



Council Meeting Agenda

2026/CM10

Monday, 24 August 2026



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 Governance Rules, which are available 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 Customer Service on 1300 322 322 or info@frankston.vic.gov.au 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)

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 urgent business, or purports to be an amendment but is not,*

must not be accepted by the Chair.

79. Chair May Remove

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

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

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

Live Streaming of Council Meetings

Frankston City Council is now Live Streaming its Council Meetings.

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.

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

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

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

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

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

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 Ordinary Meeting either in person via the designated Question Time box located at the Frankston Civic Centre front reception or the after-hours mail box or via email to questions@frankston.vic.gov.au.

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

More detailed information about the procedures for Question Time is available 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 or email info@frankston.vic.gov.au.

- **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 on 1300 322 322 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 Council's Governance Rules, which are available on our website. All submissions will be limited to 3 minutes in duration, except for Section 223 submitters, who have a maximum of 5 minutes. No more than ten (10) members of the public are to be permitted to address the Council. Further speakers will be permitted to address the meeting at the discretion of the Chair. All speakers need to advise if they are speaking on behalf of an organisation and it is deemed that they have been appropriately authorised by that said organisation.

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

Disclosure of Conflict of Interest

If a Councillor considers that they have, or might reasonably be perceived to have, a material or general 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 2020*, 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 24 August 2026 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 FRANKSTON SOCIAL INCLUSION ACTION GROUP (SIAG)

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Council Meeting No. CM9 held on 3 August 2026.

4. DISCLOSURES OF INTEREST AND DECLARATIONS OF CONFLICT OF INTEREST

5. PUBLIC QUESTIONS

6. HEARING OF SUBMISSIONS

7. ITEMS BROUGHT FORWARD

8. PRESENTATIONS / AWARDS

9. PRESENTATION OF PETITIONS AND JOINT LETTERS

10. DELEGATES' REPORTS

11. CONSIDERATION OF CITY PLANNING REPORTS

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12. CONSIDERATION OF REPORTS OF OFFICERS

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- 12.7 Proposed Sale of Council Land - 36 Belvedere Road, Seaford 208

13. RESPONSE TO NOTICES OF MOTION

14. NOTICES OF MOTION

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Reform 221

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C.2 Chief Executive Officer Key Performance Indicators 2026/27 225

Tennille Bradley

CHIEF EXECUTIVE OFFICER

19/08/2026

A large, light blue, stylized watermark of the Frankston City logo is centered on the page. It features a wave-like shape above the text "Frankston City" in a large, cursive-style font.

Executive Summary**11.1 Statutory Planning Progress Report for July 2026**

Enquiries: (Steve Coldham: City Advancement)
Email: Steve.Coldham@frankston.vic.gov.au

Council Plan

Level 1: Connected Places and Economy
Level 2: Enhance the identity and character of our urban city

Purpose

To provide Council with an update on the exercise of planning delegations by Council officers for the month of July 2026.

Recommendation (Director City Advancement)

That Council:

1. Notes in July 2026:
 - 92% of 'standard' applications were determined within the statutory timeframes, above Council's 70% target;
 - 96% of 'VicSmart' applications were determined within the statutory timeframe, above Council's 70% target;
2. Notes a decision was issued by the Minister for Planning regarding one Ministerial application within the Frankston municipality, for the expansion of John Paul College in Frankston; and
3. Resolves *Attachment B* (Major Development Updates) and *Attachment C* (General applications of Councillor interest) 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.

Key Points / Issues

- This report is provided in accordance with Council's resolution of 29 January 2018 requiring that:
 - Council receives Town Planning Progress Reports no later than two months after the cessation of a given months.
 - The report provides Council with an update on the exercise of planning delegations by Council officers on the following items:
 - Planning applications received;
 - Planning decisions;
 - Subdivision applications received;
 - Subdivision decisions;
 - VCAT appeal register; and
 - VCAT decisions.
- In July, seventy-nine (79) applications for planning permits, amendments to permits and consents were received, and one hundred and five (105) applications

11.1 Statutory Planning Progress Report for July 2026**Executive Summary**

determined. A total of 92% of 'standard type' application decisions, and 96% of 'VicSmart type' application decisions were made within the statutory timeframe.

- As at the time of preparation of this report, there are 207 undecided planning permits, amendment to planning permits, consent, subdivision and plan approval applications currently with Council.
- One VCAT decision was received during the period, summarised in the attached Progress Report.
- One decision was issued by the Minister for Planning regarding a Ministerial application within the Frankston municipality, for the expansion of John Paul College in Frankston. Supporting comments had been provided by Council's officers (reported to Council in the May 2026 progress report).
- Also included in this progress report is the list of 'Major Development Updates' at **Attachment B**, and the list of 'General Planning Applications of Councillor Interest Updates' at **Attachment C**, for Council's reference. As agreed with Council, the purpose of providing these reports is to enable Councillors to understand progress on current or future major applications and potential timings for decision making.

Financial Impact

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

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

Consultation

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

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

Analysis (Environmental / Economic / Social Implications)

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

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

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

Legal

No legal implications.

Policy Impacts

No policy impacts.

11.1 Statutory Planning Progress Report for July 2026**Executive Summary****Gender Impact Assessments**

No gender impact assessment was required. This initiative has no impact on our community or the public.

Officer's Declaration of Interests

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

Risk Mitigation

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

Conclusion

The report provides Council with an overview of the activities and decisions made on planning applications in the month of July 2026.

ATTACHMENTS

- Attachment A: [↓](#) Statutory Planning Progress Report - July 2026
- Attachment B: Statutory Planning Major Development Updates - July 2026 - **CONFIDENTIAL**
- Attachment C: Statutory Planning General Planning Applications of Councillor Interest - July 2026 - **CONFIDENTIAL**



Progress Report

Statutory Planning

July 2026



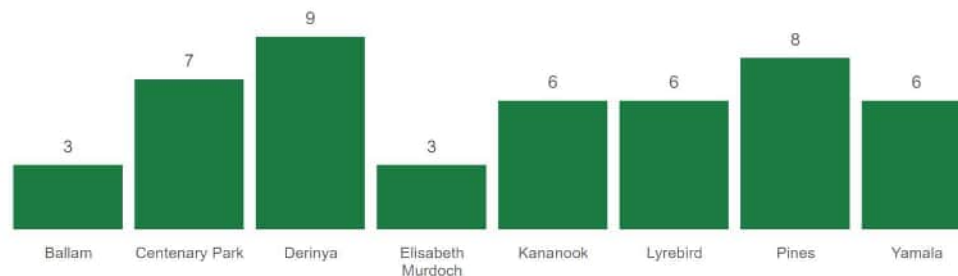


Planning Applications Lodged: New and Amended

48

of Applications Lodged

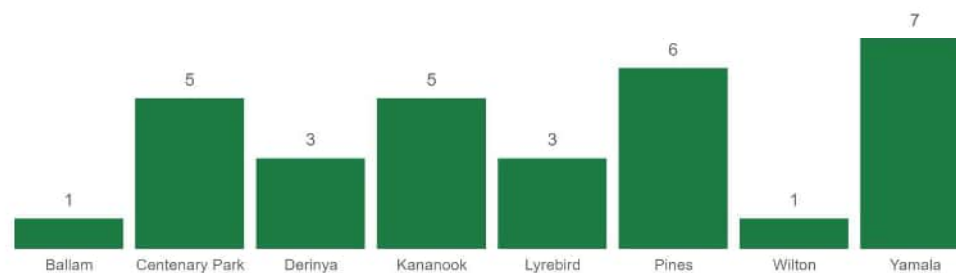
of Applications Lodged by Ward



31

of Amendments Lodged

of Amended Applications Lodged by Ward



Date Applications Lodged

2026 (Year) + July (Month) ▼

Application Type	# Applications Lodged
Certificate of Compliance	1
Change of use or car parking waiver	3
Commercial or industrial	1
Multiple dwellings	7
Other	1
Satisfaction Matters	1
Signage	3
Single dwelling on a lot	7
Subdivision of land	6
VicSmart	18
Total	48

Date Amendments Lodged

2026 (Year) + July (Month) ▼

Application Type	# Amendments Lodged
Extension of Time	7
S72 Multi Dwell/Com/Ind/Other	4
S72 VicSmart	2
Secondary Consent	17
VicSmart (H)	1
Total	31



Planning Applications Lodged

Date Applications Lodged

2026 (Year) + July (Month)

Application #

Multiple selections

Ward

Multiple selections

Ward	Lodged	Application	Description	Location	#
Ballam	Total per Ward				3
	10-Jul-26	661/2026P	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot)	6 Graeme Street Frankston 3199	
	22-Jul-26	697/2026P	To remove one (1) tree	5 Myrtle Court Frankston 3199	
	27-Jul-26	703/2026P	To remove one (1) tree	4 Madeira Court Frankston 3199	
Centenary Park	Total per Ward				7
	08-Jul-26	651/2026P	To remove a canopy tree	5 Claire Court Langwarrin 3910	
		652/2026P	To construct a double storey dwelling	24 Hafe Way LANGWARRIN 3910	
	09-Jul-26	642/2026P	To subdivide the land into seventeen (17) lots	370 Ballarto Road Skye 3977	
	24-Jul-26	702/2026P	To construct a balcony to the existing dwelling	80 McClelland Drive Langwarrin 3910	
	28-Jul-26	709/2026P	To construct an inground fibreglass swimming pool	570 Cranbourne-Frankston Road LANGWARRIN 3910	
		710/2026P	To subdivide the land into two (2) lots	42 Cedar Street Langwarrin 3910	
Derinya	29-Jul-26	715/2026P	To remove one (1) tree	10 Arkley Close Skye 3977	
	Total per Ward				9
	08-Jul-26	648/2026P	To construct a small second dwelling and buildings and works to the existing dwelling	11 Casuarina Drive Frankston South 3199	
	09-Jul-26	655/2026P	To subdivide the land into six (6) lots	43 Culcairn Drive Frankston South 3199	
	10-Jul-26	657/2026P	To subdivide the land into three (3) lots	16 Robinia Street Frankston 3199	
	14-Jul-26	666/2026P	To construct one (1) double storey dwelling	16 Rufous Road FRANKSTON SOUTH 3199	
		667/2026P	To remove eight (8) trees	Baxter Park 294N Frankston-Flinders Road FRANKSTON SOUTH 3199	
	15-Jul-26	665/2026P	To subdivide the land into four (4) lots	3 Coogee Avenue FRANKSTON 3199	
		674/2026P	To construct an extension to an existing dwelling (deck extension and alfresco roof)	2 Armagh Road FRANKSTON SOUTH 3199	
		675/2026P	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot)	2 Barwon Avenue Frankston 3199	
Elisabeth Murdoch	24-Jul-26	704/2026P	To construct four (4) double storey dwellings and remove canopy tree(s)	10 Kenilworth Avenue Frankston 3199	
	Total per Ward				3
	07-Jul-26	9/2026/SM	Buildings and works outside the building envelope	62 North Road LANGWARRIN 3910	
	14-Jul-26	668/2026P	To construct additions to an existing dwelling and a garage	59 Donald Road Langwarrin 3910	
		669/2026P	To remove one (1) tree	5 Ondean Court Frankston 3199	
Kananook	Total per Ward				6
	01-Jul-26	631/2026P	To use the land for motor vehicle, boat or caravan sales, construct a fence, display business identification signage, and waive bicycle facilities	94 Dandenong Road West FRANKSTON 3199	
	03-Jul-26	633/2026P	To construct eight (8) triple storey dwellings and two (2) double storey dwellings (ten (10) dwellings on a lot) and alteration of access to a road	290 Nepean Highway SEAFORD 3198	
	10-Jul-26	658/2026P	To subdivide the land into two (2) lots	8 Finlay Street Frankston 3199	
	20-Jul-26	683/2026P	To subdivide the land into two (2) lots	18 Robinsons Road SEAFORD 3198	
		684/2026P	To construct a double storey dwelling	23 Rosslyn Avenue SEAFORD 3198	
		687/2026P	To construct two (2) double storey dwellings	2 Shirley Avenue Seaford 3198	



Planning Applications Lodged

Date Applications Lodged

2026 (Year) + July (Month)

Application #

All

Ward

Multiple selections

Ward	Lodged	Application	Description	Location	#
Lyrebird	Total per Ward				6
	01-Jul-26	630/2026P	To lop a tree (Tree 600)	59B Tucker Boulevard CARRUM DOWNS 3201	
	08-Jul-26	638/2026P	To construct a verandah to an existing dwelling	50 Broderick Road CARRUM DOWNS 3201	
	09-Jul-26	650/2026P	To remove one (1) tree	21 Athenium Court Carrum Downs 3201	
	20-Jul-26	688/2026P	To construct additions and alterations to a restricted retail premises and to remove the restrictive covenant M017834Y from certificate of title Lot 1 PS141327	572 Frankston-Dandenong Road CARRUM DOWNS 3201	
	31-Jul-26	720/2026P	To install an illuminated sign on the exterior of the building	1/2 Amayla Crescent Carrum Downs 3201	
		721/2026P	To construct and display signage	1/216 Hall Road CARRUM DOWNS 3201	
Pines	Total per Ward				8
	01-Jul-26	629/2026P	To use the land for restricted retail premises	12 Apsley Place Seaford 3198	
	02-Jul-26	619/2026P	To construct a single storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot)	61 Rosemary Crescent Frankston North 3200	
	14-Jul-26	647/2026P	To construct a small second dwelling to the rear of the existing dwelling	128 Rosemary Crescent Frankston North 3200	
		7/2026/COMP	Ancillary pharmacy associated with an existing industry/warehouse	101 Seaford Place Seaford 3198	
	16-Jul-26	671/2026P	To subdivide the land into two (2) lots	16 Hodgins Crescent Frankston North 3200	
	19-Jul-26	677/2026P	To subdivide the land	409 Frankston-Dandenong Road Frankston North 3200	
	21-Jul-26	685/2026P	To remove two (2) trees	8 Silver Avenue Frankston North 3200	
Yamala	29-Jul-26	711/2026P	To use the land for motor vehicle sales	88B Brunel Road Seaford 3198	
	Total per Ward				6
	01-Jul-26	632/2026P	To construct and display signage	14 Balmoral Street FRANKSTON 3199	
	06-Jul-26	643/2026P	To construct bird netting system	38 Playne Street FRANKSTON 3199	
	15-Jul-26	672/2026P	To remove one (1) tree	11 The Crest Frankston South 3199	
	16-Jul-26	679/2026P	To construct a double storey dwelling and tree removal	4 Fleetwood Crescent Frankston South 3199	
	23-Jul-26	693/2026P	To construct a small second dwelling to the rear of the existing dwelling	6 Polnciana Street Frankston South 3199	
	29-Jul-26	696/2026P	To subdivide the land into two (2) lots	24 Willis Street Frankston 3199	



Amended Planning Permits: Lodged

Date Amendments Lodged

2026 (Year) + July (Month)

Application #

Multiple selections

Ward

Multiple selections

Ward	Lodged	Application	Description	Location	#
Ballam	Total per Ward				1
	19-Jul-26	890/2023P/B	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)	1 Faygate Court Frankston 3199	
Centenary Park	Total per Ward				5
	14-Jul-26	331/2017P/F	To construct two (2) dwellings to the rear of the existing dwelling (three (3) dwellings)	1/52 Edward Street LANGWARRIN 3910	
	16-Jul-26	115/2022P/D	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) on a lot in a General Residential Zone (GRZ)	29 Edward Street Langwarrin 3910	
		147/2023P/F	To construct ten (10) double storey dwellings in a General Residential Zone (GRZ).	2/11 Edward Street LANGWARRIN 3910	
	21-Jul-26	90/2021P/C	To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) and to subdivide the land into two (2) lots in a General Residential Zone (GRZ).	60A Yarralumia Drive LANGWARRIN 3910	
	30-Jul-26	108/2023/VS/C	Condition 16 - To construct a building in an Industrial 1 Zone (IN1Z)	7 Duiker Court LANGWARRIN 3910	
Derinya	Total per Ward				3
	21-Jul-26	876/2024P/G	To construct one (1) double storey dwelling	15 Rufous Road FRANKSTON SOUTH 3199	
	29-Jul-26	499/2004P/B	Three Dwellings (One Existing)	3/43 Lardner Road Frankston 3199	
	30-Jul-26	127/2025P/C	Buildings and works associated with two or more dwellings on a lot on land within a General Residential Zone (R1Z)	49 Lardner Road Frankston 3199	
Kananook	Total per Ward				5
	09-Jul-26	531/2016P/F	To construct four (4) triple storey dwellings and to alter access to a Road Zone Category 1	179 Nepean Highway SEAFORD 3198	
	17-Jul-26	160/2020P/D	To construct double storey dwelling and an outbuilding in a Bushfire Management Overlay (BMO)	2 Wedge Court SEAFORD 3198	
	22-Jul-26	1221/2024P/C	To construct buildings and works to an existing dwelling within a Special Building Overlay (SBO)	2/30 Kananook Avenue Seaford 3198	
	28-Jul-26	319/2016P/C	To construct one (1) single storey dwelling to the rear of the existing dwelling (two (2) dwellings)	1A Raymond Avenue FRANKSTON 3199	
	31-Jul-26	123/2026P/C	To construct or carry out works associated with car sales, to construct and display internally illuminated business identification signage	44-46 Bardia Avenue Seaford 3198	
Lyrebird	Total per Ward				3
	10-Jul-26	579/2023P/D	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot) and to subdivide the land into two (2) lots in a General Residential Zone (R1Z)	146 Lyrebird Drive CARRUM DOWNS 3201	
	15-Jul-26	486/2024P/B	To construct an extension to an existing building in an Industrial 1 Zone (IN1Z)	17 Tova Drive Carrum Downs 3201	
	21-Jul-26	486/2024P/C	To construct an extension to an existing building in an Industrial 1 Zone (IN1Z)	17 Tova Drive Carrum Downs 3201	
Pines	Total per Ward				6
	03-Jul-26	153/2019P/F	To construct four (4) double storey dwellings in a General Residential Zone (GRZ)	101 East Road SEAFORD 3198	
	06-Jul-26	486/2016P/I	To construct buildings and works in a Commercial 1 Zone and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme in association with the use of the land for a medical centre (dentist)	290 Seaford Road SEAFORD 3198	
	07-Jul-26	486/2016P/H	To construct buildings and works in a Commercial 1 Zone and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme in association with the use of the land for a medical centre (dentist)	290 Seaford Road SEAFORD 3198	
	20-Jul-26	104/2026P/A	To construct an extension to an existing dwelling and a front fence	246 Seaford Road SEAFORD 3198	
	24-Jul-26	289/2025P/A	To display an electronic major promotion sky sign	32 Peninsula Boulevard SEAFORD 3198	
		850/2022P/E	To construct three (3) double storey dwellings on a lot in a General Residential Zone (GRZ).	19 Cascade Street Frankston 3199	



Amended Planning Permits: Lodged

Date Amendments Lodged

2026 (Year) + July (Month) ▼

Application #

All ▼

Ward

Multiple selections ▼

Ward	Lodged	Application	Description	Location	#
Wilton	Total per Ward				1
	23-Jul-26	1184/2024P/A	To construct buildings and works associated with a Section 2 use in a Green Wedge Zone (GWZ) to use as a cafe ancillary to the existing use on the land	665 Dandenong-Hastings Road Skye 3977	
Yamala	Total per Ward				7
	03-Jul-26	920/2025P/B	To construct an outbuilding and remove one (1) tree	69 Humphries Road Frankston South 3199	
	10-Jul-26	308/2024P/D	To construct two (2) two-storey dwellings and alterations to the existing three-storey dwelling (three (3) dwellings).	114 Gould Street Frankston 3199	
	21-Jul-26	656/2022P/D	To construct two (2) double storey dwellings on a lot in a General Residential Zone (GRZ), to construct a front fence and construct buildings and works in the tree protection zone of substantial trees in a Significant Landscape Overlay Schedule 4 (SLO4) and to construct buildings and works in a Design and Development Overlay Schedule 9 (DDO9)	2A Palmerston Crescent FRANKSTON SOUTH 3199	
		668/2021P/F	To construct four (4) double storey dwellings on a lot in a General Residential Zone (GRZ) and to construct buildings and works in a Design and Development Overlay Schedule 6 (DDO6)	82 High Street Frankston 3199	
		77/2009P/E	The construction of nine (9) dwellings (two (2) double storey dwellings and seven (7) single storey dwellings) and the removal of native vegetation.	4/70 Brighton Street Frankston South 3199	
	22-Jul-26	176/2021P/E	To construct one (1) double storey dwelling in a Design and Development Overlay Schedule 1 that exceeds a building height of 7m and to undertake buildings and works within the tree protection zone of two substantial trees in a Significant Landscape Overlay Schedule 3.	21 Sussex Road Frankston South 3199	
	31-Jul-26	334/2025P/A	To construct a fourteen (14) storey mixed-use building and construct and carry out works; use the land for dwellings; reduce the number of car parking spaces required; and create or alter access to a Transport Zone 2	431 Nepean Highway FRANKSTON 3199	

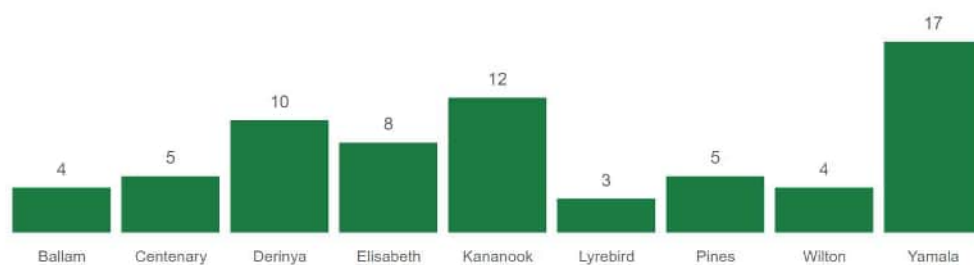


Planning Applications Decided: New and Amended

68

of Applications Decided

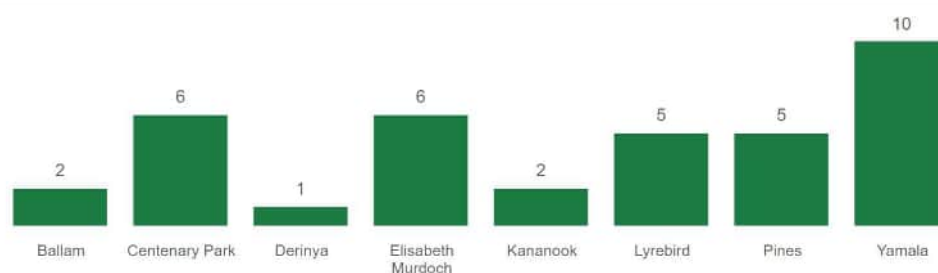
of Applications Decided by Ward



37

of Amended Decisions

of Amended Decisions by Ward



Date Applications Decided

2026 (Year) + July (Month) ▼

Application Type	# Applications Decided
Certificate of Compliance	1
Change of use or car parking waiver	3
Commercial or industrial	5
Multiple dwellings	8
Satisfaction Matters	1
Signage	2
Single dwelling on a lot	22
Subdivision of land	3
VicSmart	23
Total	68

Date Amendments Decided

2026 (Year) + July (Month) ▼

Application Type	# Amendments Decided
Extension of Time	13
S72 Multi Dwell/Com/Ind/Other	6
S72 Single Dwelling	2
S72 VicSmart	4
Secondary Consent	10
VicSmart (H)	2
Total	37



Planning Applications Decided: Timeframe PPARS

Choose Month here

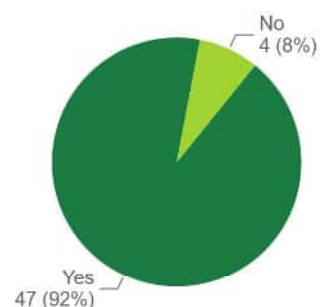
Date Applications Decided

2026 (Year) + July (Month) ▼

51

Standard Applications

Decisions in Time?

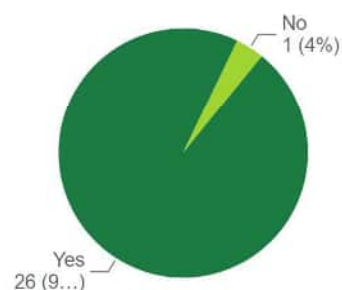


Type Code	Type Description	Decided In Time	# Application
AMEND1	S72 Single Dwelling	No	1
AMEND1	S72 Single Dwelling	Yes	1
AMEND2	S72 Multi Dwell/Com/Ind/Other	Yes	6
COMIND	Commercial or industrial	Yes	5
DWELL	Single dwelling on a lot	No	1
DWELL	Single dwelling on a lot	Yes	21
MULT1	Multiple dwellings	No	2
MULT1	Multiple dwellings	Yes	6
SIGN	Signage	Yes	2
SUB2	Subdivision of land	Yes	3
USE	Change of use or car parking waiver	Yes	3
Total			51

27

VicSmart Applications

Decisions in Time?



Type Code	Type Description	Decided in Time	# Application
AMEND3	S72 VicSmart	Yes	4
VS1	VicSmart	No	1
VS1	VicSmart	Yes	22
Total			27



Planning Application Decisions

Date Applications Decided

2026 (Year) + July (Month)

Application #

All

Ward

Multiple selections

Ward	Decided	Application	Description	Decision	Location	#
Ballam	Total per Ward					4
	06-Jul-26	430/2026P	To remove two (2) trees	Approved	22 Frew Avenue Frankston 3199	
	09-Jul-26	384/2026P	To construct a single storey dwelling	Approved	2 Oakhurst Court Frankston 3199	
	14-Jul-26	490/2026P	To remove two (2) trees	Approved	11 Kalmia Street Frankston 3199	
	16-Jul-26	483/2026P	To remove one (1) tree	Approved	11 Berringa Street Frankston 3199	
Centenary Park	Total per Ward					5
	02-Jul-26	459/2026P	To subdivide land into seven (7) lots	Approved	46-48 Edward Street Langwarrin 3910	
	16-Jul-26	546/2026P	Building and works and display of business signage	Approved	Langwarrin Plaza 385 Cranbourne-Frankston Road LANGWARRIN 3910	
	27-Jul-26	244/2026P	To construct one (1) single dwelling	Approved	550 Cranbourne-Frankston Road Langwarrin 3910	
	29-Jul-26	574/2026P	To remove one (1) tree	Approved	143 Cranbourne-Frankston Road Langwarrin 3910	
	31-Jul-26	710/2026P	To subdivide the land into two (2) lots	Approved	42 Cedar Street Langwarrin 3910	
Derinya	Total per Ward					10
	01-Jul-26	460/2025P	To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot)	Lapsed	69 Coogee Avenue Frankston 3199	
		752/2025P	To construct six (6) three storey dwellings	Lapsed	52 Screen Street Frankston 3199	
	06-Jul-26	5/2026/SM	To construct a deck at the rear of the dwelling outside of the approved Building Envelope	Satisfaction Matters Approved	14 Rufous Road FRANKSTON SOUTH 3199	
	09-Jul-26	390/2026P	To use and develop the land for two (2) rooming houses and alter access to a road	Lapsed	79 Frankston-Flinders Road Frankston 3199	
	15-Jul-26	470/2026P	To subdivide the land into eight (8) lots	Approved	36 Sanders Road Frankston South 3199	
	20-Jul-26	991/2025P	To construct four (4) double storey dwellings and remove canopy trees.	Approved	12 Robinia Street Frankston 3199	
	21-Jul-26	544/2026P	To construct an outbuilding	Approved	15 Chetwyn Court Frankston South 3199	
	23-Jul-26	674/2026P	To construct an extension to an existing dwelling (deck extension and alfresco roof)	Approved	2 Armagh Road FRANKSTON SOUTH 3199	
	24-Jul-26	599/2026P	To remove two (2) trees	No Permit Required	203 Humphries Road Frankston South 3199	
	30-Jul-26	296/2026P	To construct four (4) double storey dwellings	Approved	17 Brooklyn Avenue Frankston 3199	
Elisabeth Murdoch	Total per Ward					8
	01-Jul-26	183/2026P	To remove two (2) trees and construct buildings and works	Withdrawn	62 North Road LANGWARRIN 3910	
	03-Jul-26	119/2026P	To construct an outbuilding	Approved	472 Warrandyte Road Langwarrin South 3911	
	08-Jul-26	863/2025P	To construct an extension to an existing dwelling, to construct an outbuilding (garage) and to remove vegetation.	Lapsed	230 Warrandyte Road LANGWARRIN 3910	
	10-Jul-26	98/2026P	To construct one (1) single storey dwelling	Approved	5 Altamun Road Langwarrin 3910	
	14-Jul-26	616/2026P	To construct an outbuilding	Approved	10 Kingston Road LANGWARRIN 3910	
	17-Jul-26	81/2026P	To construct an extension to the existing dwelling, a carport and an outbuilding	Approved	425 Baxter-Tooradin Road Langwarrin South 3911	
	27-Jul-26	114/2026P	To construct and use a dependent person's unit on the land and remove vegetation	Approved	40 West Road LANGWARRIN SOUTH 3911	
		369/2026P	To construct an outbuilding	Approved	1845 Dandenong-Hastings Road Langwarrin South 3911	



Planning Application Decisions

Date Applications Decided

2026 (Year) + July (Month)

Application #

Multiple selections

Ward

Multiple selections

Ward	Decided	Application	Description	Decision	Location	#
Kananook	Total per Ward					11
	01-Jul-26	135/2026P	To construct two (2) double storey dwellings on a lot	Approved	12 Levuka Street SEAFORD 3198	
	08-Jul-26	577/2026P	To construct an extension to an existing dwelling (verandah)	Withdrawn	34 Johnstone Street SEAFORD 3198	
	13-Jul-26	481/2024P	To construct nine (9) triple storey dwellings with roof terraces and to alter/create access to a road	Approved	277 Nepean Highway Seaford 3198	
	16-Jul-26	658/2026P	To subdivide the land into two (2) lots	Approved	8 Finlay Street Frankston 3199	
	17-Jul-26	80/2026P	To construct proposed garage to single storey dwelling	Withdrawn	15 Arden Court Seaford 3198	
	21-Jul-26	342/2026P	To use part of the land as an Osteopathy Clinic	Approved	19 Martha Street Seaford 3198	
		510/2026P	Use of land for industry (food production - coffee roasting)	Approved	2 Skye Road Frankston 3199	
	22-Jul-26	562/2026P	To subdivide the land into two (2) lots	Approved	4 Milne Avenue Seaford 3198	
	24-Jul-26	293/2026P	To construct an extension to an existing dwelling	Approved	23 Mahoney Crescent Seaford 3198	
	28-Jul-26	365/2026P	To construct a front fence	Approved	109 Kananook Avenue Seaford 3198	
	31-Jul-26	683/2026P	To subdivide the land into two (2) lots	Approved	18 Robinsons Road SEAFORD 3198	
Lyrebird	Total per Ward					3
	15-Jul-26	1001/2025P	To construct fifty five (55) dwellings, alter access to road in a Transport Zone 2 and to remove canopy trees and native vegetation	Approved	48 Hall Road CARRUM DOWNS 3201	
	16-Jul-26	650/2026P	To remove one (1) tree	Approved	21 Athenium Court Carrum Downs 3201	
	21-Jul-26	582/2026P	To construct a warehouse	Approved	5 Jack Street Carrum Downs 3201	
Pines	Total per Ward					5
	03-Jul-26	349/2026P	To reduce car parking requirements	Approved	2 Compass Court SEAFORD 3198	
	13-Jul-26	525/2026P	To construct a rooming house	Withdrawn	9 Hadley Street Seaford 3198	
	22-Jul-26	671/2026P	To subdivide the land into two (2) lots	Approved	16 Hodgins Crescent Frankston North 3200	
	27-Jul-26	699/2025P	To construct three (3) double storey dwellings and subdivide the land into three (3) lots.	Approved	73 Centenary Street SEAFORD 3198	
	29-Jul-26	498/2026P	To construct a shed	Approved	211-279 Skye Road FRANKSTON 3199	
Wilton	Total per Ward					4
	03-Jul-26	603/2026P	To construct an outbuilding (shed)	Approved	665 Dandenong-Hastings Road Skye 3977	
	13-Jul-26	613/2026P	To remove two (2) trees	Withdrawn	10 Hopman Court Sandhurst 3977	
	16-Jul-26	852/2025P	To use and construct one (1) single storey dwelling	Approved	20 Maraline Road SKYE 3977	
	17-Jul-26	950/2025P	To construct buildings and works (laying of excess clean fill) to the existing Dogs Victoria facility	Approved	665 Dandenong-Hastings Road Skye 3977	



Planning Application Decisions

Date Applications Decided

2026 (Year) + July (Month) ▼

Application #

All ▼

Ward

Yamala ▼

Ward	Decided	Application	Description	Decision	Location	#
Yamala	Total per Ward					17
	02-Jul-26	376/2026P	To construct and display an electronic sign.	Approved	421-423 Nepean Highway Frankston 3199	
	03-Jul-26	157/2026P	To construct one (1) double storey dwelling	Approved	42A Brighton Street FRANKSTON SOUTH 3199	
	09-Jul-26	457/2026P	To construct an extension to an existing dwelling	Approved	2/20 Violet Street FRANKSTON SOUTH 3199	
	10-Jul-26	487/2026P	To construct external roller shutters on an existing building (retrospective)	Refused	14 Balmoral Street FRANKSTON 3199	
	13-Jul-26	265/2026P	To remove two (2) substantial trees	Approved	38 Ithaca Road Frankston South 3199	
		485/2026P	To construct an extension to an existing dwelling (garage) and a front fence	Lapsed	58 Fleetwood Crescent Frankston South 3199	
	15-Jul-26	370/2026P	To construct a veranda to an existing dwelling	Withdrawn	1A Gowrie Avenue Frankston South 3199	
	20-Jul-26	672/2026P	To remove one (1) tree	Approved	11 The Crest Frankston South 3199	
	21-Jul-26	449/2026P	To construct one (1) double storey dwelling	Withdrawn	2B Palmerston Crescent FRANKSTON SOUTH 3199	
	22-Jul-26	431/2026P	To construct an extension to an existing single dwelling	Approved	12 Japonica Grove Frankston South 3199	
	23-Jul-26	1024/2023P	To construct building and works to an existing building (place of worship)	Approved	1 High Street FRANKSTON 3199	
		605/2026P	To use the land for an indoor recreation facility (E-karts) and waiver of bicycle facilities.	Approved	15 Shannon Street Mall FRANKSTON 3199	
		643/2026P	To construct bird netting system	Approved	38 Playne Street FRANKSTON 3199	
	27-Jul-26	492/2026P	To construct community care accommodation and reduce the number of parking spaces required	Approved	4 Dingle Avenue Frankston 3199	
	29-Jul-26	467/2026P	To construct a deck	Lapsed	602 Nepean Highway FRANKSTON SOUTH 3199	
	30-Jul-26	225/2026P	To construct an extension to an existing dwelling, construct a front fence and remove canopy trees.	Approved	9 McComb Boulevard Frankston South 3199	
	31-Jul-26	900/2025P	To construct four (4) double storey dwellings	Approved	3 Diosma Court Frankston South 3199	



Amended Planning Permits: Decisions

Date Amendments Decided

2026 (Year) + July (Month)

Application #

All

Ward

Multiple selections

Ward	Decided	Application	Description	Decision	Location	#
Ballam	Total per Ward					2
	08-Jul-26	715/2023P/D	To use the land for trade supplies and to construct one (1) trade supplies outlet, three (3) warehouses, to construct and display business identification signage and to alter access to a road in a Transport 2 Zone	Approved	150 Beach Street FRANKSTON 3199	
	22-Jul-26	890/2023P/B	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)	Extension of Time Approved	1 Faygate Court Frankston 3199	
Centenary Park	Total per Ward					6
	06-Jul-26	873/2023P/C	To construct a single storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) in a General Residential Zone (GRZ)	Extension of Time Approved	13 Darnley Drive Skye 3977	
	08-Jul-26	397/2011P/J	To construct seven (7) dwellings, four (4) double storey and three (3) single storey and alter access to Road Zone Category 1	Approved	77 Cranbourne-Frankston Road LANGWARRIN 3910	
	13-Jul-26	147/2023P/D	To construct ten (10) double storey dwellings	Approved	11 Edward Street LANGWARRIN 3910	
	20-Jul-26	115/2022P/D	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) on a lot in a General Residential Zone (GRZ)	Extension of Time Approved	29 Edward Street Langwarrin 3910	
	30-Jul-26	331/2017P/F	To construct two (2) dwellings to the rear of the existing dwelling (three (3) dwellings)	Secondary Consent Approved	1/52 Edward Street LANGWARRIN 3910	
Derinya	90/2021P/C		To construct one (1) double storey dwelling to the rear of an existing dwelling (two (2) dwellings on a lot) and to subdivide the land into two (2) lots in a General Residential Zone (GRZ).	Secondary Consent Approved	60A Yarralumla Drive LANGWARRIN 3910	
	Total per Ward					1
Derinya	01-Jul-26	149/2022/VS/C	Second Final Compliance Inspection - To subdivide the land into two (2) lots in a General Residential Zone (GRZ)	Compliance Inspection Satisfactory	3 Banool Court FRANKSTON SOUTH 3199	
	Total per Ward					6
Elisabeth Murdoch	02-Jul-26	130/2026P/D	To construct forty nine (49) dwellings and to remove native vegetation	Approved	55A Warrandyte Road LANGWARRIN 3910	
		88/2026P/B	To subdivide the land into forty nine (49) lots in stages	Approved	55A Warrandyte Road LANGWARRIN 3910	
	08-Jul-26	287/2023P/E	To construct a habitable outbuilding and an outbuilding in a Design and Development Overlay Schedule 4 (DDO4), To construct buildings and works and to remove substantial trees in a Significant Landscape Overlay Schedule 1 (SLO1), To construct buildings and works in a Bushfire Management Overlay (BMO).	Approved	15 Leisureland Drive Langwarrin 3910	
	09-Jul-26	647/2021P/F	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings) on a lot and to subdivide the land into two (2) lots in a General Residential Zone (GRZ)	Extension of Time Approved	11 Seaquesta Court FRANKSTON 3199	
	14-Jul-26	460/2022P/G	Clause 32.08-2: Use land for a child care centre in the General Residential Zone; Clause 32.08-10: Construct a building or construct or carry out works associated with a section 2 use in the General Residential Zone; Clause 52.05-2: To display a business identification sign.	Extension of Time Approved	14 John Street Langwarrin 3910	
	20-Jul-26	319/2023P/B	To use the land and construct buildings and works for a Place of Assembly	Approved	1565A Dandenong-Hastings Road LANGWARRIN 3910	
Kananook	Total per Ward					2
	07-Jul-26	374/2016P/F	To construct one (1) double storey dwelling	Lapsed	3 Victor Avenue Seaford 3198	
	22-Jul-26	319/2016P/B	To construct one (1) single storey dwelling to the rear of the existing dwelling (two (2) dwellings)	Withdrawn	59 Dandenong Road East FRANKSTON 3199	



Amended Planning Permits: Decisions

Date Amendments Decided	Application #	Ward
2026 (Year) + July (Month) ▼	Multiple selections ▼	Multiple selections ▼

Ward	Decided	Application	Description	Decision	Location	#
Lyrebird	Total per Ward					5
	02-Jul-26	162/2025P/F	To use and develop the land for a convenience restaurant in a General Residential Zone (GRZ), To display internally illuminated business identification signage, To alter access to a road in a Transport Zone 2	Secondary Consent Approved	658 Frankston-Dandenong Road CARRUM DOWNS 3201	
	09-Jul-26	528/2004P/R	Buildings and Works (Cultural Centre) for Hindu Temple	Withdrawn	52 Boundary Road CARRUM DOWNS 3201	
	13-Jul-26	579/2023P/D	To construct one (1) double storey dwelling to the rear of the existing dwelling (two (2) dwellings on a lot) and to subdivide the land into two (2) lots in a General Residential Zone (R1Z)	Extension of Time Approved	146 Lyrebird Drive CARRUM DOWNS 3201	
	15-Jul-26	591/2021P/J	Secondary Consent - To use and construct two (2) convenience restaurants and to display internally illuminated business identification signage in a General Residential Zone (GRZ). To remove native vegetation under Clause 52.17 Native Vegetation. To alter access to a road in a Transport Zone 2.	Secondary Consent Approved	620 Frankston-Dandenong Road CARRUM DOWNS 3201	
	20-Jul-26	486/2024P/B	To construct an extension to an existing building in an Industrial 1 Zone (IN1Z)	Extension of Time Approved	17 Tova Drive Carrum Downs 3201	
Pines	Total per Ward					5
	01-Jul-26	153/2021/V/S/A	Final Compliance Inspection - To subdivide the land into two (2) lots in a General Residential Zone (GRZ)	Compliance Inspection Satisfactory	42 Brunning Crescent FRANKSTON NORTH 3200	
	06-Jul-26	290/1995P/E	Second Dwelling	Withdrawn	199 Austin Road Seaford 3198	
	15-Jul-26	486/2016P/I	To construct buildings and works in a Commercial 1 Zone and to reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme in association with the use of the land for a medical centre (dentist)	Extension of Time Approved	290 Seaford Road SEAFORD 3198	
	20-Jul-26	153/2019P/F	To construct four (4) double storey dwellings in a General Residential Zone (GRZ)	Secondary Consent Approved	101 East Road SEAFORD 3198	
	27-Jul-26	289/2025P/A	To display an electronic major promotion sky sign	Extension of Time Approved	32 Peninsula Boulevard SEAFORD 3198	
Yamala	Total per Ward					10
	02-Jul-26	329/2020P/D	To construct buildings and works to a dwelling in a Heritage Overlay Schedule 11 (HO11), Erosion Management Overlay Schedule 3 (EMO3) and Design and Development Overlay Schedule 6 (DDO6) To remove vegetation in an Erosion Management Overlay Schedule 3 (EMO3) To create an easement	Extension of Time Approved	10 Somme Avenue FRANKSTON 3199	
	06-Jul-26	127/2024P/A	To use and construct a display home in a General Residential Zone - Schedule 1. To construct a building and works in the Design and Development Overlay Schedule 6 and Land Subject to Inundation Overlay.	Extension of Time Approved	171 Gould Street Frankston 3199	
		897/2022P/A	Construction of one (1) double storey dwelling to the rear of the existing dwelling (two dwellings on a lot) in the General Residential Zone (GRZ) and Special Building Overlay (SBO)	Extension of Time Approved	3 Nott Avenue Frankston 3199	
	08-Jul-26	920/2025P/B	To construct an outbuilding and remove one (1) tree	Approved	69 Humphries Road Frankston South 3199	
		997/2024P/C	To construct buildings and works to an existing dwelling in a Design Development Overlay Schedule 1 (DDO1), to carry out works in the Tree Protection Zone of substantial trees in a Significant Landscape Overlay Schedule 3 (SLO3) and to remove easement E-1 on PS097547.	Secondary Consent Approved	9 Piper Crescent Frankston South 3199	
	13-Jul-26	308/2024P/D	To construct two (2) two-storey dwellings and alterations to the existing three-storey dwelling (three (3) dwellings).	Extension of Time Approved	114 Gould Street Frankston 3199	
	15-Jul-26	87/2021P/D	To construct and use the land for a child care centre in a Residential Growth Zone (RGZ), to construct a building and construct and carry out works in a Design and Development Overlay Schedule 12 (DDO12) and Special Building Overlay (SBO), the reduce the number of car spaces required under Clause 52.06-5 of the Frankston Planning Scheme, to erect and display business identification signage and to create/alter access to a road in a Transport Zone 2	Approved	78 Beach Street FRANKSTON 3199	
	21-Jul-26	77/2009P/D	The construction of nine (9) dwellings (two (2) double storey dwellings and seven (7) single storey dwellings) and the removal of native vegetation.	Withdrawn	53 Humphries Road Frankston South 3199	
	24-Jul-26	437/2020P/I	• Clause 34.01-1 - Use of the land for the purposes of a dwelling in a Commercial 1 Zone (C1Z) • Clause 34.01-4 - Construct a building or carry out works in a Commercial 1 Zone (C1Z) • Clause 52.06-3 – Reduction in car parking requirements	Approved	35 Playne Street FRANKSTON 3199	
	29-Jul-26	77/2009P/E	The construction of nine (9) dwellings (two (2) double storey dwellings and seven (7) single storey dwellings) and the removal of native vegetation.	Approved	4/70 Brighton Street Frankston South 3199	



Subdivisions Lodged and Decided

11

Subdivisions Lodged

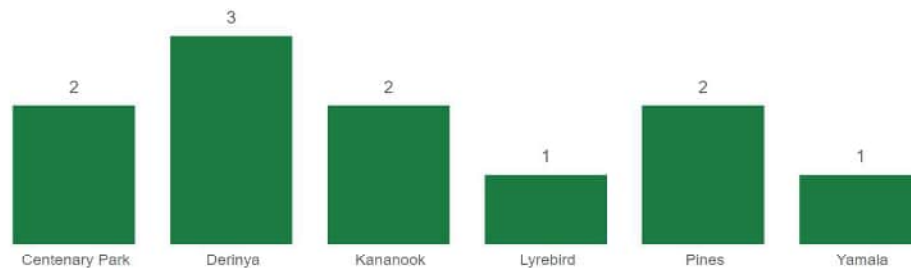
Subdivision Types

All

Date Subdivisions Lodged

2026 (Year) + July (Month)

of Subdivision Applications Lodged by Ward



Subdivision Type	# Subdivision Lodged
Three or More Lots	5
Two Lots	6
Total	11

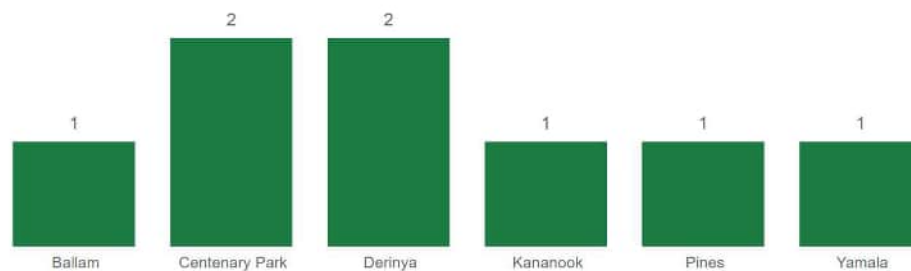
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Subdivisions Decided

Date Subdivisions Decided

2026 (Year) + July (Month)

of Subdivision Applications Decided by Ward



Subdivision Type	# Subdivision Decided
Consolidation	1
Creation or Removal of Easement or Covenant or ROW	2
Three or More Lots	3
Two Lots	2
Total	8



Subdivisions Lodged

Date Subdivisions Lodged

2026 (Year) + July (Month) ▼

Application #

All ▼

Ward

All ▼

Ward	Lodged	Application	Description	Location	#
Centenary Park	Total per Ward				2
	09-Jul-26	63/2026/S	To subdivide the land into seventeen (17) lots	370 Ballarto Road Skye 3977	
	28-Jul-26	72/2026/S	To subdivide the land into two (2) lots	42 Cedar Street Langwarrin 3910	
Derinya	Total per Ward				3
	09-Jul-26	64/2026/S	To subdivide the land into six (6) lots	43 Culcairn Drive Frankston South 3199	
	10-Jul-26	65/2026/S	To subdivide the land into three (3) lots	16 Robinia Street Frankston 3199	
	15-Jul-26	68/2026/S	To subdivide the land into four (4) lots	3 Coogee Avenue FRANKSTON 3199	
Kananook	Total per Ward				2
	10-Jul-26	66/2026/S	To subdivide the land into two (2) lots	8 Finlay Street Frankston 3199	
	20-Jul-26	70/2026/S	To subdivide the land into two (2) lots	18 Robinsons Road SEAFORD 3198	
Lyrebird	Total per Ward				1
	29-Jul-26	73/2026/S	To subdivide the land into fifty-five (55) lots	48 Hall Road CARRUM DOWNS 3201	
Pines	Total per Ward				2
	10-Jul-26	67/2026/S	To subdivide the land into two (2) lots	9 Hadley Street Seaford 3198	
	16-Jul-26	69/2026/S	To subdivide the land into two (2) lots	16 Hodgins Crescent Frankston North 3200	
Yamala	Total per Ward				1
	27-Jul-26	71/2026/S	To subdivide the land into two (2) lots	24 Willis Street Frankston 3199	



Subdivisions Decided

Date Subdivisions Decided

2026 (Year) + July (Month)

Application #

Multiple selections

Ward

All

Ward	Decided	Application	Description	Decision	Location	#
Ballam	Total per Ward					1
	27-Jul-26	21/2026/S	To subdivide the land into two (2) lots	Statement of Compliance	5 Parer Street Frankston 3199	
Centenary Park	Total per Ward					2
	06-Jul-26	61/2026/S	To subdivide the land into seventeen (17) lots	Withdrawn	370 Ballarto Road Skye 3977	
	15-Jul-26	56/2026/S	To vary restrictive covenant PS616061V dated 14 July 2010 to build outside the building envelope pursuant to Clause 52.02 by adding the following exemption on Sheet 6 - Creation of Restriction A as follows - Exemption - The registered proprietor or proprietors of Lot 54 on this plan may construct a rear deck subject to the satisfaction and written consent of the Responsible Authority. And to obtain Councils written consent for works not in accordance with Section 173 Agreement AH301372B.	Certification & Statement of Compliance	32 Rhone Grove Skye 3977	
Derinya	Total per Ward					2
	01-Jul-26	91/2022/S	To subdivide the land into Two (2) lots in a General Residential Zone (GRZ)	Statement of Compliance	3 Banool Court FRANKSTON SOUTH 3199	
	29-Jul-26	127/2022/S	Three Lot Subdivision	Statement of Compliance	56 Heatherhill Road Frankston 3199	
Kananook	Total per Ward					1
	01-Jul-26	121/2025/S	To subdivide the land into four (4) lots	Certification	156 Fortescue Avenue Seaford 3198	
Pines	Total per Ward					1
	23-Jul-26	45/2026/S	Removal of Easement	Certification & Statement of Compliance	347 Frankston-Dandenong Road Frankston North 3200	
Yamala	Total per Ward					1
	29-Jul-26	57/2026/S	Section 22 (Consolidation)	Certification & Statement of Compliance	398 Nepean Highway Frankston 3199	



Planning Applications: Direction to Advertise

15

Applications Advertised

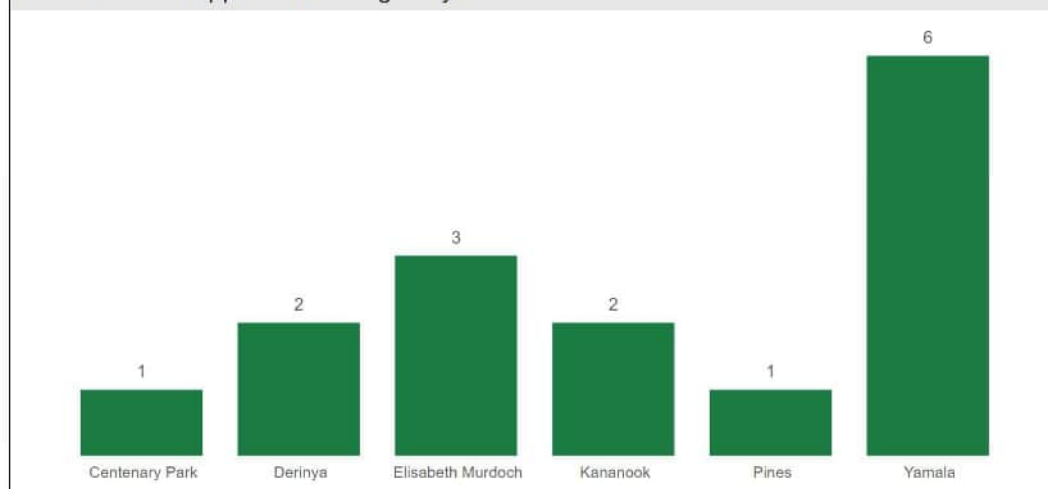
Advertised Types

All

Date Advertised Start

2026 (Year) + July (Month)

of Advertised Applications Lodged by Ward



Type Description	# Advertised Application
Change of use or car parking waiver	1
Multiple dwellings	9
S72 Multi Dwell/Com/Ind/Other	1
Signage	2
Single dwelling on a lot	1
Subdivision of land	1
Total	15



Planning Applications: Direction to Advertise

Date Advertised Start	Application #	Ward
2026 (Year) + July (Month) ▾	All ▾	All ▾

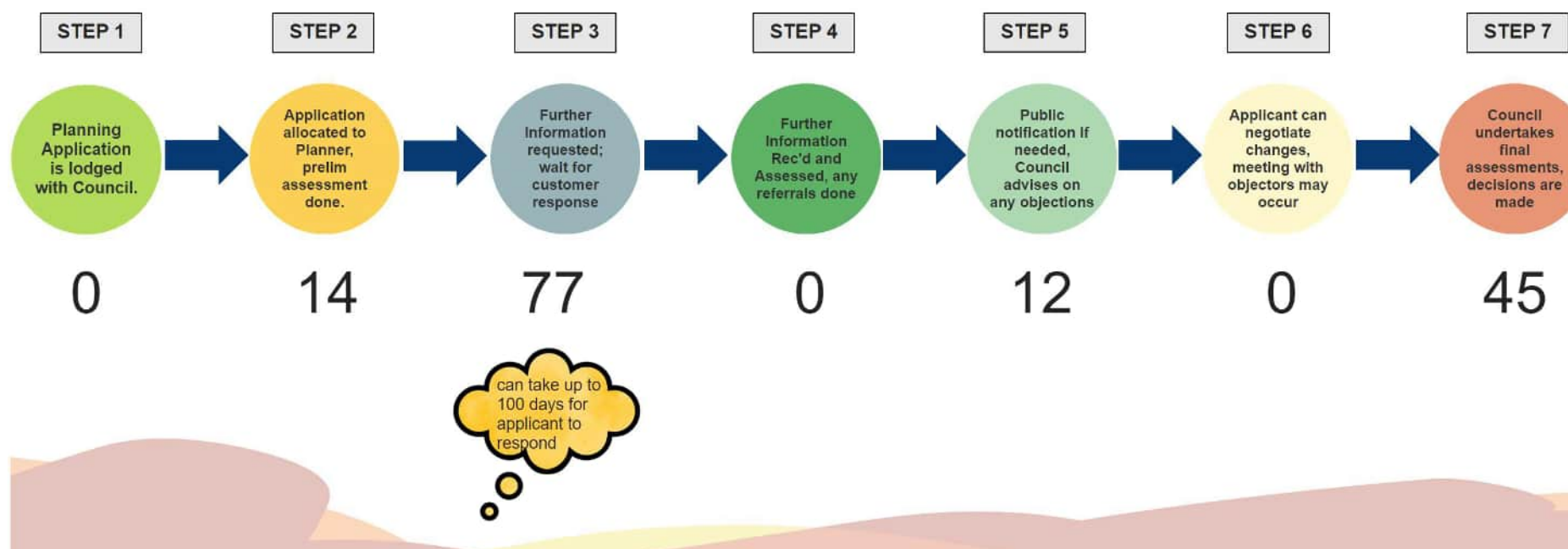
Ward	Lodged	ADV Start Date	Application	Description	Location	#
Centenary Park	Total per Ward					1
	18-Mar-26	09-Jul-26	226/2026P	To construct five (5) double storey dwellings and to remove a canopy tree	68 Edward Street Langwarrin 3910	
Derinya	Total per Ward					2
	20-Nov-25	16-Jul-26	875/2025P	To construct four (4) double storey dwellings	59 Culcairn Drive FRANKSTON SOUTH 3199	
	30-Jun-26	16-Jul-26	625/2026P	To construct and display internally illuminated business identification signage	55 Foot Street Frankston 3199	
Elisabeth Murdoch	Total per Ward					3
	18-Aug-25	30-Jul-26	587/2025P	To construct twenty-two (22) single storey dwellings and removal of canopy trees and native vegetation	100A Aqueduct Road LANGWARRIN 3910	
	03-Feb-26	02-Jul-26	81/2026P	To construct an extension to the existing dwelling, a carport and an outbuilding	425 Baxter-Tooradin Road Langwarrin South 3911	
	23-Mar-26	02-Jul-26	248/2026P	To subdivide the land into two (2) lots	65 Barretts Road LANGWARRIN SOUTH 3911	
Kananook	Total per Ward					2
	10-Dec-25	09-Jul-26	949/2025P	To construct five (5) triple storey dwellings and one (1) double storey dwelling (six (6) dwellings on a lot)	12 Mereweather Avenue Frankston 3199	
	24-Dec-25	23-Jul-26	997/2025P	To construct two (2) double storey dwellings	39 Mitchell Street Seaford 3198	
Pines	Total per Ward					1
	22-Jun-26	30-Jul-26	592/2026P	To use the land for a dog day care facility	1/5 Hi-Tech Place Seaford 3198	
Yamala	Total per Ward					6
	15-Apr-26	02-Jul-26	332/2026P	To construct three (3) double storey dwellings and remove canopy trees	9 James Street Frankston 3199	
	21-Apr-26	02-Jul-26	360/2026P	To construct two (2) double storey dwellings over basement, to remove trees and construct a swimming pool	4 Ronald Avenue Frankston South 3199	
	23-Jul-26	23-Jul-26	363/2026P	To construct four (4) double storey dwellings with roof terraces and to remove canopy trees	19 Williams Street Frankston 3199	
	27-Apr-26	16-Jul-26	254/2020P/C	S72 Amendment to amend plans to include: Retaining walls and earthworks; Amended boundary fences; Amendment to size and location of various windows; Alteration to driveway width and Alteration to landscape plan	1 Bader Court FRANKSTON SOUTH 3199	
	30-Apr-26	23-Jul-26	398/2026P	To construct and display a freestanding electronic promotion sign	451 Nepean Highway FRANKSTON 3199	
	05-May-26	30-Jul-26	410/2026P	To construct one (1) dwelling to the rear of the existing dwelling and to remove a canopy tree.	4 Eton Court Frankston 3199	



Planning Applications Process: Monthly Report

Latest Lodged Date = 03-Aug-26

This is the status of each of the **148** Planning Applications that are waiting for a council decision.....



Current VCAT Appeals

VCAT Ref	Application	Description	Location	Council Decision	Appeal Type	Lodged at VCAT	Hearing Date	VCAT Decision	VCAT Decision Date
P1071/2025	481/2024/P	To construct nine (9) triple storey dwellings with roof terraces and to alter/create access to a road	277 Nepean Highway, Seaford	NOD	Objector	4/12/2025	24-25/6/2026	Varied	9/07/2026
P356/2025	8/2024/P	To use and develop the land for a childcare centre in a Comprehensive Development Zone Schedule 1 (CDZ1), to remove and construct works within the tree protection zone of substantial trees in a SLO2 and to alter access to a road in a Transport Zone 2.	580 Thompsons Road, Sandhurst	NOD	Owner	17/04/2025			
P937/2025	30/2019/P/E	To construct buildings and works associated with Accommodation in a Bushfire Management Overlay; to construct buildings and works and remove vegetation in a Significant Landscape Overlay - Schedule 1; construct buildings and works and remove vegetation in an Environmental Significance Overlay - Schedule 1; to remove native vegetation under Clause 52.17 (Native Vegetation) Amendment to the permit to allow a two lot subdivision and additional vegetation removal	26 Kingston Road, Langwarrin	Refusal	Owner	30/10/2025	20-21/4/2026		
P110/2026	256/2025/P	To use the land for store and to construct buildings and works	620 McClelland Drive, Langwarrin	Refusal	Owner	12/02/2026	24-27/8/2026		

Current VCAT Appeals

VCAT Ref	Application	Description	Location	Council Decision	Appeal Type	Lodged at VCAT	Hearing Date	VCAT Decision	VCAT Decision Date
P333/2026	795/2023/P/A	Amending one sign to be electronic	Sign 1/5 Pascal Road, Seaford	Refusal	Applicant	21/05/2026	15-16/10/2026		
P497/2026 & P514/2026	4/2026/P	To construct a double storey dwelling to the rear of the existing dwelling, subdivide the land into two lots and remove canopy trees	45 Washington Drive, Frankston	NOD	Objectors x 2	14/06/2026 & 21/6/2026	7/12/2026		
P594/2026	381/2026/P	To remove one (1) tree	78 Kars Street, Frankston	Refusal	Applicant/Owner	28/07/2026	8/10/2026		

VCAT Decisions & Policy Implications

VCAT Ref	Application	Description	Location	VCAT Decision	Policy Implications
P1071/2025	481/2024/P	To construct nine (9) triple storey dwellings with roof terraces and to alter/create access to a road	277 Nepean Highway, Seaford	NOD	The applicant sought approval for the construction of 9 triple storey dwellings. Council issued a Notice of Decision to Grant a Permit. An objecting party sought review of the decision citing concerns about property devaluation, building height and bulk, noise and privacy impacts, and alleged inadequacy of car parking provision. On review, the VCAT found Council's decision to be sound and did not require changes to the proposed development. A permit was directed to issue subject to minor modifications to Council's conditions.

Ministerial Decisions

Application	Council Ref	Description	Location	Council Decision	Summary of Officer Comments	Public Notice	Minister Decision
PA2604395	282/2026/PIR	Stage 2 development of the school which includes the construction of a 2 storey Senior Learning Building and associated landscaping. The new Senior Learning Building will replace the existing library and resource centre building.	161 McMahons Road, Frankston VIC 3199	No Objection Subject to Conditions 2 June 2026	The application concerned the construction of additional buildings for the existing John Paul College campus. The Minister for Planning is the responsible authority for school related applications. Officers provided comment to the Minister for Planning supporting the proposal, with conditions. It was noted that the buildings were located well away from residential interfaces and were consistent with the scale of existing buildings.	Directed by the Minister for Planning.	Permit 13 July 2026

Thank you

Frankston City Council

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frankston.vic.gov.au



Executive Summary

12.1 Governance Matters Report - 24 August 2026

Enquiries: (Nathan Upson: Chief People & Integrity Office)

Email: Nathan.Upson@frankston.vic.gov.au

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 on recent governance matters.

Recommendation (Director Chief People & Integrity Office)

That Council:

Councillor Briefings Record

1. Receives the record of Councillor Briefing meetings held since the date of the last Council Meeting held on 3 August 2026, as listed in the body of the report;

Delayed Report

2. Notes the Response to Notice of Motion 2026/NOM04 Investigation into Storage and Amenity Supports for People Experiencing Homelessness has been delayed in its presentation to Council and will be presented at the 26 October 2026 Council Meeting;

Councillor Delegate to External Committees – Foreshore Advisory Committee

3. Notes Cr Michael O'Reilly was endorsed as the Councillor delegate representative on the Foreshore Advisory Committee for 2026 at its 10 December 2025 Council Meeting;
4. Receives Cr Michael O'Reilly's resignation from the Foreshore Advisory Committee for 2026; and
5. Endorses Cr Emily Green as the Councillor delegate on the Foreshore Advisory Committee for 2026.

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.

12.1 Governance Matters Report - 24 August 2026**Executive Summary****Governance Matters reported for this meeting**

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

- Council Briefings Record Council
- Delayed Reports to Council
- Councillor Delegate to External Committees – Foreshore Advisory Committee

Councillor Briefings Record

At its meeting on 11 September 2023, 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:

- o List of the topics discussed at councillors briefings held since the date of last council meeting;*
- o Records of the Councillors attendance at that briefing; and*
- o Conflict of Interest disclosures, if any."*

The briefings listed below have occurred since the 13 July 2026 Council Meeting.

Briefing Date and Topics	Councillors in Attendance	Disclosures of Interest
Monday 10 August 2026 - Mandatory Development Session: Risk Refresher - Confidential Item: CEO Key Performance Indicators	Mayor, Cr Sue Baker Deputy Mayor, Cr Cherie Wanat Cr David Asker Cr Nathan Butler Cr Emily Green Cr Brad Hill	Nil.
Wednesday 12 August 2026 - Governance Rules - Reconciliation Action Plan Update	Mayor, Cr Sue Baker Cr David Asker Cr Nathan Butler Cr Steffie Conroy Cr Emily Green Cr Brad Hill Cr Michael O'Reilly	Nil.
Monday 17 August 2026 - Volunteering Frankston Awards - Confidential: McClelland Gallery Update - Sister Cities and future international positioning - Agenda Review	Mayor, Cr Sue Baker Deputy Mayor, Cr Cherie Wanat Cr David Asker Cr Kris Bolam Cr Nathan Butler Cr Steffie Conroy Cr Emily Green Cr Brad Hill Cr Michael O'Reilly	Nil.

Delayed Report**2026/NOM04 Investigation into Storage and Amenity Supports for People Experiencing Homelessness**

At its meeting on 11 May 2026, it was resolved that Council:

- 3.a) Request officers to report back to Council on findings by August 2026, including feasibility, costs, risks, partnerships, and potential next steps, without committing Council to implementation.*

12.1 Governance Matters Report - 24 August 2026**Executive Summary**

While significant progress has been made, additional time is required to complete additional stakeholder consultation and assess the strategic implications of the matters under consideration. Extending the deadline will ensure Council receives a comprehensive report to support informed decision-making. Accordingly, officers are seeking an extension of the reporting timeframe, with the report being made to Council by October 2026.

Councillor Delegate to External Committees – Foreshore Advisory Committee

At the Council Meeting held on 10 December 2025, Council resolved that:

vi. Cr Brad Hill and Cr Michael O'Reilly be appointed as Councillor delegates to the Foreshore Advisory Committee.

Cr O'Reilly has since submitted his resignation from the Foreshore Advisory Committee for the remainder of the 2026 term.

Accordingly, Council has requested to nominate and appoint Cr Emily Green as a replacement Councillor delegate to fill the vacancy and represent Council on the Foreshore Advisory Committee for the remainder of 2026.

Financial Impact

There are no financial implications associated with this report.

Consultation**1. External Stakeholders**

Nil.

2. Other Stakeholders

Nil.

Analysis (Environmental / Economic / Social Implications)

Nil.

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.

Gender Impact Assessments

No gender impact assessment was required. This initiative has no impact on our community or the public.

Officer's Declaration of Interests

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

12.1 Governance Matters Report - 24 August 2026**Executive Summary****Risk Mitigation**

There are no risks identified within this report.

Conclusion

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

ATTACHMENTS

Nil

Executive Summary**12.2 Frankston Arts Advisory Committee - Minutes of Meeting 8 July 2026**

Enquiries: (Steve Coldham: City Advancement)
Email: Steve.Coldham@frankston.vic.gov.au

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 present to Council the minutes of the Frankston Arts Advisory Committee meeting held on 8 July 2026.

Recommendation (Director City Advancement)

That Council:

1. Receives the minutes of the Frankston Arts Advisory Committee held on 8 July 2026; and
2. Notes officers are further engaging with relevant stakeholders to explore options for the future of the *Oasis Stream* mosaic artwork at the Frankston foreshore.

Key Points / Issues**Frankston Arts Advisory Committee Minutes (FAAC) – July 2026**

The July meeting was convened with members of FAAC to discuss agenda items and make recommendations where appropriate to Council for approval.

The key items discussed by the Committee at the meeting 8 July 2026 included:

- **Frankston Regional Arts Trail**

Officers provided an update on the Arts Trail project, noting that intersection upgrades are progressing, the Frankston Pier Flyway sculptures are complete and approvals for the Oh No, Thinker Gnome project remain underway.

- **Frankston's 60th Anniversary – Mural Project**

The mural project being developed as part of Frankston's 60th Anniversary celebrations was discussed including potential themes and design elements to reflect the City's cultural identity, including references to existing key public art pieces, the Frankston skyline, or key landmarks to ensure a meaningful and engaging artwork that celebrates the City.

- **Peta Murphy & Louisa Dunkley Commemorative Artwork**

Council officers are working with community members that advocated for the Peta Murphy and Louisa Dunkley commemorative artwork project. An artist brief has been developed to guide the commissioning process. Discussions continue regarding the most appropriate space for the artwork with consideration given to George Pentland Botanical Gardens, Jubilee Park and Nairn Marr Djambana, The next step is progressing the artist brief to commence the artist selection process.

12.2 Frankston Arts Advisory Committee - Minutes of Meeting 8 July 2026**Executive Summary**

- **Oasis Stream Mosaic**

The Committee discussed the future of the mosaic located on the Frankston Foreshore near the entrance to the Pier. Officers noted that, despite restoration works completed in 2023, the artwork has since sustained further significant damage resulting from unavoidable vehicle access associated with pier and beach maintenance activities, as well as the high level of use generated by foreshore events and activations.

Given that access to the area cannot be restricted due to operational requirements, and that the artwork has met its intended life span of 20 years, the Committee considered the long-term viability of continuing to invest in ongoing repairs and restoration works. In doing so, members discussed the balance between preserving the artwork and the significant financial commitment required to address recurring damage.

The Committee supported further engagement with relevant stakeholders to explore options for the respectful decommissioning of the artwork and to consider appropriate next steps.

- **Location of donated sculpture 'Lillian'**

The Public Art Officer provided an update on a sculpture donated by artist Alexander Knox, creator of Swimmer at Mile Bridge, which has been earmarked for installation at the Skye Road roundabout as part of the Frankston Regional Arts Trail.

- **Hastings Road Sculpture**

An update was provided on the sculpture project, with casting scheduled to commence in August. The project will also provide an opportunity for a Chisholm student to gain valuable practical experience and industry exposure through involvement in the casting process. Installation of the completed sculpture is anticipated to occur in mid-2027 pending approvals.

Financial Impact

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

Consultation**1. External Stakeholders**

Frankston Arts Advisory Committee

2. Other Stakeholders

Relevant internal departments as required

Analysis (Environmental / Economic / Social Implications)

Not applicable

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

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

12.2 Frankston Arts Advisory Committee - Minutes of Meeting 8 July 2026**Executive Summary**Legal

There are no legal issues or impact associated with this report.

Policy Impacts

There are no legal issues or impact associated with this report.

Gender Impact Assessments

No gender impact assessment was required. This initiative has no impact on our community or the public.

Officer's Declaration of Interests

Council officers involved in the preparation of this report have no Conflict of Interest in this matter related to the minutes of the FAAC or Council Report.

Risk Mitigation

Risks have been considered and mitigations are considered achievable.

Conclusion

Minutes of the FAAC meeting from its meeting on 8 July 2026 are included for Council endorsement (Attachment A)

ATTACHMENTS

Attachment A: [↓](#) FAAC - Minutes - Frankston Arts Advisory Committee - 8 July 2026



Frankston Arts Advisory Committee

MINUTES OF MEETING

8 July 2026

6.30 – 8.30pm

Acacia Room, Civic Centre

1	Governance: General	
1.1	Welcome and apologies	Present Mr Douglas Spencer-Roy (Chairperson) Mr Joe Bakhmoutski Ms Ally Imlach Ms Courtney Percy Mr Will Costello Mayor, Cr Sue Baker Cr David Asker Cr Brad Hill Ms Laura Antoniak Ms Prue Wheeler Ms Rachel Bugden Mr Damien Kease Ms Heidi Irvine Ms Rebecca Gendron Apologies Ms Tennille Bradley, Mr Christopher Costuna, Ms Tammy Ryan and Ms Elizabeth McDonald
1.2	Determination of quorum	A quorum was declared.
1.3	Declaration of interests	The Chairperson declared his employer (EastLink) sponsors a number of events undertaken by Council.
1.4	Confirmation of Agenda	Agenda confirmed.
1.5*	Approval of minutes – 13 May 2026	The Minutes of the FAAC meeting held 13 May 2026 were previously approved by the Committee via email. Carried
1.6	Action items/Matters arising	The following action items were discussed: Acting Manager updated the Committee on the outstanding actions.
2	Presentations	
2.1	Frankston Arts Centre Marketing Update	- The Sales & Marketing Officer provided an overview of current strategies to increase awareness and engagement with local organisations, community groups and schools, highlighting the diverse promotional channels used to market the venue, including social media, exhibitor stands, the website, venue listing platforms and strategic partnerships. - The strategic venue partnership with the Frankston Business Collective has proven to be highly rewarding and continues to deliver positive outcomes. - An update was provided on digital visibility and search presence, including ongoing website search engine optimisation (SEO) initiatives. - The <i>Behind the Curtain</i> podcast series has commenced. The five-part series has been developed in partnership with 3MP.

		• <i>Spice Magazine</i> recently recognised the Frankston Arts Centre with an industry award.
2.2	Destination Events Update – Fire Festival	• The Destination Event Lead presented an update on the Fire Festival. • Despite inclement weather on the night, the event attracted approximately 4,000 attendees. • A total of 324 survey responses were received, with the event achieving an average satisfaction rating of 4.5 out of 5. Eighty per cent of respondents ranked the Fire Festival among their top three Frankston festivals. • Visitors attended from across Frankston City, the City of Casey, the City of Kingston and the Mornington Peninsula Shire. Within Frankston City, attendance was more broadly distributed than usual, with Seaford, Langwarrin, Karingal and Carrum Downs all recording higher-than-expected representation. • Survey results indicated a strong desire for additional foreshore events, as well as food and wine, music and comedy festivals. • The attendee demographic skewed younger than usual, with a higher representation of people in their late twenties and thirties. • Learnings from the Fire Festival will be used to inform changes to Frankston's annual festivals.
3	Arts & Culture Projects	
3.1	Frankston's 60 th Anniversary as a City Program Update	• Head of Audience & Arts Development provided the Committee with an update on the activities and programs planned to celebrate the upcoming milestone. • While the majority of activities are scheduled for Saturday 22 and Sunday 23 August, a number of events and activations will also take place before and after the official milestone date. • Details of the program and associated activities will be promoted via Council's various social media channels, published on the Frankston City Council website and promoted through Frankston City News.
3.2	Frankston Regional Arts Trail Update	• The Public Arts Officer – Arts Trail (PAO-AT) provided the Committee with a comprehensive update on the progress of the Frankston Regional Arts Trail and the status of its key project components. • Upgrades to two of the three identified intersections have now been completed, representing a significant milestone in the delivery of the project. • Off-site fabrication of the Flyway sculptures for Frankston Pier has been completed, and all required site permits have been secured. Installation is scheduled to proceed, subject to suitable weather conditions. • Approval from the Department of Energy, Environment and Climate Action (DEECA) is still being sought for the Oh No, Thinker Gnome project. Further information has been requested by DEECA and is currently being prepared as part of the assessment process.



		The official opening of the Frankston Regional Arts Trail is scheduled for September 2027
3.3	Frankston's 60 th Anniversary – Mural Project	- The Public Art Officer ("PAO") provided an update on the proposed mural project as part of the Frankston Arts Centre's 60th Anniversary celebrations. - Committee members discussed a range of themes and elements for consideration in the mural design such as cultural identity of the City, increased representation of people, the Frankston city skyline, the Tree of Life and/or Frankie.
3.4	Peta Murphy & Louisa Dunkley Commemorative Artwork	- Council officers are working with community members advocating for the Peta Murphy and Louisa Dunkley commemorative artwork project. - An artist brief has been developed to guide the commissioning process. - The community members expressed a preference for the project to create a reflective place or space, rather than a standalone sculptural artwork and also indicated a preference for engaging a local artist. The location for the commemorative artwork is yet to be determined, with suggested sites including George Pentland Botanical Gardens, Jubilee Park and Nairn Marr Djambana. - The next step will be the distribution of the artist brief to commence the artist selection process.
3.5	The Oasis Stream Mosaic	- The PAO provided an update on the mosaic located on the Frankston Foreshore near the entrance to the Pier. - Following restoration works completed in 2023, the artwork has sustained further significant damage, largely as a result of vehicle access to the Pier and beach, along with impacts associated with events and the movement of equipment across the foreshore. Restricting equipment and vehicle access is not considered an ongoing feasible option, given the ongoing operational and maintenance requirements of both the Pier and surrounding beach infrastructure - The Committee expressed its support for decommissioning the artwork in consideration of further engagement with relevant stakeholders. Actions: - Request to ensure that photos of the mosaic are taken prior to decommissioning.
3.6	Location of sculpture 'Lillian'	The PAO provided an update on the proposed sculpture for the Skye Road roundabout as part of the Frankston Regional Arts Trail, including preliminary considerations relating to its location and presentation within the site.



		Action: Officers to provide the Committee with a further update regarding the proposed positioning and orientation of the sculpture at the Skye Road roundabout.
4	Other Business	
4.1	Hastings Road Sculpture	- An update was provided on the sculpture progress with the casting of the sculpture scheduled to commence in August. - The project will provide an opportunity for a Chisholm student to assist with the casting process and gain practical experience. - Installation of the sculpture is currently scheduled for mid 2027.
5.	Confidential Items	
C.1		n/a
6	Next Board Meeting and forward agenda	
6.1	Next FAAC Meeting: 2 September 2026 at 6.30pm in Acacia Room	
	Confirmed as a Correct Record	Chairperson: Douglas Spencer-Roy

The meeting closed at 8.08pm



Executive Summary**12.3 Capital Works Quarterly Report - Q4 - April to June 2026**

Enquiries: (Caroline Reidy: Chief Operating Office)

Email: caroline.reidy@frankston.vic.gov.au

Council Plan

Level 1:

Council Performance and Leadership

Level 2:

As custodians of public assets, Council will maintain good governance and have a strategic approach to managing our assets to ensure long-term sustainability and optimal delivery of services

Purpose

To present Council with the quarterly progress from April to June 2026 and the end-of-financial-year result for the 2025/26 Capital Works Program.

Recommendation (Director Chief Operating Office)

That Council:

1. Receives and notes the quarterly progress report for Quarter 4 (April to June 2026) of the 2025/26 Capital Works Program;
2. Notes expenditure of \$71.807 million was achieved in 2025/26 against a total Adjusted Capital Works Program budget of \$76.196 million, equating to an outstanding 95.3% program expenditure delivery rate, including expenditure and savings, for the Annual Program;
3. Recognises the outstanding achievement of an 89.2% average delivery rate for the Capital Works Program over the past eight financial years, including the successful completion of numerous major projects. This accomplishment is particularly significant given the challenges posed by the COVID pandemic and subsequent recovery period, and reflects the dedication, resilience and expertise of Council's team;
4. Notes 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;
5. Notes there was one (1) reported project where variations have exceeded the pre-approved variation amount in accordance with S7 Instrument of Sub-Delegation by the CEO; and
6. Endorses the list of 2025/26 project funding proposed to be carried forward into the 2026/27 Capital Works Program, an amount which totals \$3.597 million.

12.3 Capital Works Quarterly Report - Q4 - April to June 2026**Executive Summary****Key Points / Issues**

- The 2025/26 Capital Works Program (CWP) comprises 266 projects, including 42 projects carried over from financial year 2024/25.

Adopted Budget + Carry Over from 2024/25	\$77.601 million
Adjusted Budget (end of June 2026)	\$76.196 million
Actual Expenditure	\$71.807 million
Carry Forward to 2026/27	\$3.597 million
Program Variance (favourable)	\$0.792 million

- Following the Adopted Budget and subsequent approved variations, the Adjusted Capital Works Budget is \$76.196 million. Actual capital expenditure was \$71.807 million as at the end of June 2026 (see Attachment A).
- Expenditure of \$71.807 million was achieved in 2025/26 against a total Adjusted CWP budget of \$76.196 million, equating to an outstanding 95.3% program expenditure delivery rate, including expenditure and savings, for the Annual Program.
- The Council and Wellbeing Plan 2025–2029 strategic indicator for financial delivery of the CWP in 2025/26 is 90% of the capital budget expended.
- Council achieved a very strong program delivery rate of 95.3% for the financial year 2025/26, exceeding the target of 90% and building on the previous year's result.
- There are 44 projects, including a range of multi-year projects, requiring carry forward funds into 2026/27, totalling \$3.597 million. This is significantly less than the previous year's amount (refer to Attachment E).

Financial Impact

Delivery of the CWP is complete for 2025/26, with end of financial year expenditure of \$71.807 million against an adjusted budget of \$76.196 million. This equates to an outstanding 95.3% program expenditure delivery rate, including expenditure and savings, for the Annual Program.

A total of \$3.597 million is proposed to be carried forward to 2026/27.

This has been achieved despite rising fuel prices affecting project costs in the fourth quarter of 2025/26 and into the 2026/27 financial year.

The delivery performance of the 2025/26 CWP maintains Council's solid results compared with previous financial years, considering the range of challenges experienced.

The end of year result is a testament to Council's robust governance structures for its Long Term Infrastructure Plan (LTIP) and Annual CWP. Undoubtedly, 2025/26 has been another impressive year for capital works despite the challenges experienced during the financial year. The outcomes of these projects will sustain and enhance the delivery of Council services to the community.

Performance results have been tracked since the 2013/14 financial year. The table below highlights performance over the past eight years:

12.3 Capital Works Quarterly Report - Q4 - April to June 2026

Executive Summary

ANNUAL CAPITAL WORKS PROGRAM RESULTS									
Measure	2025/26	2024/25	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	Average
Budget Expended - Council Plan KPI									
Adjusted Capital Works Budget	\$76.196M	\$63.372M	\$93.346M	\$92.014M	\$77.006M	\$54.415M	\$51.171M	\$55.945M	\$70.433M
Budget Expended	\$71.807M	\$57.688M	\$83.398M	\$74.823M	\$65.195M	\$49.788M	\$48.289M	\$51.643M	\$62.829M
Carried Forward	\$3.597M	\$4.739M	\$8.566M	\$17.014M	\$11.154M	\$5.400M	\$3.181M	\$4.927M	\$7.322M
KPI	95.3%	92.4%	90.7%	81.5%	85.4%	91.5%	94.4%	92.3%	89.2%
Project Delivery									
Projects to be Delivered	186	206	228	213	197	193	211	203	205
Completed	169	177	180	151	122	151	160	182	162
Not Completed	17	29	48	62	75	42	51	21	43
KPI	90.9%	85.9%	78.9%	70.9%	61.9%	78.2%	75.8%	89.7%	78.9%

Observations include:

- The 2021/22 and 2022/23 results were affected by the COVID pandemic, which resulted in cost escalations, material shortages, supply delays, unfavourable market conditions and contractor insolvency.
- Significantly, the 2025/26 result is greater than the average percentage expenditure achieved over the last eight (8) financial years since 2018/19 of 89.2% and represents an increase of 2.9% on the previous 2024/25 financial year.
- The carry forward amount to 2026/27 is 4.7% of the total budget, representing a reduction compared with the previous year's amount of 7.5%.

Consultation

1. External Stakeholders

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

2. Other Stakeholders

Long-Term Infrastructure Plan (LTIP) Governance group meetings are held monthly and include the Program Control Group, Program Review Group, and Executive Management Team (EMT) Capital Works Review Group.

Various Project Advisory Group meetings were also held for major projects during the quarter in accordance with Council's capital works governance structure.

Analysis (Environmental / Economic / Social Implications)

Many Council assets underpin economic systems and provide a vehicle for economic growth and prosperity. Some Council assets seek to improve the environment and amenity of the municipality. Council assets also support services to the community. Better infrastructure asset management practices will enhance these services to the community and promote better health and wellbeing.

12.3 Capital Works Quarterly Report - Q4 - April to June 2026**Executive Summary****Legal / Policy / Council Plan Impact**Charter of Human Rights and Responsibilities

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

Legal

There are no statutory obligations or legal implications relevant to the content of the report.

Policy Impacts

Council's Asset Management Policy, Financial Plan, Asset Plan, Project Management Framework, Long-Term Infrastructure Plan (LTIP) and the LTIP Governance Structure are relevant to this report.

Gender Impact Assessments

Gender impact assessments have been completed, and the recommendations are being implemented on various projects and programs of works in the CWP.

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 CWP is actively managed in accordance with relevant Council policies and Council's LTIP Governance Structure.

Conclusion

Expenditure of \$71.807 million was achieved in 2025/26 against a total Adjusted CWP budget of \$76.196 million, equating to an outstanding 95.3% program expenditure delivery rate, including expenditure and savings, for the Annual Program.

It is recommended that Council notes the quarterly report for the 2025/26 CWP for April to June 2026 and endorses the proposed carry forward funding of \$3.597 million to the 2026/27 CWP.

ATTACHMENTS

- Attachment A: [↓](#) Overall Program Summary
- Attachment B: [↓](#) Service Program Summary
- Attachment C: [↓](#) Schedule of Capital Works Delivery
- Attachment D: [↓](#) Schedule of Councillor Projects of Interest
- Attachment E: [↓](#) Schedule of Carry Forward Projects to 2026/27

Executive Summary

Background

The 2025/26 Capital Works Budget of \$72.862 million was adopted by Council at its Ordinary Meeting on 23 June 2025. Subsequently, the Budget has been adjusted to include \$4.739 million of carry-over projects from 2024/25 and other adjustments due to approved variations. The 2025/26 Adjusted Budget is now \$76.196 million (see Attachment A).

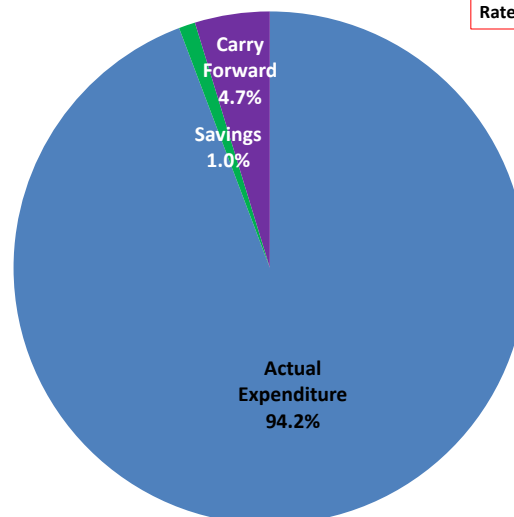
Issues and Discussion

2025/26 Capital Works Program (CWP) – Status as at end of June (fourth quarter)

- The following graphs compare actual expenditure and program savings against the Adjusted Budget. The variance between actual expenditure and program savings and the Adjusted Budget for 2025/26 is \$3.597 million.

Capital Works Program Delivery Rate

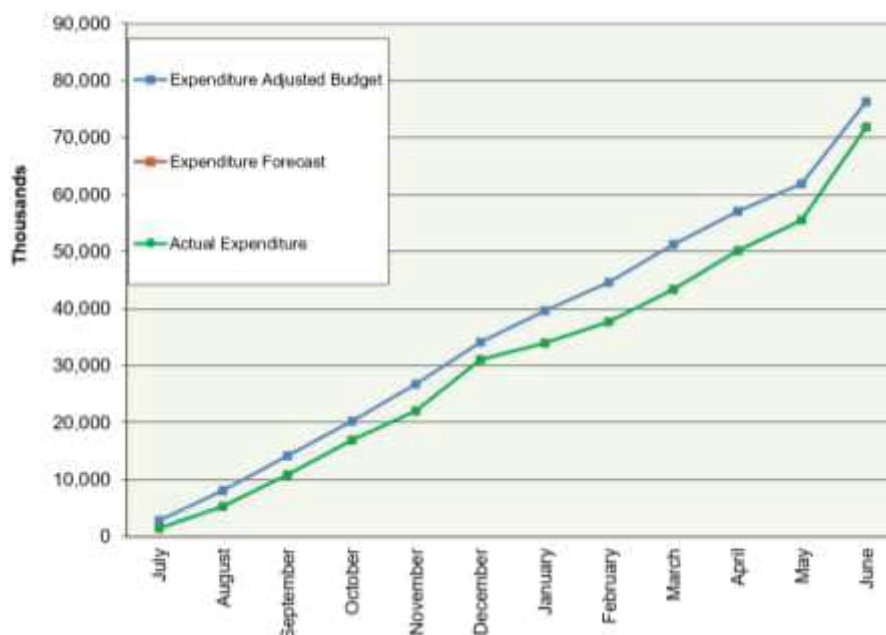
June 2026



Program Delivery
Rate = 95.3%

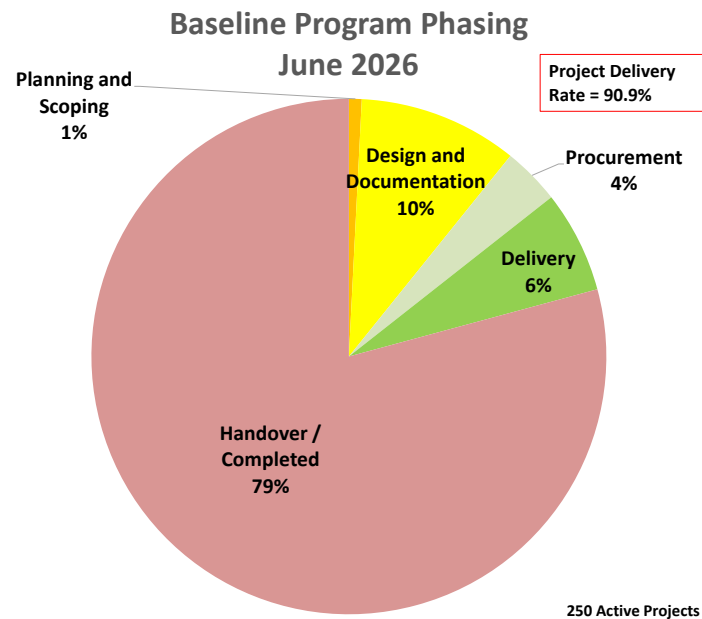
250 Active Projects

Capital Works Expenditure vs Forecast - June 2026



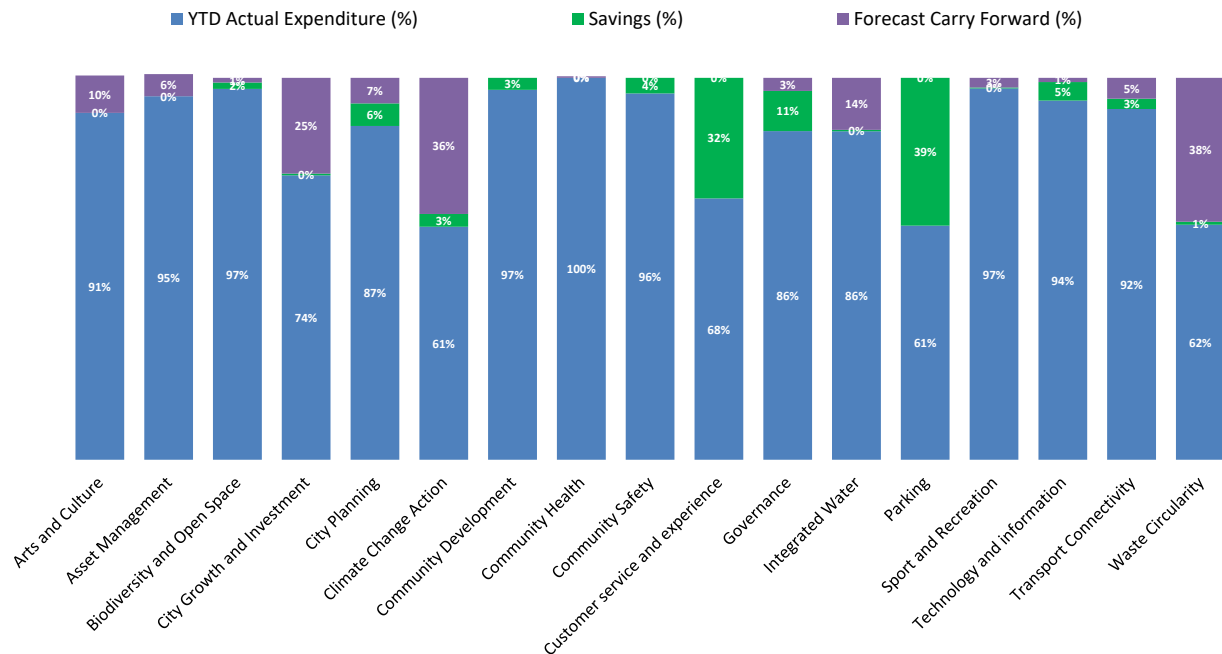
12.3 Capital Works Quarterly Report - Q4 - April to June 2026**Executive Summary**

- The Council and Wellbeing Plan 2025–2029 strategic indicator for financial delivery of the CWP in 2025/26 is 90% of the capital budget expended.
- The final position at the end of June shows the organisation achieved a delivery rate of 95.3% (expenditure & program savings vs. adjusted budget).
- The Overall Program Summary (see Attachment A) provides details of the 266 projects in the CWP. This includes 64 ongoing or multi-year projects and 16 projects that have been either withdrawn or reallocated. There are 250 active projects in the following phases at the end of June 2026.



- Of the 188 projects expected to be completed by the end of the financial year, 177 projects were completed, equating to a 90.9% project delivery completion rate.
- The Service Program Summary provides a breakdown of project allocations, including budget, expenditure and forecasts for each service program involved (see Attachment B). The following graph shows the delivery status within each service program as at the end of June 2026.

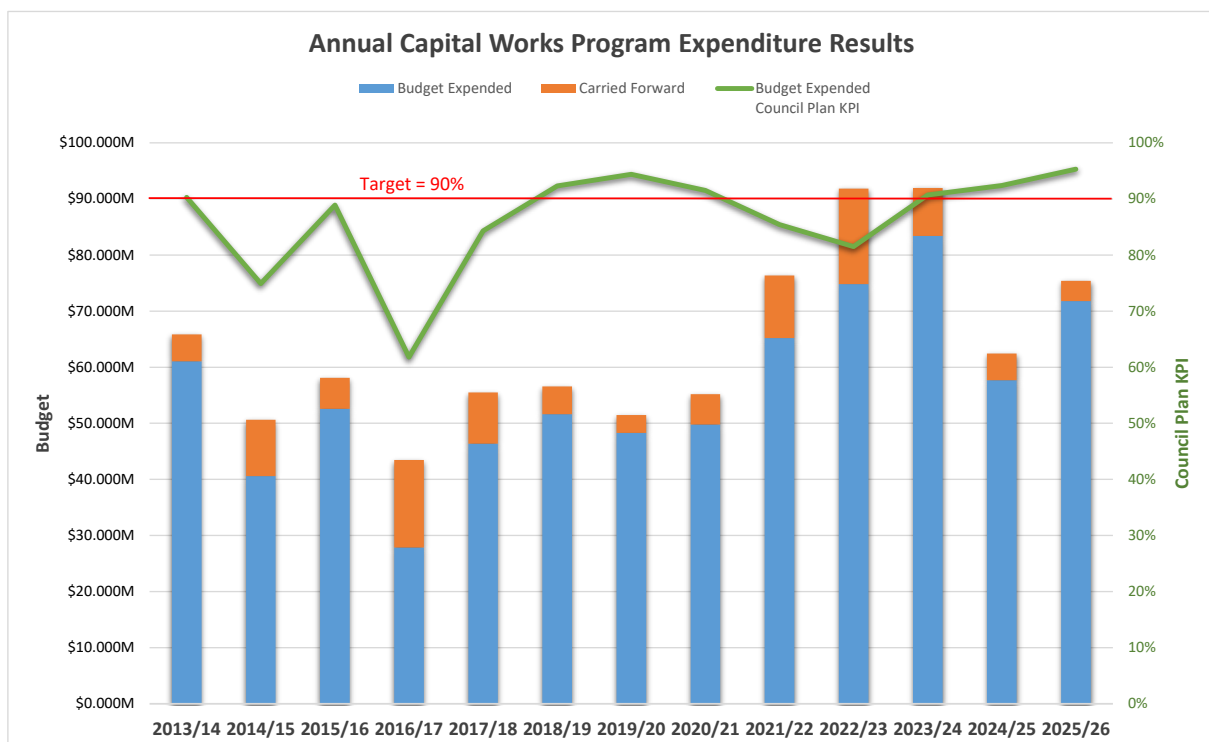
12.3 Capital Works Quarterly Report - Q4 - April to June 2026

Executive Summary**Service Plan Progress - June 2026**

- The detailed Schedule of Capital Works Delivery as at the end of June 2026 is shown in Attachment C.

End of Year Results Analysis Compared to Previous Years

- The following graph shows the budget expended and project delivery key performance indicators dating back to 2013/14:



*Budget expended includes actual expenditure and recognised savings on projects.

**KPI calculation = actual expenditure / (adjusted budget – savings).

12.3 Capital Works Quarterly Report - Q4 - April to June 2026**Executive Summary**

Observations include:

- 2021/22 and 2022/23 results were affected by the COVID pandemic, which resulted in cost escalations, material shortages, supply delays and unfavourable market conditions.
- Significantly, the 2025/26 result is greater than the average percentage expenditure achieved over the last eight (8) financial years since 2018/19 of 89.2% and represents an increase of 2.9% on the previous 2024/25 financial year.
- The project delivery rate has improved significantly by 5% compared to 2024/25 and is 13% above the average over the last 13 years. The trend is positive over the last four years, reflecting improvements in project management practices.
- Carry forward amount to 2026/27 is 4.7% of the total budget and is less than the previous year's amount (7.5%).

Asset Renewals

A total of \$30.061 million in asset renewal expenditure was delivered in the 2025/26 CWP, resulting in the renewal and replacement of a wide range of municipal assets for the community.

Rising Fuel Prices Impacting on Project Costs

Rising fuel prices are forecast to affect project costs in the fourth quarter of 2025/26 and into 2026/27. Price increases are expected to increase costs for transport and materials, including asphalt, bitumen, steel and building cladding.

Major Projects in the 2025/26 Capital Works Program

Major projects have been identified based on criteria that assesses the risk and impact of each project listed in the Annual CWP, in accordance with Council's Project Management Framework (PMF). The list of major projects has been reviewed for 2025/26, and 40 projects have been identified as major projects.

The major projects (shaded in purple) and the current project status for 2025/26 is detailed in Attachment C.

Councillor Projects of Interest in the 2025/26 Capital Works Program

There are currently 33 Councillor Projects of Interest (PoI), which will be reported quarterly through this report in place of the previous Hot Topics / PoI reports. The Schedule of Councillor Projects of Interest is detailed in Attachment D. This schedule includes a combination of major projects, Councillor-sponsored projects and other projects of interest to Councillors.

Contract Variations Greater Than Council Awarded Value

There is one contract with an accumulated value of variations exceeding the pre-approved variation amount stated in the award resolution. A variation report for CN11806 – McCormicks Road (Ballarto Road to Hall Road) Road Renewal was approved by the CEO on 27 May 2026 for additional costs exceeding the pre-approved variation amount, due to latent conditions experienced at the works site.

Grants & Advocacy

During this quarter, Council has received confirmation of grants related to capital works projects amounting to \$9.620 million including:

- Bruce Park Pavilion Redevelopment – \$5 million
- Len Phelps Pavilion Redevelopment – \$2.50 million

12.3 Capital Works Quarterly Report - Q4 - April to June 2026**Executive Summary**

- Frankston Bowls Club Dome Roof – \$0.75 million
- Monterey Reserve Active Youth Space – \$0.45 million
- Rotary Park Play Space Upgrade – \$0.30 million
- Ballam East Oval Sports Lighting – \$0.225 million
- Baxter Park Soccer Pitch 1 Sports Lighting – \$0.20 million

Proposed Carry Forward Funding to 2026/27

Project funding of \$3.597 million is proposed to be carried forward into 2026/27 (refer to Attachment E). Amongst the projects being carried forward, there are multi-year projects amounting to \$1.365 million.

The carry forward amount to 2026/27 totals 4.7% of the total budget and is less than the previous year's amount of 7.5%. The trend is positive over the past four years, reflecting improvements in project management practices.

The primary reasons for the carry forwards include:

- Funds carried forward to complete works;
- Delays in achieving statutory and planning approvals; and
- Further investigation being undertaken to confirm scope of works.

Options Available including Financial Implications

The delivery of the CWP progressed well through the fourth financial quarter, with end of financial year expenditure of \$71.807 million achieved against a total Adjusted CWP budget of \$76.196 million. This equates to an outstanding 95.3% program expenditure delivery rate, including expenditure and savings, for the Annual Program.

Additionally, project funding of \$3.597 million is proposed to be carried forward into the 2026/27 CWP.

It is recommended that Council notes the quarterly progress report for the fourth quarter, April to June 2026, of the 2025/26 CWP and endorses the carry forward funding of \$3.597 million to the 2026/27 CWP.



Summary "Health Check"

2025/26 Capital Works Program - as at end June 2026

Project Category	Total Number of Projects	Withdrawn	Reallocated	Revised No. of Projects to be Delivered in 2025/26	EOY Project Completion Target (excl. ongoing projects in 2026/27)	EOY % Completion (vs Delivery Rate)	Projects to be Carried Forward into 2026/27
Due to be completed in 2025/26							
Adopted 2025/26 (excluding adopted on-going works into 2026/27)	149	5	7	137	129	94%	14495 - Minor Sports Infrastructure Program 14621 - Facility Electrification & Energy Efficiency Program 14705 - Frankston Skatepark Renewal 14830 - Peninsula Reserve Oval 1 Sports Lighting 14839 - FRRRC Main Shed Pit Floor Replacement 14975 - Public Art in Carrum Downs 14978 - Carrum Downs Recreation Reserve Enclosed Cricket Nets 15048 - Street Sweeper Water Decanting Facility at Frankston Operations Centre 15056 - Frankston Park New Facility "The Dolphins Centre" Feasibility
Carry Over from 2024/25 (excluding adopted on-going works into 2026/27)	37	1	0	36	29	81%	11304 - Heavy Plant & Equipment Replacement Program 14487 - Libraries Masterplan 14699 - Sweetwater Creek Reserve - Upgrade 14764 - Mile Bridge Gateway Sculpture 14887 - Beauty Park War Memorial Upgrade 14915 - Bowerbird Pre-School Refurbishment, Carrum Downs 14934 - Railway Parade Shopping Strip Improvements, Seaford - Local
New (excluding adopted on-going works into 2026/27)	16	2	1	13	11	85%	15072 - Overton Road Drainage Improvements, Frankston 15080 - Ballam Park East Oval Terracing, Frankston
Total Projects Due to be Completed	202	8	8	186	169	91%	
On-going projects into 2026/27							
Adopted Ongoing (multi-year Projects)	54						13768 - Municipal Wayfinding Strategy Implementation 14198 - Robinsons Road (Bayside Christian College To Baxter Trail) S 14332 - George Pentland Botanic Gardens Master Plan Implementation, 14510 - Monterey Scheme - Recycled Water Program 14604 - Jubilee Park Stadium Traffic Management Strategy 14618 - Belvedere Local Area Traffic Management, Seaford 14636 - Frankston Basketball & Gymnastics Centre Upgrade, Seaford 14690 - Banyan Reserve Playspace Upgrade & Pump Track, Carrum Downs 14696 - Baxter Park Access Road Upgrade, Frankston South - Master PI 14720 - Electric Vehicles Charging Infrastructure & EV Vehicle Acq 14760 - Len Phelps Pavilion Expansion, Carrum Downs Recreation Reser 14821 - Asset Management System Renewal 14827 - Montague Park Kindergarten Upgrade, Frankston - Kindergarten 14840 - Frankston Memorial Park Arbour Walk Renewal, Frankston 14862 - Frankston High School Shared User Path Connections - Towerhi 14863 - Frankston Nature Conservation Reserve to Culcairn Drive Shar 14876 - Burgess Reserve Playspace Renewal, Langwarrin - Play Strateg 14906 - Langwarrin District Playspace, Langwarrin - Lloyd Park Maste 14911 - Skye Precinct Local Area Traffic Management 14912 - Rotary Park Upgrade, Carrum Downs - Open Space Strategy 14922 - Pathway UX Property & Rating System Upgrade 14923 - Customer Relationship Management (CRM) System Renewal 14929 - Myrtle Reserve Playspace Renewal, Langwarrin - Play Strategy 14931 - Crystal Pool Park Playspace Renewal, Seaford - Play Strateg 14932 - Gamble Reserve Playspace Renewal, Carrum Downs - Play Strate 14946 - Stanley Street Drainage Upgrade (Lorraine Street to Fairway
Carried Over from 2024/25 (including multi year on-going projects into 2026/27)	5						14530 - Monterey Reserve Master Plan Implementation, Frankston North 14544 - Street Light Renewal Program - LED Conversion 14683 - Frankston Regional Arts Trail 14982 - Nepean Boulevard Signature Project, Frankston 14986 - Gross Pollutant Trap Program
New Ongoing (multi-year Projects)	5						11987 - Frankston Yacht Club Alterations & Fitout 15073 - Boundary Road Parking & Traffic Management Improvements 15077 - Young / Wells Streets Intersection Public Art Installation 15084 - Silvertop Crescent Road Hump Installation, Frankston North 15085 - Pines Forest Aquatic Centre Switchboard Renewal and Electric
Total On-going Projects	64						
Total Projects	266						

Project Status as at end June 2026	Total Active Projects	Not Yet Started	Planning and Scoping	Design and Documentation	Procurement	Delivery	Handover / Completed
Totals	250	0	2	25	9	16	198
% Split	100%	0%	1%	10%	4%	6%	79%
Completed	177	0	1	4	2	3	167
OK (Ahead of schedule or within 1 month of schedule)	67	0	1	21	6	12	27
Watch (Delayed by 1 - 2 months of schedule)	6	0	0	0	1	1	4
Intervene (Delayed beyond 2 months of schedule)	0	0	0	0	0	0	0
Not Started	0	0	0	0	0	0	0

FULL YEAR							
PROGRAM OVERVIEW	Adopted Budget 2025/26	Carry Over from 2024/25	Revised Budget at Start FY	Movement	Adjusted Budget (EOY)	YTD Actual	Carry Forward to 2026/27
TOTALS	72,862,000	4,738,749	77,600,749	- 1,404,461	76,196,288	71,806,752	3,597,274

Item 12.3 Attachment B: Service Program Summary



Service Plan 2025/26 Capital Works Program - Status at end June 2026

Service	Total Number of Projects	Adopted Budget (\$)	Adjusted Budget (\$)	YTD Actual Expenditure (\$)	Carry Forward (\$)	Program Variance (\$)	Adjusted Budget - Savings (\$)	EOY % of Adj. Budget (Actual Vs Budget - Savings)
Arts and Culture	15	4,238,000	4,701,376	4,269,091	459,679	27,394	4,701,376	90.8%
Asset Management	11	4,965,000	5,172,841	4,923,946	300,000	51,105	5,172,841	95.2%
Biodiversity and Open Space	49	5,527,000	5,201,548	5,049,975	64,977	-86,596	5,114,952	98.7%
City Growth and Investment	8	860,000	1,900,620	1,414,934	476,575	-9,111	1,891,509	74.8%
City Planning	3	748,000	328,950	287,461	22,000	-19,489	309,461	92.9%
Climate Change Action	7	2,080,000	750,000	457,497	267,330	-25,173	724,827	63.1%
Community Development	11	1,400,000	1,446,700	1,401,158	-	-45,542	1,401,158	100.0%
Community Health	9	8,387,000	7,351,016	7,355,562	30,197	34,743	7,351,016	100.1%
Community Safety	4	70,000	193,000	185,114	-	-7,886	185,114	100.0%
Customer service and experience	6	305,000	258,387	176,804	-	-81,583	176,804	100.0%
Governance	7	175,000	1,427,900	1,228,328	48,963	-150,609	1,277,291	96.2%
Integrated Water	25	2,768,000	2,066,220	1,776,617	281,548	-8,055	2,058,165	86.3%
Parking	2	50,000	82,250	50,409	-	-31,841	50,409	100.0%
Sport and Recreation	40	28,908,000	32,572,972	31,669,902	830,845	-72,225	32,500,747	97.4%
Technology and information	19	1,880,000	1,625,025	1,527,795	18,361	-78,869	1,546,156	98.8%
Transport Connectivity	46	10,246,000	10,538,483	9,675,792	578,558	-284,133	10,254,350	94.4%
Waste Circularity	4	255,000	579,000	356,365	218,241	-4,394	574,606	62.0%
TOTALS	266	72,862,000	76,196,288	71,806,752	3,597,274	-792,262	75,382,805	
EOY PROGRAM EXPENDITURE - DELIVERY RATE								
95.3%								



SCHEDULE OF CAPITAL WORKS DELIVERY - 2025/26 - Status at end of June 2026

<i>Project Phase</i>
Not Started
Planning and Scoping
Design and Documentation
Procurement
Delivery
Handover and Closure

Status	
OK	Project on track
Watch	Delayed beyond 1 month but within 2 months of schedule
Intervene	Delayed beyond 2 months of schedule
Completed	Completed
Withdrawn / Re-allocated	Withdrawn, re-allocated or deferred

	Progress status of the project at the time of assessment
	Month of assessment

	Major Project
	Councillor Sponsored Project
	Councillor Project of Interest

	FULL YEAR
Overall Program with MYBR Adjustments & Carry Forwards	76,196,288

[illegible]

Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Status	On-Going Multi-Year Project
15059	Havana Reserve Ex MCH Building - Demolish or Repurpose, Frankston	Building is no longer required for delivery of Council services. Investigate demolition of the facility and covert to open space or repurposing the building / site for other another purpose like additional car parking.	0													Re-allocated	N
15060	Frankston and Peninsula Lapidary Club Extension, Robinsons Park, Frankston	Site investigation and concept designs for potential extension to existing building at Robinsons Park. This work includes preliminary design options and an indicative cost estimate for the extension. There is no allocated budget for build as this project is very much about gaining more info, plans, costs, etc to determine next steps.	30,000													Completed	N
15062	Langwarrin Men's Shed Extension, Lloyd Park, Langwarrin	Site investigation and concept designs for potential extension to existing building at Lloyd Park. This work includes preliminary design options and an indicative cost estimate for the extension. There is no allocated budget for build as this project is very much about gaining more info, plans, costs, etc to determine next steps.	30,000													Completed	N
15069	Seaford Life Saving Club Beach Access - New Shed & Matting	Design & construction of a storage shelter attached to Seaford LSC for Beach Wheel Chair & Sand Matting funded by LSV grant	3,700													Completed	N
Community Health																	
13766	Family Health Support Services Facilities Renewal Program	Renewal works at facilities based on asset condition and occupant requests.	30,000													Completed	N
14181	Langwarrin Child & Family Centre	Development of a new (3 playroom) kindergarten facility, MCHC and a community meeting room.	5,190,000													Completed	N
14811	Seaford Child & Family Centre	Provision of a new (3 playrooms) kindergarten facility, MCHC and a community meeting room. This project would result in the consolidation of Seaford Kindergarten and the Seaford MCH.	1,720,000													Completed	N
14827	Montague Park Kindergarten Upgrade, Frankston - Kindergarten Renewal & Upgrade Program	Renewal and expansion of the existing single room kindergarten and two Maternal and Child Health (MCH) consult suites at 1 Bentley Place, Frankston, to a two room kindergarten, two MCH consulting suites, one allied health services consulting suite	75,000													OK	Y
14888	Open Space Shelters Renewal Program	Replacement of shelters in reserves as identified in condition assessments.	30,000													Completed	N
14915	Bowerbird Pre-School Refurbishment, Carrum Downs	Renewal of the existing Bowerbird Kindergarten facility with a new three room kindergarten, playspaces Maternal Child Health and carpark improvements.	24,798													OK	N
15006	Mahogany Rise Child & Family Centre Playspace Renewal	Renewal of existing playground at Mahogany Rise Child & Family Centre to transform the playground to be accessible to children with all abilities including new pathways, accessible sandpit, cultural / sensory elements and nature play.	183,575													Completed	N
15011	Erinwood Kindergarten & MCH Redevelopment, Frankston - Kindergarten Renewal & Upgrade Program	Upgrade existing facility to a 3 Room Kindergarten with combined Maternal and Child Health Centre.	30,000													Completed	N
15082	Blast Chiller Purchase for Meals on Wheels	Purchase of new blast chiller for Meals on Wheels.	67,643													Completed	N
Community Safety																	
14429	Safe City Surveillance System - CCTV Camera Renewal Program	Renewal of ageing CCTV cameras at end of life.	50,000													Completed	N
14430	Ticket Machine Renewal Program	Renewal of ageing ticket machines at end of life.	20,000													Completed	N
15001	CCTV Mobile Device for Victoria Police - Young Street Action Plan	CCTV Mobile Device for Victoria Police - Young Street Action Plan	0													Withdrawn	N
15070	490 Nepean Highway (Frankston House / Moon Dog Beach Club) Car Park Upgrade, Frankston	Refurbishment works required to activate carpark including line marking, ticket machines, entry gate repairs, signage, painting and ventilation.	123,000													Completed	N
Sport and Recreation																	
11237	Structured Recreation Pavilions Renewal Program	Renewal works at facilities based on asset condition and occupant requests.	230,000													Completed	N
13592	Sporting Ground Pitch Cover Renewal Program	This project is for the ongoing program of renewing and upgrading Councils sporting ground pitch covers.	20,000													Completed	N
13593	Sporting Ground Goal Post Replacement Program	Replacement of sporting ground goal posts at councils active reserves.	15,000													Completed	N
13666	Sporting Reserve Irrigation & Drainage Systems Renewal Program	Renewal of existing ageing and defective irrigation systems to provide an improved playing surface for user groups as identified in condition assessments.	160,000													Completed	N
14401	Peninsula Aquatic and Recreation Centre Renewal Program, Frankston	Renewal works at the Peninsula Aquatic and Recreation Centre as per the facility Asset Management Plan.	3,550,000													Completed	N
14479	Pines Forest Aquatic Centre Renewal Program, Frankston North	Renewal works at the Frankston Pines Aquatic Centre as per the facility Asset Management Plan.	200,000													Completed	N
14495	Minor Sports Infrastructure Program	Replacement of minor sports infrastructure at reserves across the municipality.	67,433													OK	N
14613	Lloyd Park Skate Park Redevelopment	Design works for the upgrade of the existing Langwarrin skate park.	123,770													Completed	N
14619	Pines Forest Aquatic Centre Redevelopment Program, Frankston North	Renewal works to support the Pines Forest Aquatic Centre's Long Term Development Plan.	20,000													Completed	N
14634	Baxter Park Tennis Club - decommission courts 1, 2 & 3	Decommission Courts 1, 2 and 3 at Baxter Park.	80,000													Completed	N
14636	Frankston Basketball & Gymnastics Centre Upgrade, Seaford	Frankston Stadium - Renewal and expansion of existing basketball facility to 10 courts and include a gymnastics centre at 90 Bardia Avenue, Seaford.	23,000,000													OK	Y

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14705	Frankston Skatepark Renewal	Redevelop facility, include new electronic engagement murals and skate elements. 2025/26 scope to build a lighting plan for the site from the redevelopment concept.	24,230													OK	N
14712	Belvedere Tennis Club Court Renewal (Courts 1, 2-5), Seaford	Upgrade Tennis Court 1 and complete fencing improvement works to Courts 1, 2-5, with consideration for universal access.	400,000													OK	N
14755	Jubilee Park Landscaping, Lighting and Ancillary Park Infrastructure Upgrade, Frankston South	Upgrade landscaping, lighting and ancillary park infrastructure as per landscape concept plan including circulation paths and car parking.	470,580													Completed	N
14760	Len Phelps Pavilion Expansion, Carrum Downs Recreation Reserve - Expanded Pavilion	Expansion and redevelopment of the Len Phelps Pavilion. This project entails the enhancement and upgrade of the existing building to transform it into a functional, fit-for-purpose multipurpose pavilion. The works will focus on improving usability, accessibility, and adaptability of the space to support a wide range of recreational activities.	80,000													OK	Y
14828	Robinsons Park Protection Nets	Renew the existing ball protection netting at Robinsons Park.	185,461													Completed	N
14830	Peninsula Reserve Oval 1 Sports Lighting	Installation of sport field lighting at Peninsula Reserve Oval 1.	383,000													OK	N
14847	Overport Park Master Plan Implementation - Pathing Network & Connection Upgrade	This footpath upgrade focuses on the connection to the bridge over Sweetwater Creek to and from St Ives Ave. The proposed redesign aims to enhance safety, accessibility, and overall aesthetics for the community.	80,000													Completed	N
14856	Hard Court Playing Surface Renewal Program	Ensure outdoor netball court facilities are maintained at a level that meets Australian Standards and provides fit for purpose infrastructure.	30,000													Completed	N
14908	Carrum Bowling Club Synthetic Green Renewal (East Green) & Associated Works	Renewal of the existing synthetic green at Carrum Bowling Club.	57,155													Completed	N
14973	Ballam Park Athletics Track Sports Lighting Renewal, Frankston	Renewal of the existing track lighting that meets all Australian Standards for Athletics competition at Ballam Park Athletics Track Sports, Frankston.	370,000													Completed	N
14978	Carrum Downs Recreation Reserve Enclosed Cricket Nets (Partnership with Carrum Downs Cricket Club), Carrum Downs	Renewal and expansion of the existing cricket net facilities including lighting at Carrum Downs Recreation Reserve. This project is a partnership with the Carrum Downs Cricket Club.	235,000													OK	N
14987	Ballam Park Public Lighting (Athletics Track to Naranga Crescent), Frankston	Implementation of safety lighting between Ballam Park Athletics Track and Naranga Crescent at Ballam Park.	119,237													Completed	N
15007	Regional Hockey Facility at Baxter Park, Frankston South	Feasibility Study into the development of a new regional hockey facility including two hockey pitches, lighting and pavilion works at Baxter Park.	80,000													OK	N
15010	Bruce Park Pavilion Renewal, Frankston	The Bruce Park Pavilion Redevelopment involves the construction of a new two-storey pavilion on the site of an existing facility. The new pavilion will provide modern, fit-for-purpose amenities to support a wide range of sporting and community activities. This redevelopment will enhance functionality, accessibility, and user experience, delivering significant benefits to the local sporting community.	200,000													OK	Y
15014	Ballam Park East Oval Reconstruction, Frankston	Reconstruct Ballam East sporting oval so that it meets Australian Standards for AFL Football and Cricket, increasing participation opportunities and programming.	1,166,834													Completed	N
15015	Lloyd Park Oval 3 Reconstruction, Langwarrin	Reconstruct Lloyd Park - Oval 3 to improve surface and grass coverage.	30,000													Completed	Y
15018	Baxter Park Tennis Courts 4 & 5 Resurfacing & Remarking to Include Netball, Frankston South - Master Plan Implementation	Design work is required to re-purpose Courts 4 & 5 to multipurpose Netball and Tennis Courts, including ancillary features (lights, sports equipment etc.) and appropriate storage. The design is also to explore the possibility of Pickleball and Futsal and provide detailed costings.	30,000													Completed	Y
15020	Kananook Reserve Master Plan Implementation, Seaford	The Kananook Reserve Maser Plan addresses future and potential improvements across the site, with consideration given to access, connections, open space and the broader public realm of the precinct.	50,000													Completed	Y
15021	Langwarrin Equestrian Fencing Upgrades, Langwarrin	Upgrade fencing as identified in the Equestrian Master Plan.	40,000													Completed	Y
15022	Baxter Park Equestrian Implementation (High Priority Projects), Frankston South	Upgrade the sand arena, as per the Equestran Master Plan.	40,000													Completed	Y
15049	Frankston Park Pavilion Female Friendly Facilities Upgrade	Conversion of existing changeroom shower & toilets facilities to suit female friendly amenities.	702,272													Completed	N
15056	Frankston Park New Facility "The Dolphins Centre" Feasability Study, Frankston	This project is for feasibility work in preparation for a future Advocacy to the State and Federal Government and the AFL. Scope to consider innovative use of modular facilities to potentially provide additional change facilities, a media centre.	25,000													Watch	N
15061	Long Island Tennis Club Court Lighting, Seaford	Lighting designs are required to be reviewed to ensure all environmental considerations have been addressed.	18,000													Completed	Y
15071	Overport Park Tennis Club Irrigation Upgrade, Frankston South	Upgrade the irrigation to the tennis courts at Overport Park Tennis Club.	30,000													Completed	N
15074	Ballam Park Public Lighting, Frankston	Install additional public lighting at Ballam Park.	0													Re-allocated	N
15076	Frankston Archery Club Site Improvement Study	Study to explore site improvements to Frankston Archery Club site at Baxter Park.	30,000													OK	N
15079	Rugby Hub Feasibility Study	Undertake a feasibility study to investigate sites or facilities that would be suitable to base a rugby hub (or alternate rugby facility) within the Frankston municipality.	0													Withdrawn	N
15080	Ballam Park East Oval Terracing, Frankston	Construct terracing to improve access to Ballam Park east oval.	150,000													OK	N
15085	Pines Forest Aquatic Centre Switchboard Renewal and Electrical Upgrade, Frankston North	Replace the switchboard and upgrade the electrical supply to the Pines Forrest Aquatic Centre.	80,000													OK	Y

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Biodiversity and Open Space																	
11286	BBQ Renewal Program	Renewal works on BBQs across the municipality, based on asset condition.	25,000													Completed	N
11299	Risk Management Works within Council Reserves	Improvement works to alleviate high risk issues within Council reserves and open space.	50,000													Completed	N
12623	Public Toilet Renewal Program	Renewal works at public toilet facilities based on asset condition and user requests.	50,000													Completed	N
13030	Minor Open Space Asset Renewal Program	Renewal of park furniture assets across all Council Reserves and open space. Implementation of the recommendations of the Parks Assets Condition Audit. Renewal works are undertaken in accordance with the Levels of Service Framework within reserves.	40,000													Completed	N
13305	Reserves Internal Fencing Renewal Program	Renewal of internal fencing at Council reserves and sports grounds and based on asset condition and user requests.	85,000													Completed	N
13584	Playground Minor Safety Works Program	Renewal of playground components, including equipment and rubber softfall elements, in response to wear, damage, or safety concerns. Works are undertaken as needed to maintain safe, accessible, and enjoyable play environments across the municipality.	50,000													Completed	N
13687	Foreshore Erosion Fencing & Minor Infrastructure Renewal Program	Renewal of minor infrastructure along the foreshore within the municipality.	50,000													Completed	N
14332	George Pentland Botanic Gardens Master Plan Implementation, Frankston	George Pentland Botanic Gardens Action Plan implementation including improved path connections and enhanced accessibility to the east end of the gardens, alongside design work to support future program delivery.	100,000													OK	Y
14415	Local Park Upgrade Program	Implementation of the Local Parks Action Plan (2021), with a focus on canopy tree planting and improving safety and access. Works will be delivered at various local level parks in Carrum Downs, Frankston North and Langwarrin in accordance with the LPAP and asset condition.	100,000													Completed	N
14530	Monterey Reserve Master Plan Implementation, Frankston North	Monterey Reserve Master Plan Implementation: Stage 1: Complete detailed design for the new Youth Space. Stage 2: Complete concept 'shovel ready' design for the new public toilet, junior and multi-generational playspace, including consideration of connecting paths and path lighting.	94,468													OK	Y
14572	Shade Sail Retrofit Program	Installation of shade sails and structures in accordance with the Frankston Play Strategy (2021) to improve comfort, safety, and usability of play spaces.	80,000													Completed	N
14690	Banyan Reserve Playspace Upgrade & Pump Track, Carrum Downs	Upgrade to the playspace and installation of a new pump track at Banyan Reserve in Carrum Downs as detailed in the Frankston Play Strategy (2021) and the Draft BMX/Skate Strategy. The Department of Jobs, Skills, Industry and Regions (DJSIR) has allocated \$1.5 million towards the upgrade through the Community Sport and Recreation Grants Program.Works include:- A new local-level pump track- A revitalised community-level playspace- Improved path connections and park amenity upgrades to benefit a wider range of users- Consideration of dog walkers, recognising Banyan Reserve as an existing off-leash area- Exploration of opportunities for a future public toilet and picnic facilities to be delivered in a subsequent stage, subject to future funding.	250,000													OK	Y
14696	Baxter Park Access Road Upgrade, Frankston South - Master Plan Implementation	Implementation of the Baxter Park Master Plan (2023) priority project 'Baxter Park Access Spine' including: - Finalise functional design, staging plan and budget estimates for the access road - Complete detail design and approvals for the new Frankston Flinders Road park entry - Commence power undergrounding and new electrical substation	300,000													OK	Y
14699	Sweetwater Creek Reserve - Upgrade	Review and implement the Sweetwater Creek Management Plan to support the management and quality of public open space and vegetation management in Upper & Lower Sweetwater Creek Reserves. The management plan also addresses community safety and resident complaints on erosion in the creek from illegal stormwater discharge points.	95,450													Watch	N
14745	Seaford Wetlands Rejuvenation - Facilities Upgrades and Interpretive Signage	Upgrade the infrastructure within Seaford Wetlands.	200,000													Completed	N
14752	Fauna Crossings, Habitat Connectivity and Wildlife Protection	Installation of fauna crossings, habitat connections and virtual fencing to protect animals and wildlife by way of sensors, protecting the community and animals.	25,000													Completed	N
14771	Cranbourne Road / Beach Street Intersection Landscaping Works	Upgrade the landscape at the Cranbourne Road / Beach Street intersection including shade trees.	12,250													Completed	N
14810	Heritage Reserve (Multiuse Court Only), Skye - Frankston Play Strategy Implementation	Renew and upgrade the existing playspace at Heritage Reserve to meet the service levels identified in the Frankston Play Strategy (2021). It includes the delivery of a new multi-use court and considers whole-of-park improvements such as urban forest targets, canopy tree planting, universal access, signage, and landscape amenity enhancements. The Victorian Government has allocated \$240k towards the works.	489,805													Completed	N
14818	Sandfield Reserve Playspace, Carrum Downs	Installation of an expanded play space within Sandfield Reserve as detailed in the Sandfield Reserve Masterplan. Scope includes the installation of artifical creek bed & topography, play area & equipment, grass picnic area with shade trees, lighting & electrical works.	18,914													Completed	N
14876	Burgess Reserve Playspace Renewal, Langwarrin - Play Strategy Implementation	Design phase for renewal and upgrade of the existing playspace at Burgess Reserve, Langwarrin. Aligned with the Frankston Play Strategy (2021), the project will also consider whole-of-park improvements, including accessibility, amenity, and canopy tree planting to support urban forest and biodiversity outcomes.	35,000													OK	Y
14879	Ballam Park History Trail Design	Design of Ballam Park History Trail.	48,653													Completed	N
14886	Sandfield Reserve Active Recreation Areas and Facility Upgrade	Development of park revitalisation improvements at Sandfield Reserve including paths, pedestrian lighting, multi use grass area and new community meeting space.	249,104													Completed	N
14905	Athol Reserve - Frankston Play Strategy Implementation	Renew and upgrade the existing playspace at Athol Reserve, Langwarrin. Aligned with the Frankston Play Strategy (2021), the project will also consider whole-of-park improvements, including accessibility, amenity, and canopy tree planting to support urban forest and biodiversity outcomes.	200,000													Completed	N

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14906	Langwarrin District Playspace, Langwarrin - Lloyd Park Master Plan Implementation	Development of a concept advocacy package for a new district-level playspace and associated amenities, including public toilet and picnic/BBQ facilities, at Lloyd Park, Langwarrin, in alignment with the Frankston Play Strategy (2021). The package will support future funding and partnership opportunities.	100,000													OK	Y
14912	Rotary Park Upgrade, Carrum Downs - Open Space Strategy	Design phase for renewal and upgrade of the existing playspace at Rotary Reserve. Aligned with the Frankston Play Strategy (2021), the project will also consider whole-of-park improvements, including accessibility, amenity, and canopy tree planting to support urban forest and biodiversity outcomes.	70,000													OK	Y
14913	Sandfield Reserve Drainage and Ecology Improvements, Carrum Downs - Master Plan Implementation	Implement improvements to the drainage, ecology and park facilities in Sandfield Reserve, Carrum Downs.	243,417													Completed	N
14914	Sandfield Reserve Public Toilet Construction, Carrum Downs - Master Plan Implementation	Install a new public toilet at Sandfield Reserve, Carrum Downs.	76,068													Completed	N
14929	Myrtle Reserve Playspace Renewal, Langwarrin - Play Strategy Implementation	Design phase for renewal and upgrade of the existing playspace at Myrtle Reserve, Langwarrin. Aligned with the Frankston Play Strategy (2021), the project will also consider whole-of-park improvements, including accessibility, amenity, and canopy tree planting to support urban forest and biodiversity outcomes.	23,000													Completed	Y
14930	Ferndale Reserve, Frankston - Play Strategy Implementation	Renew and upgrade the existing playspace at Ferndale Reserve to meet the service levels identified in the Frankston Play Strategy (2021). It includes the delivery of a new multi-use court and considers whole-of-park improvements such as urban forest targets, canopy tree planting, universal access, signage, and landscape amenity enhancements.	435,000													Completed	N
14931	Crystal Pool Park Playspace Renewal, Seaford - Play Strategy Implementation	Planning phase, including due diligence and community engagement, for renewal and upgrade of the existing playspace at Crystal Pool Park. Aligned with the Frankston Play Strategy (2021), the project will also consider whole-of-park improvements, including accessibility, amenity, and canopy tree planting to support urban forest and biodiversity outcomes.	10,000													Completed	Y
14932	Gamble Reserve Playspace Renewal, Carrum Downs - Play Strategy Implementation	Renew and upgrade the existing playspace at Gamble Reserve, Carrum Downs. Aligned with the Frankston Play Strategy (2021), the project will also consider whole-of-park improvements, including accessibility, amenity, and canopy tree planting to support urban forest and biodiversity outcomes.	375,000													OK	Y
14935	Witternberg Reserve Additional Car Parking, Frankston - Master Plan Implementation	Additional car parking provided in Witternberg Avenue as detailed in the Witternberg Reserve Master Plan.	115,000													Completed	N
14957	Hastings Road / Frankston-Flinders Road Intersection Landscaping Renewal, Frankston	Hastings Road / Frankston-Flinders Road Intersection Landscaping Renewal, Frankston	71,982													Completed	N
14974	Wilton Bushland & Bunarong Memorial Reserve Upgrade, Carrum Downs	Upgrade works to Wilton Bushland & Bunarong Memorial Reserve, Carrum Downs.	79,420													Completed	N
14976	Ballam Park Playspace Lighting, Frankston	Install lighting at the Ballam Park Playspace.	48,377													Completed	N
14982	Nepean Boulevard Signature Project, Frankston - Nepean Boulevard Master Plan	Design phase of the endorsed 'Nepean Boulevard Precinct Revitalisation', as identified in the Nepean Boulevard Master Plan and aligned with Councils advocacy priorities. The revitalisation aims to enhance public spaces, improve connectivity, urban biodiversity and support community and business activation across the precinct.	45,640													OK	Y
14985	Lipton Reserve Upgrade Including Nature Play, Frankston	Renew and upgrade the existing playspace at Lipton Reserve, Frankston. Aligned with the Frankston Play Strategy (2021), the project will also consider whole-of-park improvements, including accessibility, amenity, and canopy tree planting to support urban forest and biodiversity outcomes.	80,000													OK	N
15023	Baxter Park Caretaker's Residence Demolition, Frankston South	Demolition of existing caretakers residence at Baxter Park.	70,000													Completed	N
15024	Seaford Road Public Toilet Renewal, Seaford - Public Toilet Action Plan Implementation	Renewal of Seaford Foreshore Public Toilet - Nepean Hwy opposite Seaford Road	60,000													OK	Y
15043	Baxter Park Playspace Upgrade, Frankston South - Play Strategy Implementation	Development of a schematic design and advocacy package for a new district-level playspace at Baxter Park, as identified in the Baxter Park Open Space Master Plan (2023) and aligned with the Frankston Play Strategy (2021).	20,000													Completed	N
15044	Escarpment Reserve Playspace Renewal, Frankston South - Play Strategy Implementation	Planning phase, including due diligence and community engagement, for renewal and upgrade of the existing playspace at Escarpment Reserve, Frankston South. Aligned with the Frankston Play Strategy (2021), the project will also consider whole-of-park improvements, including accessibility, amenity, and canopy tree planting to support urban forest and biodiversity outcomes.	11,000													Completed	Y
15045	Granite Reserve Playspace Renewal, Langwarrin - Play Strategy Implementation	Planning phase, including due diligence and community engagement, for renewal and upgrade of the existing playspace at Granite Reserve, Langwarrin. Aligned with the Frankston Play Strategy (2021), the project will also consider whole-of-park improvements, including accessibility, amenity, and canopy tree planting to support urban forest and biodiversity outcomes.	10,000													Completed	Y
15046	Wittenberg Reserve Toilet Refurbishment, Frankston	Refurbishment of the existing Public toilets on Wittenberg Reserve.	460,000													Completed	N
15057	Kashmir Reserve Playspace Renewal, Frankston - Play Strategy Implementation	Design phase for renewal and upgrade of the existing playspace at Kashmir Reserve, Frankston. Aligned with the Frankston Play Strategy (2021), the project will also consider whole-of-park improvements, including accessibility, amenity, and canopy tree planting to support urban forest and biodiversity outcomes.	31,000													Completed	Y
15064	Lindrum Reserve Playground Shade Sail and Furniture, Frankston	Retrofit of a new shade sail over the playspace at Lindrum Reserve to improve sun protection and playability.	50,000													Completed	N
15065	Monique Reserve Playground Shade Sail and Furniture, Langwarrin	Retrofit of a new shade sail over the playspace at Monique Reserve to improve sun protection and playability.	5,000													Re-allocated	N
15075	Monique Bushland Reserve Improvements, Langwarrin	Undertake improvement in the bushland section of Monique Reserve.	8,000													Completed	N
15078	Frankston Foreshore Signage	Replace existing water safety signage and install new prominent signage along strategic nodes on the Frankston Foreshore.	10,000													Completed	N
15081	Jubilee Park Playground Shade Sail and Furniture, Frankston	Retrofit of a new shade sail over the playspace at Jubilee Park to improve sun protection and playability.	45,000													Completed	N

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Climate Change Action																	
14352	Council Facilities Solar PV Program	Installation of solar PV system at Healthy Futures Hub in 2025/26.	120,000													Completed	N
14544	Street Light Renewal Program - LED Conversion	Renewal of street lights across the municipality resulting in an environmental performance increase and reduction in electricity costs and greenhouse emissions.	200,000													Completed	Y
14621	Facility Electrification & Energy Efficiency Program	Implement energy efficiency improvements at facilities in line with the Climate Change Strategy 2023-2030.	130,000													Completed	N
14720	Electric Vehicles – Charging Infrastructure & EV Vehicle Acquisition	Purchase one electric vehicle with decals and undertake a feasibility / design of implementing charging infrastructure at the Frankston Civic Centre.	50,000													Watch	Y
14979	Peninsula Aquatic & Recreation Centre Electrification Works, Frankston	Conversions of existing plant to electric powered at Peninsula Aquatic & Recreation Centre.	100,000													OK	Y
14980	Frankston Arts Centre Electrification Works, Frankston	Frankston Arts Centre (FAC) - Electrification Works	100,000													OK	Y
15050	Greenhouse Analytics Reporting Automation Project	Automate greenhouse reporting required for Council to continue to track its progress towards its emissions target, including enabling solar analytics for rooftop solar PV monitoring.	50,000													Watch	N
Integrated Water																	
13458	Easement Drainage Pit Alterations	Works identified during the inspection of drainage within easements including the raising of pits to the current surface level.	50,000													Completed	N
13525	Minor Drainage Improvement Works	Reactive works that address minor drainage issues arising from major storm events in the municipality.	45,000													Completed	N
13971	Drainage Renewal & Upgrade Program	Renewal of drainage infrastructure throughout the municipality, based on asset condition.	0													Re-allocated	N
14423	Heavy Pit Lid Renewal Program	Renewal program of gatic side entry pits throughout the municipality to address manual handling of heavy gatic pit lids with Terra Firma lids as per Council's standards.	150,000													Completed	N
14444	Murawa Street Catchment Stage 1 Drainage Upgrade, Frankston South - Frankston South Drainage Strategy	Design and construction of the Murawa Street Catchment Stage 1.	0													Re-allocated	N
14462	Water Sensitive Urban Design (WSUD) Implementation Program	Action recommendations outlined in the WSUD condition asset report and to ensure opportunities for WSUD treatments are incorporated into Council projects (e.g. streetscapes, public open spaces, road and car parking projects).	70,164													Completed	N
14510	Monterey Scheme - Recycled Water Program	Design and approvals subject to the feasibility study expected to be completed by March 2020 in compliance with the 2019NOM25.	400,000													OK	Y
14553	Williams Street Catchment Stage 2 Drainage Upgrade, Frankston South - Frankston South Drainage Strategy	Construction of a new outfall pipe between Kananook Creek and the Stage 1 works as identified in the Frankston South Drainage Strategy.	0													Re-allocated	N
14655	Baxter Park Dam Safety Improvements	Design and implementation of safety improvement and amenity works at Baxter Dam.	59,573													OK	N
14942	Forest Drive Drainage Pipe Relining, Frankston North	Relining 60m of drainage pipe on Forest Drive, Frankston North.	74,086													Completed	N
14946	Stanley Street Drainage Upgrade (Lorraine Street to Fairway Street), Frankston	Upgrade 160m of existing pipe to 450mm diameter.	60,000													OK	Y
14951	Robinsons Road Drainage Upgrade (435 to 455 Robinsons Road), Langwarrin South	Activate the easement surrounding 454 Robinsons Road to convey overland flows north towards the existing Robinsons Road table drain network and install a 300 mm diameter drainage pipe to convey flows ponding on 454 Robinsons Road to the existing Robinsons Road table drain network.	70,000													OK	Y
14952	Pier Promenade Foreshore Car Park Drainage Upgrade, Frankston	Implement improvements to the drainage at 5N Pier Promenade, Frankston (vicinity of Sofia's and Visitor Centre).	60,000													OK	Y
14954	Frankston Memorial Park Drainage Renewal	Implementation of drainage renewal works at Frankston Memorial Park.	50,000													Completed	N
14986	Gross Pollutant Trap Program	Feasibility assessment, design and implementation of Gross Pollution Traps.	74,397													OK	Y
15005	Leisureland Drive Flood Mitigation Works, Langwarrin	Install a new box culvert across Leisureland Drive and increase cross section of the existing open channel fronting 39 and 37 Leisureland Drive to capture and convey run-off originating from the upstream of the catchment at 1%AEP.	140,000													Completed	N
15009	Banyan Reserve Stormwater Harvesting Scheme, Carrum Downs	Treat stormwater overflow from the existing retarding basin and divert into a below ground tank to irrigate the sports ovals at Banyan Reserve and areas within the Carrum Downs Primary School site.	30,000													Completed	N
15048	Street Sweeper Water Decanting Facility at Frankston Operations Centre, Seaford	Install a new shelter and triple interceptor drainage system for street sweeper waste decanting of water into the trade waste system.	200,000													OK	N
15051	46 McComb Boulevard Easement Drainage Renewal, Frankston South	Replacement of 100m of existing easement drain at 46 McComb Boulevard, Frankston South.	0													Deferred	N
15052	20 Bellevue Crescent Easement Drainage Renewal, Seaford	Replacement of 100m of existing easement drain at 20 Bellevue Crescent, Seaford.	170,000													Completed	N
15053	9 Cinerea Glade Easement Drainage Renewal, Langwarrin	Replacement of 110m of existing easement drain at 9 Cinerea Glade, Langwarrin.	90,000													Completed	N
15054	1 Manna Gum Court Easement Drainage Renewal, Carrum Downs	Replacement of 50m of existing easement drain at 1 Manna Gum Court, Carrum Downs.	15,000													Completed	N
15055	14 Cedar Street Easement Drainage Renewal, Langwarrin	Replacement of 90m of existing easement drain at 14 Cedar Street, Langwarrin.	80,000													Completed	N
15066	Voilet Street New Easement Drain, Frankston South	Install new easement drain adjacent to 2,4 & 6 Voilet Street, Frankston South.	128,000													Completed	N
15072	Overton Road Drainage Improvements, Frankston	Preliminary design of improvements to the Overton Road drainage system.	50,000													OK	N

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Waste Circularity																	
13087	Litter Bin Replacement Program	Renewal of litter bins and dog waste bins throughout the municipality based on asset condition.	30,000													Completed	N
14839	FRRRC Main Shed Pit Floor Replacement	Replacement of the pit floor in the main shed at the Frankston Regional Recycling and Recovery Centre.	400,000													OK	N
14955	Frankston Regional Resource Recovery Centre Fire Protection Systems Upgrade, Skye	Frankston Regional Resource Recovery Centre Fire Protection Systems Upgrade, Skye	124,000													Completed	N
15019	Frankston Regional Resource Recovery Centre Noise Removal Measures, Skye	Install a noise minimisation barrier for north-east corner of the Frankston Regional Recycling and Recovery Centre.	25,000													Completed	N
Parking																	
14682	Kananook Commuter Car Park	Construction of a new multi-deck car park adjacent to Kananook Station and the Frankston Basketball Stadium at Kananook Reserve.	32,250													Completed	N
15058	Ballam Park Overflow Car Parking, Frankston	Investigation and design of cost effective options for the muddy area next to the Karingal Bulls pavilion into a car park. Scope to include repair of damaged sealed surfaces and seeding of non-vegetated areas in the athletics precinct.	50,000													OK	Y
Transport Connectivity																	
11260	Street Lighting Upgrades	Installation of new street lights as requested by residents to improve safety.	25,000													Completed	N
12812	Footpath Renewal Program	Renewal of asphalt and concrete footpaths across the municipality as identified by Councils Road Management Plan (RMP) inspections and Civil Infrastructure Maintenance (CIM) referrals. Program includes renewal of damaged vehicle crossings from Council activities and renewal of pram crossings to achieve DDA compliance.	1,500,000													Completed	N
13421	Reserves Boundary Fencing Renewal Program	Renewal of boundary fencing where residents contribute to the cost for fence replacement that abuts Council reserves.	180,000													Completed	N
13563	Shared User Path Safety Upgrades	Safety upgrades of bicycle paths as identified by the bicycle safety survey. Projects are prioritised based on asset condition from an identified list.	35,000													Completed	N
13565	Kerb Renewal Program	Renewal of kerbs as identified based on asset condition audit and resident requests. Works are delivered in conjunction with the road renewal program (where practical).	140,000													Completed	N
13723	Barrier & Guard Rail Renewal Program	Renewal works relating to road safety barriers as identified during inspections. Priorities are based on hazard, condition, state and severity.	70,000													Completed	N
13846	Major Bridge Renewal Program	Renewal and minor upgrades to existing Council maintained bridge and pedestrian structures identified from Level 2 condition inspections and recommendations.	90,000													Completed	N
13847	Minor Bridge & Path Structures Renewal Program	Minor renewal works such as replacement of railings, piles, members in poor condition, and is to be implemented for structures (pedestrian & vehicle bridges, boardwalks and staircases) across the municipality based on asset condition and safety audits.	65,000													Completed	N
13958	Reserves Pathway Renewal Program	Renewal of pathways located in Council reserves based on asset condition and resident resident requests.	70,000													Completed	N
13972	City Centre Pathway Renewal Program	Renewal of footpath areas throughout Frankston Central Activities Area based on asset condition and resident requests.	200,000													Completed	N
14198	Robinsons Road (Bayside Christian College To Baxter Trail) Shared User Path Construction, Langwarrin	Construct a new 2.5m wide shared user path on the south side of Robinsons Road, Langwarrin from Bayside Christian College to the Baxter Trail including pedestian crossing at the railway line, boarwalk construction, retaining walls and protective fencing.	70,000													Watch	Y
14431	Street Lighting Renewal Program	New street lights to improve safety throughout the municipality.	130,000													Completed	N
14581	Frankston Revitalisation Action Plan - Greenlink (Baxter Trail, City Centre - Monash University)	Construction of a new shared user path links to the Baxter Trail with the Frankston City Centre.	264,835													Completed	N
14604	Jubilee Park Stadium Traffic Management Strategy	Development and implementation of a traffic strategy to improve accessibility issues at Jubilee Park.	20,000													OK	Y
14618	Belvedere Local Area Traffic Management, Seaford	Installation of traffic management devices as detailed in the Belvedere Local Area Traffic Management study.	232,000													OK	Y
14664	Minor Asphalt Patching Renewal Program	Minor renewal works on roads - asphalt patching.	200,000													Completed	N
14676	LXRP Community Assets Improvements	Projects funded by the Level Crossing Removal Project (LXRP) to improve Council assets nearby to these works including shared user path between Skye Road and Frankston Station, Kananook Creek interpretative trail, shared user path connections on Seaford Road and Skye Road, car parking and kerb works along Bardia Avenue, Seaford and other related projects.	20,000													Completed	N
14862	Frankston High School Shared User Path Connections - Towerhill Road, Frankston	Design and construct shared user path along Towerhill Road, from Frankston-Flinders Road to western edge of Delacombe Park, Frankston.	200,000													OK	Y
14863	Frankston Nature Conservation Reserve to Culcairn Drive Shared User Path Construction, Frankston South	Construct a shared user path along the Melbourne Water easement, from Frankston Nature Conservation Reserve to Culcairn Drive, Frankston South.	65,000													OK	Y
14865	Golf Links Road (Mt Erin Secondary College to Stotts Lane) Shared User Path Construction, Frankston South	Design and construct shared user path connection from Peninsula Link Trail to Stotts Lane footpath, Mt Erin Secondary College and Baxter Village retirement village.	395,000													Completed	N
14911	Skye Precinct Local Area Traffic Management	Implementation of the Local Area Traffic Management plan for the Skye Precinct.	30,000													OK	Y
14941	North Road Path Construction (Union Road to Warrenwood Place & Delicia Street to Centre Road), Langwarrin	Construction of a new path on North Road between Union Road and Warrenwood Place.	265,518													Completed	N
14947	Fletcher Road (Frankston Station to Baxter Trail) Shared User Path Construction, Frankston	Construction of a new shared user path along Fletcher Road from Frankston Station to Baxter Trail, Frankston.	30,000													OK	Y

Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Status	On-Going Multi-Year Project
14949	Franciscan Avenue Speed Hump Installation, Frankston	Installation of speed humps in Franciscan Avenue, Frankston.	120,000													Completed	N
14956	Skye Road Intersection - Carramar Drive & Onkara Street - Construction of Traffic Islands and Pedestrian Refuge	Construction of splitter islands and pedestrian refuge on Skye Road at the intersection with Caramar Drive and Onkara Street, Frankston including streetscape works.	206,500													Completed	N
14959	Beach Street Porphyry Paving Removal, Frankston	Beach Street Porphyry Paving Removal, Frankston	275,000													Completed	N
14962	Road Resurfacing Program	Resurfacing of roads throughout the municipality based regular on asset condition surveys.	1,033,000													Completed	N
14970	Cranbourne-Frankston Road Shared User Path Renewal, Langwarrin	Renewal two sections of the existing shared user path in Langwarrin to current standards from Southgateway to 10 Langwarrin Crescent, and from Warrandyte Rd to 210 Cranbourne-Frankston Rd.	219,000													Completed	N
14971	Edinburgh Drive Traffic Management Device Renewal, Skye	Replace chicane treatment with flat-top speed hump in Edinburgh Drive.	230,000													Completed	N
15008	Safe Taxi Rank Removal, Davey Street, Frankston	Removal of the Safe Taxi Rank in Davey Street, Frankston include removal of structures and relocation of CCTV cameras.	23,630													Completed	N
15017	Derinya Drive (Overport Road to Derinya Primary School) Path Construction, Frankston South	Construction of a Pathway on Derinya Drive from Overport Road to Derinya Primary School.	30,000													Completed	N
15032	Hastings Road / Clarendon Street (Yuille Street to Baxter Trail) Shared User Path Construction, Frankston	Construction of new shared user path along Hastings Road and Clarendon Street, connecting Yuille Street to Frankston-Baxter Trail.	532,000													OK	Y
15033	Nepean Highway (600 Nepean Highway to Gulls Way) Path Construction, Frankston South	Construction of a new path on Nepean Highway from 600 Nepean Highway to Gulls Way.	60,000													Completed	Y
15034	Jamboree Avenue (The Crest to Yuille Street) Path Construction, Frankston South	Design and construction of a 1.5m wide, 275m long footpath in Jamboree Avenue from Yuille Street to The Crest.	22,000													OK	Y
15035	Aqueduct Road (Tisdall Drive to End of Aqueduct Road) Path Construction, Langwarrin	Path construction in Aqueduct Road between Tisdale Drive and the end of Aqueduct Road as identified in the Path Development Plan.	17,000													OK	Y
15036	Lyons Avenue (Yuille Street to The Crest) Path Construction, Frankston South	Design and construction of a 1.5m wide, 285m long footpath in Lyons Avenue from Yuille Street to The Crest, Frankston South.	23,000													OK	Y
15037	Veronica Street (Cranbourne-Frankston Road to Edward Street) Path Construction, Langwarrin	Design and construction of a 1.5m wide, 135m long footpath in Veronica Street from Cranbourne-Frankston Road to Edward Street, Langwarrin.	14,000													OK	Y
15038	Reserve Road (Nepean Highway to Riviera Street) Path Construction, Seaford	Design and construction of a 1.5m wide, 100m long footpath in Reserve Road from Nepean Highway to Riviera Street, Seaford.	18,000													OK	Y
15039	Brunel Road (Seaford Road to Western end of Belvedere Road)Path Construction, Seaford	Design and construction of a 1.5m wide, 110m long footpath from Seaford Road to western end of Belvedere Road, Seaford.	20,000													OK	Y
15040	McCormicks Road (Ballarto Road to Hall Road) Road Renewal, Carrum Downs	Rehabilitation of McCormicks Road from Ballarto Road to Hall Road to restore the structural stability of the deteriorated Road pavement.	2,107,000													Completed	N
15041	Skye Road (Frankston- Dandenong Road to McMahons Road) RoadRenewal, Frankston	Rehabilitation of Skye Road from Dandenong Road to McMahons Road to restore the structural stability of the deteriorated Road pavement.	959,000													Completed	N
15063	Sandhurst Local Area Traffic Management, Sandhurst	Undertake a local traffic management study and install recommended traffic management devices as detailed for the Sandhurst area.	30,000													Completed	N
15068	Porphyry Paving Threshold Treatments Renewal - Sandhurst Boulevard & Wells Street	Project to renew existing porphyry paved road treatments with the new standard using exposed aggregate concrete	20,000													OK	Y
15073	Boundary Road Parking & Traffic Management Improvements, Carrum Downs	Design of improvements to the parking and traffic management in Boundary Road.	32,000													OK	Y
15083	Wedge Road Pavement Rehabilitation, Skye	Sealing and stabilisation of the existing road pavement.	220,000													Completed	N
15084	Silvertop Crescent Road Hump Installation, Frankston North	Install two road humps including street lighting in Silvertop Crescent, Frankston North.	30,000													OK	Y
City Growth and Investment																	
13768	Municipal Wayfinding Strategy Implementation	Implementation of Municipal Gateway Markers at key entry points, in accordance with the Wayfinding Strategy and Style Guide (2022), to enhance identity and arrival experience.	300,000													OK	Y
14645	Local Shopping Strip Minor Improvements Program - Local Shopping Strip Action Plan Implementation	Implementation of the Local Shopping Strip Action Plan (2021), focusing on minor accessibility and amenity upgrades to shopping strips not scheduled for major redevelopment. Improvements aim to enhance pedestrian access, seating, bicycle parking and the strategic planting of canopy trees to support the urban forest and promote urban biodiversity through targeted, minor works that support inclusive, vibrant and ecologically resilient local centres.	30,000													Completed	N
14845	Minor Natural Reserve Management Plan Implementation Program	Implementation of the recommendations of the Natural Reserve Management Plan Review.	50,000													Completed	N
14869	Frankston CBD Christmas Decorations	Renewal and purchase of Christmas decorations for the Frankston Central Business District.	30,000													Completed	N
14904	Nepean Boulevard Early Works - Greening The Boulevard	Delivery of new entry median planting in two locations (near Mile Bridge and the Waterfront Playground) within the Nepean Boulevard project corridor.	24,888													Completed	N
14933	Mahogany Avenue Shopping Strip Improvements, Frankston North - Local Shopping Strip Action Plan Implementation	This project involves the holistic upgrade and improvement of the Mahogany Avenue, Frankston North local shopping strip, aligning with the recommendations of the Local Shopping Strip Action Plan (2021). The works aim to enhance the strips functionality, accessibility, and visual appeal, supporting local business activity and community use.	388,565													Completed	N
14934	Railway Parade Shopping Strip Improvements, Seaford - Local Shopping Strip Action Plan Implementation	This project involves the holistic upgrade and improvement of the Railway Parade, Seaford local shopping strip, aligning with the recommendations of the Local Shopping Strip Action Plan (2021). The works aim to enhance the strips functionality, accessibility, and visual appeal, supporting local business activity and community use.	473,880													OK	N

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15000	76 Young Street Asset Acquisition, Frankston - Young Street Action Plan	Explore strategic development opportunities, timelines and process support needs identified across Young Street.	603,287													Completed	N
City Planning																	
14663	Nepean Boulevard Early Works - Lighting the Boulevard (Davey Street to Beach Street & Mile Bridge), Frankston	Implementation of Nepean Boulevard Early Works program for uplighting of central median Moreton Bay Fig Trees between Davey and Beach Streets. The Victorian Government has allocated \$475k towards the works through the Suburban Revitalisation Program. The initiative will: - Highlight mature canopy trees as natural landmarks - Enhance nighttime visibility and safety - Create inviting, activated spaces for evening use	242,771													Completed	N
14718	Nepean Boulevard Master Plan Development & Design for Early Works Package	Development of the Nepean Boulevard Master Plan for Council endorsement including traffic assessment, stakeholder/authority/community engagement and BLCAC collaboration. Development of the Early Works designs including Features and Levels Survey, Mile Bridge lighting, Tree Illumination between Davey and Beach Street.	26,179													OK	N
15025	Stiebel Place Extension - New Pedestrian Link (Gallery Lane to Young Street), Frankston - FMAC Structure Plan	Planning phase including due diligence, scoping, and concept development for the proposed extension of Stiebel Lane and a new pedestrian link at 76 Young Street, as identified in the Frankston Metropolitan Activity Centre (FMAC) Structure Plan. The initiative aims to improve pedestrian connectivity, activate under utilised spaces, and support broader precinct revitalisation.	60,000													OK	Y
Governance																	
11987	Frankston Yacht Club Alterations & Fitout	Alterations to the Frankston Yacht Club to activate the restaurant space.	1,048,000													OK	Y
14840	Frankston Memorial Park Arbour Walk Renewal, Frankston	Refurbish the Arbour Walk to deliver the required service outcome.	36,000													OK	Y
14887	Beauty Park War Memorial Upgrade	Upgrade of the war memorial at Beauty Park.	68,900													OK	N
14953	Frankston Memorial Park Minor Works Program, Frankston	Implementation of minor asset improvements on the grounds at Frankston Memorial Park.	15,000													Completed	N
15013	Frankston Memorial Park Tree Replacement Program, Frankston	Renewal of trees at end of life, particularly on the boundaries of Frankston Memorial Park.	30,000													Completed	N
15067	Frankston Memorial Park Internal Road Resurfacing, Frankston	Resurfacing of the internal roads within Frankston Memorial Park.	80,000													Completed	N
15086	Risk & OHS Management System Renewal	Renewal of existing OHS and risk management systems.	150,000													Withdrawn	N
Asset Management																	
11234	Light Vehicle Replacement Program	Replacement of existing motor vehicles at planned service life. The program renews Council Tool of Trade fleet vehicles, and private use vehicles, based on asset condition, or at specific kilometre intervals.	1,117,100													Completed	N
11288	Office Furniture & Equipment Renewal	Renewal of office equipment and furniture to meet OH&S requirements and ensure staff safety.	30,000													Completed	N
11304	Heavy Plant & Equipment Replacement Program	Replace items of heavy vehicles and plant at the end of their planned service life.	2,007,741													Completed	N
13532	Civic & Operations Facilities Renewal Program	Renewal works at facilities based on asset condition and occupant requests.	950,000													Completed	N
13859	Facilities Painting Program	Programmed repainting of external and interior surfaces on facilities based on the predicted life cycle of the surfaces treatments and service levels at Council owned facilities throughout the municipality.	150,000													Completed	N
13959	Minor Plant & Equipment Replacement Program	Replacement of minor plant and equipment at planned service life. Items include blowers, brush cutters, chainsaws, grinders, edgers, push mowers, etc.	30,000													Completed	N
14143	FM Renewal Program	Renewal of building components identified through maintenance referrals under the Facilities Maintenance Contract.	250,000													Completed	N
14480	Storm and Vandalism Renewal Program	Reactive replacement and repair of components of facilities that have been damaged from storms or vandalism.	200,000													Completed	N
14568	Asbestos Eradication Program	Removal of asbestos from Council facilities in accordance with the priorities held in Council's Asbestos Register.	100,000													Completed	N
14605	Fleet Vehicle Acquisitions	Purchase of new Council vehicles to enhance service delivery.	38,000													Completed	N
15047	Bird Protection Services - Frankston Arts Centre	Install roof netting to minimize bird nesting and damage to Solar panels on Councils facilities.	300,000													Completed	N
Customer Service and Experience																	
14642	Smart Cities Implementation	Implement smart city technology as identified in the Fit for Future corporate strategy.	20,000													Completed	N
14923	Customer Relationship Management (CRM) System Renewal	Replacement of Council's existing customer relationship management (CRM) system.	40,000													Completed	Y
14937	Pathway Digital Enhancements	Reskin ePathway and development of a sustainable solution for Pathway request to email.	60,000													Completed	N
14938	Artificial Intelligence and Robotic Process Automation Implementation Program	Implement artificial intelligence and robotic process automation to Council's information technology systems to increase efficiency and operational savings.	37,387													Completed	N
14939	Live Chat Renewal	Renewal of existing live chat system on Council's websites.	51,000													Completed	N
15031	Customer Portal	Creating a one-stop digital hub where customers can view and pay Council bills, track service requests, and access key account informationmaking it easier to manage interactions with Council anytime, anywhere.	50,000													Completed	N

Project No	Project Title	Project Description	Adjusted Budget (EOY)	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Status	On-Going Multi-Year Project
Technology and Information																	
11294	Hardware & Device Renewal	Renewal of computer hardware and devices at end of life.	34,780													Completed	N
11309	GIS Mapping Renewal	Aerial Photography, IntraMaps and MyAddress renewal.	50,000													Completed	N
12695	Public PC Replacement	Renewal of public PCs at end of life.	30,000													Completed	N
14373	Mobile Device Management Renewal Program	Renewal of the device management software for mobile devices such as phones and tablets.	0													Withdrawn	N
14374	WiFi Network Renewal Program	Renewal of WiFi infrastructure at Council Facilities.	65,000													Completed	N
14454	SQL Server Renewal	Renewal of SQL servers including relocating services to the cloud solutions.	60,000													Completed	N
14455	Network & Comms Renewal Program	Renewal works of fibre links and WAN according to highest need as assessed throughout the year.	320,000													Completed	N
14457	Reporting System Renewal	Move Councils core reporting system, Business Objects to the latest robust version.	0													Withdrawn	N
14702	Payroll / HR System Renewal	Renewal of the human resources and payroll systems including process improvements.	10,000													Completed	N
14706	Document Scanner Renewal	Replacement of the document scanner.	0													Withdrawn	N
14727	IT Strategy - Cloud implementation	Implementation of a Cloud architecture solution. 2022/2023 works relates to the design and implementation of an architecture solution designed specifically for Council's needs.	30,000													Completed	N
14729	IT Strategy - Cyber security	Implementation of a cyber security capability, resulting in the reduction of security risks at Council.	120,000													Completed	N
14792	New Council Phone Solution	Renewal of the Council phone system.	315,245													Completed	N
14795	Business Information Technology Requeststs	Reactive replacement / purchase of business and information equipment requested by internal service departments.	60,000													Completed	N
14821	Asset Management System Renewal	Develop business and technical requirements, and procure a system to replace the current Frankston Asset Management Information System (FAMIS) and works management system with a fit for purpose and future proof solution.	285,000													OK	Y
14919	Document Management System (ReM) Enhancements	Implement enhancements to Council's document management system.	50,000													Completed	N
14920	Information Management Strategy Implementation	Implementation of the actions within Council's Information Management Strategy.	85,000													Completed	N
14921	Ezescan Enhancements	Implement enhancements to Council's Ezescan system.	0													Withdrawn	N
14922	Pathway UX Property & Rating System Upgrade	Upgrade to Council's Pathway enterprise system platform.	110,000													OK	Y



SCHEDULE OF COUNCILLOR PROJECTS OF INTEREST - 2025/26 - Status at end of June 2026

Project Phase

Not Started
Planning and Scoping
Design and Documentation
Procurement
Delivery
Handover and Closure

Status

OK	Project on track
Watch	Delayed beyond 1 month but within 2 months of schedule
Intervene	Delayed beyond 2 months of schedule
Completed	Completed
Withdrawn / Re-allocated	Withdrawn, re-allocated or deferred

		Progress status of the project at the time of assessment
		Month of assessment

				FULL YEAR			YEAR TO DATE														Status	On-Going Multi-Year Project
Program Sub-Total				34,930,661	3,092,722	-31,837,939	34,188,125	734,988														
Project No	Project Title	Project Description	Ward	Adjusted Budget (EOY)	Rates	External Funding	YTD Actual	Forecast Carry Forward to 2026/27	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26		
14417	Sculpture Public Artwork Development	Installation of new public art works across the municipality.	Citywide	65,000	65,000	0	84,719	0													Completed	N
14525	Frankston Arts Centre Forecourt Renewal	Redevelopment of the forecourt to include outdoor meeting / events spaces, improved accessibility and forecourt amenity, altered vehicle access and renew landscaping and lighting.	Yamala	1,117,814	706,814	-411,000	1,114,045	0													Completed	N
14683	Frankston Regional Arts Trail	Installation of three murals and seven sculptures including a 360° design on a large water tank, clear signage and directional markers on the Baxter Trail from the Frankston Arts Centre to the McClelland Sculpture Park. The intention of each art piece would be to entice people to stop to enjoy an immersive experience or engage with the art piece and signage / markers will ensure the path is informative and easy to follow.	Citywide	1,500,000	39,849	-1,460,151	1,394,970	106,011													OK	Y
14764	Mile Bridge Gateway Sculpture	Installation of a gateway sculpture at Mile Bridge, Frankston.	Kananook	260,961	260,961	0	149,713	111,248													Watch	N
14975	Public Art in Carrum Downs	Explore the installation of new public artwork in Carrum Downs.	Wilton	40,000	40,000	0	1,206	38,794													OK	N
15060	Frankston and Peninsula Lapidary Club Extension, Robinsons Park, Frankston	Site investigation and concept designs for potential extension to existing building at Robinsons Park. This work includes preliminary design options and an indicative cost estimate for the extension. There is no allocated budget for build as this project is very much about gaining more info, plans, costs, etc to determine next steps.	Elisabeth Murdoch	30,000	30,000	0	16,972	0													Completed	N
15062	Langwarrin Men’s Shed Extension, Lloyd Park, Langwarrin	Site investigation and concept designs for potential extension to existing building at Lloyd Park. This work includes preliminary design options and an indicative cost estimate for the extension. There is no allocated budget for build as this project is very much about gaining more info, plans, costs, etc to determine next steps.	Centenary Park	30,000	30,000	0	17,787	0													Completed	N
14181	Langwarrin Child & Family Centre	Development of a new (3 playroom) kindergarten facility, MCHC and a community meeting room.	Elisabeth Murdoch	5,190,000	0	-5,190,000	5,227,983	0													Completed	N
15070	490 Nepean Highway (Frankston House / Moon Dog Beach Club) Car Park Upgrade, Frankston	Refurbishment works required to activate carpark including line marking, ticket machines, entry gate repairs, signage, painting and ventilation.	Yamala	123,000	0	-123,000	124,534	0													Completed	N
14636	Frankston Basketball & Gymnastics Centre Upgrade, Seaford	Frankston Stadium - Renewal and expansion of existing basketball facility to 10 courts and include a gymnastics centre at 90 Bardia Avenue, Seaford.	Kananook	23,000,000	0	-23,000,000	22,972,648	27,352													OK	Y

Project No	Project Title	Project Description	Ward	Adjusted Budget (EOY)	Rates	External Funding	YTD Actual	Forecast Carry Forward to 2026/27	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Status	On-Going Multi-Year Project
14705	Frankston Skatepark Renewal	Redevelop facility, include new electronic engagement murals and skate elements. 2025/26 scope to build a lighting plan for the site from the redevelopment concept.	South Ward	24,230	24,230	0	8,860	15,370													OK	N
14987	Ballam Park Public Lighting (Athletics Track to Naranga Crescent), Frankston	Implementation of safety lighting between Ballam Park Athletics Track and Naranga Crescent at Ballam Park.	Ballam	119,237	119,237	0	115,301	0													Completed	N
15076	Frankston Archery Club Site Improvement Study	Study to explore site improvements to Frankston Archery Club site at Baxter Park.	Derinya	30,000	30,000	0	31,987	0													OK	N
15079	Rugby Hub Feasibility Study	Undertake a feasibility study to investigate sites or facilities that would be suitable to base a rugby hub (or alternate rugby facility) within the Frankston municipality.	Citywide	0	0	0	0	0													Withdrawn	N
14771	Cranbourne Road / Beach Street Intersection Landscaping Works	Upgrade the landscape at the Cranbourne Road / Beach Street intersection including shade trees.	Ballam	12,250	12,250	0	10,249	0													Completed	N
14818	Sandfield Reserve Playspace, Carrum Downs	Installation of an expanded play space within Sandfield Reserve as detailed in the Sandfield Reserve Masterplan. Scope includes the installation of artificial creek bed & topography, play area & equipment, grass picnic area with shade trees, lighting & electrical works.	Lyrebird	18,914	1	-18,913	22,552	0													Completed	N
14879	Ballam Park History Trail Design	Design of Ballam Park History Trail.	Ballam	48,653	48,653	0	39,584	0													Completed	N
14886	Sandfield Reserve Active Recreation Areas and Facility Upgrade	Development of park revitalisation improvements at Sandfield Reserve including paths, pedestrian lighting, multi use grass area and new community meeting space.	Lyrebird	249,104	0	-249,104	255,836	0													Completed	N
14905	Athol Reserve - Frankston Play Strategy Implementation	Renew and upgrade the existing playspace at Athol Reserve, Langwarrin. Aligned with the Frankston Play Strategy (2021), the project will also consider whole-of-park improvements, including accessibility, amenity, and canopy tree planting to support urban forest and biodiversity outcomes.	Elisabeth Murdoch	200,000	105,000	-95,000	211,923	0													Completed	N
14913	Sandfield Reserve Drainage and Ecology Improvements, Carrum Downs - Master Plan Implementation	Implement improvements to the drainage, ecology and park facilities in Sandfield Reserve, Carrum Downs.	Lyrebird	243,417	243,417	0	244,458	0													Completed	N
14914	Sandfield Reserve Public Toilet Construction, Carrum Downs - Master Plan Implementation	Install a new public toilet at Sandfield Reserve, Carrum Downs.	Lyrebird	76,068	76,068	0	73,564	0													Completed	N
14974	Wilton Bushland & Bunarong Memorial Reserve Upgrade, Carrum Downs	Upgrade works to Wilton Bushland & Bunarong Memorial Reserve, Carrum Downs.	Wilton	79,420	79,420	0	77,860	0													Completed	N
14976	Ballam Park Playspace Lighting, Frankston	Install lighting at the Ballam Park Playspace.	Ballam	48,377	48,377	0	47,757	0													Completed	N
14985	Lipton Reserve Upgrade Including Nature Play, Frankston	Renew and upgrade the existing playspace at Lipton Reserve, Frankston. Aligned with the Frankston Play Strategy (2021), the project will also consider whole-of-park improvements, including accessibility, amenity, and canopy tree planting to support urban forest and biodiversity outcomes.	Ballam	80,000	80,000	0	85,378	0													OK	N
15045	Granite Reserve Playspace Renewal, Langwarrin - Play Strategy Implementation	Planning phase, including due diligence and community engagement, for renewal and upgrade of the existing playspace at Granite Reserve, Langwarrin. Aligned with the Frankston Play Strategy (2021), the project will also consider whole-of-park improvements, including accessibility, amenity, and canopy tree planting to support urban forest and biodiversity outcomes.	Centenary Park	10,000	10,000	0	8,949	0													Completed	Y
15057	Kashmir Reserve Playspace Renewal, Frankston - Play Strategy Implementation	Design phase for renewal and upgrade of the existing playspace at Kashmir Reserve, Frankston. Aligned with the Frankston Play Strategy (2021), the project will also consider whole-of-park improvements, including accessibility, amenity, and canopy tree planting to support urban forest and biodiversity outcomes.	Ballam	31,000	31,000	0	21,563	0													Completed	Y
15064	Lindrum Reserve Playground Shade Sail and Furniture, Frankston	Retrofit of a new shade sail over the playspace at Lindrum Reserve to improve sun protection and playability.	Ballam	50,000	50,000	0	47,025	0													Completed	N

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15065	Monique Reserve Playground Shade Sail and Furniture, Langwarrin	Retrofit of a new shade sail over the playspace at Monique Reserve to improve sun protection and playability.	Elisabeth Murdoch	5,000	5,000	0	2,889	0													Re-allocated	N
15081	Jubilee Park Playground Shade Sail and Furniture, Frankston	Retrofit of a new shade sail over the playspace at Jubilee Park to improve sun protection and playability.	Ballam	45,000	45,000	0	46,137	0													Completed	N
15058	Ballam Park Overflow Car Parking, Frankston	Investigation and design of cost effective options for the muddy area next to the Karingal Bulls pavilion into a car park. Scope to include repair of damaged sealed surfaces and seeding of non-vegetated areas in the athletics precinct.	Ballam	50,000	50,000	0	18,160	0													OK	Y
14933	Mahogany Avenue Shopping Strip Improvements, Frankston North - Local Shopping Strip Action Plan Implementation	This project involves the holistic upgrade and improvement of the Mahogany Avenue, Frankston North local shopping strip, aligning with the recommendations of the Local Shopping Strip Action Plan (2021). The works aim to enhance the strips functionality, accessibility, and visual appeal, supporting local business activity and community use.	Pines	388,565	388,565	0	385,545	0													Completed	N
14934	Railway Parade Shopping Strip Improvements, Seaford - Local Shopping Strip Action Plan Implementation	This project involves the holistic upgrade and improvement of the Railway Parade, Seaford local shopping strip, aligning with the recommendations of the Local Shopping Strip Action Plan (2021). The works aim to enhance the strips functionality, accessibility, and visual appeal, supporting local business activity and community use.	Kananook	473,880	473,880	0	37,667	436,213													OK	N
14663	Nepean Boulevard Early Works - Lighting the Boulevard (Davey Street to Beach Street & Mile Bridge), Frankston	Implementation of Nepean Boulevard Early Works program for uplighting of central median Moreton Bay Fig Trees between Davey and Beach Streets. The Victorian Government has allocated \$475k towards the works through the Suburban Revitalisation Program. The initiative will: - Highlight mature canopy trees as natural landmarks - Enhance nighttime visibility and safety - Create inviting, activated spaces for evening use	Yamala	242,771	0	-242,771	242,564	0													Completed	N
11987	Frankston Yacht Club Alterations & Fitout	Alterations to the Frankston Yacht Club to activate the restaurant space.	Yamala	1,048,000	0	-1,048,000	1,047,738	0													OK	Y



SCHEDULE OF CARRY FORWARD PROJECTS TO 2026/27

		Major Project				
		Councillor Sponsored Project				
		Councillor Project of Interest				
			Total Number of Projects:		44	
			Totals	32,700,950	3,597,274	
Project No	LTIP No	Project Title	Project Description	Adjusted Budget (EOY)	Forecast Carry Forward to 2026/27	Multi-Year Project
Arts and Culture						
14487	2896	Libraries Masterplan	Develop a master plan for the delivery of library services within the municipality.	8,984	5,000	No
14683	3232	Frankston Regional Arts Trail	Installation of three murals and seven sculptures including a 360° design on a large water tank, clear signage and directional markers on the Baxter Trail from the Frankston Arts Centre to the McClelland Sculpture Park. The intention of each art piece would be to entice people to stop to enjoy an immersive experience or engage with the art piece and signage / markers will ensure the path is informative and easy to follow.	1,500,000	106,011	Yes
14764	3347	Mile Bridge Gateway Sculpture	Installation of a gateway sculpture at Mile Bridge, Frankston.	260,961	111,248	No
14975	3738	Public Art in Carrum Downs	Explore the installation of new public artwork in Carrum Downs.	40,000	38,794	No
15012	1313	Frankston Arts Centre Cube 37 Equipment Replacement, Frankston	Frankston Arts Precinct - Equipment - Upgrade - Cube 37 Glass Cube Audio Visual Technical Upgrade	300,000	158,626	Yes
15077	3843	Young / Wells Streets Intersection Public Art Installation	Install new public art piece at the intersection of Young and Wells Streets, Frankston.	40,000	40,000	Yes
Community Health						
14827	1394	Montague Park Kindergarten Upgrade, Frankston - Kindergarten Renewal & Upgrade Program	Renewal and expansion of the existing single room kindergarten and two Maternal and Child Health (MCH) consult suites at 1 Bentley Place, Frankston, to a two room kindergarten, two MCH consulting suites, one allied health services consulting suite	75,000	18,822	Yes
14915	3428	Bowerbird Pre-School Refurbishment, Carrum Downs	Renewal of the existing Bowerbird Kindergarten facility with a new three room kindergarten, playspaces Maternal Child Health and carpark improvements.	24,798	11,375	No
Sport and Recreation						
14495	2060	Minor Sports Infrastructure Program	Replacement of minor sports infrastructure at reserves across the municipality.	67,433	25,564	No
14636	3076	Frankston Basketball & Gymnastics Centre Upgrade, Seaford	Frankston Stadium - Renewal and expansion of existing basketball facility to 10 courts and include a gymnastics centre at 90 Bardia Avenue, Seaford.	23,000,000	27,352	Yes
14705	2766	Frankston Skatepark Renewal	Redevelop facility, include new electronic engagement murals and skate elements. 2025/26 scope to build a lighting plan for the site from the redevelopment concept.	24,230	15,370	No
14712	3067	Belvedere Tennis Club Court Renewal (Courts 1, 2-5), Seaford	Upgrade Tennis Court 1 and complete fencing improvement works to Courts 1, 2-5, with consideration for universal access.	400,000	259,672	No
14760	3341	Len Phelps Pavilion Expansion, Carrum Downs Recreation Reserve - Expanded Pavilion	Expansion and redevelopment of the Len Phelps Pavilion. This project entails the enhancement and upgrade of the existing building to transform it into a functional, fit-for-purpose multipurpose pavilion. The works will focus on improving usability, accessibility, and adaptability of the space to support a wide range of recreational activities.	80,000	5,864	Yes
14830	1788	Peninsula Reserve Oval 1 Sports Lighting	Installation of sport field lighting at Peninsula Reserve Oval 1.	383,000	27,131	No
14978	3741	Carrum Downs Recreation Reserve Enclosed Cricket Nets (Partnership with Carrum Downs Cricket Club), Carrum Downs	Renewal and expansion of the existing cricket net facilities including lighting at Carrum Downs Recreation Reserve. This project is a partnership with the Carrum Downs Cricket Club.	235,000	192,687	No
15007	3086	Regional Hockey Facility at Baxter Park, Frankston South	Feasibility Study into the development of a new regional hockey facility including two hockey pitches, lighting and pavilion works at Baxter Park.	80,000	17,158	No
15010	1180	Bruce Park Pavilion Renewal, Frankston	The Bruce Park Pavilion Redevelopment involves the construction of a new two-storey pavilion on the site of an existing facility. The new pavilion will provide modern, fit-for-purpose amenities to support a wide range of sporting and community activities. This redevelopment will enhance functionality, accessibility, and user experience, delivering significant benefits to the local sporting community.	200,000	7,513	Yes

Project No	LTIP No	Project Title	Project Description	Adjusted Budget (EOY)	Forecast Carry Forward to 2026/27	Multi-Year Project
15056	3813	Frankston Park New Facility "The Dolphins Centre" Feasability Study, Frankston	This project is for feasibility work in preparation for a future Advocacy to the State and Federal Government and the AFL. Scope to consider innovative use of modular facilities to potentially provide additional change facilities, a media centre.	25,000	22,925	No
15080	3862	Ballam Park East Oval Terracing, Frankston	Construct terracing to improve access to Ballam Park east oval.	150,000	149,609	No
15085	3898	Pines Forest Aquatic Centre Switchboard Renewal and Electrical Upgrade, Frankston North	Replace the switchboard and upgrade the electrical supply to the Pines Forrest Aquatic Centre.	80,000	80,000	Yes
Biodiversity and Open Space						
14699	1697	Sweetwater Creek Reserve - Upgrade	Review and implement the Sweetwater Creek Management Plan to support the management and quality of public open space and vegetation management in Upper & Lower Sweetwater Creek Reserves. The management plan also addresses community safety and resident complaints on erosion in the creek from illegal stormwater discharge points.	95,450	53,582	No
14912	3301	Rotary Park Upgrade, Carrum Downs - Open Space Strategy	Design phase for renewal and upgrade of the existing playspace at Rotary Reserve. Aligned with the Frankston Play Strategy (2021), the project will also consider whole-of-park improvements, including accessibility, amenity, and canopy tree planting to support urban forest and biodiversity outcomes.	70,000	11,395	Yes
Climate Change Action						
14621	2829	Facility Electrification & Energy Efficiency Program	Implement energy efficiency improvements at facilities in line with the Climate Change Strategy 2023-2030.	130,000	28,442	No
14720	3233	Electric Vehicles – Charging Infrastructure & EV Vehicle Acquisition	Purchase one electric vehicle with decals and undertake a feasibility / design of implementing charging infrastructure at the Frankston Civic Centre.	50,000	50,000	Yes
14979	3744	Peninsula Aquatic & Recreation Centre Electrification Works, Frankston	Conversions of existing plant to electric powered at Peninsula Aquatic & Recreation Centre.	100,000	84,699	Yes
14980	3745	Frankston Arts Centre Electrification Works, Frankston	Frankston Arts Centre (FAC) - Electrification Works	100,000	64,059	Yes
15050	3798	Greenhouse Analytics Reporting Automation Project	Automate greenhouse reporting required for Council to continue to track its progress towards its emissions target, including enabling solar analytics for rooftop solar PV monitoring.	50,000	40,130	No
Integrated Water						
14510	2946	Monterey Scheme - Recycled Water Program	Design and approvals subject to the feasibility study expected to be completed by March 2020 in compliance with the 2019NOM25.	400,000	51,015	Yes
14655	3196	Baxter Park Dam Safety Improvements	Design and implementation of safety improvement and amenity works at Baxter Dam.	59,573	46,557	No
15048	3793	Street Sweeper Water Decanting Facility at Frankston Operations Centre, Seaford	Install a new shelter and triple interceptor drainage system for street sweeper waste decanting of water into the trade waste system.	200,000	173,976	No
15072	3838	Overton Road Drainage Improvements, Frankston	Preliminary design of improvements to the Overton Road drainage system.	50,000	10,000	No
Waste Circularity						
14839	3158	FRRRC Main Shed Pit Floor Replacement	Replacement of the pit floor in the main shed at the Frankston Regional Recycling and Recovery Centre.	400,000	218,241	No
Transport Connectivity						
14862	3447	Frankston High School Shared User Path Connections - Towerhill Road, Frankston	Design and construct shared user path along Towerhill Road, from Frankston-Flinders Road to western edge of Delacombe Park, Frankston.	200,000	105,362	Yes
15032	3618	Hastings Road / Clarendon Street (Yuille Street to Baxter Trail) Shared User Path Construction, Frankston	Construction of new shared user path along Hastings Road and Clarendon Street, connecting Yuille Street to Frankston-Baxter Trail.	532,000	438,941	Yes
15034	3632	Jamboree Avenue (The Crest to Yuille Street) Path Construction, Frankston South	Design and construction of a 1.5m wide, 275m long footpath in Jamboree Avenue from Yuille Street to The Crest.	22,000	7,303	Yes
15035	3633	Aqueduct Road (Tisdall Drive to End of Aqueduct Road) Path Construction, Langwarrin	Path construction in Aqueduct Road between Tisdale Drive and the end of Aqueduct Road as identified in the Path Development Plan.	17,000	10,303	Yes
15036	3634	Lyons Avenue (Yuille Street to The Crest) Path Construction, Frankston South	Design and construction of a 1.5m wide, 285m long footpath in Lyons Avenue from Yuille Street to The Crest, Frankston South.	23,000	8,148	Yes
15073	3839	Boundary Road Parking & Traffic Management Improvements, Carrum Downs	Design of improvements to the parking and traffic management in Boundary Road.	32,000	8,501	Yes

Project No	LTIP No	Project Title	Project Description	Adjusted Budget (EOY)	Forecast Carry Forward to 2026/27	Multi-Year Project
City Growth and Investment						
13768	2597	Municipal Wayfinding Strategy Implementation	Implementation of Municipal Gateway Markers at key entry points, in accordance with the Wayfinding Strategy and Style Guide (2022), to enhance identity and arrival experience.	300,000	40,362	Yes
14934	3560	Railway Parade Shopping Strip Improvements, Seaford - Local Shopping Strip Action Plan Implementation	This project involves the holistic upgrade and improvement of the Railway Parade, Seaford local shopping strip, aligning with the recommendations of the Local Shopping Strip Action Plan (2021). The works aim to enhance the strips functionality, accessibility, and visual appeal, supporting local business activity and community use.	473,880	436,213	No
City Planning						
15025	3579	Stiebel Place Extension - New Pedestrian Link (Gallery Lane to Young Street), Frankston - FMAC Structure Plan	Planning phase including due diligence, scoping, and concept development for the proposed extension of Stiebel Lane and a new pedestrian link at 76 Young Street, as identified in the Frankston Metropolitan Activity Centre (FMAC) Structure Plan. The initiative aims to improve pedestrian connectivity, activate under utilised spaces, and support broader precinct revitalisation.	60,000	22,000	Yes
Governance						
14887	3467	Beauty Park War Memorial Upgrade	Upgrade of the war memorial at Beauty Park.	68,900	48,963	No
Asset Management						
11304	2588	Heavy Plant & Equipment Replacement Program	Replace items of heavy vehicles and plant at the end of their planned service life.	2,007,741	300,000	No
Technology and Information						
14821	3463	Asset Management System Renewal	Develop business and technical requirements, and procure a system to replace the current Frankston Asset Management Information System (FAMIS) and works management system with a fit for purpose and future proof solution.	285,000	18,361	Yes

Executive Summary**12.4 Endorsement of Proposed Amendments to Governance Rules (Meeting Procedures)**

Enquiries: (Nathan Upson: Chief People & Integrity Office)

Email: Nathan.Upson@frankston.vic.gov.au

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 endorse proposed amendments to the meeting procedures chapter of Council's Governance Rules for the commencement of community engagement.

Recommendation (Director Chief People & Integrity Office)

That Council:

1. Notes the *Local Government Act 2020* provides for Council to amend its Governance Rules at any time, after undertaking a process of community engagement;
2. Notes the development of uniform Model Governance Rules which are expected to be mandated for all Victorian councils in mid to late-2027;
3. Notes there is an opportunity to update, strengthen and improve the Meeting Procedure provisions in Chapter 2 of Council's Governance Rules;
4. Endorses the proposed amendments to the Chapter 2 of the Governance Rules for community engagement in accordance with Council's Community Engagement Policy; and
5. Notes the community engagement outcomes will be presented back to Council for consideration at a future Council Meeting.

Key Points / Issues

- Under the *Local Government Act 2020* (Act), Council is required to have Governance Rules which cover a range of prescribed matters including the conduct of Council meetings; meeting minutes; the election of the Mayor and the Deputy Mayor; an election period policy; and procedures for disclosing a conflict of interest.
- Council's Governance Rules were adopted on 1 September 2020 and amended on 5 September 2022. Further amendments were endorsed by Council for engagement in December 2023 but ultimately, due to circumstances at the time, the further amendments in the version adopted by Council on 13 May 2024 were confined to updating the Election Period Policy (which forms Chapter 8 of the Governance Rules) prior to the general elections in October 2024.

12.4 Endorsement of Proposed Amendments to Governance Rules (Meeting Procedures)**Executive Summary**

- At its meeting on 11 December 2023, it was resolved that Council:
 1. *Notes that the Local Government Act 2020 provides for Council to amend its Governance Rules at any time, after undertaking a process of community engagement;*
 2. *Notes the need to update the Election Period Policy (Chapter 8 of the Governance Rules) prior to the next general elections in October 2024;*
 3. *Notes the opportunity to strengthen and improve some of the Meeting Procedure provisions in Chapter 2 of the Governance Rules – particularly the provisions regarding petitions and public question time;*
 4. *Endorses the proposed amendments to the Governance Rules for public consultation in accordance with Council's Community Engagement Policy, with the consultation to commence in February 2024;*
 5. *Notes that the community engagement outcomes will be presented back to Council for consideration at a future Council Meeting;*
- On 31 January 2024, Local Government Victoria (LGV) announced proposed reforms to the Local Government Act 2020 that were expected to result in the development of mandated uniform Model Governance Rules for all councils.
- An update was included in the Governance Matters report to Council on 18 March 2024, recommending that community engagement on the meeting procedures (Chapter 2 of the Governance Rules) be deferred until further information about the reforms was available from LGV, but that community consultation on the Election Period Policy (Chapter 8 of the Governance Rules) continue to be undertaken from 19 March, due to the need to update the policy prior to the 2024 general council elections.
- It was resolved that Council:
 1. *Notes that proposed reforms to the Local Government Act 2020 will result in the development of uniform Model Governance Rules which will be mandated for all councils;*
 2. *Defers community engagement on the meeting procedures chapter of the Governance Rules for the time being;*
 3. *Undertakes community consultation on the election period policy chapter of the Governance Rules, due to the need to update the election period policy prior to the 2024 general council elections;*
- Community consultation was undertaken in relation to the draft amended Election Period Policy from 19 March 2024 for a period of four weeks, and the amended Election Period Policy was adopted on 13 May 2024.
- In 2025 LGV established a Model Governance Rules Technical Working Group to develop a draft set of Model Governance Rules. The draft has not yet been released.

12.4 Endorsement of Proposed Amendments to Governance Rules (Meeting Procedures)**Executive Summary**

- On 17 June 2026, the *Local Government Legislation Amendment (Stronger Communities) Bill 2026* was introduced to the Legislative Assembly. The Bill provides for the introduction of Model Governance Rules which would be mandatory for all councils. The Bill remains listed for further discussion and debate in Parliament. If it passes, all councils will be required to adopt the prescribed Model Governance Rules, but each council will be able to include additional provisions that are not inconsistent with the Model Governance Rules.
- In the meantime, it is proposed to proceed with community engagement on the proposed amendments to Chapter 2 of Frankston City Council's Governance Rules.
- Details of the proposed amendments are set out in the attachments to this report:
 - Attachment A – summary table of proposed amendments;
 - Attachment B – draft amended Governance Rules which shows all proposed changes using track changes; and
 - Attachment C – clean copy of draft amended Governance Rules incorporating all proposed changes.
- It is recommended that Council endorse the proposed amendments to the Governance Rules for public exhibition in accordance with Council's Community Engagement Policy. Any public feedback will then be considered for incorporation into a final draft document which will be presented to a future Council meeting to enable Council to adopt the amendments to the Governance Rules.

Financial Impact

There are no financial implications associated with this report. The costs of developing the proposed amendments, undertaking community engagement, finalising and adopting the amendments can be accommodated within existing budgets.

Consultation**1. External Stakeholders**

If Council is satisfied with the proposed amendments, it can resolve to endorse them for public consultation in accordance with Council's Community Engagement Policy. Any public feedback will then be considered for incorporation into a final draft document.

The amendments will be finalised and a report will be presented to a future Council meeting to enable Council to adopt the amendments to the Governance Rules.

External legal advice has been obtained in relation to the proposed amendments.

2. Other Stakeholders

Possible amendments to the meeting procedure provisions in Council's Governance Rules have been discussed extensively with Councillors including during the previous term of Council, and more recently at five briefing sessions held on 1 April 2026, 29 April 2026, 15 June 2026, 27 July 2026 and 12 August 2026.

12.4 Endorsement of Proposed Amendments to Governance Rules (Meeting Procedures)**Executive Summary****Analysis (Environmental / Economic / Social Implications)**

Chapter 2 of Council's Governance Rules sets out meeting procedures which facilitate the orderly, efficient and equitable conduct of Council meetings.

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

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

The Governance Rules must be consistent with the Charter of Human Rights and Responsibilities (Charter).

Under the Charter, there is a right to take part in public life. This right applies to a wide range of activities including local government and public administration. It includes attending Council meetings and participating in public debate or dialogue. The Charter goes further than just specifying the right to participate; it also states that people must be given the opportunity.

In some circumstances, one person's right may come into conflict with the right of another person or group. In these circumstances, it can be necessary to limit or restrict these rights. Under section 7(2) of the Charter, rights may be limited in certain circumstances, but any limitation must be reasonable, necessary, justified and proportionate.

The proposed amendments to the Governance Rules are consistent with the Charter.

Legal

The *Local Government Act 2020* (Act) provides for Council to amend its Governance Rules at any time, subject to undertaking a process of community engagement.

Section 60 of the Act sets out the requirements for Governance Rules, as follows:

60 Governance Rules

- (1) *A Council must develop, adopt and keep in force Governance Rules for or with respect to the following—*
 - (a) *the conduct of Council meetings;*
 - (b) *the conduct of meetings of delegated committees;*
 - (c) *the form and availability of meeting records;*
 - (d) *the election of the Mayor and the Deputy Mayor;*
 - (da) *the appointment of an Acting Mayor;*
 - (e) *an election period policy in accordance with section 69;*
 - (f) *the procedures for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee under section 130;*
 - (g) *the procedure for the disclosure of a conflict of interest by a Councillor under section 131;*
 - (h) *the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter within the meaning of section 126(1);*
 - (i) *any other matters prescribed by the regulations.*

12.4 Endorsement of Proposed Amendments to Governance Rules (Meeting Procedures)**Executive Summary**

- (2) *The Governance Rules must provide for a Council to—*
 - (a) *consider and make decisions on any matter being considered by the Council fairly and on the merits; and*
 - (b) *institute decision making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests considered.*
- (3) *A Council may amend its Governance Rules.*
- (4) *Subject to subsection (5), a Council must ensure that a process of community engagement is followed in developing or amending its Governance Rules.*
- (5) *Subsection (4) does not apply if the Council is developing and adopting or amending a Governance Rule that only adopts a good practice guideline issued by the Minister under section 87.*
- (6) *A Council must comply with its Governance Rules.*
- (7) *A Council must adopt the first Governance Rules under this section on or before 1 September 2020.*
- (8) *Until a Council adopts Governance Rules under this section, the Local Law Meeting Procedures made by the Council under the Local Government Act 1989 apply as if the Local Law Meeting Procedures had been adopted as Governance Rules under this section.*

Policy Impacts

It is proposed to incorporate the content of the Public Question Time and Submissions Policy into the Governance Rules so that there is a single source of information regarding the operation of public question time at Council Meetings. If this is done, the Public Question Time and Submissions Policy will be revoked at the time when the new Governance Rules are adopted.

Gender Impact Assessments

A gender impact assessment is required and is in progress.

Officer's Declaration of Interests

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

Risk Mitigation

Any risks associated with the amendment of Council's Governance Rules can be mitigated by ensuring that the process is informed by public consultation. Subject to Council's endorsement, the proposed amendments will be put out for public exhibition and public submissions will be invited. The outcomes of public consultation will be presented back to Council for consideration at a future meeting.

Conclusion

It is recommended that Council endorse the proposed amendments to the Governance Rules for public exhibition in accordance with Council's Community Engagement Policy.

12.4 Endorsement of Proposed Amendments to Governance Rules (Meeting Procedures)**Executive Summary**

ATTACHMENTS

- Attachment A: [↓](#) Summary table - Proposed changes to Governance Rules
- Attachment B: [↓](#) Consultation draft Governance Rules - mark up version showing proposed changes
- Attachment C: [↓](#) Consultation draft Governance Rules - clean version incorporating proposed changes

Summary table – Proposed amendments to the Governance Rules of Frankston City Council

This table summarises the proposed changes to Chapter 2 (meeting procedures) of Council's Governance Rules.

Proposed additions are shown in blue font and proposed deletions are shown in red strikethrough font.

Rule	Proposed amendment
Definitions and notes	
3	Add the following definitions: • <i>"alternate motion"</i> means a motion that is proposed to be moved if another motion is defeated, not moved or otherwise not passed; • <i>"amendment"</i> means a motion which is amended by the addition or removal of words which do not change the overall purpose or effect of the motion; • <i>"election period"</i> has the same meaning as in the Local Government Act 2020; • <i>"exceptional circumstances"</i> means circumstances that are unusual, special, rare and outside reasonable anticipation or expectation; • <i>"minor amendment"</i> means a change to the wording of a motion or proposed motion, which does not change the overall purpose or effect of the motion. It includes changes to correct typographical or spelling errors. Remove definition of 'municipal district' as this term is not used in the document: • ~~<i>"municipal district"</i> means the municipal district of Council;~~
Election of Mayor	
6.3	Add wording to clarify that a nomination can be declined before the matter proceeds to a vote but cannot be withdrawn thereafter. <i>6.3 A nomination for the office of Mayor may be declined before the matter proceeds to a vote but cannot be withdrawn thereafter.</i>
Scheduling of meetings	
11.1	Add wording to clarify that written notice of meeting is given to the CEO. <i>11.1 The Mayor or at least 3 Councillors may by a written notice to the Chief Executive Officer call a Council meeting.</i>

Summary table – Proposed amendments to the Governance Rules of Frankston City Council

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Rule	Proposed amendment
11.5	Add provision to enable CEO to call a special meeting within 14 days of the declaration of results of a general council election (for the purpose of administering the oaths/affirmations of office for newly elected Councillors). <i>11.5 The Chief Executive Officer will call a Special Council meeting within 14 days of the declaration of the results of a general Council election.</i>
Notice of meetings	
12.3.2	Add wording re notice being given on Council's social media channels, in addition to notice on website. <i>12.3 Reasonable notice of each Council meeting must be provided to the public. Council may do this:</i> <i>12.3.1 for meetings which it has fixed by preparing a schedule of meetings annually, twice yearly or from time to time, and arranging publication of such schedule on Council's website and in a local newspaper either at various times throughout the year, or prior to each such Council meeting; and</i> <i>12.3.2 for any meeting by giving notice on its website and social media channels:</i> <i>(a) in each of its Customer Service Centres; and/or</i> <i>(b) in at least one local newspaper or daily metropolitan newspaper.</i>
Apologies and leave of absence	
13	Add provision to clarify the processes for apologies and requesting a leave of absence. Apology <i>13.1 A Councillor who is unable to attend a Meeting may submit an apology in writing to the Chair or Chief Executive Officer who will advise the Council meeting.</i> <i>(Explanatory note: Section 35(e) of the Local Government Act provides that a Councillor ceases to hold the office of a Councillor if the Councillor is absent from Council meetings for a period of 4 consecutive months without leave obtained from the Council.)</i> Leave of absence <i>13.2 A Councillor may request a leave of absence to be granted by Council:</i> <i>(a) by moving a notice of motion or urgent business item at a Council meeting; or</i>

Summary table – Proposed amendments to the Governance Rules of Frankston City Council

This table summarises the proposed changes to Chapter 2 (meeting procedures) of Council's Governance Rules.

Proposed additions are shown in blue font and proposed deletions are shown in red strikethrough font.

Rule	Proposed amendment
	<i>(b) by submitting written notification to the Chief Executive Officer, who must then arrange for the leave of absence request to be included in the agenda for the next available meeting.</i> <i>13.3 A request for leave of absence will not be unreasonably refused.</i>
Scheduled meetings	
14	Update reference to 'presence' to 'attendance' to reflect ability for virtual/online attendance. 14. The quorum for Council meetings is the ~~presence~~ <u>attendance</u> of a majority of the Councillors.
Inability to obtain a quorum	
15.2	Add words inadvertently omitted from previous version. 15. If, after 30 minutes from the scheduled starting time of any Council meeting, a quorum cannot be obtained: 15.1 the meeting will be deemed to have lapsed; 15.2 <i>the Mayor must convene another Council meeting</i>, the agenda for which will be identical to the agenda for the lapsed meeting; and 15.3 the Chief Executive Officer must give all Councillors written notice of the meeting convened by the Mayor.
Cancellation or postponement of a meeting	
19	Modify this provision to provide greater flexibility if a meeting needs to be cancelled for reasons that would not constitute an emergency. 19.1 The Chief Executive Officer <i>in consultation with the Mayor</i> may, in ~~the case of an emergency necessitating~~ <i>circumstances that justify</i> the cancellation or postponement of a Council meeting, cancel or postpone a Council meeting. 19.2 The Chief Executive Officer must present to the immediately following Council meeting a written report on any exercise of the power conferred by sub-Rule 19.1.
Urgent business	
22.2	Modify this provision to include a requirement for a Councillor raising an urgent business item to specify the grounds on which it is said to be urgent.

Summary table – Proposed amendments to the Governance Rules of Frankston City Council

This table summarises the proposed changes to Chapter 2 (meeting procedures) of Council's Governance Rules.
Proposed additions are shown in blue font and proposed deletions are shown in red strikethrough font.

Rule	Proposed amendment
	22.2 <i>A Councillor who wishes to raise an item of urgent business must state the motion for the proposed item of urgent business and the grounds on which it is said to be urgent, to enable Council to determine whether the item will be accepted as urgent business.</i>
Notice of motion	
25	In response to the concerns expressed by Municipal Monitors at various councils, the Chief Municipal Inspector and the Victorian Ombudsman regarding the use of notices of motion across the local government sector, it is proposed to add further safeguards to ensure that notices of motion are used appropriately. Further proposed changes will clarify the process and timeframes for a Councillor to make minor amendments to their proposed notice of motion. 25. Notice of motion 25.1 <i>A notice of motion must be in writing signed by a Councillor, and be delivered or sent electronically to the Chief Executive Officer by no later than noon at least seven business days before the meeting at which it is intended to be considered.</i> 25.2 <i>A Councillor may submit a maximum of two notices of motion per Council Meeting.</i> 25.3 <i>A notice of motion will not be accepted if it:</i> <i>25.3.1 relates to a matter in respect of which Council has no power to act; (This does not preclude a notice of motion which calls for Council to advocate or lobby to other levels of government for change.)</i> <i>25.3.2 declares a rate or charge;</i> <i>25.3.3 is defamatory, indecent, abusive or objectionable in language or substance;</i> <i>25.3.4 promotes or is likely to facilitate a threat to public order or safety; or</i> <i>25.3.5 seeks to substantially affect the level of Council services, commit Council to significant expenditure not included in the adopted Budget or commit Council to any contractual arrangement, without first calling for a formal report to be prepared and presented to Council in response to the notice of motion;</i> <i>25.3.6 exceeds 250 words (excluding any preamble or rationale);</i> <i>25.3.7 relates to more than one subject;</i> <i>25.3.8 establishes, amends or extends Council policy;</i> <i>25.3.9 impacts the rights of any third-party who has not had the opportunity to contribute their views;</i> <i>25.3.10 commits Council to any contractual arrangement; or</i> <i>25.3.11 impacts any litigation in respect of which Council is a party.</i>

Summary table – Proposed amendments to the Governance Rules of Frankston City Council

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Rule	Proposed amendment
25.4	<i>The Chief Executive Officer may reject any notice of motion which is vague or unclear in intention but must:</i> 25.4.1 <i>notify the Councillor who lodged the notice of motion of the rejection and reasons for the rejection; and</i> 25.4.2 <i>provide reasonable assistance to the Councillor to help ensure that a notice of motion:</i> (a) <i>of similar intention; but</i> (b) <i>which is neither vague nor unclear</i> <i>is lodged.</i>
25.5	<i>The full text of any notice of motion accepted by the Chief Executive Officer must be included in the agenda and, where practicable, will be accompanied by comments from a senior member of staff ~~officer~~ with responsibility for the subject matter or the issue to which the notice of motion relates.</i>
25.6	<i>The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they were received.</i>
25.7	<i>Except by leave of Council, notices of motion before any meeting must be considered in the order in which they were entered in the notice of motion register.</i>
25.8	<i>If a Councillor who has given a notice of motion is absent from the meeting or fails to move the motion when called upon by the Chair, any other Councillor may move the motion.</i>
25.9	<i>If a notice of motion is not moved at the meeting at which it is listed, it lapses.</i>
25.10	<i>If a notice of motion is moved but not seconded, it lapses.</i>
25.11	<i>Except where the notice of motion is to confirm a previous resolution of Council, the notice of motion may be amended.</i>
25.12	<i>A Councillor who has lodged or is moving a notice of motion may make minor amendments to the notice of motion until noon on the date on which the agenda is required to be finalised (that is, four (4) business days before the meeting at which the notice of motion is to be considered).</i>
25.13	<i>If the Councillor who has lodged or is moving a notice of motion wishes to amend it after the deadline specified in sub-Rule 25.12, they may do so by seeking leave of Council to amend the notice of motion prior to it being seconded. A motion must be put to the meeting to give approval for the Councillor moving the notice of motion to amend it, prior to putting forward the suggested amending words.</i>
25.14	<i>Once a notice of motion has been moved and seconded, the mover cannot amend it.</i>
25.15	<i>Notwithstanding sub-Rule 25.12 another Councillor may move an amendment to the notice of motion, which motion must be dealt with in accordance with sub-Rule 27.2.</i>
25.16	<i>A Councillor cannot foreshadow an alternate motion to amend another Councillor's notice of motion.</i>

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Rule	Proposed amendment
Introducing a motion or amendment	
27	Add reference to new Rule 34 and remove restriction on when Chair may debate a motion. 27. Introducing a motion or an amendment 27.1 <i>Subject to Rule 34 which sets out the requirements for alternate motions, the procedure for moving any motion or amendment is:</i> 27.1.1 <i>the mover must state the motion without speaking to it;</i> 27.1.2 <i>the motion must be seconded and the seconder must be a Councillor other than the mover. If a motion is not seconded, the motion lapses for want of a seconder;</i> 27.1.3 <i>if a motion or an amendment is moved and seconded the Chair must ask:</i> <i>"Does the mover wish to speak to the motion or amendment?"</i> 27.1.4 <i>after the mover has addressed the meeting or been provided with an opportunity to address the meeting, the seconder may address the meeting;</i> 27.1.5 <i>after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting,) the Chair must invite debate or contributions by calling on any Councillor who wishes to speak to the motion (including the seconder, if the seconder has not already spoken to the motion); and</i> 27.1.6 <i>if, after the mover has addressed the meeting, the Chair has invited debate or contributions and no Councillor speaks to the motion, then the Chair must put the motion to the vote.</i> 27.2 <i>No discussion on the item being considered may take place until such time as a motion is before the Chair. Questions of clarification may be asked of the Chair or members of Council staff present at the meeting.</i> 27.3 The Chair may ~~only~~ debate a motion ~~by speaking immediately after the mover and seconder of the motion have been given opportunity to speak to the motion.~~ 27.4 <i>If the Chair wishes to move or second a motion then the Mayor (if the Chair is not the Mayor) or Deputy Mayor (if the Chair is the Mayor) must take the chair whereupon the Chair must vacate the chair and not return to it until the motion has been resolved upon.</i>
An amendment once carried	
32	Delete words in 32.1 which require the amended motion to then be put, as this is inconsistent with 32.2.

Summary table – Proposed amendments to the Governance Rules of Frankston City Council

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Rule	Proposed amendment
	32. An amendment once carried 32.1 <i>If the amendment is carried, the motion as amended then becomes the motion before the meeting, ~~and the amended motion must then be put.~~</i> 32.2 <i>The mover of the original motion retains the right of reply to that motion.</i>
Alternate motions	
34	Add new Rule 34 to specify the processes for alternate motions. The proposed new provision responds to concerns highlighted by IBAC in the Operation Sandon Special Report 2023 (para 7.3.2.1.1) regarding the use of alternate motions across the local government sector. 34. Alternate motions 34.1 <i>If an agenda item includes a report with an officer recommendation, the Chair must afford any Councillor a reasonable opportunity to move that the officer recommendation be adopted. No motion other than a motion to adopt the officer recommendation can be moved until either:</i> <i>34.1.1 the motion to adopt the officer recommendation is put and voted upon; or</i> <i>34.1.2 a motion to adopt the officer recommendation is not moved or is moved but lapses because it is not seconded.</i> 34.2 <i>A Councillor intending to move an alternate motion must, unless exceptional circumstances exist, lodge it with the Chief Executive Officer or advise the Chief Executive Officer of assistance being required to prepare an alternate motion by no later than noon two (2) business days before the day of the meeting for which the agenda provides for the relevant item of business to be considered. (If, for example, a Council meeting is held on a Monday the alternate motion must be lodged with the Chief Executive Officer by noon on the immediately preceding Thursday.)</i> 34.3 <i>The Chief Executive Officer must cause all alternate motions to be numbered and recorded in the order in which they were received.</i> 34.4 <i>The Chief Executive Officer must ensure that, if an alternate motion is received in accordance with sub-Rule 34.2, a copy is provided to all other Councillors as soon as is practicable.</i> 34.5 <i>The Chief Executive Officer may, if it is appropriate and practicable to do so, provide comments on an alternate motion that is received in accordance with sub-Rule 34.2, either when providing a copy of it to Councillors under sub-Rule 34.3 (in which case the comments must also be provided to the Councillor who lodged or sent the alternate motion) or subsequently by an email sent to all Councillors.</i> 34.6 <i>If multiple alternate motions are received in accordance with sub-Rule 34.2 or otherwise proposed to be presented at the meeting, the Chair must ensure that the alternate motions are put to the meeting in the order in which they were received under sub-Rule 34.2.</i>

Summary table – Proposed amendments to the Governance Rules of Frankston City Council

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Rule	Proposed amendment
Motions moved en bloc and separation of motions	
37	In response to the concerns with the use of <i>en bloc</i> motions across the local government sector, as raised by the Victorian Ombudsman in her <i>Investigation into the transparency of local government decision making</i> in 2016 and reiterated by IBAC in the Operation Sandon Special Report in 2023, it is proposed to update this provision to prohibit items which involve third-party interests or which are otherwise controversial, from being included in any <i>en bloc</i> motion. 37. Chair may separate motions or allow motions to be moved ~~in-block~~ en bloc 37.1 <i>Subject to sub-rule 26.2, the Chair may allow or request a Councillor to move items ~~in-block~~ en bloc (in a group).</i> 37.2 <i>Items which involve third-party interests, or which are otherwise controversial, will not be included in any en bloc motion.</i> 37.3 <i>The Chair may decide to put any motion to the vote in several parts.</i>
Addressing the meeting	
43	Update manner of addressing staff during a Council meeting – staff to be addressed by their position title or as Officer (removal of gendered language Mr or Ms). 43.1.3 <i>all members of Council staff must be addressed as ~~Mr or Ms~~ _____ (name) as appropriate or by their ~~official~~ position title or as Officer.</i>
Chair to decide	
54	Procedure for point of order against the Chair is unnecessarily complicated and difficult to follow. Wording has been streamlined to reduce potential for confusion. Chair to remain and decide any point of order against the Chair, and the Deputy Mayor assumes the chair in the event of a motion of dissent. 54. Chair to decide 54.1 <i>The Chair must decide all points of order by stating the provision, rule, practice or precedent which they consider applicable to the point raised without entering into any discussion or comment.</i>

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Rule	Proposed amendment
	~~In the event a point of order is raised against the Chair then the Mayor (if the Chair is not the Mayor) or Deputy Mayor (if the Chair is the Mayor) must take the chair whereupon the Chair must vacate the chair and not return to it until the point of order has been resolved upon.~~ 54.2 Should repeat points of order be raised during debate by a Councillor, which are ruled against by the Chair, the Chair may consider the conduct of the Councillor raising unsuccessful points of order disruptive for the purposes of Rule 82 and, in accordance with that Rule, order the removal of such Councillor from the Chamber for a specified period.
Question time	
59	Remove reference to question time policy - it is proposed to incorporate the content of this policy into the Governance Rules so that there is a single source of information regarding the operation of public question time at Council Meetings. Remove ability to ask questions without notice – instead, extend deadline for submission of questions with notice (see below). Remove explanatory note in text box under Rule 59 to align with removal of provision for questions without notice.
59.1	Questions must be asked of Council and not directed to individual Councillors – extend application to clarify that questions must also not be asked of CEO or Council staff. 59.1 There must be a public question time at every Council meeting fixed under Rule 9 to enable members of the public to submit questions to Council. Questions may be asked of Council and may not be directed to individual Councillors, the Chief Executive Officer or members of staff.
59.2	Add provision to clarify that question time is only held at scheduled council meetings and will not be held at meetings which are closed/confidential or at meetings held for a specific matter (eg. hearing of submissions or election of Mayor) or during an election period. 59.2 Public Question Time will not be held during: 59.2.1 any period when a Council meeting is closed to members of the public in accordance with section 66(2) of the Act; 59.2.2 any Council meeting held only for the purpose of hearing public submissions on a particular matter; 59.2.3 any Council meeting held for the purpose of electing the Mayor and Deputy Mayor; 59.2.4 any unscheduled or special Council meeting called in accordance with Rule 11; or 59.2.5 an election period.
59.3	Content imported from Public Submissions and Question Time Policy - add provision to specify time limit of 15 minutes for question time.

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Rule	Proposed amendment
	<i>59.3 A maximum of 15 minutes will be allocated for Public Question Time.</i>
59.4	Content imported from Public Submissions and Question Time Policy - add provision to specify requirement to lodge questions using designated form. <i>59.4 Questions must be lodged using the Public Question Time form (which is available on the Council's website and at Civic Centre reception) using any of the following methods:</i> <i>59.4.1 online at the Council's website;</i> <i>59.4.2 by email to questions@frankston.vic.gov.au;</i> <i>59.4.3 in person, by delivery to Civic Centre Reception at 30 Davey Street, Frankston.</i>
59.5	Content imported from Public Submissions and Question Time Policy - add provision to specify deadline for lodgement of questions. <i>59.5 The deadline for lodgement of questions is:</i> <i>59.5.1 4:00pm on the Friday before the Council meeting where the Council meeting is scheduled for a Monday;</i> <i>59.5.2 4:00pm on the business day before the Council meeting where the Council meeting is scheduled for a day other than a Monday.</i> <i>Any questions not lodged by the time specified in this sub-Rule 59.5 will not be accepted.</i>
59.6	Add requirement for questions to be phrased concisely. <i>59.6 Questions submitted to Council must:</i> <i>59.6.1 be phrased concisely in writing (maximum 100 words);</i> <i>59.6.2 state the name, address and contact details of the person submitting the question;</i> <i>59.6.3 generally be in a form approved or permitted by Council.</i>
59.8	Amend to enable question to be read without preamble or background information; and to provide greater flexibility as to who will read questions at the meeting (Chair, CEO or a member of staff nominated by the CEO). <i>59.8 The Chair, Chief Executive Officer or a member of Council staff nominated by the Chief Executive Officer must read to those in attendance at the meeting a question which has been submitted in accordance with this Rule without any preamble or background information included in the question.</i>

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Rule	Proposed amendment
59.9	Amend to clarify that questions re operational matters are taken on notice and answered by CEO outside of meeting. <i>59.9 Questions that relate to operational matters will be taken on notice and answered in writing by the Chief Executive Officer outside the meeting.</i>
59.11	Add provision to enable like questions to be grouped together. <i>59.11 Like questions may be grouped together and a single answer provided.</i>
59.13	Add provision to specify what happens if a question is disallowed. <i>59.13 If a question is disallowed, the Chair or Chief Executive Officer will advise the person submitting the question that the question will not be read, with a verbal explanation as to the reason why it has been disallowed.</i>
59.14	Content imported from Public Submissions and Question Time Policy with minor updates to clarify reasons why a question might be taken on notice, and reference to questioner being asked to provide "his or her" contact details replaced with "their" contact details. <i>59.14 If a question is asked and is taken on notice or it is indicated that a written answer to the question will be given (whether due to time constraints, or because the question relates to operational matters, or for any other reason) the Chief Executive Officer must ensure that: 59.14.1 the questioner is asked to provide their contact details, unless those details are already known by Council; 59.14.2 a written answer to the question is delivered or sent electronically to the questioner within seven business days of the meeting or any contact details being provided (whichever occurs last); and 59.14.3 the question is recorded in the minutes of the meeting, together with a copy of the written response.</i>
59.15	Content imported from Question Time Policy to specify what will be included in minutes in relation to questions received and responses provided. <i>59.15 The full name but not the address of the person asking each question will appear in the minutes of the Council meeting and will become part of the public record of that meeting. Questions received and responses provided will be published in the minutes of a subsequent Council meeting.</i>

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Rule	Proposed amendment
Petitions and joint letters	
60.11	Add wording to enable petition to be received and written response to be sent without resulting in a report back to Council, and to clarify which petitions can be referred to CEO (operational matters). <i>60.11 The only motions that may be moved in relation to petitions set out in the agenda are:</i> <i>60.11.1 That the petition be received;</i> <i>60.11.2 That the petition be received and a written response be sent to the head petitioner addressing the matters raised in the petition;</i> <i>60.11.3 That the petition be received and a report be submitted to a specific meeting cycle for consideration;</i> <i>60.11.4 That the petition be considered at a specific time or in conjunction with a specific item;</i> <i>60.11.5 That the petition be dealt with in conjunction with another item on the agenda or any other Council meeting agenda; and</i> <i>60.11.6 That the petition be referred to the Chief Executive Officer for consideration and response (for petitions relating to operational matters).</i>
60.12	Add reference to clarify that petitions re operational matters must be referred to CEO. <i>60.12 If a petition relates to an operational matter, Council must refer it to the Chief Executive Officer for consideration in accordance with sub-Rule 60.11.6.</i>
60.13	Add provision to clarify that a petition which relates to a planning matter or other statutory matter will be treated as a joint submission in relation to that process. <i>60.13 If a petition relates to a planning matter or a statutory matter which is the subject of a public consultation process in accordance with relevant legislation, the petition will not be tabled but will be treated as a joint submission in relation to that planning matter or statutory matter.</i>
60.14	Add provision to clarify when a person can speak to a petition. <i>60.14 No member of the public is permitted to speak to the petition when it is presented at a Council meeting. Individuals may request to speak to the petition when any report on the item is considered by Council at a later Council meeting.</i>

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Rule	Proposed amendment
60.15	Content imported from Public Submissions and Question Time Policy - add provision to require petitions to be entered in the petitions register, and to require the register to be published on Council's website. <i>60.15 The Chief Executive Officer must cause all petitions to be numbered, dated and entered in the petitions register in the order in which they were received. The petitions register will be published on Council's website.</i>
Public Submissions	
Division 10	Content imported from Public Submissions and Question Time Policy - explanatory note added in text box. <i>Explanatory note: As a standing practice, Council provides for members of the public to request the opportunity to make an oral submission in person or via the telephone on a matter listed on the agenda for a Council meeting. This practice exists in addition to the practice for hearing any public submissions made in response to a formal process under section 223 of the Local Government Act 1989.</i> <i>Public submissions and any subsequent discussion will be recorded as part of the Council meeting. The proceedings will be live streamed and recordings of Council meetings are made available to members of the public within 24 hours of the meeting.</i> <i>Members of the public who address Council (submitters) 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 a meeting. The cameras are positioned so that members of the public, including submitters, are not visible. 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.</i>
62.1	Content imported from Public Submissions and Question Time Policy - add provision for question time at each Council meeting. <i>62.1 Time will be set aside at each Council meeting fixed under Rule 9 to enable the Council to hear oral submissions from members of the public (submitters) other than public submissions made in response to a formal process under section 223 of the Local Government Act 1989.</i>
62.2	Add provision to clarify that submissions are heard at council meetings except for meetings which are closed/confidential, or during an election period or for the purpose of election of Mayor.

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Rule	Proposed amendment
	<i>62.2 Public submissions made under sub-Rule 61.1 will not be heard by Council during:</i> <i>62.2.1 any period when a meeting is closed to members of the public in accordance with section 66(2) of the Act;</i> <i>62.2.2 an election period; or</i> <i>62.2.3 any Council meeting held for the purpose of electing the Mayor and Deputy Mayor.</i>
62.3	Content imported from Public Submissions and Question Time Policy - add provision for no more than 10 submitters at a meeting unless permitted by the Chair. <i>62.3 No more than ten (10) submitters will be permitted to address the Council under sub-Rule 61.1 at any one meeting unless, at the discretion of the Chair, further submitters are permitted to address the meeting.</i>
63	Content imported from Public Submissions and Question Time Policy - add provision to specify requirement to register using public submission form. <i>63.2 An intention to make a submission under sub-Rule 62.1 must be registered using the 'Application to make a Public Submission Form' (available on the Council's website and at Civic Centre reception) using any of the following methods:</i> <i>63.2.1 online at the Council's website;</i> <i>63.2.2 by email to questions@frankston.vic.gov.au;</i> <i>63.2.3 in person, by delivery to Civic Centre Reception at 30 Davey Street, Frankston.</i>
63.4	Content imported from Public Submissions and Question Time Policy - add provision to specify deadline for registering intention to make a submission. <i>63.4 The deadline for registering an intention to make a submission under sub-Rule 62.1 is 4:00pm on the day of the Council meeting.</i>
65.1	Content imported from Public Submissions and Question Time Policy - add provision to specify 3 minute time limit, with ability for extension of up to a further 3 minutes to be granted by Chair in exceptional circumstances. <i>65.1 Each submitter who has been registered to speak will be given a maximum of three (3) minutes to speak. An extension of time of up to a further three (3) minutes may be granted at the discretion of the Chair, only in exceptional circumstances.</i>

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Rule	Proposed amendment
	65.2 <i>A submitter is required to comply with the provisions of these Governance Rules and must follow the direction of the Chair in relation to the making of their public submission.</i> <i>(Explanatory note: This might, for example, include a direction that a submitter not repeat material that has been the subject of a previous submission (or submissions))</i>
65.3 – 65.5	Add provisions to clarify process for speakers. 65.3 <i>When the submitter has been invited forward by the Chair, they must introduce themselves to the meeting, before commencing their public submission.</i> 65.4 <i>The submitter is responsible for ensuring that their public submission is accurate, is not defamatory, does not disclose any confidential information or personal information and does not disclose any commercial-in-confidence information (other than that belonging to the submitter, or in respect of which the submitter has permission to disclose).</i> 65.5 <i>A submitter may distribute material in support of their public submission to Councillors. Any submitter who wishes to do so must contact the Governance Team by 4:00pm on the day of the Council meeting and must provide a copy of the document either electronically or in person. Copies of such material will be provided to all Councillors prior to the relevant meeting and drawn to their attention.</i>
66	Add provision that questions and clarification must go through the Chair, and to require submitter's responses to questions to be concise. 66. Questions but no discussion permitted 66.1 <i>Following a submitter's presentation, Councillors at a Council meeting or members of Council staff at the meeting may only ask the submitter questions or seek clarification of issues raised by the submitter in their presentation which may assist in the deliberations prior to the Council making a decision but no discussion or debate will be allowed. Any such questions and clarification must be asked and sought through the Chair.</i> 66.2 <i>Any response provided by a submitter to a question asked under this Rule 66 must be concise, and the submitter must follow the direction of the Chair in relation to the duration and style of their response.</i>
67	Add provisions relevant to section 223 submissions. 67. Submissions under Section 223 of Local Government Act 1989

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	67.1 Any person who has made a formal written submission on a matter under Section 223 of the Local Government Act 1989 and has expressed their intention to be heard at the time of making the submission will be given an opportunity to be heard at a Council meeting in support of that submission. 67.2 A person speaking in support of their written submission made under section 223 will be given a maximum of five (5) minutes to speak to the Council meeting. 67.3 There is no limitation on the number of submitters who may speak in support of their written submission made under section 223. 67.4 In the event that a significant number of persons making formal written submissions under section 223 of the Act express an intention to speak, an additional Council meeting may be convened for the purpose of hearing such submissions. 67.5 Councillors may ask a submitter questions or seek clarification of issues raised by the submitter through the Chair. 67.6 There will be no further opportunity for a submitter to speak again on the subject matter of the submission when it is next considered by the Council unless Council determines otherwise.
Confirmation of minutes	
76	Remove reference to Mayor signing draft minutes before they are circulated to each Councillor (this is unnecessary as minutes are confirmed by Council resolution) and remove reference to minutes being signed by the Chair of the meeting at which they have been confirmed. Adjust time for draft minutes to be sent to Councillors (currently 48 hours after Mayor has signed minutes – adjust to 5 business days after Council meeting ends). 76. Confirmation of minutes 76.1 At every Council meeting the minutes of the preceding meeting(s) must be dealt with as follows: 76.1.1 a copy of the draft minutes must be delivered to each Councillor no later than ~~48 hours after the Mayor has signed the minutes~~ 5 business days after the conclusion of the Council meeting; 76.1.2 if no Councillor indicates opposition, the minutes must be declared to be confirmed; 76.1.3 if a Councillor indicates opposition to the minutes: ... (there is no proposed change to the steps (a) to (k) of the process that applies if a Councillor opposes the minutes) ... 76.1.4 a resolution of Council must confirm the minutes ~~and the minutes must, if practicable, be signed by the Chair of the meeting at which they have been confirmed;~~ and 76.1.5 the minutes must be entered in the minute book and each item in the minute book must be entered consecutively.

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Proposed additions are shown in blue font and proposed deletions are shown in red strikethrough font.

Form and availability of minutes	
79.1	Add provision to require the minutes to record the names of any Councillors who are absent without having submitted an apology. 79. Form and availability of minutes 79.1 The Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the meeting and to take the minutes of such meeting) must keep minutes of each Council meeting, and those minutes must record: 79.1.1 the date, place, time and nature of the meeting; 79.1.2 the names of the Councillors in attendance, ~~and~~ the names of any Councillors who apologised in advance for their non-attendance and the names of any Councillors who are absent without having apologised in advance for their non-attendance; 79.1.3 the names of the members of Council staff in attendance; 79.1.4 any disclosure of a conflict of interest made by a Councillor, including the explanation given by the Councillor under Chapter 6 and whether the conflict of interest was said by the Councillor to be a general conflict of interest or a material conflict of interest; 79.1.5 arrivals and departures (including temporary departures) of Councillors during the course of the meeting; 79.1.6 each motion and amendment moved (including motions and amendments that lapse for the want of a seconder); 79.1.7 the vote cast by each Councillor, when the vote was not unanimous or when the vote was taken upon a division, and any abstention from voting; 79.1.8 the vote cast by any Councillor who has requested that their vote be recorded in the minutes; 79.1.9 questions asked in Public Question Time and any answer given; 79.1.10 the failure of a quorum; 79.1.11 any adjournment of the meeting and the reasons for that adjournment; and 79.1.12 the time at which standing orders were suspended and resumed.
Recording of meetings	
80.4	Expand prohibition on recording a Council meeting without consent to include all persons (not only members of the public). 80.4 Subject to sub-Rule 80.1, ~~members of the public must not~~ no other person may operate photographic audio or video recording equipment or any other recording device at any Council meeting without first obtaining the consent of Council. Such consent may at any time during the course of such meeting be revoked by Council.

Summary table – Proposed amendments to the Governance Rules of Frankston City Council

This table summarises the proposed changes to Chapter 2 (meeting procedures) of Council's Governance Rules.
Proposed additions are shown in blue font and proposed deletions are shown in red strikethrough font.

Chair's duties and discretions	
85.6	Expand sub-Rule 85.6 to require the Chair to also ensure that officers and members of the community are not demeaned or denigrated during any Council meeting (consistent with sub-Rule 83.1). 85. The Chair's duties and discretions <i>In addition to the duties and discretions provided in this Chapter, the Chair:</i> 85.1 <i>must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, member of Council staff, or member of the community;</i> 85.2 <i>may demand retraction of any inappropriate statement or unsubstantiated allegation;</i> 85.3 <i>must ensure silence is preserved by all other persons while a Councillor or other speaker is addressing the meeting;</i> 85.4 <i>must call to order any member of the public who approaches the Council or Committee table during the meeting, unless invited by the Chair to do so;</i> 85.5 <i>must call to order any person who is disruptive or unruly during any meeting; and</i> 85.6 <i>must be impartial and fair, and must take steps to ensure that no Councillor, member of Council staff or member of the community is demeaned or denigrated during any Council meeting.</i>
Criticism of members of Council staff	
89.2	Remove reference to 'resumed their seat' and replace with words 'finished speaking' to reflect current meeting procedure (ie no requirement for Councillors to stand when speaking). <i>A statement under sub-Rule 89.1 must be made by the Chief Executive Officer, through the Chair, as soon as is practicable after the Councillor who made the statement has ~~resumed their seat~~ finished speaking.</i>

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Frankston City Council
DRAFT Governance Rules 2026
Chapter 2 – Meeting Procedure for Council Meetings

Proposed changes from Council's current Governance Rules are shown throughout this draft as follows:

- red strikethrough font: ~~Proposed deletion~~
- blue underlined font: Proposed addition

Note that some of the numbering in the draft document varies from the adopted Governance Rules. Numbering and cross-references to rules and sub-rules within the document will be reconciled after the content has been finalised.

PART A – INTRODUCTION

1. Title

This Chapter will be known as the "Meeting Procedures Chapter".

2. Purpose of this Chapter

2.1 The purpose of this Chapter is to provide for the orderly, efficient and equitable conduct of *Council meetings*.

2.2 Specifically, this Chapter is to:

- 2.2.1 provide a mechanism to facilitate the good government of *Council* through its formal meeting procedure to ensure effective and efficient *Council* decisions are made in a manner which acknowledges the role of local government within the Australian system of government;
- 2.2.2 promote and encourage community participation in the system of local government by providing mechanisms for *Council* to ascertain the community's views and expectations;
- 2.2.3 provide for the election of the Mayor and any Deputy Mayor;
- 2.2.4 provide for the appointment of any Acting Mayor;
- 2.2.5 provide for the procedures governing the conduct of Council meetings, to facilitate their orderly, efficient and equitable operation; and
- 2.2.6 set the rules of behaviour for those participating in or present at Council meetings.

3. Definitions and notes

3.1 In this Chapter:

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"*agenda*" means the notice of a *meeting* setting out the business to be transacted at the *meeting*;

"*alternate motion*" means a motion that is proposed to be moved if another motion is defeated, not moved or otherwise not passed;

"*amendment*" means a motion which is amended by the addition or removal of words which do not change the overall purpose or effect of the motion;

"*authorised officer*" means a person appointed as an Authorised Officer under section 224 of the *Local Government Act 1989*;

"*business day*" means a day that is not a Saturday, a Sunday or a public holiday;

"*Chair*" means the Chairperson of a *meeting* and includes an acting, a temporary and a substitute Chairperson;

"*election period*" has the same meaning as in the *Local Government Act 2020*;

"*exceptional circumstances*" means circumstances that are unusual, special, rare and outside reasonable anticipation or expectation;

"*meeting*" means a *Council meeting*;

"*minor amendment*" means a change to the wording of a motion or proposed motion, which does not change the overall purpose or effect of the motion. It includes changes to correct typographical or spelling errors.

"*minute book*" means the collective record of proceedings of *Council*;

~~"*municipal district*" means the municipal district of *Council*;~~

"*notice of motion*" means a notice setting out the text of a motion, which it is proposed to move at the next relevant *meeting*;

"*notice of rescission*" means a *notice of motion* to rescind a resolution made by *Council*;

"*urgent business*" means business which is raised under Rule 22; and

"*written*" includes duplicated, lithographed, photocopied, printed and typed, and extends to both hard copy and soft copy form, and *writing* has a corresponding meaning.

- 3.2 Introductions to Parts, headings and notes are explanatory notes and do not form part of this Chapter. They are provided to assist understanding.

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PART B – ELECTION OF MAYOR

Introduction: This Part is concerned with the annual election of the *Mayor*. It describes how the *Mayor* is to be elected.

4. Election of the *Mayor*

The *Chief Executive Officer* must facilitate the election of the *Mayor* in accordance with the provisions of the Act.

5. Method of voting

The election of the *Mayor* must be carried out by a show of hands or such other visual or audible means as the *Chief Executive Officer* determines.

6. Determining the election of the *Mayor*

6.1 The *Chief Executive Officer* must open the *meeting* at which the *Mayor* is to be elected, and invite nominations for the office of *Mayor*.

6.2 Any nominations for the office of *Mayor* must be seconded by another Councillor.

6.3 [A nomination for the office of *Mayor* may be declined before the matter proceeds to a vote but cannot be withdrawn thereafter.](#)

6.4 Once nominations for the office of *Mayor* have been received, the following provisions will govern the election of the *Mayor*.

Single nomination

6.5 If there is only one nomination, the candidate nominated must be declared to be duly elected.

Multiple nominations and candidate elected on first vote

6.6 If there is more than one nomination, the Councillors in attendance at the *meeting* must vote for one of the candidates and each of the candidates shall be allowed three minutes to speak to their nomination, which cannot be extended.

6.7 In the event of a candidate receiving the votes of an absolute majority of Councillors, that candidate is declared to have been elected.

Three or more nominations and no candidate obtaining absolute majority on first vote

6.8 In the event that:

6.8.1 there are three or more candidates;

6.8.2 no candidate receives the votes of an absolute majority of Councillors;
and

6.8.3 it is not resolved to conduct a new election at a later day and time,

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the candidate with the fewest number of votes must be declared to be a defeated candidate. The Councillors in attendance at the meeting will then vote for one of the remaining candidates.

- 6.9 If one of the remaining candidates receives the votes of an absolute majority of Councillors, that candidate is duly elected. If none of the remaining candidates receives the votes of an absolute majority of Councillors and it is not resolved to conduct a new election at a later day and time, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives the votes of an absolute majority of Councillors. That candidate must then be declared to have been duly elected.
- 6.10 For the purposes of sub-Rules 6.8 and 6.9 if no candidate can be determined to have the fewest number of votes then the candidate who is to be declared a defeated candidate will be determined by lot (a tiebreaking system where the result is determined by chance).
- 6.11 If a lot is conducted, the *Chief Executive Officer* will have the conduct of the lot and the following provisions will apply:
- 6.11.1 each candidate who has an equal number of votes with another candidate or candidates will draw one lot;
- 6.11.2 the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and
- 6.11.3 as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine who is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates until one of those candidates receives the votes of an absolute majority of Councillors).

Two nominations or two remaining candidates and no candidate obtaining an absolute majority on first vote

- 6.11 In the event of two candidates being nominated or remaining, and neither candidate receiving the votes of an absolute majority of Councillors, the Councillors *in attendance* at the meeting will consider whether to resolve to conduct a new election at a later date and time.
- 6.12 If:
- 6.13.1 it is resolved to conduct a new election at a later date and time a new election will take place at on the date and at the time resolved upon. In that event the provisions of this Rule 6 will continue to govern the election of the Mayor, and ultimately any candidate whose nomination is the sole nomination or any candidate who receives the votes of an absolute majority of Councillors will be declared duly elected; and

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- 6.12.2 it is not resolved to conduct a new election at a later date and time Councillors must continue to vote until one of the candidates receives the votes of an absolute majority of Councillors, at which point that candidate will be declared duly elected. If, after two or more further votes are taken neither candidate receives the votes of an absolute majority of Councillors, the provisions of sub-Rule 6.11 and this sub-Rule 6.12 must again be followed.

7. Election of Deputy Mayor and Chairs of Delegated Committees

Any election for:

- 7.1 any office of Deputy Mayor; or
7.2 Chair of a *Delegated Committee*

will be regulated by Rules 4-6 (inclusive) of this Chapter, as if, in the case of any election for Deputy Mayor, the reference to the:

- 7.3 *Chief Executive Officer* is a reference to the *Mayor*; and
7.4 *Mayor* is a reference to the Deputy Mayor or the Chair of the *Delegated Committee* (as the case may be).
7.5 The role of the Deputy Mayor is to perform the duties ascribed to the *Mayor* where the *Mayor* is absent, unless the Deputy Mayor has a conflict or is unavailable.

8. Appointment of Acting Mayor

If *Council* has not established an office of Deputy Mayor and it becomes required to appoint an Acting Mayor, it can do so by:

- 8.1 resolving that a specified Councillor be so appointed; or
8.2 following the procedure set out in Rules 5 and 6 (inclusive) of this Chapter, at its discretion.

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PART C – MEETINGS PROCEDURE

Introduction: This Part is divided into a number of Divisions. Each Division addresses a distinct aspect of the holding of a *meeting*. Collectively, the Divisions describe how and when a *meeting* is convened, when and how business may be transacted at a *meeting*.

DIVISION 1 – NOTICES OF MEETINGS AND DELIVERY OF AGENDAS

9. Dates and times of meetings fixed by Council

Subject to Rule 11, *Council* must from time to time fix the date, time and place of all *Council meetings*.

10. Council may alter meeting dates

Council may change the date, time and place of any *Council meeting* which has been fixed by it and must provide reasonable notice of the change to the public.

11. Meetings not fixed by Council (Unscheduled or Special Meetings)

11.1 The Mayor or at least 3 Councillors may, by a written notice [to the Chief Executive Officer](#), call a *Council meeting*.

11.2 The notice must specify the date and time of the *Council meeting* and the business to be transacted.

11.3 The *Chief Executive Officer* must convene the *Council meeting* as specified in the notice.

11.4 Unless all Councillors are in attendance and unanimously agree to deal with any other matter, only the business specified in the written notice can be transacted at the *Council meeting*.

[11.5 The Chief Executive Officer will call a Special Council meeting within 14 days of the declaration of the results of a general Council election.](#)

12. Notice of meeting

12.1 A notice of *meeting*, incorporating or accompanied by an *agenda* of the business to be dealt with, must be delivered or sent electronically (at the option of the Councillor) to every Councillor for each *Council meeting* after noon on a day which is at least two business days before the *meeting*.

If a Council meeting is scheduled for a Monday evening, the notice of meeting (including the agenda) must be delivered or sent electronically by the immediately preceding Thursday evening.

12.2 Notwithstanding sub-Rule 12.1:

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- 12.2.1 a draft *agenda* for each *Council meeting* must be delivered or sent electronically (at the option of the Councillor) to every Councillor at least five business days before the *meeting*; and
- 12.2.2 a notice of *meeting* or draft *agenda* need not be served on or sent to any Councillor who has been granted leave of absence unless the Councillor has requested the *Chief Executive Officer* in writing to continue to give notice of any *meeting* during the period of their absence.
- 12.3 Reasonable notice of each *Council meeting* must be provided to the public. *Council* may do this:
- 12.3.1 for *meetings* which it has fixed by preparing a schedule of *meetings* annually, twice yearly or from time to time, and arranging publication of such schedule on *Council's* website and in a local newspaper either at various times throughout the year, or prior to each such *Council meeting*; and
- 12.3.2 for any *meeting* by giving notice on its website [and social media channels](#):
- (a) in each of its Customer Service Centres; and/or
- (b) in at least one local newspaper or daily metropolitan newspaper.
- 12.4 Copies of the *agenda* and any related material for *Council meetings* must be made available to members of the public after noon on a day which is at least two business days before the *meeting*, by being made available at the Civic Centre and on *Council's* website.

If a Council meeting is scheduled for a Monday evening, the agenda and any related material must appear on Council's website by the immediately preceding Thursday evening. Hard copies of the agenda and any related material must be available for inspection or collection from the Friday morning immediately preceding the Monday evening meeting.

13. [Apologies and Leave of Absence](#)

[Apology](#)

- [13.1 A Councillor who is unable to attend a Meeting may submit an apology in writing to the Chair or Chief Executive Officer who will advise the Council meeting.](#)

Section 35(e) of the Local Government Act provides that a Councillor ceases to hold the office of a Councillor if the Councillor is absent from Council meetings for a period of 4 consecutive months without leave obtained from the Council.

[Leave of absence](#)

- [13.2 A Councillor may request a leave of absence to be granted by Council:](#)

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(a) by moving a notice of motion or urgent business item at a Council meeting; or

(b) by submitting written notification to the Chief Executive Officer, who must then arrange for the leave of absence request to be included in the agenda for the next available meeting.

13.3 A request for leave of absence will not be unreasonably refused.

DIVISION 2 – QUORUMS

14. Scheduled meetings

The quorum for *Council meetings* is the ~~presence~~ attendance of a majority of the Councillors.

15. Inability to obtain a quorum

If, after 30 minutes from the scheduled starting time of any *Council meeting*, a quorum cannot be obtained:

15.1 the *meeting* will be deemed to have lapsed;

15.2 the Mayor must convene another Council meeting, the agenda for which will be identical to the agenda for the lapsed *meeting*; and

15.3 the *Chief Executive Officer* must give all Councillors *written notice* of the *meeting* convened by the *Mayor*.

16. Inability to maintain a quorum

16.1 If, during any *Council meeting*, a quorum cannot be maintained then Rule 15 will apply as if the reference to the *meeting* is a reference to so much of the *meeting* as remains.

16.2 Sub-Rule 16.1 does not apply if the inability to maintain a quorum is because of the number of Councillors who have a conflict of interest in the matter to be considered.

17. Adjourned meetings

17.1 *Council* may adjourn any meeting to another date or time but cannot in the absence of disorder or a threat to the safety of any Councillor or member of Council staff adjourn a meeting in session to another place.

17.2 The *Chief Executive Officer* must give notice to each Councillor of the date, time and place to which the *meeting* stands adjourned and of the business remaining to be considered.

17.3 If it is impracticable for the notice given under sub-Rule 17.1 to be in writing, the *Chief Executive Officer* must give notice to each Councillor by telephone, in person, by electronic mail or by SMS message.

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- 17.4 Notice must also be provided to the public of the resumption of the adjourned *meeting* by publishing details on *Council's* website and posting a notice at the entrance to the Council Chambers and Civic Centre.

18. Time limits for *meetings*

- 18.1 A *Council meeting* must not continue for more than four hours from its commencement unless a majority of Councillors who are in attendance vote in favour of it continuing.
- 18.2 Notwithstanding sub-Rule 18.1, a motion to continue the *meeting* need not be moved until after consideration of that item of business which was before the *meeting* as soon as four hours passed since the commencement of the *meeting*.
- 18.3 A continuance must not exceed 30 minutes.
- 18.4 In the absence of such continuance, the *meeting* must stand adjourned to a time, date and place announced by the *Chair* immediately prior to the *meeting* standing adjourned. In that event, the provisions of sub-Rules 17.1 and 17.3 apply.

19. Cancellation or postponement of a *meeting*

- 19.1 The *Chief Executive Officer* in consultation with the Mayor may, in the case of circumstances that justify ~~an emergency necessitating~~ the cancellation or postponement of a *Council meeting*, cancel or postpone a *Council meeting*.
- 19.2 The *Chief Executive Officer* must present to the immediately following *Council meeting* a written report on any exercise of the power conferred by sub-Rule 19.1.

DIVISION 3 – BUSINESS OF *MEETINGS*

20. Agenda and the order of business

- 20.1 The *agenda* and the order of business for a *Council meeting* will be determined by the Mayor and the *Chief Executive Officer* jointly, so as to facilitate and maintain open, efficient and effective processes of government, but the views of Councillors expressed at any relevant Councillor briefing are to be taken into account in finalising the *agenda* and the order of business.
- 20.2 Notwithstanding sub-Rule 20.1, the *Chief Executive Officer* may vary the order of business to take advantage of opportunities which may arise from time to time.
- 20.3 Late reports can only be accepted into the *agenda* with the consent of *Council*.

21. Change to order of business

Once an *agenda* has been sent to Councillors, the order of business for that *meeting* may only be altered with the consent of *Council*.

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22. Urgent business

- 22.1 Business which has not been listed on the *agenda* for a *meeting* must only be raised as *urgent business* by resolution of *Council*.
- 22.2 A Councillor who wishes to raise an item of *urgent business* must state the motion for the proposed item of *urgent business* and the grounds on which it is said to be urgent, to enable *Council* to determine whether the item will be accepted as *urgent business*.
- 22.3 A Councillor may submit the motion in writing to all Councillors prior to the *Council meeting*, outlining the proposed item of *urgent business*.
- 22.4 Unless exceptional circumstances exist and *Council* approves by resolution, only items:
- 22.4.1 of minimal impact; and
 - 22.4.2 which have arisen since distribution of the *agenda* and cannot safely and conveniently be deferred until the next *Council meeting*
- may be raised in *urgent business*.
- 22.5 The following items are deemed not to be items of minimal impact (and, therefore, unless exceptional circumstances exist and *Council* approves by resolution, cannot be raised in *urgent business*):
- 22.5.1 the creation or abolition of any office;
 - 22.5.2 the appointment of any person to any office or termination of that appointment;
 - 22.5.3 employment issues;
 - 22.5.4 the sale or lease of any assets;
 - 22.5.5 the declaration of any rate or charge;
 - 22.5.6 the creation, alteration or abolition of any strategy, policy or guideline;
 - 22.5.7 any request for an investigation which will unreasonably or substantially divert staff resources;
 - 22.5.8 any request for a report which will unreasonably or substantially divert staff resources;
 - 22.5.9 the commitment of funds, or in kind contributions, for any purposes which will exceed \$5,000; and
 - 22.5.10 the content, and provision, of any media release.

23. Reports of delegates

- 23.1 A Councillor or member of *Council* staff who is a *delegate* may present to a *Council meeting* on the deliberations of the external body, association, group or working

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party in respect of which they are a *delegate* or an attendee at a *Council* approved conference / seminar.

23.2 In presenting, the Councillor may for up to three minutes:

23.2.1 address *Council* on the contents of any *written* report which the Councillor has submitted for inclusion in the *agenda*; or

23.2.2 provide a verbal report on any matters otherwise arising out of the deliberations of the external body, association, group or working party.

DIVISION 4 – MOTIONS AND DEBATE

24. Councillors may propose notices of motion

Councillors may ensure that an issue is listed on an *agenda* by lodging a *notice of motion*.

25. Notice of motion

25.1 A *notice of motion* must be in writing signed by a Councillor, and be delivered or sent electronically to the *Chief Executive Officer* by no later than noon at least seven business days before the *meeting* at which it is intended to be considered.

If a Council meeting is scheduled for a Monday evening this means that any notice of motion must be lodged prior to noon on the Thursday eleven days prior to the meeting date (assuming that no public holidays fall within the period between when the notice of motion must be lodged and the meeting date).

25.2 [A Councillor may submit a maximum of two notices of motion per Council Meeting.](#)

25.3 A *notice of motion* will not be accepted if it:

25.3.1 relates to a matter in respect of which *Council* has no power to act;

This does not preclude a notice of motion which calls for Council to advocate or lobby to other levels of government for change.

25.3.2 declares a rate or charge;

25.3.3 is defamatory, indecent, abusive or objectionable in language or substance;

25.3.4 promotes or is likely to facilitate a threat to public order or safety; ~~or~~

25.3.5 seeks to substantially affect the level of *Council* services, commit *Council* to significant expenditure not included in the adopted Budget or commit *Council* to any contractual arrangement, without first calling for a formal report to be prepared and presented to *Council* in response to the *notice of motion*;

25.3.6 [exceeds 250 words \(excluding any preamble or rationale\);](#)

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- 25.3.7 [relates to more than one subject;](#)
- 25.3.8 [establishes, amends or extends Council policy;](#)
- 25.3.9 [impacts the rights of any third-party who has not had the opportunity to contribute their views;](#)
- 25.3.10 [commits Council to any contractual arrangement; or](#)
- 25.3.11 [impacts any litigation in respect of which Council is a party.](#)
- 25.4 The *Chief Executive Officer* may reject any *notice of motion* which is vague or unclear in intention but must:
 - 25.4.1 notify the Councillor who lodged the *notice of motion* of the rejection and reasons for the rejection; and
 - 25.4.2 provide reasonable assistance to the Councillor to help ensure that a *notice of motion*:
 - (a) of similar intention; but
 - (b) which is neither vague nor unclearis lodged.
- 25.5 The full text of any *notice of motion* accepted by the *Chief Executive Officer* must be included in the *agenda* and, where practicable, will be accompanied by comments from a senior [member of staff](#) ~~officer~~ with responsibility for the subject matter or the issue to which the *notice of motion* relates.
- 25.6 The *Chief Executive Officer* must cause all *notices of motion* to be numbered, dated and entered in the *notice of motion* register in the order in which they were received.
- 25.7 Except by leave of *Council*, *notices of motion* before any *meeting* must be considered in the order in which they were entered in the *notice of motion* register.
- 25.8 If a Councillor who has given a *notice of motion* is absent from the *meeting* or fails to move the motion when called upon by the *Chair*, any other Councillor may move the motion.
- 25.9 If a *notice of motion* is not moved at the *meeting* at which it is listed, it lapses.
- 25.10 If a *notice of motion* is moved but not seconded, it lapses.
- 25.11 Except where the *notice of motion* is to confirm a previous resolution of *Council*, the *notice of motion* may be amended.
- 25.12 [A Councillor who has lodged or is moving a *notice of motion* may make minor amendments to the *notice of motion* until noon on the date on which the *agenda* is required to be finalised \(that is, four \(4\) *business days* before the *meeting* at which the *notice of motion* is to be considered\).](#)
- 25.13 If the Councillor who has lodged or is moving a *notice of motion* wishes to amend it [after the deadline specified in sub-Rule 25.12](#), they may do so by seeking leave of

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Council to amend the *notice of motion* prior to it being seconded. A motion must be put to the *meeting* to give approval for the Councillor moving the *notice of motion* to amend it, prior to putting forward the suggested amending words.

- 25.14 Once a *notice of motion* has been moved and seconded, the mover cannot amend it.
- 25.15 Notwithstanding sub-Rule 25.12 another Councillor may move an amendment to the *notice of motion*, which motion must be dealt with in accordance with sub-Rule 27.2.
- 25.16 A Councillor cannot foreshadow an alternate motion to amend another Councillor's *notice of motion*.

26. Chair's duty

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

- 26.1 defamatory of or embarrassing to any Councillor, member of *Council* staff or other person;
- 26.2 abusive or objectionable in language or nature;
- 26.3 a direct negative of the question before the *Chair*;
- 26.4 vague or unclear in intention;
- 26.5 outside the powers of *Council*; or
- 26.6 irrelevant to the item of business on the agenda and has not been admitted as *urgent business*, or purports to be an amendment but is not,

must not be accepted by the *Chair*.

27. Introducing a motion or an amendment

- 27.1 [Subject to Rule 34 which sets out the requirements for alternate motions](#), the procedure for moving any motion or amendment is:
 - 27.1.1 the mover must state the motion without speaking to it;
 - 27.1.2 the motion must be seconded and the seconder must be a Councillor other than the mover. If a motion is not seconded, the motion lapses for want of a seconder;
 - 27.1.3 if a motion or an amendment is moved and seconded the *Chair* must ask:

“Does the mover wish to speak to the motion or amendment?”
 - 27.1.4 after the mover has addressed the *meeting* or been provided with an opportunity to address the *meeting*, the seconder may address the *meeting*;
 - 27.1.5 after the seconder has addressed the *meeting* (or after the mover has addressed the *meeting* if the seconder does not address the *meeting*,) the *Chair* must invite debate or contributions by calling on any Councillor who

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wishes to speak to the motion (including the seconder, if the seconder has not already spoken to the motion); and

27.1.6 if, after the mover has addressed the *meeting*, the *Chair* has invited debate or contributions and no Councillor speaks to the motion, then the *Chair* must put the motion to the vote.

27.2 No discussion on the item being considered may take place until such time as a motion is before the *Chair*. Questions of clarification may be asked of the *Chair* or members of *Council* staff present at the *meeting*.

27.3 The *Chair* may ~~only~~ debate a motion ~~by speaking immediately after the mover and seconder of the motion have been given opportunity to speak to the motion.~~

27.4 If the *Chair* wishes to move or second a motion then the *Mayor* (if the *Chair* is not the *Mayor*) or Deputy Mayor (if the *Chair* is the *Mayor*) must take the chair whereupon the *Chair* must vacate the chair and not return to it until the motion has been resolved upon.

28. Right of reply

28.1 The mover of a motion which has not been amended has a right of reply to matters raised during debate.

28.2 After the right of reply has been taken but subject to any Councillor exercising their right to ask any question concerning or arising out of the motion, the motion must immediately be put to the vote without any further discussion or debate.

29. Moving an amendment

29.1 Subject to sub-Rule 29.2 a motion which has been moved and seconded may be amended by leaving out or adding words. Any added words must be relevant to the subject of the motion.

29.2 A motion to confirm a previous resolution of *Council* cannot be amended.

29.3 An amendment must not be directly opposite to the motion.

29.4 The mover of an amendment cannot exercise any right of reply.

30. Who may propose and debate an amendment

30.1 An amendment may be proposed or seconded by any Councillor, except the mover or seconder of the original motion.

30.2 Any one Councillor cannot, without the leave of the *Chair*, move more than two amendments in succession.

30.3 Any Councillor can debate an amendment irrespective of whether the Councillor has spoken or proposes to speak to the original motion.

30.4 Debate on an amendment must be restricted to the terms of the amendment.

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31. How many amendments may be proposed

- 31.1 No more than three amendments may be proposed to a motion but only one amendment may be accepted by the *Chair* at any one time.
- 31.2 No second or subsequent amendment, whether to the motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with.

32. An amendment once carried

- 32.1 If the amendment is carried, the motion as amended then becomes the motion before the *meeting*, ~~and the amended motion must then be put.~~
- 32.2 The mover of the original motion retains the right of reply to that motion.

33. Foreshadowing motions

- 33.1 At any time during debate a Councillor may foreshadow a motion so as to inform *Council* of their intention to move a motion at a later stage in the *meeting*, but this does not extend any special right to the foreshadowed motion.
- 33.2 A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the *Chair* being resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- 33.3 The *Chief Executive Officer* or person taking the minutes of the *meeting* is not required to record foreshadowed motions in the minutes until the foreshadowed motion is formally moved.
- 33.4 A foreshadowed motion has no procedural standing and is merely a means of assisting the flow of a *Council meeting*.

34. Alternate motions

34.1 If an *agenda* item includes a report with an officer recommendation, the *Chair* must afford any Councillor a reasonable opportunity to move that the officer recommendation be adopted. No motion other than a motion to adopt the officer recommendation can be moved until either:

34.1.1 the motion to adopt the officer recommendation is put and voted upon;
or

34.1.2 a motion to adopt the officer recommendation is not moved or is moved but lapses because it is not seconded.

34.2 A Councillor intending to move an *alternate motion* must, unless *exceptional circumstances* exist, lodge it with the *Chief Executive Officer* or advise the *Chief Executive Officer* of assistance being required to prepare an *alternate motion* by no later than noon two (2) *business days* before the day of the *meeting* for which the *agenda* provides for the relevant item of business to be considered.

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If, for example, a Council meeting is held on a Monday the alternate motion must be lodged with the Chief Executive Officer by noon on the immediately preceding Thursday.

34.3 The Chief Executive Officer must cause all alternate motions to be numbered and recorded in the order in which they were received.

34.4 The Chief Executive Officer must ensure that, if an alternate motion is received in accordance with sub-Rule 34.2, a copy is provided to all other Councillors as soon as is practicable.

34.5 The Chief Executive Officer may, if it is appropriate and practicable to do so, provide comments on an alternate motion that is received in accordance with sub-Rule 34.2, either when providing a copy of it to Councillors under sub-Rule 34.3 (in which case the comments must also be provided to the Councillor who lodged or sent the alternate motion) or subsequently by an email sent to all Councillors.

34.6 If multiple alternate motions are received in accordance with sub-Rule 34.2 or otherwise proposed to be presented at the meeting, the Chair must ensure that the alternate motions are put to the meeting in the order in which they were received under sub-Rule 34.2.

35. Withdrawal of motions

Before any motion is put to the vote, it may be withdrawn by the mover and seconder with leave of Council, in which case the Chair must call for a substitute mover and seconder and, if no such substitute is forthcoming, the motion will lapse.

36. Separation of motions

36.1 Where a motion contains more than one part:

36.1.1 Council by resolution; or

36.1.2 in the absence of a resolution, the Chair

may require the motion to be put to the vote in separate parts.

36.2 Debate will not be permitted on any question that a motion in more than one part be put to the vote in separate parts.

37. Chair may separate motions or allow motions to be moved ~~in-block~~ en bloc

37.1 Subject to sub-rule 26.2, the Chair may allow or request a Councillor to move items ~~in-block~~ en bloc (in a group).

37.2 Items which involve third-party interests, or which are otherwise controversial, will not be included in any en bloc motion.

37.3 The Chair may decide to put any motion to the vote in several parts.

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38. Priority of address

In the case of competition for the right to speak, the *Chair* must decide the order in which the Councillors concerned will be heard.

39. Motions in writing

39.1 The *Chair* may require that a long, complex or detailed motion be in writing.

39.2 *Council* may adjourn the *meeting* while the motion is being *written* or *Council* may defer the matter until the motion has been *written*, allowing the *meeting* to proceed uninterrupted.

40. Repeating motion and/or amendment

The *Chair* may request the person taking the minutes of the *meeting* to read the motion or amendment to the *meeting* before the vote is taken.

41. Debate must be relevant to the motion

41.1 Debate must always be relevant to the motion before the *Chair*, and, if not, the *Chair* must request the speaker to confine debate to the motion.

41.2 If after being requested to confine debate to the motion before the chair, the speaker continues to debate irrelevant matters, the *Chair* may direct the speaker not speak further in respect of the motion then before the *Chair*.

41.3 A speaker to whom a direction has been given under sub-Rule 41.2 must comply with that direction.

42. Speaking times

42.1 A Councillor must not speak longer than the time set out below, unless granted an extension by *Council*:

42.1.1 the mover of a motion or an amendment: three minutes;

42.1.2 the mover of a motion exercising a right of reply: three minutes; and

42.1.3 any other Councillor: three minutes.

42.2 Only one extension is permitted for each Councillor.

42.3 A motion to extend the speaking time cannot be moved:

42.3.1 until the original speaking time has expired; and

42.3.2 if another speaker has already commenced his or her contribution to the debate,

and must be seconded.

42.4 Any extended speaking time must not exceed three minutes.

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43. Addressing the *meeting*

43.1 If the *Chair* so determines:

43.1.1 any person addressing the *Chair* must refer to the *Chair* as *Mayor* or *Chair*;

43.1.2 all Councillors, other than the *Mayor*, must be addressed as Councillor _____ (name).

43.1.3 all members of *Council* staff ~~must~~ should be addressed ~~as Mr or Ms _____ (name) as appropriate or~~ by their official position title.

43.2 Except for the *Chair*, any Councillor who addresses a *Council meeting* must direct all remarks through the *Chair*.

44. If lost

If a *notice of motion* is lost, a similar *notice of motion* cannot be put before *Council* for at least 90 days from the date it was lost unless *Council* resolves that such a *notice of motion* be listed sooner.

45. Right to ask questions

45.1 A Councillor may, when no other Councillor is speaking, ask any question concerning or arising out of any matter or item of business before the *Chair*.

45.2 Any question asked of a member of *Council* staff must not have the effect of:

45.2.1 embarrassing the member of staff; or

45.2.2 drawing the member of staff into the debate.

45.3 Any question asked in contravention of sub-Rule 45.2 may be disallowed by the *Chair*.

45.4 The *Chair* has the right to limit or disallow questions and direct that any debate be commenced or resumed.

DIVISION 5 – PROCEDURAL MOTIONS

46. Procedural motions

46.1 Unless otherwise prohibited, a procedural motion may be moved at any time during a *Council meeting* and must be dealt with immediately by the *Chair*.

46.2 Procedural motions require a seconder.

46.3 The mover of a procedural motion must not have moved, seconded or spoken to the question before the *Chair* or any amendment of it.

46.4 Notwithstanding any other provision in this Chapter, procedural motions must be dealt with in accordance with the following table:

PROCEDURAL MOTIONS TABLE

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
1. Adjournment of debate to later hour and/or date and place	That this matter be adjourned to *am/pm and/or *date	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a <i>Chair</i> ; (b) When another Councillor is speaking	Motion and any amendment postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a <i>Chair</i> ; (b) When another Councillor is speaking; or (c) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later <i>meeting</i> if on the agenda	Debate continues unaffected	Yes
3. The closure	That the motion be now put	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	During nominations for <i>Chair</i>	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising their right to ask any question concerning or arising out of the motion	Debate continues unaffected	No

DIVISION 6 – RESCISSION MOTIONS

47. Notice of rescission

47.1 A Councillor who wishes to propose a *notice of rescission* must either:

- 47.1.1 flag their intention to do so during the *Council meeting* at which the resolution proposed to be rescinded was made; or
- 47.1.2 notify the Mayor and *Chief Executive Officer* of their intention to do so within 24 hours of the conclusion of the *Council meeting* at which the resolution proposed to be rescinded was made.

47.2 A Councillor may propose a *notice of rescission* provided:

- 47.2.1 it has been signed and dated by at least four Councillors, including one Councillor who previously supported the resolution proposed to be rescinded;
- 47.2.2 the resolution proposed to be rescinded has not been acted on; and
- 47.2.3 the *notice of rescission* is delivered or sent electronically to the *Chief Executive Officer* within three *business days* of the conclusion of the *meeting* at which the resolution was carried, setting out:
 - (a) the resolution to be rescinded; and
 - (b) the *meeting* and date when the resolution was carried.

It should be remembered that a notice of rescission is a form of notice of motion. Accordingly, all provisions in this Chapter regulating notices of motion equally apply to notices of rescission.

47.3 A resolution will be deemed to have been acted on if:

- 47.3.1 its contents have or substance has been communicated in writing to a person whose interests are materially affected by it; or
- 47.3.2 a statutory process has been commenced

so as to vest enforceable rights in or obligations on *Council* or any other person.

If Council resolves to give Notice of a Decision to Grant a Planning Permit and the Notice is physically issued to the planning permit applicant (or the applicant's agent) or a letter or email is sent to the planning permit applicant (or the applicant's agent) advising of Council's decision, the resolution will have been 'acted on'. Its contents will have been formally communicated to a person whose interests are materially affected so as to vest enforceable rights in the applicant and any objectors wishing to appeal, as well as obligations on Council to comply with its duties under the Planning and Environment Act 1987.

47.4 The *Chief Executive Officer* or an appropriate member of *Council* staff must defer implementing a resolution which:

47.4.1 has not been acted on; and

47.4.2 is the subject of a notice of rescission which has been delivered or sent electronically to the *Chief Executive Officer* in accordance with sub-Rule 47.2.3.

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

By way of example, assume that, on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard on the following Monday. Assume also that, immediately after that resolution is made, a Councillor lodges a notice of motion to rescind that resolution. Finally, assume that the notice of rescission would not be dealt with until the next Monday evening (being the evening of the day on which the planning appeal is to be heard).

In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the notice of rescission would not be debated until after the very thing contemplated by the resolution had come and gone. In other words, by the time the notice of rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost.

Sub-Rule 47.4 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.

48. If lost

If a *notice of rescission* is lost, a similar motion may not be put before *Council* for at least 90 days from the date it was last lost, unless *Council* resolves that the *notice of rescission* be re-listed at a future *meeting*.

49. If not moved

If a *notice of rescission* is not moved at the *meeting* at which it is listed, it lapses and a similar motion may not be put before *Council* for at least 90 days from the date on which it lapsed.

50. May be moved by any Councillor

A *notice of rescission* listed on an *agenda* may be moved by any Councillor in attendance

but may not be amended.

51. When not required

51.1 Unless sub-Rule 51.2 applies, a *notice of rescission* is not required where *Council* wishes to change policy.

51.2 The following standards apply if Council wishes to change policy:

51.2.1 if the policy has been in force in its original or amended form for less than 12 months, a notice of rescission must be presented to Council; and

51.2.2 any intention to change a Council policy, which may result in a significant impact on any person, should be communicated to those affected and this may include publication and consultation, either formally or informally.

DIVISION 7 – POINTS OF ORDER

52. Valid points of order

A point of order may be raised in relation to anything which:

52.1 is contrary to this Chapter;

52.2 is irrelevant to the matter under consideration;

52.3 is outside the powers of Council;

52.4 is an error of fact;

52.5 constitutes improper behaviour;

52.6 is offensive;

52.7 constitutes a tedious repetition of something already said; or

52.8 is an act of disorder.

Rising to express a difference of opinion or to contradict a speaker is not a point of order.

53. Procedure for point of order

A Councillor raising a point of order must:

53.1 state the point of order; and

53.2 state any section, Rule, paragraph or provision relevant to the point of order.

54. Chair to decide

- 54.1 The *Chair* must decide all points of order by stating the provision, rule, practice or precedent which they consider applicable to the point raised without entering into any discussion or comment.

~~In the event a point of order is raised against the *Chair* then the *Mayor* (if the *Chair* is not the *Mayor*) or Deputy Mayor (if the *Chair* is the *Mayor*) must take the chair whereupon the *Chair* must vacate the chair and not return to it until the point of order has been resolved upon.~~

- 54.2 Should repeat points of order be raised during debate by a Councillor, which are ruled against by the *Chair*, the *Chair* may consider the conduct of the Councillor raising unsuccessful points of order disruptive for the purposes of Rule [82](#) and, in accordance with that Rule, order the removal of such Councillor from the Chamber for a specified period.

55. No debate

A Councillor must not debate a point of order or the merits of a point of order, however the *Chair* may request the Councillor to explain the point of order.

56. *Chair* may adjourn to consider

- 56.1 The *Chair* may adjourn the *meeting* to consider a point of order but otherwise must rule on it as soon as it is raised.
- 56.2 All other questions before *Council* are suspended until the point of order is decided.

57. Effect of ruling

If the *Chair*:

- 57.1 rules in favour of the point of order, the speaker may continue and no Councillor must do or say anything which would cause another like point of order to be raised; or
- 57.2 rules against the point of order, the speaker may continue.

58. Dissent from *Chair's* ruling

- 58.1 A Councillor may move that the *meeting* disagree with the *Chair's* ruling on a point of order, by moving:
- "That the *Chair's* ruling [setting out that ruling or part of that ruling] be dissented from".
- 58.2 When a motion in accordance with this Rule is moved and seconded:
- 58.2.1 the *Chair* must leave the chair and the *Mayor* (if the *Chair* is not the *Mayor*) or Deputy Mayor must chair the *meeting*; or

- 58.2.2 if there is no Deputy Mayor the *Chair* must leave the chair and the chair must be assumed by a temporary Chairperson.
- 58.3 The Deputy Mayor or the temporary Chairperson must invite the mover to state the reasons for their dissent and the *Chair* may then reply.
- 58.4 The Deputy Mayor or the temporary Chairperson must put the motion in the following form:
- "That the *Chair's* ruling be dissented from."
- 58.5 If the vote is in the negative, the *Chair* resumes the chair and the *meeting* proceeds.
- 58.6 If the vote is in the affirmative, the *Chair* must then resume the chair, reverse or vary (as the case may be) their previous ruling and proceed.
- 58.7 The defeat of the *Chair's* ruling is in no way a motion of censure or non-confidence in the *Chair*, and should not be so regarded by the *meeting*.

DIVISION 8 – PUBLIC QUESTION TIME

59. Question time

- 59.1 There must be a public question time at every Council *meeting* fixed under Rule 9 to enable members of the public to submit questions to *Council*. Questions may be asked of Council and may not be directed to individual Councillors, [the Chief Executive Officer or members of staff](#).
- 59.2 [Public Question Time will not be held during:](#)
- 59.2.1 [any period when a Council meeting is closed to members of the public in accordance with section 66\(2\) of the Act;](#)
- 59.2.2 [any Council meeting held only for the purpose of hearing public submissions on a particular matter;](#)
- 59.2.3 [any Council meeting held for the purpose of electing the Mayor and Deputy Mayor;](#)
- 59.2.4 [any unscheduled or special Council meeting called in accordance with Rule 11; or](#)
- 59.2.5 [an election period.](#)
- 59.3 [A maximum of 15 minutes will be allocated for Public Question Time.](#)
- 59.4 [Questions must be lodged using the Public Question Time form \(which is available on the Council's website and at Civic Centre reception\) using any of the following methods:](#)
- 59.4.1 [online at the Council's website;](#)

- 59.4.2 [by email to questions@frankston.vic.gov.au](mailto:questions@frankston.vic.gov.au);
- 59.4.3 [in person, by delivery to Civic Centre Reception at 30 Davey Street, Frankston.](#)
- 59.5 [The deadline for lodgement of questions is:](#)
- 59.5.1 [4:00pm on the Friday before the Council meeting where the Council meeting is scheduled for a Monday;](#)
- 59.5.2 [4:00pm on the business day before the Council meeting where the Council meeting is scheduled for a day other than a Monday.](#)
- [Any questions not lodged by the time specified in this sub-Rule 59.5 will not be accepted.](#)
- 59.6 [Questions submitted to Council must:](#)
- 59.6.1 [be phrased concisely in writing \(maximum 100 words\);](#)
- 59.6.2 [state the name, address and contact details of the person submitting the question;](#)
- 59.6.3 [generally be in a form approved or permitted by Council.](#)
- 59.7 No person may submit more than three questions at any one *meeting*. A question may be split into a maximum of two parts only. If more than two parts to a question are received, only the first two parts will be considered. Similarly, if more than three questions are received, only the first three questions will be considered. All parts of the question must be relevant to the same subject of enquiry.
- 59.8 The *Chair, Chief Executive Officer* [or a member of Council staff nominated by the Chief Executive Officer](#) must read to those in attendance at the *meeting* a question which has been submitted in accordance with this Rule [without any preamble or background information included in the question.](#)
- 59.9 Questions that relate to operational matters [will be taken on notice and](#) answered in writing by the *Chief Executive Officer* outside the *meeting*.
- 59.10 Notwithstanding sub-Rule 59.8, the *Chair* or *Chief Executive Officer* may refrain from reading a question or having a question read if the person who submitted the question is not in attendance at the time when the question is due to be read.
- 59.11 [Like questions may be grouped together and a single answer provided.](#)
- 59.12 A question may be disallowed by the *Chair* or *Chief Executive Officer* without causing it to be read if the *Chair* or *Chief Executive Officer* determines that it:
- 59.12.1 is in the nature of a statement or is so prefaced as to have its emphasis on a statement rather than a genuine enquiry (although, in that event, the *Chair* or *Chief Executive Officer* should, if practicable, read an edited version of the question);

- 59.12.2 relates to a matter outside the duties, functions and powers of Council;
 - 59.12.3 is defamatory, abusive, offensive or objectionable in language or substance;
 - 59.12.4 deals with a subject matter already answered; or
 - 59.12.5 is aimed at embarrassing a Councillor or a member of Council staff.
- 59.13 [If a question is disallowed, the Chair or Chief Executive Officer will advise the person submitting the question that the question will not be read, with a verbal explanation as to the reason why it has been disallowed.](#)
- 59.14 [If a question is asked and is taken on notice or it is indicated that a written answer to the question will be given \(whether due to time constraints, or because the question relates to operational matters, or for any other reason\) the Chief Executive Officer must ensure that:](#)
- 59.14.1 [the questioner is asked to provide their contact details, unless those details are already known by Council;](#)
 - 59.14.2 [a written answer to the question is delivered or sent electronically to the questioner within seven business days of the meeting or any contact details being provided \(whichever occurs last\); and](#)
 - 59.14.3 [the question is recorded in the minutes of the meeting, together with a copy of the written response.](#)
- 59.15 [The full name but not the address of the person asking each question will appear in the minutes of the Council meeting and will become part of the public record of that meeting. Questions received and responses provided will be published in the minutes of a subsequent Council meeting.](#)

DIVISION 9 – PETITIONS AND JOINT LETTERS

60. Petitions and joint letters

- 60.1 Unless *Council* determines to consider it as an item of *Urgent Business*, no motion (other than a motion to receive the same) may be made on any petition or joint letter until the next fixed *Council meeting* after that at which it has been presented.
- 60.2 It is incumbent on every Councillor presenting a petition or joint letter to acquaint themselves with the contents of that petition or joint letter, and to ascertain that it does not contain language which is disrespectful towards *Council*.
- 60.3 Every Councillor presenting a petition or joint letter to *Council* must confine themselves to a statement of the persons from whom it comes, the number of signatories to it, the material matters expressed in it and the text of any request.
- 60.4 Every petition or joint letter presented to *Council* must:

- 60.4.1 be in writing (other than pencil);
 - 60.4.2 contain the request of the petitioners or signatories; and
 - 60.4.3 in the case of a petition, be signed by at least five people.
- 60.5 A petition must include a request on every page, consisting of the following words:
“We the undersigned hereby petition Frankston City Council”
- 60.6 Every petition or joint letter must be signed by the persons whose names are included in or appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else, and the address of every petitioner or signatory must be clearly stated.
- 60.7 Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be considered by *Council*.
- 60.8 A copy of the text of the petition or joint letter must be included in the agenda for the next available *meeting*.
- 60.9 Every page of a hard copy petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter.
- 60.10 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 purposes of this Rule 60, qualify as the address and signature of such petitioner or signatory.
- 60.11 The only motions that may be moved in relation to petitions set out in the *agenda* are:
- 60.11.1 That the petition be received;
 - 60.11.2 [That the petition be received and a written response be sent to the head petitioner addressing the matters raised in the petition;](#)
 - 60.11.3 That the petition be received and a report be submitted to a specific *meeting* cycle for consideration;
 - 60.11.4 That the petition be considered at a specific time or in conjunction with a specific item;
 - 60.11.5 That the petition be dealt with in conjunction with another item on the agenda or any other *Council meeting agenda*; and
 - 60.11.6 [That the petition be referred to the Chief Executive Officer for consideration and response \(for petitions relating to operational matters\).](#)
- 60.12 If a petition relates to an operational matter, *Council* must refer it to the *Chief Executive Officer* for consideration [in accordance with sub-Rule 60.11.6.](#)

- 60.13 [If a petition relates to a planning matter or a statutory matter which is the subject of a public consultation process in accordance with relevant legislation, the petition will not be tabled but will be treated as a joint submission in relation to that planning matter or statutory matter.](#)
- 60.14 [No member of the public is permitted to speak to the petition when it is presented at a Council meeting. Individuals may request to speak to the petition when any report on the item is considered by Council at a later Council meeting.](#)
- 60.15 [The Chief Executive Officer must cause all petitions to be numbered, dated and entered in the petitions register in the order in which they were received. The petitions register will be published on Council's website.](#)

61. Submissions by incorporated associations

It will be assumed that a submission which is presented on an incorporated association's letterhead, and which purports to be on behalf of the incorporated association, has, in fact, been appropriately authorised.

DIVISION 10 – PUBLIC SUBMISSIONS

[As a standing practice, Council provides for members of the public to request the opportunity to make an oral submission in person or via the telephone on a matter listed on the agenda for a Council meeting. This practice exists in addition to the practice for hearing any public submissions made in response to a formal process under section 223 of the Local Government Act 1989.](#)

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

[Members of the public who address Council \(submitters\) 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 a meeting. The cameras are positioned so that members of the public, including submitters, are not visible. 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.](#)

62. Individual presentations to Council meetings

- 62.1 [Time will be set aside at each Council meeting fixed under Rule 9 to enable the Council to hear oral submissions from members of the public \(submitters\) other than public submissions made in response to a formal process under section 223 of the Local Government Act 1989.](#)
- 62.2 [Public submissions made under sub-Rule 62.1 will not be heard by Council during:](#)
- 62.2.1 [any period when a meeting is closed to members of the public in accordance with section 66\(2\) of the Act;](#)
- 62.2.2 [an election period; or](#)

62.2.3 [any Council meeting held for the purpose of electing the Mayor and Deputy Mayor.](#)

62.3 [No more than ten \(10\) submitters will be permitted to address the Council under sub-Rule 62.1 at any one meeting unless, at the discretion of the Chair, further submitters are permitted to address the meeting.](#)

63. Registering to make a submission

63.1 An individual who wishes to make an oral submission to Council at a Council *meeting* may make a request to the *Chief Executive Officer* or the *Chief Executive Officer's* nominee to be registered to speak.

63.2 [An intention to make a submission under sub-Rule 62.1 must be registered using the 'Application to make a Public Submission Form' \(available on the Council's website and at Civic Centre reception\) using any of the following methods:](#)

63.2.1 [online at the Council's website;](#)

63.2.2 [by email to \[questions@frankston.vic.gov.au\]\(mailto:questions@frankston.vic.gov.au\);](#)

63.2.3 [in person, by delivery to Civic Centre Reception at 30 Davey Street, Frankston.](#)

63.3 A person requesting to present must, if asked to do so, specify their name, address and contact telephone number and must, in any event, nominate the item to which they wish to speak.

63.4 [The deadline for registering an intention to make a submission under sub-Rule 62.1 is 4:00pm on the day of the Council meeting](#)

63.5 Requests received after the time referred to in sub-Rule 63.4 will not be considered by the *Council*.

64. When a presentation can be made

A person may only present to a designated *Council meeting* if they:

64.1 propose to present to an item on the *agenda*; and

64.2 have been registered to speak following a request made under Rule 63.

65. Limitations upon speakers

- 65.1 [Each submitter who has been registered to speak will be given a maximum of three \(3\) minutes to speak. An extension of time of up to a further three \(3\) minutes may be granted at the discretion of the Chair, only in exceptional circumstances.](#)
- 65.2 [A submitter is required to comply with the provisions of these Governance Rules and must follow the direction of the Chair in relation to the making of their public submission.](#)

This might, for example, include a direction that a submitter not repeat material that has been the subject of a previous submission (or submissions)

- 65.3 [When the submitter has been invited forward by the Chair, they must introduce themselves to the meeting, before commencing their public submission.](#)
- 65.4 [The submitter is responsible for ensuring that their public submission is accurate, is not defamatory, does not disclose any confidential information or personal information and does not disclose any commercial-in-confidence information \(other than that belonging to the submitter, or in respect of which the submitter has permission to disclose\).](#)
- 65.5 [A submitter may distribute material in support of their public submission to Councillors. Any submitter who wishes to do so must contact the Governance Team by 4:00pm on the day of the Council meeting and must provide a copy of the document either electronically or in person. Copies of such material will be provided to all Councillors prior to the relevant meeting and drawn to their attention.](#)

66. Questions but no discussion permitted

- 66.1 Following a submitter's presentation, Councillors at a *Council meeting* or members of *Council* staff at the *meeting* may only ask the submitter questions or seek clarification of issues raised by the submitter in their presentation which may assist in the deliberations prior to *Council* making a decision but no discussion or debate will be allowed. [Any such questions and clarification must be asked and sought through the Chair.](#)
- 66.2 [Any response provided by a submitter to a question asked under this Rule 66 must be concise, and the submitter must follow the direction of the Chair in relation to the duration and style of their response.](#)

67. [Submissions under Section 223 of Local Government Act 1989](#)

- 67.1 [Any person who has made a formal written submission on a matter under Section 223 of the Local Government Act 1989 and has expressed their intention to be heard](#)

at the time of making the submission will be given an opportunity to be heard at a Council *meeting* in support of that submission.

- 67.2 A person speaking in support of their written submission made under section 223 will be given a maximum of five (5) minutes to speak to the Council *meeting*.
- 67.3 There is no limitation on the number of submitters who may speak in support of their written submission made under section 223.
- 67.4 In the event that a significant number of persons making formal written submissions under section 223 of the Act express an intention to speak, an additional Council *meeting* may be convened for the purpose of hearing such submissions.
- 67.5 Councillors may ask a submitter questions or seek clarification of issues raised by the submitter through the *Chair*.
- 67.6 There will be no further opportunity for a submitter to speak again on the subject matter of the submission when it is next considered by the Council unless Council determines otherwise.

68. Relaxation of requirement

Nothing in this Division prevents:

- 65.1 the *Chief Executive Officer* determining which *meeting* will consider the request for the individual to be heard;
- 68.2 arranging for a deputation or individual to meet with a group of Councillors; or
- 68.3 *Council* from resolving to hear from a deputation or individual at any time.

DIVISION 11 – VOTING

69. How motion determined

To determine a motion before a *meeting*, the *Chair* must first call for those in favour of the motion and then those opposed to the motion, and must then declare the result to the *meeting*.

A motion is carried if a majority of the Councillors present at a meeting at the time the vote is taken vote in favour of the motion. A Councillor who abstains from voting is taken to have voted against the motion.

70. Silence

Subject to Rule 73, voting must take place in silence.

71. Recount

The *Chair* may direct that a vote be recounted to satisfy themselves of the result.

72. Casting vote

72.1 In the event of a tied vote, the *Chair* must exercise a casting vote.

72.2 The *Chair* may adjourn a meeting to consider how their casting vote will be cast.

73. How votes are cast

Voting on any matter is by show of hands or such other visible or audible means as the *Chair* determines.

74. Procedure for a division

74.1 Immediately after any question is put to a *meeting* and before the next item of business has commenced, a Councillor may call for a division.

74.2 When a division is called for, the vote already taken must be treated as set aside and the division will decide the question, motion or amendment.

74.3 When a division is called for, the *Chair* must:

74.3.1 first ask each Councillor wishing to vote in the affirmative to raise a hand and, upon such request being made, each Councillor wishing to vote in the affirmative must raise one of their hands or otherwise signify their support in a manner recognised by the *Chair*. The *Chair* must then state, and the *Chief Executive Officer* or any member of *Council* staff taking the minutes must record, the names of those Councillors voting in the affirmative;

74.3.2 then ask each Councillor wishing to vote in the negative to raise a hand and, upon such request being made, each Councillor wishing to vote in the negative must raise one of their hands or otherwise signify their opposition in a manner recognised by the *Chair*. The *Chair* must then state, and the *Chief Executive Officer* or any member of *Council* staff taking the minutes must record, the names of those Councillors voting in the negative; and

74.3.3 finally ask each Councillor wishing to abstain from voting to raise a hand and, upon such request being made, each Councillor wishing to abstain from voting must raise one of their hands. The *Chair* must then state, and the *Chief Executive Officer* or any member of *Council* staff taking the minutes must record, the names of those Councillors abstaining from voting.

75. No discussion once declared

Once a vote on a question has been taken, no further discussion relating to the question is

allowed unless the discussion involves:

- 75.1 a Councillor requesting, before the next item of business is considered, that their opposition to a resolution be recorded in the minutes or a register maintained for that purpose; or
- 75.2 foreshadowing a *notice of rescission* where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

For example, Rule 75 would allow some discussion if, immediately after a resolution was made, a Councillor foreshadowed lodging a notice of rescission to rescind that resolution.

Equally, Rule 75 would permit discussion about a matter which would otherwise be left in limbo because a notice of rescission had been successful. For instance, assume that Council resolved to refuse a planning permit application. Assume further that this resolution was rescinded.

Without a positive resolution – to the effect that a planning permit now be granted – the planning permit application will be left in limbo. Hence the reference, in sub-Rule 75.2, to discussion about a positive motion were a resolution has just been rescinded.

DIVISION 12 – MINUTES

76. Confirmation of minutes

- 76.1 At every *Council meeting* the minutes of the preceding *meeting(s)* must be dealt with as follows:
 - 76.1.1 a copy of the draft minutes must be delivered to each Councillor no later than ~~48 hours~~ 5 business days after the ~~Mayor has signed the minutes~~ conclusion of the Council meeting;
 - 76.1.2 if no Councillor indicates opposition, the minutes must be declared to be confirmed;
 - 76.1.3 if a Councillor indicates opposition to the minutes:
 - (a) they must specify the item or items to which they object;
 - (b) the objected item(s) must be considered separately and in the order in which they appear in the minutes;
 - (c) the Councillor objecting must move accordingly without speaking to the motion;
 - (d) the motion must be seconded;
 - (e) the *Chair* must ask: "Is the motion opposed?"

- (f) if no Councillor indicates opposition, then the Chair must declare the motion carried without discussion and then ask the second of the questions described in sub-Rule 76.1.3(f);
- (g) if a Councillor indicates opposition, then the *Chair* must call on the mover to address the meeting;
- (h) after the mover has addressed the meeting, the seconder may address the meeting;
- (i) after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting), the *Chair* must invite debate by calling on any Councillor who wishes to speak to the motion, providing an opportunity to alternate between those wishing to speak against the motion and those wishing to speak for the motion;
- (j) if, after the mover has addressed the meeting, the *Chair* invites debate and no Councillor speaks to the motion, the *Chair* must put the motion; and
- (k) the *Chair* must, after all objections have been dealt with, ultimately ask:

"The question is that the minutes be confirmed" or

"The question is that the minutes, as amended, be confirmed",

and then put the question to the vote accordingly;

76.1.4 a resolution of *Council* must confirm the minutes ~~and the minutes must, if practicable, be signed by the Chair of the meeting at which they have been confirmed~~; and

76.1.5 the minutes must be entered in the *minute book* and each item in the *minute book* must be entered consecutively.

76.2 Unless otherwise resolved or required by law, minutes of a *Delegated Committee* requiring confirmation by *Council* must not be made public until confirmed by *Council*.

77. No debate on confirmation of minutes

No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the *meeting* to which they relate is questioned.

78. Deferral of confirmation of minutes

Council may defer the confirmation of minutes until later in the *meeting* or until the next *meeting* if considered appropriate.

79. Form and availability of minutes

- 79.1 The *Chief Executive Officer* (or other person authorised by the *Chief Executive Officer* to attend the *meeting* and to take the minutes of such *meeting*) must keep minutes of each *Council meeting*, and those minutes must record:
- 79.1.1 the date, place, time and nature of the *meeting*;
 - 79.1.2 the names of the Councillors in attendance, ~~and~~ the names of any Councillors who apologised in advance for their non-attendance and the names of any Councillors who are absent without having apologised in advance for their non-attendance;
 - 79.1.3 the names of the members of Council staff in attendance;
 - 79.1.4 any disclosure of a conflict of interest made by a Councillor, including the explanation given by the Councillor under Chapter 6 and whether the conflict of interest was said by the Councillor to be a general conflict of interest or a material conflict of interest;
 - 79.1.5 arrivals and departures (including temporary departures) of Councillors during the course of the *meeting*;
 - 79.1.6 each motion and amendment moved (including motions and amendments that lapse for the want of a seconder);
 - 79.1.7 the vote cast by each Councillor, when the vote was not unanimous or when the vote was taken upon a division, and any abstention from voting;
 - 79.1.8 the vote cast by any Councillor who has requested that their vote be recorded in the minutes;
 - 79.1.9 questions asked in Public Question Time and any answer given;
 - 79.1.10 the failure of a quorum;
 - 79.1.11 any adjournment of the *meeting* and the reasons for that adjournment; and
 - 79.1.12 the time at which standing orders were suspended and resumed.
- 79.2 The Chief Executive Officer must ensure that the minutes of any Council *meeting* are:
- 79.2.1 published on Council's website; and
 - 79.2.2 available for inspection at Council's office during normal business hours.

- 79.3 Nothing in sub-Rule 79.2 requires Council or the Chief Executive Officer to make public any minutes relating to a Council *meeting* or part of a Council *meeting* closed to members of the public in accordance with section 66 of the Act.

80. Recording of meetings

- 80.1 The *Chief Executive Officer* or their delegate must record on suitable recording equipment all proceedings of a *Council meeting* except where the *meeting* is closed to the public in accordance with section 66(2) of the Act. The copyright in the recordings of the proceedings will vest in *Council*, and permission must be sought to copy, communicate or transmit a recording of the proceedings, or part of a recording of the proceedings.
- 80.2 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 of the end of the *meeting*.
- 80.3 Members of the public are to be advised that the *meeting* is being recorded and the recording will be made available to members of the public via *Council's* website. Members of the public are to be advised by appropriate signage that while care is taken to maintain a person's privacy as an attendee in the gallery, they may be recorded.
- 80.4 Subject to sub-Rule 80.1, ~~members of the public must not~~ no other person may operate photographic audio or video recording equipment or any other recording device at any *Council meeting* without first obtaining the consent of *Council*. Such consent may at any time during the course of such *meeting* be revoked by *Council*.

A ~~member of the public~~ person who breaches sub-Rule 80.3 may also be breaching other legislation or become civilly liable, such as where the recording unlawfully infringes the privacy, or gives rise to harassment, of another who is in attendance at the meeting.

- 80.5 All Councillors must have their microphones switched on when speaking at a *Council meeting*.

DIVISION 13 – BEHAVIOUR

81. Public addressing the meeting

- 81.1 Members of the public do not have a right to address *Council* and may only do so with the consent of the *Chair* or by prior arrangement.
- 81.2 Any member of the public addressing *Council* must extend due courtesy and respect to *Council* and the processes under which it operates and must take direction from the *Chair* whenever called on to do so.
- 81.3 A member of the public in attendance at a *Council meeting* must not disrupt the *meeting*.

82. Chair may remove

- 82.1 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 81.2, or cause the removal of any object or material that is deemed by the *Chair* as being objectionable or disrespectful.
- 82.2 Any person removed from the *meeting* under sub-Rule 82.1 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 threaten the Chair's authority in chairing the meeting.

- 79.3 In the event the *Chair* causes the removal of a Councillor from a *meeting*, the *Chair* must specify the period of time for which the removal will take effect.

83. Chair may adjourn disorderly meeting

If the *Chair* is of the opinion that disorder at the *Council* table or in the gallery makes it desirable to adjourn the *meeting*, the *Chair* may adjourn the *meeting* to a later time on the same day or to some later day as they think proper. In that event, the provisions of sub-Rules 17.1 and 17.3 apply.

84. Removal from Chamber

The *Chair* or *Council* may ask the *Chief Executive Officer* or *authorised officer* or a member of the Victoria Police to remove from the Chamber any person who acts in breach of this Chapter and whom the *Chair* has ordered to be removed from the *meeting* under Rule 82.

DIVISION 14 – ADDITIONAL DUTIES OF CHAIR

85. The Chair's duties and discretions

In addition to the duties and discretions provided in this Chapter, the *Chair*:

- 85.1 must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, member of Council staff, or member of the community;
- 85.2 may demand retraction of any inappropriate statement or unsubstantiated allegation;
- 85.3 must ensure silence is preserved by all other persons while a Councillor or other speaker is addressing the *meeting*;
- 85.4 must call to order any member of the public who approaches the *Council* or Committee table during the *meeting*, unless invited by the *Chair* to do so;

- 85.5 must call to order any person who is disruptive or unruly during any *meeting*; and
- 85.6 must be impartial and fair, and must take steps to ensure that no Councillor, [member of Council staff or member of the community](#) is demeaned or denigrated during any Council *meeting*.

DIVISION 15 – SUSPENSION OF STANDING ORDERS

86. Suspension of standing orders

- 86.1 To expedite the business of a *meeting*, *Council* may suspend standing orders.

The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.

Its purpose is to enable the formalities of meeting procedure to be temporarily disposed of while an issue is discussed.

- 86.2 The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of *Council*. An appropriate motion would be:

"That standing order be suspended to enable discussion on....."

- 86.3 No motion can be accepted by the *Chair* or lawfully be dealt with during any suspension of standing orders.

- 86.4 Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:

"That standing orders be resumed."

DIVISION 16 – PHYSICAL AND REMOTE ATTENDANCE

87. Mode of Attendance

- 87.1 Each notice of meeting must indicate whether the relevant *Council meeting* is to be conducted:

87.1.1 wholly in person;

87.1.2 wholly by electronic means; or

87.1.3 partially in person and partially by electronic means.

- 87.2 The indication in the notice of meeting must be consistent with any Resolution of *Council* that has expressed a preference for, or otherwise specified, when *Council meetings* are to be conducted:

87.2.1 wholly in person;

- 87.2.2 wholly by electronic means; or
 - 87.2.3 partially in person and partially by electronic means.
 - 87.3 If a *Council meeting* is to be conducted wholly in person a Councillor may nonetheless request to attend by electronic means.
 - 87.4 Any request made under sub-Rule 87.3 must:
 - 87.4.1 be in writing;
 - 87.4.2 be given to the *Chief Executive Officer* no later than 24 hours prior to the commencement of the relevant *Council meeting*; and
 - 87.4.3 specify the reasons why the Councillor is unable or does not wish to attend the *Council meeting* in person.
 - 87.5 The *Chief Executive Officer* must ensure that any request received in accordance with sub-Rule 87.3 and any other request received from a Councillor to attend by electronic means is made known at the commencement of the relevant *Council meeting*.
 - 87.6 *Council* may approve and must not unreasonably refuse any request.
 - 87.7 A Councillor who is attending a *Council meeting* by electronic means is responsible for ensuring that they are able to access such equipment and are in an environment that facilitates participation in the *Council meeting*.
 - 87.8 Without detracting from anything said in sub-Rule 87.7, a Councillor who is attending a meeting by electronic means must be able to:
 - 87.8.1 hear the proceedings;
 - 87.8.2 see all Councillors and members of Council staff who are also attending the *Council meeting*, at least while a Councillor or member of Council staff is speaking;
 - 87.8.3 be seen by all Councillors, members of Council staff and members of the public who are physically present at the *Council meeting*; and
 - 87.8.4 be heard when they speak.
 - 87.9 If the conditions of sub-Rule 87.8 cannot be met by one or more Councillors attending a *Council meeting*, whether because of technical difficulties or otherwise:
 - 87.9.1 the *Council meeting* will nonetheless proceed as long as a quorum is present; and
 - 87.9.2 the relevant Councillor (or Councillors) will be treated as being absent from the *Council meeting* or that part of the *Council meeting*
- unless the *Council meeting* has been adjourned in accordance with *these Rules*.

- 87.10 Nothing in this Rule 87 prevents a Councillor from joining (or re-joining) a *Council meeting* at the time that they achieve compliance with sub-Rule 87.8 even if the *Council meeting* has already commenced or has continued in their absence.

88. Meetings conducted remotely

If a *Council meeting* is conducted wholly or partially by electronic means, the *Chair* may, with the consent of the *meeting*, modify the application of any of the Rules in this Chapter to facilitate the more efficient and effective transaction of the business of the *meeting*.

DIVISION 17 – MISCELLANEOUS

89. Criticism of members of Council staff

- 89.1 At the discretion of the *Chair*, the *Chief Executive Officer* may make a brief statement at a *Council meeting* in respect of any statement by a Councillor made at the *Council meeting* criticising them or any member of Council staff.
- 89.2 A statement under sub-Rule 89.1 must be made by the *Chief Executive Officer*, through the *Chair*, as soon as is practicable after the Councillor who made the statement has ~~resumed their seat~~ finished speaking.

90. Procedure not provided in this Chapter

In all cases not specifically provided for by this Chapter, *Council* may determine the matter by resolution.

91. Policies and guidelines

Council may adopt any policies or guidelines from time to time for the purpose of exercising any discretion conferred by this Chapter.

CONSULTATION DRAFT (CLEAN) – AUGUST 2026

Frankston City Council
DRAFT Governance Rules 2026
Chapter 2 – Meeting Procedure for Council Meetings

PART A – INTRODUCTION

1. Title

This Chapter will be known as the "Meeting Procedures Chapter".

2. Purpose of this Chapter

2.1 The purpose of this Chapter is to provide for the orderly, efficient and equitable conduct of *Council meetings*.

2.2 Specifically, this Chapter is to:

2.2.1 provide a mechanism to facilitate the good government of *Council* through its formal meeting procedure to ensure effective and efficient *Council* decisions are made in a manner which acknowledges the role of local government within the Australian system of government;

2.2.2 promote and encourage community participation in the system of local government by providing mechanisms for *Council* to ascertain the community's views and expectations;

2.2.3 provide for the election of the Mayor and any Deputy Mayor;

2.2.4 provide for the appointment of any Acting Mayor;

2.2.5 provide for the procedures governing the conduct of Council meetings, to facilitate their orderly, efficient and equitable operation; and

2.2.6 set the rules of behaviour for those participating in or present at Council meetings.

3. Definitions and notes

3.1 In this Chapter:

"*agenda*" means the notice of a *meeting* setting out the business to be transacted at the *meeting*;

"*alternate motion*" means a motion that is proposed to be moved if another motion is defeated, not moved or otherwise not passed;

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"amendment" means a motion which is amended by the addition or removal of words which do not change the overall purpose or effect of the motion;

"authorised officer" means a person appointed as an Authorised Officer under section 224 of the *Local Government Act 1989*;

"business day" means a day that is not a Saturday, a Sunday or a public holiday;

"Chair" means the Chairperson of a *meeting* and includes an acting, a temporary and a substitute Chairperson;

"election period" has the same meaning as in the *Local Government Act 2020*;

"exceptional circumstances" means circumstances that are unusual, special, rare and outside reasonable anticipation or expectation;

"meeting" means a *Council meeting*;

"minor amendment" means a change to the wording of a motion or proposed motion, which does not change the overall purpose or effect of the motion. It includes changes to correct typographical or spelling errors.

"minute book" means the collective record of proceedings of *Council*;

"notice of motion" means a notice setting out the text of a motion, which it is proposed to move at the next relevant *meeting*;

"notice of rescission" means a *notice of motion* to rescind a resolution made by *Council*;

"urgent business" means business which is raised under Rule 22; and

"written" includes duplicated, lithographed, photocopied, printed and typed, and extends to both hard copy and soft copy form, and *writing* has a corresponding meaning.

- 3.2 Introductions to Parts, headings and notes are explanatory notes and do not form part of this Chapter. They are provided to assist understanding.

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PART B – ELECTION OF MAYOR

Introduction: This Part is concerned with the annual election of the *Mayor*. It describes how the *Mayor* is to be elected.

4. Election of the *Mayor*

The *Chief Executive Officer* must facilitate the election of the *Mayor* in accordance with the provisions of the Act.

5. Method of voting

The election of the *Mayor* must be carried out by a show of hands or such other visual or audible means as the *Chief Executive Officer* determines.

6. Determining the election of the *Mayor*

- 6.1 The *Chief Executive Officer* must open the *meeting* at which the *Mayor* is to be elected, and invite nominations for the office of *Mayor*.
- 6.2 Any nominations for the office of *Mayor* must be seconded by another Councillor.
- 6.3 A nomination for the office of *Mayor* may be declined before the matter proceeds to a vote but cannot be withdrawn thereafter.
- 6.4 Once nominations for the office of *Mayor* have been received, the following provisions will govern the election of the *Mayor*.

Single nomination

- 6.5 If there is only one nomination, the candidate nominated must be declared to be duly elected.

Multiple nominations and candidate elected on first vote

- 6.6 If there is more than one nomination, the Councillors in attendance at the *meeting* must vote for one of the candidates and each of the candidates shall be allowed three minutes to speak to their nomination, which cannot be extended.
- 6.7 In the event of a candidate receiving the votes of an absolute majority of Councillors, that candidate is declared to have been elected.

Three or more nominations and no candidate obtaining absolute majority on first vote

- 6.8 In the event that:
 - 6.8.1 there are three or more candidates;
 - 6.8.2 no candidate receives the votes of an absolute majority of Councillors; and
 - 6.8.3 it is not resolved to conduct a new election at a later day and time,

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the candidate with the fewest number of votes must be declared to be a defeated candidate. The Councillors in attendance at the meeting will then vote for one of the remaining candidates.

- 6.9 If one of the remaining candidates receives the votes of an absolute majority of Councillors, that candidate is duly elected. If none of the remaining candidates receives the votes of an absolute majority of Councillors and it is not resolved to conduct a new election at a later day and time, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives the votes of an absolute majority of Councillors. That candidate must then be declared to have been duly elected.
- 6.10 For the purposes of sub-Rules 6.8 and 6.9 if no candidate can be determined to have the fewest number of votes then the candidate who is to be declared a defeated candidate will be determined by lot (a tiebreaking system where the result is determined by chance).
- 6.11 If a lot is conducted, the *Chief Executive Officer* will have the conduct of the lot and the following provisions will apply:
- 6.11.1 each candidate who has an equal number of votes with another candidate or candidates will draw one lot;
- 6.11.2 the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and
- 6.11.3 as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine who is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates until one of those candidates receives the votes of an absolute majority of Councillors).

Two nominations or two remaining candidates and no candidate obtaining an absolute majority on first vote

- 6.11 In the event of two candidates being nominated or remaining, and neither candidate receiving the votes of an absolute majority of Councillors, the Councillors *in attendance* at the meeting will consider whether to resolve to conduct a new election at a later date and time.
- 6.12 If:
- 6.12.1 it is resolved to conduct a new election at a later date and time a new election will take place at on the date and at the time resolved upon. In that event the provisions of this Rule 6 will continue to govern the election of the Mayor, and ultimately any candidate whose nomination is the sole nomination or any candidate who receives the votes of an absolute majority of Councillors will be declared duly elected; and

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- 6.12.2 it is not resolved to conduct a new election at a later date and time Councillors must continue to vote until one of the candidates receives the votes of an absolute majority of Councillors, at which point that candidate will be declared duly elected. If, after two or more further votes are taken neither candidate receives the votes of an absolute majority of Councillors, the provisions of sub-Rule 6.11 and this sub-Rule 6.12 must again be followed.

7. Election of Deputy Mayor and Chairs of Delegated Committees

Any election for:

- 7.1 any office of Deputy Mayor; or
7.2 Chair of a *Delegated Committee*

will be regulated by Rules 4-6 (inclusive) of this Chapter, as if, in the case of any election for Deputy Mayor, the reference to the:

- 7.3 *Chief Executive Officer* is a reference to the *Mayor*; and
7.4 *Mayor* is a reference to the Deputy Mayor or the Chair of the *Delegated Committee* (as the case may be).
7.5 The role of the Deputy Mayor is to perform the duties ascribed to the *Mayor* where the *Mayor* is absent, unless the Deputy Mayor has a conflict or is unavailable.

8. Appointment of Acting Mayor

If *Council* has not established an office of Deputy Mayor and it becomes required to appoint an Acting Mayor, it can do so by:

- 8.1 resolving that a specified Councillor be so appointed; or
8.2 following the procedure set out in Rules 5 and 6 (inclusive) of this Chapter, at its discretion.

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PART C – MEETINGS PROCEDURE

Introduction: This Part is divided into a number of Divisions. Each Division addresses a distinct aspect of the holding of a *meeting*. Collectively, the Divisions describe how and when a *meeting* is convened, when and how business may be transacted at a *meeting*.

DIVISION 1 – NOTICES OF MEETINGS AND DELIVERY OF AGENDAS

9. Dates and times of meetings fixed by Council

Subject to Rule 11, *Council* must from time to time fix the date, time and place of all *Council meetings*.

10. Council may alter meeting dates

Council may change the date, time and place of any *Council meeting* which has been fixed by it and must provide reasonable notice of the change to the public.

11. Meetings not fixed by Council (Unscheduled or Special Meetings)

11.1 The Mayor or at least 3 Councillors may, by a written notice to the *Chief Executive Officer*, call a *Council meeting*.

11.2 The notice must specify the date and time of the *Council meeting* and the business to be transacted.

11.3 The *Chief Executive Officer* must convene the *Council meeting* as specified in the notice.

11.4 Unless all Councillors are in attendance and unanimously agree to deal with any other matter, only the business specified in the written notice can be transacted at the *Council meeting*.

11.5 The *Chief Executive Officer* will call a *Special Council meeting* within 14 days of the declaration of the results of a general Council election.

12. Notice of meeting

12.1 A notice of *meeting*, incorporating or accompanied by an *agenda* of the business to be dealt with, must be delivered or sent electronically (at the option of the Councillor) to every Councillor for each *Council meeting* after noon on a day which is at least two business days before the *meeting*.

If a Council meeting is scheduled for a Monday evening, the notice of meeting (including the agenda) must be delivered or sent electronically by the immediately preceding Thursday evening.

12.2 Notwithstanding sub-Rule 12.1:

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- 12.2.1 a draft *agenda* for each *Council meeting* must be delivered or sent electronically (at the option of the Councillor) to every Councillor at least five business days before the *meeting*; and
- 12.2.2 a notice of *meeting* or draft *agenda* need not be served on or sent to any Councillor who has been granted leave of absence unless the Councillor has requested the *Chief Executive Officer* in writing to continue to give notice of any *meeting* during the period of their absence.
- 12.3 Reasonable notice of each *Council meeting* must be provided to the public. *Council* may do this:
- 12.3.1 for *meetings* which it has fixed by preparing a schedule of *meetings* annually, twice yearly or from time to time, and arranging publication of such schedule on *Council's* website and in a local newspaper either at various times throughout the year, or prior to each such *Council meeting*; and
- 12.3.2 for any *meeting* by giving notice on its website and social media channels:
- (a) in each of its Customer Service Centres; and/or
- (b) in at least one local newspaper or daily metropolitan newspaper.
- 12.4 Copies of the *agenda* and any related material for *Council meetings* must be made available to members of the public after noon on a day which is at least two business days before the *meeting*, by being made available at the Civic Centre and on *Council's* website.

If a Council meeting is scheduled for a Monday evening, the agenda and any related material must appear on Council's website by the immediately preceding Thursday evening. Hard copies of the agenda and any related material must be available for inspection or collection from the Friday morning immediately preceding the Monday evening meeting.

13. Apologies and Leave of Absence

Apology

- 13.1 A Councillor who is unable to attend a Meeting may submit an apology in writing to the *Chair* or *Chief Executive Officer* who will advise the *Council meeting*.

Section 35(e) of the Local Government Act provides that a Councillor ceases to hold the office of a Councillor if the Councillor is absent from Council meetings for a period of 4 consecutive months without leave obtained from the Council.

Leave of absence

- 13.2 A Councillor may request a leave of absence to be granted by *Council*:

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- (a) by moving a *notice of motion* or *urgent business* item at a *Council meeting*; or
- (b) by submitting *written* notification to the *Chief Executive Officer*, who must then arrange for the leave of absence request to be included in the *agenda* for the next available *meeting*.

13.3 A request for leave of absence will not be unreasonably refused.

DIVISION 2 – QUORUMS

14. Scheduled meetings

The quorum for *Council meetings* is the attendance of a majority of the Councillors.

15. Inability to obtain a quorum

If, after 30 minutes from the scheduled starting time of any *Council meeting*, a quorum cannot be obtained:

- 15.1 the *meeting* will be deemed to have lapsed;
- 15.2 the *Mayor* must convene another *Council meeting*, the agenda for which will be identical to the agenda for the lapsed *meeting*; and
- 15.3 the *Chief Executive Officer* must give all Councillors *written notice* of the *meeting* convened by the *Mayor*.

16. Inability to maintain a quorum

- 16.1 If, during any *Council meeting*, a quorum cannot be maintained then Rule 15 will apply as if the reference to the *meeting* is a reference to so much of the *meeting* as remains.
- 16.2 Sub-Rule 16.1 does not apply if the inability to maintain a quorum is because of the number of Councillors who have a conflict of interest in the matter to be considered.

17. Adjourned meetings

- 17.1 *Council* may adjourn any meeting to another date or time but cannot in the absence of disorder or a threat to the safety of any Councillor or member of Council staff adjourn a meeting in session to another place.
- 17.2 The *Chief Executive Officer* must give notice to each Councillor of the date, time and place to which the *meeting* stands adjourned and of the business remaining to be considered.
- 17.3 If it is impracticable for the notice given under sub-Rule 17.1 to be in writing, the *Chief Executive Officer* must give notice to each Councillor by telephone, in person, by electronic mail or by SMS message.

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- 17.4 Notice must also be provided to the public of the resumption of the adjourned *meeting* by publishing details on *Council's* website and posting a notice at the entrance to the Council Chambers and Civic Centre.

18. Time limits for *meetings*

- 18.1 A *Council meeting* must not continue for more than four hours from its commencement unless a majority of Councillors who are in attendance vote in favour of it continuing.
- 18.2 Notwithstanding sub-Rule 18.1, a motion to continue the *meeting* need not be moved until after consideration of that item of business which was before the *meeting* as soon as four hours passed since the commencement of the *meeting*.
- 18.3 A continuance must not exceed 30 minutes.
- 18.4 In the absence of such continuance, the *meeting* must stand adjourned to a time, date and place announced by the *Chair* immediately prior to the *meeting* standing adjourned. In that event, the provisions of sub-Rules 17.1 and 17.3 apply.

19. Cancellation or postponement of a *meeting*

- 19.1 The *Chief Executive Officer* in consultation with the Mayor may, in the case of circumstances that justify the cancellation or postponement of a *Council meeting*, cancel or postpone a *Council meeting*.
- 19.2 The *Chief Executive Officer* must present to the immediately following *Council meeting* a written report on any exercise of the power conferred by sub-Rule 19.1.

DIVISION 3 – BUSINESS OF *MEETINGS*

20. Agenda and the order of business

- 20.1 The *agenda* and the order of business for a *Council meeting* will be determined by the Mayor and the *Chief Executive Officer* jointly, so as to facilitate and maintain open, efficient and effective processes of government, but the views of Councillors expressed at any relevant Councillor briefing are to be taken into account in finalising the *agenda* and the order of business.
- 20.2 Notwithstanding sub-Rule 20.1, the *Chief Executive Officer* may vary the order of business to take advantage of opportunities which may arise from time to time.
- 20.3 Late reports can only be accepted into the *agenda* with the consent of *Council*.

21. Change to order of business

Once an *agenda* has been sent to Councillors, the order of business for that *meeting* may only be altered with the consent of *Council*.

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22. Urgent business

- 22.1 Business which has not been listed on the *agenda* for a *meeting* must only be raised as *urgent business* by resolution of *Council*.
- 22.2 A Councillor who wishes to raise an item of *urgent business* must state the motion for the proposed item of *urgent business* and the grounds on which it is said to be urgent, to enable *Council* to determine whether the item will be accepted as *urgent business*.
- 22.3 A Councillor may submit the motion in writing to all Councillors prior to the *Council meeting*, outlining the proposed item of *urgent business*.
- 22.4 Unless exceptional circumstances exist and *Council* approves by resolution, only items:
- 22.4.1 of minimal impact; and
 - 22.4.2 which have arisen since distribution of the *agenda* and cannot safely and conveniently be deferred until the next *Council meeting*
- may be raised in *urgent business*.
- 22.5 The following items are deemed not to be items of minimal impact (and, therefore, unless exceptional circumstances exist and *Council* approves by resolution, cannot be raised in *urgent business*):
- 22.5.1 the creation or abolition of any office;
 - 22.5.2 the appointment of any person to any office or termination of that appointment;
 - 22.5.3 employment issues;
 - 22.5.4 the sale or lease of any assets;
 - 22.5.5 the declaration of any rate or charge;
 - 22.5.6 the creation, alteration or abolition of any strategy, policy or guideline;
 - 22.5.7 any request for an investigation which will unreasonably or substantially divert staff resources;
 - 22.5.8 any request for a report which will unreasonably or substantially divert staff resources;
 - 22.5.9 the commitment of funds, or in kind contributions, for any purposes which will exceed \$5,000; and
 - 22.5.10 the content, and provision, of any media release.

23. Reports of delegates

- 23.1 A Councillor or member of *Council* staff who is a *delegate* may present to a *Council meeting* on the deliberations of the external body, association, group or working

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party in respect of which they are a *delegate* or an attendee at a *Council* approved conference / seminar.

23.2 In presenting, the Councillor may for up to three minutes:

23.2.1 address *Council* on the contents of any *written* report which the Councillor has submitted for inclusion in the *agenda*; or

23.2.2 provide a verbal report on any matters otherwise arising out of the deliberations of the external body, association, group or working party.

DIVISION 4 – MOTIONS AND DEBATE

24. Councillors may propose notices of motion

Councillors may ensure that an issue is listed on an *agenda* by lodging a *notice of motion*.

25. Notice of motion

25.1 A *notice of motion* must be in writing signed by a Councillor, and be delivered or sent electronically to the *Chief Executive Officer* by no later than noon at least seven business days before the *meeting* at which it is intended to be considered.

If a Council meeting is scheduled for a Monday evening this means that any notice of motion must be lodged prior to noon on the Thursday eleven days prior to the meeting date (assuming that no public holidays fall within the period between when the notice of motion must be lodged and the meeting date).

25.2 A Councillor may submit a maximum of two *notices of motion* per Council Meeting.

25.3 A *notice of motion* will not be accepted if it:

25.3.1 relates to a matter in respect of which *Council* has no power to act;

This does not preclude a notice of motion which calls for Council to advocate or lobby to other levels of government for change.

25.3.2 declares a rate or charge;

25.3.3 is defamatory, indecent, abusive or objectionable in language or substance;

25.3.4 promotes or is likely to facilitate a threat to public order or safety; ~~or~~

25.3.5 seeks to substantially affect the level of *Council* services, commit *Council* to significant expenditure not included in the adopted Budget or commit *Council* to any contractual arrangement, without first calling for a formal report to be prepared and presented to *Council* in response to the *notice of motion*;

25.3.6 exceeds 250 words (excluding any preamble or rationale);

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- 25.3.7 relates to more than one subject;
- 25.3.8 establishes, amends or extends Council policy;
- 25.3.9 impacts the rights of any third-party who has not had the opportunity to contribute their views;
- 25.3.10 commits Council to any contractual arrangement; or
- 25.3.11 impacts any litigation in respect of which Council is a party.
- 25.4 The *Chief Executive Officer* may reject any *notice of motion* which is vague or unclear in intention but must:
 - 25.4.1 notify the Councillor who lodged the *notice of motion* of the rejection and reasons for the rejection; and
 - 25.4.2 provide reasonable assistance to the Councillor to help ensure that a *notice of motion*:
 - (a) of similar intention; but
 - (b) which is neither vague nor unclearis lodged.
- 25.5 The full text of any *notice of motion* accepted by the *Chief Executive Officer* must be included in the *agenda* and, where practicable, will be accompanied by comments from a senior member of staff with responsibility for the subject matter or the issue to which the *notice of motion* relates.
- 25.6 The *Chief Executive Officer* must cause all *notices of motion* to be numbered, dated and entered in the *notice of motion* register in the order in which they were received.
- 25.7 Except by leave of *Council*, *notices of motion* before any *meeting* must be considered in the order in which they were entered in the *notice of motion* register.
- 25.8 If a Councillor who has given a *notice of motion* is absent from the *meeting* or fails to move the motion when called upon by the *Chair*, any other Councillor may move the motion.
- 25.9 If a *notice of motion* is not moved at the *meeting* at which it is listed, it lapses.
- 25.10 If a *notice of motion* is moved but not seconded, it lapses.
- 25.11 Except where the *notice of motion* is to confirm a previous resolution of *Council*, the *notice of motion* may be amended.
- 25.12 A Councillor who has lodged or is moving a *notice of motion* may make *minor amendments* to the *notice of motion* until noon on the date on which the *agenda* is required to be finalised (that is, four (4) *business days* before the *meeting* at which the *notice of motion* is to be considered).
- 25.13 If the Councillor who has lodged or is moving a *notice of motion* wishes to amend it after the deadline specified in sub-Rule 25.12, they may do so by seeking leave of

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Council to amend the *notice of motion* prior to it being seconded. A motion must be put to the *meeting* to give approval for the Councillor moving the *notice of motion* to amend it, prior to putting forward the suggested amending words.

- 25.14 Once a *notice of motion* has been moved and seconded, the mover cannot amend it.
- 25.15 Notwithstanding sub-Rule 25.12 another Councillor may move an amendment to the *notice of motion*, which motion must be dealt with in accordance with sub-Rule 27.2.
- 25.16 A Councillor cannot foreshadow an alternate motion to amend another Councillor's *notice of motion*.

26. Chair's duty

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

- 26.1 defamatory of or embarrassing to any Councillor, member of *Council* staff or other person;
- 26.2 abusive or objectionable in language or nature;
- 26.3 a direct negative of the question before the *Chair*;
- 26.4 vague or unclear in intention;
- 26.5 outside the powers of *Council*; or
- 26.6 irrelevant to the item of business on the agenda and has not been admitted as *urgent business*, or purports to be an amendment but is not,

must not be accepted by the *Chair*.

27. Introducing a motion or an amendment

- 27.1 Subject to Rule 34 which sets out the requirements for *alternate motions*, the procedure for moving any motion or amendment is:
 - 27.1.1 the mover must state the motion without speaking to it;
 - 27.1.2 the motion must be seconded and the seconder must be a Councillor other than the mover. If a motion is not seconded, the motion lapses for want of a seconder;
 - 27.1.3 if a motion or an amendment is moved and seconded the *Chair* must ask:

"Does the mover wish to speak to the motion or amendment?"
 - 27.1.4 after the mover has addressed the *meeting* or been provided with an opportunity to address the *meeting*, the seconder may address the *meeting*;
 - 27.1.5 after the seconder has addressed the *meeting* (or after the mover has addressed the *meeting* if the seconder does not address the *meeting*,) the *Chair* must invite debate or contributions by calling on any Councillor who

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wishes to speak to the motion (including the seconder, if the seconder has not already spoken to the motion); and

27.1.6 if, after the mover has addressed the *meeting*, the *Chair* has invited debate or contributions and no Councillor speaks to the motion, then the *Chair* must put the motion to the vote.

27.2 No discussion on the item being considered may take place until such time as a motion is before the *Chair*. Questions of clarification may be asked of the *Chair* or members of *Council* staff present at the *meeting*.

27.3 The *Chair* may debate a motion.

27.4 If the *Chair* wishes to move or second a motion then the *Mayor* (if the *Chair* is not the *Mayor*) or Deputy Mayor (if the *Chair* is the *Mayor*) must take the chair whereupon the *Chair* must vacate the chair and not return to it until the motion has been resolved upon.

28. Right of reply

28.1 The mover of a motion which has not been amended has a right of reply to matters raised during debate.

28.2 After the right of reply has been taken but subject to any Councillor exercising their right to ask any question concerning or arising out of the motion, the motion must immediately be put to the vote without any further discussion or debate.

29. Moving an amendment

29.1 Subject to sub-Rule 29.2 a motion which has been moved and seconded may be amended by leaving out or adding words. Any added words must be relevant to the subject of the motion.

29.2 A motion to confirm a previous resolution of *Council* cannot be amended.

29.3 An amendment must not be directly opposite to the motion.

29.4 The mover of an amendment cannot exercise any right of reply.

30. Who may propose and debate an amendment

30.1 An amendment may be proposed or seconded by any Councillor, except the mover or seconder of the original motion.

30.2 Any one Councillor cannot, without the leave of the *Chair*, move more than two amendments in succession.

30.3 Any Councillor can debate an amendment irrespective of whether the Councillor has spoken or proposes to speak to the original motion.

30.4 Debate on an amendment must be restricted to the terms of the amendment.

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31. How many amendments may be proposed

- 31.1 No more than three amendments may be proposed to a motion but only one amendment may be accepted by the *Chair* at any one time.
- 31.2 No second or subsequent amendment, whether to the motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with.

32. An amendment once carried

- 32.1 If the amendment is carried, the motion as amended then becomes the motion before the *meeting*.
- 32.2 The mover of the original motion retains the right of reply to that motion.

33. Foreshadowing motions

- 33.1 At any time during debate a Councillor may foreshadow a motion so as to inform *Council* of their intention to move a motion at a later stage in the *meeting*, but this does not extend any special right to the foreshadowed motion.
- 33.2 A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the *Chair* being resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- 33.3 The *Chief Executive Officer* or person taking the minutes of the *meeting* is not required to record foreshadowed motions in the minutes until the foreshadowed motion is formally moved.
- 33.4 A foreshadowed motion has no procedural standing and is merely a means of assisting the flow of a *Council meeting*.

34. Alternate motions

- 34.1 If an *agenda* item includes a report with an officer recommendation, the *Chair* must afford any Councillor a reasonable opportunity to move that the officer recommendation be adopted. No motion other than a motion to adopt the officer recommendation can be moved until either:
 - 34.1.1 the motion to adopt the officer recommendation is put and voted upon; or
 - 34.1.2 a motion to adopt the officer recommendation is not moved or is moved but lapses because it is not seconded.
- 34.2 A Councillor intending to move an *alternate motion* must, unless *exceptional circumstances* exist, lodge it with the *Chief Executive Officer* or advise the *Chief Executive Officer* of assistance being required to prepare an *alternate motion* by no later than noon two (2) *business days* before the day of the *meeting* for which the *agenda* provides for the relevant item of business to be considered.

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If, for example, a Council meeting is held on a Monday the alternate motion must be lodged with the Chief Executive Officer by noon on the immediately preceding Thursday.

- 34.3 The *Chief Executive Officer* must cause all *alternate motions* to be numbered and recorded in the order in which they were received.
- 34.4 The *Chief Executive Officer* must ensure that, if an *alternate motion* is received in accordance with sub-Rule 34.2, a copy is provided to all other Councillors as soon as is practicable.
- 34.5 The *Chief Executive Officer* may, if it is appropriate and practicable to do so, provide comments on an *alternate motion* that is received in accordance with sub-Rule 34.2, either when providing a copy of it to Councillors under sub-Rule 34.3 (in which case the comments must also be provided to the Councillor who lodged or sent the *alternate motion*) or subsequently by an email sent to all Councillors.
- 34.6 If multiple *alternate motions* are received in accordance with sub-Rule 34.2 or otherwise proposed to be presented at the *meeting*, the *Chair* must ensure that the *alternate motions* are put to the *meeting* in the order in which they were received under sub-Rule 34.2.

35. Withdrawal of motions

Before any motion is put to the vote, it may be withdrawn by the mover and seconder with leave of *Council*, in which case the *Chair* must call for a substitute mover and seconder and, if no such substitute is forthcoming, the motion will lapse.

36. Separation of motions

- 36.1 Where a motion contains more than one part:
- 36.1.1 *Council* by resolution; or
- 36.1.2 in the absence of a resolution, the *Chair* may require the motion to be put to the vote in separate parts.
- 36.2 Debate will not be permitted on any question that a motion in more than one part be put to the vote in separate parts.

37. Chair may separate motions or allow motions to be moved *en bloc*

- 37.1 Subject to sub-rule 26.2, the *Chair* may allow or request a Councillor to move items *en bloc* (in a group).
- 37.2 Items which involve third-party interests, or which are otherwise controversial, will not be included in any *en bloc* motion.
- 37.3 The *Chair* may decide to put any motion to the vote in several parts.

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38. Priority of address

In the case of competition for the right to speak, the *Chair* must decide the order in which the Councillors concerned will be heard.

39. Motions in writing

39.1 The *Chair* may require that a long, complex or detailed motion be in writing.

39.2 *Council* may adjourn the *meeting* while the motion is being *written* or *Council* may defer the matter until the motion has been *written*, allowing the *meeting* to proceed uninterrupted.

40. Repeating motion and/or amendment

The *Chair* may request the person taking the minutes of the *meeting* to read the motion or amendment to the *meeting* before the vote is taken.

41. Debate must be relevant to the motion

41.1 Debate must always be relevant to the motion before the *Chair*, and, if not, the *Chair* must request the speaker to confine debate to the motion.

41.2 If after being requested to confine debate to the motion before the chair, the speaker continues to debate irrelevant matters, the *Chair* may direct the speaker not speak further in respect of the motion then before the *Chair*.

41.3 A speaker to whom a direction has been given under sub-Rule 41.2 must comply with that direction.

42. Speaking times

42.1 A Councillor must not speak longer than the time set out below, unless granted an extension by *Council*:

42.1.1 the mover of a motion or an amendment: three minutes;

42.1.2 the mover of a motion exercising a right of reply: three minutes; and

42.1.3 any other Councillor: three minutes.

42.2 Only one extension is permitted for each Councillor.

42.3 A motion to extend the speaking time cannot be moved:

42.3.1 until the original speaking time has expired; and

42.3.2 if another speaker has already commenced his or her contribution to the debate,

and must be seconded.

42.4 Any extended speaking time must not exceed three minutes.

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43. Addressing the *meeting*

43.1 If the *Chair* so determines:

43.1.1 any person addressing the *Chair* must refer to the *Chair* as *Mayor* or *Chair*;

43.1.2 all Councillors, other than the *Mayor*, must be addressed as Councillor _____ (name).

43.1.3 all members of *Council* staff should be addressed by their position title.

43.2 Except for the *Chair*, any Councillor who addresses a *Council meeting* must direct all remarks through the *Chair*.

44. If lost

If a *notice of motion* is lost, a similar *notice of motion* cannot be put before *Council* for at least 90 days from the date it was lost unless *Council* resolves that such a *notice of motion* be listed sooner.

45. Right to ask questions

45.1 A Councillor may, when no other Councillor is speaking, ask any question concerning or arising out of any matter or item of business before the *Chair*.

45.2 Any question asked of a member of *Council* staff must not have the effect of:

45.2.1 embarrassing the member of staff; or

45.2.2 drawing the member of staff into the debate.

45.3 Any question asked in contravention of sub-Rule 45.2 may be disallowed by the *Chair*.

45.4 The *Chair* has the right to limit or disallow questions and direct that any debate be commenced or resumed.

DIVISION 5 – PROCEDURAL MOTIONS

46. Procedural motions

46.1 Unless otherwise prohibited, a procedural motion may be moved at any time during a *Council meeting* and must be dealt with immediately by the *Chair*.

46.2 Procedural motions require a seconder.

46.3 The mover of a procedural motion must not have moved, seconded or spoken to the question before the *Chair* or any amendment of it.

46.4 Notwithstanding any other provision in this Chapter, procedural motions must be dealt with in accordance with the following table:

PROCEDURAL MOTIONS TABLE

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
1. Adjournment of debate to later hour and/or date and place	That this matter be adjourned to *am/pm and/or *date	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a <i>Chair</i> ; (b) When another Councillor is speaking	Motion and any amendment postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a <i>Chair</i> ; (b) When another Councillor is speaking; or (c) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later <i>meeting</i> if on the agenda	Debate continues unaffected	Yes
3. The closure	That the motion be now put	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	During nominations for <i>Chair</i>	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising their right to ask any question concerning or arising out of the motion	Debate continues unaffected	No

DIVISION 6 – RESCISSION MOTIONS

47. Notice of rescission

- 47.1 A Councillor who wishes to propose a *notice of rescission* must either:
- 47.1.1 flag their intention to do so during the *Council meeting* at which the resolution proposed to be rescinded was made; or
 - 47.1.2 notify the Mayor and *Chief Executive Officer* of their intention to do so within 24 hours of the conclusion of the *Council meeting* at which the resolution proposed to be rescinded was made.
- 47.2 A Councillor may propose a *notice of rescission* provided:
- 47.2.1 it has been signed and dated by at least four Councillors, including one Councillor who previously supported the resolution proposed to be rescinded;
 - 47.2.2 the resolution proposed to be rescinded has not been acted on; and
 - 47.2.3 the *notice of rescission* is delivered or sent electronically to the *Chief Executive Officer* within three *business days* of the conclusion of the *meeting* at which the resolution was carried, setting out:
 - (a) the resolution to be rescinded; and
 - (b) the *meeting* and date when the resolution was carried.

It should be remembered that a notice of rescission is a form of notice of motion. Accordingly, all provisions in this Chapter regulating notices of motion equally apply to notices of rescission.

- 47.3 A resolution will be deemed to have been acted on if:
- 47.3.1 its contents have or substance has been communicated in writing to a person whose interests are materially affected by it; or
 - 47.3.2 a statutory process has been commenced
- so as to vest enforceable rights in or obligations on *Council* or any other person.

If Council resolves to give Notice of a Decision to Grant a Planning Permit and the Notice is physically issued to the planning permit applicant (or the applicant's agent) or a letter or email is sent to the planning permit applicant (or the applicant's agent) advising of Council's decision, the resolution will have been 'acted on'. Its contents will have been formally communicated to a person whose interests are materially affected so as to vest enforceable rights in the applicant and any objectors wishing to appeal, as well as obligations on Council to comply with its duties under the Planning and Environment Act 1987.

47.4 The *Chief Executive Officer* or an appropriate member of *Council* staff must defer implementing a resolution which:

47.4.1 has not been acted on; and

47.4.2 is the subject of a notice of rescission which has been delivered or sent electronically to the *Chief Executive Officer* in accordance with sub-Rule 47.2.3.

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

By way of example, assume that, on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard on the following Monday. Assume also that, immediately after that resolution is made, a Councillor lodges a notice of motion to rescind that resolution. Finally, assume that the notice of rescission would not be dealt with until the next Monday evening (being the evening of the day on which the planning appeal is to be heard).

In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the notice of rescission would not be debated until after the very thing contemplated by the resolution had come and gone. In other words, by the time the notice of rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost.

Sub-Rule 47.4 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.

48. If lost

If a *notice of rescission* is lost, a similar motion may not be put before *Council* for at least 90 days from the date it was last lost, unless *Council* resolves that the *notice of rescission* be re-listed at a future *meeting*.

49. If not moved

If a *notice of rescission* is not moved at the *meeting* at which it is listed, it lapses and a similar motion may not be put before *Council* for at least 90 days from the date on which it lapsed.

50. May be moved by any Councillor

A *notice of rescission* listed on an *agenda* may be moved by any Councillor in attendance

but may not be amended.

51. When not required

51.1 Unless sub-Rule 51.2 applies, a *notice of rescission* is not required where *Council* wishes to change policy.

51.2 The following standards apply if Council wishes to change policy:

51.2.1 if the policy has been in force in its original or amended form for less than 12 months, a notice of rescission must be presented to Council; and

51.2.2 any intention to change a Council policy, which may result in a significant impact on any person, should be communicated to those affected and this may include publication and consultation, either formally or informally.

DIVISION 7 – POINTS OF ORDER

52. Valid points of order

A point of order may be raised in relation to anything which:

52.1 is contrary to this Chapter;

52.2 is irrelevant to the matter under consideration;

52.3 is outside the powers of Council;

52.4 is an error of fact;

52.5 constitutes improper behaviour;

52.6 is offensive;

52.7 constitutes a tedious repetition of something already said; or

52.8 is an act of disorder.

Rising to express a difference of opinion or to contradict a speaker is not a point of order.

53. Procedure for point of order

A Councillor raising a point of order must:

53.1 state the point of order; and

53.2 state any section, Rule, paragraph or provision relevant to the point of order.

54. Chair to decide

- 54.1 The *Chair* must decide all points of order by stating the provision, rule, practice or precedent which they consider applicable to the point raised without entering into any discussion or comment.
- 54.2 Should repeat points of order be raised during debate by a Councillor, which are ruled against by the *Chair*, the *Chair* may consider the conduct of the Councillor raising unsuccessful points of order disruptive for the purposes of Rule 82 and, in accordance with that Rule, order the removal of such Councillor from the Chamber for a specified period.

55. No debate

A Councillor must not debate a point of order or the merits of a point of order, however the *Chair* may request the Councillor to explain the point of order.

56. Chair may adjourn to consider

- 56.1 The *Chair* may adjourn the *meeting* to consider a point of order but otherwise must rule on it as soon as it is raised.
- 56.2 All other questions before *Council* are suspended until the point of order is decided.

57. Effect of ruling

If the *Chair*:

- 57.1 rules in favour of the point of order, the speaker may continue and no Councillor must do or say anything which would cause another like point of order to be raised; or
- 57.2 rules against the point of order, the speaker may continue.

58. Dissent from *Chair's* ruling

- 58.1 A Councillor may move that the *meeting* disagree with the *Chair's* ruling on a point of order, by moving:

"That the *Chair's* ruling [setting out that ruling or part of that ruling] be dissented from".
- 58.2 When a motion in accordance with this Rule is moved and seconded:
 - 58.2.1 the *Chair* must leave the chair and the *Mayor* (if the *Chair* is not the *Mayor*) or Deputy Mayor must chair the *meeting*; or
 - 58.2.2 if there is no Deputy Mayor the *Chair* must leave the chair and the chair must be assumed by a temporary Chairperson.

- 58.3 The Deputy Mayor or the temporary Chairperson must invite the mover to state the reasons for their dissent and the *Chair* may then reply.
- 58.4 The Deputy Mayor or the temporary Chairperson must put the motion in the following form:
- "That the *Chair's* ruling be dissented from."
- 58.5 If the vote is in the negative, the *Chair* resumes the chair and the *meeting* proceeds.
- 58.6 If the vote is in the affirmative, the *Chair* must then resume the chair, reverse or vary (as the case may be) their previous ruling and proceed.
- 58.7 The defeat of the *Chair's* ruling is in no way a motion of censure or non-confidence in the *Chair*, and should not be so regarded by the *meeting*.

DIVISION 8 – PUBLIC QUESTION TIME

59. Question time

- 59.1 There must be a public question time at every Council *meeting* fixed under Rule 9 to enable members of the public to submit questions to *Council*. Questions may be asked of Council and may not be directed to individual Councillors, the *Chief Executive Officer* or members of staff.
- 59.2 Public Question Time will not be held during:
- 59.2.1 any period when a *Council meeting* is closed to members of the public in accordance with section 66(2) of the Act;
 - 59.2.2 any *Council meeting* held only for the purpose of hearing public submissions on a particular matter;
 - 59.2.3 any *Council meeting* held for the purpose of electing the Mayor and Deputy Mayor;
 - 59.2.4 any unscheduled or special *Council meeting* called in accordance with Rule 11; or
 - 59.2.5 an *election period*.
- 59.3 A maximum of 15 minutes will be allocated for Public Question Time.
- 59.4 Questions must be lodged using the Public Question Time form (which is available on the Council's website and at Civic Centre reception) using any of the following methods:
- 59.4.1 online at the Council's website;
 - 59.4.2 by email to questions@frankston.vic.gov.au;

- 59.4.3 in person, by delivery to Civic Centre Reception at 30 Davey Street, Frankston.
- 59.5 The deadline for lodgement of questions is:
- 59.5.1 4:00pm on the Friday before the Council *meeting* where the Council *meeting* is scheduled for a Monday;
- 59.5.2 4:00pm on the *business day* before the Council *meeting* where the Council *meeting* is scheduled for a day other than a Monday.
- Any questions not lodged by the time specified in this sub-Rule 59.5 will not be accepted.
- 59.6 Questions submitted to *Council* must:
- 59.6.1 be phrased concisely in writing (maximum 100 words);
- 59.6.2 state the name, address and contact details of the person submitting the question;
- 59.6.3 generally be in a form approved or permitted by Council.
- 59.7 No person may submit more than three questions at any one *meeting*. A question may be split into a maximum of two parts only. If more than two parts to a question are received, only the first two parts will be considered. Similarly, if more than three questions are received, only the first three questions will be considered. All parts of the question must be relevant to the same subject of enquiry.
- 59.8 The *Chair*, *Chief Executive Officer* or a member of Council staff nominated by the Chief Executive Officer must read to those in attendance at the *meeting* a question which has been submitted in accordance with this Rule without any preamble or background information included in the question.
- 59.9 Questions that relate to operational matters will be taken on notice and answered in writing by the *Chief Executive Officer* outside the *meeting*.
- 59.10 Notwithstanding sub-Rule 59.8, the *Chair* or *Chief Executive Officer* may refrain from reading a question or having a question read if the person who submitted the question is not in attendance at the time when the question is due to be read.
- 59.11 Like questions may be grouped together and a single answer provided.
- 59.12 A question may be disallowed by the *Chair* or *Chief Executive Officer* without causing it to be read if the *Chair* or *Chief Executive Officer* determines that it:
- 59.12.1 is in the nature of a statement or is so prefaced as to have its emphasis on a statement rather than a genuine enquiry (although, in that event, the *Chair* or *Chief Executive Officer* should, if practicable, read an edited version of the question);
- 59.12.2 relates to a matter outside the duties, functions and powers of Council;

- 59.12.3 is defamatory, abusive, offensive or objectionable in language or substance;
 - 59.12.4 deals with a subject matter already answered; or
 - 59.12.5 is aimed at embarrassing a Councillor or a member of Council staff.
- 59.13 If a question is disallowed, the *Chair* or *Chief Executive Officer* will advise the person submitting the question that the question will not be read, with a verbal explanation as to the reason why it has been disallowed.
- 59.14 If a question is asked and is taken on notice or it is indicated that a written answer to the question will be given (whether due to time constraints, or because the question relates to operational matters, or for any other reason) the *Chief Executive Officer* must ensure that:
- 59.14.1 the questioner is asked to provide their contact details, unless those details are already known by Council;
 - 59.14.2 a written answer to the question is delivered or sent electronically to the questioner within seven *business days* of the *meeting* or any contact details being provided (whichever occurs last); and
 - 59.14.3 the question is recorded in the minutes of the *meeting*, together with a copy of the written response.
- 59.15 The full name but not the address of the person asking each question will appear in the minutes of the Council *meeting* and will become part of the public record of that *meeting*. Questions received and responses provided will be published in the minutes of a subsequent Council *meeting*.

DIVISION 9 – PETITIONS AND JOINT LETTERS

60. Petitions and joint letters

- 60.1 Unless *Council* determines to consider it as an item of *Urgent Business*, no motion (other than a motion to receive the same) may be made on any petition or joint letter until the next fixed *Council meeting* after that at which it has been presented.
- 60.2 It is incumbent on every Councillor presenting a petition or joint letter to acquaint themselves with the contents of that petition or joint letter, and to ascertain that it does not contain language which is disrespectful towards *Council*.
- 60.3 Every Councillor presenting a petition or joint letter to *Council* must confine themselves to a statement of the persons from whom it comes, the number of signatories to it, the material matters expressed in it and the text of any request.
- 60.4 Every petition or joint letter presented to *Council* must:
 - 60.4.1 be in writing (other than pencil);

- 60.4.2 contain the request of the petitioners or signatories; and
- 60.4.3 in the case of a petition, be signed by at least five people.
- 60.5 A petition must include a request on every page, consisting of the following words:
“We the undersigned hereby petition Frankston City Council”
- 60.6 Every petition or joint letter must be signed by the persons whose names are included in or appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else, and the address of every petitioner or signatory must be clearly stated.
- 60.7 Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be considered by *Council*.
- 60.8 A copy of the text of the petition or joint letter must be included in the agenda for the next available *meeting*.
- 60.9 Every page of a hard copy petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter.
- 60.10 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 purposes of this Rule 60, qualify as the address and signature of such petitioner or signatory.
- 60.11 The only motions that may be moved in relation to petitions set out in the *agenda* are:
 - 60.11.1 That the petition be received;
 - 60.11.2 That the petition be received and a written response be sent to the head petitioner addressing the matters raised in the petition;
 - 60.11.3 That the petition be received and a report be submitted to a specific *meeting* cycle for consideration;
 - 60.11.4 That the petition be considered at a specific time or in conjunction with a specific item;
 - 60.11.5 That the petition be dealt with in conjunction with another item on the agenda or any other *Council meeting agenda*; and
 - 60.11.6 That the petition be referred to the *Chief Executive Officer* for consideration and response (for petitions relating to operational matters).
- 60.12 If a petition relates to an operational matter, *Council* must refer it to the *Chief Executive Officer* for consideration in accordance with sub-Rule 60.11.6.

- 60.13 If a petition relates to a planning matter or a statutory matter which is the subject of a public consultation process in accordance with relevant legislation, the petition will not be tabled but will be treated as a joint submission in relation to that planning matter or statutory matter.
- 60.14 No member of the public is permitted to speak to the petition when it is presented at a *Council meeting*. Individuals may request to speak to the petition when any report on the item is considered by *Council* at a later *Council meeting*.
- 60.15 The *Chief Executive Officer* must cause all petitions to be numbered, dated and entered in the petitions register in the order in which they were received. The petitions register will be published on Council's website.

61. Submissions by incorporated associations

It will be assumed that a submission which is presented on an incorporated association's letterhead, and which purports to be on behalf of the incorporated association, has, in fact, been appropriately authorised.

DIVISION 10 – PUBLIC SUBMISSIONS

As a standing practice, Council provides for members of the public to request the opportunity to make an oral submission in person or via the telephone on a matter listed on the agenda for a Council meeting. This practice exists in addition to the practice for hearing any public submissions made in response to a formal process under section 223 of the Local Government Act 1989.

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

Members of the public who address Council (submitters) 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 a meeting. The cameras are positioned so that members of the public, including submitters, are not visible. 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.

62. Individual presentations to Council meetings

- 62.1 Time will be set aside at each Council *meeting* fixed under Rule 9 to enable the Council to hear oral submissions from members of the public (submitters) other than public submissions made in response to a formal process under section 223 of the Local Government Act 1989.
- 62.2 Public submissions made under sub-Rule 62.1 will not be heard by Council during:
 - 62.2.1 any period when a *meeting* is closed to members of the public in accordance with section 66(2) of the Act;
 - 62.2.2 an *election period*; or

62.2.3 any Council *meeting* held for the purpose of electing the Mayor and Deputy Mayor.

62.3 No more than ten (10) submitters will be permitted to address the Council under sub-Rule 62.1 at any one *meeting* unless, at the discretion of the *Chair*, further submitters are permitted to address the *meeting*.

63. Registering to make a submission

63.1 An individual who wishes to make an oral submission to Council at a Council *meeting* may make a request to the *Chief Executive Officer* or the *Chief Executive Officer's* nominee to be registered to speak.

63.2 An intention to make a submission under sub-Rule 62.1 must be registered using the 'Application to make a Public Submission Form' (available on the Council's website and at Civic Centre reception) using any of the following methods:

63.2.1 online at the Council's website;

63.2.2 by email to questions@frankston.vic.gov.au;

63.2.3 in person, by delivery to Civic Centre Reception at 30 Davey Street, Frankston.

63.3 A person requesting to present must, if asked to do so, specify their name, address and contact telephone number and must, in any event, nominate the item to which they wish to speak.

63.4 The deadline for registering an intention to make a submission under sub-Rule 62.1 is 4:00pm on the day of the Council *meeting*

63.5 Requests received after the time referred to in sub-Rule 63.4 will not be considered by the *Council*.

64. When a presentation can be made

A person may only present to a designated *Council meeting* if they:

64.1 propose to present to an item on the *agenda*; and

64.2 have been registered to speak following a request made under Rule 63.

65. Limitations upon speakers

65.1 Each submitter who has been registered to speak will be given a maximum of three (3) minutes to speak. An extension of time of up to a further three (3) minutes may be granted at the discretion of the *Chair*, only in *exceptional circumstances*.

65.2 A submitter is required to comply with the provisions of these Governance Rules and must follow the direction of the *Chair* in relation to the making of their public submission.

This might, for example, include a direction that a submitter not repeat material that has been the subject of a previous submission (or submissions)

- 65.3 When the submitter has been invited forward by the Chair, they must introduce themselves to the meeting, before commencing their public submission.
- 65.4 The submitter is responsible for ensuring that their public submission is accurate, is not defamatory, does not disclose any confidential information or personal information and does not disclose any commercial-in-confidence information (other than that belonging to the submitter, or in respect of which the submitter has permission to disclose).
- 65.5 A submitter may distribute material in support of their public submission to Councillors. Any submitter who wishes to do so must contact the Governance Team by 4:00pm on the day of the Council *meeting* and must provide a copy of the document either electronically or in person. Copies of such material will be provided to all Councillors prior to the relevant *meeting* and drawn to their attention.

66. Questions but no discussion permitted

- 66.1 Following a submitter's presentation, Councillors at a *Council meeting* or members of *Council* staff at the meeting may only ask the submitter questions or seek clarification of issues raised by the submitter in their presentation which may assist in the deliberations prior to *Council* making a decision but no discussion or debate will be allowed. Any such questions and clarification must be asked and sought through the *Chair*.
- 66.2 Any response provided by a submitter to a question asked under this Rule 66 must be concise, and the submitter must follow the direction of the *Chair* in relation to the duration and style of their response.

67. Submissions under Section 223 of Local Government Act 1989

- 67.1 Any person who has made a formal written submission on a matter under Section 223 of the Local Government Act 1989 and has expressed their intention to be heard at the time of making the submission will be given an opportunity to be heard at a Council *meeting* in support of that submission.
- 67.2 A person speaking in support of their written submission made under section 223 will be given a maximum of five (5) minutes to speak to the Council *meeting*.
- 67.3 There is no limitation on the number of submitters who may speak in support of their written submission made under section 223.
- 67.4 In the event that a significant number of persons making formal written submissions under section 223 of the Act express an intention to speak, an additional Council *meeting* may be convened for the purpose of hearing such submissions.
- 67.5 Councillors may ask a submitter questions or seek clarification of issues raised by the submitter through the *Chair*.

67.6 There will be no further opportunity for a submitter to speak again on the subject matter of the submission when it is next considered by the Council unless Council determines otherwise.

68. Relaxation of requirement

Nothing in this Division prevents:

- 68.1 the *Chief Executive Officer* determining which *meeting* will consider the request for the individual to be heard;
- 68.2 arranging for a deputation or individual to meet with a group of Councillors; or
- 68.3 *Council* from resolving to hear from a deputation or individual at any time.

DIVISION 11 – VOTING

69. How motion determined

To determine a motion before a *meeting*, the *Chair* must first call for those in favour of the motion and then those opposed to the motion, and must then declare the result to the *meeting*.

A motion is carried if a majority of the Councillors present at a meeting at the time the vote is taken vote in favour of the motion. A Councillor who abstains from voting is taken to have voted against the motion.

70. Silence

Subject to Rule 73, voting must take place in silence.

71. Recount

The *Chair* may direct that a vote be recounted to satisfy themselves of the result.

72. Casting vote

- 72.1 In the event of a tied vote, the *Chair* must exercise a casting vote.
- 72.2 The *Chair* may adjourn a meeting to consider how their casting vote will be cast.

73. How votes are cast

Voting on any matter is by show of hands or such other visible or audible means as the *Chair* determines.

74. Procedure for a division

- 74.1 Immediately after any question is put to a *meeting* and before the next item of business has commenced, a Councillor may call for a division.
- 74.2 When a division is called for, the vote already taken must be treated as set aside and the division will decide the question, motion or amendment.
- 74.3 When a division is called for, the *Chair* must:
 - 74.3.1 first ask each Councillor wishing to vote in the affirmative to raise a hand and, upon such request being made, each Councillor wishing to vote in the affirmative must raise one of their hands or otherwise signify their support in a manner recognised by the *Chair*. The *Chair* must then state, and the *Chief Executive Officer* or any member of *Council* staff taking the minutes must record, the names of those Councillors voting in the affirmative;
 - 74.3.2 then ask each Councillor wishing to vote in the negative to raise a hand and, upon such request being made, each Councillor wishing to vote in the negative must raise one of their hands or otherwise signify their opposition in a manner recognised by the *Chair*. The *Chair* must then state, and the *Chief Executive Officer* or any member of *Council* staff taking the minutes must record, the names of those Councillors voting in the negative; and
 - 74.3.3 finally ask each Councillor wishing to abstain from voting to raise a hand and, upon such request being made, each Councillor wishing to abstain from voting must raise one of their hands. The *Chair* must then state, and the *Chief Executive Officer* or any member of *Council* staff taking the minutes must record, the names of those Councillors abstaining from voting.

75. No discussion once declared

Once a vote on a question has been taken, no further discussion relating to the question is allowed unless the discussion involves:

- 75.1 a Councillor requesting, before the next item of business is considered, that their opposition to a resolution be recorded in the minutes or a register maintained for that purpose; or
- 75.2 foreshadowing a *notice of rescission* where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

For example, Rule 75 would allow some discussion if, immediately after a resolution was made, a Councillor foreshadowed lodging a notice of rescission to rescind that resolution.

Equally, Rule 75 would permit discussion about a matter which would otherwise be left in limbo because a notice of rescission had been successful. For instance, assume that Council resolved to refuse a planning permit application. Assume further that this resolution was rescinded.

Without a positive resolution – to the effect that a planning permit now be granted – the planning permit application will be left in limbo. Hence the reference, in sub-Rule 75.2, to discussion about a positive motion were a resolution has just been rescinded.

DIVISION 12 – MINUTES

76. Confirmation of minutes

76.1 At every *Council meeting* the minutes of the preceding *meeting(s)* must be dealt with as follows:

- 76.1.1 a copy of the draft minutes must be delivered to each Councillor no later than 5 *business days* after the conclusion of the *Council meeting*;
- 76.1.2 if no Councillor indicates opposition, the minutes must be declared to be confirmed;
- 76.1.3 if a Councillor indicates opposition to the minutes:
 - (a) they must specify the item or items to which they object;
 - (b) the objected item(s) must be considered separately and in the order in which they appear in the minutes;
 - (c) the Councillor objecting must move accordingly without speaking to the motion;
 - (d) the motion must be seconded;
 - (e) the *Chair* must ask: "Is the motion opposed?"
 - (f) if no Councillor indicates opposition, then the Chair must declare the motion carried without discussion and then ask the second of the questions described in sub-Rule 76.1.3(f);
 - (g) if a Councillor indicates opposition, then the *Chair* must call on the mover to address the meeting;
 - (h) after the mover has addressed the meeting, the seconder may address the meeting;
 - (i) after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the

meeting), the *Chair* must invite debate by calling on any Councillor who wishes to speak to the motion, providing an opportunity to alternate between those wishing to speak against the motion and those wishing to speak for the motion;

- (j) if, after the mover has addressed the meeting, the *Chair* invites debate and no Councillor speaks to the motion, the *Chair* must put the motion; and
- (k) the *Chair* must, after all objections have been dealt with, ultimately ask:

"The question is that the minutes be confirmed" or

"The question is that the minutes, as amended, be confirmed",

and then put the question to the vote accordingly;

76.1.4 a resolution of *Council* must confirm the minutes; and

76.1.5 the minutes must be entered in the *minute book* and each item in the *minute book* must be entered consecutively.

76.2 Unless otherwise resolved or required by law, minutes of a *Delegated Committee* requiring confirmation by *Council* must not be made public until confirmed by *Council*.

77. No debate on confirmation of minutes

No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the *meeting* to which they relate is questioned.

78. Deferral of confirmation of minutes

Council may defer the confirmation of minutes until later in the *meeting* or until the next *meeting* if considered appropriate.

79. Form and availability of minutes

79.1 The *Chief Executive Officer* (or other person authorised by the *Chief Executive Officer* to attend the *meeting* and to take the minutes of such *meeting*) must keep minutes of each *Council meeting*, and those minutes must record:

79.1.1 the date, place, time and nature of the *meeting*;

79.1.2 the names of the Councillors in attendance, the names of any Councillors who apologised in advance for their non-attendance and the names of any Councillors who are absent without having apologised in advance for their non-attendance;

79.1.3 the names of the members of Council staff in attendance;

- 79.1.4 any disclosure of a conflict of interest made by a Councillor, including the explanation given by the Councillor under Chapter 6 and whether the conflict of interest was said by the Councillor to be a general conflict of interest or a material conflict of interest;
 - 79.1.5 arrivals and departures (including temporary departures) of Councillors during the course of the *meeting*;
 - 79.1.6 each motion and amendment moved (including motions and amendments that lapse for the want of a seconder);
 - 79.1.7 the vote cast by each Councillor, when the vote was not unanimous or when the vote was taken upon a division, and any abstention from voting;
 - 79.1.8 the vote cast by any Councillor who has requested that their vote be recorded in the minutes;
 - 79.1.9 questions asked in Public Question Time and any answer given;
 - 79.1.10 the failure of a quorum;
 - 79.1.11 any adjournment of the *meeting* and the reasons for that adjournment; and
 - 79.1.12 the time at which standing orders were suspended and resumed.
- 79.2 The Chief Executive Officer must ensure that the minutes of any Council *meeting* are:
- 79.2.1 published on Council's website; and
 - 79.2.2 available for inspection at Council's office during normal business hours.
- 79.3 Nothing in sub-Rule 79.2 requires Council or the Chief Executive Officer to make public any minutes relating to a Council *meeting* or part of a Council *meeting* closed to members of the public in accordance with section 66 of the Act.

80. Recording of meetings

- 80.1 The *Chief Executive Officer* or their delegate must record on suitable recording equipment all proceedings of a *Council meeting* except where the *meeting* is closed to the public in accordance with section 66(2) of the Act. The copyright in the recordings of the proceedings will vest in *Council*, and permission must be sought to copy, communicate or transmit a recording of the proceedings, or part of a recording of the proceedings.
- 80.2 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 of the end of the *meeting*.

- 80.3 Members of the public are to be advised that the *meeting* is being recorded and the recording will be made available to members of the public via *Council's* website. Members of the public are to be advised by appropriate signage that while care is taken to maintain a person's privacy as an attendee in the gallery, they may be recorded.
- 80.4 Subject to sub-Rule 80.1, no other person may operate photographic audio or video recording equipment or any other recording device at any *Council meeting* without first obtaining the consent of *Council*. Such consent may at any time during the course of such *meeting* be revoked by *Council*.

A person who breaches sub-Rule 80.3 may also be breaching other legislation or become civilly liable, such as where the recording unlawfully infringes the privacy, or gives rise to harassment, of another who is in attendance at the meeting.

- 80.5 All Councillors must have their microphones switched on when speaking at a *Council meeting*.

DIVISION 13 – BEHAVIOUR

81. Public addressing the *meeting*

- 81.1 Members of the public do not have a right to address *Council* and may only do so with the consent of the *Chair* or by prior arrangement.
- 81.2 Any member of the public addressing *Council* must extend due courtesy and respect to *Council* and the processes under which it operates and must take direction from the *Chair* whenever called on to do so.
- 81.3 A member of the public in attendance at a *Council meeting* must not disrupt the *meeting*.

82. *Chair* may remove

- 82.1 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 81.2, or cause the removal of any object or material that is deemed by the *Chair* as being objectionable or disrespectful.
- 82.2 Any person removed from the *meeting* under sub-Rule 82.1 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 threaten the Chair's authority in chairing the meeting.

- 82.3 In the event the *Chair* causes the removal of a Councillor from a *meeting*, the *Chair* must specify the period of time for which the removal will take effect.

83. Chair may adjourn disorderly meeting

If the *Chair* is of the opinion that disorder at the *Council* table or in the gallery makes it desirable to adjourn the *meeting*, the *Chair* may adjourn the *meeting* to a later time on the same day or to some later day as they think proper. In that event, the provisions of sub-Rules 17.1 and 17.3 apply.

84. Removal from Chamber

The *Chair* or *Council* may ask the *Chief Executive Officer* or *authorised officer* or a member of the Victoria Police to remove from the Chamber any person who acts in breach of this Chapter and whom the *Chair* has ordered to be removed from the *meeting* under Rule 82.

DIVISION 14 – ADDITIONAL DUTIES OF CHAIR

85. The Chair's duties and discretions

In addition to the duties and discretions provided in this Chapter, the *Chair*:

- 85.1 must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, member of Council staff, or member of the community;
- 85.2 may demand retraction of any inappropriate statement or unsubstantiated allegation;
- 85.3 must ensure silence is preserved by all other persons while a Councillor or other speaker is addressing the *meeting*;
- 85.4 must call to order any member of the public who approaches the *Council* or Committee table during the *meeting*, unless invited by the *Chair* to do so;
- 85.5 must call to order any person who is disruptive or unruly during any *meeting*; and
- 85.6 must be impartial and fair, and must take steps to ensure that no Councillor, member of Council staff or member of the community is demeaned or denigrated during any Council *meeting*.

DIVISION 15 – SUSPENSION OF STANDING ORDERS

86. Suspension of standing orders

- 86.1 To expedite the business of a *meeting*, *Council* may suspend standing orders.

The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.

Its purpose is to enable the formalities of meeting procedure to be temporarily disposed of while an issue is discussed.

- 86.2 The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of *Council*. An appropriate motion would be:

"That standing order be suspended to enable discussion on....."

- 86.3 No motion can be accepted by the *Chair* or lawfully be dealt with during any suspension of standing orders.

- 86.4 Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:

"That standing orders be resumed."

DIVISION 16 – PHYSICAL AND REMOTE ATTENDANCE

87. Mode of Attendance

- 87.1 Each notice of meeting must indicate whether the relevant *Council meeting* is to be conducted:

87.1.1 wholly in person;

87.1.2 wholly by electronic means; or

87.1.3 partially in person and partially by electronic means.

- 87.2 The indication in the notice of meeting must be consistent with any Resolution of *Council* that has expressed a preference for, or otherwise specified, when *Council meetings* are to be conducted:

87.2.1 wholly in person;

87.2.2 wholly by electronic means; or

87.2.3 partially in person and partially by electronic means.

- 87.3 If a *Council meeting* is to be conducted wholly in person a Councillor may nonetheless request to attend by electronic means.

- 87.4 Any request made under sub-Rule 87.3 must:

87.4.1 be in writing;

87.4.2 be given to the *Chief Executive Officer* no later than 24 hours prior to the commencement of the relevant *Council meeting*; and

87.4.3 specify the reasons why the Councillor is unable or does not wish to attend the *Council meeting* in person.

- 87.5 The *Chief Executive Officer* must ensure that any request received in accordance with sub-Rule 87.3 and any other request received from a Councillor to attend by

electronic means is made known at the commencement of the relevant *Council meeting*.

87.6 *Council* may approve and must not unreasonably refuse any request.

87.7 A Councillor who is attending a *Council meeting* by electronic means is responsible for ensuring that they are able to access such equipment and are in an environment that facilitates participation in the *Council meeting*.

87.8 Without detracting from anything said in sub-Rule 87.7, a Councillor who is attending a meeting by electronic means must be able to:

87.8.1 hear the proceedings;

87.8.2 see all Councillors and members of Council staff who are also attending the *Council meeting*, at least while a Councillor or member of Council staff is speaking;

87.8.3 be seen by all Councillors, members of Council staff and members of the public who are physically present at the *Council meeting*; and

87.8.4 be heard when they speak.

87.9 If the conditions of sub-Rule 87.8 cannot be met by one or more Councillors attending a *Council meeting*, whether because of technical difficulties or otherwise:

87.9.1 the *Council meeting* will nonetheless proceed as long as a quorum is present; and

87.9.2 the relevant Councillor (or Councillors) will be treated as being absent from the *Council meeting* or that part of the *Council meeting*

unless the *Council meeting* has been adjourned in accordance with *these Rules*.

87.10 Nothing in this Rule 87 prevents a Councillor from joining (or re-joining) a *Council meeting* at the time that they achieve compliance with sub-Rule 87.8 even if the *Council meeting* has already commenced or has continued in their absence.

88. Meetings conducted remotely

If a *Council meeting* is conducted wholly or partially by electronic means, the *Chair* may, with the consent of the *meeting*, modify the application of any of the Rules in this Chapter to facilitate the more efficient and effective transaction of the business of the *meeting*.

DIVISION 17 – MISCELLANEOUS

89. Criticism of members of Council staff

89.1 At the discretion of the *Chair*, the *Chief Executive Officer* may make a brief statement at a *Council meeting* in respect of any statement by a Councillor made at the *Council meeting* criticising them or any member of Council staff.

89.2 A statement under sub-Rule 89.1 must be made by the *Chief Executive Officer*, through the *Chair*, as soon as it practicable after the Councillor who made the statement has finished speaking.

90. Procedure not provided in this Chapter

In all cases not specifically provided for by this Chapter, *Council* may determine the matter by resolution.

91. Policies and guidelines

Council may adopt any policies or guidelines from time to time for the purpose of exercising any discretion conferred by this Chapter.

Executive Summary**12.5 Innovate Reconciliation Action Plan 2026-2028**

Enquiries: (Tammy Beauchamp: Community Connection)

Email: tammy.beauchamp@frankston.vic.gov.au

Council Plan

Level 1: Healthy and Inclusive Communities

Level 2: Encourage healthy, active, and skilled communities by providing support, accessible and inclusive services and spaces where everyone feels welcome, valued and respected

Purpose

To present the Reconciliation Action Plan 2026–2028 to Council for adoption, following community consultation, stakeholder engagement and conditional endorsement by Reconciliation Australia.

Recommendation (Director Community Connection)

That Council:

1. Notes the draft Reconciliation Action Plan 2026–2028 was publicly exhibited between April and October 2025, with feedback sought from the community, Traditional Owners, Elders and key stakeholders;
2. Notes the feedback received through online submissions, engagement activities and consultation has informed the final Reconciliation Action Plan 2026–2028;
3. Notes Reconciliation Australia provided conditional endorsement of the draft Reconciliation Action Plan, with requested amendments incorporated into the final document;
4. Endorses the continuation of the RAP Advisory Committee to provide strategic advice and oversight during implementation of the Reconciliation Action Plan 2026-2028;
5. Adopts the Reconciliation Action Plan (RAP) 2026–2028 and publishes it on Council's website; and
6. Notes Council officers will advise submitters of Council's decision.

Key Points / Issues

- This matter was considered at a Council Briefing on 12 August 2026, at which seven (7) Councillors were in attendance (in person or online): Mayor, Cr Sue Baker, Cr David Asker, Cr Nathan Butler, Cr Steffie Conroy, Cr Emily Green Cr Brad Hill and Cr Michael O'Reilly.
- Following the adoption of the updated Reconciliation Action Plan (RAP) by Council on 21 November 2022, the plan remained in effect until September 2024. Prior to its expiry, Council commenced the review and redevelopment process with Reconciliation Australia to develop a new RAP, which is now being presented to Council for consideration.

12.5 Innovate Reconciliation Action Plan 2026-2028**Executive Summary**

- The Reconciliation Action Plan (RAP) provides a structured framework for Council to advance reconciliation by strengthening relationships, respect and opportunities with Aboriginal and Torres Strait Islander peoples. The RAP guides actions across Council's operations, workforce and service delivery, supporting strategic commitments to cultural inclusion, self-determination and Closing the Gap outcomes.
- Community and stakeholder engagement was undertaken to inform the development of the RAP, including consultation with the RAP Advisory Group and RAP Working Group, public/community consultation during National Reconciliation Week 2025 and further engagement in October 2025, with feedback sought from Traditional Owners, Elders, Aboriginal and Torres Strait Islander community organisations, community representatives and internal Council stakeholders.
- In 2026 Reconciliation Australia has been consulted on the content of the RAP. Feedback received through online submissions, engagement activities and consultation has informed the final RAP actions, priorities and opportunities for ongoing collaboration.
- While the new RAP was being developed, Council continued to implement and progress the actions outlined in the previous RAP beyond September 2024. This work was supported by the RAP Advisory Group and RAP Working Group, ensuring momentum was maintained while further engagement, consultation and redevelopment of the new RAP were undertaken.
- Feedback received through online submissions, engagement activities and consultation has informed the final actions, commitments and priorities contained within the RAP.
- The RAP was submitted to Reconciliation Australia for review and received conditional endorsement. All requested amendments have been incorporated into the final document.
- The RAP has been developed in accordance with Reconciliation Australia's framework and embeds reconciliation across Council's operations, services, partnerships and community engagement.
- The RAP Advisory Committee will continue to provide strategic guidance, cultural advice and implementation oversight.
- The final Reconciliation Action Plan 2026–2028 is presented for Council adoption.

Financial Impact

The actions contained within the RAP will be delivered within existing operational budgets. Any future initiatives requiring additional funding will be considered through Council's annual budget process.

Consultation**1. External Stakeholders**

- Consultation undertaken with Aboriginal and Torres Strait Islander community organisations and community representatives to inform the development of the redeveloped RAP.

12.5 Innovate Reconciliation Action Plan 2026-2028**Executive Summary**

- Engagement and cultural advice sought from Jillian West, Cultural Consultant and Bunurong Palawa woman to support meaningful inclusion of Aboriginal perspectives and community priorities.
- Feedback and insights from external stakeholders contributed to shaping RAP actions, priorities and opportunities for ongoing collaboration.

Representatives from the following organisations were present at the consultation

- Nairn Marr Djambana
- South East Water
- Cardinia Shire Council
- Victorian Electoral Commission
- First Peoples Health and Well being

2. Other Stakeholders

Internal consultation was undertaken with the RAP Working Group, RAP Champions and relevant Council departments.

Business units across Council contributed to identifying practical actions and opportunities to embed reconciliation outcomes within their service areas. This supports a whole-of-Council approach, shared ownership and accountability for implementation. Internally consulted stakeholders included:

- People & Culture
- Community Inclusion, Youth & Recreation
- Building Infrastructure & Open Space
- Corporate Communications
- Community Services & Support
- Urban Planning & Environment
- Governance, Procurement & Risk
- Place Activation, Arts & Creativity
- Libraries
- Engineering & Civil Infrastructure
- Financial Services & Insights

Analysis (Environmental / Economic / Social Implications)

The Reconciliation Action Plan 2026-2028 provides a strategic framework to strengthen reconciliation across Council's operations, decision-making, service delivery, partnerships and community engagement.

The RAP reinforces Council's commitment to building respectful relationships with Aboriginal and Torres Strait Islander peoples through genuine partnership, cultural understanding, recognition of First Nations histories and cultures, and shared accountability for action.

Implementation of the RAP will support initiatives that contribute to improved social, cultural, health and economic outcomes for Aboriginal and Torres Strait Islander peoples. It will also strengthen community inclusion, participation and wellbeing across Frankston City.

The RAP also provides a practical mechanism for Council to embed reconciliation-focused actions across business units, improve organisational capability and support environmentally, socially and economically sustainable outcomes through collaboration with Traditional Owners, Aboriginal communities and key stakeholders.

12.5 Innovate Reconciliation Action Plan 2026-2028**Executive Summary****Legal / Policy / Council Plan Impact**Charter of Human Rights and Responsibilities

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

Legal

There are no legal implications associated with this Report.

Policy Impacts

The development and implementation of the Reconciliation Action Plan 2026–2028 aligns with Council's commitment to embedding reconciliation across its strategic planning framework, including the Council and Wellbeing Plan 2025–2029.

The RAP complements Council's existing commitments, legislative responsibilities and organisational priorities. It provides a framework to strengthen relationships, demonstrate respect and create opportunities for Aboriginal and Torres Strait Islander peoples through practical actions across Council operations, services, partnerships and community engagement.

Gender Impact Assessments

A Gender Impact Assessment was not required as the Reconciliation Action Plan does not introduce a policy, program or service requiring assessment under the *Gender Equality Act 2020*.

Officer's Declaration of Interests

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

Risk Mitigation

Implementation of the Reconciliation Action Plan 2026–2028 carries reputational, governance and delivery risks if actions are not implemented in a timely, coordinated and culturally appropriate manner.

Key risks include:

- Actions not being delivered within agreed timeframes;
- Insufficient organisational ownership across business units;
- Limited engagement with Traditional Owners, Aboriginal community members and key stakeholders;
- Actions being viewed as symbolic rather than practical or outcomes-focused;
- Inadequate monitoring, reporting and accountability; and
- Missed opportunities to strengthen cultural understanding, relationships and trust.

These risks will be mitigated through continued oversight by the RAP Advisory Committee, clear internal coordination, regular monitoring of implementation progress and ongoing engagement with Traditional Owners, Aboriginal community members and key stakeholders.

A whole-of-Council approach will support shared responsibility for implementation, while regular review and reporting will assist Council to identify emerging issues, address barriers and maintain accountability for delivery.

12.5 Innovate Reconciliation Action Plan 2026-2028**Executive Summary**

This approach will reduce reputational and governance risk, support continuous improvement and strengthen Council's ability to deliver meaningful reconciliation outcomes for the Frankston community.

Conclusion

The Reconciliation Action Plan 2026–2028 provides Council with a clear and practical framework for advancing reconciliation across its operations, services, partnerships and community engagement.

The RAP reflects feedback from community consultation, stakeholder engagement and Reconciliation Australia's review process. It supports Council's commitment to strengthening relationships, demonstrating respect and creating opportunities for Aboriginal and Torres Strait Islander peoples.

Adoption of the RAP will enable Council to progress a coordinated, accountable and whole-of-Council approach to reconciliation, supported by ongoing oversight from the RAP Advisory Committee.

ATTACHMENTS

Attachment A: [↓](#) Reconciliation Action Plan 2026-2028



Reconciliation Action Plan

2026–2028



Welcome to Frankston City

Acknowledgement

Frankston City Council acknowledges the Bunurong People of the Kulin Nation as the Traditional Custodians of the lands and waters in and around Frankston City, and value and recognise local Aboriginal and Torres Strait Islander cultures, heritage and connection to land as a proud part of a shared identity for Frankston City.

Council pays respect to Elders past and present and recognises their importance in maintaining knowledge, traditions and culture in our community.

Council also respectfully acknowledges the Bunurong Land Council as the Registered Aboriginal Party responsible for managing the Aboriginal cultural heritage of the land and waters where Frankston City Council is situated.



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The RAP artwork narrative

The Artwork symbolises transition toward meaningful Reconciliation. The 2 Snakes represent the different parts of community coming together and with close examination you recognise apart from colour, both Snakes are the same.

The update from the previous artwork recognises the community coming together with Yarning Circles, Men's and Women's business being discussed, and coming together in the centre of the artwork. The colours in the background represent the 6 Bunurong Seasons which represents the fact that engagement between Frankston City and the community in ongoing across the entire year.

The artwork makes it clear Frankston City is committed to progressing ongoing discussions across all aspects of the community and is engaged with the Aboriginal and Torres Strait Islander Peoples in Frankston City area.



About the Artist

Glenn is a proud Bunurong (Victoria) Trawlwoolway and Plangermairreenner (Tasmania) Aboriginal man, strongly connected to Community and Culture. Glenn was born on Flinders Island, Tasmania in 1958 and started painting as a teenager.

Glenn paintings are contemporary with using a traditional style and depict his perspective of traditional stories or cultural activities from his personal life and experiences as well as stories passed down to him. Glenn has developed his unique art style by learning from other artists not only in Tasmania, but also from the many years he lived and worked in the Kimberley, Western Australia.

Glenn is extremely respectful of the various art styles and stories across Australia and does not paint stories which do not hold cultural or personal significance to him and will not paint or tell a story which he does not have the cultural ability or permission to do so.





Message from the Mayor

It is my pleasure to present Frankston City Council's Innovate Reconciliation Action Plan (RAP) 2026-2028, which reflects Council's commitment to advancing reconciliation and to ensuring that First Peoples cultures, histories and contributions are recognised, respected and celebrated throughout our community.

I respectfully acknowledge the Bunurong People, the Traditional Custodians of the land on which Frankston City is located. I pay my respects to Elders past and present and recognise their continuing connection to land, waters, and community.

This Innovate RAP, prepared in conjunction with our community, builds on our previous commitments and sets out a clear, structured approach to strengthening relationships, demonstrating respect, and creating meaningful opportunities for First Nations voices to be heard.

It represents the Council's formal commitment to acknowledging historical truths, addressing ongoing inequities, and working together to foster trust, respect, and meaningful collaboration.

A growing population of 1,800 Aboriginal and Torres Strait Islander people live within the Frankston Municipality. The knowledge, cultural values and leadership grounded in the Elders of this community continue to enrich Frankston City and provide a vital foundation for a sustainable and inclusive future.

Working in partnership, Council looks forward to implementing this plan to strengthen the organisation and empower the community to make positive change.

Cr Sue Baker
Mayor

Message from the Chief Executive Officer

As Chief Executive Officer of Frankston City Council, I am proud to present our Innovate Reconciliation Action Plan (RAP), which represents a significant step forward in strengthening our organisation's commitment to reconciliation.

We acknowledge Bunurong People, as the Traditional Custodians of the lands and waters in and around Frankston City. We pay our respects to Elders past and present and recognise their enduring cultural, spiritual, and economic connection to land, waters, and community. We acknowledge that sovereignty was never ceded.

Our Innovate RAP builds on the foundations established in our earlier reconciliation commitments and moves us towards deeper integration of reconciliation across Council's governance, operations, and service delivery. It reflects our intention to embed culturally informed practice, strengthen respectful relationships with Aboriginal and Torres Strait Islander communities, and contribute to improved outcomes through practical, measurable action.

This plan challenges us to move beyond aspiration and into accountability. It requires sustained leadership, organisational capability, and genuine partnership. Through clear actions and defined responsibilities, we will continue to build cultural understanding within our workforce, enhance procurement and employment opportunities, and ensure reconciliation principles inform strategic planning and decision-making.

Reconciliation is not an isolated initiative; it is an organisational priority that must be reflected in how we lead, collaborate, and serve our community.

As CEO, I am committed to ensuring this work is supported at all levels of the organisation and embedded into our culture and systems.

I thank our staff, Councillors and community partners who have contributed to the development of this Innovate RAP and who will continue to guide its implementation.

Together, we reaffirm our commitment to advancing reconciliation in meaningful and enduring ways.

Tennille Bradley
Chief Executive Officer



Statement from CEO of Reconciliation Australia

Reconciliation Australia commends Frankston City Council on the formal endorsement of its second, Innovate Reconciliation Action Plan (RAP).

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement.

With over 5.5 million people now either working or studying in an organisation with a RAP, the program's potential for impact is greater than ever. Frankston City Council continues to be part of a strong network of more than 3,000 corporate, government, and not-for-profit organisations that have taken goodwill and transformed it into action.

The four RAP types — Reflect, Innovate, Stretch and Elevate — allow RAP partners to continuously strengthen reconciliation commitments and constantly strive to apply learnings in new ways.

An Innovate RAP is a crucial and rewarding period in an organisation's reconciliation journey. It is a time to build the strong foundations and relationships that ensure sustainable, thoughtful, and impactful RAP outcomes into the future.

An integral part of building these foundations is reflecting on and cataloguing the successes and challenges of previous RAPs. Learnings gained through effort and innovation are invaluable resources that Frankston City Council will continuously draw upon to create RAP commitments rooted in experience and maturity.

These learnings extend to Frankston City Council using the lens of reconciliation to better understand its core business, sphere of influence, and diverse community of staff and stakeholders.

The RAP program's emphasis on *relationships, respect, and opportunities* gives organisations a framework from which to foster connections with Aboriginal and Torres Strait Islander peoples rooted in mutual collaboration and trust.



This Innovate RAP is an opportunity for Frankston City Council to strengthen these relationships, gain crucial experience, and nurture connections that will become the lifeblood of its future RAP commitments. By enabling and empowering staff to contribute to this process, Frankston City Council will ensure shared and cooperative success in the long-term.

Gaining experience and reflecting on pertinent learnings will ensure the sustainability of Frankston City Council's future RAPs and reconciliation initiatives, providing meaningful impact toward Australia's reconciliation journey.

Congratulations Frankston City Council on your second Innovate RAP and I look forward to following your ongoing reconciliation journey.

Karen Mundine
Chief Executive Officer
Reconciliation Australia

Our vision for Reconciliation

Our organisation envisions a future in which Aboriginal and Torres Strait Islander peoples' histories, cultures, and contributions are acknowledged, respected, and celebrated as integral to our collective identity. Through our Reconciliation Action Plan (RAP), we are committed to embedding reconciliation into the fabric of our governance, operations, and community engagement.

We recognise that reconciliation is an ongoing and evolving process built on mutual respect, cultural understanding, and genuine partnership. Our approach prioritises building trust and meaningful relationships with Aboriginal and Torres Strait Islander communities, honouring their cultural protocols, commitments, and significant events.

Championed by our Frankston City Councillors, Executive Leadership Team, and Department Managers, and supported by our RAP Working Group including representatives from the Recognised Aboriginal Party, local Elders, and Aboriginal organisations, we will ensure our actions are informed, inclusive, and impactful.

Through this commitment, we aim to foster a culturally safe, inclusive, and equitable organisation that contributes to a reconciled and unified community for current and future generations.

Frankston City and our community

Frankston City is located on the eastern shores of Port Phillip Bay, approximately 40 kilometres south of Melbourne and is within metropolitan Melbourne.

Frankston City is made up of the suburbs of Carrum Downs, Frankston, Frankston North, Frankston South, Langwarrin, Langwarrin South, Sandhurst, Seaford and Skye.

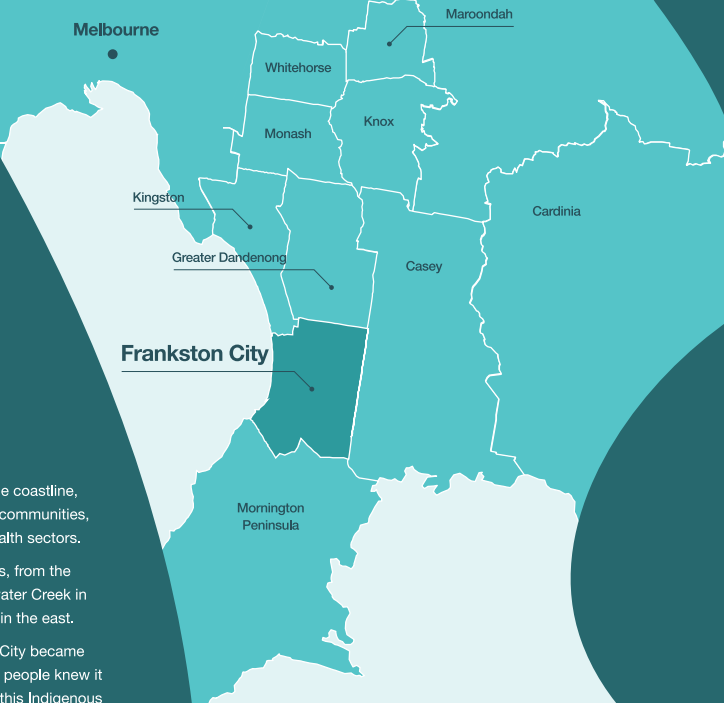
Our location is second to none, commanding centre stage between Melbourne's urban metropolis and the tranquil Mornington Peninsula. Frankston is one of the very few blended bush-bay-cities, a major drawcard for our community and visitors alike.

The city is currently home to an estimated 142,826 residents, which is expected to grow to 162,673 by 2041.

Frankston City is recognised for its pristine coastline, natural reserves, vibrant lifestyle, diverse communities, growing business, arts, education and health sectors.

Covering an area of 131 square kilometres, from the Seaford Wetlands in the north, to Sweetwater Creek in the South and the Western Port Highway in the east.

For thousands of years before Frankston City became known by its current name, the Bunurong people knew it as Monmar, a sacred place. The name of this Indigenous Australian tribe comes from "Boon wurrung", meaning "coast people".



About our city

800,000+
people visit our city per annum

54,633
jobs in Frankston City

160+
businesses with greater than \$10 million annual turnover

\$500 million
private development approved in 2023

\$1 billion+
state and federal governments investment since 2019

Top 50
global university – Monash University's Peninsula Campus

27%
tree canopy coverage in the municipality in 2023/24

About our community

Frankston City has an ageing population, with a projected increase of
44%
for those aged 60+ between 2021 and 2041

142,826
people live in Frankston City

39 years
median age

51%
of people are women

1.3%
of people identify as Aboriginal and Torres Strait Islander

21%
of people were born overseas

7.3%
of people identify as LGBTQIA+

29%
of households are families with children

785
people are estimated to be experiencing homelessness

46%
of people work and live in Frankston City

Map of significant locations

Areas of Cultural Heritage Sensitivity from DEECA

Legend

Cultural Heritage Sensitivity Area

Acknowledgement of Elders and Community Contributors

Frankston City Council respectfully acknowledges the invaluable contributions of cultural educator Jillian West, Nomucklerener First Nations training, consulting and mentoring for her unwavering support, cultural leadership and guidance throughout the development of this Innovate Reconciliation Action Plan. Jillian West, proud Bunurong and Palawa woman, played a vital role in creating culturally safe and respectful engagement spaces, enabling open dialogue, trust and meaningful participation from Aboriginal and Torres Strait Islander community members.

Council also extends its deep appreciation to Aunty Deb Mellet, CEO Nairm Marr Djambana, whose ongoing commitment to the Frankston Aboriginal community and dedication to facilitating inclusive, community-led conversations has been instrumental to the RAP's development. Aunty Deb's leadership and cultural knowledge ensured community voices were heard, respected and reflected in the RAP's priorities and actions.

The guidance, cultural authority and generosity of Jillian West and Aunty Deb Mellet have been central to shaping an Innovate RAP that is grounded in lived experience, guided by Aboriginal ways of knowing, being and doing, and aligned with principles of self-determination. Their contributions have strengthened Council's understanding, informed decision-making and reinforced the importance of genuine partnership in advancing reconciliation.

Frankston's Aboriginal and Torres Strait Islander Population

Frankston City Council acknowledges that this Innovate RAP has been developed through their leadership and trust and remains committed to continuing these respectful relationships as reconciliation actions are implemented, monitored and strengthened over time.

Frankston City Council acknowledges that the municipality is located on the traditional lands of the Bunurong People of the Kulin Nation. Council recognises the Bunurong People as the Traditional Custodians of this land and waters and respects their continuing connection to Country, culture and community.

Bunurong Country extends from Werribee Creek to the Tarwin River and Wilsons Promontory. The Frankston foreshore and Kananook Creek are places of longstanding cultural, environmental and economic significance. These areas supported seasonal living practices, including fishing, hunting and gathering, and continue to hold cultural significance for Bunurong people today.

The site now occupied by the Frankston Mechanics Institute was historically an important meeting place for the Bunurong people, used for ceremony, cultural practice and trade. This reflects the long history of Frankston as a place of gathering, connection and exchange.

Today, Frankston City is home to a diverse Aboriginal and Torres Strait Islander community, including Bunurong Traditional Custodians and people from many Nations across Australia. Aboriginal and Torres Strait Islander people contribute to the social, cultural and economic life of the municipality across a wide range of roles and industries.

Frankston City Council acknowledges that Aboriginal and Torres Strait Islander peoples continue to experience inequitable outcomes across areas such as health, education, employment and housing because of the ongoing impacts of colonisation. As a local government, Council recognises its responsibility to move beyond awareness-raising and to embed reconciliation into systems, decision-making and service delivery.

Through this Innovate Reconciliation Action Plan, Frankston City Council commits to strengthening respectful relationships, embedding cultural safety, and increasing opportunities for Aboriginal and Torres Strait Islander peoples. Council will work in partnership with Traditional Custodians and Aboriginal and Torres Strait Islander organisations to develop, implement and measure reconciliation actions that are locally informed, place-based and community-led.

Frankston City Council recognises reconciliation as an ongoing journey and is committed to continuously improving its approach to reconciliation across governance, workforce, procurement, service delivery and community engagement.

Frankston City Council | Reconciliation Plan 2026 – 2028

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Council and Wellbeing Plan 2025-2029

The Frankston City Council and Wellbeing Plan 2025–2029 sets the strategic direction for how Council will deliver services, invest in community priorities and work towards a healthier, more inclusive, and sustainable city. For the first time, the Council Plan and Municipal Health and Wellbeing Plan have been integrated, ensuring our community and their health and wellbeing is at the heart of everything we do.

The Frankston City Council and Wellbeing Plan recognises Aboriginal and Torres Strait Islander peoples as a valued part of Frankston City's identity and acknowledges Council's role in supporting culturally inclusive and equitable outcomes.

The Council and Wellbeing Plan has been developed around four key Strategic Outcomes:

1

Theme 1

Healthy and Inclusive Communities

Improve community health, safety, and wellbeing by reducing harms and promoting healthy lifestyles. Strengthen resilience, inclusiveness and enrich culture and diversity

2

Theme 2

Natural Environment

Promote sustainability through bold action and leadership on climate change, while protecting and enhancing Frankston City's natural and built environments.

3

Theme 3

Connected Places and Economy

Enhance liveability by improving access to and revitalising Frankston City's places and spaces. Foster a thriving economy by creating jobs and opportunities to build a skilled and educated community that supports sustainable and diverse industries

4

Theme 4

Council Performance and Leadership

A forward-thinking and responsive council that values community input, committed to optimising services, ensuring robust governance, and making sustainable decisions.

This Innovate Reconciliation Action Plan (RAP) has been developed to deliver initiatives that contribute to the Council and Wellbeing Plan strategic outcomes by embedding reconciliation principles into Council's core business. The RAP provides a structured framework to strengthen relationships, build respect and create opportunities for Aboriginal and Torres Strait Islander peoples through defined actions, partnerships, and accountability mechanisms.

While the Council and Wellbeing Plan establishes Council's overarching strategic outcomes, the Innovate RAP outlines how reconciliation commitments will be implemented, monitored, and strengthened over time. It moves Council beyond awareness-raising to embed reconciliation into governance, workforce practices, procurement, service delivery and community engagement. Through this alignment, Frankston City Council ensures reconciliation is integrated into strategic planning and decision-making, contributing to improved outcomes for Aboriginal and Torres Strait Islander peoples and supporting long-term community wellbeing across Frankston City.

The Innovate RAP aligns with several of The Council and Wellbeing Plan Strategic Objectives, including:

Strategic Objectives

1.1

Encourage healthy, active, and skilled communities by providing support, accessible and inclusive services, and spaces where everyone feels welcome, valued, and respected

1.2

Improve wellbeing by strengthening social connection, respect, value of diversity and gender equality

2.1

Enhance, protect and regenerate Indigenous vegetation and biodiversity within Council's reserves to improve ecosystem resilience

3.1

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

4.4

Council advocates for the community by engaging with all levels of government, ensuring accessible, inclusive, and transparent processes that encourage active engagement and are supported by clear, strategic communication

4.7

Council fosters collaboration and provides accessible ways for the community to engage with services and decisions. Elevating the customer's voice ensures their needs and aspirations shape planning and service delivery

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Frankston City Council | Reconciliation Plan 2026 – 2028

Frankston City Council | Reconciliation Plan 2026 – 2028

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We acknowledge and celebrate the diverse identities, cultural heritage, and lived experiences of Aboriginal children and young people who live in, or visit, our community. Council will seek to ensure that every child can enjoy their cultural rights and feel supported and empowered to express their culture and participate in the organisation fully.

The RAP provides leadership and accountability to embed reconciliation across Council's operations, workforce, elected members and partnerships. It supports organisational cultural change and promotes shared responsibility for reconciliation between Aboriginal and Torres Strait Islander peoples and non-Indigenous Australians.



Frankston City Council has developed an Innovate RAP, which focuses on strengthening relationships with Aboriginal and Torres Strait Islander peoples, embedding reconciliation into Council systems and practices, and increasing engagement across the organisation and community.

As the level of government closest to the community, Council is well placed to advance reconciliation through its leadership role and service delivery. The scope of this RAP applies across Council's functions and responsibilities, including its roles as a service provider, planner, regulator, advocate, partner and employer.

Our RAP

RAP journey highlights

1998

Council appoints its first dedicated Aboriginal and Torres Strait Islander position with funding from the Department of Human Services (Koori Alcohol & Other Drug Worker)

2000

Frankston City's Aboriginal Gathering Place, Nairn Marr Djambana, was established

Council sponsored and participated in events for NAIDOC Week for the first time

Aboriginal and Torres Strait Islander Art display from BALUK Arts at the Frankston Arts Centre

2006

The Frankston Mornington Peninsula Aboriginal Action Group is established

2009

Frankston City Council started using Acknowledgement of Land at start of each Council Ordinary Meeting

2010

Council commences participation in annual flag raising ceremonies NAIDOC Week

Council joined the Inter-Council Aboriginal Consultative Committee (ICACC)

2013

Council commences annual participation in the BayMob Health and Education Expo

2015

Council appoints an Aboriginal Health Project Officer with Koolin Balit funding received from the Department of Health and Human Services to deliver the Healthy Boorais project

2017

Council undertook a cultural heritage bus tour of the Mornington Peninsula and Frankston, hosted by Western Biosphere and Bunurong Land Council Aboriginal Corporation

Council received funding from the Department of Health and Human Services to increase participation of Aboriginal and Torres Strait Islanders in sports

Council endorsed a Notice of Motion to provide a roadmap for the introduction and implementation of a Frankston City Reconciliation Action Plan

2018

Council unanimously resolved to develop its inaugural Reconciliation Action Plan

Council appointed its first Reconciliation Officer as a dedicated Aboriginal and Torres Strait Islander position

Yarning Circle established in partnership with Mornington Peninsula Shire Council and the Koori Engagement Support Officers

2019

The Reconciliation Advisory Committee was established with Council appointed members

Council holds its first Reconciliation Week activity in partnership with Nairn Marr Djambana

Our RAP

RAP journey highlights

2020

Council's Family Health Support Services volunteers and Regional Assessment Team complete cultural awareness and competency training

2022

Cultural training for Council staff, over 120 staff have undertaken the training

2023

Council continues to be a Gold Sponsor for Nairm Marr Djambana's NAIDOC week event

2025

Council hosted first yarning circle for all Council staff guided by Jillian West

Council increased program delivery acknowledging Reconciliation Week and NAIDOC week across Frankston LGAs

Council committed to a 50-year lease for the Gathering Place, supporting a culturally safe and enduring community asset.

Our engagement for redevelopment of RAP 2026-2028

The development of Frankston City Council's Innovate Reconciliation Action Plan (2026–2028) has been informed by a comprehensive, culturally respectful engagement process to ensure the RAP reflects the voices, knowledge, and aspirations of Aboriginal and Torres Strait Islander peoples.

This phased and formally guided engagement process demonstrates Council's commitment to partnership, respect, and accountability in the redevelopment of its RAP.

Phase 1

First Nations Partners — 30 April 2025

Formal consultations were held with key Aboriginal and Torres Strait Islander stakeholders, with the unwavering support of Jillian West, whose guidance and facilitation created a safe space for open and respectful dialogue.

Phase 2

Community Engagement during Reconciliation Week 2025

Council engaged with the wider Frankston community, ensuring diverse perspectives were considered in shaping the RAP and its priorities.

Phase 3

Community Engagement at Nairm Marr Djambana

A culturally facilitated session was held at Nairm Marr Djambana, led by Aunty Deb, whose consistent presence and facilitation enabled meaningful conversations between the community and Council. Jillian West also supported this session, contributing cultural guidance and fostering a safe, inclusive environment.

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Frankston City Council | Reconciliation Plan 2026 – 2028

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Frankston City Council | Reconciliation Plan 2026 – 2028

Community Feedback – Creating a Welcoming Frankston

Theme	What the Community Told Us	How This Informs the Innovate RAP 2026–2028
Cultural Recognition and Celebration	• Increase Aboriginal-led cultural events and community gatherings • Fly Aboriginal and Torres Strait Islander flags and ensure Welcome to Country are meaningful and appropriately delivered • Continue and expand events celebrating Aboriginal culture, history and contributions in Frankston	• Strengthen protocols for Welcome to Country and cultural recognition • Support and promote Aboriginal-led events and activities • Embed cultural recognition across Council events and civic spaces
Education and Truth-Telling	• Provide more education on local Aboriginal history, culture and connection to Country • Address myths, stereotypes and misinformation through foundational education • Offer opportunities for the wider community to learn directly from Elders	• Partner with Elders and Aboriginal organisations to deliver education programs • Integrate truth-telling and local history into Council communications and learning initiatives • Support school and community education opportunities
Safe, Culturally Welcoming Spaces	• Create culturally safe spaces where Aboriginal people feel welcomed and respected • Ensure Council facilities and services visibly reflect Aboriginal presence and culture, allowing enough space for native landscape • Support places like Nairm Marr Djambana as key community hubs	• Embed cultural safety principles across Council facilities and services • Use culturally appropriate signage, symbols and design • Strengthen partnerships with Aboriginal community spaces and services

Theme	What the Community Told Us	How This Informs the Innovate RAP 2026–2028
Community Connection and Engagement	• Provide more opportunities for Aboriginal people to connect with each other and with the wider community • Support intergenerational connection, particularly between Elders and young people • Engage Aboriginal people early and meaningfully in Council decisions	• Use community-led and co-design approaches in RAP actions • Support youth and Elder engagement initiatives • Strengthen engagement frameworks with Aboriginal communities
Representation, Employment and Economic Participation	• Increase Aboriginal representation within Council's workforce • Support Aboriginal-owned businesses and artists through procurement and commissioning • Ensure Aboriginal people are visible in Council communications and public spaces	• Continue advocating for opportunities for Aboriginal employment with in Frankston City Council • Increase supplier diversity through Aboriginal businesses • Promote Aboriginal voices, imagery and leadership in Council communications
Governance, Leadership and Accountability	• Ensure Council leadership demonstrates commitment to reconciliation • Provide adequate resourcing, including Aboriginal liaison and support roles • Act on feedback and report back to community	• Embed reconciliation into governance, policy and decision-making • Strengthen internal accountability and reporting mechanisms • Ensure RAP actions are monitored and reviewed with community input



Focus Area 1: Relationships

Having strong, open two-way relationships with local Aboriginal and Torres Strait Islander community groups and organisations reduces misunderstanding and fear, and emphasises that teachers and parents both have important, though different, roles to play.

Focus Area 1: Relationships

Actions	Deliverables	Timeline	Responsibility
1. Establish and strengthen mutually beneficial relationships with Traditional Custodians, Elders and other Aboriginal and Torres Strait Islander stakeholders and organisations.	1.1 Senior Council officers meet four times per year with the Bunurong Land Council Aboriginal Corporation, as the Registered Aboriginal Party, to facilitate relationships and ensure Aboriginal and Torres Strait Islander voices are valued to develop guiding principles for future engagement.	May, August, November, February annually	Director Community Connection
	1.2 Senior Council officers meet at least once per year with local Elders and stakeholders to facilitate relationships with key community members.	May annually	Director Community Connection
	1.3 Support annual child and family service sector forum for Aboriginal and Torres Strait Islander services (current BayMob Expo hosted by Nairm Marr Djambana) to build relationships and facilitate referral pathways.	September annually	Manager Community Services and Support
	1.4 Develop and implement an Aboriginal and Torres Strait Islander community engagement plan to complement Council's Community Engagement Framework, to ensure meaningful engagement with Aboriginal and Torres Strait Islander stakeholders and organisations.	June 2027	Manager Community Inclusion, Youth and Recreation

Actions	Deliverables	Timeline	Responsibility
2. Build relationships through celebrating National Reconciliation Week (NRW).	2.1 Build relationships through celebrating National Reconciliation Week (NRW).	May 2027 May 2028	Reconciliation Project Manager Libraries Coordinator Manager Community Services and Support
	2.2 Register National Reconciliation Week events on Reconciliation Australia's website.	May 2027 May 2028	Reconciliation Project Manager
	2.3 Circulate Reconciliation Australia's National Reconciliation Week resources to staff.	May 2027 May 2028	Reconciliation Project Manager
	2.4 RAP Working Group members to participate in an external National Reconciliation Week event. Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate National Reconciliation Week.	May 2027 May 2028	Chief Executive Officer

Focus Area 1: Relationships

Actions	Deliverables	Timeline	Responsibility
3. Promote reconciliation and provide opportunities to strengthen relationships and raise awareness of the RAP within the community.	3.1 Communicate our commitment to reconciliation publicly.	September 2026	Coordinator Corporate Communications
	3.2 Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes.	March, August annually	Manager Community Inclusion, Youth and Recreation
	3.3 Collaborate with RAP and other like-minded organisations to develop ways to advance reconciliation.	By September 2026	Reconciliation Project Manager
	3.4 Facilitate an annual Aboriginal and Torres Strait Islander heritage training workshop for Frankston Environment Friends Network and accommodate other Volunteer groups.	June annually	Manager Urban Planning and Environment
	3.5 Demonstrate respect by continuing to acknowledge Sorry Day and Mabo Day on Council's website and social media platforms.	May, June annually	Coordinator Corporate Communications Manager Community Inclusion, Youth and Recreation

Actions	Deliverables	Timeline	Responsibility
4. Promote reconciliation and raise awareness of the RAP within Council.	4.1 Develop a communications plan to raise awareness of Council's commitment to reconciliation and staff responsibilities within the RAP.	By August 2026	Coordinator Corporate Communications
	4.2 Continue providing information and latest update on RAP in the staff induction program.	February, May, August, November annually	Reconciliation Project Manager

Focus Area 1: Relationships

Actions	Deliverables	Timeline	Responsibility
5. Promote positive race relations through anti-discrimination strategies.	5.1 Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	January annually	Manager People and Culture
	5.2 Develop, implement, and communicate an anti-discrimination policy for our organisation.	June 2027	Manager People and Culture
	5.3 Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy.	December 2027	Manager People and Culture
	5.4 Educate senior leaders on the effects of racism.	December 2027	Manager People and Culture
	5.5 Develop a diversity, access and inclusion policy.	March 2028	Director Community Connections

Actions	Deliverables	Timeline	Responsibility
6. Embed early collaboration with Bunurong Land Council in Strategic Planning's land use projects and the Frankston Planning Scheme.	6.1 Work collaboratively with the Bunurong Land Council Aboriginal Corporation to embed early engagement, cultural knowledge, and connection to Country into projects and the Frankston Planning Scheme, including the Planning Scheme Review and ongoing scheme updates that implement Council's long term land use vision.	August 2026	Strategic Planning Coordinator
	6.2 Establish an early engagement approach for Strategic Planning, developed in partnership with BLCAC.	December 2026	Strategic Planning Coordinator
	6.3 Build a shared understanding of opportunities to recognise Bunurong culture, history, and identity across projects and within the Planning Scheme.	December 2026	Strategic Planning Coordinator
	6.4 Review and refine this approach annually with BLCAC to guide future RAP development and continuous improvement.	June annually	Strategic Planning Coordinator



Focus Area 2: Respect

The goal of Cultural Respect is to uphold the rights of Aboriginal and Torres Strait Islander peoples to maintain, protect and develop their cultures and achieve equitable health outcomes.

Focus Area 2: Respect

Actions	Deliverables	Timeline	Responsibility
7. Provide cultural learning and development opportunities for Council staff and Councillors to increase knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights.	7.1 Develop,implement and communicate a cultural learning strategy for our staff.	December 2026 December 2027	Manager People and Culture
	7.2 Consult local Traditional Owners and/or Gathering place on the development and implementation of a cultural learning strategy.	December 2027	Manager People and Culture
	7.3 Deliver four Yarning Circles per annum within the early years' service sector to build cultural confidence and awareness within the workforce.	December 2026 December 2027	Manager Community Services and Support
	7.4 Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning.	August 2026 March 2027 August 2027 March 2028	Reconciliation Project Manager
	7.5 Communicate and promote Council's cultural learning strategy to our staff.	February 2028	Chief Executive Officer

Actions	Deliverables	Timeline	Responsibility
8. Promote respect and recognition for the Traditional Custodians of the land through acknowledgement on council signs and buildings and use of flags & cultural protocols.	8.1 Oversee and monitor a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country Aboriginal Corporation.	January 2027 January 2028	Reconciliation Project Manager
	8.2 Develop a sign template for Council owned buildings that acknowledge the Traditional Custodians of the land- traditional naming of rooms and buildings.	Dec 2026	Reconciliation Project Manager
	8.3 Review and update all Frankston City Council webpages to ensure accurate, respectful and current representation of Traditional Owners and local Aboriginal history, informed by Aboriginal community input.	By September 2026	Coordinator Corporate Communications
	8.4 Use the designs Functional Brief to encourage the incorporation of Aboriginal and Torres Strait Islander design elements in new major developments of Council-owned buildings and facilities to create culturally safe and welcoming environments.	June 2027	Manager Building Infrastructure and Open Space
	8.5 Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year.	June annually	Coordinator Festivals and Destination Events

Focus Area 2: Respect

Actions	Deliverables	Timeline	Responsibility
8. Promote respect and recognition for the Traditional Custodians of the land through acknowledgement on council signs and buildings and use of flags & cultural protocols.	8.6 Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings.	July 2026	Chief Executive Officer
	8.7 Review the protocol for flying the Aboriginal and Torres Strait Islander flags at Council facilities.	December 2026	Coordinator Governance and Risk Executive Assistant
	8.8 Support staff with personalize Acknowledgment of Country, creating opportunities to understand the purpose and deliver with confidence.	January annually	Reconciliation Project Manager

Actions	Deliverables	Timeline	Responsibility
9. Build respect for Aboriginal and Torres Strait Islander cultures and histories through the celebration of NAIDOC Week.	9.1 Deliver a coordinated NAIDOC Week program, including Aboriginal-led events, Council participation in flag-raising ceremonies, local competitions, and engagement with sporting clubs.	July annually	Manager Community Services and Support Libraries Coordinator Manager Place Activation, Arts and Creativity
	9.2 Promote and encourage participation in external NAIDOC events to all staff.	July annually	Chief Executive Officer
	9.3 RAP Working Group to participate in an external NAIDOC Week event.	July annually	Chief Executive Officer
	9.4 Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week.	June 2027 June 2028	Manager People and Culture

Focus Area 2: Respect

Actions	Deliverables	Timeline	Responsibility
10. Promote respect and recognition for Aboriginal and Torres Strait Islanders through council publications.	10.1 Develop and maintain a culturally appropriate photography and storytelling library for Council publications that accurately represents the municipality, including Aboriginal and Torres Strait Islander peoples. Ensure cultural protocols are respected when using images and stories, apply content warnings where required, actively celebrate culture through Council communications, work in partnership with the Bunurong Land Council and other Aboriginal organisations for guidance, and moderate Council social media channels to ensure there is no tolerance for racism.	Dec 2027	Coordinator Corporate Communications
	10.2 Print more stories in the Frankston City News that promotes respect and recognition of Aboriginal and Torres Strait Islanders.	Jan 2027 June 2027 Jan 2028 June 2028	Coordinator Corporate Communications

Actions	Deliverables	Timeline	Responsibility
11. Create and support opportunities to promote Aboriginal and Torres Strait Islander arts, culture and storytelling, including the sharing of local histories and family narratives.	11.1 Present Aboriginal and Torres Strait Islander performances at the Frankston Arts Centre as part of an annual program.	June 2027 June 2028	Manager Place Activation, Arts and Creativity
	11.2 Program a minimum of two Aboriginal and Torres Strait Islander art exhibitions at Frankston Arts Centre each year.	June 2027 June 2028	Manager Place Activation, Arts and Creativity
	11.3 Engage Aboriginal and Torres Strait Islander musicians and performance artists at Council's Major Events.	June 2027 June 2028	Coordinator Major Events and Festivals
	11.4 Host a family history support group in collaboration with VACCA in the Library's Heritage Frankston Room with access to the library's subscription databases.	August 2026	Libraries Coordinator



Focus Area 3: Opportunities



Network with the local Aboriginal and Torres Strait Islander communities and partner with them on a specific program or project. Invite local people into your service to see the inclusive programs and resources. Invite Elders from your local communities to take part in celebrations and significant events at our service.

Focus Area 3: Opportunities

Actions	Deliverables	Timeline	Responsibility
12. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	12.1 Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	June 2027	Manager People and culture
	12.2 Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention and professional development strategy.	October 2027	Manager People and culture
	12.3 Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy.	December 2027	Manager People and culture
	12.4 Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace.	December 2027	Manager People and culture
	12.5 Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders.	December 2027	Manager People and culture
	12.6 Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce.	December 2027	Manager People and culture

Actions	Deliverables	Timeline	Responsibility
13. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	13.1 Develop an Aboriginal and Torres Strait Islander Procurement Strategy to be incorporated into Council's future Social Procurement Framework.	December 2027	Coordinator Contracts and Procurement
	13.2 Investigate Supply Nation membership.	June 2027	Coordinator Contracts and Procurement
	13.3 Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff	December 2027	Coordinator Contracts and Procurement
	13.4 Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.	June 2027	Coordinator Contracts and Procurement
	13.5 Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses.	December 2027	Coordinator Contracts and Procurement
14. Share opportunities for Aboriginal and Torres Strait Islander peoples to participate in leadership capacities within the community.	14.1 Conduct targeted outreach through established Aboriginal and Torres Strait Islander community networks, deliver at least one annual grant information session, and provide one-on-one application support to Aboriginal and Torres Strait Islander applicants where requested and feasible	June 2027 June 2028	Team leader community Grants and Network
	14.2 Establish processes to strongly encourage Aboriginal and Torres Strait Islanders to apply for positions on the Frankston Arts Advisory Committee.	June 2027 June 2028	Manager Place Activation, Arts and Creativity



Focus Area 4: Governance

Actions, activities, responsibility assignment and measurements are embedded in Frankston City Council to ensure strong governance.

Frankston City Council | Reconciliation Plan 2026 – 2028

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Focus Area 4: Governance

Actions	Deliverables	Timeline	Responsibility
15. Establish and maintain effective governance structures to support the delivery of RAP commitments.	15.1 Maintain a staff-based Reconciliation Working Group that meets four times per year and reporting to the Reconciliation Advisory Committee, to provide operational implementation, monitoring and evaluation of the RAP.	June, August, October, December, Febuary, April annually	Reconciliation Project Manager
	15.2 The RAP Working Group (RWG) to meet six times per year to oversee the development, implementation, monitoring and evaluation of the RAP against the expected outcomes.	June, August, October, December, Febuary, April annually	Reconciliation Project Manager
	15.3 Establish and apply a Terms of Reference for the RWG.	December 2026	Reconciliation Project Manager
	15.4 Maintain Aboriginal and Torres Strait Islander representation on the RWG.	November 2026 November 2027 November 2028	Reconciliation Project Manager

Actions	Deliverables	Timeline	Responsibility
16. Provide appropriate support for effective implementation of RAP commitments. Define resource needs for RAP implementation.	16.1 Define resource needs for RAP implementation.	September 2026	Reconciliation Project Manager
	16.2 Engage our senior leaders and other staff in the delivery of RAP commitments.against the expected outcomes.	October 2026 October 2027	Reconciliation Project Manager
	16.3 Appoint and maintain an internal RAP Champion from senior management.	September 2026	Manager Community Inclusion, Youth and Recreation
	16.4 Define and maintain appropriate systems to track, measure and report on RAP commitments.	December 2026 December 2027 December 2028	Reconciliation Project Manager

Focus Area 4: Governance

Actions	Deliverables	Timeline	Responsibility
17. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	17.1 Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence.	July 2027 July 2028	Reconciliation Project Manager
	17.2 Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	September 2026 September2027	Reconciliation Project Manager
	17.3 Report RAP progress to all staff and senior leaders quarterly.	February, May, August, November annually	Reconciliation Project Manager
	17.4 Publicly report our RAP achievements, challenges and learnings, annually.	June 2026 June 2027	Reconciliation Project Manager
	17.5 Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.	April 2028	Reconciliation Project Manager
18. Continue our reconciliation journey by developing our next RAP.	18.1 Register via Reconciliation Australia's website to begin developing our next RAP.	March 2028	Reconciliation Project Manager





How to contact us

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Telephone:
1300 322 322
Business hours,
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Frankston City Council
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Interpreter services:
We cater for people of
all backgrounds
Please call 131 450

National Relay Service:
If you are deaf, hard of hearing
and/or have a speech impairment
you can contact the Council using
the National Relay Service.

Teletypewriter (TTY) 133 677
Voice Relay 1300 555 727
SMS Relay 0423 677 767

Executive Summary**12.6 Reallocation of Unspent 2025/26 Local Support Package Funds**

Enquiries: (Tammy Beauchamp: Community Connection)

Email: tammy.beauchamp@frankston.vic.gov.au

Council Plan

Level 1: Healthy and Inclusive Communities

Level 2: Encourage healthy, active, and skilled communities by providing support, accessible and inclusive services and spaces where everyone feels welcome, valued and respected

Purpose

To seek Council's approval of the proposed reallocation of available underspend from the 2025/26 Local Support Package.

Recommendation (Director Community Connection)

That Council:

1. Notes the available unspent funds from the 2025/26 Local Support Package totalling \$132,985.00;
2. Notes the unprecedented demand for Council's Child and Youth Inclusion Grants Program, with applications increasing by 51% compared to the same period last year, and the Annual Community Grants Program, with funding requests increasing by 43% compared to 2025, highlighting significant unmet community need;
3. Approves the allocation of \$80,000 to the Child and Youth Inclusion Grants program to address the forecast 2026/27 program shortfall and maintain access to support for eligible children, young people and families;
4. Approves the allocation of the remaining \$52,985 to the Annual Community Grants program to support additional eligible community projects through an established and equitable grants process; and
5. Notes, the proposed reallocation will generate substantial community benefit, supporting approximately 250 additional children and young people through educational and recreational subsidies and increasing the number of community organisations supported to deliver services and programs to the Frankston community.

Key Points / Issues

- This matter was considered at a Council Briefing on 20 July 2026, at which seven Councillors were in attendance (in person or online): Mayor, Cr Sue Baker, Deputy Mayor, Cr Cherie Wanat, Cr David Asker, Cr Nathan Butler, Cr Steffie Conroy, Cr Emily Green, and Cr Brad Hill.
- Cr Bolam received a verbal briefing with Council officers on 14 July 2026 on this item.

12.6 Reallocation of Unspent 2025/26 Local Support Package Funds**Executive Summary**

- At the Council Meeting held on 23 June 2025, Council resolved:
4.8 Resolves that any unspent funds against the following grants and subsidies as at end of March 2026:
 - *Activity Participation Subsidy \$137,000;*
 - *Ratepayers discount vouchers (PARC/Pines, FAC, At Call Hard Waste) \$137,000;*
 - *Additional Child and Youth Inclusion Grants \$40,000;*
 - *Funding of \$50,000 to investigate the feasibility and establishment of a centralised food storage centre for the streamlined distribution of food and perishables to local relief organisations and emergency shelters \$50,000;**be repurposed for a new grant opportunity to be available in the 2026-2027 financial year;*
- The total available funding remaining unspent from the 2025/26 Local Support Package is \$132,985, consisting of:
 - \$72,741 from the Activity Participation Subsidy;
 - \$57,244 from user fee freezes and waivers; and
 - \$3,000 in unclaimed funding.
- The principles that have been applied to inform the recommendations for reallocation are as follows:
 - Alignment with the original purpose of the Local Support Package.
 - Demonstrated community need.
 - Evidence-based funding decisions.
 - Good governance and equitable access.
 - Administrative efficiency and community impact.
- It is recommended that Council allocate \$80,000 to the Child and Youth Inclusion Grants Program (CAYI). This would increase the total 2026/27 funding allocation from \$63,963 to \$143,963.
- The CAYI program assists children and young people experiencing financial hardship to participate in education, training, recreation and community activities by providing small subsidies for items such as uniforms, books, technology, training fees and sporting participation costs.
- In 2025/26, the program supported 338 children and young people and distributed approximately \$134,000 in assistance. Current demand exceeds the available 2026/27 budget allocation (\$63,963) and, without additional funding, the program is forecast to be exhausted by Round 4, leaving an estimated 220 eligible applicants without support.
- The first round of the Child and Youth Inclusion Grants demonstrates this trend is continuing and has attracted exceptionally strong demand, with applications increasing by 43% compared to the same period last year.
- The proposed top-up will maintain program continuity and preserve access for disadvantaged children, young people and families.

12.6 Reallocation of Unspent 2025/26 Local Support Package Funds**Executive Summary**

- It is also recommended that the remaining \$52,985 be allocated to the Annual Community Grants Program. This would increase the available grant pool from \$163,256 to \$216,241.
- The 2025/26 Annual Community Grants Program demonstrated significant unmet demand, with eligible applications substantially exceeding the available funding pool and only 53 per cent of requested funding able to be supported.

Demand has continued to grow in 2026/27, with community organisations seeking 43 per cent more funding than in the previous year, highlighting the increasing need for community-led programs and services across the municipality.

Allocating the remaining funds to this program would enable additional high-quality projects to be supported through Council's established competitive, transparent and well-governed grants process.

Financial Impact

There are financial implications associated with this report; however, the proposed allocations are funded from identified unspent 2025/26 Local Support Package funds and can be accommodated within existing budgets.

Consultation**1. External Stakeholders**

Not applicable.

2. Other Stakeholders

Consultation has occurred with officers from the Community Programs Team, Community Grants Team and the Chief Operating Office. Their input has informed the proposed allocation of funds and assessment of funding demand.

Analysis (Environmental / Economic / Social Implications)

The recommendation supports delivery of the Council and Wellbeing Plan and would deliver the following socio-economic benefits:

- Increasing participation and inclusion for children and young people.
- Supporting community wellbeing and social connectedness.
- Strengthening community organisations and volunteer-led initiatives.
- Assisting residents that experience financial disadvantage.

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

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

Legal

No specific legal issues have been identified. Funding will continue to be administered through existing Council grant programs and associated governance frameworks.

Policy Impacts

The recommendation is consistent with the principles underpinning Council's grant programs, including transparency, accountability, fairness and equitable access to funding opportunities. The recommendation also aligns with the intent of the Local

12.6 Reallocation of Unspent 2025/26 Local Support Package Funds**Executive Summary**

Support Package to provide practical assistance to residents and community groups experiencing hardship.

Gender Impact Assessments

A gender impact assessment has been completed for the community grants program 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

The recommended approach presents an equitable and well governed approach to the redistribution of these funds.

Key risk mitigation measures include:

- Allocation through existing grant programs with established eligibility criteria and assessment frameworks.
- Transparent application, assessment and acquittal processes.
- Consistency with contemporary grant governance principles.
- Clear reporting and accountability requirements for recipients.
- A key residual risk associated with not adopting the recommendation is that available Child and Youth Inclusion Grant funding will be exhausted early in the financial year, resulting in eligible children and young people being unable to access support. The recommended allocation mitigates this risk and supports continuity of service delivery.

Conclusion

The recommended reallocation of the available Local Support Package underspend will maximise community benefit, address demonstrated funding shortfalls and ensure funds are distributed through established and transparent governance processes.

The Child and Youth Inclusion Grants program faces a significant funding gap and is forecast to exhaust available funds early in the financial year. Additional funding will maintain support for children, young people and families experiencing financial hardship and is expected to enable approximately 250 additional children and young people to access educational and recreational opportunities. The Annual Community Grants Program also demonstrates strong unmet demand and provides an equitable pathway for community organisations to access support and deliver valuable services and programs across the municipality.

The recommended allocations align with the original intent of the Local Support Package and represent an effective, transparent and accountable use of the available funds, delivering tangible benefits to both vulnerable children and young people and the broader Frankston community.

ATTACHMENTS

Nil

Executive Summary**12.7 Proposed Sale of Council Land - 36 Belvedere Road, Seaford**

Enquiries: (Caroline Reidy: Chief Operating Office)

Email: caroline.reidy@frankston.vic.gov.au

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

To present Council with a proposal to sell the Council-owned land and improvements formerly known as the Belvedere Community Centre, 36 Belvedere Road, Seaford.

Recommendation (Director Chief Operating Office)

That Council:

1. Notes the requirements of section 114(2)(a) and (b) of the *Local Government Act 2020* with respect to the proposed sale of land and Council's Community Engagement Policy;
2. Agrees in principle, to the sale of the land at 36 Belvedere Road, Seaford, being Reserve 1 on Plan of Subdivision 091172, Volume 08967 Folio 709, on the basis that the land is considered surplus to Council's operational service delivery requirements;
3. Authorises and directs the Chief Executive Officer to give public notice of Council's intention to sell the land, subject to any required due diligence and statutory or administrative steps, including the removal of the reserve status and demolition of the existing improvements prior to sale;
4. Directs any submissions received in response to the public notice that are opposed to the proposal be presented to Council for consideration at a future meeting;
5. If no submissions are received, or if the only submissions received support the proposal without qualification, authorises the Chief Executive Officer to progress the sale of the land and execute any required documentation for and on behalf of Council; and
6. Authorises the net proceeds of sale be allocated to Council's Strategic Asset Reserve to offset and support future property acquisitions as resolved by Council.

Key Points / Issues

- 36 Belvedere Road, Seaford (Land), formerly known as the Belvedere Community Centre, is part of a residential and community precinct, and adjoins the Belvedere Park Primary School.
- The Land is shown as Reserve 1 on Plan of Subdivision 091172, Volume 08967 Folio 709, and has an approximate area of 1,301m². The Land is improved with a circa 1990s community centre building and an attached modular relocatable, with a combined area under roofline, of approximately 270m².

12.7 Proposed Sale of Council Land - 36 Belvedere Road, Seaford**Executive Summary**

- Internal consultation has identified that the Land is no longer required for service delivery, noting the former community centre use has relocated to Belvedere Reserve at East Road Seaford.
- Council has the power pursuant to s.114(1) and (2) of the *Local Government Act 2020 (LGA 2020)*, to sell the Land.
- Aerial photographs of the Land and the surrounding locality are contained in **Attachments A and B**. A copy of Council's title and associated plan, are contained in **Attachment C and D**.

Financial Impact

There are financial costs associated with the proposed sale of the Land. Valuation, surveying, marketing, legal, and Land Use Victoria costs can be accommodated within existing budgets.

The market value of the Land was previously assessed at \$1.3 million exclusive of GST in 2021, with vacant possession. An updated market valuation will be obtained prior to disposal of the Land.

It is noted that the value is in the land itself and its development potential, rather than the existing improvements. The last condition audit undertaken in 2022, confirmed the building had a very high capital pressure profile, with compliance obligations alone representing a substantial cost burden. At that time the forward projected capital expenditure required to 2032, exceeded the buildings replacement value.

Ongoing holding costs in respect of the Land are minimal (less than \$10,000 in 2025), given no planned preventative maintenance is being undertaken. However, reactive maintenance is escalating due to continual break-ins and the deteriorating condition of the building including the recent partial collapse of a ceiling.

Demolition of the building, which is recommended, is estimated at between \$65,000 - \$70,000 due to the need to remove asbestos from the modular relocatable prior to demolition. A purchaser will take such costs into consideration in any offer made for the Land, if the buildings are not removed.

Subject to the successful completion of statutory procedures for the sale of the land, it is recommended that net proceeds of sale be allocated to Council's Strategic Asset Reserve to offset and support future strategic property acquisitions or asset priorities as resolved by Council.

Consultation**1. External Stakeholders**

Opteon Property Group Pty Ltd have previously provided market valuation advice to officers. If a disposal is supported by Council, this valuation will be updated prior to the sale of the Land in accordance with s.114(2)(c) *LGA 2020*.

Service Authorities have been consulted in relation to the potential sale, with no concerns raised. These responses are summarised in the officer's assessment section of this report.

12.7 Proposed Sale of Council Land - 36 Belvedere Road, Seaford**Executive Summary****2. Other Stakeholders**

Internal consultation was undertaken with relevant stakeholders to determine whether the land is required for current or future service delivery by or on behalf of Council, and whether there are any barriers or requirements relevant to a potential sale.

The internal consultation responses are summarised in the Officer's Assessment section of this report. This has not identified any future service delivery by or on behalf of Council.

An opportunity to support the service delivery on behalf of State and Federal Government for the purposes of Social and Affordable Housing was identified however, this is not considered to warrant retention of the Land, given the likely long term financial implications associated with the same.

If a potential sale is supported by Council, notification will be directly communicated to the relevant parties at Homes Victoria allowing an opportunity to review and assess the Land and its suitability for future community housing needs.

Analysis (Environmental / Economic / Social Implications)Background

The Land is approximately 1,301m² in area, with a 24.38metre frontage to Belvedere Road, and a depth of approximately 53.34metres. It is encumbered by a drainage and sewerage easement approximately 2.44metres wide which runs parallel to the Land's rear boundary. The Land also contains Council drainage infrastructure alongside the western boundary, requiring future easement protection.

The Land is part of a residential and community precinct, with Belvedere Park Primary School adjoining the Land to the west, and residential properties to the north, south and east. It is located within a General Residential Zone Schedule 1 under the Frankston Planning Scheme and is also affected by a Special Building Overlay.

The Land contains improvements including a single-storey conventional community centre building circa 1990s, and a modular relocatable aluminium clad classroom.

Historically, the building was used by the WAG (Women's Activities Group) who relocated to the Land in the early 1990's, subsequently registering as a Neighbourhood House to provide childcare as well as broader community education. WAG became Belvedere Community Centre Inc. who now operate from the Belvedere Reserve at East Road Seaford.

Environmental/Economic/Social

There are minimal environmental, economic and social implications of divesting the Land.

The Land contains several trees of unknown significance, that can be assessed and further considered as part of any future development application.

There are no economic or social implications of divesting the Land. The Land has been vacant for several years, does not generate any income, nor supports any business or employment uses.

12.7 Proposed Sale of Council Land - 36 Belvedere Road, Seaford**Executive Summary**

The improvements on the Land present social issues, due to ongoing break-ins, primarily by displaced persons seeking shelter. There has also been associated undesirable behaviour including drug activity, theft and an attempted fire. This is of increasing concern, particularly given the adjacent primary school.

The proposed sale of Land is consistent with the Guiding Values of the Property Strategy and Plan 2021-2025 (Property Strategy). Subject to the successful completion of statutory procedures for the sale of the Land, net proceeds of sale are recommended to be allocated to Council's Strategic Asset Reserve, to offset and support future property acquisitions as resolved by Council.

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

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

LegalLocal Government Act 2020

The statutory requirements for the sale of land are set out in section 114 of the LGA2020 are as follows:

s.114 Restriction on power to sell, exchange or transfer without consideration land

- (1) Except where section 116 applies, a Council must comply with this section of the Council –
 - (a) sells land; or*
 - (b) exchanges land; or*
 - (c) transfers land without consideration; or*
 - (d) transfers land for a nominal amount.**
- (2) Before dealing with land in a manner described in sub-section (1), the Council must-
 - (a) At least 4 weeks prior to dealing with the land, publish notice of intention to do so-
 - (i) on the Council's internet site, and*
 - (ii) in any other manner prescribed by the regulations for the purposes of this sub- section, and**
 - (b) undertake a community engagement process in accordance with its community engagement policy, and**
- (3) Obtain from a person who holds the qualification or experience specified under s.13AD92) of the Valuation of Land Act 1960 a valuation of the land which is made not more than 6 months prior to dealing with the land.*

If a disposal is supported by Council, an updated market valuation will be obtained once the improvements are demolished and the Land is ready for sale.

12.7 Proposed Sale of Council Land - 36 Belvedere Road, Seaford**Executive Summary**Subdivision Act 1988

s.20(4) of the *Subdivision Act 1988* (SA) states:

“public open space can be used for municipal purposes in accordance with the planning scheme, or sold only if the Council has provided for replacement open space”.

Public Open Space (POS) is defined in s.3 of the SA as:

“land set aside in a plan or land in a plan zoned or reserved under a planning scheme

- a) for public recreation or public resort; or,*
- b) as parklands; or,*
- c) for similar purposes”*

The assessment of whether the Land is considered to be POS is important. The SA requires POS land to be replaced if it is sold, as well as requiring the proceeds of any sale to be used to purchase additional land for public recreation/resort/parklands or similar, or alternatively, to use the funds to improve land that is already set aside for the one of those purposes (s.20(4)).

The Land is shown as a Reserve to title though is stated as being for Municipal Purposes which encompasses any purpose of Council. The Land is also within the General Residential Zone Schedule 1 under the Frankston Planning Scheme.

Therefore, the Land is not considered to be POS for the purposes of the SA.

The result is that the proceeds from any future disposal are unrestricted and can be utilised at Council's discretion. It is recommended that, assuming the successful completion of statutory procedures for the sale of the Land are completed, net proceeds of sale are allocated to Council's Strategic Asset Reserve, to offset and support future property acquisitions as resolved by Council.

Policy ImpactsProperty Strategy

The Property Strategy has the following objectives for the disposal of land:

- To ensure that all property disposals undertaken have confirmed the land is surplus to requirements and is not required for the delivery of an ongoing or future service delivery need, provided by or on behalf of Council.
- To ensure that any proposed property disposal demonstrates maximum value for money and appropriately considers any guaranteed community benefits as a direct result of the sale.
- To ensure that any proposed property disposal makes recommendations for the proceeds of sale, taking into account relevant legislative requirements.

The proposed disposal of Land is consistent with the stated objectives.

As previously stated in this report, the Land does not support any future service delivery need by or on behalf of Council, and a disposal will indirectly create maximum value for money, given any future use of the site to generate income would otherwise require significant capital expenditure.

12.7 Proposed Sale of Council Land - 36 Belvedere Road, Seaford**Executive Summary***Council and Well Being Plan 2025-2029*

The Council and Well Being Plan has the following Service statement for Assets:

- Effective stewardship of public assets to ensure long term sustainability and adequately support current and future service delivery.

The proposed disposal of Land is consistent with the service statement.

Gender Impact Assessments

No gender impact assessment was required. The proposal has no impact on our community or the public.

Officer's Declaration of Interests

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

Risk Mitigation

There are limited risks in Council considering disposal of the Land, which has been vacant for several years.

There are however, several risks in retaining the Land and the current improvements.

Reactive maintenance costs often escalate for vacant properties as they become targets for undesirable behaviour such as vandalism and graffiti, as well as shelter for displaced persons.

As identified earlier in this report, this is already occurring with advice from Council's Facilities area confirming that Victoria Police have been called to the property at least three (3) times in the last six (6) months. This is notwithstanding proactive measures have been taken to secure doors and windows. The current cost of living and housing crisis is exacerbating the problem, which is now presenting safety concerns for Facilities staff.

There are also financial risks in retaining the Land and improvements in the absence of any identified service delivery. As stated in the Financial section of this report, the last condition audit confirmed that the projected capital expenditure required to 2032, primarily as a result of the compliance component, demonstrated that it was more cost effective to remove and replace the building, than bring it up to current standards.

These costs, combined with the location in a residential area and associated zoning, and in the absence of any identified service delivery by or on behalf of Council, do not lend itself to retention of the Land for strategic purposes.

Conclusion

The land at 36 Belvedere Road, Seaford is considered by officers to be surplus to Council requirements, and a determination is now required as to whether Council should divest its interest.

On balance for the reasons stated in this report, officers consider a disposal of the land to be appropriate and recommend proceeding to community engagement for the same.

12.7 Proposed Sale of Council Land - 36 Belvedere Road, Seaford**Executive Summary**

ATTACHMENTS

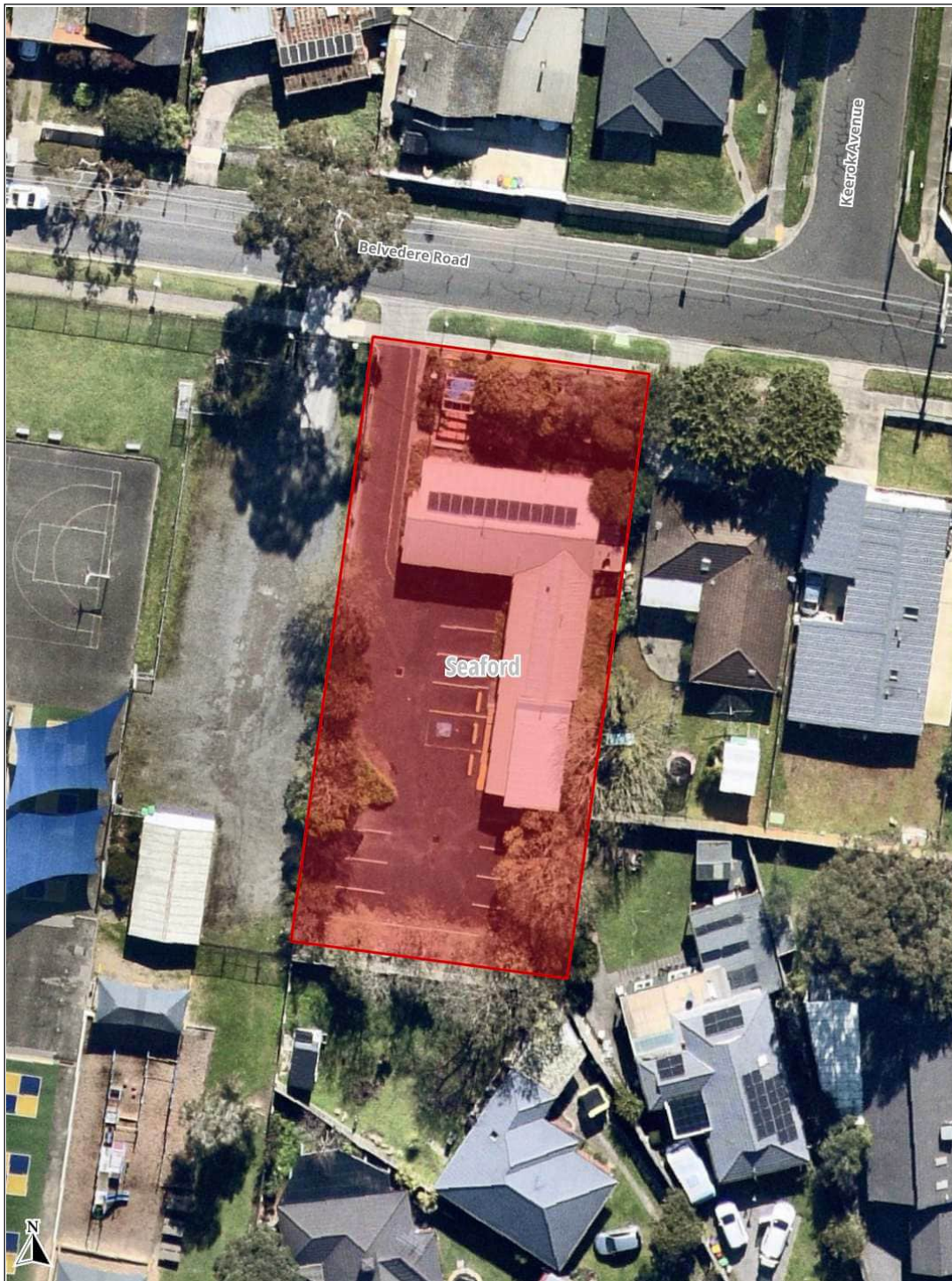
- Attachment A: [↓](#) Aerial Photograph - 36 Belvedere Road Seaford
- Attachment B: [↓](#) Aerial Photograph - Surrounding Locality - 36 Belvedere Road Seaford
- Attachment C: [↓](#) Copy Land Title - 36 Belvedere Road Seaford
- Attachment D: [↓](#) Copy Lodged Plan Number 91172

Executive Summary**Background**

- 36 Belvedere Road, Seaford (Land), formerly known as the Belvedere Community Centre, is part of a residential and community precinct, and adjoins the Belvedere Park Primary School.
- The Land is shown as Reserve 1 on Plan of Subdivision 091172, Volume 08967 Folio 709, and has an approximate area of 1,301m². The Land is improved with a circa 1990s community centre building and an attached modular relocatable, with a combined area under roofline, of approximately 270m².
- Council has the power pursuant to s.114(1) and (2) of the *Local Government Act 2020* (LGA 2020), to sell the Land.

Issues and Discussion

Internal Stakeholder	Summary Comments
Facilities Management	Site is surplus to Facilities needs, as the community centre was relocated to the Healthy Futures Hub and the property is vacant. Facilities supports moving on the property, noting multiple break-ins, squatters, drug activity, theft, an attempted fire, asbestos in the portable, likely mould issues in the main building, and significant expenditure required if the building was repurposed.
Neighbourhood Inclusion	No objection to sale, confirm land is surplus to requirements.
Operations / City Works	Operations advised that there are no concerns from a maintenance perspective, other than drainage assets already identified.
Social Policy and Planning	Social Policy and Planning recommends that the site be considered for social and affordable housing, noting that it scored 7 out of 10 under the team's suitability assessment framework and is well located near services, transport and employment.
Strategic Planning	In-principle support for the sale, noting the site's General Residential zoning and proximity to schools, parks and the Austin Road neighbourhood activity centre. Strategic Planning also recommends Melbourne Water advice due to the Special Building Overlay and potential flooding risk.
Service Authority	Summary Comments
NBN Co.	No assets on Land and no concerns.
United Energy	No Underground Cables owned or controlled by United Energy are present in the vicinity of the Land.
Telstra	Ariel assets located and no concerns
South East Water	No assets on Land and no concerns.
APA Group	Gas supplied to Land. No concerns.
Melbourne Water	No response.



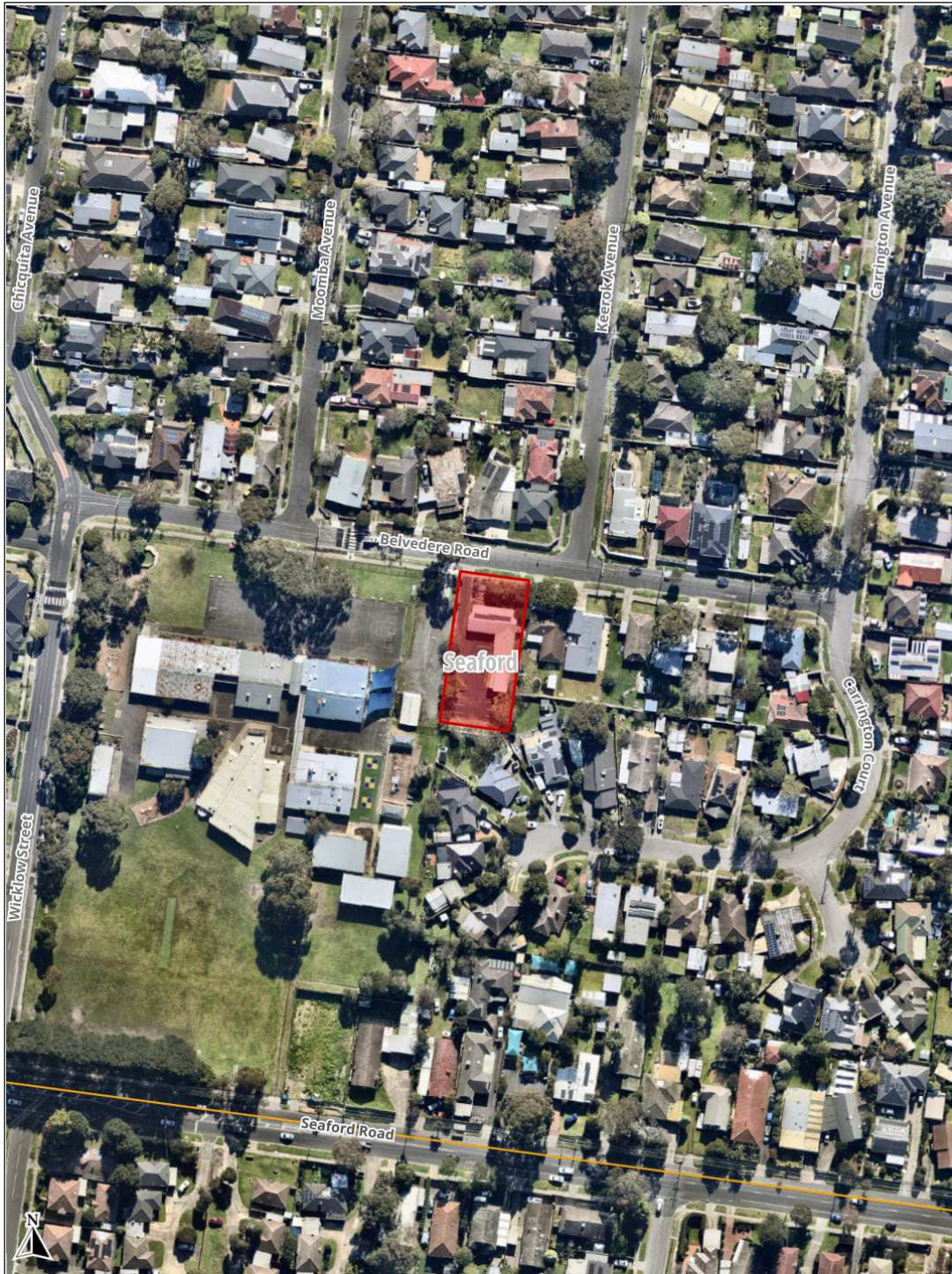
Aerial Photograph - 36 Belvedere Road Seaford

Printed: 13/08/2026, By: Glenys Wood, Projection: GDA2020 / MGA zone 55, Scale: 1:459

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Aerial Photograph - Surrounding Locality - 36 Belvedere Road Seaford

Printed: 13/08/2026, By: Glenys Wood, Projection: GDA2020 / MGA zone 55, Scale: 1:1835

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The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958
VOLUME 08967 FOLIO 709 Security no : 124091616087A
Produced 04/08/2021 12:58 PM

LAND DESCRIPTION
Reserve 1 on Plan of Subdivision 091172.
PARENT TITLE Volume 08856 Folio 920
Created by instrument E731888 09/03/1973

REGISTERED PROPRIETOR
Estate Fee Simple
Sole Proprietor
FRANKSTON CITY COUNCIL of 30 DAVEY STREET FRANKSTON VIC 3199
[A0047266L](#) 17/07/2017

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan or imaged folio set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION
SEE [LP091172](#) FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

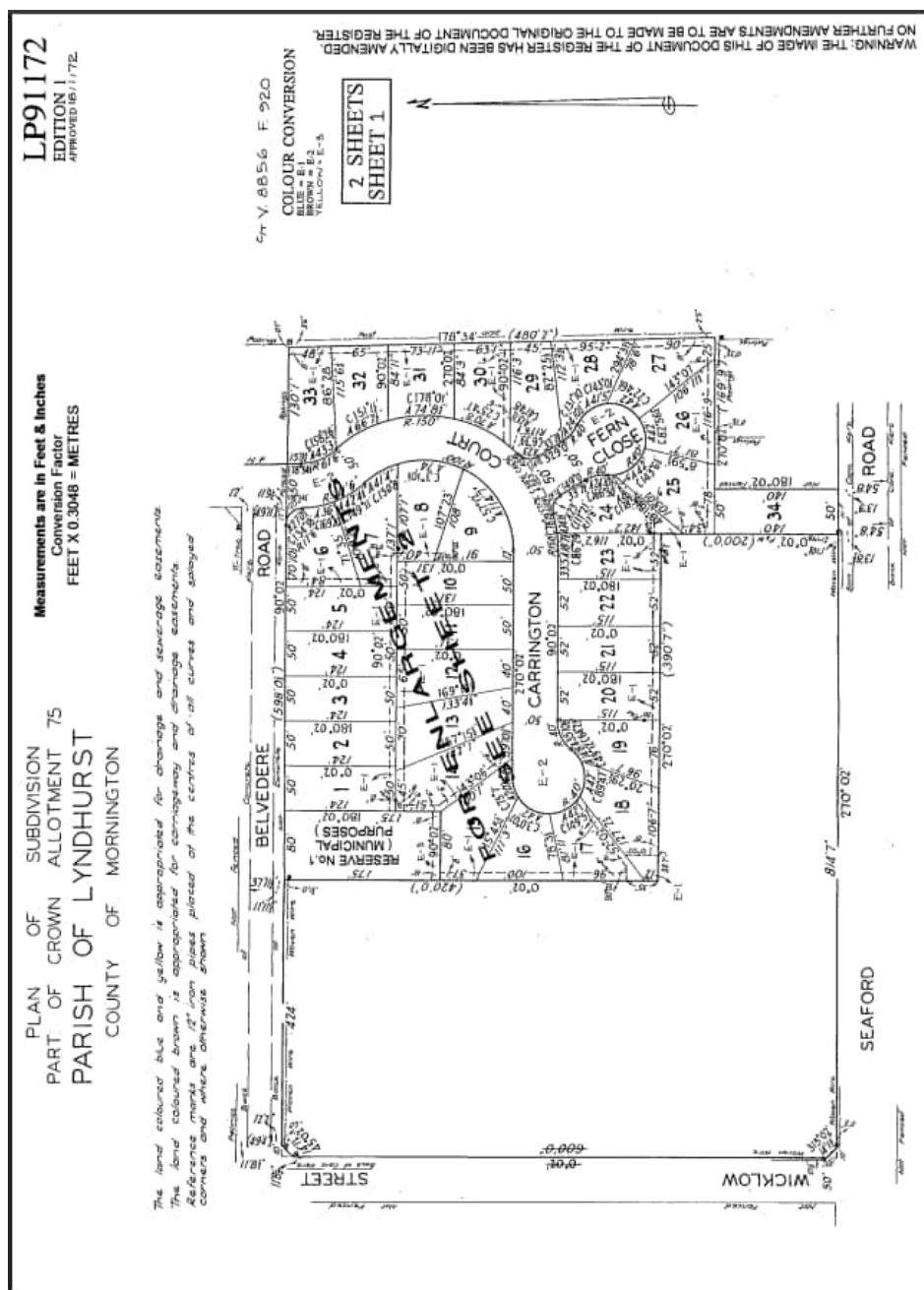
Additional information: (not part of the Register Search Statement)

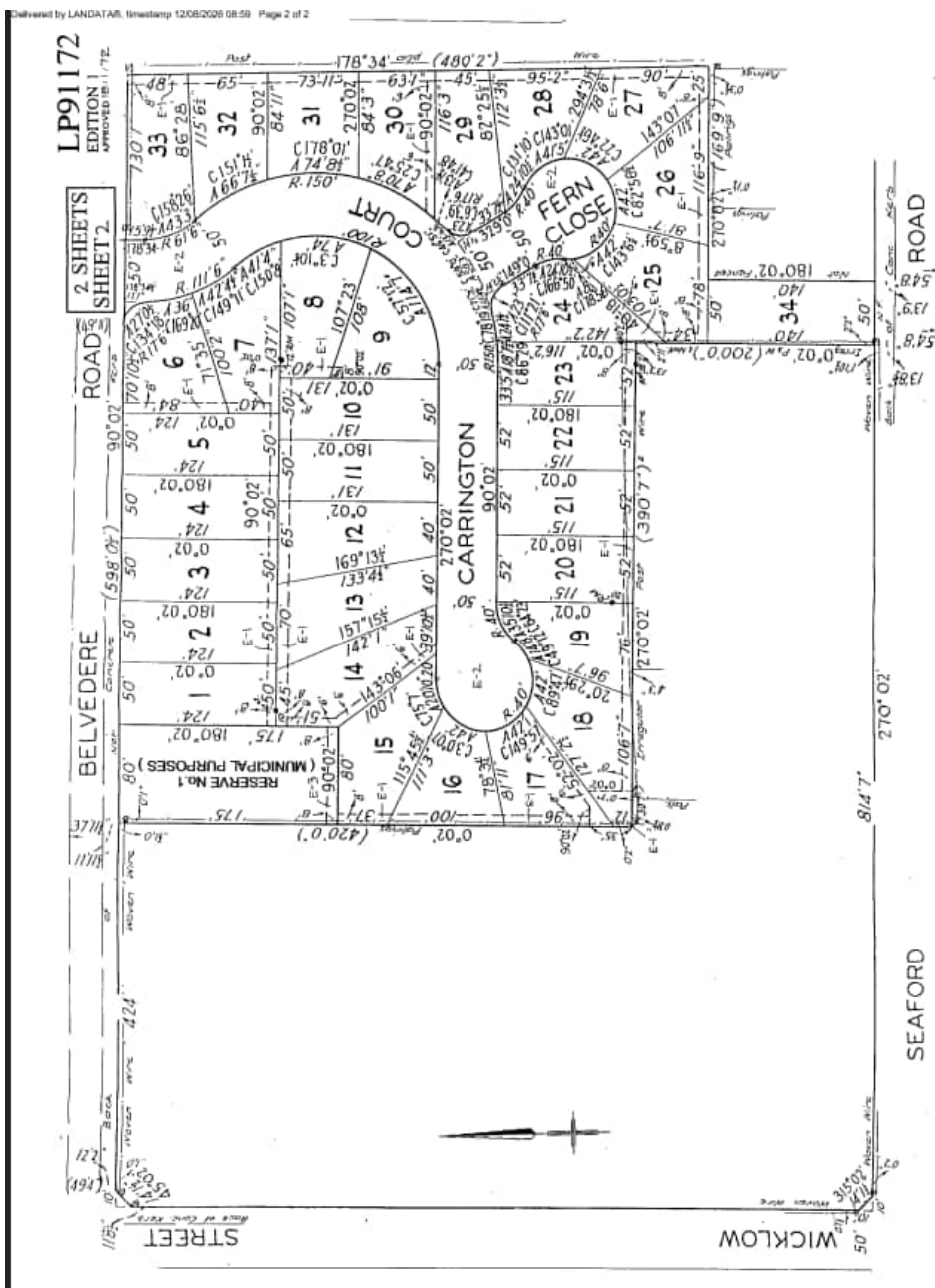
Street Address: "BELVEDERE COMMUNITY CENTRE" 36 BELVEDERE ROAD SEAFORD VIC 3198

ADMINISTRATIVE NOTICES
NIL

eCT Control 09862R FRANKSTON CITY COUNCIL
Effective from 17/07/2017

DOCUMENT END





14.1 2026/NOM09 - Rooming House Regulation and Enforcement Reform

On 28 May 2026 Councillor Butler gave notice of their intention to move the following motion:

That Council:

1. Writes to the Victorian Minister for Planning, the Minister for Local Government, the Minister for Consumer Affairs and the Minister for Housing requesting that the Victorian Government urgently review the legislative and regulatory framework governing rooming houses, with particular consideration given to:
 - a. Strengthening of the minimum standards in the Residential Tenancies (Rooming House Standards) Regulations 2023, particularly relating to privacy and security;
 - b. Increased state government resourcing, namely at Consumer Affairs Victoria, with regional managers to enable more regular and proactive monitoring of rooming houses against the minimum standards and better coordination and data sharing of compliance activities with local Council's;
 - c. Strengthening of the National Construction Code, particularly the building classification should be based on floor area and the capability of the building to accommodate more than 12 persons, noting the significant difference with a class 1b and 3 building in relation to fire safety requirements and under the Public Health and Wellbeing (Prescribed Accommodation) Regulations 2020 a room of 12 or more square metres can be occupied by two people;
 - d. Review the consistency between all relevant pieces of legislation that regulate rooming houses, including the Victorian Planning Provisions and the National Construction Code (NCC), noting the State has ability include an appendix to provisions of the NCC to improve safety;
 - e. Review the Public Health and Wellbeing Act and Public Health and Wellbeing (Prescribed Accommodation) Regulations to improve enforcement powers for Councils;
 - f. Planning reforms to remove clause 52.23 and require a planning permit with neighbourhood character consideration, public notice and review rights for all rooming houses, including a review of clause 52.06 car parking requirements in areas of lower transport accessibility, in order to better balance community expectations pertaining to car parking requirements, neighbourhood character and amenity;
2. Requires that a further report or briefing be provided to Councillors by March 2027 outlining:
 - a. any response received from the Victorian Government;
 - b. updated data on registered rooming houses within the municipality, including overall numbers, growth trends, compliance activity and enforcement trends;
 - c. mapping and density analysis of registered rooming houses across the municipality, including identification of any clustering or concentration trends by suburb or neighbourhood;
 - d. opportunities for Council advocacy, policy improvement or operational strengthening within the existing legislative framework; and
 - e. any resource implications associated with Council's compliance and enforcement activities.

14.1 2026/NOM09 - Rooming House Regulation and Enforcement Reform**COUNCILLOR RATIONALE**

Frankston City has experienced a significant increase in the number of registered rooming houses over recent years, increasing from approximately 70 registered premises in 2020 to 119 in 2026. This represents growth of around 70 per cent in six years and, if this trajectory continues, could result in approximately 170 registered rooming houses by 2030 and more than 400 by 2040.

While rooming houses play an important role in Victoria's housing system by providing affordable accommodation for people experiencing housing insecurity, the rate of growth within Frankston has prompted increasing community concern regarding neighbourhood amenity, compliance, enforcement, public safety and the effectiveness of the current regulatory framework.

The existing planning and approvals framework does not always align with community expectations regarding transparency, opportunities for local input, amenity protections or Council's ability to effectively respond to emerging issues. This has contributed to growing frustration within the community and raised broader questions about whether the current legislative settings remain fit for purpose.

These concerns are supported by Council's August 2025 Community Local Law Rooming House Surveillance Audit, which identified a 22 per cent non-compliance rate with Council's Community Local Law. Areas of non-compliance included unsightliness, the condition and appearance of structures, cleanliness, waste management, safety, antisocial behaviour, and traffic and parking impacts. These findings highlight the ongoing regulatory and compliance challenges faced by Council and the need to ensure sufficient legislative tools and resources are available to manage these issues effectively.

The challenges experienced by Frankston are not unique. In May 2026, Knox City Council successfully brought a Municipal Association of Victoria State Council Motion seeking stronger minimum standards for rooming houses, greater local government involvement in planning decisions and increased State Government funding to support regulation and enforcement. This demonstrates a broader recognition across local government that reform is required to better balance the provision of affordable housing with community expectations and local amenity outcomes.

This Notice of Motion seeks to commence a constructive advocacy process with the Victorian Government to review the current legislative and planning framework governing rooming houses, strengthen compliance and enforcement mechanisms, and ensure councils have the appropriate powers and resources to respond to community concerns while continuing to support the provision of safe and appropriate housing

COMMENTS BY DIRECTOR CITY ADVANCEMENT

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

14.1 2026/NOM09 - Rooming House Regulation and Enforcement Reform

Question for Consideration	
4. Is the NoM capable of being implemented?	YES
5. If the NoM is adopted, will a meeting be required with the relevant Director and Manager and Council officers in order to progress its implementation?	YES
6. Is the NoM within the powers of a municipal Council?	YES
7. Is the NoM free from overlap with matters for which the State and/or Federal Government are responsible?	YES
8. Is the NoM consistent with all relevant legislation?	YES
9. Is the NoM consistent with existing Council or State policy or position?	YES Comments: The NoM does not seek to prohibit rooming houses or alter Council's position on housing diversity. Rather, it seeks advocacy to the State Government for changes to the legislative and regulatory framework governing rooming houses. The NoM is consistent with State policy on safe and quality housing, and housing diversity.
10. Is the NoM consistent with Council's adopted strategic plan?	YES Comments: The NoM is consistent with the Council Plan's objectives for safe, healthy and liveable neighbourhoods, and Council's adopted Housing Strategy (2018). As mentioned above, the NoM does not seek to prohibit rooming houses or alter Council's position on housing diversity. Rather, it seeks advocacy to the State Government for changes to the legislative and regulatory framework governing rooming houses.
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

14.1 2026/NOM09 - Rooming House Regulation and Enforcement Reform

Question for Consideration	
14.What is the estimated cost of implementing the NoM?	Officer 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* on the following grounds

C.1 Acquisition of Property in Frankston

Agenda Item C.1 Acquisition of Property in Frankston is designated confidential as it relates to Council business information (s3(1)(a)), and private commercial information (s3(1)(g)); and

C.2 Chief Executive Officer Key Performance Indicators 2026/27

Agenda Item C.2 Chief Executive Officer Key Performance Indicators 2026/27 is designated confidential as it relates to personal information (s3(1)(f)).