with this Policy has the potential to see:

- A decline in social order and amenity
- A decline in perceptions of safety
- A reduction in economic activity
- An increase in maintenance and security costs
- Harm to the reputation of the municipality

Failure to comply with the Policy by Councillors or Council staff will result in disciplinary action under the Councillor or Council Staff Code of Conduct.

7. Definitions

Term	Definition
Authorised Officer	means a person who is authorised by the Council under an Act, regulation or local law to exercise appropriate powers under an Act, regulation or local law.
Compliance	refers to an agency, corporation, or person meeting or taking steps to comply with relevant laws and regulations.
Council	means Frankston City Council.
Enforcement	means a range of procedures and actions taken by Council to ensure that a person or organisation complies with their statutory obligations.
Offence	means an act, default or conduct prejudicial to the community, the commission of which by law renders the person responsible liable to punishment by fine or imprisonment.

Docusign Envelope ID: 1325B745-E433-45AC-AD5D-895C5DE78D69

8. Related documents

8.1. Legislation

[1] *Local Government Act 2020,* s 12.
[2] *Local Government Act 2020*, s 44.
[3] *Constitution Act 1975*, s 74A(1); *Local Government Act 2020,* s 1.
[4] *Local Government Act 2020*, s 8(1).
[5] *Local Government Act 2020,* ss 8(2)(a) and 9.
[6] *Local Government Act 2020, s 9 (2).*
[7] *Local Government Act 2020,* s 8(3).
[8] *Local Government Act 2020,* s 10(1).
[9] *Crimes Act 1958,* s 464A(3).
[10] *Crimes Act 1958, s* 464C.
[11] *Crimes Act 1958,* s 464D.
[12] *Crimes Act 1958,* s 464E.
[13] *Crimes Act 1958,* s 464F.
[14] *Sentencing Act 1991,* s 112.
[15] *Crimes Act 1958,* ss 464AA, 464G and 464H.
[16] www.justice.vic.gov.au/justice-system/laws-and-regulation/victorian-model-litigant-guidelines

8.2. Documents and resources

- Compliance and Enforcement Protocol – July 2025
- Prosecutions Protocol – July 2025
- Records Management Policy A3944034

9. Implementation of the Policy

This Policy will be published on Council's website and intranet so that it can be referred to by the community and employees of Council, including contractors and agency and/or labour hire staff engaged by Council, Audit and Risk Committee Members, and Councillors.

MAV State Council **Motion** 10 October **2025 Meeting**

Motion Title: Stamp Duty **reduction** or waiver for '**fi**rst home buyer' recipients

Relevant Director: Director Corporate and Commercial Services, Frankston City Council

Proposed Motion (max 250 words)

That the MAV State Council calls on the Victorian Government to:

Provide either a one-off or ongoing reduction or waiver of stamp duty expenses for recipients of the 'First Home Buyer' scheme. This is due to the menial nature of the funding from the 'First Home Buyers' scheme (in the context of the wider costs associated with buying a home) and the national housing affordability crisis.

For **a motion to be considered at State Council, the motion must align with the enabling priorities (select alignment):**

1. Active local democracy
2. Connected places
3. Health & wellbeing
4. Sustainable economy
5. FutureGen
6. First Peoples local government relations
7. Climate & regenerative design
8. Diversity, equity & inclusion
9. Resilience & recovery
10. Intergenerational infrastructure

Rationale for Motion (max 350 words)

First home buyers are finding it increasingly difficult to enter the housing market. While the 'First Home Buyer' scheme offers some level of support, its financial assistance is often insufficient when compared to the overall costs of purchasing a home. Stamp duty remains one of the largest upfront costs for home buyers. For many first-home buyers, this expense can be a significant barrier to homeownership, especially within an already competitive market.

Reducing or waiving stamp duty for first home buyers will not only alleviate financial burdens but also encourage more individuals and families to invest in homeownership, fostering community stability and economic growth. Providing this financial relief would simulate the housing market, potentially leading to an increase in housing supply and support for local economies.

MAV State Council **Motion** 10 October **2025 Meeting**

Recent housing reports from the State Government highlight the critical need for intervention in the housing market. For instance, Victoria have conducted reviews indicating an urgent need for more affordable housing initiatives. Studies indicate that the lack of affordable housing options is contributing to an increase in homelessness and housing insecurity. While the 'First Home Buyer' scheme provides assistance, studies show that the grants often fall short when compared to the overall costs of buying a property.

The Housing Industry Association (HIA) reports that housing affordability has deteriorated across Australia, with the affordability index showing homes are less affordable now than in previous years. According to the Australian Bureau of Statistics (ABS), property prices have significantly increased over the past decade, outpacing wage growth. In major cities, prices have surged, making home ownership less accessible. Numerous studies indicate a rise in rental stress, where a high percentage of household income is spent on rent, forcing many to forgo home ownership entirely. The Reserve Bank of Australia (RBA) has indicated that high interest rates and cost of living have further strained potential home buyers' ability to afford mortgages, especially first-home buyers.

The evidence indicates that the rising costs of buying and renting homes, coupled with inadequate support measures for first-home buyers, underscore the necessity for government action, such as a reduction or waiver of stamp duty for 'First Home Buyers'. This would alleviate some financial burden amidst a broader housing crisis.

(365 words)

MAV State Council **Motion** 10 October **2025 Meeting**

Motion Title: Best Practice Implementation of Lobbyist Registers for Local Government

Relevant Director: Director Corporate Commercial Services, Frankston City Council

Proposed Motion (max 250 words)

That the MAV State Council calls on the Victorian Government to:

Provide definitive advice to local government councils and a definition on what constitutes a 'lobbyist'. In addition, set a mandatory requirement for councils to maintain and provide regular transparent reporting on 'Councillor Interactions with Lobbyists Register'.

For a motion to be considered at State Council, the motion must align with the enabling priorities (select alignment):

1. Active local democracy
2. Connected places
3. Health & wellbeing
4. Sustainable economy
5. FutureGen
6. First Peoples local government relations
7. Climate & regenerative design
8. Diversity, equity & inclusion
9. Resilience & recovery
10. Intergenerational infrastructure

Rationale for Motion (max 350 words)

In July 2023, IBAC released a report on Operation Sandon with 34 recommendations, including changes to improve councillor conduct and set requirements for lobbyists. Work has since been undertaken by Local Government Victoria in collaboration and consultation with other bodies to implement the recommendations.

On 20 January 2025 the Victorian Government provided an update on the lobbying reforms, with the Department of Premier and Cabinet launching public consultation on potential reforms to Victoria's lobbying regulations, which aim to improve transparency, support public confidence in government decisions and keep administrative burden to a minimum.

> The Victorian Government website currently provides a Victorian Government Professional Lobbyist Code of Conduct (Code) on the rules of contact between lobbyists, Government Affairs Directors and government representatives. The definition of a lobbyist in the Code is: *Lobbyist means any person, company or organisation who conducts lobbying activities on behalf of a third-party client or whose employees conduct lobbying activities on behalf of a third party client…For the avoidance of doubt, a Lobbyist does not include any person, company or organisation,*

or the employees of such a company or organisation, engaging in lobbying activities on their own behalf rather than for a client, and this Code does not require any such person, company or organisation to be recorded in the Register of Lobbyists unless that person, company or organisation or its employees also engage in lobbying activities on behalf of a client or clients.

Lobbyist interactions became more prevalent in local government when the Independent Broad-based Anti-Corruption Commission (IBAC) released a report in October 2022 on the corruption risks associated with donations and lobbying members of parliament or a councillor once elected. IBAC's Operation Sandon report, in July 2023, investigated allegations of corrupt conduct involving councillors and property developers in the City of Casey. It also examined the effectiveness of Victoria's systems and controls for safeguarding the integrity of the states planning processes.

This motion recommends that Victoria's lobbying regulations set mandatory requirements for councils to report on Councillor interactions with lobbyists.

MAV State Council **Motion** 10 October **2025 Meeting**

Motion Title: Affordable Housing

Relevant Director: Director **Communities**, Frankston City Council

Proposed Motion (max 250 words)

As part of meeting its ambitious housing targets, the State Government should prioritise improvements to the planning system and targeted incentives that enable the delivery of affordable housing within Activity Centres and strategically significant public service precincts – such as hospitals, universities, and education hubs – to support the housing needs of local key workers. This should be complemented by the unlocking of public land and integrating affordable housing outcomes into state-led infrastructure projects, while also empowering councils to negotiate fair and reasonable contributions from the development sector.

The State Government provides incentives to local councils that use surplus council-owned land to facilitate diverse housing options, including affordable housing for key workers who need to live close to their place of employment.

For **a motion to be considered at State Council, the motion must align with the enabling priorities (select alignment):**

1. Active local democracy
2. Connected places
3. Health & wellbeing
4. Sustainable economy
5. FutureGen
6. First Peoples local government relations
7. Climate & regenerative design
8. Diversity, equity & inclusion
9. Resilience & recovery
10. Intergenerational infrastructure

Rationale for Motion (max 350 words)

There is an urgent need to address the shortfall of affordable housing across Victoria, especially in areas that serve as critical employment and service hubs. Frankston City highlights the urgency of a targeted and coordinated State Government response to affordable housing needs in Metropolitan Activity Centres.

MAV State Council **Motion** 10 October **2025 Meeting**

SGS Economics and Planning modelling shows Frankston City requires 7,752 affordable dwellings to meet current demand, representing 14% of all households. With only 1,545 social housing dwellings in place, there is a shortfall of 6,207 homes, mostly for very low income households experiencing rental stress. Without intervention, this gap is expected to grow to 8,292 dwellings by 2036.

Frankston has a significant key worker population, with approximately 16,770 employed locally in education, health, and care sectors. Sixty-five percent are women, above the state average, reflecting the gendered nature of housing stress. Around 2,600 households (4% of all) include key workers on very low to moderate incomes, making them eligible for subsidised affordable housing—a higher rate than Greater Melbourne overall.

As a major employment hub for Melbourne's southeast, Frankston employs about 15,800 key workers. Many commute from Mornington Peninsula and Casey, with over 40% travelling more than 20km. Increasing affordable housing supply near employment precincts would reduce commuting, improve worker wellbeing, and support retention in essential services.

To meet housing targets, the State Government should prioritise planning system improvements and targeted incentives that enable affordable housing delivery within Activity Centres and significant public service precincts, such as hospitals, universities, and education hubs, to support local key workers' housing needs. This should be complemented by unlocking public land, integrating affordable housing into state-led infrastructure projects, and empowering councils to negotiate fair and reasonable development contributions.

279 words.

MAV State Council **Motion** 10 October **2025 Meeting**

Motion Title: Vice-Regal engagement with the Local Government Sector

Relevant Director: **Director Customer, Innovation and Arts, Frankston City Council**

Proposed Motion (max 250 words)

That the MAV calls on the Victorian Governance to consider ways to formalise greater engagement with the Office of the Governor of Victoria and the Local Government sector.

The role of the Governor in Victoria is ceremonial and functional, serving as the representative of the Crown and the head of the Victorian Executive Council.

Traditionally, the Governor's engagement with local government affairs has been limited, focusing primarily on state-level functions. However, given the increasing significance of local governments in Victoria, there is a compelling case for enhanced interaction between the Governor's office and the local government sector.

To bridge the gap between the Office of the Governor and local government, several initiatives could be considered:

- Increased Municipal Tours: The Governor and Lieutenant Governor could undertake more frequent visits to various municipalities. These tours would provide insight into local issues, projects, and community dynamics, fostering a deeper understanding of the unique challenges and opportunities within each council area.
- Cluster Meetings with Mayors: Organising regular meetings with groups of Mayors from different regions would facilitate dialogue between the Governor's office and local government leaders. This would promote the exchange of ideas, collaborative problem-solving, and the strengthening of relationships between state and local governance.
- Dedicated Forums or Advisory Mechanisms: Establishing an advisory body or hosting forums that include representatives from the local government sector would create structured opportunities for the Governor to hear from councils. This platform could be used to discuss pressing local issues, share best practices, and align efforts to serve the Victorian populace more effectively.

**(255 words)*

For **a motion to be considered at State Council, the motion must align with the enabling priorities (select alignment):**

1. **Active local democracy**
2. Connected places
3. Health & wellbeing
4. Sustainable economy
5. FutureGen

6. First Peoples local government relations
7. Climate & regenerative design
8. Diversity, equity & inclusion
9. Resilience & recovery
10. Intergenerational infrastructure

Rationale for Motion (max 350 words)

Victoria's 79 local Councils deliver vital services, infrastructure, and community support. They play a crucial role in shaping the state's economic, social, and environmental landscape.

Given this contribution, a stronger relationship between the Office of the Governor and local governments would enhance representation and foster greater collaboration.

Local Government in Victoria plays an essential role, inclusive of:

- Democratic representation: Victoria's councils are governed by 618 democratically elected councillors, ensuring that decision-making reflects the needs of local communities. These representatives act as direct liaisons between residents and government institutions, playing a crucial role in advocacy, local planning, and community development.
- Employment and economic contribution: Local government collectively employs approximately 45,000 full- and part-time staff. This makes the sector a significant employer, particularly in regional and rural areas where council jobs are vital to local economies.
- Financial Impact: The combined annual revenue of Victoria's councils exceeds $13.5 billion, funding critical services such as infrastructure maintenance, waste management, public health programs, and community development initiatives.

Currently, engagement between the Office of the Governor and local government remains limited, primarily focused on ceremonial duties. However, given the increasing importance of local government in economic development, climate adaptation, public health, and emergency management, a stronger connection between the Governor and councils could provide a number of benefits, including:

1. Greater recognition of local governance - by engaging directly with Councils, the Governor can elevate the status and visibility of local government, reinforcing its role in Victoria's governance system.
2. Enhanced communication and collaboration - regular interactions would facilitate the exchange of insights between local and state representatives.

3. Strengthening regional representation - with many rural and regional councils facing unique challenges, the Governor's increased presence in these communities would provide a stronger voice for local governments in state discussions, helping to address disparities in funding, services, and infrastructure development.

Victoria's local councils are critical drivers of community well-being, economic stability, and regional development. The scale and complexity of their responsibilities highlights the need for a more structured and meaningful engagement with the Office of the Governor.

(341 words)

MAV State Council **Motion** 10 October **2025 Meeting**

Motion Title: Expending the **application** of the Sentencing Amendment (Emergency Worker Harm) Bill 2020 to include workers involved in water safety and rescue across Victoria.

Relevant Director: Director Communities, Frankston City Council

Proposed Motion (max 250 words)

That MAV calls on the Victorian Government to review and consider the possible expansion of the Sentencing Amendment (Emergency Worker Harm) Bill 2020 to include other workers such as those responsible for water safety and rescue across Victoria.

For **a motion to be considered at State Council, the motion must align with the enabling priorities (select alignment):**

1. Active local democracy
2. Connected places
3. Health & wellbeing
4. Sustainable economy
5. FutureGen
6. First Peoples local government relations
7. Climate & regenerative design
8. Diversity, equity & inclusion
9. Resilience & recovery
10. Intergenerational infrastructure

Rationale for Motion (max 350 words)

Play it Safe by the Water is a collaborative program between the Victorian Government and the aquatics and safety sectors. Established in 1998, it aims to increase safety around water and reduce the number of fatal and non-fatal drowning incidents in Victoria.

Unfortunately, the risks to our workers involved in water rescue and water safety are increasing. The recent past lifeguard assault at the Casey Aquatic and Recreation Centre has highlighted the growing challenge with keeping our aquatic facilities safe for everyone to enjoy.

In March 2020, the State Government announced it will be even harder for people who assault emergency workers to use “special reasons” to avoid a jail term under new laws introduced into Parliament. It is proposed that the application of the Sentencing Amendment (Emergency Worker Harm) Bill 2020 be extended to cover workers involved in water safety and rescue across Victoria.

MAV State Council **Motion** 10 October **2025 Meeting**

The *Sentencing Amendment (Emergency Worker Harm) Bill 2020*, requires courts to impose a sentence of imprisonment in all cases where an offender recklessly or intentionally injures an emergency worker on duty, except in very narrow circumstances of mental impairment.

Under the Bill, offenders are not able to rely on a special reason of impaired mental functioning, even where they have an underlying condition, if a substantial cause of their impairment at the time of the offence is self-induced intoxication.

For complicit offenders involved in an attack on an emergency worker by encouraging or directing another offender to cause the injury, the onus will shift to alleged offenders to produce evidence to prove their involvement was minor, such that their culpability was low enough to justify an exception to the minimum sentence.

The reforms also ensure that interstate emergency workers on duty in Victoria are protected under the legislation.

In the Magistrates' Court, 1,278 charges of assault an emergency worker on duty were sentenced in the three years to 30 June 2023. The most common sentence for a charge of this offence was imprisonment (49.2%, or 629 of 1,278 charges).

MAV State Council **Motion** 10 October **2025 Meeting**

Motion Title: Continuation of tobacco service agreement funding beyond 30 June 2026 and planning r**eform relating to tobacconists**

Relevant Director: **Director Communities**, Frankston City Council

Proposed Motion (max 250 words)

That the MAV State Council calls on the Victorian Government to:

Continue to fund an opt-in tobacco service agreement for local councils beyond 30 June 2026. This would enable councils to continue supporting the regulator's work at the local level, particularly in enforcing laws aimed at reducing the sale of tobacco to minors.

There is an absence of a specific land use definition and planning controls for tobacco retail (tobacconists) in Victorian Planning Schemes limiting Council's ability to prevent the establishment of tobacco retailers near or within areas where minors frequent, such as near schools. Calling for the state government to consider a state-wide planning scheme amendment to implement planning controls for tobacconists.

For a motion to be considered at State Council, the motion must align with the enabling priorities (select alignment):

1. Active local democracy
2. Connected places
3. Health & wellbeing
4. Sustainable economy
5. FutureGen
6. First Peoples local government relations
7. Climate & regenerative design
8. Diversity, equity & inclusion
9. Resilience & recovery
10. Intergenerational infrastructure

Rationale for Motion (max 350 words)

Council Environmental Health teams have made significant and long-standing contributions in delivering education and regulatory functions under the *Tobacco Act 1987*, particularly in maintaining smoke-free environments, regulating tobacco retailers, and reducing the sale of tobacco products to minors.

Local councils play a key role in ensuring compliance with laws prohibiting the sale of tobacco to minors, particularly through the long-standing Tobacco Test Purchasing Program delivered under the service agreement between councils and the regulator.

MAV State Council **Motion** 10 October **2025 Meeting**

Whilst the new tobacco licensing regulator will regulate tobacconists and in particular the sale of illicit tobacco, with funding, Councils can still undertake the vital role of assisting with the regulation of the Tobacco Act 1987 and continue contributing to the health of their communities. Some of the benefits of continuing these activities include reducing the uptake and use of tobacco and e-cigarettes products, achieving ongoing reductions in exposure to second hand smoke, community awareness and compliance with tobacco laws.

The continuation of funding under the tobacco service agreement for local councils beyond 30 June 2026 will ensure these important education and enforcement activities continue.

Additionally, there is an absence of a specific land use definition and planning controls for tobacconists in Victorian Planning Schemes. Similar to the specific definition and controls relating to ''Adult sex product shop' a distance condition to a residential zone or, land used for a hospital or school, could assist with preventing the establishment of tobacconists in inappropriate locations, such as near schools and hospitals, reducing access to and uptake of smoking by minors.

Executive Summary

12.2 Chief Executive Officer's Quarterly Report - April to June 2025

Enquiries: (Cam Arullanantham: Chief Executive Office)

Council Plan

Level 1:	Council Performance and Leadership
Level 2:	Build a well-managed, diverse workforce that champions gender equality, ensures child safety, and fosters a strong, inclusive culture, promoting fairness, respect, and accountability across all levels

Purpose

To update Council with an overview of relevant matters within the organisation.

Recommendation (Director Chief Executive Office)

That Council:

1. Notes the Chief Executive Officer's quarterly report;
2. Notes any updates on previous recommendations' actions relating to the Chief Executive Officer's quarterly report provided within the report;
3. Notes the *Chief Executive Officer's Quarterly Report for the period April to June 2025 ~ public version (attachment A)*, which will be made available after this meeting through Council's website;
4. Notes reduction of decisions being made in Closed Council in this reporting quarter (4 – 2024/25) with a result of 0%;
5. Notes its prior resolution at the 1 May 2023 Council Meeting, requiring that a future quarterly Chief Executive Officer report be provided on an indefinite basis, which for all intents and purposes has been a great success for its breadth and commentary of the substantial progress being made by Council, along with the integrity and wider transparency it provides of the Council and its operations;
6. Resolves *Confidential Chief Executive Officer's report for April to June 2025 (attachment B)*, be retained as confidential indefinitely, on the grounds that it contains information that is confidential pursuant to the Local Government Act 2020, section 3(1) (a), (d), (e), (f), (g), (h) (i) and (j) and would, if released, reduce Council's ability to properly perform its functions; and
7. Resolves *Frankston City Council – Councillor Conduct Matters Table as at June* 2025 *(attachment C),* be retained confidential until the date of this Council meeting on the grounds that it contains information that is confidential pursuant to the *Local Government Act 2020, section (j)* and would be released with the minutes of this meeting and placed on Council's Transparency Hub to meet the requirements of the resolution passed on 2 October 2023 from part *4.b)ix.* of the *2023/NOM6 - Accountability Transparency Reform (ATR) III.*

12.2 Chief Executive Officer's Quarterly Report - April to June 2025

Executive Summary

Background

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

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

Council at its meeting on 2 October 2023 adopted a notice of motion titled 'Accountability Transparency Reform (ATR) III'. The CEO's Quarterly report is referenced a number of times within the recommendations and this CEO's Quarterly report has incorporated any updates required.

Following this Council meeting, it is recommended the *Frankston City Council - Conduct Matters Table as at June 2025* (attachment C) be released with the minutes of this meeting.

A recent review of the headings and topics was conducted ensuring the CEO's Quarterly public and confidential report attachments are current and on point. A few minor modifications have been actioned and incorporated into the attachments.

Key Points / Issues

The CEO is pleased to present the Chief Executive Officer's Quarterly Report providing an open and transparent overview of the organisation, its highlights along with key activities. The report represents the period from April to June 2025. Key topics covered under the public version of attachment A include:

- People and Culture;
- Organisational Highlights (now incorporating Key Projects Updates and Imagine Frankston items incorporating any Destination Events, Arts & Library headings);
- Fit for the Future (formerly known as Business Transformation);
- Financial and Corporate Planning (moved up in reporting order);
- Planning Progress;
- Accountability and Transparency;
- Key Meetings and Activities;
- Advocacy; and
- Audit and Risk.

Under separate cover as attachment B is a report titled "CEO's quarterly report – confidential version – April to June 2025" dealing with matters of a confidential nature.

CEO's quarterly report update on additional recommendations

Council at its meeting on 2 December 2024 noted the following additional recommendations through the CEO's quarterly report and an update on this resolution is provided below for noting.

- *Notes the importance of Gross Pollutant Trap (GPT) devices in preventing litter from entering ecologically sensitive waterways and the efficiency of such GPT units can only be truly achieved via strategic placement of multiple GPT's along the Kananook Creek corridor;*
- *Acknowledges Council's commitment made on 3 June 2024 (2024/CM7) allocating $100,000 in FY 2024/25 CW budget to prioritise the feasibility assessment of the remaining 14 untreated outfalls to the Kananook Creek;*
- *Notes the feasibility study is already underway and is expected to be completed by end of June 2025;*
- *Provides a report to Council at the August 2025 Ordinary Meeting on the outcome of the feasibility study;*

Officers have noted the above recommendations and provide the following update:

- ✓ As previously reported, an initiation meeting was held with consultant earlier this year, data now provided to the consultant;
- ✓ Officers are still on target to report to Council in August 2025.

Council at its meeting on 29 January 2025 noted the following additional recommendations through the CEO's report and an update on this resolution is provided below for noting.

- *Notes the historical importance of the federal seat of Dunkley given its unique demography and large population;*
- *Notes that past Victorian and Australian leadership debates have occurred in Frankston / Dunkley, which reinforces the reality that this LGA is very much seen as the social and economic 'epicentre' of both Victoria and Australia;*
- *Notes when past Victorian and Australian leadership debates have occurred in Frankston / Dunkley, not only has this allowed a light to be shined on the issues affecting the municipality, but it has also allowed for increased advocacy opportunities to be pursued with the state and federal leaders;*
- *Therefore, the Chief Executive Officer (CEO) is instructed to have Council's Advocacy Team actively reach out to the federal political leaders and every broadcaster conducting leadership debates for the coming federal election, and offer the Frankston Arts Centre as a venue to host a federal leadership debate;*
- *Where there is interest, prepares a formal letter, from the Mayor, to be sent to federal political leaders and the broadcaster outlining Council's offer;*
- *In order to make the Frankston Arts Centre an enticing location to host a leadership debate, authorises the CEO to waive any venue hire fees; and*
- *Resolves the same approach is to occur for the Victorian State Election in 2026.*

Officers have noted the above recommendations and provide the following updates:

- ✓ As previous reported, the above actions, where applicable, were completed relating to the Federal Election matters.
- ✓ As previously reported, officers have noted that a similar approach be incorporated into Council's Advocacy campaign for the Victorian State Election

in 2026, further updates will now be provided through Council's Hot Topics and/or Advocacy reporting methods.

Council at its meeting on 23 April 2025 noted the following additional recommendations through the CEO's report and an update on this resolution is provided below for noting.

- *Notes the allocation of $100,000 in the Shade Sail Retrofit annual program Draft 2025/2026 Capital Works Budget, as resolved by Council on 17 February 2025 (CM03); and*
- *Endorses the allocation of Shade Sail Retrofit funding in 2025/2026 to the following playgrounds, in response to community need - Lindrum Reserve Playground and Monique Reserve Playground.*

Officers have noted the above recommendations and provide the following updates:

- ✓ Officers have allocated funding as per the above resolution.
- ✓ As outlined, funding for retrofitting shade sails to Lindrum Reserve Playground and Monique Reserve Playground has been allocated for 2025/2026 timelines.
- ✓ Noting the above, further updates will be provided through Capital Works reporting methods.

Financial Impact

Nil to report unless otherwise mentioned in the relevant attachments.

Consultation

1. External Stakeholders

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

2. Other Stakeholders

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

Analysis (Environmental / Economic / Social Implications)

It is paramount Council's business is open and transparent with activities relating to its operation and the CEO's office.

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

Nil to report unless otherwise mentioned in the relevant attachments.

Policy Impacts

Nil to report unless otherwise mentioned in the relevant attachments.

Gender Impact Assessments

12.2 Chief Executive Officer's Quarterly Report - April to June 2025

Executive Summary

Nil to report unless otherwise mentioned in the relevant attachments.

Officer's Declaration of Interests

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

Risk Mitigation

Nil to report unless otherwise mentioned in the relevant attachments.

Conclusion

The report be received.

ATTACHMENTS

Attachment A:⇩	Public Version - CEO's quarterly report for April to June 2025 period
Attachment B:	CEO's Quarterly report - April to June 2025 - Confidential version - **CONFIDENTIAL**
Attachment C:	Councillor Conduct Matters table as at June 2025 - **CONFIDENTIAL**

Public - Chief Executive Officer's Quarterly Report

Period reporting – April to June 2025 (public version)

I am pleased to present the Chief Executive Officer's Quarterly Report for the period ending on the 30 June 2025 (public version).

The information within this public document represents the period of time from 1 April to 30 June 2025 inclusive providing transparency and a more comprehensive overview of the organisation and its key activities.

Key topic areas include:

- People and Culture;
- Organisational Highlights *(now incorporating Key Projects updates & Imagine Frankston items incorporating any Destination Events, Arts & Library headings);*
- Fit for the Future *(formerly known as Fit for the Future);*
- Financial and Corporate Planning *(moved up in reporting order)*;
- Planning Progress;
- Accountability and Transparency;
- Key Meetings and Activities;
- Advocacy; and
- Audit and Risk.

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

Regards
Phil Cantillon
Chief Executive Officer

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

PEOPLE AND CULTURE

CEO resignation

During this period, Mr Phil Cantillon, Frankston City Council's CEO for nearly 6 years tendered his resignation. His last official day at Frankston City Council will be Friday 18 July 2025. An Interim CEO has been appointed, Mr Cam Arullanantham, who will perform the role until a permanent incumbent is appointed which may take up to 6 months to finalise.

Weekly communication

The CEO distributes an all-staff email every Monday providing advice on key achievements, sections thanking staff and well-done commentary, along with other news and items relating to Council briefings/meetings. The email is then uploaded onto Council's internal website portal called Frankly (previously known as Grapevine).

Work Ready Program

The Work Ready Program continues to equip individuals across the Frankston municipality with vital employability skills and real-world work experience to support meaningful career development. Now in its fifth year, the program offers a range of opportunities, including work experience placements for Year 9 and 10 students, practical student work placements, apprenticeships, traineeships, and school-based apprenticeships.

In the past quarter, the program has supported one traineeship in Capital Works, and one apprentice in Operations. Along with supporting 23 Student Placements and Work Experience students across various departments. These including Meals on Wheels, Mahogany Rise Child & Family Centre, City Futures, Horticulture, People and Culture, Customer Operations, Family Health Support Services, Coastal Planning and Policy, Capital Works, Building Infrastructure, Environmental Health, Information Management, Library Services, Arts, and City Futures. These placements provide valuable hands-on experience, helping students explore career pathways and develop essential workplace skills.

Leadership Development

Frankston City Council's Fit for the Future Kickstart Program is now at the halfway point, and we're proud of the progress being made by our emerging leaders.

Launched in February 2025, the program is designed to develop the skills, knowledge, and confidence of future leaders across the organisation. A key feature of this year's program is the introduction of mentoring, with participants actively engaging in one-on-one sessions supported by our experienced Managers and Coordinators. These mentoring relationships are providing valuable guidance, support, and real-world insight.

At this stage of the program, participants are deepening their capabilities in leading and managing change and innovating for the future – two critical focus areas as we continue to evolve as an organisation. We look forward to continuing this journey and sharing more updates as the program progresses.

''Your Voice, Your Workplace' Staff Engagement Pulse Survey 2025

Following the 2024 Engagement Survey, leadership teams and departments have continued to work toward the goals outlined in their Cultural Improvement Plans. The Executive Management Team has also identified key organisational culture priorities, and over the past year, a number of improvements have been implemented and communicated across the organisation. To check in on our progress, Council launched the 2025 Staff Engagement Pulse Survey in June for a two-week period. The survey focused on key areas such as workplace culture and employee engagement.

We're pleased to share that we reached a strong participation rate of 71%, demonstrating the commitment of staff to shaping our workplace culture. Survey results are currently being reviewed and will be shared with the organisation in August 2025.

ORGANISATIONAL HIGHLIGHTS

External Awards and Recognition

During this period, Council received a number of external awards including a Supporting Tennis – Local Government Category Award from Victorian Community Tennis, a World Habitat Award and Council's PARC facility received three awards at the Aquatic and Recreation Victoria awards, one for sustainability, one for facility of the year (large) and Pines Aquatic received an award for seasonal facility of the year.

Internal Awards

On Tuesday 27 May 2025, Council's Directorate Excellence Awards was held with over 100 nominations received across the four Directorates (held bi-annually next day booked 21 October 2025). Officers nominated their peers across Council. The day's ceremonies were held in the Frankston Arts Centre with cross over breaks to allow for two Directorates to network with each other, helping to build relationships and connections across Council.

Corporate donations and fundraising

At Council, staff can elect to donate an amount directly from their pay to the Frankston Community Support Fund with new staff provided information on this option during induction. Council's staff social club organised an Easter competition to raise funds for the Good Friday Appeal. The Office Professionals Network (OPN) organised a Biggest Morning Tea event raising over $1,000 towards the Cancer Council.

FIT FOR THE FUTURE

Capital Works updates

The 2024/25 Capital Works Program is concluding, delivering key infrastructure and vital services to the community. Council's current capital works budget has reduced in size from previous financial years as it pivots to the delivery of smaller scale projects in an increasingly financially constrained environment.

As of 7 July 2025, Council has delivered actual expenditure of $53.79M, with a forecast expenditure of $57.20M against the Adjusted Capital Works Budget of $62.98M; which equates to 90.8% delivery of the Annual Capital Works Program.

Lloyd Park Skate Park Redevelopment

The redevelopment of Lloyd Park was proposed by Frankston City Councillors through a Council motion to enhance the skate park by adding shelters, seating, and bins. This will ensure that individuals of all ages and abilities can access the skating facilities at Langwarrin Skate Park.

Construction is now underway on a second stage to provide additional skating features with more challenges and options for skaters. For those familiar with skating features include a beginner bowl, step-up ledge, bank entries, pole jam, hubba ledges, down rail, Manny pad, three additional quarter pipes, flat bank hip, blended mogul and flat bar.

Ms Jodie Belyea MP, Member for Dunkley and Cr Michael O'Reilly recently visited the site and were impressed with the progress so far. All are looking forward to the completed result in the coming months.

Frankston Arts Centre Forecourt Upgrade

Works are well underway at the Frankston Arts Centre, with the design starting to come to life and the new layout becoming more apparent as walls are installed and new paving areas being prepared. The team has been incredibly careful to minimise the disruption to the Arts Centre to ensure that business continues as usual and patrons enjoy the show.

Young Street Streetscape Works – Young Street Action Plan

Young Street beautification works have recently been enhanced with an additional 3,723 plants installed at several locations along the street. The plants were chosen to provide year-round colour and interest, and to complement the existing greenery in the central activity area.

A key feature is the roundabout at Playne Street and Young Street together with the traffic islands and kerb outstands. The palette of plants will provide colour and interest throughout the year. This will become apparent in spring when the plants further develop.

Other sections to be uplifted area the median outside the Arts Centre, outside the train station and along the bus interchange section. Council also uplifted the roundabout near Tasman Meats and planter boxes between Playne Street and Davey Street.

Kananook Commuter Car Park

Construction of the new $22 million multi-level Kananook Commuter Car Park to provide 325 car spaces for commuters of Kananook Railway Station and future users of Frankston Basketball Stadium was officially opened on Wednesday 21 May by Federal Member for Dunkley Jodie Belyea MP, State Member for Frankston Paul Edbrooke MP and Mayor Kris Bolam, JP.

Commuters across Frankston City and the Mornington Peninsula now have a safer and more convenient way to park and ride, a significant infrastructure project delivered through a partnership between Frankston City Council and the Australian Government.

For more information about the positive impact for commuters and the community visit: https://www.frankston.vic.gov.au/Council/News-and-media/Latest-News/Media-Release-2025/Kananook-Car-Park-opens-a-win-for-commuters-and-the-community

For project information visit https://www.frankston.vic.gov.au/Planning-and-Building/Major-City-Projects/Kananook-Commuter-Car-Park

Pictured from Left: Rob Savoia – Major Projects Program Manager, Cam Arullanantham Director Infrastructure & Operations, Vishal Gupta Manager Building Infrastructure, Wayne Holdsworth President FDBA, Phil Cantillon CEO, Deputy Mayor Cr Steffie Conroy, Cr Emily Green, Jodie Belyea MP, Mayor Kris Bolam, Paul Edbrooke MP, Cr Nathan Butler.

Seaford Child, Youth and Family Centre

The Seaford Child, Youth and Family Centre project is progressing well. All framing, windows, doors, roofing, and brickwork are now complete. Internal fit-out works are currently underway, with construction of the upgraded car park scheduled to begin in July 2025.

The new, purpose-built facility is replacing the existing Seaford Maternal and Child Health (MCH) and Kindergarten. The $6M project is jointly funded by the Victorian Government and Frankston City Council through the Building Blocks Partnership Agreement and is on track for completion by November 2025.

When complete, the upgraded centre will feature:

- Two kindergarten rooms for up to 66 sessional places;
- Two Maternal and Child Health (MCH) consultation rooms and one allied health consultation room;
- A youth hangout space with an outdoor breakout area;
- A community room suitable for playgroups and parent education programs;
- A large, shaded outdoor play area for kindergarten use;
- Upgraded off-street parking for improved access and safety.

For full project details visit https://www.frankston.vic.gov.au/Planning-and-Building/Major-City-Projects/Seaford-Child-Youth-Family-Centre-Upgrade-and-Expansion

Langwarrin Community Hub

Stage one of the Langwarrin Community Hub is now complete, and the Langwarrin Community Centre will move into their newly refurbished building in July. Stage two is underway, with bulk excavation and civil works finished, and concrete slab works now in progress.

This project will bring together key community services in one location, making things easier for local families. The existing centre is being expanded to include a new kindergarten and Maternal and Child Health (MCH) services to meet growing demand.

The $8.6M project is funded by the Victorian Government and Frankston City Council through the Building Blocks Partnership Agreement. The new centre is expected to open in early 2026.

Once complete, the upgraded hub will feature:

- Renovated Langwarrin Community Centre including Occasional Care.
- A new three-room kindergarten.
- Two Maternal and Child Health consultation rooms.
- Separate entrance for kindergarten and MCH services.
- Multipurpose and staff rooms.
- Improved amenities and storage.
- Additional car parking.

For project information visit https://www.frankston.vic.gov.au/Planning-and-Building/Major-City-Projects/Langwarrin-Community-Centre-and-Early-Years-Project

New Accessible Public Toilet Now Open - Council Civic Centre Chambers

Council is committed to providing accessible public toilets for everyone in our community and we are pleased to announce that a new accessible public toilet was completed in June, next to the Council Civic Centre Chambers.

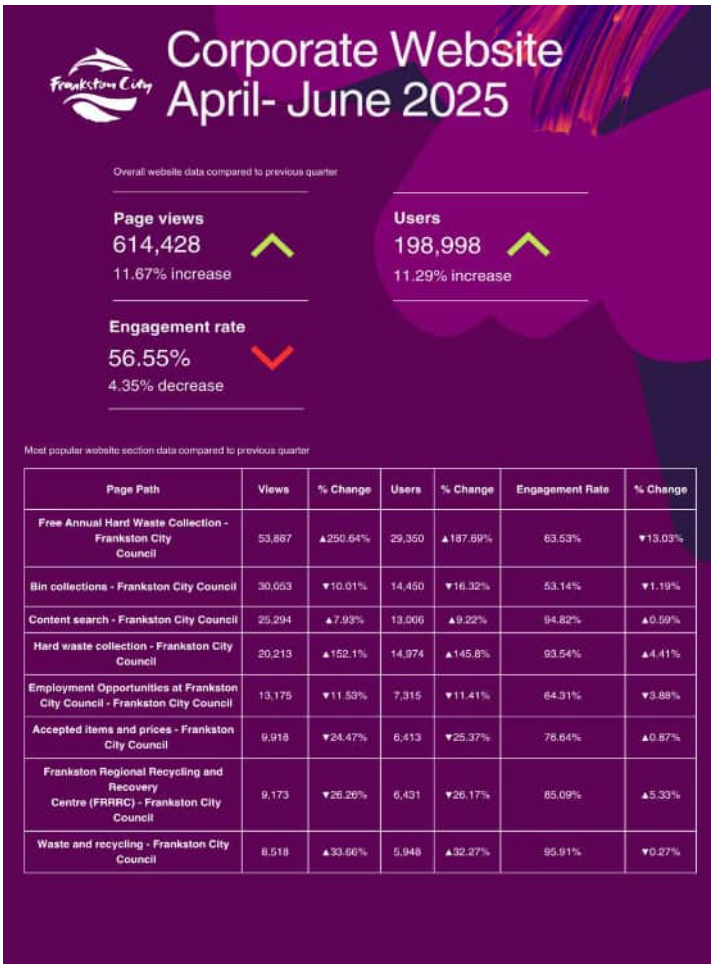
This $180K public toilet upgrade, including the wheelchair lift, supports Council's commitment to making our buildings DDA (Disability Discrimination Act) accessible for all members of our community.

Council's Websites

This quarter, the corporate website continued to perform strongly, with page views reaching 614,428, reflecting an 11.67% increase from the previous quarter. User numbers also grew by 11.29%, bringing the total to 198,998, demonstrating solid growth in reach and awareness. While the engagement rate recorded a modest dip to 56.55% (4.35% decrease), the increase in traffic signals a positive trend in visibility and user interest. This presents a valuable opportunity to refine content strategy and optimise user experience to drive deeper engagement in the next quarter.

Content data shows strong interest in the Free Annual Hard Waste Collection page, which saw a 250.64% increase in views. This growth is likely linked to seasonal demand and the success of recent campaigns and improvements to online forms for waste services.

Other service pages showed varied performance. The Bin Collections page recorded a 10.01% decline in views, while the Content Search and Hard Waste Collection pages delivered strong results, with view increases of 7.93% and 152.10%, alongside high engagement rates exceeding 93%. These insights highlight clear opportunities to strengthen content strategy. Prioritising high-traffic pages with lower engagement for potential refinement, and drawing on the success of well-performing pages, can help shape a more effective and user-focused digital experience over time.



Page Path	Views	% Change	Users	% Change	Engagement Rate	% Change
Free Annual Hard Waste Collection - Frankston City Council	53,887	▲250.64%	29,350	▲187.69%	63.53%	▼13.03%
Bin collections - Frankston City Council	30,053	▼10.01%	14,450	▼16.32%	53.14%	▼1.19%
Content search - Frankston City Council	25,294	▲7.93%	13,006	▲9.22%	94.82%	▲0.59%
Hard waste collection - Frankston City Council	20,213	▲152.1%	14,974	▲145.8%	93.54%	▲4.41%
Employment Opportunities at Frankston City Council - Frankston City Council	13,175	▼11.53%	7,315	▼11.41%	64.31%	▼3.88%
Accepted items and prices - Frankston City Council	9,918	▼24.47%	6,413	▼25.37%	76.64%	▲0.87%
Frankston Regional Recycling and Recovery Centre (FRRRC) - Frankston City Council	9,173	▼26.26%	6,431	▼26.17%	85.09%	▲5.33%
Waste and recycling - Frankston City Council	8,518	▲33.66%	5,948	▲32.27%	95.91%	▼0.27%

Transparency Hub updates

The Transparency Hub continues to evolve as a cornerstone of our open governance commitment. This quarter, we've focused on improving engagement, increasing visibility, and building out our future dataset pipeline.

- **New Community Feedback Form**
  A new form has been embedded on the Hub's landing page, allowing the community to suggest new datasets or provide feedback on existing ones — ensuring the platform remains responsive to community needs.
- **Communications Plan in Development**
  Work is underway on a dedicated communications plan to raise awareness and encourage engagement. This includes:
  - A short promotional video.
  - Targeted social media content.
  - Messaging to support ongoing community feedback.
- **New Story Page Released**
  A new interactive story page showcasing Library Data is now live, providing the community with insights into usage trends and service reach in an engaging visual format.
- **Upcoming Dataset Pipeline**
  Development is progressing on several new datasets to be added to the Hub, including:
  - Sensor data.
  - Building activity.
  - Tree canopy and planting.
  - Graffiti reporting and removal.
- **Innovation Recognition**
  We have submitted the Transparency Hub project for consideration in the Innovation category at the World Smart City Forum, recognising its low-cost delivery model, scalability, and impact on community transparency.

Pathway enhancements

Our digitisation efforts continue to drive strong engagement, with 97,000 ePathway clicks (up 20%) and 637,834 form submissions (up 3%) recorded so far in FY 2024/25. Online application submissions have also increased by 5% year to date. These results reflect the practical benefits of our digital services — including faster processing times, reduced administrative overhead, and more consistent service delivery for residents.

Adoption metrics indicate growing community confidence in digital channels, with sustained high interaction levels. Ongoing investment and resourcing continue to support this upward trend.

Key enhancements supporting this growth include the digitisation of forms across a range of service areas — including Statutory Planning, Building, Health, and Social and Planning Policy. Additional improvements currently in progress include:

- Implementation of a new digital triage system for complaints.
- Development of a new refund process in Statutory Planning, designed for use across all departments in Pathway.
- Workflow automation and process redesign.

- Rollout of updated Council branding across digital platforms.
- Enhanced operational and strategic reporting.

These initiatives represent the next phase of our transformation program, focused on improving user experience, service efficiency, and data-driven decision-making.

Customer Experience

The Voice of Customer program continues to offer valuable insights into customer sentiment and helps to identify pain points in real-time.

Customer Experience (CX) scores from our current Rate It program have remained relatively stable, showing a slight decrease from 8.8 to 8.3 over the past quarter. We are actively reviewing strategies to enhance the reach of the Rate It program. This includes integrating survey links into completed live chats and sending close-the-loop emails for high-demand request types.

This approach will enhance our ability to implement a comprehensive Voice of Customer program across the organization. Throughout the upcoming quarter July-Sept, we will work on developing a Voice of Customer framework in collaboration with various customer-facing departments across the Council, including Libraries, Arts Centre, Events, Family Health, and Community Engagement. The Voice of Customer initiative will serve as a central hub for monitoring customer sentiment, helping us mitigate risks, increase customer-centricity, and support further service enhancements based on community feedback.

Council is actively exploring the use of Artificial Intelligence (AI) to enhance our customer experience, boost operational efficiency, and strengthen our financial sustainability. A key initiative in this exploration is Halsey, our pioneering AI chatbot. Halsey streamlines the venue booking experience for our community, helping customers understand the booking process, answering questions about various venues, and expertly guiding them to the perfect space for their needs. This AI solution supports the new Frankston City Council venue bookings and enquiries system. Furthermore, we're currently working to uplift our existing live chat experience on the Frankston website, leveraging AI to provide even more responsive and helpful support while freeing up our staff from simple enquiries so they can focus on complex queries.

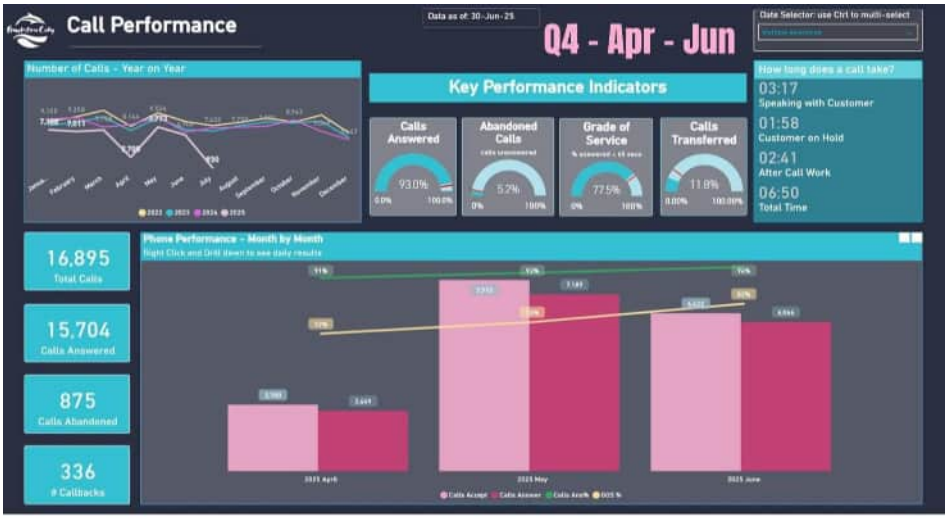
Imagine Frankston

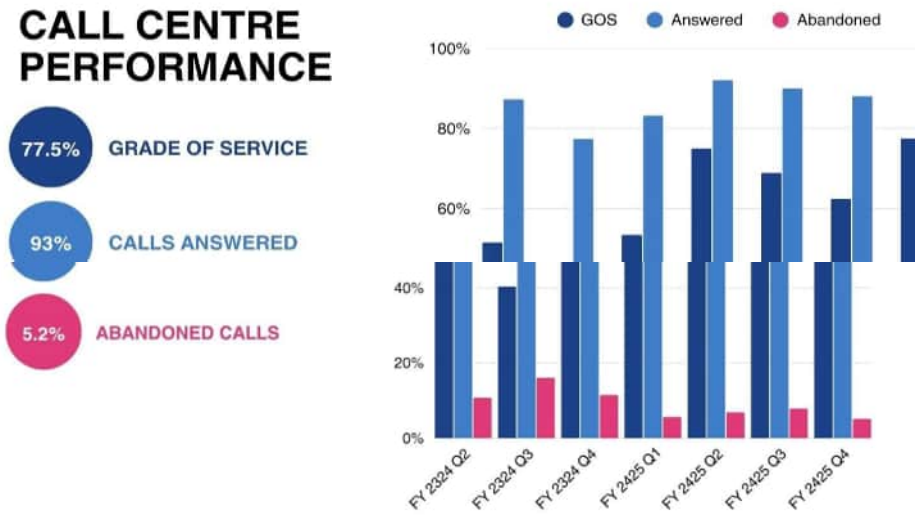
Imagine Frankston Facebook and Instagram followers grew by 6,171 in the fourth quarter, with content reaching 1,656,704 people. Audience engagement continues to be driven by events, as well as content that surprises, delights or educates our followers, such as new business openings and developments, unexpected experiences such as whale sightings, and themed blogs including Mother’s Day and school holiday guides.

Council’s Corporate Customer Service Update

From quarter three to the last quarter, the call centre’s Grade of Service (GOS) improved by 24% to 77.5%. These results contribute to an ongoing trend of improvement compared to the same period last year, with a 45% increase in performance for the phone channel.

Additionally, the total length of interactions decreased from 7:19 minutes in the previous quarter to 6:50 minutes in Q4. This trend aligns with the top call reasons for the quarter, which were more transactional in nature. These factors have contributed to the positive increase in GOS. Looking at the rolling 4 quarters, we've seen significant growth and improvement overall, improving on previous year results each month. This ongoing improvement has positively impacted our ability to provide customers with a reliable and consistent service experience.





Why do our customers call? TOP 10 Reasons as tagged in Mitel.

Click on any topic to see specific statistics. The percentage is that topic's share of the top 10.

Topic	# Calls	% of that topic in the top 10
Planning & Env	1,533	17%
Waste	1,349	15%
HW Annual	1,050	12%
Animals	998	11%
Facilities	727	8%
Rates Pay Query	702	8%
Compliance Gnrl	696	8%
FRRRC	691	8%
Rates LIC Enq	669	7%
Engineering	596	7%

What calls take the most time? TOP 10 Longest calls

Topic	# of Calls	AVE TotalTime
Graffiti	28	12:43
Rates St No Enq	6	11:55
Cap Wrks Project	36	11:31
Rates Valuation	22	10:25
MCH/Immun	7	10:11
Operations	489	09:56
Leases & Tndrs	8	09:55
Trees	374	09:10
Health	248	08:52
Compliance Gnrl	696	08:45

Call trends and Opportunities

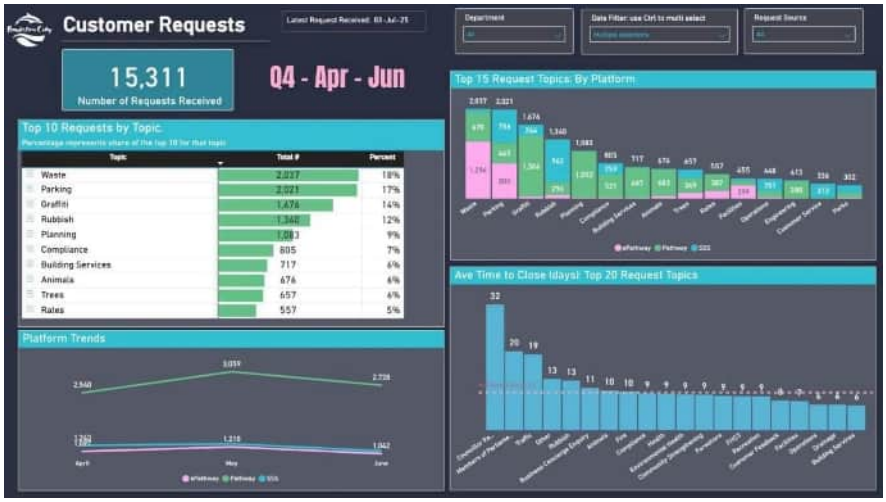
During the fourth quarter, Rates and Planning & Environment were the dominant call categories, accounting for 38% and 19% respectively of the top 10 call types. Together, these two areas made up 30% of all calls answered by the Customer Service Team. Of note, to provide further insight into Rates calls we increased the wrap codes available to select, from four to thirteen options. This provides the opportunity for more detailed insight into call trends however does limit the holistic view of Rates calls in in our data.

Of our rates calls this quarter, the highest call type with 23% of rates calls was for a payment enquiry with an average interaction time of 6:16. The next highest rates call at 21% of all rates calls was an LIC enquiry with an average interaction time of 3:24, these calls must always be transferred to the Rates team. Considering call volumes and length of call, calls concerning Operations are the majority of our longest calls. This trend is related to some significant storm and weather events driving contacts into the centre.

Requests Logged

Over the quarter, a total of 15,311 service requests were logged, submitted either by officers, through the website, or via Snap Send Solve. Interestingly, Snap Send Solve usage continues to be higher than the website, this quarter 8% higher vs last quarter which was 22% higher.

What stands out, however, is the distinct nature of queries submitted through these channels. Snap Send Solve remains the primary channel for reporting public space-related issues, such as parking complaints, dumped rubbish, trees over footpaths and graffiti. In contrast, the website was mostly used for property-related requests, such as waste services and bin orders. This differentiation highlights the tailored use of each channel based on the type of service need.



Data - Customer Requests

When the community request information from the council, the demand is measured in two ways.

- Via our customer service channels (aka "Customer Requests"); or
- Written correspondence -emails and paper-based letters (aka "ReM Requests").

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

At the end of Q4, Council had 1,864 requests still open, which is on par with Q3 (1,859) despite receiving 16% more requests over the past 12 months (compared to last year).

The average number of days a request stays open was 82*. Information about open requests is widely available as part of the Customer Experience (CX) PowerBI Reporting. Council aims to close requests within 10 days and the average number of days to close this financial year was 10*. At the end of last financial year, average days to close for the entire period was 29*.

** Figures are rounded to the nearest whole number in the next graph.*

ReM Requests

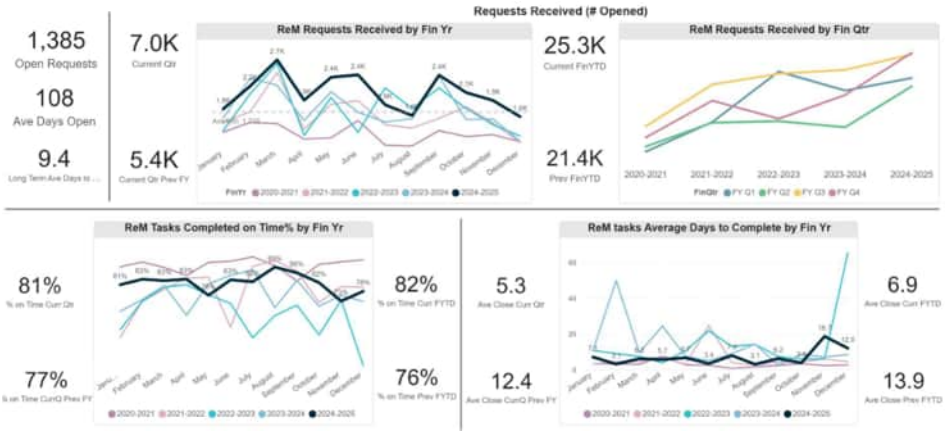
Around 40% of ReM requests get actioned in Pathway and are counted in the above Customer Request figures) Council received 7,006 pieces of correspondence in Q4 which is a 30% increase from the same time last year (5,370). Council closed 6,136 requests, 15% above the same time last year (5,336) but slightly below Q3 (6,460).

At the end of Q4, there were 1,385 open ReM requests, up 6% from 1,312 in Q3. Internal communication about timely closure occurs monthly as part of a more widely available Customer Experience Report.

Council aims to respond to correspondence within 10 days - we met that benchmark in Q4 80% of the time (82% for Q3).

The average number of days to respond to correspondence stayed constant at 5* days for this reporting period which is a decrease of 58% compared to last year (12* days)

** Figures are rounded to the nearest whole number in the next graph.*



Social and media engagement - Frankston City Community

This quarter the media and social presence focused on the conclusion of the Frankston City First Advocacy campaign and the outcome of the Federal election. For the campaign there was a lot of content created and shared regarding projects such as the Bruce Park Pavilion and the Nepean Why redevelopment – which both received funding from the Labor Government.

The quarter also saw a focus on the Council Budget 2025/26 and proposed community benefits, including the Local Support Package and Differential Rate – there was extensive social and media outreach on these topics which gained stakeholder and community buy in. The Council Plan 25 – 29 was also communicated with a key focus on the community engagement that had taken place to drive the content of the plan.

Other topics of interest included a Channel 9 feature on the Community Connectors, which also had a number of socials posts during the quarter, and funding announcements in the State Government budget, including an announcement for Frankston Park/Kinetic Stadium and changeroom facilities.

There has also been a lot of social media about the recent event season which continues, including supporting the Carlsberg Beach Club, Waterfront Festival, and the Street Art Festival.

Strategic communications have also managed issues that have arisen in the media which have had a lot of community interest. This includes Frankston South Seawall matter and a hairdressing business in Carrum Downs.

City Positioning and branding

May 2025 was the one-year anniversary of Council's City Positioning brand Imagine Frankston, and a prime opportunity to remind the business/investment/development/community audiences of some key milestones in Frankston City's evolution. This includes the endorsed FMAC Structure Plan / Planning Scheme Amendment, record Federal funding, Council's plans for a revitalised Nepean Boulevard and the redevelopments of the Frankston Hospital, Chisholm TAFE, two commuter car parks and a number of private housing developments.

Developer attraction: Private development was a key highlight this quarter, with Imagine Frankston repeatedly highlighting around half a dozen housing projects at various stages of the planning process. Imagine Frankston positioned the sod turn of Harbour Frankston as Frankston being open for business - with high local demand, evidenced return-on-investment, and further market opportunities - reaching in excess of 300,000 people on social media, including 30,000 real estate, construction and development industry stakeholders on Imagine Frankston's LinkedIn.

Business attraction: The announcement and creative social media profiling of new business openings continue to generate huge online engagement and reach amongst local and metro audiences. Development at Compass Business Park (the former Nylex site) generated enormous discussion amongst over 300,000 people (most notably amongst 87% non-followers) regarding types of investment attraction.

Visitor attraction: The introduction of Tik Tok has disseminated positive city positioning amongst a new consumer audience. Posts have reached up to 150,000 non-residents in this quarter. New street art murals and various events (Sand Sculpting, Party In The Park, Southside Festival) continue to be key drivers of visitor attraction. There is also interest in lifestyle positioning videos about Frankston's nature reserves, waterfront, play spaces, shopping, hospitality and all-round liveability, with one Facebook post exceeding 700,000 views.

Community Engagement

With the Council and Wellbeing Plan 25-29 and Budget 25/26 now endorsed, the extensive engagement actions undertaken over the last 18 months is now complete and details reported back to the community. Noted as a hugely successful piece of work with community involvement shaping the whole piece of work, including the final stage when the Council and Wellbeing Plan was finally exhibited in draft during May 2025.

Other projects that involved community engagement throughout April-June 2025 included:

- Council Expenses Policy – engagement occurred throughout May to June, with the revised policy endorsed at the 23 June 2025 Council Meeting.
- Road Management Plan – engagement occurred throughout late April-late May, with the amended Road Management Plan endorsed at the 23 June 2025 Council Meeting.
- Community Engagement Framework – engagement commenced in May 2025 to understand our community's engagement priorities and needs. A draft new framework is expected to be presented to Council in September 2025.
- Complaints Policy – engagement commenced in late March through to late April, with the revised policy endorsed at the 12 May 2025 Council Meeting.

Planning is also well underway for high-interest community engagement projects including Domestic Animal Management and Flood Mapping and Coastal Hazards amongst many kindergarten, play space and road upgrade projects.

Fit for the Future Program Efficiencies

In the last quarter, Council has continued to make strong progress across the Fit for the Future transformation program, with several key projects delivered ahead of schedule and on track to deliver their intended benefits. This three-year program is designed to ensure Council remains responsive to our community's evolving needs. It focuses on four key priorities:

- Optimising services.
- Improving customer experience.
- Leveraging information and technology.
- Enhancing culture and capability.

Each project within the program is designed to deliver tangible outcomes, including improved customer experience, smarter use of resources, more efficient processes, and better value for money.

Quarter 4 Highlights
Community Venue Booking Portal, Council has launched a new, centralised online platform to make it easier to find and book community venues. The site brings together 75 venues, including both Council-managed and externally managed spaces. Key features include:

- Smart search filters (e.g. venue capacity, kitchen or AV availability).
- Detailed listings with photos, maps, and hire information.
- Online booking requests for Council venues.
- Contact details for externally managed venues.

To support users, Council also launched **Hallsey**, a virtual assistant that provides real-time support and helps guide users through the booking process.

Online Services Enhancements
- Upgraded the online transaction portal to improve the customer experience.
- Introduced digital enhancements to Council's customer request system (Pathway), making it easier to report and track issues.

Service and Operational Reviews
- Completed recommendation for a new operating model for the Visitor Information Centre.
- Completed a fleet review, focusing on the use of private vehicles across Council.

These initiatives are just some of the ways Council is delivering on its commitment to smarter services, improved customer experience, and long-term sustainability for the Frankston Community.

Financial efficiencies being delivered
The F4F program continues to deliver strong outcomes for our community, with substantial financial efficiencies achieved in Quarter 4. By completing a number of key initiatives, we've reduced costs, streamlined operations, and created better experiences for customers and staff alike.

- $432,000 in confirmed efficiencies have been incorporated into the 2024–25 Budget through the IT Rationalisation Project, which has modernised and consolidated key systems across Council.
- Looking ahead, we've already secured a further $766,859 in financial benefits for the 2025–26 Budget by delivering a range of forward-thinking projects.

FINANCIAL AND INTEGRATED PLANNING

Financial and Integrated Planning update

The Council and Wellbeing Plan 2025-2029, The Annual Budget 2025-2026 and the Revenue and Rating Plan 2025-2029 were all adopted by Council on 23 June 2025. The Council and Wellbeing Plan establishes the strategic direction for the Council over the next 4 years. The budget has an important focus on providing practical support for our community during ongoing cost-of-living pressures while delivering the vital infrastructure to support our cities growth. Reflecting this is a notable $1.7 million Local Support Package that encapsulates a diverse range of targeted initiatives to ease the financial burden for many residents, community groups and businesses. Council is also investing $72.9 million in new and upgraded community infrastructure and facilities through its 2025/26 Capital Works Program. This includes the landmark $60 million redevelopment of Frankston Stadium for basketball and gymnastics — Council's largest infrastructure project to date — which was approved for construction earlier this year, with works set to commence in the coming months. The Revenue and Rating Plan includes a new differential rate of 300% on vacant land in the FMAC zone and along Nepean Highway to discourage land-banking and promote development.

PLANNING PROGRESS

Statutory Planning data update – Quarter 4 (Q4) (2024-25)

Statutory planning on-time delivery for Q4 at 78 percent was above the target of 70 percent. Outstanding application volumes are within the target range (200-300), with 297 undecided planning permits, amendment to planning permits, and plan approval applications currently with Council.

The on-time delivery data is illustrated in the charts below (calendar year) as well as the volume of applications received per month over the last four years.

This demonstrates the consistent volume of applications received each month, noting that the lodgement volume includes new permit and amendment applications and other consent types, but is still not reflective of all work undertaken in the processing of planning permit applications.

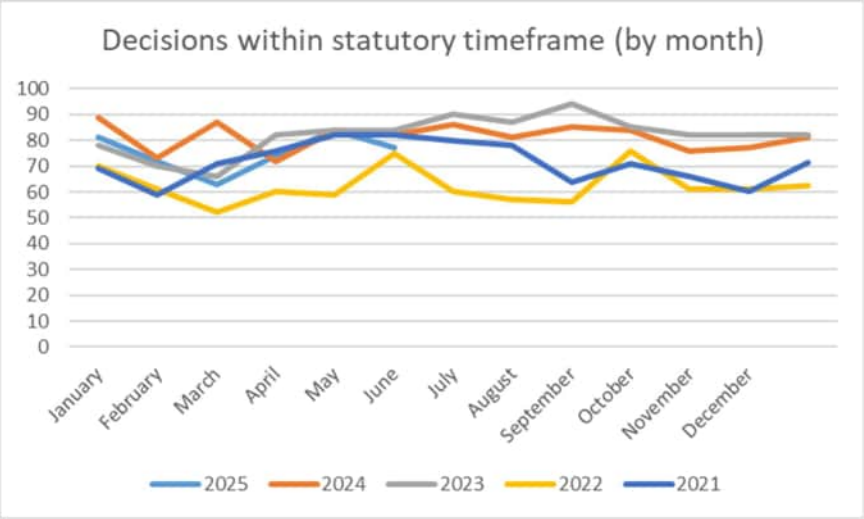
So far, lodgements during 2025 have been lower than average 2024 volumes.

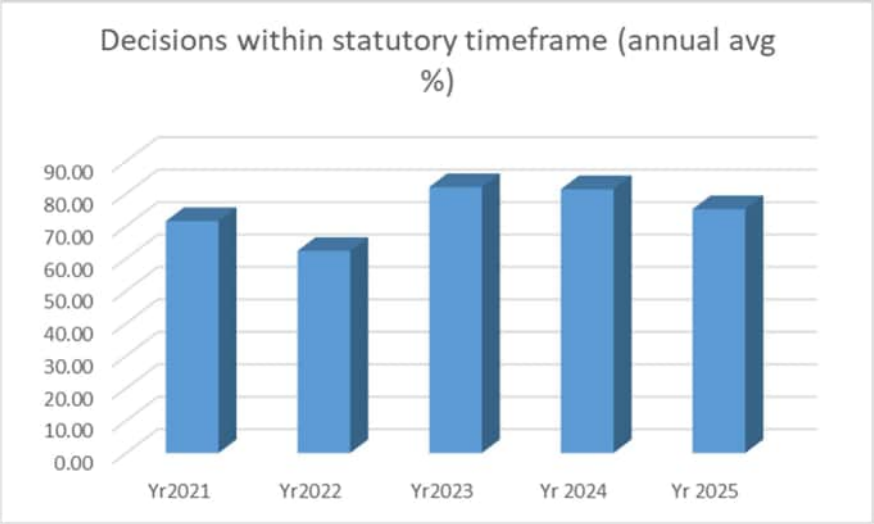
A summary of developer financial contributions received within the quarter is also detailed below.

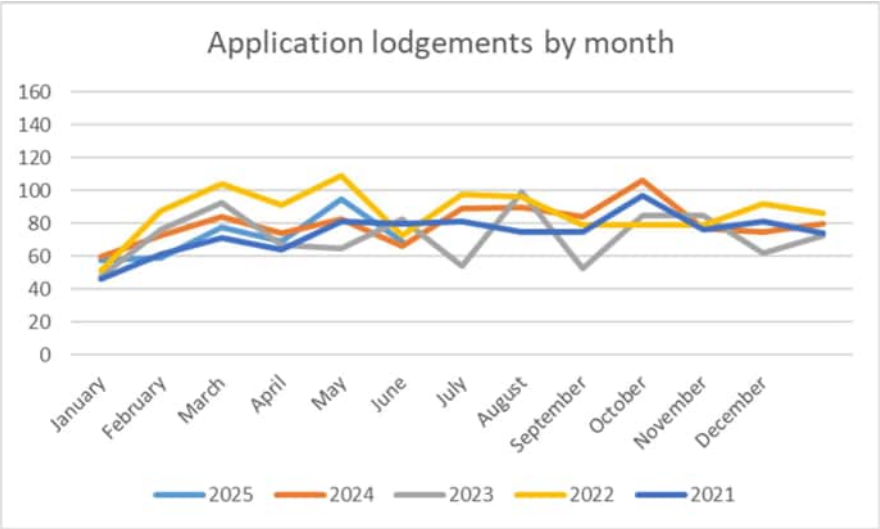
It should be noted the data for Q4 was calculated manually as the State Government Planning Permit Activity Reporting System (PPARS) does not publish the monthly or quarterly data until the middle of the following month or later. There may be a minor discrepancy with the manually calculated on-time delivery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

Work continued to progress on implementation of new 'workflow' processes which will improve the functionality of Council's application processing software and allow for efficient tracking of applications and reporting of live data and application statuses.

Developer Financial Contributions- Quarter 4 (2024-25)	
Contribution Type	Total Amount Received
Open Space Contributions	$172.500
Car Parking Financial Contributions (cash-in-lieu)	$0




Decisions within statutory timeframe (annual avg %)
90.00
80.00
70.00
60.00
50.00
40.00
30.00
20.00
10.00
0.00
Yr2021
Yr2022
Yr2023
Yr 2024
Yr 2025


Application lodgements by month
160
140
120
100
80
60
40
20
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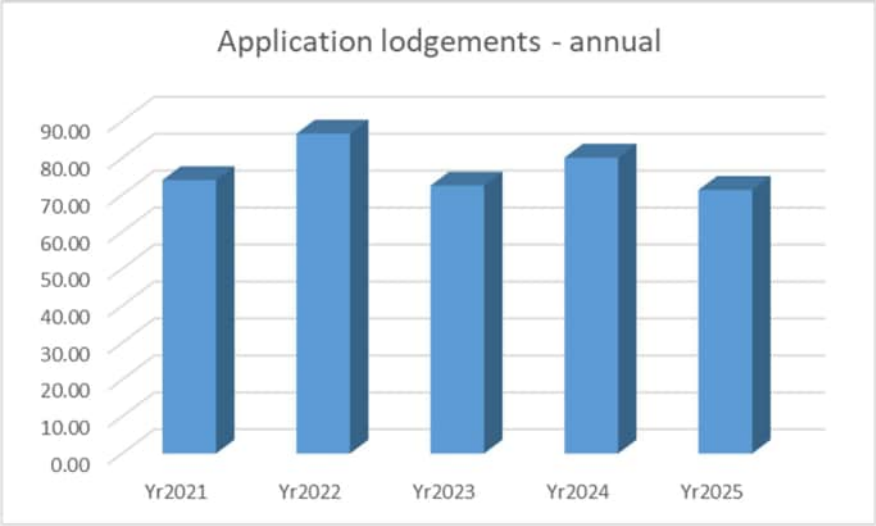
January
February
March
April
May
June
July
August
September
October
November
December
2025
2024
2023
2022
2021


Application lodgements - annual
90.00
80.00
70.00
60.00
50.00
40.00
30.00
20.00
10.00
0.00
Yr2021
Yr2022
Yr2023
Yr2024
Yr2025

Environmental Health update- Food Business Inspection and Enforcement Outcomes Quarter 4 (Q4) (2024-25)

Food business inspection and enforcement outcomes for Q4 are summarised in the tables below, with 250 inspections undertaken in the quarter at a compliance rate of 88 percent, consistent with Q3. This (250 inspections) equates 27.7 percent of statutory food inspections and assessments undertaken within quarter. Also, 100 percent of critical and major follow-ups were completed, with five Food Act Orders and Directions issued and two infringement notices issued.

Environmental Health

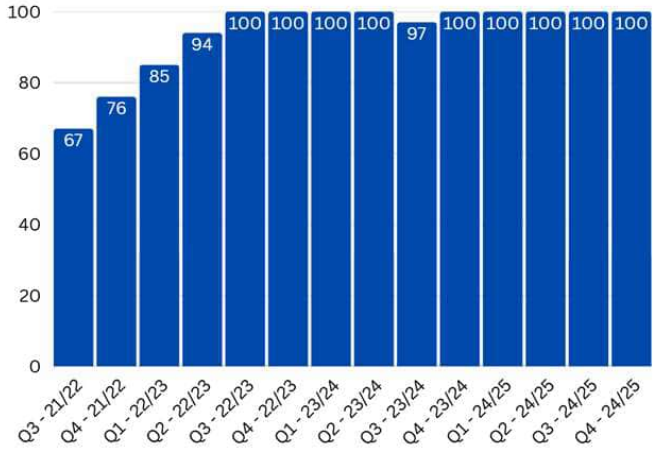
QUARTERLY FOOD SAFETY OUTCOMES

27.7%
statutory food inspections & assessments completed in Q4

250
statutory food inspections & assessments completed in Q4
(166 in Q3)

88%
compliance rate at statutory inspections & assessments
(88% in Q3)

Percentage of all Critical and Major non-compliances followed up



Our Environmental Health Officers are committed to protecting the community through a proactive, risk-based approach to food safety. Their professionalism ensures high standards are maintained across all food businesses in Frankston City.

Environmental Health

QUARTERLY FOOD SAFETY OUTCOMES

Food Business Inspection and Enforcement Outcomes

Measures	Monthly			Quarterly	
	APR	MAY	JUN	QTR 4	QTR 3
Critical and major non-compliance notifications – % follow up rate	-	-	-	100%	100%
Compliant statutory food premises inspections	64	94	61	219	145
Non-compliant statutory food premises inspections	13	9	9	31	21
Food Enforcement - Food Act Orders & Directions Issued	3	1	1	5	6
Food Enforcement - Penalty Infringement Notices Issued	2	0	0	2	15

City Futures Department update

The following Policy and Strategy Development work occurred from April to June 2025:

- Amendment C148fran – Frankston City Industrial Strategy and Design Guidelines: A Panel Hearing was held on 14 April 2025 to consider submissions to Amendment C148fran. On 7 May 2025, Council received the Panel Report, which recommended that the amendment be adopted as exhibited, subject to three changes. The report was published on Council's website and distributed to all Panel Hearing parties and submitters on 21 May 2025. Council will consider the Panel's recommendations in Quarter 1.
- Amendment C156fran – Environmental (Biodiversity Policy) Update: Council submitted its response to Planning Panels Victoria on 15 May 2025 for an 'on the papers' hearing. The Panel Report was received on 17 June 2025 and will inform the next steps for implementation of the updated local biodiversity planning policy.

- Amendment C165fran – Corrections Amendment: A Councillor memo was issued on 15 May 2025 outlining the submissions received during exhibition and advising that a Council resolution was needed to request a Panel. On 2 June 2025, Council considered the submissions and resolved to request that the Minister for Planning appoint an independent Panel to assess them. A Directions Hearing was held online on 30 June 2025, with Council as the sole submitter.
- An internal workshop was held on 11 June 2025 to explore design options for the draft Kananook Masterplan. The Masterplan is a key implementation action of the Frankston City Industrial Strategy and will guide future land use and public realm improvements in the precinct.
- A new draft Business Grants Policy has been developed to ensure the program is delivered consistently, fairly, and transparently. The policy sets out the principles, decision-making processes, stakeholder responsibilities, and reporting requirements that will guide administration of the program. It aims to build community trust through a clear commitment to integrity and sound governance. Community engagement will be undertaken, with further updates to be provided to Councillors in the next quarter.
- A feasibility study for a mobile food van at Carrum Downs Recreation Reserve was completed, followed by an Expression of Interest procurement process in June. Submissions will be assessed by an internal panel in July, with a licence agreement to be offered to the successful applicant through to June 2026, aligning with Council's broader program and licence timelines.
- The Frankston City Coastal and Marine Management Plan 2024–2034 was approved under Section 61(2) of the Marine and Coastal Act 2018 by the Secretary of DEECA, on behalf of the Minister for Environment. The Plan was gazetted on 22 May 2025.
- Technical input was provided to a Deakin University study tracking three breeding pairs of Powerful Owls within the municipality. The project highlighted the need for habitat connectivity, and suitability modelling was completed for Frankston. This data will inform the Environmental Significance Overlay Amendment and the Fauna Connectivity Plan. A collaborative, cross-council approach was supported to improve regional conservation outcomes.
- Coastal Resilience Project: Stage 2 has been finalised, with the Foreshore Advisory Committee endorsing the long-term adaptation vision:

  A Coast for All – Frankston City's coast is a resilient, inclusive space where natural, cultural and community values are preserved and enhanced through sustainable, evidence-based practices, ensuring future generations can live, work and play in a vibrant coastal environment through 2100 and beyond.

- Stage 3, focused on coastal hazard exposure, is nearing completion. A regional stakeholder workshop with DEECA, Melbourne Water, and neighbouring councils was held on 23 June 2025 to coordinate hazard communication and mapping. Stage 4 – risk and vulnerability assessment – has commenced, and the cultural values component from the Bunurong Land Council has been received.

- Council secured funding under the 2024–25 Coastal Public Access Risk (CPAR) Grant Program. A funding agreement with DEECA has been signed, with delivery due by May 2026. An internal project group will meet in late June to commence the RFQ process for consultant engagement. The project will deliver a risk-based assessment and prioritisation framework for public access and dune protection along the Seaford and Long Island foreshores, supporting safer access while improving dune resilience.
- A site inspection of habitat boxes installed at Ballam Park and Lindrum Reserve (as part of Council's capital works program) found that 7 of 8 boxes were occupied by a total of 11 possums (ringtail and brushtail). One microbat box was unoccupied. All boxes were in good condition, with no pest activity or structural issues.
- Cultural Awareness Training was delivered by Jillian West on 11 June to 17 participants including environmental volunteers and staff. Feedback from attendees was unanimously positive, with all rating the session 5 out of 5. The training, delivered with catering from Djambana, is an action within Council's Reconciliation Action Plan.
- Expressions of Interest for vacant positions on the Foreshore Advisory Committee were advertised. Interviews were conducted and four new members have been appointed.
- An application has been submitted to the State Government's Community Energy Upgrades Fund (Round 2) to support the electrification of the Frankston Arts Centre, Frankston Library and PARC. The project aims to replace end-of-life gas equipment with energy-efficient electric alternatives powered by renewable energy.
- Council completed another year of bulk street lighting upgrades, replacing 1,230 additional lights with energy-efficient LEDs. Since 2021, more than 8,680 streetlights have been upgraded across the municipality.
- The Frankston Play Strategy 2021 has won two awards at the 2025 Australian Institute of Landscape Architects (AILA) Victoria Landscape Architecture Awards including the Landscape Planning Award and the Shadesmart Award. The jury acknowledged how the Strategy "tackles key issues around perceptions of safety, accessibility, inclusion and inequity in play. It moves away from conventional methods of 'playground upgrades' to a place-based approach that integrates broader landscapes and inclusive play experiences. The result has already delivered numerous new quality play spaces for the Frankston community, with more committed from the Victorian Government."
- Key elements of the Nepean Boulevard project which are in progress or complete to June 2025 include:
    - Urban Design continues to collaborate with Engineering Strategy and the Department of Transport and Planning to develop a strategic transport improvement plan identifying FMAC transport network changes needed to support the Nepean Boulevard outcomes. This work, aligned with the master plan, is key to delivering road functionality upgrades.

- Urban Design is currently assisting in the process of compiling key information from our strategic documents to inform allocation of the funding. This will also guide project prioritisation and any further community engagement.

- The FMAC Urban Design Guidelines are progressing, this work will reinforce Councils commitment to supporting high quality, exemplary development and guide how medium and high-rise development integrates with street level and frames the public realm. The guide's intent is to use illustrations and images to visually communicate the desired outcomes and requirements for the FMAC. The intent is to provide easy to use graphic illustrations to support Frankston City Council and developers in providing certainty in design approach.
- National Australian Built Environment Rating System (NABERS) training was coordinated by Council's ESD Officer with 11 officers in attendance from across three departments. NABERS has potential to assist with measuring the operational environmental performance of Council buildings.
- Council's ESD Officer has been working with the Council Alliance for a Sustainable Built Environment (CASBE) and commenced development of an 'Elevating ESD Targets' case study of Woodleigh School.
- Work progressed for the Banyan Reserve Play and Pump Track with community engagement complete in June 2025. The Victorian Government has committed $1.5 million in funding for this initiative, with Council contributing $380,000. An engagement summary report is being finalised, along with a revised concept design that incorporates community feedback where appropriate. Officers are currently working with the State Government to secure a funding application, with the aim of executing the funding agreement by August 2025. Urban Design officers are also currently seeking Melbourne Water's in-principle support, conditional upon meeting all detailed development requirements.

The following Programs and Events delivered:

- The Social Policy & Planning team hosted an online training session on 17 June for professional stakeholders on the .id Housing Monitor to how to use the free Housing Monitor tool to access local housing data. The training also covered data latest housing trends and needs in Frankston City, including housing affordability.
- The Frankston City Indigenous Nursery's Annual Open Day was held on April 5th. It was a highly successful event with well over 250 attendees and an astounding (almost) 3,000 plants sold! The day featured a well-attended talk by renowned landscape architect Philip Johnson, who shared insights on sustainable design and the importance of using native plants. Attendees enjoyed plant sales and giveaways, nursery and propagation tours, and a classic sausage sizzle. Local environmental groups, wildlife carers, and educators engaged with the community, sharing knowledge about Frankston's natural reserves, local wildlife, and volunteer opportunities.
- Party in the Park was a great event on 13 April 2025. The EPP team had a marquee with Environmental educators ' Living with wildlife' and the Frankston indigenous nursery team. There with a constant stream of visitors throughout the day. Attendees enjoyed hands-on education about habitat boxes and plant propagation, while also picking up free trees to support local biodiversity.

- The Autumn School Holiday Rangers program was held on 16 April 2025, three sessions were held at Sweetwater Creek to learn about our native flora and fauna, the value of biodiversity conservation.
- 11 gardens were visited as part of the Gardens for Wildlife program
- The Economic Development team delivered the first 'Better Business with FCC' Event on 15 May 2025 at Biersal Brewery in Seaford. This free event for local businesses attracted 64 local business attendees and included Economic Development Officers presenting an overview of the range of business supports provided to local businesses by Frankston City Council as well as key economic highlights, showcasing why Frankston City is a great place to do business. The Frankston Business Collective also provided an overview of its membership benefits and four successful local business owners: Net Focus IT; Madame Tiger; Plumbed Retail; and Skatehouse all provided an overview of their journey to success with the support of Frankston City Council.
- Frankston City Council's first Builders & Trades Conference was delivered in April. More than 55 business owners in the construction industry attended, which was developed to help support and empower businesses from our largest industry sector. The successful all-day event featured an interview with Keith Schleiger - best known as The Blockinator from Nine Network's hit show *The Block* - two Q&A's and three informative sessions from Building Profit by Strategics' Terence Toh.
- Two business workshops were delivered to 81 participants this quarter to support business operators. This included delivery of 'Launch or Grow Your Small Business' and 'Creative Email Marketing'.
- Council's Business Mentoring program offers two free 1-hour support session with experienced business operators across a range of sectors. This quarter, twenty-five participants received business mentoring support.
- Council's Business Concierge program provides assistance to aspiring, new and existing business operators to navigate through Council processes. The Business Concierge program responded to 103 requests this quarter. The majority of requests were related to Food Services, Retail and Other. Most requests were from businesses located in Frankston, with the majority in commercial locations (48) followed by home-based businesses (38).
- Officers continue to support the activation of empty shops in the FMAC area, including continued support of the delivery of the Young Street Action Plan *Action 1.2 Council to fund improvements of business frontages along Young Street.* Recommendations have been approved for Council funded shop frontage improvements as well as two pressure wash commercial properties on Young Street, Frankston.
- Council's Investment Attraction program made outreach cold approaches to 74 unique potential business operators and responded to 51 unique inquiries and referrals this quarter. 16 businesses were provided with research, solutions and investment opportunities for consideration that matched their unique needs.
- Two Secondary School Career Insights Q&A sessions were delivered this quarter at Elisabeth Murdoch College and Flinders Christian College. Business Management students were given the opportunity to ask local business owners questions about managing a successful business, business challenges and more.
- Council's local 'Frankston Business Directory' continues to grow with 388 local businesses included at the end of the quarter.

- A 'Welcome' to Frankston City email was sent to 30 newly registered businesses this quarter. The 'Welcome' email outlines the various Council supports on offer to them and provides links to further information and contact details.

- Council's Economic Development team delivers a range of supports for local businesses throughout the year. The images below show the number of key supports delivered each quarter July 2024 - June 2025.

Frankston Business Collective (FBC)

Updates on FBC are now provided through a specific quarterly report to Council. Earlier this year, Council noted FBC's KPIs and key highlights. This item will no longer be reported in the CEO's quarterly report.

ACCOUNTABILITY AND TRANSPARENCY

Councillor Professional Development Training – annual ongoing mandatory training

The Councillors will continue to undergo mandatory professional development training throughout the calendar year, as per the requirements under the *Local Government Act 2020*, and in-line with the Local Government (Governance and Integrity) Regulations 2020, which outlines the prescribed matters for regular professional development training of Councillors.

Interstate/international Travel Public Register (Councillor and Staff)

During the April – June 2025 quarter, there were three interstate travel trips undertaken by three Councillors and no instances of interstate travel by Officers. The Travel Register for Councillors is available on the Council's website under Documents available for public inspection and on Council's Transparency Hub.

Training costs associated for staff

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

For the previous quarter (April – June 2025) there was no training with a cost greater than $1000 provided. The focus on implementing the corporate training program continues this quarter.

Department	Directorate	Development Category	Date of start of Training	Total Cost	Rationale for Approval
Nil					

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

Councillors wanting to seek legal advice are to contact the Manager Governance in the first instance, for any governance, legal or administrative enquiries. Council's Legal Advice Protocol, adopted in December 2020, applies to circumstances where a Councillor wants legal advice to be obtained in connection with the performance of their duties and functions as a Councillor. The procurement of legal services is carried out by Council officers in accordance with appropriate procurement restrictions and oversight provisions.

The Legal Advice Guidance Protocol was updated in quarter four and authorised by the CEO. The Protocol provides guidance for Directors and Managers when seeking, procuring and recording legal advice.

Notice of Motion process

The process for lodging a Notice of Motion (NOM), reasons for rejection and how it is considered in a Council Meeting is detailed under Rule 24 of the Governance Rules. Once a NOM is accepted by the CEO, the full text of the NOM is included in the agenda.

There were three (3) Notice of Motions tabled by Councillors for quarter four.

Public petition process

The Governance Rules include amendments to Rule No. 58 for Petitions. This expresses Rule No. 58.10 “Electronic or online petitions, joint letters, memorials or like applications must contain the name and email address of each petitioner or signatory, which details will, for the purposed of this Rule 58, qualify as the address and signature of such petitioner or signatory.”

Further changes to the Petition process were proposed in the draft amendment to the Governance Rules, which were endorsed by Council in December 2023. Community engagement on these changes were put on hold in February 2024 and only Chapter 8 Election Period Policy was released and adopted by Council in May 2024, due to IBAC’s Operation Sandon Report recommendations to introduce Model Governance Rules and the announcement of reforms to the Local Government Act 2020.

On 31 December 2024 Local Government Victoria released a Bulletin announcing that seven of the Operation Sandon recommendations have been fully acquitted through the reforms to the Local Government Act 2020 and the Local Government (Governance and Integrity) Regulations 2020. Local Government Victoria have now commenced work to address the recommendations to develop and introduce Model Governance Rules and are working towards having these published by December 2025. The Model Rules will be standard for all Victorian councils and negate the need for councils to develop and adopt their own set of Governance Rules.

The Petition Register, listing the summary of all petitions lodged with Council during this Council term, is available on Council's website under Documents available for public inspection and on Council's Transparency Hub.

There were no petitions tabled by Councillors for the April – June 2025 quarter.

Councillor Appreciation awards process

The Councillor Appreciation Awards Protocol provides guidance on the nomination process for Councillors and the community. Councillors can present a Councillor Appreciation Award at each Council meeting to an individual/group for their extraordinary work in the community. These awards are recorded in the minutes of the Council meeting and are considered as nominations for the annual Citizen of the Year awards. The register of Councillors nominations for Councillor Appreciation Awards is available on Council's website.

There were three (3) Councillor Appreciation Awards presented for the April – June 2025 quarter.

Accountability and Transparency Reform document update

Cr Bolam proposed an Accountability and Transparency Reform (ATR) in May 2018 with 160 items. These were considered by Council officers and where relevant were implemented with outstanding items presented to Council in June 2020. Cr Bolam introduced an ATR II with supplementary items in March 2022 and these were presented to Council at its meeting on 24 October 2022. The remaining items were monitored and reported via the CEO's public quarterly report until complete and where appropriate considered for Council's Transparency Hub.

The next table outlines the status of the remaining ATR item since July 2023.

Accountability and Transparency Reform (ATR) - status update	
Supplementary ATR items	
October 2022 Item 3	Officer comments
Cr Bolam wrote: "That the next Councillor and Staff Code of Conduct updates are to include the strengthening of compliance with Council's Lobbyists' Register and Developers' Register."	In July 2023, IBAC released a report on Operation Sandon with 34 recommendations, including changes to improve councillor conduct and requirements for lobbyists. Following this work has been undertaken by Local Government Victoria in collaboration and consultation with other bodies to commence implementation of the recommendations. A Notice of Motion was resolved by Council at its meeting on 2 October 2023 for an Accountability and Transparency Reform III for the Lobbyist and Developer Register to be published on Council's Transparency Hub subject to first addressing any privacy or legislative requirements. Officers investigated the options and determined the internal register, if released publicly, would not comply with legislation. A new Developer Register, that records interactions with developers, was developed for Council's Transparency Hub and resolved by Council at its meeting on 12 August 2024 to be released after the meeting. There is no longer a requirement for staff to update an internal register as internal processes exist to capture and record interactions. The Councillor Interactions with Developers Policy was authorised by the CEO and noted by Council at its meeting on 2 June 2025. Lobbyist reforms are currently in progress in response to Operation Sandon recommendations. Changes are expected and will inform the role for local government.

Councillor Attendance

An original ATR item was to provide a quarterly status of Councillor Attendance at Councillor Briefings. The overall status is included in the Annual Report every year and updated quarterly on Council's website. As resolved by Council on 11 September 2023, the record of Councillor briefings including the list of topics discussed, Councillors attendance and the 'Conflict of Interest' declarations, if any, are also being reported through the Governance Matters Report at each Council meeting.

The status of Councillor Attendance at Council Meetings is also required for the Local Government Performance Reporting Framework indicators as part of reporting to Local Government Victoria (LGV). These are provided to the community via LGV's Know Your Council website and in the Annual Report every year.

During 2024/2025 Quarter 4 (April – June 2025) there were four (4) Council Meetings and 12 Councillor Briefings.

Table 1 titled, 'Councillor Attendance at Meetings and briefings (April to June 2025)' provides an overview of attendance for this period:

Councillor Attendance at Meetings and Briefings April 2025 - June 2025				
Councillor	***Council Meetings Attended***	***Councillor Briefings Attended***	***Total Attended***	***Attendance***
Cr David Asker	*4*	*12*	*16*	*100%*
Cr Sue Baker	*3*	*12*	*15*	*94%*
Cr Kris Bolam	*4*	*12*	*16*	*100%*
Cr Nathan Butler	*4*	*11*	*15*	*94%*
Cr Steffie Conroy	*4*	*11*	*15*	*94%*
Cr Emily Green	*4*	*12*	*16*	*100%*
Cr Brad Hill	*3*	*12*	*15*	*94%*
Cr Michael O'Reilly	*4*	*7*	*11*	*69%*
Cr Cherie Wanat	*4*	*9*	*13*	*81%*
Total	***34***	***98***	***132***	***92%***

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

Councillor Attendance at Briefings only April 2025 - June 2025		
Councillor	***Councillor Briefings Attended***	***Attendance***
Cr David Asker	*12*	*100%*
Cr Sue Baker	*12*	*100%*
Cr Kris Bolam	*12*	*100%*
Cr Nathan Butler	*11*	*92%*
Cr Steffie Conroy	*11*	*92%*
Cr Emily Green	*12*	*100%*
Cr Brad Hill	*12*	*100%*
Cr Michael O'Reilly	*7*	*58%*
Cr Cherie Wanat	*9*	*75%*
Total	***98***	***91%***

Reports presented to Council at meetings closed to the public

Council continues to serve its community with integrity through transparency, good governance and accountability.

There has been an astounding reduction in the percentage of the reports presented to Council in a meeting closed to the Public, represented by 28% (2018-2019), 18.84% (2019-2020), 8.92% (2020-2021), 5.86% (2021-2022), 2.34% (2022/2023) and 2.12% in 2023/2024. There was a further reduction in the percentage of the reports presented in meetings closed to the Public in 2024/25, represented by 1.81%.

In 2021-2022, Council's result for the Local Government Performance Reporting measure 'Decisions made in Closed Council' was 5.86%, as against the average of 7.44% for all Victorian Councils, demonstrating the better transparent decision making for the community. The average for all Victorian Councils has been less than 10% since 2016.

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

During Quarter 4 (April – June 2025), there were no decisions made in Council Meetings closed to the public. During this time, 48 reports were presented to Council Meetings open to the public.

There were three (3) Notice of Motions and one (1) Urgent Business item raised during the last quarter. This information is available on Council's Transparency Hub.

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

A report was presented to the Audit and Risk Committee with an update on the status of the Policy Register, an overview on the policies currently due for review, a status on the key policies that were highlighted by the Chair of the Audit and Risk Committee and key highlights that are being considered as part of the Policy and Protocol Framework.

One of the key highlights includes the requirement for all policies to undergo an effectiveness assessment as part of the policy review process. The Policy and Protocol Framework will be presented to Council at the July 2025 Council Meeting. An update on the Policy Register will be presented at the December 2025 Council Meeting in the Governance Matters Report.

Reports on progress against Councillor Requests

The status indicates there are currently 42 open Councillor Requests. Regular updates on progress are provided to Councillors via the Council Request Report Portal and officers liaise with residents to resolve the request.

Table: Open Councillor Requests by Councillor:

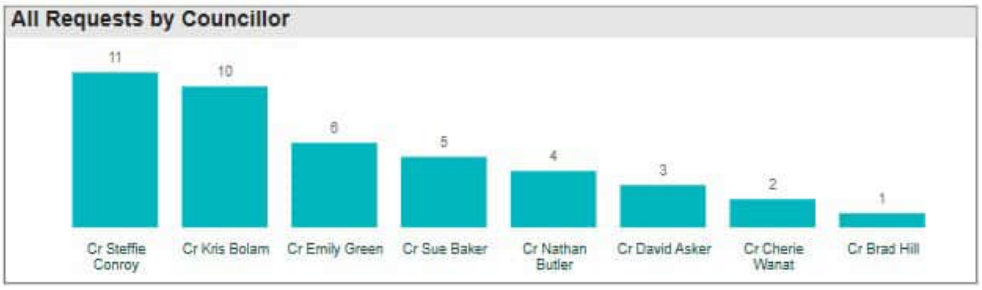
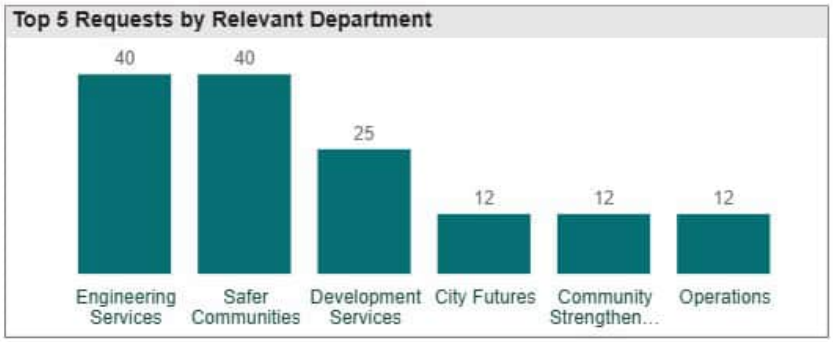
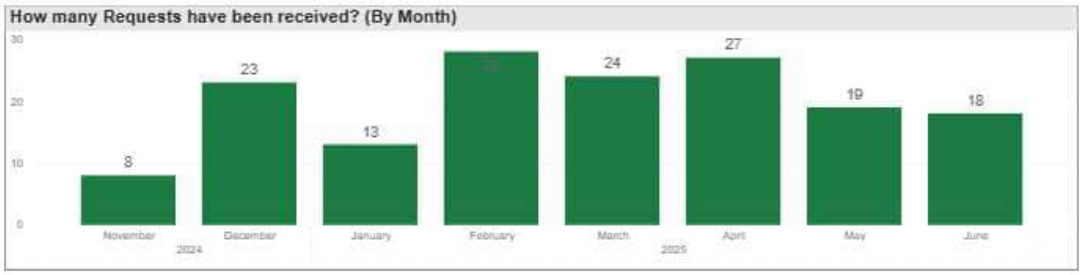
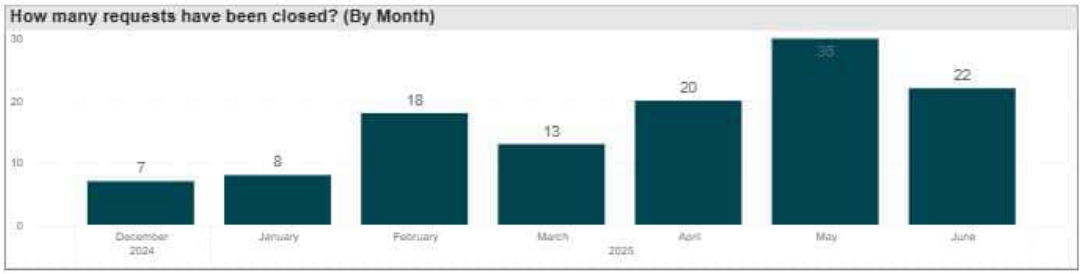


Table: Top 5 Requests by Department



Tables 3 & 4 - Councillor Requests opened and closed in the previous quarter (April – June 2025):





Procurement update

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

Contracts awarded under Financial Delegation between 1 April and 30 June 2025. **Below table - Contracts valued over $1,000,000 (GST exclusive) are awarded in open Council Meetings.**

Contract No.	Title	Award Date	Supplier	Contract Value ($ ex GST)	Awarded By
CN11497	Gender Equality Service Provision Panel	19/05/2025	Panel of Suppliers	150,000	Director
CN11500	Forest Drive Pipe Relining	8/04/2025	M Tucker & Sons Pty Ltd	189,488	Director
CN11525	Provision of Internal Audit Services	24/06/2025	HLB MANN JUDD (VIC) PTY LTD	605,000	CEO
CN11560	Frankston Arts Centre Moving Light Package	8/05/2025	ASL Systems	188,249	Director
CN11605	Lighting the Boulevard 14663 - Nepean Boulevard Early Works	11/06/2025	KLJ Electrical Pty Ltd	342,983	CEO
CN11613	Naim Marr Djambana Stage 1A Multi-Purpose Building	27/06/2025	CA Property Group Pty Ltd	731,800	CEO
CN11625	Ballam Park Athletics Track Lighting Upgrade and Associated Works	19/06/2025	HIGH ACCESS CABLING PTY LTD	494,605	CEO
CN11629A	Small Market Retail Electricity 2806/0650 (2025 to 2028)	26/06/2025	AGL Victoria Pty Ltd	Schedule of Rates	CEO

CN11629B	Small Market Retail Gas 2806/0650 (2025 to 2028)	22/06/2025	AGL Victoria Pty Ltd	Schedule of Rates	CEO
CN11630	PARC Chiller Replacement	13/04/2025	Precision Mechanical Services (Australia) Pty Ltd	333,763	CEO
CN11647	Intersection Upgrade Works Skye Road	7/04/2025	FUTURE CIVIL GROUP	384,307	CEO
CN11650	Minor Civil Works Panel	11/04/2025	AWS Civil	261,270	Director
CN11651	Minor Civil Works Panel	10/04/2025	APS Drainage and Civil	315,031	Director
CN11655	Shared use path works on Golf Links Road	16/05/2025	Maw Civil Pty Ltd	472,849	CEO
CN11656	North Road Shared User Path works via Minor Works Panel	8/05/2025	Etheredge Mintern	550,993	CEO
CN11659	Luscombe Avenue and William Road Raised Safety Platforms - Minor Civil Works Panel	7/05/2025	PARKINSON GROUP (VIC) PTY LTD	176,018	Director
CN11663	Bardia Avenue Car parking works	16/05/2025	FUTURE CIVIL GROUP	74,978	Manager
CN11678	Provision of Loan Finance 2025-26	24/06/2025	Treasury Corporation Victoria	204,736	CEO
CN11685	Meals on Wheels Chiller	30/06/2025	MARILJOHN COMMERCIAL	-	Manager
CQ11295	Water Sensitive Urban Design (WSUD) Implementation Program	9/05/2025	APS Drainage and Civil	45,916	Manager
CQ11555	Hastings Rd- Moorooduc Rd - Landscaping works	17/06/2025	UDL GROUP Pty Ltd	87,008	Manager
CQ11569	Circular City Roadmap	10/04/2025	Blue Environment Pty Ltd	65,310	Manager
CQ11607	Insurance Brokerage Services	8/05/2025	JLT Risk Solutions Pty Ltd - Public Sector	177,702	Director
CQ11632	Jubilee Park Stage 2 Landscaping Works	15/05/2025	Felix Botanica Pty Ltd	20,836	Manager
CQ11640	Ballam Park Pathway Lighting	2/06/2025	KLJ Electrical Pty Ltd	244,928	Director
CQ11691	Robinsons Reserve Upgrade (Fence installation)	24/06/2025	Bramall & Co Pty Ltd	31,097	Manager
CQ11694	Ops Centre Bulk Storage Bin	27/06/2025	Maw Civil Pty Ltd	52,900	Manager
CQ11695	MePacs	30/06/2025	Peninsula Health MePACS	13,024	Manager

Below table - Contracts granted exemption from Procurement Process between 1 April and 30 June 2025.

Contract No	Contract Title	Award Date	Supplier	Contract Value ($ ex GST)
E11633	Rebately Rebate Program	28/04/2025	REBATELY PTY LTD	80,000
E11641	Tree Canopy Mapping 2025	1/04/2025	Player Piano Data Analytics Pty Ltd	16,910
E11645	LinkedIn Learning - Libraries	7/04/2025	LinkedIn Singapore Pte Ltd	63,555
E11653	Develop Alternative Works Package for Baxter Park Dam	11/04/2025	GHD Pty Ltd	47,980
E11665	Sherlock and Hay Development Project - Urban Development Services	12/05/2025	Adams Urban Pty Ltd	100,000

E11666	Frankston Stadium Building Surveyor Services	9/05/2025	PHILIP CHUN BC VIC PTY LTD	134,500
E11669	Plans and Drawings Management Systems	28/05/2025	Objective Corporation Limited	110,000

KEY MEETINGS AND ACTIVITIES

During this quarter (April to June 2025) the CEO attended meetings either face to face or virtually. The CEO performed the role of Master of Ceremonies at several significant events during this time. Participating in many internal meetings with staff from across Council is a priority for the CEO.

During this time, as mentioned earlier, Mr Phil Cantillon resigned as CEO and his last day will be Friday 18 July 2025.

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

- Weekly meetings with the mayor covering topics such as Advocacy, Communications, Developers matters and Economic Development, Investment & Activation;
- Participation in the Frankston Suburban Revitalisation Board;
- Participation in the Affordable and Social Housing sub-committee meetings;
- Participation in the Housing Working Group;
- Participation in Corporate Induction program;
- Participation in Council's Staff Excellence Awards (May);
- Participation in the Frankston CBD Internal Committee (previously FMAC Coordination Group) meetings;
- Participation in the Council's Audit and Risk Committee meeting;
- Participation in Joint State/Local Government Monthly CEO forums;
- Participation in LGPro CEO session including briefing on AFE Digital & Technology matters;
- Participation in MAV CEO Connect session;
- Participation in the Frankston Basketball & Gymnastics Stadium (Frankston Stadium) Redevelopment Project Advisory Group meeting;
- Participation in a number of meetings with fellow CEO's regarding South-East Melbourne Advanced Waste Processing (SEMAWP);
- Participation in Dandenong and Western Port Joint Integrated Water Management Forum;
- Participation in the Frankston Cemetery Trust meeting (open to the public);
- Participation in Council's staff 'Fit for the Future' Roadshow;
- Participation in VIP tour of under construction section of Frankston Hospital;
- Participation in Leadership session with Councillors and EMT;
- Meeting with the Member for Dunkley;
- Meeting with the Department of Transport representatives;
- Meeting with DEECA representatives;
- Meeting with Monash University – Peninsula Campus representatives;
- Meeting with Victoria Police representatives;

- Meeting with Joshua Sinclair, CEO of Committee for Frankston and Mornington Peninsula;
- Meeting with new CEO of Mornington Peninsula Shire Council;
- Meeting with President, Italian Chamber of Commerce & Industry;
- Meeting with representatives from Frankston RSL;
- Meeting with representatives from Frankston Bowls Club;
- Meeting with Mayor Bolam as part of 'meet the Mayor and CEO' with Dogs Victoria representatives;
- Meeting with Vicinity Centres' representatives;
- Attendance at various Greater South East Melbourne Group (GSEM) meetings involving CEOs;
- Attendance at Mayors, CEO and MAV Delegates 2025 Pre-State Council dinner;
- Attendance at the GSEM Housing and Liveability Work Stream meeting;
- Attendance at meeting with Peninsula Leisure Chair and CEO;
- Attendance at funding announcement at Len Phelps Pavilion;
- Attendance at funding announcement at Robinsons Road Reserve;
- Attendance at funding announcement at Ballam Park East Oval;
- Attendance at working dinner with Mornington Peninsula Shire Council;
- Attendance at Nurses and Midwives Day Celebrations;
- Attendance at the official opening of the Kananook Commuter Car park;
- Attendance at groundbreaking event for Harbour Frankston project;
- Attendance at the Monterey Recycled Water Scheme launch;
- Attendance at Experience PARC's new reformer Pilates Studio launch;
- Visit to Operations Centre location;
- Visit to the Frankston Library location;
- Visit to the Frankston Memorial Park with Trust Committee (Frankston Cemetery);
- MC role conducted at Australia Citizenship Ceremonies;
- MC role conducted at Mayor and Councillors Volunteer Thank You event.

ADVOCACY

Throughout April- May 2025, Council undertook its advocacy campaign titled Frankston City First seeking to secure commitments from major parties ahead of the 2025 federal election scheduled for Saturday 4 May 2025.

A number of election commitments towards Council's advocacy campaign and other important local initiatives were made by candidates as reported at the 2 June 2025 Council Meeting, including the following from the elected Albanese Labor Government:

- $50 million of budgeted funding towards Nepean Highway, Frankston.
- $5 million of budgeted funding towards Bruce Park Pavilion redevelopment.
- $2.5 million commitment towards Len Phelps Pavilion upgrade.
- $225,000 commitment towards new sports lighting at Ballam East Oval for Karingal Bulls Football Netball Club.
- $1.75 million commitment towards Frankston Bowling Club new canopy and synthetic green.
- $1.5 million commitment towards CCTV infrastructure across Frankston City.

Council is continuing its advocacy on the following initiatives:

- Project scope and delivery of the $50 million Nepean Highway investment.
- Seeking the remaining funding towards Bruce Park Pavilion and Len Phelps Pavilion from State Government.
- Shared User Path projects such as Eel Race Road (Seaford), Fletcher Road (Frankston) and Robinsons Road (Langwarrin).
- Increased police patrols in Frankston's city centre, particularly Young Street and Frankston Station.
- Protective Services Officers patrols at Kananook Commuter Car Park.

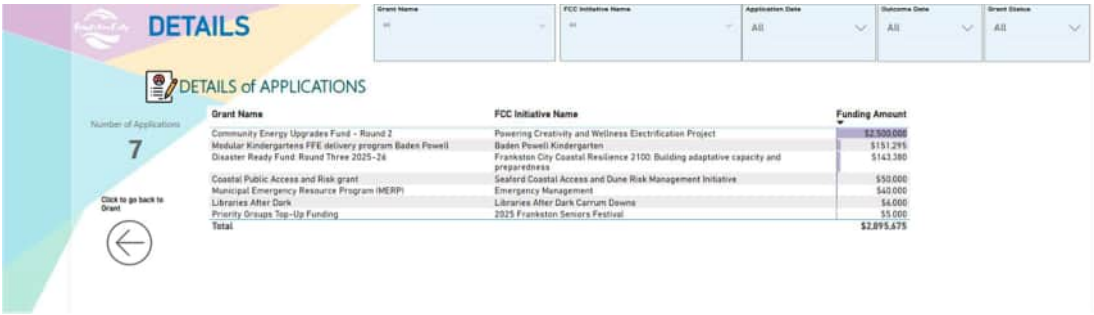
The Victorian State Budget for 2025-2026 including some key initiatives for Frankston City, including:

- $226,000 - Peninsula Reserve Sports Lighting Upgrade in Karingal.
- $250,000 - Frankston Park Changeroom Upgrade.
- $240,000 - a local level play space upgrade at Heritage Reserve in Skye.

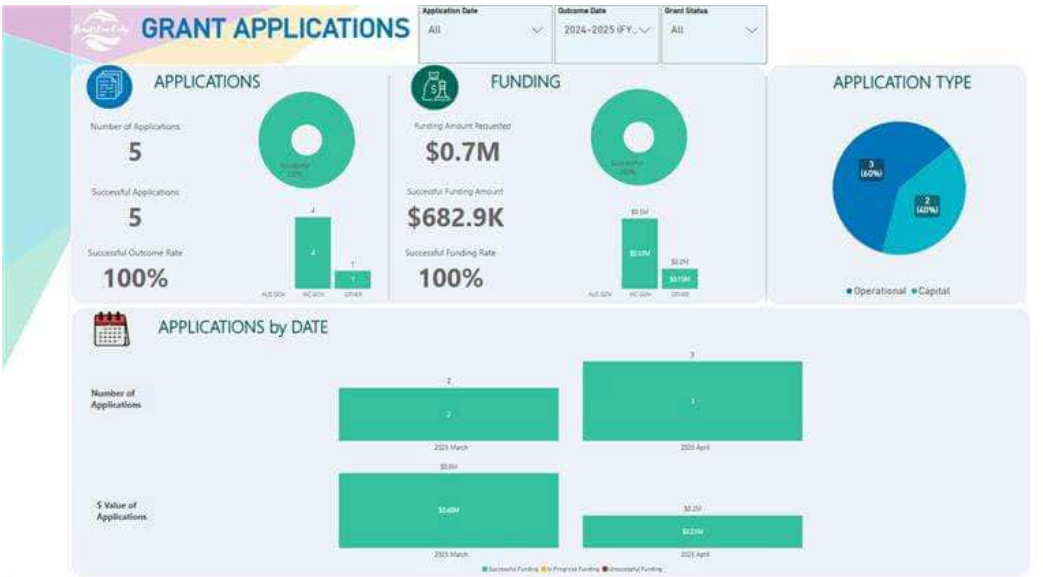
In June 2025, the Mayor and Councillors Sue Baker JP and Brad Hill JP visited Canberra as part of the Australian Local Government Association National General Assembly. In addition to attending the conference, meetings with the Fiji High Commissioner and the Chinese Ambassador occurred to discuss existing Suva (Fiji) and Wuxi (China) sister city relationships with Frankston.

<u>Grant Tracking Report</u>

Council regularly applies for State and Federal Government funding through various grant programs available for projects, programs and services delivered by local government. This is also how Council secures the delivery of election campaign commitments. Details on grant applications submitted by Council are publicly available online through Councils Transparency Hub. Full grant reporting details are provided; **Applications made below & details (next page).**



Outcomes known:



DETAILS

Grant Name	FCC Initiative Name	Application Date	Outcome Date	Grant Status
All	All	All	All	All

DETAILS of APPLICATIONS

Number of Applications: 5

Click to go back to Grant

Grant Name	FCC Initiative Name	Funding Amount
2024-25 Local Sports Infrastructure Fund - Community Facilities	Frankston Park Changeroom Redevelopment	$250,000
2024-25 Local Sports Infrastructure Fund - Community Sports Lighting	Peninsula Reserve Sports Lighting Development	$226,600
Modular Kindergartens FFE delivery program Baden Powell	Baden Powell Kindergarten	$151,295
Coastal Public Access and Risk grant	Seaford Coastal Access and Dune Risk Management Initiative	$50,000
Priority Groups Top-Up Funding	2025 Frankston Seniors Festival	$5,000
Total		$682,895

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

Greater South East Melbourne Group

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

The CEO is also a member of the:

- Southeast Airport regional Working Group (part of GSEM), the group will focus on achieving an airport in the Cardinia Council municipality. There were no meetings held during this period;
- GSEM Housing and Liveability work stream, the group meet once during this period. The focus is on opportunities to increase housing in its regions and allow its residents better access to services and amenities.

Frankston Suburban Revitalisation Board (FSRB)

The FSRB meets quarterly and is co-chaired by the Frankston City Mayor and State Member for Frankston on rotation. The second meeting for 2025 was held on 5 June 2025. A report was adopted recently by Council on 12 May 2025 recognising the FSRB and supporting its efforts in revising its vision for *Shaping and realising a vibrant future for Frankston City through a collaborative and collective effort* and the development of a collaborative work plan.

This plan aims to align the strategic plans of key member organisations, ensuring unified and truly collaborative advancement of Frankston City Community.

Update on Community Support Frankston (CSF) Inc. financial support

The number and frequency of unique residents/ households assisted by Community Support Frankston with financial and material aid surpassed that of the previous financial year. Decision making on all Federal Government Emergency Relief tenders was placed on hold - due to the Federal Election in May 2025.

Advocacy efforts for essential funding continued, including hosting representatives from the Department of Social Services (DSS) Victorian office on 17 June 2025 and a commitment from MP Jodie Belyea supporting CSF's lobbying efforts, including a letter of recommendation to the new DSS minister for Social Services.

CSF also convened the Frankston Emergency Relief Providers (FERP) network on 15 April 2025, speakers included CSF involved agencies including Services Australia, Melbourne City Mission Health Care Connectors, Peninsula Community Legal Centre and Monash University Social Work student program.

Council will continue to provide financial support by way of two permanent full-time staff and in-kind support including building use, printing, phone and waste charges.

AUDIT AND RISK

Homelessness update – Director Communities office to update

The Frankston City Strategic Housing and Homelessness Alliance met on 6 May 2025, bringing together local agencies working to prevent homelessness and improve housing. A highlight was a presentation by Common Cause Australia on using values-based messaging to shift community attitudes. The group also commenced a review of its Terms of Reference, following recent survey feedback, to strengthen its focus on collaboration, information sharing, and system-wide capacity building, following the completion of its 5-year strategic action plan.

On 7 May 2025, the Housing Advisory Committee met to discuss local housing needs. Updates included planning for the Frankston Winter Shelter, the social worker clinic pilot at Frankston Library led by Monash University, and free training for volunteers supporting people experiencing homelessness. These initiatives reflect Council's continued focus on addressing housing insecurity.

The Frankston & Mornington Peninsula Zero Executive Group met on 13 May 2025 to oversee the Zero Initiative. Key actions included establishing a working group to align with the Victorian Alliance to End Homelessness, preparing for State election advocacy, and planning a housing forum. The group also noted a rise in rough sleeping, with 31 people recorded in April, reversing last year's downward trend. Two advocacy letters will be prepared—one to the Minister for Social Services calling for removal of the 100-point ID rule, and one to the Minister for Health seeking a meeting to address the growing impact of mental health on housing stability.

Audit and Risk Committee update

The Audit and Risk Committee met on 8 May 2025. The agenda included an internal audit review of Business Transformation Projects an update on the Quarter Three performance report and along with accounting and risk reports. The next meeting for the Audit and Risk Committee is scheduled for 17 July 2025.

Aged Care Reform

Community engagement for Community Care services delivered under the Commonwealth Home Support Programme (CHSP) and the Homes and Community Care Program for Younger People (HACC-PYP) was carried out over March and April 2025. A range of engagement opportunities were provided to clients, staff, community organisations, service providers and the broader community. Engagement closed on 6 April 2025. A total of 957 people participated in the engagement. The full engagement report and fact sheet were distributed to staff, clients and stakeholders.

Additionally, both documents were published on the Engage Frankston webpage, along with communication to advise that Councillors will consider the report over the next few months, and this will guide further discussions to develop the future direction for Community Care services in Frankston City.

The new Community Care IT system, Alayacare was implemented across March and April. The new system streamlines community care by improving efficiency, communication, and care delivery. It offers real-time data, mobile access, and automated documentation to reduce administrative burden and enhance service quality. Officers continue to work through a number of improvements required through the provider, including a solution for the Meals on Wheels service.

In June 2025, the Australian Government announced that the Support at Home program and the new Aged Care Act 2024 that were scheduled to commence on 1 July 2025 have been delayed until 1 November 2025. The Minister for Aged Care and Seniors, the Honourable Sam Rae advised that the delay was made to allow more time to prepare participants and support them to better understand the changes and to ensure a smoother implementation of the Support at Home and New Aged Care Act.

Council officers received the contract for the 2025-27 Commonwealth Home Support Programme, this has been signed by the CEO and returned to the Commonwealth for execution.

Kindergarten Reform Update

The Seaford Kindergarten, Maternal and Child Health (MCH), and Youth project is progressing well and remains on track for completion in October 2025, with services scheduled to commence in late January 2026.

The Langwarrin Kindergarten, MCH, and Community Centre project has experienced some minor delays. However, the project and construction teams have worked collaboratively to mitigate any risks to the commencement of services in early 2026. Planning and feasibility work continues for other kindergarten projects identified in the Long-Term Infrastructure Plan (LTIP), including Montague Park, Bowerbird, and Frankston.

The Kindergarten Infrastructure and Services Plan (KISP) is still pending finalisation. The Department of Education has recently completed a review of single-room kindergarten capacity and participation rates, adjusted the capacity multiplier to better reflect the availability of funded kindergarten places in long day care, and updated the population and capacity data dashboard in response to Council feedback. While the Department maintains that Frankston is unlikely to face capacity constraints until 2035, Council's local data indicates potential capacity issues emerging as early as 2029 in areas such as Carrum Downs and Frankston. Agreement on KISP data and alignment with the local context is essential before further Building Blocks Partnership projects can progress.

Council officers, in collaboration with the Department of Education's Early Childhood Improvement Branch, are now focused on addressing the complexities associated with the phased rollout of Pre-Prep. Beginning in 2026, a gradual increase in funded hours will be introduced for selected cohorts of children who meet specific eligibility criteria. This presents challenges for service providers in accommodating additional hours within existing licensed capacities while ensuring no displacement of children. Additionally, the capability of Council's Central Registration software to manage the more complex placement requirements is being reviewed.

Emergency – Severe Weather Warning impacts within the Municipality

Council's Municipal Recovery Manager was activated to provide relief assistance to residents displaced due to emergency on nine occasions over the last quarter.

Most notably were two fatal house fires occurring in Frankston and Langwarrin within 24 hours on 21 May and 22 May 2025. One incident affecting 11 residents and the other incident affecting 9 residents. Boarding house fires specifically can be complex, accommodating and providing for resident's immediate needs requires a lot of quick thinking and problem solving. All residents were fortunately back on site within two days with psychological first aid and other referrals in place for those affected.

On the 24 June 2025, a Severe Weather Warning issued that incorporated Central district. Our temperature ranged from 3.6 – 13.8 degrees and 9mm of rain fell for Frankston however impacts to our coastline and the wider municipality were minor with only two requests for assistance recorded by VicSES. The emergency management team continue to monitor elevated weather conditions and respond accordingly 24/7.

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

OFFICE USE ONLY: A5545795

Executive Summary

12.3 Community Satisfaction Survey 2025

Enquiries: (Caroline Reidy: Corporate and Commercial Services)

Council Plan
Level 1: Council Performance and Leadership
Level 2: Provide good governance and ensure Councillors are demonstrating to the community the highest standards of, integrity, transparency, respect, and accountability

Purpose

To present Council with the 2025 Local Government Community Satisfaction Survey results.

Recommendation (Director Corporate and Commercial Services)

That Council:

1. Notes the Local Government Community Satisfaction Survey results for 2025 with Frankston City achieving a good overall **satisfaction rate of 7.0** (7.1 in 2024). This result is slightly below the metro average of 7.1 and 2 points below the South Eastern region councils average of 7.2;
2. Notes Frankston City Council has maintained its historically high overall satisfaction for the past four years and is well above the long-term average since 2011 of 6.4 and is a significant improvement from 5.5 recorded in 2018;
3. Notes Frankston City Council saw the biggest improvements in community satisfaction in areas of youth services (up 11% to 8.3), community centres/neighbourhood houses up 7% to 8.4 and public toilets up 5% to 6.8;
4. Notes that when the Community was asked what was the most important thing that Council could do to improve its performance, the four most common responses were improvements to communication, consultation, and engagement with the community (9%), improvements to community safety and policing (7% up from 4%), more / better road maintenance and repairs (3%) and more / better infrastructure and amenities (3%).
5. Notes Frankston City Council are committed to further analysis of the results to implement any actions necessary to address community feedback; and
6. Releases the results to the community, via various social media channels, on the Council's website, in e-news, in the next available issue of the Frankston City News (FCN) and through media releases.

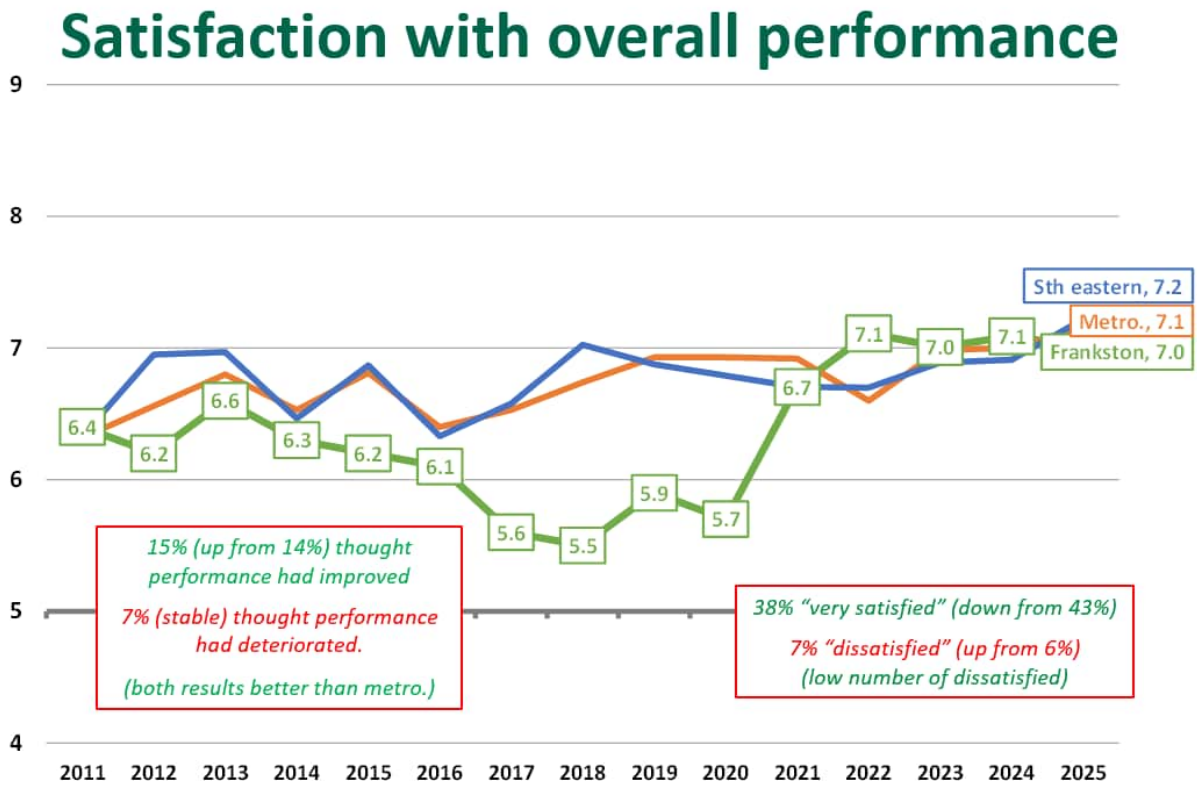
Key Points / Issues

- The 2025 Local Government Community Satisfaction Survey (Survey) results for Frankston City Council provides comparisons to previous years, metropolitan and state-wide results of similar councils.
- 2025 Community Satisfaction Survey results show Frankston City Council achieving a **good overall satisfaction rate of 7.0** (7.1 in 2024). This result is slightly below the metro average of 7.1 and 2 points below the South Eastern region councils average of 7.2.

12.3 Community Satisfaction Survey 2025

Executive Summary

- All the broad areas of performance remained essentially stable this year, including overall performance (down 1%), planning and development (up 1%), customer service (up 1%), governance and leadership (stable), and satisfaction with services and facilities (up 1%).
- The top three issues highlighted by the community this year were safety, policing and crime at 29% up from 11%, concerns about road maintenance and repairs at 13% up from 10% and concerns with car parking at 7% (8% in 2024).
- When asked what was the most important thing that Council could do to improve its performance, the four most common responses were improvement to communication, consultation, and engagement with the community (9%), improvements to community safety and policing (7% up from 4%), more / better road maintenance and repairs (3%), more / better infrastructure and amenities (3%).
- The Survey was conducted during April-May 2025 as a face-to-face doorstop interview. This is the fifth year the survey has been undertaken by independent research company Metropolis Research Pty Ltd. A sample size of 800 residents were drawn proportionally across the municipality.
- *Metropolis Research* reports that Frankston City Council has maintained its historically high overall satisfaction for the past four years and is well above the long-term average since 2011 of 6.4 and is a significant improvement from 5.5 recorded in 2018.



Of Frankston City Council's 34 services and facilities, respondents rated their importance at 9.1 (9.0 in 2024) with a satisfaction score of 7.8 (7.7 in 2024).

12.3 Community Satisfaction Survey 2025

Executive Summary

The average satisfaction with the 34 included services and facilities can best be summarised:

• ***Excellent –*** for weekly garbage collection, fortnightly recycling collection, local library, food and garden waste collection, services for children from birth to 5 years of age, sports ovals, community centres and neighbourhood houses, Frankston Memorial Park, youth services for 12 to 24 year olds, hard rubbish collection, glass recycling, aquatic and leisure centres, arts and cultural events, programs, and activities, recycling and recovery centre, the provision and maintenance of playgrounds, services for seniors, the provision and maintenance of parks, gardens, and reserves, and animal management.

• ***Very Good –*** for Council's website, services for people with disability, litter collection in public areas, on and off road bike paths, local traffic management, drains maintenance and repairs, the provision and maintenance of street trees, the maintenance and cleaning of shopping strips, footpath maintenance and repairs, and the Frankston City News.

• ***Good –*** for parking enforcement, Council support for local business, the maintenance and repair of sealed local roads, and public toilets.

• ***Solid –*** for planning applications.

Services and facilities with the highest community satisfaction:

Weekly garbage collection	**Frankston City 8.8** |	Metro 8.5
Fortnightly recycling collection	**Frankston City 8.8** |	Metro 8.5
Local library	**Frankston City 8.6** |	Metro 8.4
Food and garden waste collection	**Frankston City 8.6** |	Metro 8.5
Services for children (birth to 5 years)	**Frankston City 8.6** |	Metro 7.8

Services and facilities with the lowest community satisfaction:

Planning applications	**Frankston City 6.3** |	Metro 7.2
Public toilets	**Frankston City 6.8** |	Metro 6.8
Maintenance and repair of sealed local roads	**Frankston City 7.0** |	Metro 7.3
Council support for local business	**Frankston City 7.0** |	Metro n.a.
Parking enforcement	**Frankston City 7.1** |	Metro 7.5

12.3 Community Satisfaction Survey 2025

Executive Summary

Satisfaction with selected Council services and facilities
Frankston City Council - 2025 Annual Community Satisfaction Survey
(Number and index score scale 0 - 10)

	Service/facility	Number	2025 Lower	2025 Mean	2025 Upper	2024	2023	2025 Metro.*
Higher than average satisfaction	Weekly garbage collection	792	8.7	**8.8**	8.9	8.8	8.7	8.5
	Fortnightly recycling collection	794	8.7	**8.8**	8.8	8.8	8.6	8.5
	Local library	340	8.5	**8.6**	8.8	8.8	8.7	8.4
	Food and garden waste collection	532	8.5	**8.6**	8.7	8.5	8.6	8.5
	Services for children from birth to 5 years of age	109	8.3	**8.6**	8.8	8.3	8.0	7.8
	Sports ovals other local sporting facilities	368	8.3	**8.4**	8.5	8.6	8.4	8.2
	Community Centres / Neighbourhood Houses	127	8.1	**8.4**	8.6	7.7	8.1	7.8
	Frankston Memorial Park (Cemetery)	92	8.2	**8.4**	8.6	8.2	8.2	n.a.
Average satisfaction	Youth services for 12 to 24 years olds	56	8.0	**8.3**	8.7	7.2	8.0	8.0
	Hard rubbish collection	554	8.2	**8.3**	8.5	8.3	8.2	8.4
	Glass recycling	745	8.2	**8.3**	8.4	n.a.	n.a.	n.a.
	Aquatic and Leisure Centres	285	8.1	**8.3**	8.4	8.3	8.4	7.9
	Arts, cultural events, programs and activities^	199	8.1	**8.3**	8.5	8.1	8.2	7.8
	Recycling and Recovery Centre	315	8.0	**8.2**	8.4	8.3	8.4	8.1
	Provision and maintenance of playgrounds	316	7.9	**8.0**	8.2	8.1	8.1	8.2
	Services for seniors	72	7.5	**8.0**	8.4	8.0	7.9	7.8
	Provision and maintenance of parks, gardens, and reserves	774	7.8	**7.9**	8.0	7.8	7.7	8.1
	Animal management	719	7.6	**7.8**	7.9	7.5	7.8	7.8
	Council's website	378	7.6	**7.7**	7.9	7.5	7.9	7.7
	Services for people with disability	46	6.8	**7.5**	8.2	7.5	7.7	7.7
	Litter collection in public areas	769	7.4	**7.5**	7.6	7.4	7.6	7.6
	On and off-road bike paths	278	7.2	**7.5**	7.7	7.5	7.9	7.8
	Local traffic management	776	7.3	**7.4**	7.6	7.2	7.4	7.4
Lower than average	Drains maintenance and repairs	764	7.3	**7.4**	7.5	7.7	7.4	7.6
	Provision and maintenance of street trees	788	7.2	**7.4**	7.5	7.4	7.5	7.6
	Maintenance and cleaning of shopping strips	772	7.2	**7.4**	7.5	7.5	7.4	7.7
	Foothpath maintenance and repairs	782	7.2	**7.3**	7.4	7.3	7.4	7.5
	Frankston City News	595	7.2	**7.3**	7.4	7.2	7.1	7.5
	Parking enforcement	738	6.9	**7.1**	7.2	6.8	7.2	7.5
	Council support for local business	51	6.3	**7.0**	7.7	7.3	7.2	n.a.
	Maintenance and repairs of sealed local roads	781	6.8	**7.0**	7.1	7.0	6.9	7.3
	Public toilets	358	6.6	**6.8**	7.0	6.3	7.1	6.8
	Maintenance and repairs of major arterial roads	776	6.5	**6.6**	6.8	n.a.	n.a.	7.0
	Planning applications	55	5.6	**6.3**	7.0	6.3	6.7	7.2
	Average satisfaction		*7.6*	***7.8***	*8.0*	*7.7*	*7.8*	*7.8*

Council officers are committed to further analysis of the results through the Service Planning process and committed to implement any actions necessary to address community concerns.

Financial Impact

There are no financial implications associated with this report.

Executive Summary

Consultation

External Stakeholders

Metropolis Research conducted the 2025 Survey which was coordinated in line with Local Government Planning and Reporting regulations.

Analysis (Environmental / Economic / Social Implications)

There are no known environmental, economic or social implications for the 2025 Survey results.

Legal / Policy / Council Plan Impact

Charter of Human Rights and Responsibilities

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

Legal

There are three mandatory satisfaction measures required to be reported for compliance with the Local Government Planning and Reporting regulations.

Policy Impacts

There are no known policy impacts to the report.

Officer's Declaration of Interests

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

Risk Mitigation

The survey was conducted as a door-to-door interview style survey of 800 households drawn proportionally from across all the suburbs / localities that comprise the municipality.

Trained Metropolis Research fieldwork staff conducted face-to-face interviews of approximately 20 minutes duration with randomly approached householders.

This methodology has produced highly consistent results in terms of the demographic profile of respondents, obtaining a sample of respondents that more closely reflects the underlying population of the municipality than can be obtained using the alternative telephone methodology.

Due to OH&S issues, it was not possible to conduct eight surveys in Langwarrin South by the door-to-door methodology. These surveys were conducted by telephone.

Conclusion

Council thanks those community members who gave their time to participate in the 2025 Community Satisfaction Survey. The feedback and results allow Council to sense-check the sentiment within the community and better understand the importance we play in their daily lives. It allows Council to focus its efforts on what matters most to our community and plays an important role in planning for the future.

The full results of this survey have been made public (in this meeting's agenda) and will be communicated to residents via the Frankston City News, a media release and Council's website. Frankston does make its full report publicly available every year in the interests of transparency and good governance.

12.3 Community Satisfaction Survey 2025

Executive Summary

ATTACHMENTS

Attachment A:⇨	Community Satisfaction Survey 2025 results *(Under Separate Cover)*
Attachment B:⇩	Community Satisfaction Survey 2025 Presenatation

Frankston City Council

2025 Annual Community Satisfaction Survey

About Metropolis Research

- Trading since July 1998.

- Specialise in social research for local government:
  - Work with more than **30 Victorian municipalities**, as well as several councils in other states.
  - Conduct 19 *Annual Community Satisfaction Surveys* for Banyule, Bayside, Brimbank, Campaspe, Cardinia, Darebin, Frankston, Greater Dandenong, Kingston, Knox, Maribyrnong, Melton, Merri-bek, Monash, Moonee Valley, Mornington Peninsula, Nillumbik, Port Phillip, and Wyndham.
  - Conduct the state-wide community satisfaction survey for the Local Govt Association of Tasmania, as well as five Tasmanian councils (including Hobart).
  - Conduct our own community satisfaction survey across all 31 metro. Melbourne councils annually since 2010 (*Governing Melbourne*), and across all 48 regional councils since 2023 *(Governing Regional Victoria)*.

- Have worked with several **Victorian State Government Departments** (DELWP, DJSIR, DEECA, DHHS, MFB, MPA, and Department of Justice).

- Have worked with several **universities** (Monash, Melbourne, Sydney, Victoria, and Deakin) and **professional bodies** (LGPro and VPELA).

Aims and methodology

Aims:

- Measure importance of and satisfaction with 34 Council's services and facilities.
- Measure satisfaction with governance / leadership, customer service, and overall satisfaction.
- Measure change in overall performance.
- Identify current issues of importance, and how they impact on satisfaction.
- Measure perception of key issues including safety and sense of community.

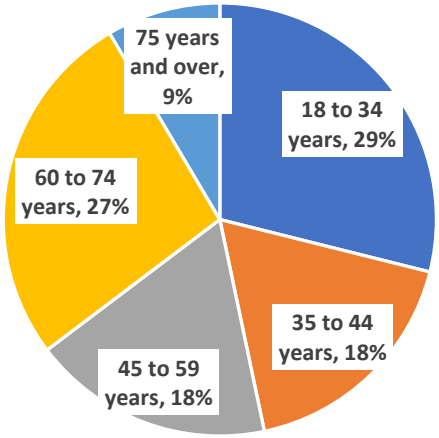
Methodology:

- Face-to-face, door-stop interviews conducted mostly at weekends.
- A large sample size of **800** drawn proportionally from across Frankston City.
- 95% confidence interval of (+/-) **3.4%** (state government survey is 4.9%).
- Response rate of **43%** (up from 41%) - reflects strong community engagement.

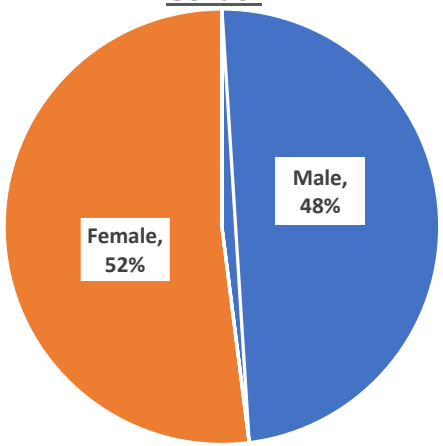
Respondent profile

The sample reflects well the underlying population of Frankston City

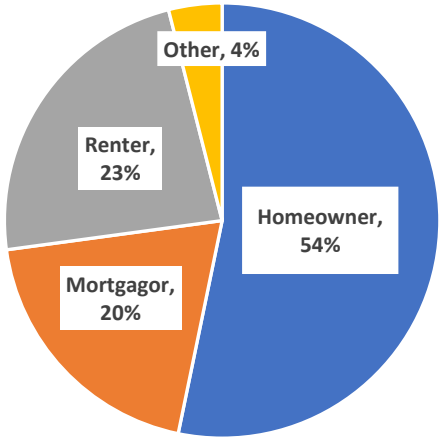
Age structure



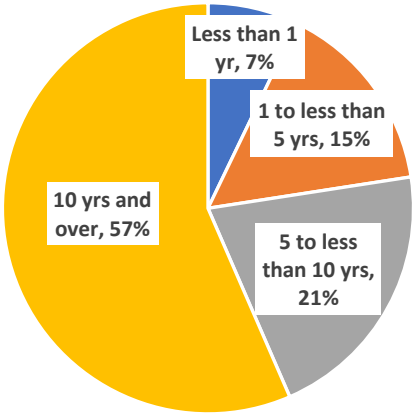
Gender



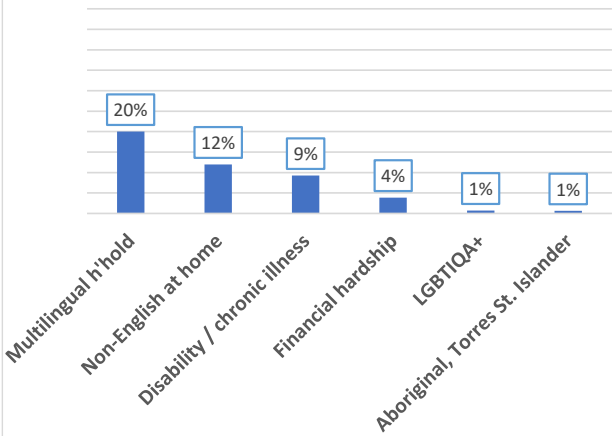
Housing situation



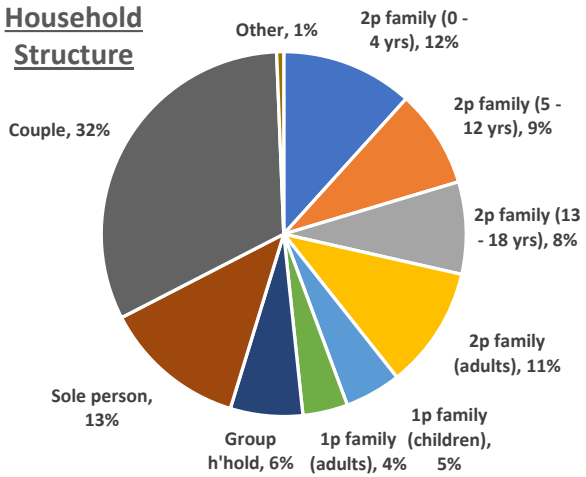
Period of residence in Frankston City



Diverse population groups



Household Structure



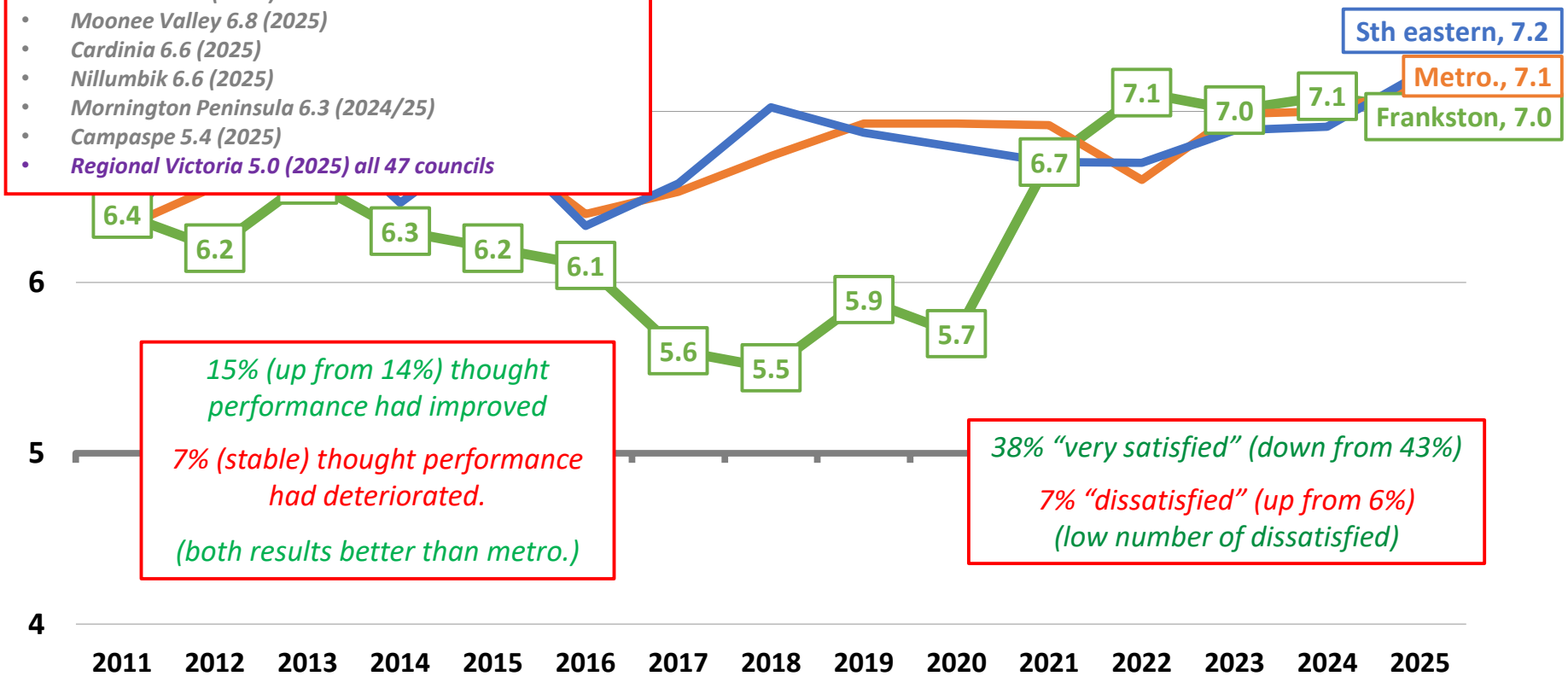
Overall performance

"Satisfaction with the performance of Council across all areas of responsibility"

Satisfaction with overall performance

- *Greater Dandenong 7.5 (2025)*
- *Monash 7.3 (2025)*
- *Wyndham 7.3 (2025)*
- *Brimbank 7.2 (2024/25)*
- *Kingston 7.2 (2024/25)*
- ***Southeastern region councils 7.2 (2025) incl. Frankston****Governing Melbourne survey*
- ***metro. Melbourne 7.1 (2025) all 31 councils***
- *Banyule 7.0 (2025)*
- *Bayside 7.0 (2025)*
- ***Frankston 7.0 (2025)***
- *Maribyrnong 7.0 (2024/25)*
- *Melton 7.0 (2025)*
- *Darebin 7.0 (2024)*
- *Port Phillip 6.9 (2025)*
- *Knox 6.8 (2025)*
- *Merri-bek 6.8 (2025)*
- *Moonee Valley 6.8 (2025)*
- *Cardinia 6.6 (2025)*
- *Nillumbik 6.6 (2025)*
- *Mornington Peninsula 6.3 (2024/25)*
- *Campaspe 5.4 (2025)*
- ***Regional Victoria 5.0 (2025) all 47 councils***

- ***Satisfaction has maintained the significant improvement recorded in 2021***
- ***9.4% above the long-term average since 2011 of 6.4***
- ***Frankston has maintained satisfaction at near record levels (consistent with the metropolitan average)***



15% (up from 14%) thought performance had improved

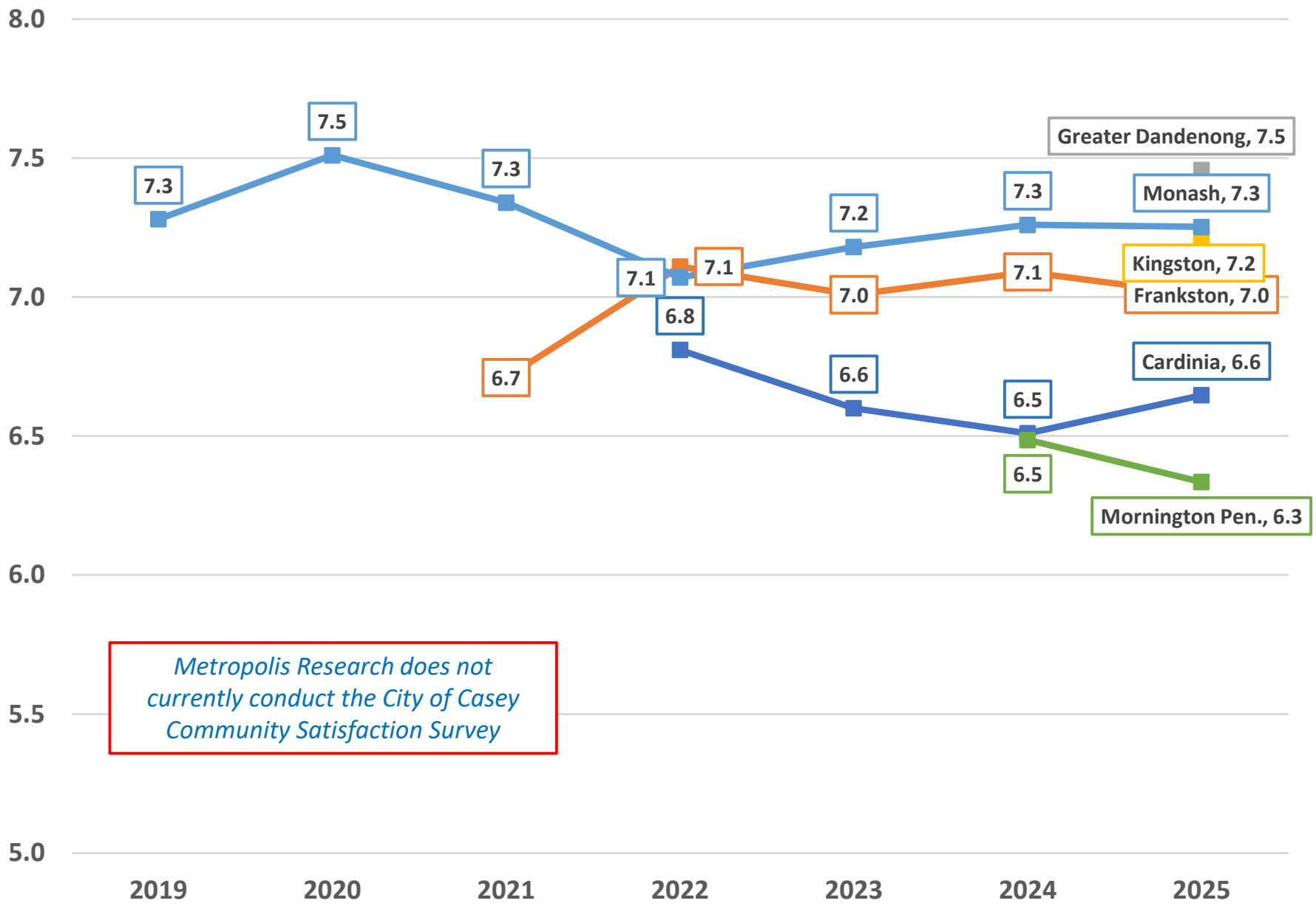
7% (stable) thought performance had deteriorated.

(both results better than metro.)

38% "very satisfied" (down from 43%)

7% "dissatisfied" (up from 6%) (low number of dissatisfied)

Southeastern region councils



Satisfaction with overall performance

This pattern is consistent with previous results and as observed elsewhere

More satisfied than average:

• New residents (less than one year)	*47 respondents @ 7.7 Very good*
• One-parent families	*65 respondents @ 7.5*
• Respondents from **Carrum Downs**	*126 respondents @ 7.4*
• Young adults (aged 18 to 34 years)	*222 respondents @ 7.3*
• Rental households	*168 respondents @ 7.3*
• Newer residents (less than five yrs)	*114 respondents @ 7.2*
• Multilingual households	*155 respondents @ 7.2. Good*

Less satisfied than average:

• Group households	*45 respondents @ 6.8 Good*
• Middle-aged / older adults (aged 45 to 74 yrs)	*133/208 respondents @ 6.8*
• Respondents from **Seaford** / **Langwarrin**	*96/136 respondents @ 6.7*
• Respondents experiencing financial hardship	*31 respondents @ 6.7*
• Two-parent families (adults only at home)	*85 respondents @ 6.4. Solid*

Reasons for dissatisfaction with Council

97 comments received from 95 respondents not satisfied with performance

Reason	*2025*		*2024*	*2023*	*2022*	*2021*
	Number	*Percent*				
General negative	**21**	**22%**	27%	10%	18%	21%
Management, governance, responsiveness	**19**	**20%**	13%	20%	13%	28%
Rates and financial management	**13**	**13%**	20%	15%	14%	19%
Council services and facilities	11	11%	11%	21%	8%	3%
Communication and consultation	9	9%	12%	11%	32%	12%
Roads, traffic and parking	9	9%	6%	5%	3%	5%
Planning and development	6	6%	4%	11%	2%	7%
General neutral	3	3%	0%	2%	n.a.	n.a.
Safety, policing, drugs and alcohol	3	3%	2%	1%	6%	0%
General positive	1	1%	2%	2%	n.a.	n.a.
Other	2	2%	1%	2%	3%	5%
Total comments	**97**	**100%**	**89**	**94**	**87**	**58**

Most important thing to improve performance

Better engagement with the community the most common improvement

Response	*2025*		*2024*	*2023*	*2022*
	Number	*Percent*			
Better / more communication and consultation	74	9%	8%	9%	10%
Better / more safety and policing	**55**	**7%**	**4%**	**1%**	**2%**
Better / more road maintenance and repairs	26	3%	2%	1%	2%
Better / more infrastructure / amenities	24	3%	0%	0%	1%
Better / more / cheaper / free parking	23	3%	1%	1%	1%
Better Council governance, accountability, management	18	2%	2%	3%	3%
Better financial management / review	14	2%	1%	1%	1%
Frankston CBD issues	14	2%	0%	0%	0%
All other improvements *(24 separately identified issues)*	209	26%	21%	16%	21%
No improvement	**343**	**43%**	**61%**	**67%**	**59%**
Total	**800**	**100%**	**800**	**801**	**803**

Significant proportion of respondents did not suggest an improvement this year (fewer than previous years)

Leadership and Governance

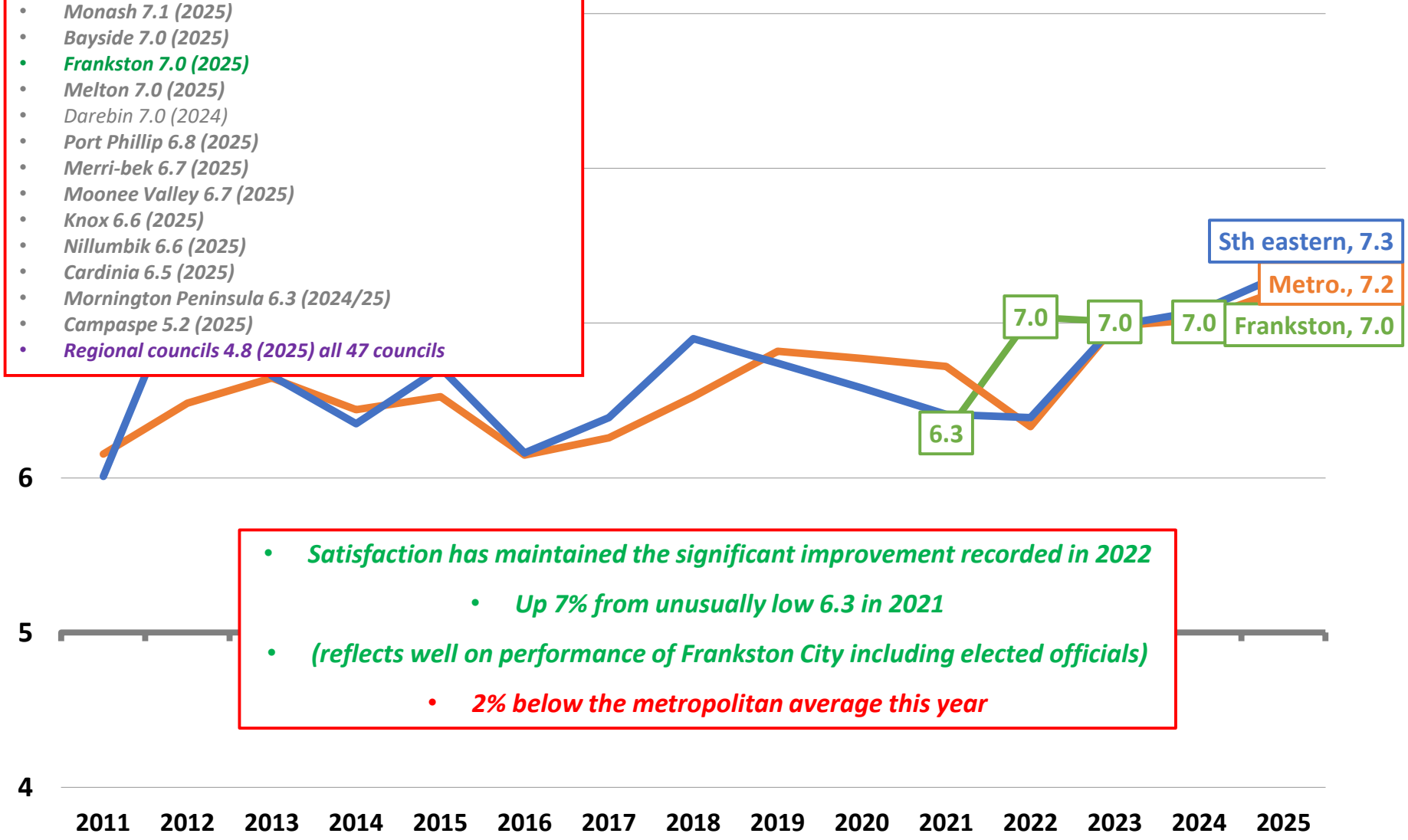
Satisfaction with 9 aspects of Council performance,

5 are considered core-aspects

(maintaining trust, responsiveness, making decisions, representation / advocacy, and consultation / engagement)

Leadership and Governance (core)

- *Greater Dandenong 7.5 (2025)*
- ***Southeastern region councils 7.3 (2025) incl. Frankston***
- *Wyndham 7.3 (2025)*
- *Kingston 7.2 (2024/25)*
- ***metro. Melbourne 7.2 (2025) all 31 councils***
- *Brimbank 7.1 (2024/25)*
- *Banyule 7.1 (2025)*
- *Maribyrnong 7.1 (2024/25)*
- *Monash 7.1 (2025)*
- *Bayside 7.0 (2025)*
- ***Frankston 7.0 (2025)***
- *Melton 7.0 (2025)*
- *Darebin 7.0 (2024)*
- *Port Phillip 6.8 (2025)*
- *Merri-bek 6.7 (2025)*
- *Moonee Valley 6.7 (2025)*
- *Knox 6.6 (2025)*
- *Nillumbik 6.6 (2025)*
- *Cardinia 6.5 (2025)*
- *Mornington Peninsula 6.3 (2024/25)*
- *Campaspe 5.2 (2025)*
- ***Regional councils 4.8 (2025) all 47 councils***

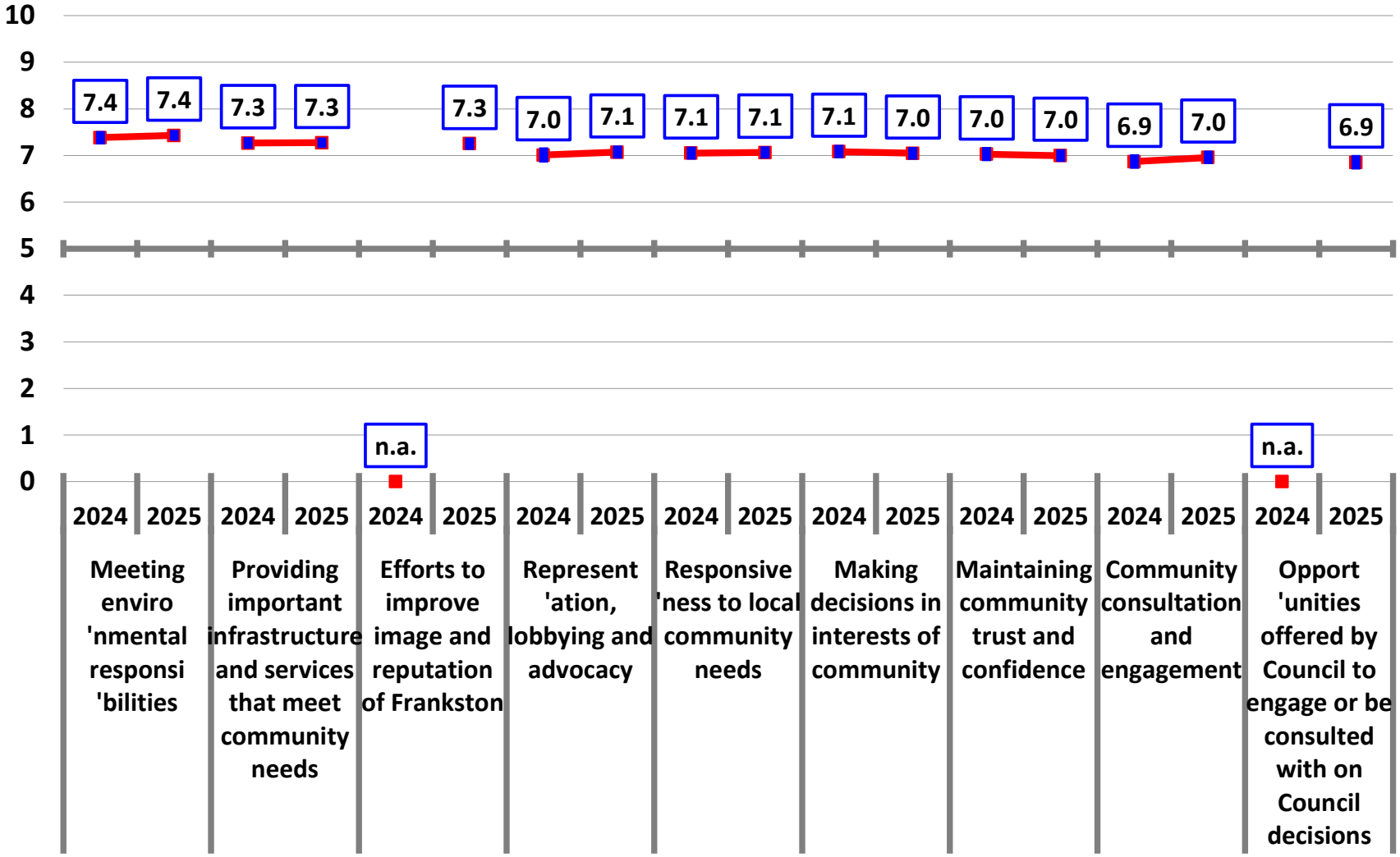


- ***Satisfaction has maintained the significant improvement recorded in 2022***
- ***Up 7% from unusually low 6.3 in 2021***
- ***(reflects well on performance of Frankston City including elected officials)***
- ***2% below the metropolitan average this year***

Leadership and Governance

Satisfaction stable this year – 2% lower than the metro. average

Frankston City has maintained the strong improvement recorded in 2022



Customer service

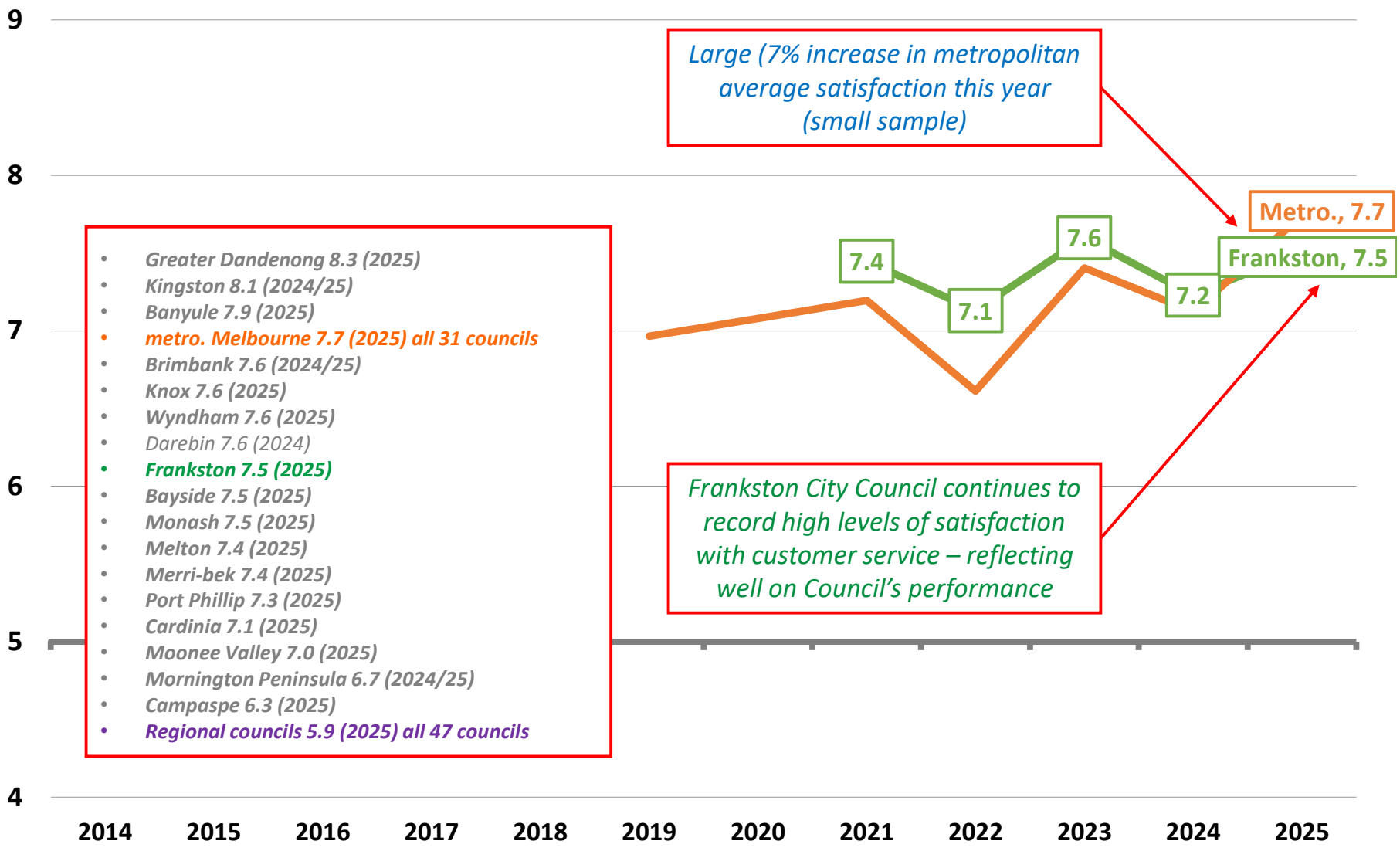
Contact with Council

Overall customer service satisfaction up 3% this year, 2% lower than metro.

(variations from year to year can be greater due to smaller sample (211)

- 211 respondents (26% down from 29%) contacted Council in last 12 months.
- Average satisfaction (7.5) with the six aspects up 1%, rated "very good".
  - Courtesy and professionalism (7.8) "excellent"
  - Staff's understanding of your communication needs (7.7) "very good"
  - Overall satisfaction with customer service experience (up 3%) (7.5)
  - Provision of accurate information (7.5)
  - Care and attention to your enquiry (7.4)
  - Speed of service (7.1) "good".
- Average satisfaction (7.5) with five aspects - 3% lower than metro. avg. (7.8), due to unusually large increase in metropolitan satisfaction result this year (outlier?).
- 14% remains "dissatisfied" with overall customer service experience, including:
  - Speed of service (17%)
  - Care and attention (13%)
  - Provision of accurate information (13%).

Satisfaction with customer service experience



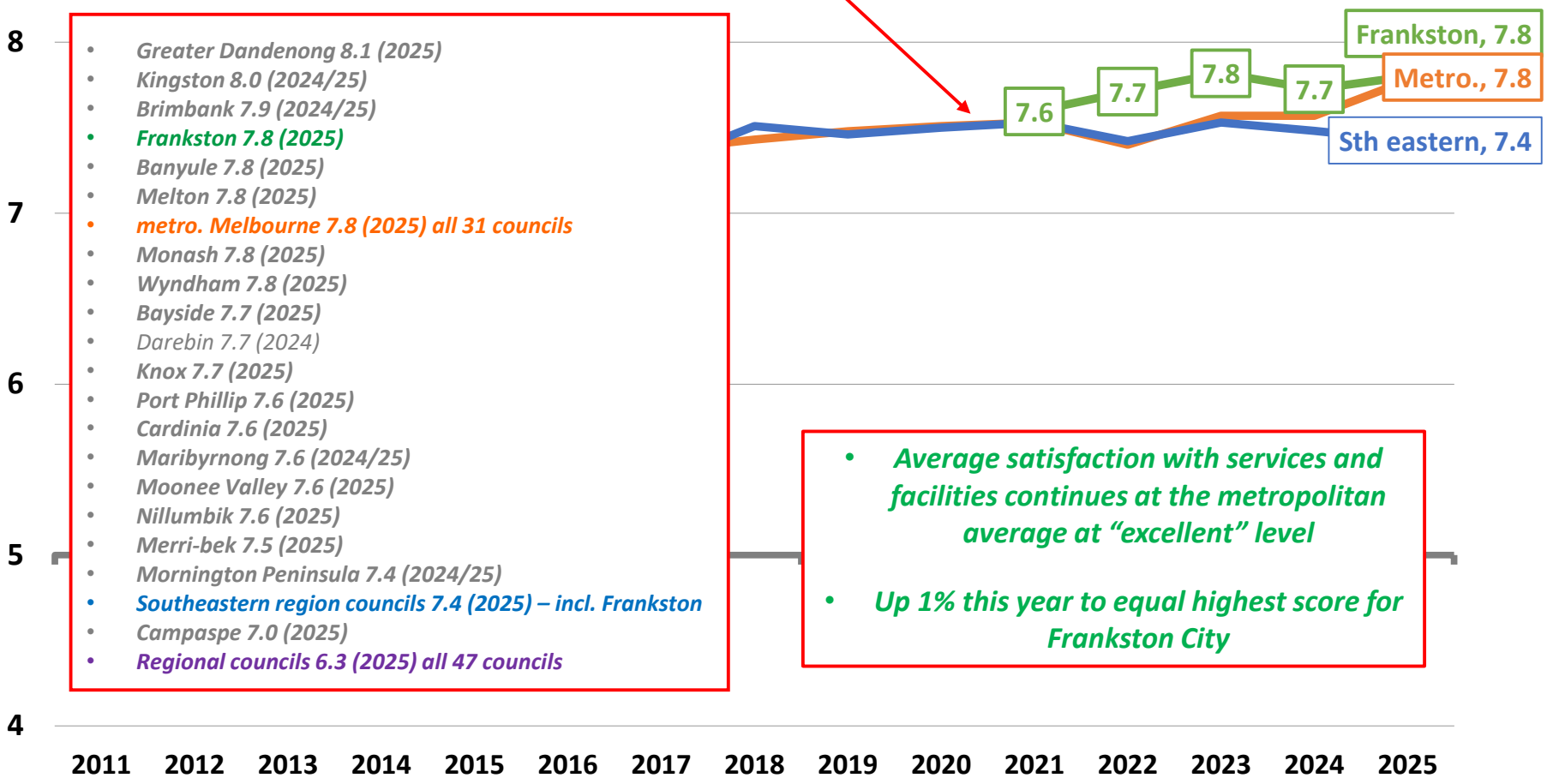
Importance of and satisfaction with Council services and facilities

Includes insight into the performance of 34 Council services and facilities

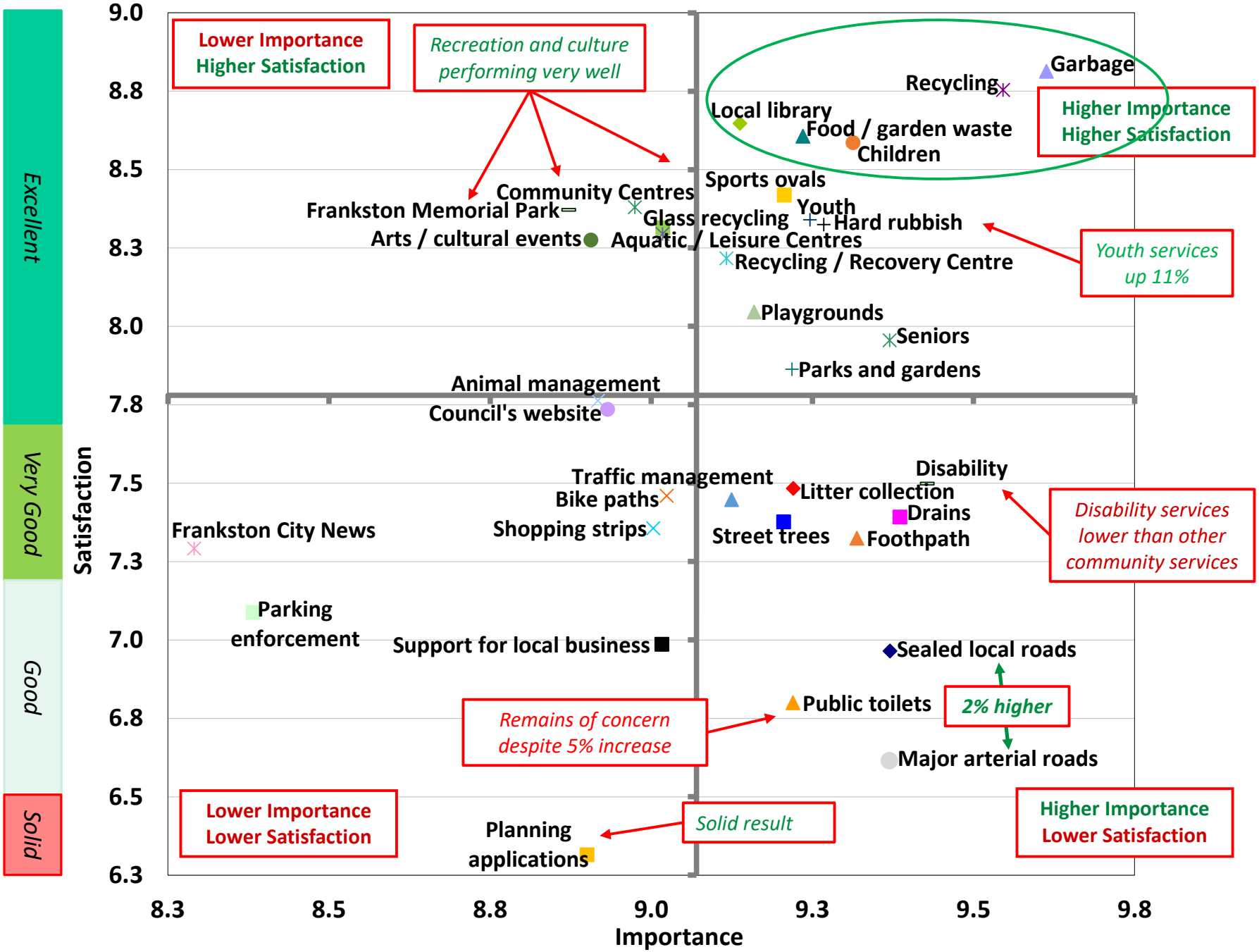
Average satisfaction with services

Average satisfaction with metropolitan councils providing services and facilities has trended higher over time (up 7% since 2010)

- *Greater Dandenong 8.1 (2025)*
- *Kingston 8.0 (2024/25)*
- *Brimbank 7.9 (2024/25)*
- ***Frankston 7.8 (2025)***
- *Banyule 7.8 (2025)*
- *Melton 7.8 (2025)*
- ***metro. Melbourne 7.8 (2025) all 31 councils***
- *Monash 7.8 (2025)*
- *Wyndham 7.8 (2025)*
- *Bayside 7.7 (2025)*
- *Darebin 7.7 (2024)*
- *Knox 7.7 (2025)*
- *Port Phillip 7.6 (2025)*
- *Cardinia 7.6 (2025)*
- *Maribyrnong 7.6 (2024/25)*
- *Moonee Valley 7.6 (2025)*
- *Nillumbik 7.6 (2025)*
- *Merri-bek 7.5 (2025)*
- *Mornington Peninsula 7.4 (2024/25)*
- ***Southeastern region councils 7.4 (2025) – incl. Frankston***
- *Campaspe 7.0 (2025)*
- ***Regional councils 6.3 (2025) all 47 councils***



- ***Average satisfaction with services and facilities continues at the metropolitan average at "excellent" level***
- ***Up 1% this year to equal highest score for Frankston City***


Excellent
Very Good
Good
Solid
Satisfaction
9.0
8.8
8.5
8.3
8.0
7.8
7.5
7.3
7.0
6.8
6.5
6.3
8.3
8.5
8.8
9.0
9.3
9.5
9.8
Importance
Lower Importance
Higher Satisfaction
Recreation and culture performing very well
Higher Importance
Higher Satisfaction
Garbage
Recycling
Local library
Food / garden waste
Children
Sports ovals
Youth
Hard rubbish
Community Centres
Frankston Memorial Park
Glass recycling
Arts / cultural events
Aquatic / Leisure Centres
Recycling / Recovery Centre
Youth services up 11%
Playgrounds
Seniors
Parks and gardens
Animal management
Council's website
Disability
Traffic management
Litter collection
Bike paths
Drains
Frankston City News
Shopping strips
Street trees
Foothpath
Disability services lower than other community services
Parking enforcement
Support for local business
Sealed local roads
Public toilets
2% higher
Remains of concern despite 5% increase
Major arterial roads
Lower Importance
Lower Satisfaction
Planning applications
Solid result
Higher Importance
Lower Satisfaction

Change in services satisfaction this year

Average satisfaction with 34 services / facilities **7.8** **(**up 1%**)** (7.4 metro)

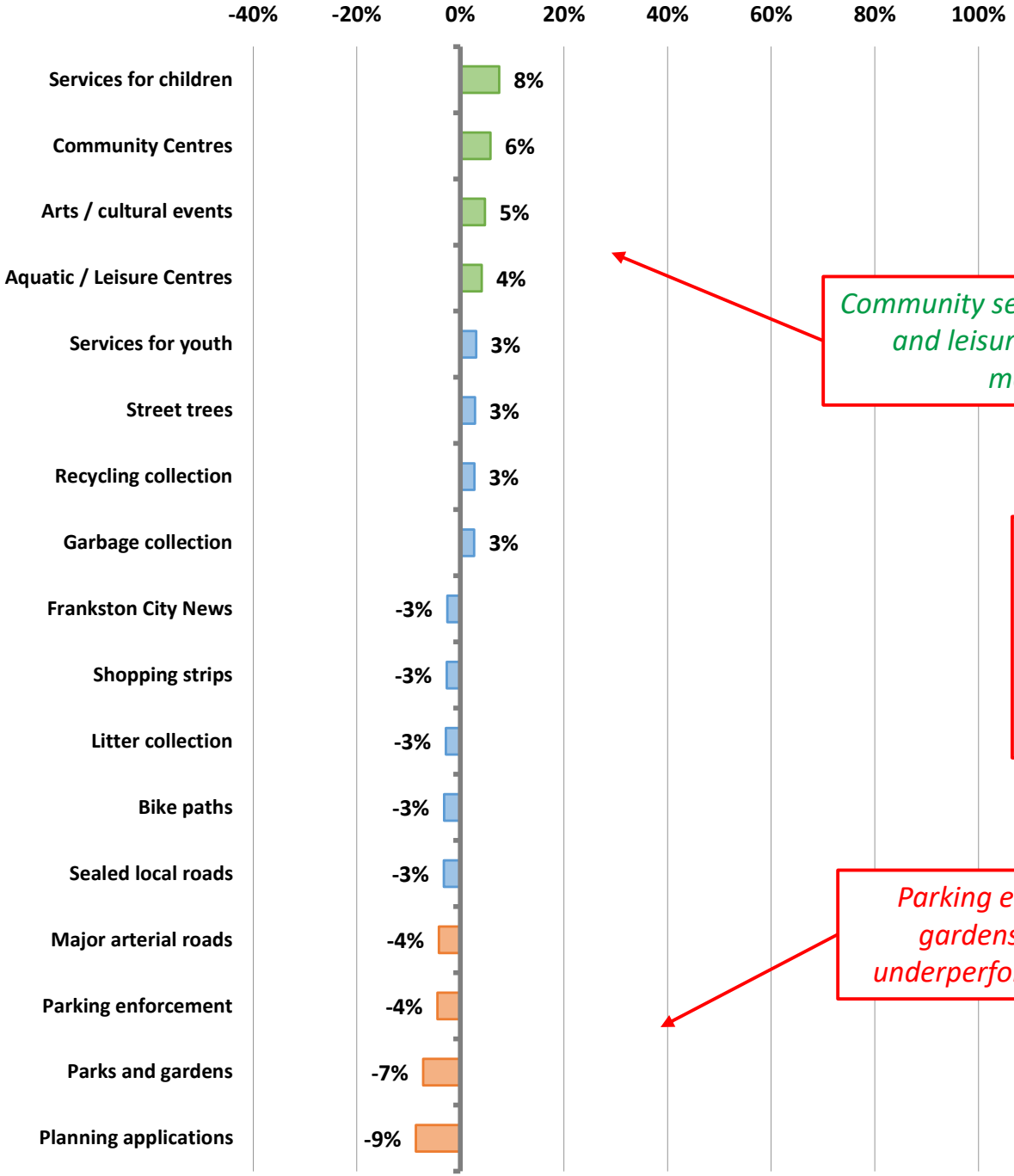
Improved satisfaction this year (*15 of 34*):

Youth services (n = 56)	8.3	(up 11%)	***Excellent***
Community Centres / Neighbourhood Houses	8.4	(up 7%)	***Excellent***
Public toilets	6.8	(up 5%)	***Good***

Decline in satisfaction this year (*8 of 34*):

Drains maintenance and repairs	7.4	(down 3%)	***Very Good***
Council support for local business (n = 51)	7.0	(down 3%)	***Good.***

Metropolitan comparison

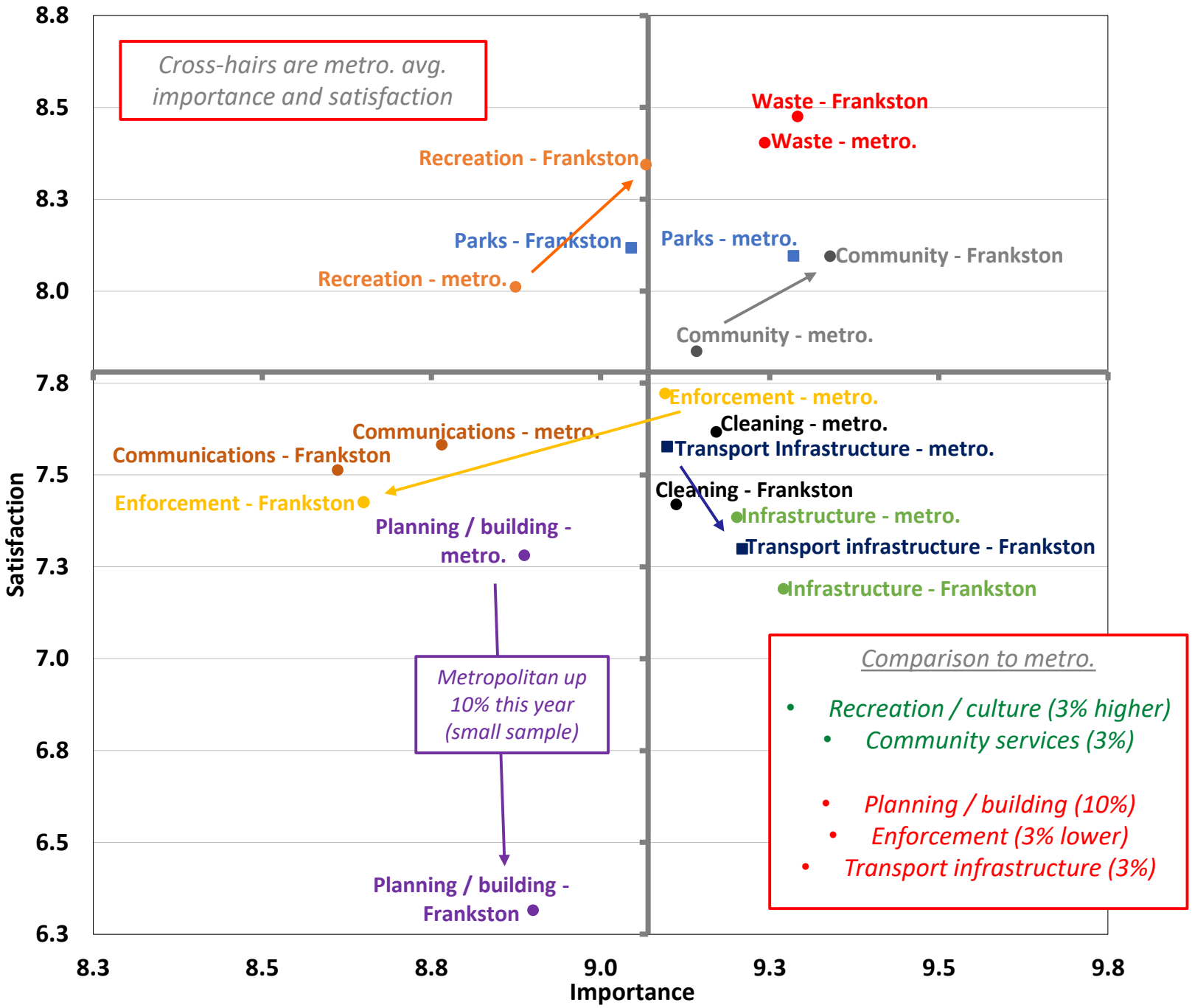


Community services, centres, arts and culture and leisure centres outperformed the metropolitan average

Comparison to metropolitan

- *13 recorded **HIGHER***
- *4 recorded **IDENTICAL***
- *14 recorded **LOWER***

Parking enforcement, roads, parks and gardens, and planning applications underperformed the metropolitan average


Cross-hairs are metro. avg. importance and satisfaction
Waste - Frankston
Waste - metro.
Recreation - Frankston
Parks - Frankston
Parks - metro.
Community - Frankston
Recreation - metro.
Community - metro.
Enforcement - metro.
Communications - metro.
Cleaning - metro.
Communications - Frankston
Transport Infrastructure - metro.
Cleaning - Frankston
Enforcement - Frankston
Infrastructure - metro.
Planning / building - metro.
Transport infrastructure - Frankston
Infrastructure - Frankston
Metropolitan up 10% this year (small sample)
Planning / building - Frankston
Comparison to metro.
Recreation / culture (3% higher)
Community services (3%)
Planning / building (10%)
Enforcement (3% lower)
Transport infrastructure (3%)
Satisfaction
8.8
8.5
8.3
8.0
7.8
7.5
7.3
7.0
6.8
6.5
6.3
8.3
8.5
8.8
9.0
9.3
9.5
9.8
Importance

Planning, development, and housing

Satisfaction with planning process and outcomes remain at / above metro avg.

Satisfaction with planning and housing development process and outcomes:

Design of open spaces	**7.7**	(down 1%)
Design of public spaces	**7.6**	(stable)
The protection of local heritage	**7.6**	(stable)
Appearance and quality of new developments	**7.6**	(up 1%)
Height, size, and set-back distances of new developments	**7.3**	(up 1%)
Planning applications (n = 55 participating)	**6.3**	(stable)

Satisfaction with planning for population growth:

Planning for population growth by all levels of gov't	**7.0**	(up 4%)

(still below metro. (1% lower) and southeastern regions (4% lower) results this year)

Housing availability / affordability:

Availability of housing meets community needs	**6.8**	(up 5%)
Affordability of housing	**6.2**	(up 7%).

(housing concerns have diminished in Frankston, as well as elsewhere recorded by Metropolis Research this year)

Issues to address in Frankston City

These are the issues of importance to the Frankston City community, they are not a list of complaints about Council's performance

Top issues to address for Frankston

"Can you please list what you consider to be the top three issues for Frankston City at the moment?"

	Frankston City				*Metro. Melbourne*
	2023	*2024*		*2025*		*2025*
Safety, policing and crime	11%	11%	↑	29%	↑	7%
Road and maintenance and repairs	8%	10%	↑	13%	↑	9%
Car parking	7%	8%		7%		6%
Traffic management	12%	7%		6%	↓	9%
Homelessness	2%	3%		5%	↑	<1%
Cleanliness and maintenance of area	3%	3%		5%	↑	2%
Lighting	1%	2%	↑	5%		7%
Provision and maintenance of street trees	5%	4%		4%	↓	7%
Council rates	4%	5%		4%		4%
Activity centre (including retail and hospitality) issues	2%	4%		4%	↑	<1%

Top issues across Frankston City

Carrum Downs	
Safety, policing and crime	20%
Traffic management	7%
Roads maintenance and repairs	6%

Seaford	
Safety, policing and crime	12%
Roads maintenance and repairs	11%
Homelessness	**9%**

Langwarrin	
Safety, policing and crime	26%
Roads maintenance and repairs	**17%**
Cleanliness, maintenance / Council rates	**9%**

Sandhurst / Skye	
Safety, policing and crime	**36%**
Roads maintenance and repairs	**24%**
Council rates	**9%**

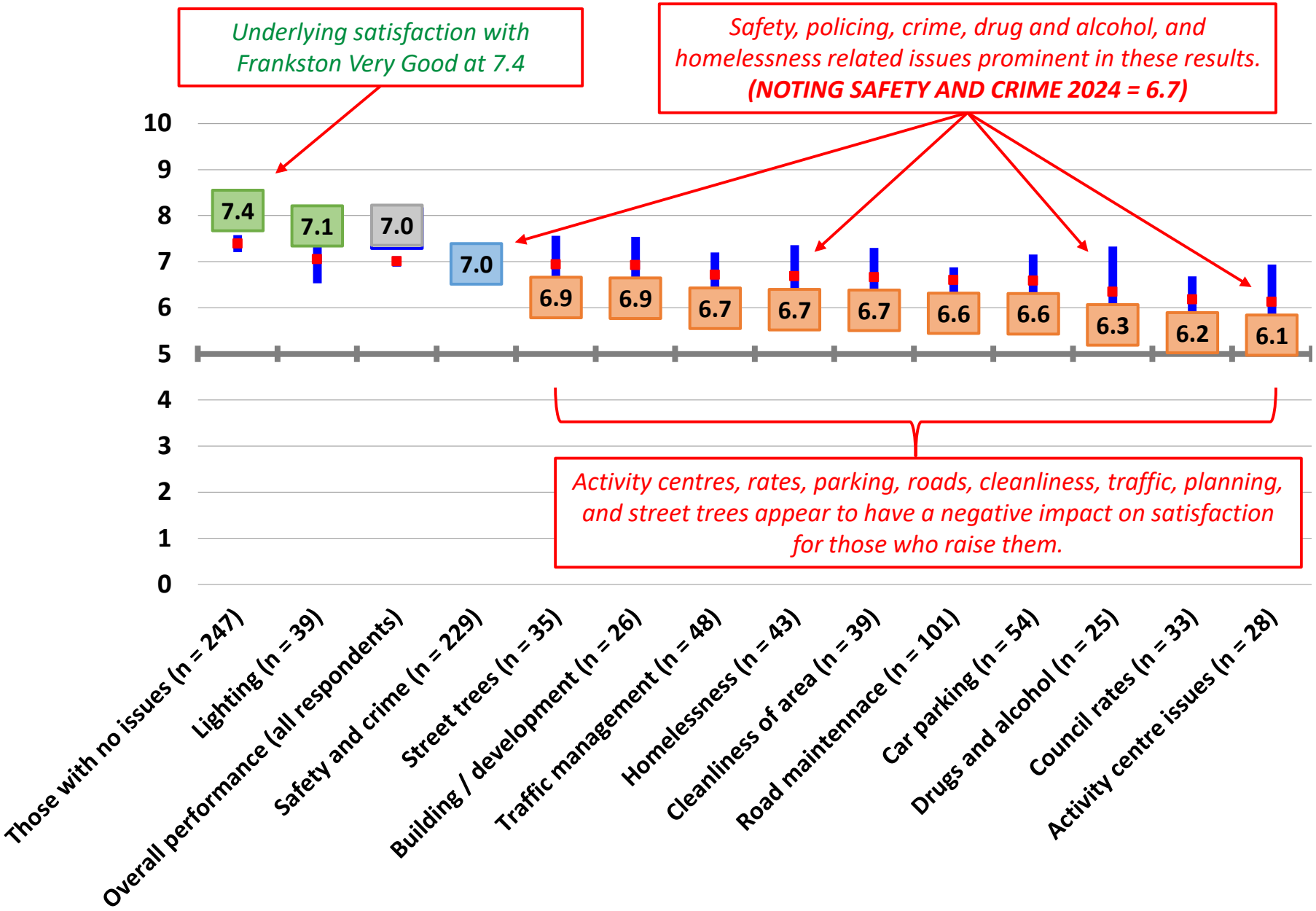
Frankston South	
Safety, policing and crime	**35%**
Car parking	**12%**
Roads maintenance and repairs	10%

Frankston North	
Safety, policing and crime	**47%**
Roads maintenance and repairs	**20%**
Traffic management / hard rubbish	**10%**

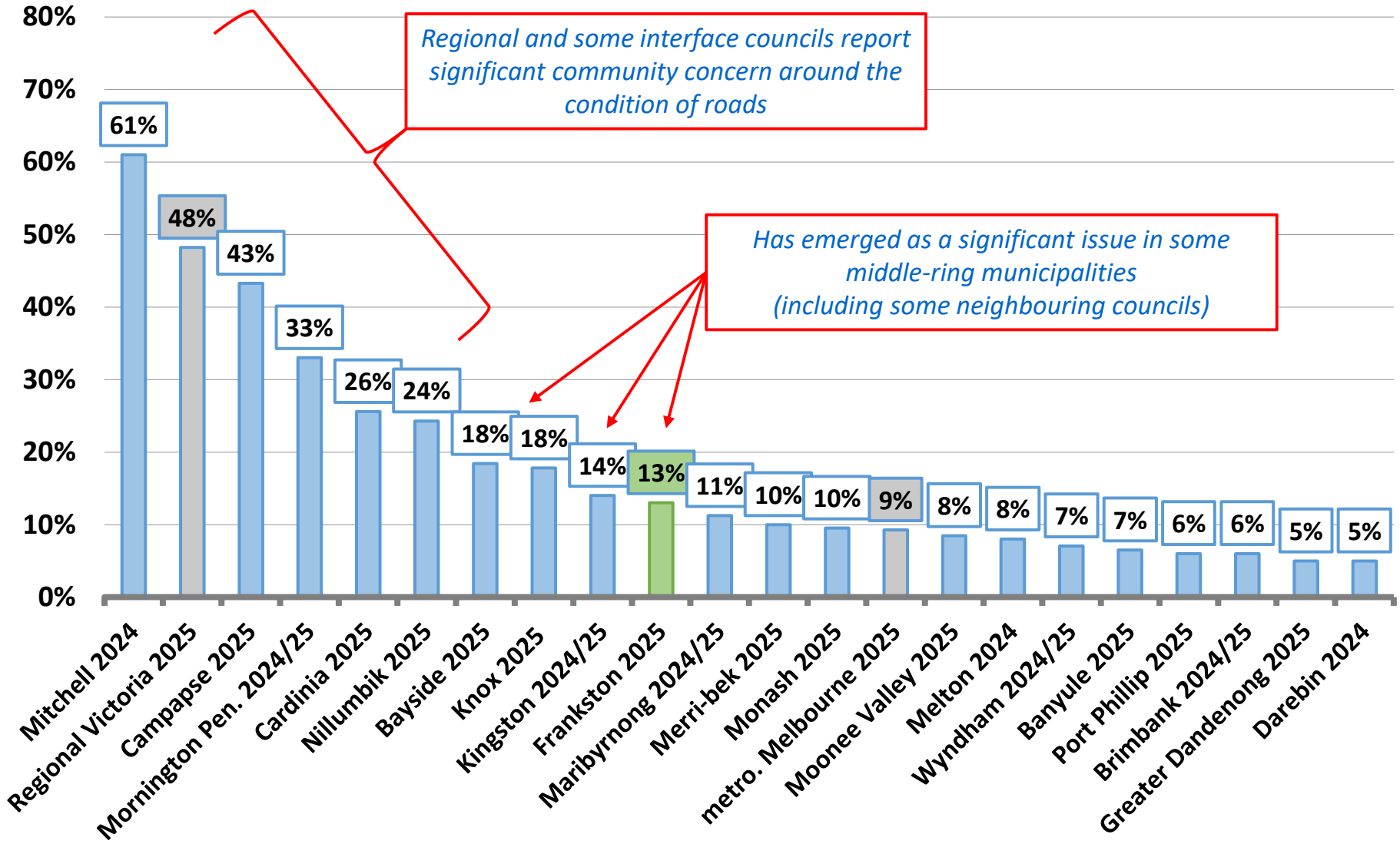
Frankston / Karingal	
Safety, policing and crime	**35%**
Roads maintenance and repairs	11%
Traffic management	9%

Frankston City	
Safety, policing and crime	29%
Road and maintenance and repairs	13%
Car parking	7%

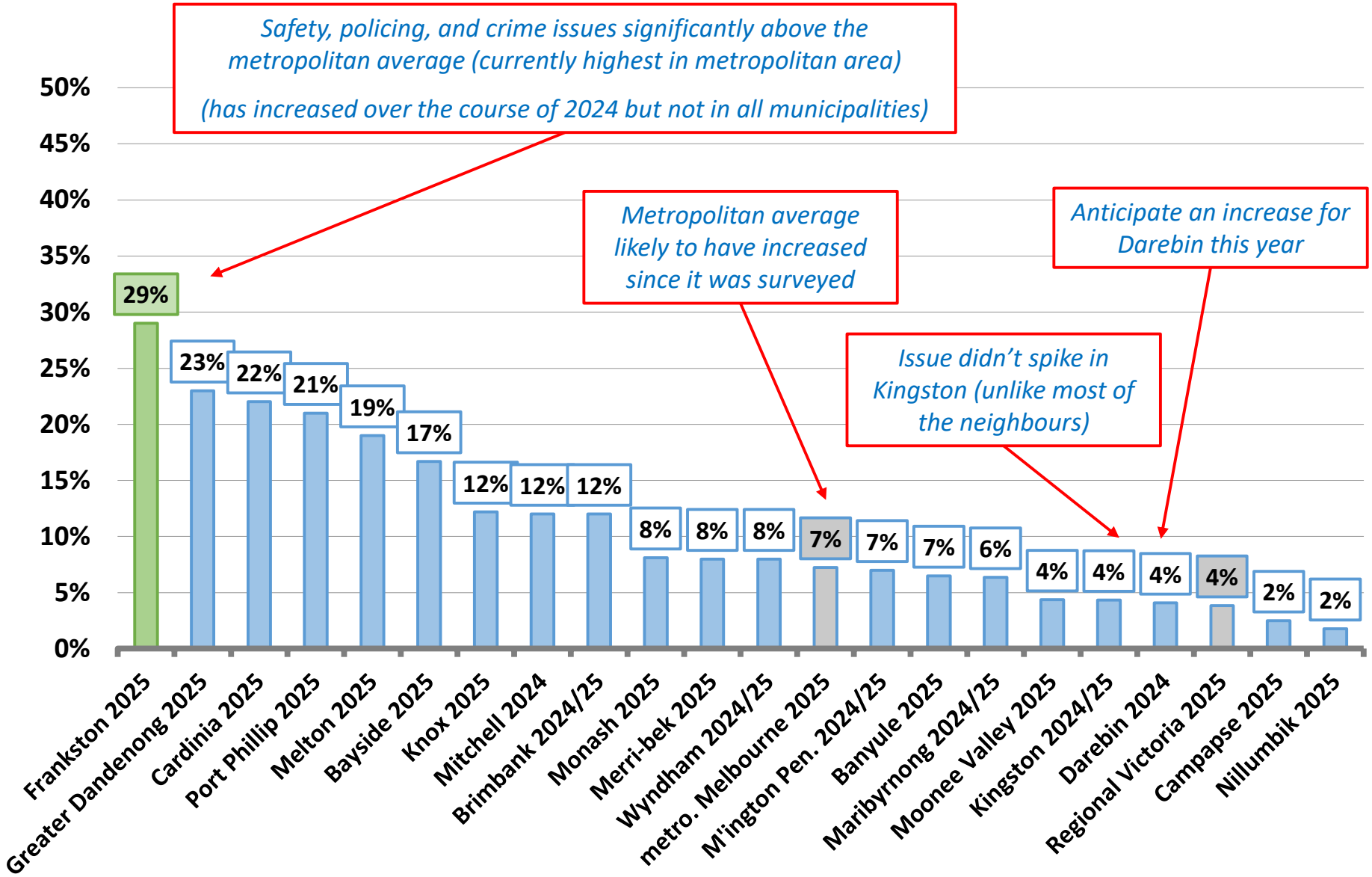
Relationship between issues and satisfaction



Road maintenance and repairs issues



Safety, policing, and crime issues



Perception of safety in Frankston City

Average perception of safety from 0 (very unsafe) to 10 (very safe) in nine situations / locations

Safety in public areas of Frankston City

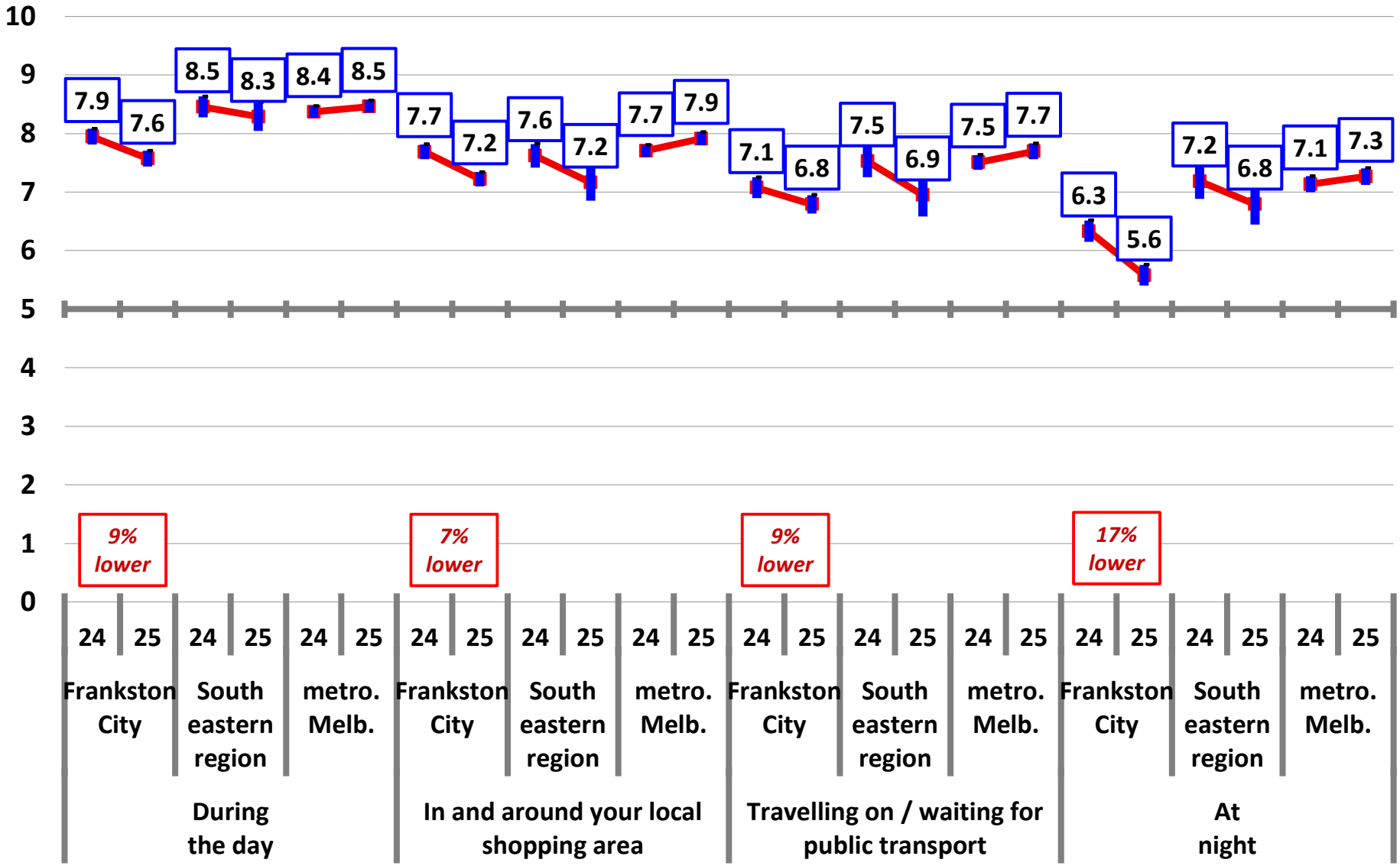
Feeling safe remains of concern to some in the Frankston City community.

	Felt Unsafe	Average	
– During the day	7%	7.6	(down 4%)
– At the beach and foreshore	5%	7.4	(down 5%)
– In parks and open spaces	4%	7.3	(down 5%)
– **How safe you feel overall**	**5%**	**7.3**	**(down 3%)**
– In and around your local shopping area	6%	7.2	(down 5%)
– Bayside shopping area	10%	6.8	(down 5%)
– Travelling on / waiting for public transport	11%	6.8	(down 3%)
– Wells Street Entertainment Precinct	13%	6.7	(down 7%)
– At night	28%	5.6	(down 8%)

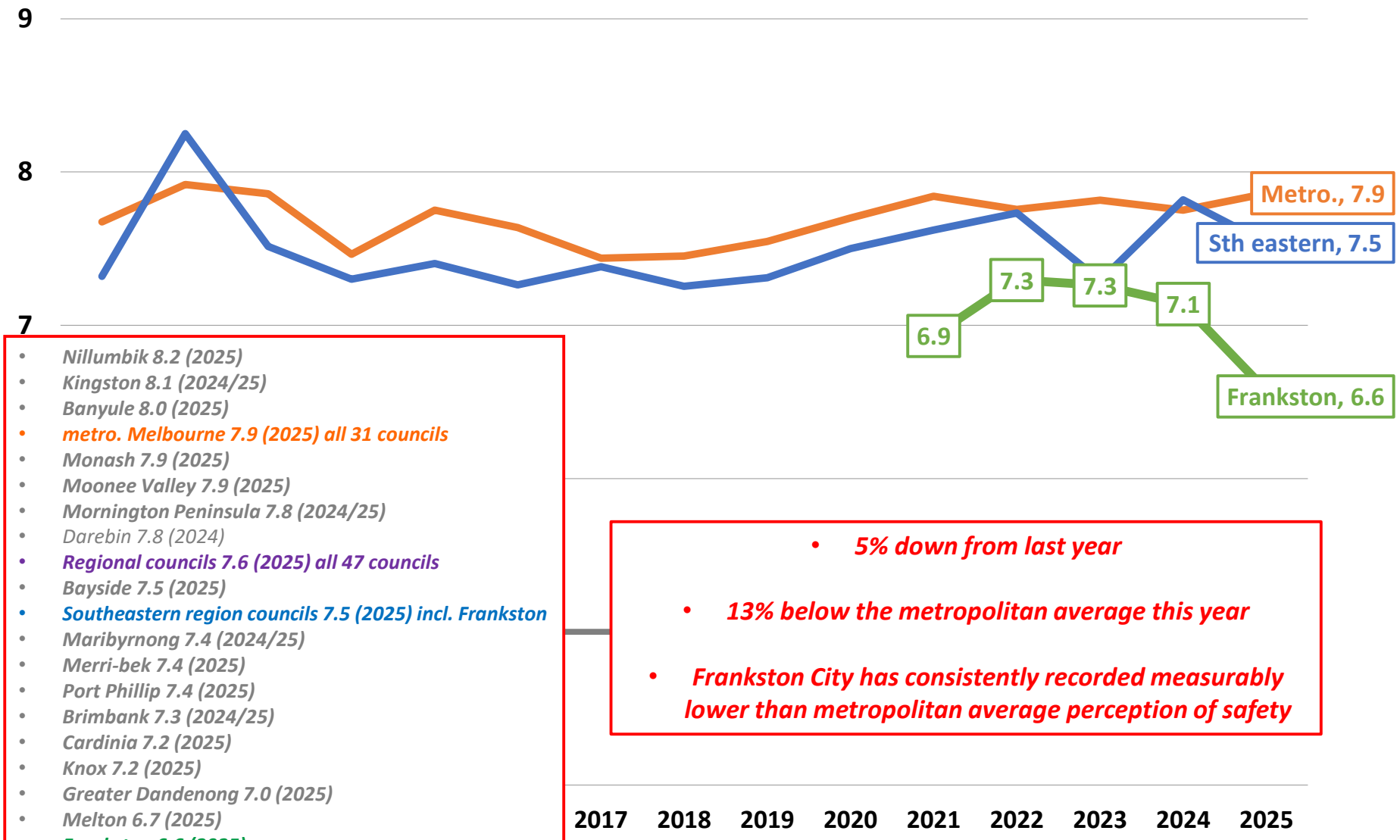
- Female respondents felt 7% less safe in public areas at night than males.
- Seaford respondents (5.2) felt the least safe in public areas at night.
- Drugs and alcohol (30%), concerns about types of people (17%), crime and policing (14%), and youth / youth crime (7%) the most common reasons.

Perception of safety

Perception of safety in Frankston City measurably lower than metropolitan avg.



Average perception of safety in public areas during the day and at night

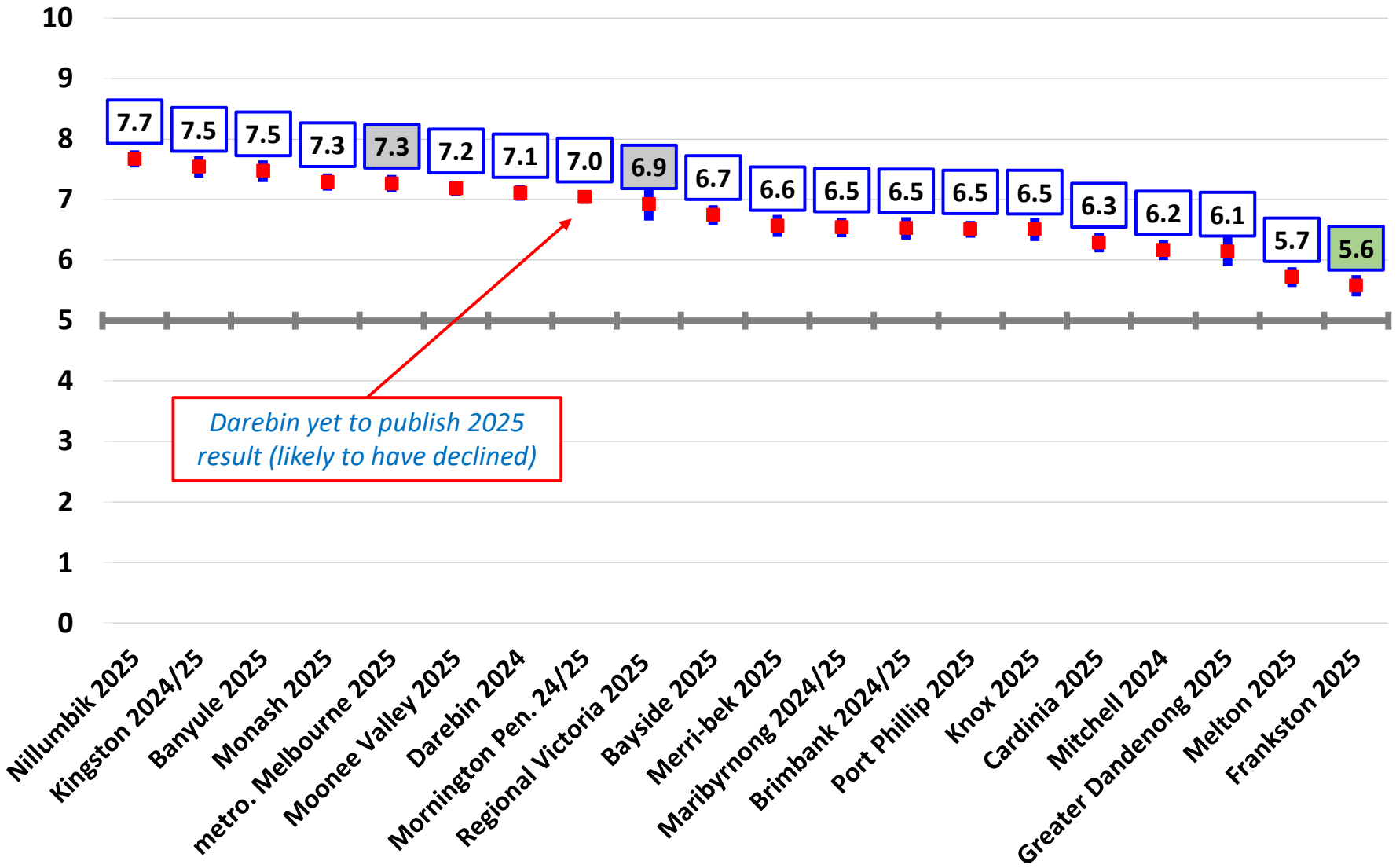


- *Nillumbik 8.2 (2025)*
- *Kingston 8.1 (2024/25)*
- *Banyule 8.0 (2025)*
- ***metro. Melbourne 7.9 (2025) all 31 councils***
- *Monash 7.9 (2025)*
- *Moonee Valley 7.9 (2025)*
- *Mornington Peninsula 7.8 (2024/25)*
- *Darebin 7.8 (2024)*
- ***Regional councils 7.6 (2025) all 47 councils***
- *Bayside 7.5 (2025)*
- ***Southeastern region councils 7.5 (2025) incl. Frankston***
- *Maribyrnong 7.4 (2024/25)*
- *Merri-bek 7.4 (2025)*
- *Port Phillip 7.4 (2025)*
- *Brimbank 7.3 (2024/25)*
- *Cardinia 7.2 (2025)*
- *Knox 7.2 (2025)*
- *Greater Dandenong 7.0 (2025)*
- *Melton 6.7 (2025)*
- ***Frankston 6.6 (2025)***

- ***5% down from last year***
- ***13% below the metropolitan average this year***
- ***Frankston City has consistently recorded measurably lower than metropolitan average perception of safety***

Perception of safety at night

Perception of safety at night measurably lower than metropolitan average



Sense of community

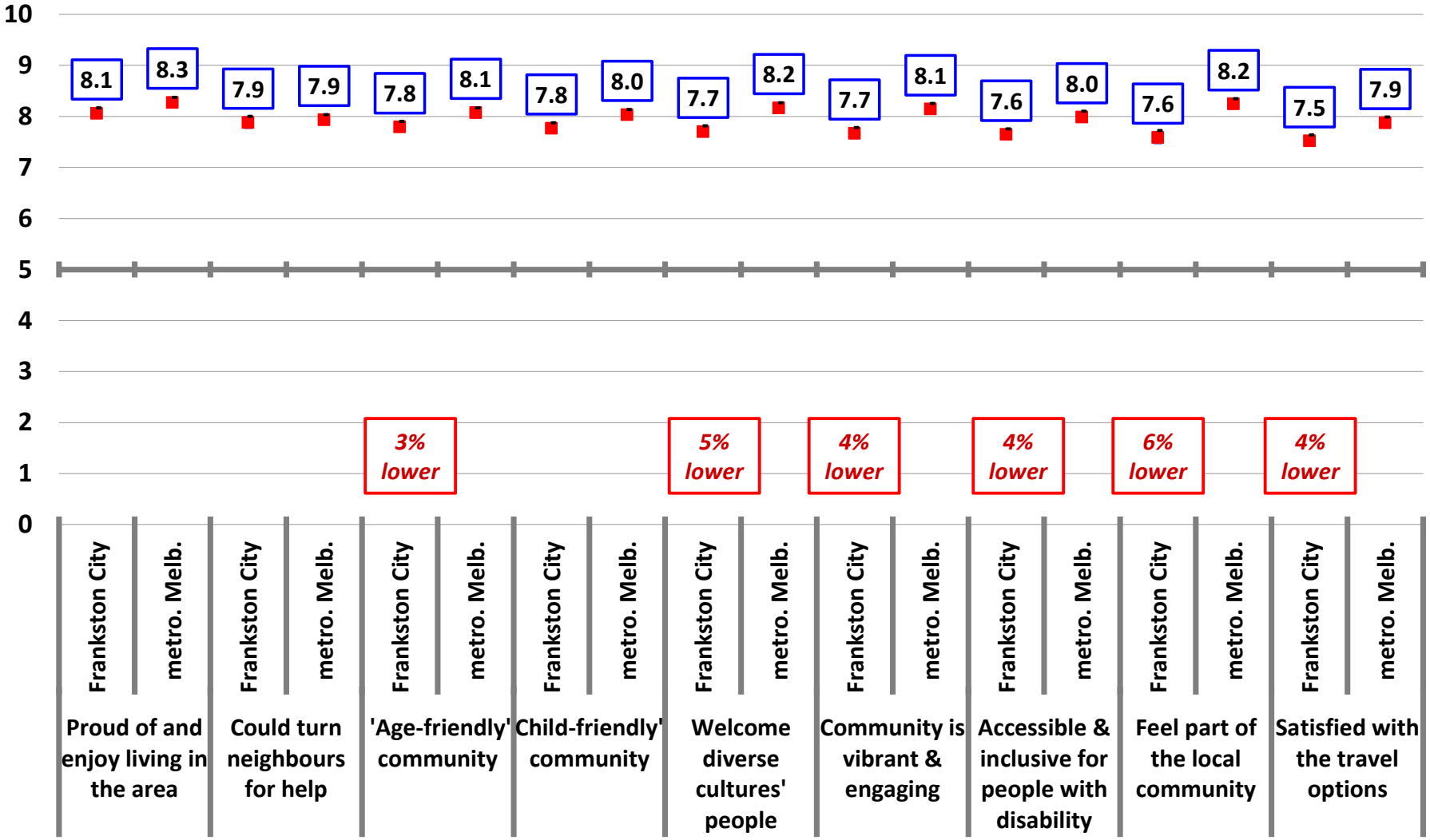
Agreement with nine aspects of the sense of community

from 0 (strongly disagree) to 10 (strongly agree)

Sense of community

Average agreement with statements relatively consistent (but below metro.)

(less than 6% disagreed with any of these statements)



Key findings

- **Key positives for Council:**
  - Satisfaction with Frankston City remained "good", down 1% from last year, including **38% "very satisfied"** and **7% "dissatisfied"**.
  - Satisfaction was **6% above** the long-term average since 2011 (6.4), and **up 15%** since the most recent low-point of 5.5 back in 2018, although marginally (**1%**) below metropolitan average (7.1).
  - All broad areas of performance remained relatively stable this year at or near record highs.
  - A key positive is that Frankston City continued to maintain the **7%** increase in satisfaction with governance and leadership recorded in 2022, although **2% below** metropolitan average this year.
  - Satisfaction with public toilets **up 5%** this year, reversing decline last year (has been variable).
  - Housing affordability (**up 5%**) and availability (**up 7%**) and planning for population growth (**up 4%**), reflecting a decline in community concern around housing issues this year (observed elsewhere).

- **Key challenges / emerging issues in the Frankston community:**
  - Safety, policing, and crime issues – (**29% up from 11%**), safety at night (**down 8%**), **17% below** metropolitan average, with drugs and alcohol, homelessness, youth, crime, and policing prominent.
  - Road issues (**13% up from 10%**), satisfaction with Council (**3%**) and VicRoads (**4%**) roads lower than metropolitan average, and roads was a negative influence on overall satisfaction (**4% lower**).
  - Parking (**7%**) and traffic management (**6%**) issues remain prominent, parking enforcement continues to record lower-than-metro. average satisfaction despite a 3% improvement this year.

2025 Annual Community Satisfaction Survey

Fieldwork completed : May 2025

All components of the project undertaken by:

Metropolis Research

Prepared and presented by:
Dale Hubner

The Research Society 2022-23 Member

Metropolis RESEARCH

Executive Summary

12.4 Frankston 60th Birthday/Anniversary Event

Enquiries: (Tammy Ryan: Customer Innovation and Arts)

Council Plan

Level 1:	Connected Places and Economy
Level 2:	Through strategic creative destination development, we position Frankston as a premier cultural hub, attracting visitors, showcasing first class arts experiences and events, fostering local talent, and enriching community life

Purpose

To inform Council on the proposed celebration plans for Frankston's 60th anniversary of its declaration as a city.

Recommendation (Director Customer Innovation and Arts)

That Council:

1. Supports the proposed plans to celebrate Frankston's 60th anniversary of its declaration as a City recognising the significance of this milestone in the city's history;
2. Notes that the celebrations will take place over the weekend of the 22nd and 23rd August 2026;
3. Notes the continued development and refinement of these plans in collaboration with key stakeholders; and
4. Notes a dedicated working group shall be established by November 2025 to provide support, and guidance throughout the planning and delivery of the celebrations.

Key Points / Issues

At the Council meeting held on 23 April 2025, the following recommendations were endorsed by Councillors:

That Council:

a. Receives a report at the July 2025 Council Meeting outlining how Council could celebrate Frankston's 60th anniversary of being declared as a City; and

b. Seeks that the report considers the inclusion of a dedicated budget line in an amount of $30,000 in the 2025/2026 Annual Budget, in preparation for a proposed celebration date (late 2026), possible celebration options, and the formation of a working party to lead planning and consultation. This working party could engage with local MPs, the Frankston Historical Society, relevant service clubs, and the broader community.

In consideration of the above the following proposal is outlined:

- In 2026, Frankston will mark 60 years since its official declaration as a City on 24 August 1966—a significant milestone that offers a unique opportunity to reflect on Frankston's shared history, celebrate community achievements, and look ahead to a vibrant and inclusive future.
- It is proposed that the celebration will comprise a series of events appealing to all ages, with a weekend of celebration on the 22nd and 23rd of August 2026.

12.4 Frankston 60th Birthday/Anniversary Event

Executive Summary

- Officers met with community member Sue Robinson, who initiated the idea through Deputy Mayor Steffie Conroy. The meeting, along with Sue's contributions and ideas, played a role in shaping and informing the proposal.
- The celebration is proposed to feature a rich program including exhibitions, author talks, a series of performances and presentations by local community groups, along with a variety of activations throughout the City to mark the occasion.
- With the proposed theme 'Celebrating Frankston', a special exhibition is proposed for Cube 37 from July through to the end of August 2026, forming part of the annual Frankston Art Centre Open Exhibition. This popular program attracts over 100 entries and invites local artists to respond creatively to a central theme—in this case, exploring and expressing what defines Frankston as a place of personal and collective significance. Alongside the contemporary works, historical artefacts and items are also proposed to be displayed throughout the Arts Centre and Library, offering a rich and layered reflection on Frankston's identity, history, and community.
- Furthermore, throughout the weekend Cube 37 will present live performances and workshops delivered by local artists. Local community arts organisations such as the Frankson Ladies Choir, Australian Welsh Male Choir, Voices of Frankston Choir, BAM Allstars and school performance groups will all be approached and invited to perform.
- Frankston Libraries will host programming and storytelling activities over the weekend, embracing the Arts Centre precinct and its surrounds as a hub for activity and celebration. These activities may include author talks from well-known Frankston authors such as Paul Kennedy.
- A key component of the event is the proposal to invite former Mayors of the City to an afternoon tea, celebrating their invaluable contributions to the evolution of Frankston into a vibrant and thriving community.
- Local businesses will also be encouraged to be involved with potentially displaying decals on storefront windows, creating celebratory menu items and discounts over the weekend. Furthermore, roving performers and buskers will be engaged to activate Young Street over the weekend cementing a sense of celebration in the streets,
- Banners will be displayed on flagpoles throughout the municipality, showcasing the City's vibrancy, rich history, and promising future. Complementary promotional and media campaigns will spotlight the celebrations, aiming to generate widespread media coverage.
- Officers are also currently liaising with the Air Force Cadets regarding their proposal to perform a Freedom Walk in Frankston as part of the 60th anniversary celebrations. A Freedom Walk is a ceremonial procession that symbolises the granting of the right for a military unit to march through a city, recognising their service and connection to the community.
- Further planning for the addition of the Freedom Walk is underway, with a particular focus on finalising the proposed route for the cadet march, as well as coordinating logistics such as road closures and related approvals. One route to be proposed is to begin at the corner of High Street and Young Street, proceeding to the corner of Davey Street and Young Street—providing spectators the opportunity to line the streets alongside Frankston Football Oval and Beauty Park.

- In addition, Officers will liaise with Little Beauty Market to ascertain the possibility of launching their market season in August to align with the celebrations instead of September when they ordinarily commence their trading season.
- To further enrich the celebrations, Officers will explore the creation of an innovative mural that captures and reflects Frankston's vibrant and dynamic future
- A working group comprising representatives from a diverse range of community organisations will be established to ensure inclusive and equitable representation across groups and performances. The group will meet approximately two to three times to support the curation and planning of the anniversary celebrations.

Financial Impact

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

Consultation

External Stakeholders

A working group comprising representatives from a diverse range of community organisations will be established. Members of the working group will contribute to the planning and curation of the anniversary celebrations, providing input on programming ideas, identifying potential participants, and supporting community engagement to ensure the event reflects the breadth and diversity of Frankston.

Other Stakeholders

A number of internal departments will be involved in the planning and delivery of the event including Arts and Culture, Governance and Community Relations.

Analysis (Environmental / Economic / Social Implications)

Since becoming a city, Frankston has evolved into a vibrant and diverse hub, celebrated for its stunning natural assets, thriving creative culture, strong sense of community, and unwavering dedication to growth and innovation for a prosperous future.

Marking this anniversary not only fosters civic pride but also strengthens community identity by honouring the people, organisations, and events that have shaped Frankston over the decades. It is a chance to engage residents, celebrate local heritage, and inspire future generations to continue building a connected, inclusive, and forward-thinking city.

Legal / Policy / Council Plan Impact

Charter of Human Rights and Responsibilities

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

Legal

There are no legal issues or impact associated with this report.

Policy Impacts

There are no policy impacts as a result of this report.

Gender Impact Assessments

An overarching gender impact assessment has been completed in regard to programming such events and the recommendations will be implemented.

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 mitigations are considered achievable.

Conclusion

The 60th anniversary of Frankston's City declaration presents a meaningful opportunity to honour the city's rich history, celebrate its diverse community, and showcase local talent and stories. The proposed program aims to foster a sense of pride and connection through inclusive, community-led events across the Arts Centre precinct. With a dedicated budget, collaborative working group, and strong local engagement, the celebration is set to be a vibrant and memorable milestone for Frankston in 2026.

ATTACHMENTS

Nil

14.1 2025/NOM12 - Kananook Creek Corridor

On 28 February 2025 Councillor Emily Green gave notice of her intention to move the following motion:

That Council:

1. Notes the importance of the Kananook Creek to the Frankston Community and wider environmental eco-system;
2. Reviews the 2015 Kananook Creek Corridor plan, and any other relevant creek plans and reports, assessing each report for current relevance and utility;
3. Liaises with all relevant stakeholders (DECCCA, Melbourne Water, etc...) in seeking practicable opportunities for stake holder collaboration and funding to improve the plan and outlook for the creek;
4. Notes the importance of the many volunteer / environmental groups that have an interest in the creek and includes any specific advocacy proprieties the group may have in their report;
5. Determines and presents key achievable (and costed where possible) advocacy priorities for the future of the creek for council to consider in future budget planning process; and
6. Receives a report at the February 2026 Council Meeting.

COMMENTS BY DIRECTOR INFRASTRUCTURE & OPERATIONS

Question for Consideration	
1. Has the NoM been discussed with the CEO and/or the relevant Director or Manager?	**YES**
2. Is the NoM substantially different from any notice of motion or rescission motion that has been considered by Council and lost in the preceding six months?	**YES**
3. Is the NoM clear and well worded?	**YES**
4. Is the NoM capable of being implemented?	**YES**
5. If the NoM is adopted, will a meeting be required with the relevant Director and Manager and Council officers in order to progress its implementation?	**YES**
6. Is the NoM within the powers of a municipal Council?	**YES**
7. Is the NoM free from overlap with matters for which the State and/or Federal Government are responsible?	**YES**

Question for Consideration	
8. Is the NoM consistent with all relevant legislation?	**YES**
9. Is the NoM consistent with existing Council or State policy or position?	**YES**
10. Is the NoM consistent with Council's adopted strategic plan?	**YES**
11. Can the NoM be implemented without diversion of existing resources?	**YES**
12. Can the NoM be implemented without diversion of allocated Council funds?	**YES**
13. Are funds available in the adopted budget to implement the NoM?	**YES**
14. What is the estimated cost of implementing the NoM?	**YES / NO** Year 1: $ Recurring: $ Comments: Officer time only – 40 hours over next 4-5 months

ATTACHMENTS

Nil

14.2 2025/NOM13 - Illicit Tobacco Trade Advocacy

On 3 July 2025 Councillor Conroy gave notice of her intention to move the following motion:

That Council:

1. Acknowledges the importance of the new Victorian Tobacco Business Licensing Scheme to be introduced from 1 July 2025. This licensing scheme will be administered by Tobacco Licensing Victoria (TLV) under the Victorian Department of Justice and Community Safety;
2. Notes that the licensing scheme, established under the Tobacco Act 1987, will regulate the lawful supply of tobacco products in Victoria, including tobacco, cigarettes, cigars, and any other product containing tobacco that is intended for human consumption. It is important to note that e-cigarettes and vapes are not included in this scheme, as they are regulated by the Commonwealth Government with enforcement undertaken by Victoria Police and the Victorian Department of Health;
3. Notes that TLV will begin to enforce the licensing scheme from 1 February 2026 and dedicated licensing inspectors will check that tobacco retailer businesses are complying with the law;
4. Acknowledges the significant and long-standing contribution of Frankston City Council's Environmental Health team in delivering education and regulatory functions under the Tobacco Act 1987, particularly in maintaining smoke-free environments, regulating tobacco retailers, and reducing the sale of tobacco products to minors;
5. Acknowledges the key role that local councils play in ensuring compliance with laws prohibiting the sale of tobacco to minors, particularly through the long-standing Tobacco Test Purchasing Program delivered under the service agreement between councils and the regulator;
6. Acknowledges the strong collaborative partnership between councils and the regulator in delivering effective tobacco education and enforcement activities, contributing to a reduction in tobacco and e-cigarette smoking across Victoria;
7. Notes that final arrangements for the role of local councils in tobacco education and enforcement, including associated funding, beyond 30 June 2026, are yet to be confirmed;
8. Resolves to write to the Municipal Association of Victoria (MAV) requesting that MAV advocates to the Minister for Planning for:
    - Planning reform that enables councils to treat tobacco and e-cigarette retail as a defined land use subject to zoning controls.
9. Advocates directly to the Minister for Health, the Minister for Casino, Gaming and Liquor Regulation, the Department of Health, and the Department of Justice and Community Safety, for the continuation of a funded, opt-in tobacco service agreement between local councils and the regulator beyond 30 June 2026. Council advocates that:
    - Local government continues to play a central enforcement role across Victoria.
    - The absence of a local compliance presence may increase the risk of non-compliance if businesses perceive the regulator's capacity to inspect as limited.

- Continued council involvement will enable the regulator to focus its enforcement efforts on more complex compliance matters and the wholesale tobacco supply sector; and
- The Tobacco Test Purchasing Program has been an effective enforcement method in reducing the unlawful sale of tobacco products to minors and should continue to be delivered under the auspices of local councils.

COMMENTS BY DIRECTOR COMMUNITIES

Question for Consideration	
1. Has the NoM been discussed with the CEO and/or the relevant Director or Manager?	**YES** Comments: Nil.
2. Is the NoM substantially different from any notice of motion or rescission motion that has been considered by Council and lost in the preceding six months?	**YES** Comments: Nil.
3. Is the NoM clear and well worded?	**YES** Comments: Not applicable.
4. Is the NoM capable of being implemented?	**YES** Comments: Advocacy letters can be prepared and sent to MAV and nominated Ministers.
5. If the NoM is adopted, will a meeting be required with the relevant Director and Manager and Council officers in order to progress its implementation?	**NO** Comments: Not applicable.
6. Is the NoM within the powers of a municipal Council?	**YES** Comments: Not applicable.
7. Is the NoM free from overlap with matters for which the State and/or Federal Government are responsible?	**YES** Comments: Not applicable
8. Is the NoM consistent with all relevant legislation?	**YES** Comments: Council Officers will still be authorised under the *Tobacco Act 1987* to undertake education and enforcement activities.
9. Is the NoM consistent with existing Council or State policy or position?	**YES** Comments: Not applicable.

Question for Consideration	
10. Is the NoM consistent with Council's adopted strategic plan?	**YES** Comments: Not applicable.
11. Can the NoM be implemented without diversion of existing resources?	**YES** Comments: Advocacy letters can be prepared for the MAV and nominated Ministers within existing resources.
12. Can the NoM be implemented without diversion of allocated Council funds?	**YES** Comments: Not applicable.
13. Are funds available in the adopted budget to implement the NoM?	**YES** Comments: Not applicable
14. What is the estimated cost of implementing the NoM?	**N/A** Year 1: $ Recurring: $ Comments: Not applicable. No additional cost other than officer time to prepare advocacy letters.

ATTACHMENTS

Nil

14.3 2025/NOM14 - Yamala Park Bowling Club – Greens Upgrade, Irrigation and Lighting Project

On 9 July 2025 Councillor Nathan Butler gave notice of his intention to move the following motion:

That Council:

1. Notes the proposal submitted by Yamala Park Bowling Club for the urgent upgrade of their bowling green surface, replacement of the irrigation system, and installation of new lighting over the green.
2. Acknowledges the club's significant community role, their shared-use arrangement within the Yamala Park Reserve, and their contribution to active ageing, community wellbeing, and social connection in Frankston South.
3. Refers the Yamala Park Bowling Club's greens upgrade project, including indicative costs of approximately $185,000, to the 2026–27 Capital Works Budget for consideration as part of the budget development process.
4. Requests officers to work with Yamala Park Bowling Club to finalise project scope and costings as necessary to support the 2026-27 budget discussions, and explore co-contribution opportunities including potential grant funding, and ensure alignment with Council's community infrastructure priorities and asset management frameworks.

COMMENTS BY DIRECTOR COMMUNITITES

Question for Consideration	
1. Has the NoM been discussed with the CEO and/or the relevant Director or Manager?	**YES** Comments: The NoM has been discussed with the CEO
2. Is the NoM substantially different from any notice of motion or rescission motion that has been considered by Council and lost in the preceding six months?	**YES** Comments: Nil
3. Is the NoM clear and well worded?	**YES** Comments: Nil
4. Is the NoM capable of being implemented?	**YES** Comments: Nil
5. If the NoM is adopted, will a meeting be required with the relevant Director and Manager and Council officers in order to progress its implementation?	**NO** Comments: The NoM is written clearly
6. Is the NoM within the powers of a municipal Council?	**YES** Comments: Nil

Question for Consideration	
7. Is the NoM free from overlap with matters for which the State and/or Federal Government are responsible?	**YES** Comments: Nil
8. Is the NoM consistent with all relevant legislation?	**YES** Comments: Nil
9. Is the NoM consistent with existing Council or State policy or position?	**YES** Comments: Nil
10. Is the NoM consistent with Council's adopted strategic plan?	**YES** Comments: The NoM is broadly consistent with the Council & Wellbeing Plan 2025-2029.
11. Can the NoM be implemented without diversion of existing resources?	**NO** Comments: The NoM will require staff time to cost the request
12. Can the NoM be implemented without diversion of allocated Council funds?	**YES** Comments: At this stage only staff time is required.
13. Are funds available in the adopted budget to implement the NoM?	**NOT APPLICABLE** Comments: Staff time already budgeted.
14. What is the estimated cost of implementing the NoM?	**NIL** Comments: No cost at this stage, other than staff time.

ATTACHMENTS

Nil

17. CONFIDENTIAL ITEMS

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

(a) Council business information that would prejudice the Council's position in commercial negotiations if prematurely released;
(b) Security information that is likely to endanger the security of Council property or the safety of any person;
(c) Land use planning information;
(d) Law enforcement information;
(e) Legal privileged information;
(f) Personal information;
(g) Private commercial information;
(h) Internal arbitration information;
(i) Councillor conduct panel information
(j) Information prescribed by the regulations to be confidential information for the purposes of this definition;
(k) Information that was confidential information for the purposes of section 77 of the Local Government Act 2020
(l) A resolution to close the meeting to members of the public pursuant to section 66(2)(a).

Recommendation

That the Council Meeting be closed to the public to discuss the following Agenda items and all documents associated with the consideration and discussion of it, that are designated confidential information by me pursuant to Section 3(1) of the *Local Government Act 2020.*

C.1 Olivers Hill Unauthorised Seawall – Enforcement Action

Agenda Item C.1 Olivers Hill Unauthorised Seawall – Enforcement Action is designated confidential as it relates to law enforcement information as per Section 3(1)(d) of the *Local Government Act 2020*.