



**MORNINGTON  
PENINSULA**  
*Shire*

**ATTACHMENTS**

**COUNCIL MEETING**

**5 MARCH 2024**

**10.00AM**

**MUNICIPAL OFFICES  
BESGROVE STREET, ROSEBUD**

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# Councillor Briefing Sessions



**Briefing Date:** 13 February 2024    **Time:** 10.15am    **Location:** Microsoft Teams Meeting

**Councillors Present (please tick)**

- Cr Bissinger     Cr Brooks     Cr Celi     Cr Dixon     Cr Gill     Cr Holland  
 Cr Mar     Cr Marsh     Cr O'Connor     Cr Roper     Cr Race

**Guests Present:** Nil

**Matters Discussed:**

1. The Briars – Event Experience Trail Location

**Conflict of Interest Disclosures (refer overleaf):**

Matter No.	Name of Councillor/s who declared a Conflict of Interest (**Conflict of Interest form to be completed)	Did they leave the Assembly?	
		YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

**Responsible Officer completing this form:**

**Name:** Tegan Lewis

**Position:** Senior Council Reports Officer

# Councillor Briefing Sessions



MORNINGTON  
PENINSULA  
Shire

**Briefing Date:** 13 February 2024

**Time:** 1.45pm

**Location:** Microsoft Teams Meeting

**Councillors Present (please tick)**

Cr Bissinger    Cr Brooks    Cr Celi    Cr Dixon    Cr Gill    Cr Holland  
 Cr Mar    Cr Marsh    Cr O'Connor    Cr Roper    Cr Race

**Guests Present:** Nil

**Matters Discussed:**

1. BN1831 – Long Term Financial / FY24 Mid-Year Reforecast
2. BN1832 – Government Cost Shifting to Mornington Peninsula Shire
3. BN1833 – Childcare Services in Recreation and Aquatic Centres Review
4. BN1834 – Alexandra Park Pavilion Shared Use Options
5. BN1835 – Beach Cleaning Review Findings and Proposed Future Cleaning and Grooming Program
6. BN1836 – Infrastructure Grant Project Proposals
7. BN1837 – Revised approach to building maintenance and related tender recommendations

**Conflict of Interest Disclosures (refer overleaf):**

Matter No.	Name of Councillor/s who declared a Conflict of Interest (**Conflict of Interest form to be completed)	Did they leave the Assembly?	
		YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

**Responsible Officer completing this form:**

**Name:** Linda Yorke

**Position:** Council Reports Officer

2019 Council Decision Register

Printed on

26-February-2024



In Progress
No Action Yet
Completed
No Further Action

Count of Status	Column Labels							
Row Labels	Number of Decisions COMPLETED	Number of Decisions IN PROGRESS	Number of No Further Action Required	Number of 2019 Council Decisions	Percentage of Decisions In Progress	Percentage of No Further Action Required	Percentage of Decisions No Update	Percentage of Decisions COMPLETED
Chief Executive Officer	2		6	8	0%	75%	0%	25%
Finance	15		4	19	0%	21%	0%	79%
Governance	28		6	34	0%	18%	0%	82%
Infrastructure Project Delivery	2			2	0%	0%	0%	100%
Infrastructure Strategy & Climate Change	30		2	32	0%	6%	0%	94%
Environment Protection	8			8	0%	0%	0%	100%
Aged & Disability	3			3	0%	0%	0%	100%
Communications, Media & Events	3			3	0%	0%	0%	100%
Planning Services	9			9	0%	0%	0%	100%
Family Services & Community Planning	15		2	17	0%	12%	0%	88%
Project Delivery	8			8	0%	0%	0%	100%
Infrastructure Services	17		1	18	0%	6%	0%	94%
Property & Strategy	28		2	30	0%	7%	0%	93%
Innovation & Advocacy	9			9	0%	0%	0%	100%
Arts & Culture	3			3	0%	0%	0%	100%
Planning & Building	1			1	0%	0%	0%	100%
Infrastructre Strategy	1			1	0%	0%	0%	100%
Libraries	1			1	0%	0%	0%	100%
Buildings & Facilities	1			1	0%	0%	0%	100%
Planning	1			1	0%	0%	100%	100%
Planning & Infrastructure		1		1	100%	0%	200%	0%
<b>Number of 2019 Council Decisions</b>	<b>185</b>	<b>1</b>	<b>23</b>	<b>209</b>				

Department	Number of 2019 Council Decisions	Number of Decisions COMPLETED	Number of Decisions IN PROGRESS	Number of Decisions NO UPDATE	Percentage of Decisions No Update	Percentage of Decisions COMPLETED
Planning Services	60	60	0	0	0%	100%

# ACTIONS

Slide to choose date range

1/01/2020 31/12/2020



**253**

View all Actions

**1**

In Progress

**0**

Overdue

**252**

Completed

**81**

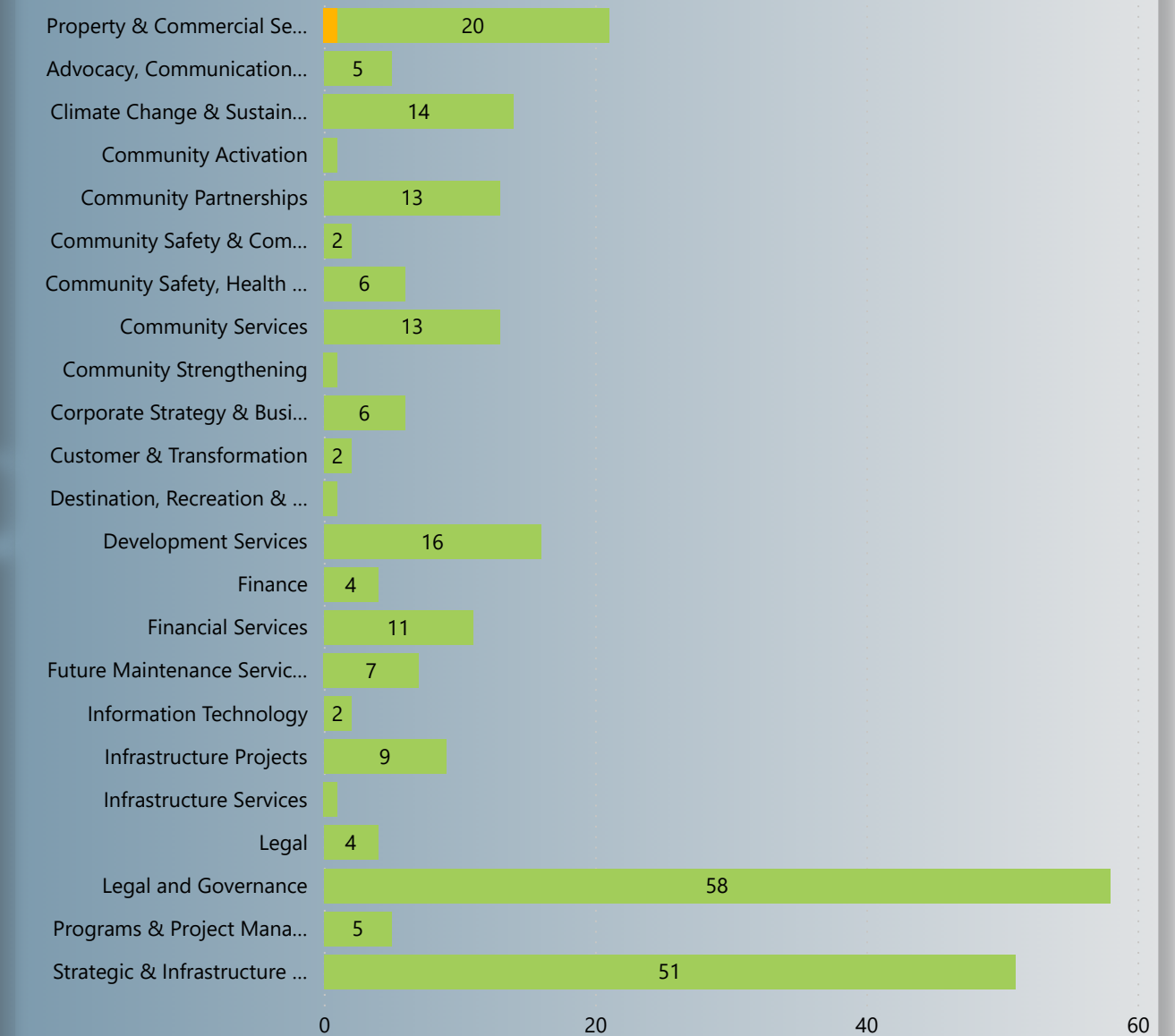
Completed within Target

### Meeting Actions by Directorates

Directorate Name	Completed	In Progress	Overdue
Planning and Infrastructure	98	0	0
Office of the CEO	82	1	0
Community Strengthening	37	0	0
Corporate Strategy and Business Improvement	35	0	0
<b>Total</b>	<b>252</b>	<b>1</b>	<b>0</b>

### Actions Completed, In Progress and Overdue by Branch

● Outstanding ● Overdue ● Completed



Meeting Events

Meeting Attendance

**Actions**

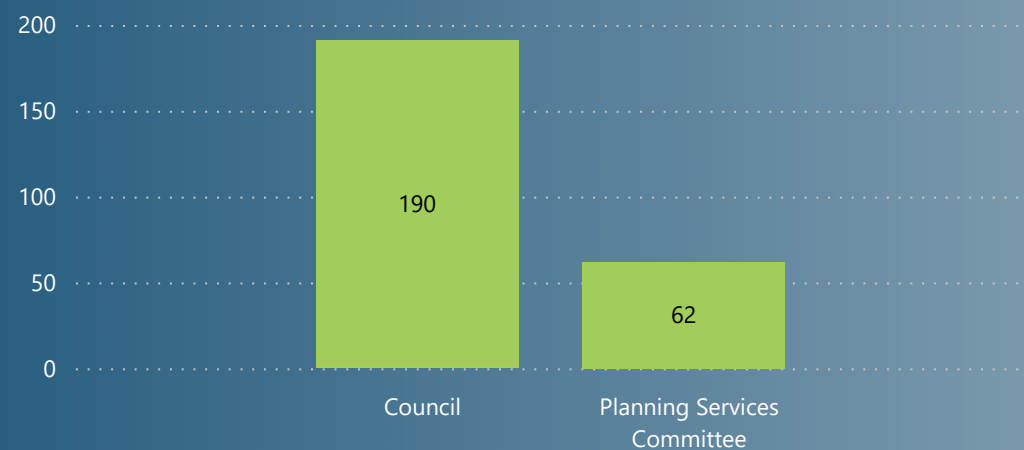
Actions - Monthly Status

Please select Directorate from above table

Papers

### Actions Completed, In Progress and Overdue by Meeting

● Actions in Progress ● Overdue ● Completed



Reports





# ACTIONS

Slide to choose date range



**257**

View all Actions

**3**

In Progress

**1**

Overdue

**254**

Completed

**75**

Completed within Target

Meeting Events

Meeting Attendance

Actions

Actions - Monthly Status

Papers

Reports

### Meeting Actions by Directorates

Directorate Name	Completed	In Progress	Overdue
Planning and Infrastructure	105	2	0
Office of the CEO	93	1	1
Community Strengthening	32	0	0
Corporate Strategy and Business Improvement	24	0	0
<b>Total</b>	<b>254</b>	<b>3</b>	<b>1</b>

Please select Directorate from above table

### Actions Completed, In Progress and Overdue by Meeting

● Actions in Progress ● Overdue ● Completed



### Actions Completed, In Progress and Overdue by Branch

● Outstanding ● Overdue ● Completed



Branch	Completed	In Progress	Overdue
Development Services	12	0	0
Infrastructure Services	7	0	0
Property & Commercial Se...	15	0	0
Advocacy, Communication...	4	0	0
Chief Executive Office	2	0	0
Climate Change & Sustain...	23	0	0
Community Activation	2	0	0
Community Partnerships	8	0	0
Community Safety & Com...	2	0	0
Community Safety, Health ...	6	0	0
Community Services	13	0	0
Community Strengthening	0	0	0
Corporate Strategy & Busi...	4	0	0
Customer & Transformation	2	0	0
Finance	0	0	0
Financial Services	20	0	0
Future Maintenance Servic...	3	0	0
Infrastructure Projects	11	0	0
Legal	2	0	0
Legal and Governance	58	0	0
People & Culture	0	0	0
Programs & Project Mana...	8	0	0
Strategic & Infrastructure ...	49	0	0

ACTIONS

Slide to choose date range

1/01/2022

31/12/2022

225

View all Actions

15

In Progress

6

Overdue

210

Completed

57

Completed within Target

Meeting Events

Meeting Attendance

Actions

Actions - Monthly Status

Papers

Reports

### Meeting Actions by Directorates

Directorate Name	Completed	In Progress	Overdue
Planning and Infrastructure	81	9	4
Office of the CEO	79	5	1
Community Strengthening	29	1	1
Corporate Strategy and Business Improvement	21	0	0
<b>Total</b>	<b>210</b>	<b>15</b>	<b>6</b>

Please select Directorate from above table

### Actions Completed, In Progress and Overdue by Branch

● Outstanding ● Overdue ● Completed

Branch	Outstanding	Overdue	Completed
Property & Commercial Se...	5	0	13
Infrastructure Services	4	2	6
Climate Change & Sustain...	3	0	22
Strategic & Infrastructure ...	2	0	33
Community Strengthening	1	0	1
Advocacy, Communication...	0	0	5
Arts, Culture & Community	0	0	0
Arts, Culture & Communit...	0	0	0
Community Partnerships	0	0	8
Community Safety, Health ...	0	0	9
Community Services	0	0	7
Contracts and Procurement	0	0	0
Corporate Strategy & Busi...	0	0	5
Destination, Recreation & ...	0	0	0
Development Services	0	0	10
Economic Development	0	0	0
Finance	0	0	0
Financial Services	0	0	10
Future Maintenance Servic...	0	0	2
Information Technology	0	0	2
Infrastructure Projects	0	0	8
Legal	0	0	2
Legal and Governance	0	0	55
Programs & Project Mana...	0	0	6

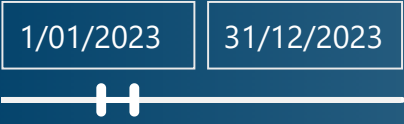
### Actions Completed, In Progress and Overdue by Meeting

● Actions in Progress ● Overdue ● Completed

Meeting	Actions in Progress	Overdue	Completed
Council	0	0	181
Planning Services Committee	0	0	29

# ACTIONS

Slide to choose date range



194

View all Actions

24

In Progress

12

Overdue

170

Completed

61

Completed within Target

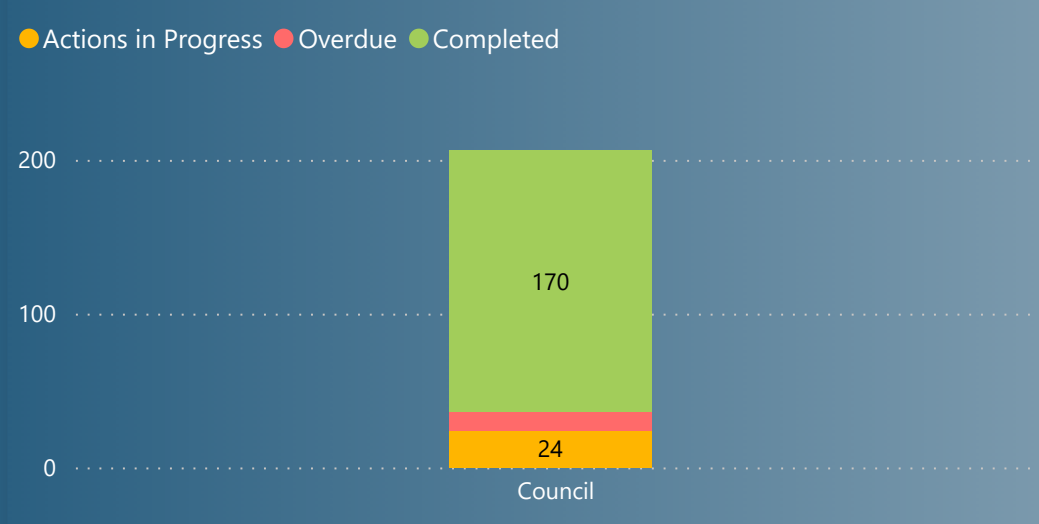
- Meeting Events
- Meeting Attendance
- Actions
- Actions - Monthly Status
- Papers
- Reports

### Meeting Actions by Directorates

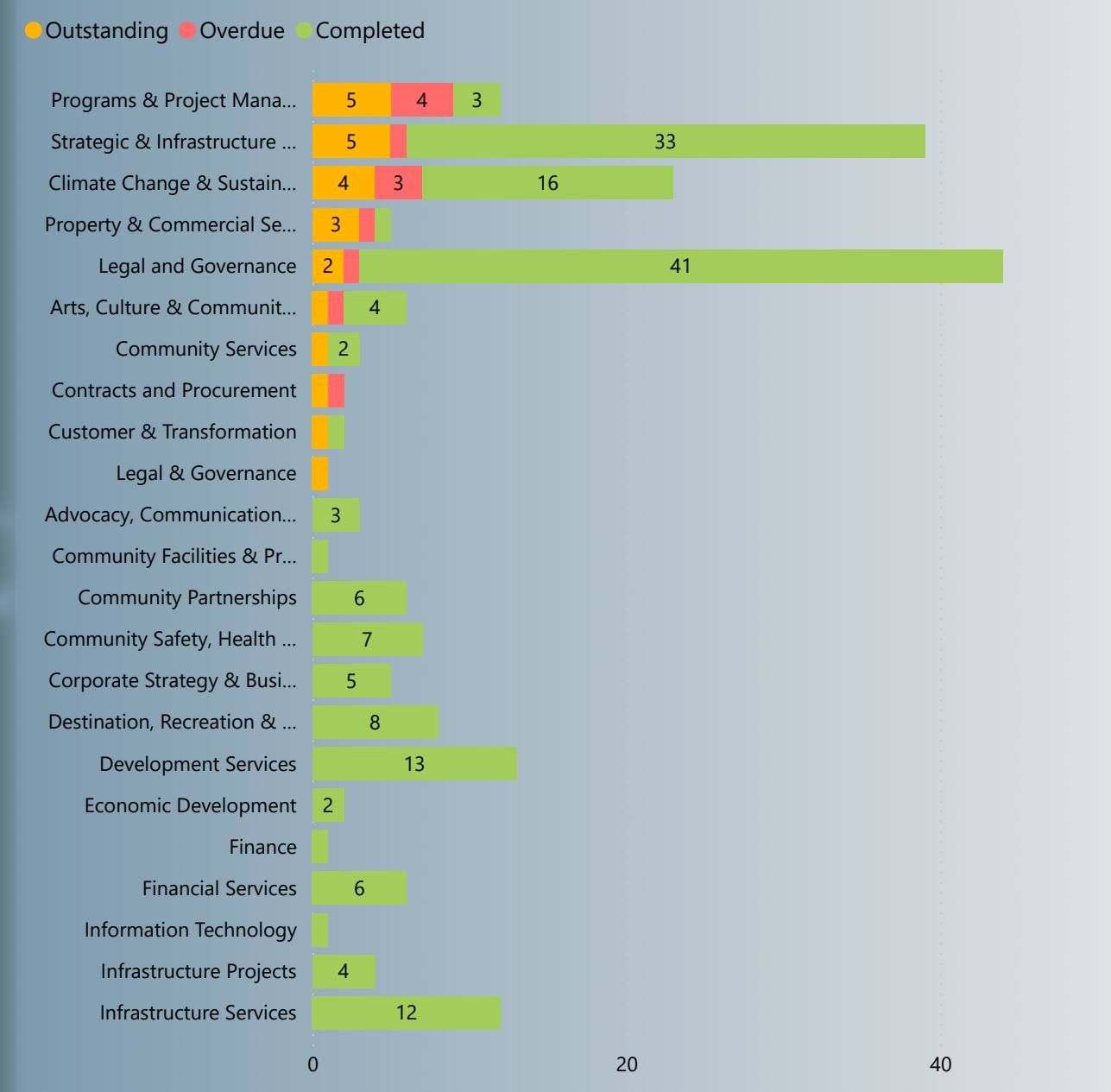
Directorate Name	Completed	In Progress	Overdue
Planning and Infrastructure	78	9	4
Office of the CEO	49	7	3
Community Strengthening	30	2	1
Corporate Strategy and Business Improvement	13	6	4
<b>Total</b>	<b>170</b>	<b>24</b>	<b>12</b>

Please select Directorate from above table

### Actions Completed, In Progress and Overdue by Meeting



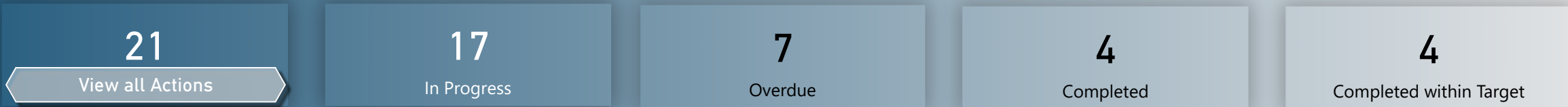
### Actions Completed, In Progress and Overdue by Branch



# ACTIONS

Slide to choose date range

1/01/2024 26/02/2024



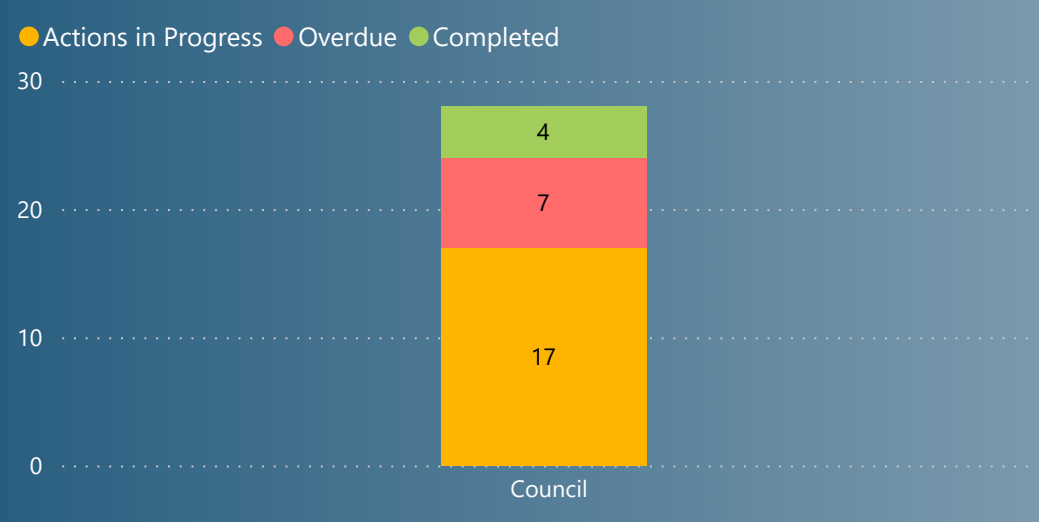
- Meeting Events
- Meeting Attendance
- Actions
- Actions - Monthly Status
- Papers
- Reports

### Meeting Actions by Directorates

Directorate Name	Completed	In Progress	Overdue
Office of the CEO	2	7	2
Community Strengthening	1	2	0
Corporate Strategy and Business Improvement	1	3	1
Planning and Infrastructure	0	5	4
<b>Total</b>	<b>4</b>	<b>17</b>	<b>7</b>

Please select Directorate from above table

### Actions Completed, In Progress and Overdue by Meeting



### Actions Completed, In Progress and Overdue by Branch



- 1 -

**IN AN INTERNAL ARBITRATION PROCESS  
FOR MORNINGTON PENINSULA SHIRE COUNCIL  
UNDER SECTION 143 OF THE *LOCAL GOVERNMENT ACT 2020***

**LGA IAP REF:** IAP 2023-19 and IAP 2023-25  
**APPLICANTS:** Crs Steve Holland (representative), Debra Mar,  
Despi O'Connor, Sarah Race  
**RESPONDENT:** Cr Susan Bissinger  
**BEFORE:** Arbiter J Silver  
**HEARING DATE:** 20 December 2023 at Rosebud  
**DATE OF LIABILITY REASONS:** 12 February 2024  
**DATE OF SANCTION REASONS:** 23 February 2024

**ORDERS MADE:**

Liability

1. Allegations 6, 7, 8, 11, 13, 14 and 18 are proven.
2. Allegations 1, 2, 3, 4, 5, 9, 10, 12, 15, 16, 17 and 19 are dismissed.
3. Under sub-section 147(1) of the *Local Government Act 2020*, I find that Cr Susan Bissinger has engaged in misconduct.

Sanction

4. Under sub-s 147(2) of the Act, I suspend Cr Bissinger from the office of Councillor for a period of one month (31 calendar days) commencing at 12.00am the day following these reasons.

Other Observations

- 2 -

5. Despite previous orders, Cr Bissinger refused to file a draft form of apology as directed in my orders made on 12 February 2024. This prevents me making an order under-sub 147(2)(a) of the *Local Government Act* 2020.

#### APPEARENCES

The parties appeared in-person.

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### STATEMENT OF REASONS (LIABILITY)

#### Introduction

1. On 25 October 2023, the applicants (represented by Cr Steve Holland) lodged an application under section 143 of the *Local Government Act 2020* ('the LG Act'), with the Principal Councillor Conduct Registrar.
2. On 6 November 2023, the Principal Councillor Conduct Registrar appointed me to hear the application, numbered IAP 2023-19.
3. I held a directions hearing on 29 November 2023. The applicants told me that another application against Cr Bissinger had been lodged with the Principal Councillor Conduct Registrar, and the parties agreed that if-and-when I received a further appointment, I could hear the applications together.
4. On 23 November 2023, the applicants lodged a further application under section 143 of the LG Act, with the Principal Councillor Conduct Registrar.
5. On 8 December 2023, the Principal Councillor Conduct Registrar appointed me to hear that application, numbered IAP 2023-25, and I made directions to hear and determine the applications concurrently.
6. The LG Act defines "misconduct" as a breach by a Councillor of the "standards of conduct" referred to in section 139(3)(a), being those prescribed in the regulations, in this case, in schedule 1 of the *Local Government (Governance and Integrity) Regulations 2020* (hereafter "**Standards of Conduct**").
7. Between them, the applications contained 19 allegations of misconduct, but two were withdrawn at the hearing. Of the remaining 17, 14 concerned Cr Bissinger's conduct after 22 September 2023, on which date two things happened:
  - first, Cr Bissinger participated in a meeting facilitated by a specialist local government lawyer, which was referred to as an 'external mediation'. Cr Holland

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was the other party, and the CEO (Mr Baker) also participated. Beforehand, Cr Bissinger was sent nineteen (19) documents to consider, being emails she had sent, and social media posts she had made, which were said to breach the Mornington Peninsula Shire Councillor Code of Conduct. The external mediation led to Crs Holland and Bissinger signing a self-described 'Mediation Agreement' (although it was technically a Settlement Agreement).<sup>1</sup> It contained a confidentiality clause that applied to both the mediation and the agreement,<sup>2</sup> although it does not bind me. The agreement stated that the agenda of the mediation had been to discuss:

- (1) *Outlined areas of general concern, including demonstrating poor patterns of behaviour with specific reference to the use of emails, social media and staff interactions;*
- (2) *Concerns arising from an email sent by Councillor Bissinger dated 2 September 2023 to all Councillors and a Director regarding the flying of the Rainbow flag at Council's municipal offices; and*
- (3) *Councillor Bissinger's interactions with Council staff generally.*

The evident purpose of the external mediation was to avoid a disciplinary process against Cr Bissinger, such as an internal arbitration or a Councillor Conduct Panel.

- second, and separately from the mediation, the CEO gave Cr Bissinger a copy of a statutory protocol ('**Protocol**') he had issued under sub-section 46(3)(c) of the LG Act (dated 20 September 2023). The Protocol instructed Cr Bissinger '*not to make any further contact with*' Council staff other than the CEO, his executive officer, the Team Leader of Councillor Support, and Council's executive team (who are called 'directors' in other Councils). The Protocol identified the reason for its enactment as Cr Bissinger's '*current behaviour towards the Shire staff*,' but did not go into particular examples.

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<sup>1</sup> In the sense it was an agreement reached at the mediation, as opposed to an agreement governing the conduct of the mediation (as far as I can tell, there was no such instrument).

<sup>2</sup> With respect to all concerned, confidentiality is usually agreed prior to the mediation, not following the mediation.

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8. Of the 17 active allegations, I have found 7 proven, all involving Cr Bissinger's untrue public statements that the CEO imposed the Protocol because Cr Bissinger opposed flying the Intersex Pride Flag at Council premises.
9. On the material before me, I am satisfied that Cr Bissinger understood why the CEO had limited her to dealing with senior Council staff,<sup>3</sup> and that it was due (as identified in the Mediation Agreement) to concerns about her '*poor patterns of behaviour*'.
10. The fact that Cr Bissinger did not accept others' concerns about her did not mean she did not understand them. Even if she did not, she never put what (in the hearing) she called her "belief" to the CEO (or anyone else) before the steps she took next. Instead, she went public with an unfounded conspiracy theory, with the effect (if not the design) of suggesting that she was being unjustly punished by the CEO for her unpopular view.
11. I propose to sanction Cr Bissinger under section 147 of the LG Act, which is why I have made an order for her to provide a draft apology. I have made those orders as, if I am to order an apology (and I have not decided that I will), it must be in Cr Bissinger's own words, rather than repeating a statement I suggest.
12. If Cr Bissinger can show genuine remorse and contrition for her misconduct, which is an adequate response to the damage done to the CEO and others, an apology may be all that I order. I will need to see what she comes up with.

---

<sup>3</sup> It is established practice in local government that Councillors first port-of-call is the CEO, together with the senior staff (who are called managers or directors), as they have ultimate responsibility for all other Council staff. This avoids Councillors stepping outside their role into the practical business of Council.

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The hearing

*A. The lead-up*

13. Before the hearing, I made several sets of orders, and answered written queries (through the medium of the Councillor Conduct Officer), to give the parties further direction and guidance in preparing for the day.
14. This included having the applicants prepare what I called a "Summary of Argument", so the allegations were in concise format, which identified the Standard of Conduct in the *Local Government (Governance and Integrity) Regulations 2020* ('**Regulations**') relied on.
15. This was so that both Cr Bissinger and I understood the allegations, and I also ordered her to provide a similar document. Both parties also provided considerable supporting materials, and I thank them for ensuring it was presented appropriately.
16. I also thank them for their good behaviour and demeanour in the hearing itself.
17. Both parties also had permission to bring a support person to the hearing.

*B. Limits of the application and relevance of the CEO's statement*

18. The applicants' materials mentioned some matters that were not part of the allegations before me, but dealt with concerns about Cr Bissinger more broadly, some of which arose more than 3 months before the applications were filed.
19. I have not considered those matters, because:
  - (a) my jurisdiction is defined by the allegations, which must have occurred within that 3-month period;
  - (b) in general, I cannot make findings about matters at an earlier date, even if what is sought is something short of a misconduct finding (for example, an applicant

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submits that, if I am satisfied that an event occurred 4 months ago, it makes it more likely that an event 2 months ago also happened); and

- (c) I note that Cr Bissinger has never been a party to any previous internal arbitration process, or of a Councillor Conduct Panel. If such a process had previously occurred, and reasons had been delivered about Cr Bissinger, I could note those previous findings, at least if they had arguable relevance to the present applications, or informed me on the appropriate form of sanction.

20. In short, it is inappropriate for an arbiter to consider any suggestion that misconduct or serious misconduct has occurred in the past, where it has not been the subject of either of the formal processes provided for under the LG Act.
21. In making those observations, I have been mindful that although the Protocol was a central theme in these applications, the allegations before me were distinct from the matters which led the CEO to impose the Protocol.
22. Although these applications required me to consider if the CEO gave Cr Bissinger reasons for imposing the Protocol, and I am satisfied that he did, I do no more than note those reasons. That is, I do not accept or dispute their merits, and have given the CEO's views no weight in considering any allegation proven or not. I merely accept that the CEO used his powers under sub-section 46(3)(c) of the LG Act to enact the Protocol, and that he gave Cr Bissinger reasons for doing so.
23. If Cr Bissinger wished to set aside the Protocol, her option was to apply for judicial review in the Supreme Court of Victoria. As she did not, it is not for me to question its basis in law, although I will note some of its shortcoming where I am satisfied that its application was not as clear as it could have been.
24. Having said that, because Cr Bissinger has not challenged the Protocol (through a judicial review proceeding), its validity was not in question.
25. Why do I need to make these observations?

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26. When the significance of the Protocol became clear to me as I prepared for the hearing, I made orders inviting the CEO to:
- (a) provide a written statement explaining why the Protocol was imposed; and
  - (b) inviting him to attend the arbitration and give evidence.
- In response, a written statement was provided, but the CEO did not attend the hearing.
27. These orders were appropriate where Cr Bissinger contended publicly and before me that she was never told what was, in the Protocol's words, her '*current behaviour towards the Shire staff*' which prompted her being restricted, such that it was not unreasonable for her to link the Protocol to her Intersex Pride Flag views.
28. I also found the practical scope of the Protocol somewhat unclear: did '*not to make any further contact with*' most Council staff prohibit Cr Bissinger simply being in a room with Council staff (for example, if presenting to a community group)? Or, could she attend, but not talk to them? Could they talk to her of their own volition? Somewhat fortunately, no aspect of these reasons requires me to decide the true meaning of the Protocol (or how the CEO explained it to Cr Bissinger), or if Cr Bissinger stepped over the boundaries. If required, I would not have issues doing so.
29. In a best practice scenario, a document such as the Protocol would include something akin to a statement of reasons, for example, in a preamble that notes the events which prompted it. But as I mentioned, all that the Protocol mentioned was that it was needed because of Cr Bissinger's '*current behaviour towards the Shire staff*.'
30. The effect of the CEO's written statement was that he and others engaged in some effort, through 'informal mediation' to address Cr Bissinger's behaviour (before the 'external mediation' in September 2023), due to inappropriate interactions with staff, and in particular, Cr Bissinger going beyond the legal limits of her role as a Councillor.
31. While at the hearing, Cr Bissinger highlighted that most examples listed were from 2021 (and made the point quite strongly that she denied one incident had occurred), more recent examples were mentioned. It is also apparent that in referring to these older examples, the CEO was making the point that he believed that Cr Bissinger had been behaving in a certain manner throughout her term, without improving.

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32. I am accordingly satisfied that a reasonable person in Cr Bissinger's position would have understood the gist of the CEO's concerns (at the very least), although the phrase '*current behaviour*' appears less apposite than '*ongoing behaviour*.' This means that I am satisfied that Cr Bissinger did understand, or should have understood, the CEO's concerns, even if she did not agree with them.
33. I am comfortable making that finding, even without hearing from the CEO himself, because of:
- (a) the contents of 19 documents that were sent to Cr Bissinger before the external mediation; and
  - (b) the matters outlined in the CEO's letter to me, which Cr Bissinger was evidently familiar with.
34. I also note that when I asked Cr Bissinger the direct question, "*did you... talk to the CEO about the reasons for the protocol?*" – which I repeated in the slightly different form of "*did you speak to the CEO about the protocol following its implementation?*" – her answer was "No", and she confirmed that "*Nobody said that [she was being punished for her Intersex Pride Flag view] to me directly.*"
35. Accordingly, although the CEO did not attend the hearing, Cr Bissinger's concession means that it is unlikely he would have added much evidential value.

***C. Hearing day and summary of Cr O'Connor's evidence***

36. The hearing took place at Council premises at Rosebud on 20 December 2023. Cr Holland was accompanied by Cr Mar, and Cr Bissinger by Cr Marsh.
37. I swore in Cr Holland and Cr Bissinger, together with the applicants' sole witness, Cr O'Connor.<sup>4</sup> After hearing first from Cr O'Connor, the hearing proceeded through the

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<sup>4</sup> Under sub-section 12(1)(a)(iii) of the *Oaths and Affirmations Act* 2018, a 'person acting judicially' (defined in section 3 to include '*any person or body having by law or by consent of parties authority to hear and receive and examine evidence*') may administer an oath or affirmation to '*any other person required to take an oath or make an affirmation in a proceeding... or before the... person acting judicially*'. Under this definition, members of the Arbitrator Panel List can take sworn evidence in an internal arbitration.

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allegations in numerical order, in which I identified relevant document, before each party made their submissions, together with more general argument.

38. Cr O'Connor's brief evidence concerned Allegations 1, 2, 3 and 5 (none of which were proven to my satisfaction), being:

- Cr Bissinger's correspondence about the Australian Local Government Women's Association ('ALGWA'), as Cr O'Connor is a board member;
- Cr Bissinger's use of the word "woke" in relation to the Intersex Pride Flag, as Cr O'Connor considers herself to be an "ally" (Cr O'Connor's description);
- Cr Bissinger's response to Cr O'Connor's proposed motion concerning the Voice to Parliament referendum; and
- an email argument between the pair after Cr O'Connor invited Councillors to a local information evening in relation to the Voice run by the Southern Women's Action Network ('SWAN').

As will be apparent, Cr O'Connor's evidence had little utility, as she did not attest to anything not already in writing.

39. Cr O'Connor's evidence did not identify a trait or personal characteristic that I should be aware of (which, for example, it was said Cr Bissinger was targeting), or the specific impact on Cr O'Connor of Cr Bissinger's actions. Instead, the thrust of Cr O'Connor's evidence was that she took issue with things written by Cr Bissinger: that much was obvious from Cr O'Connor being a named applicant.

40. And while the applicants also argued that Cr Bissinger made some of the statements she did only to provoke specific Councillors (for example, Cr O'Connor as an ALGWA board member), there was no evidence of that. As such, the most that I can say of Cr O'Connor's evidence is that it was appropriately brief.

41. Misconduct inevitably impacts on different persons differently. But in interpreting the Standards of Conduct (in particular, Standard 1), it is not to the point that an applicant subjectively considers (for example) that they were not respected. If that were the case, my findings would always be determined by that applicant's subjective point of view, rather than an objective assessment of the evidence against the Standards.

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### The Allegations

#### **Allegation 1**

42. On 16 August 2023, the Councillor Support Team Leader emailed all Councillors to say that Council was renewing ALGWA memberships, and asked Councillors if they would like their membership renewed.

43. In response, Cr Bissinger sent a "reply all" email asking that she not be included in ALGWA. She proceeded to write that ALGWA was 'entirely sexist', that she would not support a "Local Govt Men's association", and that ALGWA was a 'good money spinner for the founders'. She then identified that the majority of Mornington Councillors (7 of 11) were women.

44. The applicants argued this email breached Standards 1 and 3. In particular, the applicants relied on the Councillor and Staff Interactions Policy, paragraphs 1.1 and 4.2,<sup>5</sup> and is thus a policy that Councillors must follow under sub-standard 3(a): those sections of the policy are similar to Standard 1.

45. The statements Cr Bissinger made are not misconduct, even if disagreeable. The email did not direct personal criticism towards anyone in particular, nor did Cr Bissinger attack those who disagreed with her. To the extent she disputed the efficacy of ALGWA membership, that falls within robust debate.

46. I am not satisfied that Allegation 1 involved misconduct.

#### **Allegation 2**

47. On Saturday, 2 September 2023 at 1.06pm, Cr Bissinger sent a lengthy email to all Councillors, the CEO, and a staff member (who the applicants submit was known by Cr Bissinger to identify as LGBTQIA+), following a Council announcement that additional flagpoles had been installed at Shire offices to display the Intersex Pride Flag.

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<sup>5</sup> This policy was enacted by the CEO on 20 November 2019 under the-then sub-section 94A(3A) of the-then *Local Government Act 1989* (now sub-section 46(3)(c) of the 2020 Act).

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48. It appropriate to partly reproduce that email, with formatting and the eye-roll emoji which appears at its conclusion:

Hello everyone,

It seems somewhat ironic that after what I thought was a frank and open discussion about why this council's image is so poor and possible solutions that involved directional change, I am seeing that rainbow flags are becoming a permanent fixture at council offices. There are only three flags endorsed by the Australian Government, and that is what should be displayed. Could you please advise if ***all other councils in Victoria*** are flying the rainbow flag or even if it is just ***all the other WOKE councils***, is this legislated by state government? Regardless of the personal beliefs of councillors, officers etc, this opens up an unnecessary and divisive conversation within our community, and the question has already been raised "will other minority group flags be added as they are just as valid?".

Our community in general is accepting and inclusive, and doesn't need to have a flag in their face on their council building to prove it. Is the aim of this council to identify obvious differences, build resentment where there was none, and elevate one minority group above others? The fact that this comes under the heading "community strengthening" is not lost on me, when it could actually have the opposite effect. Is there any chance that in the future we can keep within our lane? Reference to the Council and Wellbeing plan is a stretch at best.

...

Please note that the term WOKE is used in this email is the widely accepted socialist left position with all that now encompasses, and is based on my observations, including that which is legislated. Pause for a moment and remember the MPSC masturbation campaign strongly supported by officers and some councillors, I think it was tagged "pleasuring yourself on the Mornington Peninsula" 🙄

49. The CEO responded the next Monday, including all Councillors, the Mayor, and the Executive Team email address, commencing with the words that the CEO '*[y]et again [found himself] having to send you an email in response to a set of statements from you*

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*that are both personally and professionally offensive,*’ before refuting the factual basis of Cr Bissinger's comments, including the suggestion the Council staff had not followed direction from the Councillor group (ie. Cr Bissinger's suggestion that her view was the majority view was wrong).

50. The email concluded by informing Cr Bissinger that the CEO had asked the Mayor to set-up a meeting with an agreed facilitator to discuss the email, and he urged her not to send further *‘follow-up emails.’*
51. But the response was not enough for Councillor Bissinger, who responded that afternoon (again, the emoji is from Councillor Bissinger):

I am surprised and sorry you find my email offensive, a lot of residents may find that flying the rainbow flag permanently at council offices is more offensive – honestly I am hoping that most may not even care which is a far cry from support, and an indication they have given up on this council. This council has consciously decided to make it an “in your face” issue – if a council action has the potential to be divisive why do it, why not err on the side of caution and just let it be? That you find my observation that the outcome of some council actions (unintentionally) “identify obvious differences, build resentment where there was none, and elevate one minority group above others” is not correct is puzzling, perhaps I should have worded it better 🤔.

I honestly thought this council was going to be genuinely looking at ways to mend the fracture that must have begun earlier but started showing up in 2019 figures especially with direction of council, and then I see we are proceeding along exactly the same path. Are we ever going to discuss the elephant/s in the room and how we can try and compromise to fix it and start being more insync with our residents? Are we going to consider what the survey looks like without the Briars ward to prop it up? I obviously expected too much.

I understand where you and some other councillors stand on this and other similar WOKE matters, however we all should be open to the opinions of others and take them into consideration without being offended, and perhaps show little empathy

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toward our tolerant ratepayers and residents. Please note, I am yet to break any of the core values.

52. As in Allegation 1, the applicants relied on Standards 1 and 3, Councillor and Staff Interactions Policy of 20 November 2019, paragraphs 1.1 and 4.2, on the basis that Cr Bissinger's emails were disrespectful and her continued argument with the CEO was unreasonable conduct.

53. Although the Standards of Conduct comprise five sections, there are technically only four Standards: the fifth, titled '*Standards do not limit robust political debate*', states:

*Nothing in these standards is intended to limit, restrict or detract from robust public debate in a democracy.*

I considered the scope of 'robust debate' (a term I use in place of either 'political debate' or 'public debate in a democracy') and its interaction with the other Standards in *Newton & Laurence (IAP 2022-5 and IAP 2022-6)* (Darebin, tabled 14 November 2022), at paragraphs 21 to 32, with reference to the reasons of the Councillor Conduct Panel in *Application 2021-3 (Hely & Lew)* (15 July 2022).

54. This included the following observations:

28. *The allowance for 'robust debate' means that a Councillor does not breach the standards merely because, by criticising a Council decision (based on a policy decision which they consider wrong or contrary to the bests of their municipality), that criticism might be said to bring discredit upon Council, or to have discredited Council.*

29. *But there are limits...*

31. *The Panel[s] view [in Hely & Lew] ensures that standard 1 has some work to do: if any disrespectful or uncivil behaviour by Councillors were considered robust debate, there would be little space in which standard 1 would have operation.*

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55. I made those observations in the context of numerous allegations against the then-respondent, some robust debate, some not. I need not repeat those observations here, other than to say that the notion of 'robust debate' should not be construed in a manner that starves the other Standards of Conduct of utility.
56. At the same time, it should not be thought that all bad or poor behaviour is misconduct,<sup>6</sup> although the definition 'serious misconduct' (which includes 'bullying') in the LG Act does not contain an exemption for 'robust debate'.
57. The thrust of the applicants' complaint was that it was inherently disrespectful for Cr Bissinger to call Mornington Peninsula Shire a "woke Council" (or suggest that is how it was seen), such that using the term "woke" is always misconduct, alternatively, that the context in which it was used made it misconduct.<sup>7</sup>
58. After some consideration and careful analysis of the emails, I have concluded that while the emails were rude and unprofessional, and should not have been sent, they did not involve misconduct as defined in the LG Act (albeit just).
59. As used in Australian public life today, the term "woke" is usually used in a disapproving manner. It has replaced an older term "virtue signalling", the difference being that as "woke" is a four-letter word, it is readily perceived as pejorative or an insult, even though "virtue signalling" has always involved a connotation of disingenuity, and an implication that it involves no tangible benefit.
60. Unlike "virtue signalling", which can be levelled towards a decision, statement, or view of any political background, "right" or "left" (although the "left" was the usual target), "woke" is almost exclusively used to describe decisions, statements, or views of a "progressive" or "left" character. In this way, and although it appears to originate from overseas, "woke" is but the latest in a tradition of lazy Australian political sledges, succeeding older sledges such as "communist" or "socialist."

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<sup>6</sup> For example, see *Allen & Ors v Buckley (IAP 2022-13)* (East Gippsland, tabled 13 December 2022)

<sup>7</sup> This is how I understand the argument, not how the applicants phrased it themselves.

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61. While sledging is unhelpful in local government, serving only to create tension among Councillors (although the same can be said, too, for formal argument), the exemption for robust debate often removes it from the scope of Standards 1-5.
62. There is no doubt that Cr Bissinger's emails contained inflammatory language, and perhaps were intended to be inflammatory. But they were also sent to a limited internal audience (ie. Councillors and some Council staff), not the public at-large, and when read as a whole, the emails were directed towards Council decisions, not the CEO or other Councillors personally (although they were mentioned).<sup>8</sup> Nor was it suggested that any of the CEO or the other Councillors acted improperly.
63. While I understand why the applicants and the CEO have taken issue with Cr Bissinger's language – in particular, her statement that she understood where the CEO *'and some other councillors stand on this and other similar WOKE matters'* – I am satisfied that Allegation 2 involved robust debate, which removes Cr Bissinger's bad behaviour from the scope the scope of Standards 1 and 3.
64. This is not to suggest that Cr Bissinger's behaviour conduct is to be endorsed: if such emails were sent to the CEO and her colleagues repeatedly, that arguably would involve bullying, which the LG Act defines as 'serious misconduct.' But as mentioned, not all bad behaviour is necessarily misconduct, bad as it might be.
65. I am not satisfied that Allegation 2 involved misconduct.

### **Allegation 3**

66. On 8 September 2023, at 12.50pm, Cr O'Connor emailed other Councillors stating she intended to propose a motion concerning the Voice to Parliament referendum, which would come to Council on 3 October 2023.

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<sup>8</sup> Consider paragraphs 47 to 53 of my reasons in *Newton & Laurence (IAP 2022-5 and IAP 2022-6)* (Darebin, tabled 14 November 2022) for a similar example.

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67. At 1.09pm, Cr Bissinger responded, stating she thought the CEO had *'made the position of council clear at Tuesday's meeting and I also thought we should and would try to keep personal agendas out of this. We are already seen as a WOKE council completely out of touch with the majority of residents, do we need to divide them more... or should we be smart and keep council out of this personal decision completely?'*

68. At the hearing, Cr Bissinger provided a relevant email that Cr Holland (as Mayor) sent to Cr O'Connor, stating that while he appreciated the *'heads up'*, he did not believe that Cr O'Connor's proposal was *'respectful of what councillors had previously discussed. I believe a majority of councillors had expressed a view that they did not want the Shire... to take a formal position on the referendum.'* I omit the balance of the email, in which the Mayor sought to persuade Cr O'Connor not to move the motion.

69. The applicants submitted that privately calling the Council "woke" and "out of touch" was disrespectful and breached Standard 1, together with the suggestion that Cr O'Connor was acting on her "personal agenda."

70. I do not agree. Cr O'Connor was re-agitating a debate that had been resolved, and Cr Bissinger was stating why she did not agree.

71. While the applicants might not like the language Cr Bissinger used (which was rude), it focused on the issues, not the person, and was robust debate. It does not concern me that the phrase 'personal agenda' was used, which was used alternatively with the phrase 'personal decision': Cr Bissinger was merely stating that Cr O'Connor was informed by her own view of the matter, rather than what Cr Bissinger considered to be the "community view".<sup>9</sup>

72. I am not satisfied that Allegation 3 involved misconduct.


#### **Allegation 4**

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<sup>9</sup> The Australian Electoral Commission results show that voters in the Divisions of Dunkley and Flinders (which take in the Mornington Shire) recorded "No" votes of 55.82% and 57.35% respectively. Whether that means a majority of voters would oppose the Shire taking a position is another matter.

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73. On 9 September 2023, Cr Bissinger emailed all Councillors, the CEO, and Council's Director of Planning and Infrastructure, the following email:

I have had this sent to me a few times after council meetings by different residents  
.

It was not how I was hoping to be perceived, but it never gets old and makes me smile  
– enjoy!

Cr Bissinger included a Youtube link to 1997 single "Tubthumping" by British anarchist pub band "Chumbawamba."

74. The lyrics to "Tubthumping" begins as follows:

(Chorus: We'll be singing, when we're winning, we'll be singing"  
I get knocked down, but I get up again  
You are never gonna keep me down

I am informed by Google that the word "Tubthumping" means to "express opinions in a loud or aggressive manner."

75. As the lyrics mention the protagonist consuming a number of alcoholic drinks, and singing songs to remind him of the 'good times' and the 'better times', "Tubthumping" is about someone who had a bad day, is drowning their sorrows, and telling everyone about it within earshot.

76. The applicants submitted that Cr Bissinger was "*implying her views are unfairly disregarded... [and] that Cr Bissinger's colleagues are not accurately reflecting the will of the electorate in their decision-making.*"

77. I think that submission is a bit imaginative.

78. While I cannot be certain why Cr Bissinger found it particularly funny, all I can find is that she sent a stupid email without much thought. The applicants should not have raised

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this allegation, which had no proper basis, and was not a good use of my time or the Shire's resources.

79. I am not satisfied that Allegation 4 involved misconduct.

#### **Allegation 5**

80. On 18 September 2023 at 6.09pm, Cr O'Connor emailed all Councillors saying that the organisers of community organisation SWAN *'have asked if anyone is heading to the forum tomorrow night. If you are can you let me know [as] they would like to acknowledge that you are in the hall.'*

81. At 6.16pm, Cr Bissinger responded:

Have you thought this through, is it appropriate to announce that councillors are showing support in a Yes meeting, why else would they be there? I've already seen comments on the socials where the council has been identified as supporting it. I don't care what anyone chooses to do, but just thought we all should be mindful.

82. This sort of response, given the matters in Allegation 3, would not have come as a surprise to Cr O'Connor. But she took the bait, and responded as follows at 6.32pm:

It's information Susan from people who understand it. There is no yes campaigning. There are two lawyers, one progressive the other liberal in the room and a First Nations elder. It will be a great session. They are discussing the law as it stands and the impacts of constitutional change. I'm looking forward to hearing what they have to say. I consider this informing myself. Which is what we all should do and I can, like you inform myself the way I choose. I choose to be informed by those who work with the legislation and the people. I am going there to learn.

As for support from council, SWAN obviously met the requirements of the funding package we passed in council.

83. At 6.55pm, Cr Bissinger responded: "Omg. You should do your research."

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84. The applicants submitted that Cr Bissinger had '*questioned the legitimacy of a Shire-sponsored event, unfairly disparaged Cr O'Connor for attending and disrespectfully asserts that Cr O'Connor should do her "research", insinuating ill intent and dismissing the opinion of her colleague,*' submitted she was being discourteous and was in breach of Standard 1.

85. I am not concerned by the first two emails in the chain.

86. Although I am more certain what Cr O'Connor meant when she said "*It's information Susan from people who understand it*" (ie. she appears to be telling Cr Bissinger she is ignorant), I am not quite sure what Cr Bissinger meant by "Omg. You should do your research." It is likely Cr Bissinger was telling Cr O'Connor she needed to do "research" into community views.

87. As Cr O'Connor was a party to the application, I am comfortable observing that both Councillors were rude, but I am not satisfied that Cr Bissinger engaged in misconduct, as the two were engaged in robust debate.

88. I am not satisfied that Allegation 5 involved misconduct.

#### **Allegation 6**

89. Allegation 6 concerned an email the CEO received on 13 October 2023 from a community member, who expressed her concern on being told by Cr Bissinger that the CEO had '*advised council officers not to have contact with her.*'

90. The email requested '*more clarification on this situation*' and stated concern that '*whatever is going on will result in a lack of representation and therefore further inequities towards our end of the Peninsula.*'

91. The email which prompted this email was sent the previous day by Cr Bissinger to participants in an email chain concerning traffic management in Sorrento. This email was produced on the day of the hearing, and I include the relevant paragraphs:

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Unfortunately I will not be able to be part of this meeting as [the CEO] has advised all officers except 4 directors that they are not to have any contact with me, and they have all been directly advised not to attend any meetings I may be present at.

Please be assured I have not been made aware of anything tangible or serious that I have done to warrant this (I am not mean or have bullied anyone), there are no written complaints from officers or councillors, only vague mention of non specific complaints by the CEO and Mayor... The nature of any complaints has not been mentioned anywhere and "over the phone" issues that were touched on were from less than a handful of officers and were solicited by the Mayor with approval from the CEO. I will use what options are available to me to ensure this area is not disadvantaged as a result throughout this process.

92. As I indicated earlier, I do not accept that Cr Bissinger did not understand the 'nature' of the complaints against her, or why the CEO had implemented the Protocol. If she was truly in doubt, the commonsense thing was to ask, not throw about accusations.

93. The applicants (without the benefit of the email produced in the hearing) suggested that Cr Bissinger had contravened Standard 4, namely, to ensure (1) her behaviour did not bring discredit upon the Council, but also (2) that she must not deliberately mislead the public about any matter related to the performance of her public duties.

94. The applicants also referred to Standard 1, saying that Cr Bissinger failed in her email to treat the CEO and the Mayor with dignity.

95. As mentioned, I am not satisfied that Cr Bissinger did not understand the CEO's rationale for imposing the Protocol: she may not have agreed, but that is a very different matter from not understanding it. While I am not satisfied that her email misled the public about a matter concerning her public duty, I am satisfied that she brought discredit on Council, and also failed to treat the CEO and Mayor with dignity.

96. Allegation 6 is proven.

**Allegations 7, 8, and 17**

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97. I address these three allegations together, beginning with an email to the Shire from a News Limited journalist on 16 October 2023, and two-follow up stories in the Leader (published online on the website of the Herald Sun) on 18 and 25 October 2023.
98. On 16 October 2023, a Shire email account received an email from the journalist, which referred to the external mediation between Cr Bissinger and Cr Holland on 22 September 2023, and sought comment on a number of issues, including the *'order that [Cr Bissinger] undergo personal development training as a result of her recent behaviour'*, what examples of Cr Bissinger's behaviour had been the basis of the mediation, and asked why the CEO and another member of Council staff had been present at the mediation.
99. In the article on 18 October 2023, the journalist reported that Cr Bissinger was *'ordered'* to undergo training (even though she had agreed to it).
100. The applicants drew my attention to Clause 1 of the Mediation Agreement, which stated that *'the conduct of the mediation and the terms of this Agreement shall remain confidential.'* This is a standard clause in most mediation agreements.
101. There is no doubt that Cr Bissinger broke this clause: whether or not she had direct contact with the journalist, they had come to know matters only she and 4 others knew, and it was not suggested any of them had a motive to break confidentiality.
102. Despite the obvious meaning of Clause 1, Cr Bissinger's response was that *"I was told at the beginning of both mediation sessions... that the confidentiality was good will only practice and not legally binding."* She said this was made *"extremely clear to me"* in a prior mediation by the same lawyer who conducted the mediation.
103. Although I found Cr Bissinger's suggestion improbable, to give her the benefit of the doubt, and with the parties' acquiescence, I requested the Councillor Conduct Officer to send the lawyer concerned an email, asking if they told the parties that *"the confidentiality of the mediation was "in good faith", but stated that agreement (including confidentiality) was not otherwise legally binding."*

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104. The lawyer responded, advising that their usual practice was to explain the need to conduct the mediation in good faith, and the need to maintain confidentiality to ensure an open discussion, they had no recollection of discussing the legal status of the agreement, or whether the confidentiality clause was legally binding.
105. Having received that indication, I do not consider that Cr Bissinger's recollection was accurate. I think it is more likely that she was unconcerned with the terms of the Mediation Agreement, and was telling me an excuse. Likewise, while in the media interviews the subject of Allegations 13 and 18, Cr Bissinger characterised the Mediation Agreement as something she was forced to sign for no reason, the truth is that it gave her the chance to avoid a disciplinary process under the LG Act, such as this internal arbitration process or a Councillor Conduct Panel hearing.
106. While 'confidential information' (as defined in the LG Act) does not extend to information that is confidential only by agreement (meaning Cr Bissinger did not engage in serious misconduct), I accept that breaking a confidentiality clause contravened Standard 1, in that it involved a failure to respect the other party.
107. That is the first issue arising from the journalist's email.
108. The second issue is that it was suggested that the emails I addressed in Allegation 2 had been provided to the journalist, and my attention was drawn to the line in the 18 October 2023, which appeared to quote Cr Bissinger's statement that flying the Intersex Pride Flag would be 'divisive'.
109. The article also noted the email had been 'referenced' in the mediation, being further confirmation that Cr Bissinger had broken the confidentiality clause (that also being an instance of misconduct, in breach of Standard 1).
110. While correspondence between Councillors (such as emails) is not 'confidential information' under the LG Act, releasing private emails without consent is clearly at odds with Standard 1. It is disrespectful.

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111. However, as there is no evidence that Cr Bissinger released any emails other than those that she personally sent (that is, it is not in evidence that she also released any replies that she received), this issue adds nothing to the allegations.
112. The third issue arose from the next question the journalist asked, and how it was reported: "Why was Cr Bissinger directed not to interact with council staff? Was the order related to the pride flag email?"
113. It does not appear the Shire provided the journalist with a response to this issue (where confidentiality did not apply): if they did, it was not reported.
114. This was the focus of the 18 October 2023 article, which began with the words that Cr Bissinger was '*in hot water after questioning a move to permanently fly the Pride flag at Council offices*', and stated (inaccurately) that she was 'ordered' to undergo personal development training, which a further paragraph stated had been organised following '*an online exchange between [Cr] Bissinger, councillors and council staff*' concerning the Intersex Pride Flag.
115. Cr Bissinger was also quoted making the statement that '*the nature of the complaints haven't been explained,*' which as I have noted, is untrue.
116. The article stated by imputation, if not explicitly, that the Protocol had been imposed because Cr Bissinger questioned the decision to fly the Intersex Pride Flag. It is inherently unlikely that, if she had not made that suggestion to someone, or at least agreed with it, that it would have been published: her suggestion that the complaints against her had not been explained leaves no other conclusion.
117. Given that, Cr Bissinger's evident participation in the 18 October 2023 article contravened Standards 1 and 4, in that she failed to respect CEO, and discredited Council.
118. Allegations 7 and 8 are proven.

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119. Allegation 17 concerned a follow-up article on 25 October 2023, quoting former Premier of Victoria Jeff Kennett, amongst others. It does not seem to have any new content from Cr Bissinger, so I do not need to consider it further.

120. I am not satisfied that Allegation 17 involved misconduct.

#### **Allegations 9, 10, 11 and 12**

121. I address these four allegations together, concerning:

- a Facebook post by Cr Bissinger on 19 October 2023, to her Councillor page addressing the 18 October 2023 article (Allegation 9, not including a link to the article);
- two "shares" of that same post to two Facebook groups (Allegations 10 and 11) the same day; and
- a follow-up post by Cr Bissinger on 20 October 2023.

122. The Allegation 9 post by Cr Bissinger, which was shared to two groups (Allegations 10 and 11) identified that Mornington Peninsula Shire supports the LGBTIQ+ community, that the Herald Sun online survey showed participants were against flying the Intersex Pride Flag at Council buildings, and that in her view, flying the flag would undermine Council's reputation. No mention was of the Protocol, or Cr Bissinger's untrue allegation that it was imposed to punish her.

123. As the posts did not link to the Herald Sun article (which is behind a paywall), or copy and paste its contents, the posts did not convey Cr Bissinger's statements concerning the Protocol, which I addressed in Allegations 7 and 8. That is reflected in the comments section on each post, which refer almost exclusively to Cr Bissinger's position concerning the Intersex Pride Flag (but not the Protocol).

124. While I accept the posts drew attention to the "discrediting Herald Sun article" (as the applicants called it), the posts did not re-publish the problematic statements concerning the Protocol: because those statements were behind a paywall, and I do not accept that the posts alone involved misconduct in and of themselves.

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125. But that is not all Allegations 9, 10 and 11 involved: Cr Bissinger also made additional statements in the comments, which I have considered, although I am not concerned with any statements in the comments for Allegations 9 and 10.
126. In the Allegation 11 comments, Cr Bissinger responded to one participant's comment with the statement that it was '*tedious that I have to defend myself over nothing,*' which was clearly a reference to Cr Bissinger's argument that she was being unjustly punished by the CEO for her position by the enactment of the Protocol.
127. That further comment, in which Cr Bissinger made a direct connection between the Protocol and the Intersex Pride Flag issue, brought discredit onto Council and failed to show respect to the CEO, contravening Standards 1 and 4.
128. As such, while I am not satisfied that Allegations 9 and 10 involved misconduct, but Cr Bissinger's further publications in the comments, Allegation 11 did.
129. Cr Bissinger's post on 20 October 2023 (Allegation 12) was somewhat different to the 19 October posts, and I reproduce it:
- A HEART FELT THANK YOU
- I would like to thank everyone who reached out with kind messages of support after the Herald Sun article. It has been a difficult time (at times, a little overwhelming) and I really appreciate it.
- With amazing council Directors to assist me with all council matters, I am confident I can weather the storm, I am thick skinned after all 😊. Please be assured that I will do everything I can to not let anyone down either in my Ward or in the Shire.
130. The applicants' primary complaint was that Cr Bissinger drew attention to the article, and failed to acknowledge that the 'storm' was of her own making.
131. Although I accept that Cr Bissinger was encouraging the perception that she was being unjustly punished by the CEO, I again note that the post did not express criticism of

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Council, Council staff, or other Councillors, and viewed independently, I am not satisfied that it involved any misconduct in and of itself.

132. While that is only part of Allegation 12, as Cr Bissinger was active in the comments, I am not concerned by any of them in particular, which stuck to the issue (even if the language was disagreeable to the applicants).

133. I am not satisfied that Allegation 12 involved misconduct.

### **Allegation 13**

134. On 20 October 2023, Cr Bissinger was a guest on Tom Elliot's programme on 3AW. In his introduction, Mr Elliot mentioned having discussed previously "*why local councils make such dumb decisions,*" and introduced Cr Bissinger as appearing to be '*the victim of a rather strange council decision.*'

135. When Mr Elliot asked Cr Bissinger what she had done which led to the imposition of the Protocol, she explained as follows:

Well, there was an email that was circulated. I had to go to mediation about this, so there was an email... that I circulated myself. An internal email, questioning whether after a two-and-a-half-hour workshop on ways that we can improve our public perception with the community, that I got another email that said they were going to start flying the unisex pride flag permanently at all council offices. And so I asked the question, really, is this the right thing to do at this time? We've just had this big meeting. Our people are very inclusive, very inclusive of diversity and the LGBTQIA+ community, do we need to whack a flag in their face? That's what, that was my sort of question. And it's just sort of gone crazy...

136. The meaning of this paragraph was clear, as Mr Elliot's follow-up question showed: '*Sorry that is such a dangerous approach that you can't now speak to employees?*' At the conclusion of the interview, Mr Elliot confirmed his assessment that the two events appeared were linked, being the clear effect of Cr Bissinger's contribution.

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137. Cr Bissinger also mentioned the agreed training, which she joked made her feel '*more proficient already*' although when Mr Elliot asked what the training involved, stated "*Who knows. It's just I'm having some evaluation and training... so I'm just... doing it. I'm copping it on the chin.*" This was disrespectful, and tends to show bad faith by Cr Bissinger in signing the Mediation Agreement,.

138. As the interview concerns the same matters that I considered in Allegations 7 and 8, I am comfortable adopting my earlier reasons, such that I am satisfied that Allegation 13 involved misconduct.

#### **Allegation 14**

139. On 24 October 2023, the online publication "*Mornington News*" published a story titled "*Councillor to undergo 'development training'*."

140. The reporter wrote that '*[w]hile Bissinger claims not to know the reasons for her training, she says it is linked to her questioning the shire's decision to fly the Progress Pride flag at three council offices,*' and that Cr Bissinger told them that '*she is being censured because she asked if other councils were also flying the Pride flag and "mentioned our community is inclusive and there is no need for a flag".*'

141. While Cr Bissinger initially denied speaking to the reporter, she accepted the words were hers, before conceding that she had spoken with them over the phone.

142. Again, as Cr Bissinger's comments in the article were similar to those I addressed in respect of Allegations 7 and 8, I am comfortable adopting my earlier reasoning, and am satisfied that Allegation 14 involved misconduct.

#### **Allegations 15 and 16**

143. The applicants withdrew these allegations at the hearing.

#### **Allegation 18**

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144. Also on 20 October 2023, Cr Bissinger participated in a segment on *Sky News* presented by journalist Andrew Bolt.
145. As in the 3AW interview, Cr Bissinger joked about the agreed training (which Mr Bolt described as a ‘re-education course’), which she called ‘*just a big chat... to see if they can find what’s wrong with me and how I can be fixed*’ – and linked her views on the Intersex Pride Flag to the imposition of the Protocol, based on her suggestion that she had asked why the Protocol was imposed, but not been told why.
146. Given Cr Bissinger's concession that she had not asked the CEO about the reasons behind the Protocol, she told Mr Bolt and his viewers a falsehood.
147. Again, as Cr Bissinger's comments to Mr Bolt involved similar matters to those I addressed in Allegations 7 and 8, I am comfortable adopting my earlier reasoning, and am satisfied that Allegation 18 involved misconduct.

#### **Allegation 19**

148. Allegation 19 arose from an email that Council received from a stakeholder in a planning application. The stakeholder said that when they asked Cr Bissinger about a notice of decision to grant a planning permit, she told them there had been ‘*a back door deal*’ between the relevant planning officer and the applicant.
149. As I must afford the parties to an internal arbitration process procedural fairness (also called natural justice),<sup>10</sup> I took the view that Cr Bissinger was entitled to cross-examine the stakeholder, and to contradict their allegations.
150. Because the stakeholder did not attend as a witness, any consideration of Allegation 19 risked a denial of natural justice, so I am not prepared to consider it further, to make any findings, or give it weight in any respect.

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<sup>10</sup> *Local Government Act 2020* sub-s 141(2)(e)

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Other Observations

151. As the reasons above highlight, I have found that Cr Bissinger engaged in misconduct by her public suggestions that she was being unjustly punished by the CEO for holding an unpopular opinion on the Intersex Pride Flag. In doing so, Cr Bissinger wrongly undermined the reputation of Council and the CEO.
152. Although she was professional in the hearing, Cr Bissinger made few concessions, and I formed the impression that she does not accept that she did anything wrong, including that she could not be blamed if unrelated facts were put together (which I have found was exactly the link she wanted).
153. I also accept that Cr Bissinger holds what she calls 'belief' (which she told the hearing that she continues to hold) that that the Protocol was a punishment for her views on the Intersex Pride Flag. But that belief has no foundation, and nothing Cr Bissinger took me to suggest that has any basis to hold it, or continuing to hold it.
154. Given that, I struggle to understand how Cr Bissinger decided that it was consistent with the Standards of Conduct (which she agreed to follow when she signed the Mornington Peninsula Shire's Councillor Code of Conduct) to express her 'belief'. I suspect she did so because she was not concerned with those obligations, or of others' reputations.
155. As I have explained, a reasonable person in Cr Bissinger's position could not have formed the belief she did, not just because nobody had told her that, and that she did not ask anyone the question, but because of the documents she received ahead of the external mediation showing her unprofessional dealings with Councillors and Council staff, and members of the public on social media.
156. In any workplace, that behaviour would warrant a written warning.
157. Cr Bissinger told the hearing that she "*couldn't find fault within*" in the documents that she was sent before the external mediation. Having read them myself, and to avoid any suggestion that I am not explaining myself, the emails showed that, at the very least, Cr Bissinger has a propensity to belittle others she disagrees with.

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158. This is not to say that I do not accept that Cr Bissinger does genuinely believe there is nothing wrong with how she conducts herself, in relation to the allegations, or more generally. I accept that, but that is exactly the problem.

159. Cr Bissinger's misconduct has had serious consequences, through the repetition of her views throughout Victoria. While I suspect many who accepted her narrative were from outside the Mornington Peninsula Shire (and probably with an existing cynical view towards the local government sector), her behaviour would have been incredibly unpleasant for Council staff and other Councillors.

160. Pending submissions from the parties, I am strongly inclined for Cr Bissinger to apologise genuinely and in her own words.

161. Without an apology, I am concerned she will simply brush off my findings, without learning from them. An apology may show an acceptance of her misconduct, and will go some way to assuring me that Cr Bissinger has learned from this process.

162. But that remains to be seen.

**J A SILVER**  
ARBITER

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### STATEMENT OF REASONS (SANCTION)

1. On 12 February 2024, I issued my reasons concerning liability to the parties care of the Councillor Conduct Officer, in which I found that Cr Bissinger had engaged in misconduct.
2. Under sub-s 147(2) of the LG Act, five forms of sanction are available to an arbiter if a Councillor has engaged in misconduct.
3. This includes suspending a Councillor from office for a period not exceeding one month under sub-s 147(2)(b), and/or directing the Councillor to '*make an apology in a form or manner specified by the arbiter*' under sub-s 147(2)(a).
4. A direction under sub-s 147(2)(a) must comprise two elements:
  - (a) the 'apology' (being its content); and
  - (b) the 'form or manner' in which that apology is to occur (for example, the form of apology is to be a public statement to Council, or in an email of no more than 300 words sent to the applicants).In this way, an arbiter may not only direct a respondent when, where, and how they are to apologise, but also what they are to say or write. The power does not require the arbiter to obtain the respondent's agreement to apologise.
5. Although the LG Act does not otherwise define the term 'apology', commonsense suggests it is limited to written or spoken words, rather than actions, such that I could not direct Councillors to present one another with flowers.
6. An arbiter directing an apology has some discretion in defining its contents, which may be more or less detailed, for example:
  - an apology within general parameters or expressing minimum content might be specified, as I did in *Newton & Laurence (IAP 2022-5 and IAP 2022-6)* (Darebin, tabled 14 November 2022);
  - spelling out the proposed apology word-for-word, without any input from the parties at all; or

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- directing the parties to prepare a draft form of wording, so that the words are either the respondent's own, or those sought by the applicants.
7. If a particular form of wording is to be delivered, an arbiter should define those words before concluding the arbitration. Only directing an apology to be given, for example, *'to the satisfaction of the applicant'* would seem to me to be an incomplete exercise of sub-s 147(2)(a), as the direction leaves the apology itself undefined.
8. Ordering an apology can serve an important role in rehabilitating a Councillor who has engaged in misconduct, and is consistent more broadly with the purpose of the LG Act to provide for the peace, order, and good government of every Council, as identified in section 1, as follows:
- (a) where a public apology is directed, the Councillor must show their acceptance of an internal arbitration, thus incentivising the Councillor to make public efforts to improve their behaviour, and to hold themselves to account going forward;
  - (b) if the Councillor is directed to provide a form of wording for an apology, they are forced to reflect on both their misconduct and the arbiter's reasons, and to give some thought to improving their behaviour;
  - (c) it can improve relations between the respondent Councillor, and the applicants, without which the wounds caused by the misconduct are quite likely to fester.
9. These reasons concerning sanction, which are somewhat lengthier than I would have liked, identify how sub-s 147(2)(a) can be frustrated where a respondent refuses to follow an arbiter's direction to prepare a draft apology.
10. As identified in paragraphs 163 to 165 of my reasons concerning liability, my preferred sanction was for Cr Bissinger to apologise in her own words. This was so that I could satisfy myself that Cr Bissinger would use the internal arbitration as an opportunity for reflection, and to improve her behaviour moving forward.

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11. To facilitate that occurring, I made the following directions ahead of my considering the issue of sanction:

4. *Within 7 days of receiving these reasons concerning liability, I direct Cr Bissinger to prepare a draft apology, to be provided to the arbiter only (care of the Councillor Conduct Officer). The apology must be in Cr Bissinger's own words, and at a minimum, address the following matters:*
  - (a) *she must accept that she misled the public about why the CEO imposed the Protocol, that she understands that it was based on concerns around her unprofessional interactions, and that she accepts she had no basis to suggest the Protocol was connected to her views on the Intersex Pride Flag;*
  - (b) *she must sincerely apologise to the CEO and her Council colleagues for causing damage to their reputation;*
  - (c) *she must apologise to Cr Holland for failing to abide by the terms of the Mediation Agreement, including the confidentiality clause, and for alleging that she was ordered to undertake training, when she had agreed to it;*
  - (d) *she must accept that her conduct in October 2023 fell short of the standards expected of a Councillor, and that she will work to improve her interactions with her colleagues and Council staff in the coming months.*
5. *On receipt of the draft apology, I will consider what (if any) sanction I impose on Cr Bissinger.*
6. *Within 7 days of receiving these reasons concerning liability, the parties may (not must) file and serve a short written submission limited to the issue of sanction (maximum of 2 A4 pages, 12-point font with 1.5 spacing).*

Other Matters

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7. *A failure to provide a draft apology, as I have ordered, could be considered 'serious misconduct' under the Local Government Act 2020, which includes a failure to comply with Council's internal arbitration process.*

In using the particular words that I did, I took some care to ensure that Cr Bissinger understood that her compliance with these directions was not optional.

12. The applicants complied with my orders within time. Cr Bissinger requested an extension, and I approved 2 further business days.
13. On 21 February 2024, Cr Bissinger filed two documents in the form of submissions, but despite my orders, neither contained a draft form of apology, and both were marked "without prejudice" (although not in circumstances that attract the legal privilege to which term that refers, meaning I am not prevented from referring to them).
14. I do not propose to recite the contents of either document in detail – much of which re-agitates matters addressed in my reasons, or raises possible appeal points – other than summarising their effect at a very high level:
- in a document titled "**Addressing Sanctions**", Cr Bissinger argued that "*sanctions are not appropriate without tangible, verifiable and irrefutable proof as a base of admission of guilt,*" before questioning rhetorically if I had "*followed the correct procedures, pursued natural justice and procedural fairness in this matter*". She then makes various complaints concerning my reasons, including an allegation of actual bias and favouritism towards the applicants.
  - in a document titled "**Addressing Apology Request**" (an inaccurate description of the effect of my orders), Cr Bissinger wrote that she would not comply with my direction, on the basis that she "*cannot be expected to apologise for something I did not do,*" before proceeding to outline in some detail why Cr Bissinger neither understands nor agrees with my reasons.

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It is apparent that Cr Bissinger has not yet come to accept that the arbitration was decided against her. In addition, her refusal to provide a draft apology, despite my orders in the nature of directions, seems to indicate that she does not believe that she is required to follow them.

15. Although that is not right, I have no power to respond.
16. While a failure to comply with an internal arbitration process can amount to serious misconduct, that can only be dealt with by a Councillor Conduct Panel, and I have no power to refer Cr Bissinger. While others might initiate that process, and although in most cases there are practical disincentives to non-compliance (for example, a party who does not give evidence risks competing evidence being accepted), the fact is that the LG Act does not give an arbiter the power or ability to respond to parties who act in open defiance or contempt of an internal arbitration process.
17. In this case, Cr Bissinger has prevented me from concluding this arbitration in the manner I consider most appropriate and in the best interests of all stakeholders. While I could direct an alternate form of apology without her cooperation, I anticipate that Cr Bissinger will also refuse with that direction, which in any event, would not fulfil the objectives I wish to achieve.
18. That leads to my remaining options.
19. On the material before me, I am not satisfied there is any sanction that I can impose on Cr Bissinger that will lead to an improvement in her behaviour.
20. That being the case, her misconduct warrants appropriate denunciation and penalty. The most I can do to achieve that is through suspending Cr Bissinger from the office of Councillor for the maximum period I can, of one month (or 31 days).
21. In determining the period of suspension, I have not considered Cr Bissinger's failure to comply with my directions orders (in other words, she has not been suspended for a longer period because she failed to comply). Rather, I am not satisfied that she has the

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intention or ability to improve her behaviour; the contents of a draft apology may possibility have convinced me otherwise.

22. It was within Cr Bissinger's power to end this arbitration on a positive note. Instead, her recent actions only confirm the complaints about her. This means that whatever reputational damage Cr Bissinger suffers from this process, the prime cause was Cr Bissinger, and Cr Bissinger alone.

**J A SILVER**  
ARBITER

Appendix A - Schedule of Fees and Charges

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
<b>Land-Use Planning</b>							
Land-Use Planning, Heritage and Urban Design	Planning Scheme Amendment Fee	Consider request to amend a Planning Scheme	Statutory	Free	3,149.70	3,275.40	3.99%
Land-Use Planning, Heritage and Urban Design	Planning Scheme Amendment Fee	Consider request to approve an amendment	Statutory	Free	496.90	516.80	4.00%
Land-Use Planning, Heritage and Urban Design	Planning Scheme Amendment Fee	Consider submissions to change amendment - up to 10 submissions	Statutory	Free	15,611.10	16,233.90	3.99%
Land-Use Planning, Heritage and Urban Design	Planning Scheme Amendment Fee	Consider submissions to change amendment - 11-20 submissions	Statutory	Free	31,191.60	32,436.00	3.99%
Land-Use Planning, Heritage and Urban Design	Planning Scheme Amendment Fee	Consider submissions to change amendment - more than 20 submissions	Statutory	Free	41,395.80	43,359.30	4.74%
Planning Consultation	Application & Public Notification Fees	Certify plan of subdivision and Statement of Compliance	Statutory	Free	180.40	187.60	3.99%
Planning Consultation	DAA - Advertising	Additional Letters	Council	Taxable	12.00	15.00	25.00%
Planning Consultation	DAA - Advertising	Additional Sign	Council	Taxable	100.00	105.00	5.00%
Planning Consultation	DAA - Advertising	Up to 10 letters & signs	Council	Taxable	400.00	420.00	5.00%
Planning Consultation	DAA - Misc Income (GST)	Consideration of condition 1 plans for second or subsequent request	Council	Taxable	200.00	210.00	5.00%
Planning Consultation	DAA - Misc Income (GST)	Copies of Planning and/or Endorsed Plans - Commercial	Council	Taxable	275.00	290.00	5.45%
Planning Consultation	DAA - Misc Income (GST)	Copies of Planning and/or Endorsed Plans - Permit Only	Council	Taxable	75.00	80.00	6.67%
Planning Consultation	DAA - Misc Income (GST)	Copies of Planning and/or Endorsed Plans - Residential	Council	Taxable	135.00	145.00	7.41%
Planning Consultation	DAA - Misc Income (GST)	Extension of Time to a Planning Permit - 1st Request	Council	Taxable	550.00	580.00	5.45%
Planning Consultation	DAA - Misc Income (GST)	Extension of Time to a Planning Permit - 2nd Request	Council	Taxable	550.00	650.00	18.18%
Planning Consultation	DAA - Misc Income (GST)	Extension of Time to a Planning Permit - 3rd+ Request	Council	Taxable	675.00	750.00	11.11%
Planning Consultation	DAA - Misc Income (GST)	Pre-application meeting fee (virtual or in person) - with notes	Council	Taxable	320.00	340.00	6.25%
Planning Consultation	DAA - Misc Income (GST)	Secondary Consent - Commercial/Industrial/Multi dwelling/Other	Council	Taxable	800.00	840.00	5.00%
Planning Consultation	DAA - Misc Income (GST)	Secondary Consent - Residential (Single Dwelling)	Council	Taxable	400.00	420.00	5.00%
Planning Consultation	DAA - Misc Income (GST)	Written response to a General Enquiry - Commercial/Industrial/Multi dwelling/Other	Council	Taxable	320.00	340.00	6.25%
Planning Consultation	DAA - Misc Income (GST)	Written response to a General Enquiry - Residential (Single Dwelling)	Council	Taxable	160.00	170.00	6.25%
Planning Consultation	Land sales investigation	Land sales investigation fee	Council	Free	2,000.00	2,100.00	5.00%
Planning Permit Assessment	Planning Permit Amendment Fee	Amend description of permit or conditions - single dwelling	Statutory	Free	206.40	214.70	4.02%
Planning Permit Assessment	Planning Permit Amendment Fee	Any other development & use amend description of permit or conditions or amend the permit in any other way excl. subdivision	Statutory	Free	1,360.80	1,415.10	3.99%
Planning Permit Assessment	Planning Permit Amendment Fee	Any other Development (including 2 or more dwellings) costing \$1,000,000 +	Statutory	Free	3,524.30	3,665.00	3.99%
Planning Permit Assessment	Planning Permit Amendment Fee	Change of use permit	Statutory	Free	1,360.80	1,415.10	3.99%
Planning Permit Assessment	Planning Permit Amendment Fee	Development of 1 Dwelling costing \$0 to \$10,000	Statutory	Free	206.40	214.70	4.02%
Planning Permit Assessment	Planning Permit Amendment Fee	Development of 1 Dwelling costing \$10,001 to \$100,000	Statutory	Free	649.80	675.80	4.00%
Planning Permit Assessment	Planning Permit Amendment Fee	Development of 1 Dwelling costing \$100,001 to \$500,000	Statutory	Free	1,330.20	1,383.30	3.99%
Planning Permit Assessment	Planning Permit Amendment Fee	Easements/Restrictions/Rights of Way - To create, vary or remove a restriction within the meaning of the Subdivision Act 1988.	Statutory	Free	1,360.80	1,415.10	3.99%
Planning Permit Assessment	Planning Permit Amendment Fee	Easements/Restrictions/Rights of Way - To create, vary or remove an easement other than a right of way or to vary or remove a condition in the nature of an easement in a crown grant	Statutory	Free	1,360.80	1,415.10	3.99%
Planning Permit Assessment	Planning Permit Amendment Fee	Easements/Restrictions/Rights of Way - To remove a restriction (within the meaning of the Subdivision Act 1988)	Statutory	Free	1,360.80	1,415.10	3.99%
Planning Permit Assessment	Planning Permit Amendment Fee	For the agreement to a proposal to amend or end an agreement under Section 173 of the Planning & Environment Act 1987	Statutory	Free	680.40	707.60	4.00%
Planning Permit Assessment	Planning Permit Amendment Fee	Subdivision - Amend description of permit or conditions	Statutory	Free	1,360.80	1,415.10	3.99%
Planning Permit Assessment	Planning Permit Amendment Fee	Subdivision - Boundary Realignment and Consolidations	Statutory	Free	1,360.80	1,415.10	3.99%
Planning Permit Assessment	Planning Permit Amendment Fee	Subdivision - Boundary realignments	Statutory	Free	1,360.80	1,415.10	3.99%
Planning Permit Assessment	Planning Permit Amendment Fee	Subdivision - Other (including 3 or more lots)	Statutory	Free	1,360.80	1,415.10	3.99%
Planning Permit Assessment	Planning Permit Amendment Fee	Subdivision - Subdivision into two lots only	Statutory	Free	1,360.80	1,415.10	3.99%
Planning Permit Assessment	Planning Permit Amendment Fee	Subdivision - Subdivision of an existing Building	Statutory	Free	1,360.80	1,415.10	3.99%
Planning Permit Assessment	Planning Permit Amendment Fee	VicSmart Applications to subdivide or consolidate the land	Statutory	Free	206.40	214.70	4.02%
Planning Permit Assessment	Planning Permit Application Fee	Any other Development (including 2 or more dwellings) costing \$0 to \$100,000	Statutory	Free	1,185.00	1,232.30	3.99%
Planning Permit Assessment	Planning Permit Application Fee	Any other Development (including 2 or more dwellings) costing \$100,001 to \$1,000,000	Statutory	Free	1,597.80	1,661.60	3.99%
Planning Permit Assessment	Planning Permit Application Fee	Any other Development (including 2 or more dwellings) costing \$1,000,001 to \$5,000,000	Statutory	Free	3,524.30	3,655.00	3.71%

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Planning Permit Assessment	Planning Permit Application Fee	Any other Development (including 2 or more dwellings) costing \$5,000,001 to \$15,000,000	Statutory	Free	8,982.90	9,341.30	3.99%
Planning Permit Assessment	Planning Permit Application Fee	Any other Development (including 2 or more dwellings) costing \$15,000,001 to \$50,000,000	Statutory	Free	26,489.90	27,546.80	3.99%
Planning Permit Assessment	Planning Permit Application Fee	Any other Development (including 2 or more dwellings) costing \$50.01m+	Statutory	Free	59,539.30	61,914.60	3.99%
Planning Permit Assessment	Planning Permit Application Fee	Certificate of compliance (section 97N)	Statutory	Free	336.40	349.80	3.98%
Planning Permit Assessment	Planning Permit Application Fee	Satisfaction matter (under planning scheme)	Statutory	Free	349.80	349.80	-
Planning Permit Assessment	Planning Permit Application Fee	Vegetation Removal - 1 tree	Statutory	Free	206.40	214.70	4.02%
Planning Permit Assessment	Planning Permit Application Fee	Vegetation Removal - 2 or more trees	Statutory	Free	1,360.80	1,415.10	3.99%
Planning Permit Assessment	Planning Permit Application Fee	VicSmart Applications - \$0 to \$10,000	Statutory	Free	206.40	214.70	4.02%
Planning Permit Assessment	Planning Permit Application Fee	VicSmart Applications - \$10,000+	Statutory	Free	443.40	461.10	3.99%
Planning Permit Assessment	Planning Permit Application Fee	VicSmart Applications to subdivided the or consolidate the land	Statutory	Free	206.40	214.70	4.02%
<b>Open Space</b>							
Briars and Police Point	Briars Homestead Entry	Homestead Entry - Adult	Council	Taxable	13.90	14.60	5.04%
Briars and Police Point	Briars Homestead Entry	Homestead Entry - Children	Council	Taxable	8.00	8.40	5.00%
Briars and Police Point	Briars Homestead Entry	Homestead Entry - Concession	Council	Taxable	8.00	8.40	5.00%
Briars and Police Point	Briars Homestead Entry	Homestead Entry - Families	Council	Taxable	19.70	20.70	5.08%
Briars and Police Point	Briars Homestead Entry	Homestead Entry - School Children	Council	Taxable	6.40	6.70	4.69%
Briars and Police Point	Briars Programs	15min Ranger activity	Council	Taxable	6.45	6.75	4.65%
Briars and Police Point	Briars Programs	Night walk - Adult	Council	Taxable	28.80	30.20	4.86%
Briars and Police Point	Briars Programs	Night walk - Child	Council	Taxable	22.50	23.60	4.89%
Briars and Police Point	Briars Programs	Nursery / Ranger Activity, Walk, Talk (per head)	Council	Taxable	6.90	7.25	5.07%
Briars and Police Point	Briars Programs	Nursery program / workshop 2 hrs	Council	Taxable	24.70	25.90	4.86%
Briars and Police Point	Briars Programs	Sanctuary Walk with wildlife encounter - Adult	Council	Taxable	33.10	34.70	4.83%
Briars and Police Point	Briars Programs	Sanctuary Walk with wildlife encounter - Child	Council	Taxable	26.80	28.10	4.85%
Briars and Police Point	Briars Programs	School group (incursion) - per group / Session	Council	Taxable	284.00	298.00	4.93%
Briars and Police Point	Briars Programs	School group (onsite) 1 hr program per group	Council	Taxable	145.00	152.00	4.83%
Briars and Police Point	Briars Programs	School group (onsite) 1 hr program per group plus 1 hr Wildlife interaction	Council	Taxable	485.00	510.00	5.15%
Briars and Police Point	Briars Programs	School group (onsite) 2 x 1 hr program per group	Council	Taxable	290.00	305.00	5.17%
Briars and Police Point	Briars Programs	School group (onsite) 3 x 1 hr program per group	Council	Taxable	435.00	455.00	4.60%
Briars and Police Point	Briars Programs	School Holiday Program (3-5yrs) - 1hr	Council	Taxable	19.00	20.00	5.26%
Briars and Police Point	Briars Programs	School Holiday Program (3-5yrs)- 1hr with Wildlife interaction	Council	Taxable	28.10	29.50	4.98%
Briars and Police Point	Briars Programs	School Holiday Program (6-10yrs) - 2.5hrs	Council	Taxable	25.50	27.00	5.88%
Briars and Police Point	Briars Programs	School Holiday Program (6-10yrs)- 2.5hrs with Wildlife interaction	Council	Taxable	32.40	34.00	4.94%
Briars and Police Point	Briars Programs	Specialty program 2 hrs - Adult	Council	Taxable	25.00	26.00	4.00%
Briars and Police Point	Briars Programs	Specialty program 2 hrs - Child / Conc	Council	Taxable	21.00	22.00	4.76%
Briars and Police Point	Briars Programs	Specialty program 30 min with wildlife interaction	Council	Taxable	15.00	16.00	6.67%
Briars and Police Point	Briars Venue Hire	BBQ area hire (whole area) - per day - commercial	Council	Taxable	115.50	121.20	4.94%
Briars and Police Point	Briars Venue Hire	BBQ area hire (whole area) - per day - community group	Council	Taxable	34.60	36.30	4.91%
Briars and Police Point	Briars Venue Hire	BBQ area hire (whole area) - per day - public	Council	Taxable	69.50	72.90	4.89%
Briars and Police Point	Briars Venue Hire	Briars function - furniture package administration	Council	Taxable	500.00	525.00	5.00%
Briars and Police Point	Briars Venue Hire	Briars Marquee - Bump In Bump Out	Council	Taxable	270.00	283.00	4.81%
Briars and Police Point	Briars Venue Hire	Briars Marquee - per day - community peak	Council	Taxable	1,400.00	1,470.00	5.00%
Briars and Police Point	Briars Venue Hire	Briars Marquee - per day - private/commercial	Council	Taxable	3,500.00	3,700.00	5.71%
Briars and Police Point	Briars Venue Hire	Checkingurk Bird Hide - business hours - community group	Council	Taxable	238.10	250.00	5.00%
Briars and Police Point	Briars Venue Hire	Checkingurk Bird Hide - business hours - public	Council	Taxable	476.00	500.00	5.04%
Briars and Police Point	Briars Venue Hire	Commercial Photography	Council	Taxable	669.00	702.00	4.93%
Briars and Police Point	Briars Venue Hire	Concerts / Festivals - BOND for hire of grounds - major event (3000-5999 pax)	Council	Free	3,000.00	3,147.00	4.90%
Briars and Police Point	Briars Venue Hire	Concerts / Festivals - BOND for hire of grounds - major event (>6000 pax)	Council	Free	5,000.00	5,245.00	4.90%
Briars and Police Point	Briars Venue Hire	Concerts / Festivals - Hire of Grounds - community peak	Council	Taxable	1,797.00	1,885.00	4.90%
Briars and Police Point	Briars Venue Hire	Concerts / Festivals - Hire of Grounds (Commercial)	Council	Taxable	2,307.00	2,420.00	4.90%
Briars and Police Point	Briars Venue Hire	Concerts / Festivals - Hire of Grounds (Community)	Council	Taxable	1,423.00	1,493.00	4.92%
Briars and Police Point	Briars Venue Hire	Edwardian Room Hire - per day - community group	Council	Taxable	307.00	322.00	4.89%
Briars and Police Point	Briars Venue Hire	Edwardian Room Hire - per day - public	Council	Taxable	608.00	638.00	4.93%
Briars and Police Point	Briars Venue Hire	Edwardian Room Hire - per hour - community group	Council	Taxable	120.00	126.00	5.00%
Briars and Police Point	Briars Venue Hire	Edwardian Room Hire - per hour - public	Council	Taxable	237.00	249.00	5.06%
Briars and Police Point	Briars Venue Hire	Lawn / Edwardian * kitchen hire - per day - community group	Council	Taxable	619.00	649.00	4.85%

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Briars and Police Point	Briars Venue Hire	Lawn / Edwardian + kitchen hire - per day - public	Council	Taxable	824.00	864.00	4.85%
Briars and Police Point	Briars Venue Hire	Lawn hire - per day	Council	Taxable	607.00	637.00	4.94%
Briars and Police Point	Briars Venue Hire	Lawn hire - per hour	Council	Taxable	237.00	249.00	5.06%
Briars and Police Point	Briars Venue Hire	Meetings / Workshops - The Eco Living Display Centre Meeting Room - Commercial - per hour	Council	Taxable	30.00	32.00	6.67%
Briars and Police Point	Briars Venue Hire	Meetings / Workshops - The Eco Living Display Centre Meeting Room - Community Groups - per hour	Council	Taxable	11.00	12.00	9.09%
Briars and Police Point	Briars Venue Hire	Special Event Multiple plus 25 days - eg Cinema 37 days \$681.85 per day = \$25,228.45	Council	Taxable	650.00	682.00	4.92%
Briars and Police Point	Briars Venue Hire	Theatre production 2-8 yr olds	Council	Taxable	25.00	26.00	4.00%
Foreshore and Beaches	Bathing Box Licence	Bathing Box Licence - beachbox small (<5m2)	Council	Free	815.00	855.00	4.91%
Foreshore and Beaches	Bathing Box Licence	Bathing Box Licence - beachbox / boatshed (5m2 and above)	Council	Free	1,045.00	1,100.00	5.26%
Foreshore and Beaches	Bathing Box Transfer Fees	Transfer fee payable on sale of bathing box (Fee is 6.5% of CIV and minimum \$3,830)	Council	Free	3,650.00	3,830.00	4.93%
<b>Transport Connections</b>							
Parking Compliance & Enforcement	Parking Infringement	Parking Infringement Level 1 (0.5 Penalty Unit)	Statutory	Free	92.00	96.00	4.35%
Parking Compliance & Enforcement	Parking Infringement	Parking Infringement Level 2 (0.6 Penalty Unit)	Statutory	Free	111.00	115.50	4.05%
Parking Compliance & Enforcement	Parking Infringement	Parking Infringement Level 3 (1.0 Penalty Unit)	Statutory	Free	185.00	192.00	3.78%
<b>Economic Development and Support</b>							
Industry Development and Attraction	Footpath Licence/Lease	Footpath licence with liquor (depending on site) (minimum fee)	Council	Free	1,650.00	1,735.00	5.15%
Industry Development and Attraction	Footpath Trading Permit	Alternating between a single Display of Goods unit and an A-frame Sign - Sign Size - 1.2 metres x 0.9 metres	Council	Free	221.00	232.00	4.98%
Industry Development and Attraction	Footpath Trading Permit	Alternating between a single Display of Goods unit and an A-frame Sign - Sign Size - 0.9 metres x 0.6 metres	Council	Free	103.00	108.00	4.85%
Industry Development and Attraction	Footpath Trading Permit	Bulky goods - first 2 metres x 2 metres	Council	Free	73.00	77.00	5.48%
Industry Development and Attraction	Footpath Trading Permit	Bulky goods - subsequent or part thereof 2 metres x 2 metres	Council	Free	209.00	220.00	5.26%
Industry Development and Attraction	Footpath Trading Permit	Display of A-frame signs - Sign Size - 0.9 metres x 0.6 metres	Council	Free	73.00	77.00	5.48%
Industry Development and Attraction	Footpath Trading Permit	Display of A-frame signs - Sign Size - 1.2 metres x 0.9 metres	Council	Free	182.00	191.00	4.95%
Industry Development and Attraction	Footpath Trading Permit	Display of Goods - first display unit	Council	Free	279.00	293.00	5.02%
Industry Development and Attraction	Footpath Trading Permit	Display of Goods - Subsequent display unit	Council	Free	257.00	270.00	5.06%
Industry Development and Attraction	Footpath Trading Permit	Footpath Trading Permit application fee (new applications)	Council	Free	151.00	158.00	4.64%
Industry Development and Attraction	Footpath Trading Permit	Outdoor Dining Facilities (no liquor licence or infrastructure) - first eight chairs	Council	Free	404.00	424.00	4.95%
Industry Development and Attraction	Footpath Trading Permit	Outdoor Dining Facilities (no liquor licence or infrastructure) - per chair thereafter	Council	Free	73.00	77.00	5.48%
Industry Development and Attraction	Footpath Trading Permit	Outdoor Dining Facilities (no liquor licence or infrastructure) - fixed screens - price per screen	Council	Free	248.00	260.00	4.84%
Industry Development and Attraction	Footpath Trading Permit	Planter Boxes	Council	Free	73.00	77.00	5.48%
Industry Development and Attraction	Itinerant Traders	Food Truck: Hastings - Hastings Foreshore Carpark (opposite Cool Store Road)	Council	Free	10,000.00	11,000.00	10.00%
Industry Development and Attraction	Itinerant Traders	Food Truck: Hastings - Hastings Foreshore Carpark (opposite Cool Store Road) - Winter Permit	Council	Free	3,100.00	3,600.00	16.13%
Industry Development and Attraction	Itinerant Traders	Food Truck: Hastings - Hastings Foreshore Carpark (opposite Pelican Park Recreation Centre)	Council	Free	10,000.00	11,000.00	10.00%
Industry Development and Attraction	Itinerant Traders	Food Truck: Mornington - Mornington (Schnapper Point Drive)	Council	Free	10,000.00	11,000.00	10.00%
Industry Development and Attraction	Itinerant Traders	Food Truck: Mornington - Mornington Park - slip lane carpark (off Flinders Drive)	Council	Free	10,000.00	11,000.00	10.00%
Industry Development and Attraction	Itinerant Traders	Food Truck: Mornington - Mornington Park - slip lane carpark (off Flinders Drive) - Winter Permit	Council	Free	3,100.00	3,600.00	16.13%
Industry Development and Attraction	Itinerant Traders	Food Truck: Mount Eliza - Mount Eliza Regional Park (450 Moorooduc Highway)	Council	Free	6,500.00	7,500.00	15.38%
Industry Development and Attraction	Itinerant Traders	Food Truck: Mount Martha - Mount Martha Foreshore Carpark (opposite 506 Esplanade)	Council	Free	10,000.00	11,000.00	10.00%
Industry Development and Attraction	Itinerant Traders	Food Truck: Mount Martha - The Briars (450 Nepean Highway)	Council	Free	6,500.00	7,500.00	15.38%
Industry Development and Attraction	Itinerant Traders	Food Truck: Portsea - Police Point Shire Park (1 Franklands Drive)	Council	Free	6,500.00	7,500.00	15.38%
Industry Development and Attraction	Itinerant Traders	Food Truck: Residential Roaming - Port Phillip (Area 1)	Council	Free	13,000.00	14,000.00	7.69%
Industry Development and Attraction	Itinerant Traders	Food Truck: Residential Roaming - Port Phillip (Area 2)	Council	Free	13,000.00	14,000.00	7.69%

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Industry Development and Attraction	Itinerant Traders	Food Truck: Residential Roaming - Port Phillip (Area 3)	Council	Free	13,000.00	14,000.00	7.69%
Industry Development and Attraction	Itinerant Traders	Food Truck: Residential Roaming -Western Port (Area 4)	Council	Free	10,000.00	11,000.00	10.00%
Industry Development and Attraction	Itinerant Traders	Food Truck: Safety Beach - Safety Beach Foreshore Carpark (opposite Prescott Avenue)	Council	Free	10,000.00	11,000.00	10.00%
Industry Development and Attraction	Itinerant Traders	Food Truck: Safety Beach - Safety Beach Foreshore Carpark (opposite Prescott Avenue) - Winter Permit	Council	Free	3,100.00	3,600.00	16.13%
Industry Development and Attraction	Itinerant Traders	Food Truck: Safety Beach - Safety Beach Foreshore Carpark (opposite Tonkin Street)	Council	Free	10,000.00	11,000.00	10.00%
Industry Development and Attraction	Itinerant Traders	Food Truck: Sorrento - Sorrento Foreshore Carpark (opposite 3239 Point Nepean Road)	Council	Free	10,000.00	11,000.00	10.00%
Industry Development and Attraction	Itinerant Traders	Seagate Permit	Council	Taxable	5,797.00	6,085.00	4.97%
Industry Development and Attraction	Parklet	Parklet Application Fee	Council	Free	-	250.00	N/A
Industry Development and Attraction	Parklet	Parklet Summer permit (15 December – 31 January) Full Fee – with Alcohol	Council	Free	-	2,200.00	N/A
Industry Development and Attraction	Parklet	Parklet Summer permit (15 December – 31 January) Full Fee – without Alcohol	Council	Free	-	1,600.00	N/A
Industry Development and Attraction	Parklet	Parklet Summer permit (15 December – 31 January) Stimulation Fee with Alcohol	Council	Free	-	900.00	N/A
Industry Development and Attraction	Parklet	Parklet Summer permit (15 December – 31 January) Stimulation Fee without Alcohol	Council	Free	-	450.00	N/A
Industry Development and Attraction	Parklet	Parklet Peak & Shoulder Season (15 September – 30 April) Full Fee – with Alcohol	Council	Free	-	3,500.00	N/A
Industry Development and Attraction	Parklet	Parklet Peak & Shoulder Season (15 September – 30 April) Full Fee – without Alcohol	Council	Free	-	2,250.00	N/A
Industry Development and Attraction	Parklet	Parklet Peak & Shoulder Season (15 September – 30 April) Stimulation Fee with Alcohol	Council	Free	-	1,875.00	N/A
Industry Development and Attraction	Parklet	Parklet Peak & Shoulder Season (15 September – 30 April) Stimulation Fee without Alcohol	Council	Free	-	940.00	N/A
Industry Development and Attraction	Parklet	Parklet Annual Full Fee – with Alcohol	Council	Free	-	3,900.00	N/A
Industry Development and Attraction	Parklet	Parklet Annual Full Fee – without Alcohol	Council	Free	-	2,450.00	N/A
Industry Development and Attraction	Parklet	Parklet Annual Stimulation Fee with Alcohol	Council	Free	-	2,175.00	N/A
Industry Development and Attraction	Parklet	Parklet Annual Stimulation Fee without Alcohol	Council	Free	-	1,050.00	N/A
Industry Development and Attraction	Parklet	Parklet Application Fee - 10% Best Bites Discount	Council	Free	-	225.00	N/A
Industry Development and Attraction	Parklet	Parklet Summer permit (15 December – 31 January) Full Fee – with Alcohol - 10% Best Bites Discount	Council	Free	-	2,000.00	N/A
Industry Development and Attraction	Parklet	Parklet Summer permit (15 December – 31 January) Full Fee – without Alcohol - 10% Best Bites Discount	Council	Free	-	1,455.00	N/A
Industry Development and Attraction	Parklet	Parklet Summer permit (15 December – 31 January) Stimulation Fee with Alcohol - 10% Best Bites Discount	Council	Free	-	810.00	N/A
Industry Development and Attraction	Parklet	Parklet Summer permit (15 December – 31 January) Stimulation Fee without Alcohol - 10% Best Bites Discount	Council	Free	-	405.00	N/A
Industry Development and Attraction	Parklet	Parklet Peak & Shoulder Season (15 September – 30 April) Full Fee – with Alcohol - 10% Best Bites Discount	Council	Free	-	3,182.00	N/A
Industry Development and Attraction	Parklet	Parklet Peak & Shoulder Season (15 September – 30 April) Full Fee – without Alcohol - 10% Best Bites Discount	Council	Free	-	2,045.00	N/A
Industry Development and Attraction	Parklet	Parklet Peak & Shoulder Season (15 September – 30 April) Stimulation Fee with Alcohol - 10% Best Bites Discount	Council	Free	-	1,687.50	N/A
Industry Development and Attraction	Parklet	Parklet Peak & Shoulder Season (15 September – 30 April) Stimulation Fee without Alcohol - 10% Best Bites Discount	Council	Free	-	846.00	N/A
Industry Development and Attraction	Parklet	Parklet Annual Full Fee – with Alcohol - 10% Best Bites Discount	Council	Free	-	3,545.00	N/A
Industry Development and Attraction	Parklet	Parklet Annual Full Fee – without Alcohol - 10% Best Bites Discount	Council	Free	-	2,227.00	N/A
Industry Development and Attraction	Parklet	Parklet Annual Stimulation Fee with Alcohol - 10% Best Bites Discount	Council	Free	-	1,957.50	N/A
Industry Development and Attraction	Parklet	Parklet Annual Stimulation Fee without Alcohol - 10% Best Bites Discount	Council	Free	-	945.00	N/A
Visitor Economy and Tourism	Directional Signage Applications	Directional Signage Applications - for one sign	Council	Free	400.00	420.00	5.00%
Visitor Economy and Tourism	Directional Signage Applications	Directional Signage Applications - for two or more signs	Council	Free	800.00	839.00	4.88%
Visitor Economy and Tourism	Directional Signage Applications	Reimbursement of costs of tourist sign manufacture and installation as organised by council	Council	Free	1,473.00	1,545.00	4.88%
<b>Public Safety</b>							

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Public Safety Compliance and Enforcement	Local Laws	Local Law (CALL) Infringement Level 1 (1 Penalty Unit)	Statutory	Free	-	192.00	N/A
Public Safety Compliance and Enforcement	Local Laws	Local Law (CALL) Infringement Level 2 (2 Penalty Unit)	Statutory	Free	-	384.00	N/A
Public Safety Compliance and Enforcement	Local Laws	Local Law (CALL) Infringement Level 3 (3 Penalty Unit)	Statutory	Free	-	577.00	N/A
Public Safety Compliance and Enforcement	Local Laws	Local Law (CALL) Infringement Level 5 (5 Penalty Unit)	Statutory	Free	-	961.00	N/A
Public Safety Compliance and Enforcement	Local Laws	Local Law (Liquor) Infringement (1 Penalty Unit)	Statutory	Free	-	192.00	N/A
Public Safety Compliance and Enforcement	Local Laws	Local Law (Liquor) Infringement (2 Penalty Units)	Statutory	Free	384.62	384.00	(0.16%)
Public Safety Compliance and Enforcement	Local Laws	Local Law (STRA) Infringement Level 3 (3 Penalty Unit)	Statutory	Free	-	577.00	N/A
Public Safety Compliance and Enforcement	Local Laws	Local Law (STRA) Infringement Level 5 (5 Penalty Unit)	Statutory	Free	-	961.00	N/A
Public Safety Compliance and Enforcement	Local Laws	Local Law (STRA) Infringement Level 6 (6 Penalty Unit)	Statutory	Free	-	1,154.00	N/A
Public Safety Compliance and Enforcement	Local Laws	Local Law Infringement	Statutory	Free	185.00	-	N/A
Public Safety Compliance and Enforcement	Local Laws	Permits - Application for Local Law Permit (General)	Council	Free	275.00	288.00	4.73%
Public Safety Compliance and Enforcement	Local Laws	Permits - Busking - Aged Under 18	Council	Taxable	-	-	-
Public Safety Compliance and Enforcement	Local Laws	Permits - Busking - Aged Over 18	Council	Taxable	-	55.00	N/A
Public Safety Compliance and Enforcement	Local Laws	Short Stay Rental - Annual Registration Fee	Council	Free	335.00	352.00	5.07%
Public Safety Compliance and Enforcement	Vehicle Impound	Release Fees from Impounded Vehicles	Council	Taxable	519.00	545.00	5.01%
<b>Public Works Safety</b>							
Private Development Works	Build over easement	Build over easement	Statutory	Free	299.80	155.30	(48.20%)
Private Development Works	Drainage Information Certificates	Drainage Point of Discharge	Statutory	Free	149.38	311.80	108.73%
Private Development Works	Drainage Information Certificates	Underground Drainage Pipe Information	Statutory	Free	68.40	68.40	-
Private Development Works	Construction Management Plans	Minor CMP approval	Council	Taxable	211.00	221.00	4.74%
Private Development Works	Construction Management Plans	Major CMP approval	Council	Taxable	558.00	585.00	4.84%
Private Development Works	Private Building Works	Additional Compliance Inspection	Council	Free	250.00	260.00	4.00%
Private Development Works	Private Building Works	Asset Protection Bond (2-10 Dwellings)	Council	Free	5,000.00	5,245.00	4.90%
Private Development Works	Private Building Works	Asset Protection Bond (Demolition, Swimming Pool, 1 Dwelling)	Council	Free	1,500.00	1,574.00	4.93%
Private Development Works	Private Building Works	Construction Management Plan - Amendments to Approved Plans	Council	Free	202.00	-	N/A
Private Development Works	Private Building Works	Construction Management Plan - Recurring Inspection Fee	Council	Free	116.00	-	N/A
Private Development Works	Private Building Works	Construction Management Plan - Review & Approve Plan	Council	Free	202.00	-	N/A
Private Development Works	Private Building Works	Construction Management Plan - Supervision	Council	Free	276.00	-	N/A
Private Development Works	Private Building Works	Private access across Shire Land and Reserve	Council	Free	269.00	283.00	5.20%
Private Development Works	Private Building Works	Private Building Works - Asset & Amenity Permit	Council	Free	323.00	339.00	4.95%
Private Development Works	Private Building Works	Private Building Works - Asset & Amenity Permit (multiple activities)	Council	Free	418.00	439.00	5.02%
Private Development Works	Private Building Works	Skip / Waste Bin - Annual Supplier Accreditation	Council	Free	537.00	564.00	5.03%
Private Development Works	Private Building Works	Skip / Waste Bin - Placement Fee (Accredited Supplier)	Council	Free	49.00	52.00	6.12%
Private Development Works	Private Building Works	Skip / Waste Bin - Single Placement (Non Accredited Supplier)	Council	Free	86.00	91.00	5.81%
Private Development Works	Subdivisions and Services - Commercial	Small commercial developments (<500m2)	Council	Taxable	351.00	368.00	4.84%
Private Development Works	Subdivisions and Services - Commercial	Medium commercial developments (500-2,000m2)	Council	Taxable	837.00	878.00	4.90%
Private Development Works	Subdivisions and Services - Commercial	Large commercial developments (>2,000m2)	Council	Taxable	1,395.00	1,500.00	7.53%
Private Development Works	Subdivisions and Services - Commercial	Utility Service Engineering Plan Approval	Council	Taxable	351.00	368.00	4.84%
Private Development Works	Subdivisions and Services - Industrial/Factory/Warehouse	2 to 5 industrial/factory/warehouse developments	Council	Taxable	489.00	512.00	4.70%
Private Development Works	Subdivisions and Services - Industrial/Factory/Warehouse	6+ industrial/factory/warehouse developments	Council	Taxable	768.00	805.00	4.82%
Private Development Works	Subdivisions and Services - Industrial/Factory/Warehouse	Single industrial/factory/warehouse developments	Council	Taxable	211.00	221.00	4.74%
Private Development Works	Subdivisions and Services - Residential	2 Lot developments	Council	Taxable	211.00	221.00	4.74%
Private Development Works	Subdivisions and Services - Residential	3 to 4 Lot developments	Council	Taxable	351.00	368.00	4.84%
Private Development Works	Subdivisions and Services - Residential	5 to 8 Lot developments	Council	Taxable	558.00	585.00	4.84%
Private Development Works	Subdivisions and Services - Residential	9 to 12 Lot developments	Council	Taxable	837.00	878.00	4.90%
Private Development Works	Subdivisions and Services - Residential	13 to 19 Lot developments	Council	Taxable	1,046.00	1,097.00	4.88%
Private Development Works	Subdivisions and Services - Residential	20 + Lot developments	Council	Taxable	1,395.00	1,500.00	7.53%
Private Development Works	Subdivisions and Services - Residential	Amendments to approved Engineering or Construction Plans	Council	Taxable	142.00	200.00	40.85%
Private Development Works	Subdivisions and Services - Residential	Single Lot Development	Council	Taxable	184.00	200.00	8.70%
Public Works Compliance and Enforcement	Public Works Fines & Prosecutions	Fines for failure to obtain Asset & Amenity Permit	Council	Free	231.00	-	N/A
Public Works Compliance and Enforcement	Public Works Fines & Prosecutions	Fines for failure to obtain permit to occupy road reserve	Council	Free	231.00	-	N/A
Public Works Compliance and Enforcement	Public Works Fines & Prosecutions	Fines for failure to obtain RMA consent to work on roads - individual (2 Penalty units)	Statutory	Free	370.00	-	N/A
Public Works Compliance and Enforcement	Public Works Fines & Prosecutions	Fines for failure to obtain RMA consent to work on roads - company (5 Penalty units)	Statutory	Free	925.00	-	N/A
Public Works Compliance and Enforcement	Public Works Fines & Prosecutions	Fines for failure to obtain works on roads permit	Council	Free	226.00	-	N/A
Public Works Compliance and Enforcement	Public Works Fines & Prosecutions	Local Law Infringement Notice (3 Penalty Units)	Statutory	Free	577.00	577.00	-
Public Works Compliance and Enforcement	Public Works Fines & Prosecutions	Local Law infringement Notice (5 Penalty Units)	Statutory	Free	961.00	961.00	-

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Public Works Compliance and Enforcement	Public Works Fines & Prosecutions	Road Management Infringement Notice (3 Penalty units)	Statutory	Free	555.00	577.00	3.96%
Public Works Compliance and Enforcement	Public Works Fines & Prosecutions	Planning & Environment Infringement Notice (5 Penalty Units)	Statutory	Free	924.00	962.00	4.11%
Public Works Compliance and Enforcement	Public Works Fines & Prosecutions	Planning & Environment Infringement Notice (10 Penalty Units)	Statutory	Free	1,849.00	1,923.00	4.00%
Public Works Compliance and Enforcement	Public Works Fines & Prosecutions	Road Management Infringement Notice (15 Penalty units)	Statutory	Free	2,774.00	2,885.00	4.00%
Public Works Permits	Public Works Permits	Amenity fee for removal of Council tree (small)	Council	Free	-	1,500.00	N/A
Public Works Permits	Public Works Permits	Amenity fee for removal of Council tree (medium)	Council	Free	-	2,000.00	N/A
Public Works Permits	Public Works Permits	Amenity fee for removal of Council tree (large)	Council	Free	-	3,000.00	N/A
Public Works Permits	Public Works Permits	Application to amend or extend an Asset & Amenity Protection or Works Permits	Council	Free	-	100.00	N/A
Public Works Permits	Public Works Permits	Minor Development Works Permit - Multi Unit/Commercial	Council	Free	900.00	945.00	5.00%
Public Works Permits	Public Works Permits	Major Development Works Permit - Multi Unit/Commercial	Council	Free	1,289.00	1,353.00	4.97%
Public Works Permits	Public Works Permits	Nature Strip Landscaping Permit - Minor landscaping works. (works < 8m2)	Council	Free	79.00	85.00	7.59%
Public Works Permits	Public Works Permits	Nature Strip Landscaping Permit - Major landscaping works. (works > 8m2 & tree removals)	Council	Free	376.00	395.00	5.05%
Public Works Permits	Public Works Permits	Permit application to erect a hoarding or overhead protective awning	Council	Free	376.00	395.00	5.05%
Public Works Permits	Public Works Permits	Permit to install Ground Anchor into Council Land (per anchor)	Council	Free	742.00	-	N/A
Public Works Permits	Public Works Permits	Permit to occupy or fence road or footpath (greater than 7 days)	Council	Free	376.00	395.00	5.05%
Public Works Permits	Public Works Permits	Permit to undertake works within road reserve (excluding landscaping)	Council	Free	376.00	395.00	5.05%
Public Works Permits	Public Works Permits	Permit to undertake works within a road reserve (Vehicle Crossings)	Council	Free	376.00	395.00	5.05%
Public Works Permits	Public Works Permits	Retrospective Vehicle Crossing Approval Permit	Council	Free	-	1,500.00	N/A
Public Works Permits	Public Works Permits	Site compound licence fee (minimum - per week)	Council	Free	550.00	580.00	5.45%
Public Works Permits	Traffic Management Approval	Traffic Management Plan Approval- Major-Greater than 50km/h within road reserve	Statutory	Free	-	659.00	N/A
Public Works Permits	Traffic Management Approval	Traffic Management Plan Approval- Major-Greater than 50km/h outside of the road reserve	Statutory	Free	-	359.30	N/A
Public Works Permits	Traffic Management Approval	Traffic Management Plan Approval- Major-Under 50km/h within road reserve	Statutory	Free	-	359.30	N/A
Public Works Permits	Traffic Management Approval	Traffic Management Plan Approval- Major-Under 50km/h outside of the road reserve	Statutory	Free	-	359.30	N/A
<b>Public Health</b>							
Public Health Compliance and Enforcement	Food Act Infringement	Food Act Infringement Level 5 Infringement (5 Penalty Units)	Statutory	Free	925.00	961.55	3.95%
Public Health Compliance and Enforcement	Food Act Infringement	Food Act Infringement Level 6 Infringement (10 Penalty Units)	Statutory	Free	1,850.00	1,923.10	3.95%
Public Health Compliance and Enforcement	Food Premises Compliance	Follow up inspections on non-compliant food businesses	Council	Free	225.00	-	N/A
Public Health Compliance and Enforcement	Food Premises Compliance	Food sampling - unsatisfactory follow up sample	Council	Free	225.00	-	N/A
Public Health Compliance and Enforcement	Food Premises Compliance	Reinspection Fee for Food Premises - Major	Council	Free	120.00	125.00	4.17%
Public Health Compliance and Enforcement	Food Premises Compliance	Reinspection Fee for Food Premises - Critical	Council	Free	350.00	350.00	-
Public Health Compliance and Enforcement	Food Premises Compliance	Unregistered food business	Council	Free	835.00	-	N/A
Public Health Compliance and Enforcement	Health Premises Compliance	Unregistered Health business	Council	Free	535.00	-	N/A
Public Health Compliance and Enforcement	Public Health Compliance Administration	Solicitors Enquiries - Information GST exempt	Council	Free	585.00	645.00	10.26%
Public Health Compliance and Enforcement	Tobacco Act Infringement	Tobacco Act Infringement Level 4 Infringement (4 Penalty Units)	Statutory	Free	664.00	769.24	15.85%
Public Health Permits and Registrations	Caravan Parks Registration	Caravan Parks registration and renewal	Statutory	Free	1,400.00	-	N/A
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Not exceeding 25 (17 Fee Units)	Statutory	Free	251.77	270.30	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 25 but not exceeding 50 (34 Fee Units)	Statutory	Free	503.54	540.60	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 50 but not exceeding 100 (68 Fee Units)	Statutory	Free	1,007.08	1,081.20	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 100 but not exceeding 150 (103 Fee Units)	Statutory	Free	1,525.43	1,637.70	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 150 but not exceeding 200 (137 Fee Units)	Statutory	Free	2,028.97	2,178.30	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 200 but not exceeding 250 (171 Fee Units)	Statutory	Free	2,532.51	2,718.90	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 250 but not exceeding 300 (205 Fee Units)	Statutory	Free	3,036.05	3,259.50	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 300 but not exceeding 350 (240 Fee Units)	Statutory	Free	3,554.40	3,816.00	7.36%

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 350 but not exceeding 400 (274 Fee Units)	Statutory	Free	4,057.94	4,356.60	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 400 but not exceeding 450 (308 Fee Units)	Statutory	Free	4,561.48	4,897.20	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 450 but not exceeding 500 (342 Fee Units)	Statutory	Free	5,065.02	5,437.80	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 500 but not exceeding 550 (376 Fee Units)	Statutory	Free	5,568.56	5,978.40	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 550 but not exceeding 600 (411 Fee Units)	Statutory	Free	6,086.91	6,534.90	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 600 but not exceeding 650 (445 Fee Units)	Statutory	Free	6,590.45	7,075.50	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 650 but not exceeding 700 (479 Fee Units)	Statutory	Free	7,093.99	7,616.10	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 700 but not exceeding 750 (513 Fee Units)	Statutory	Free	7,597.53	8,156.70	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 750 but not exceeding 800 (547 Fee Units)	Statutory	Free	8,101.07	8,697.30	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 800 but not exceeding 850 (582 Fee Units)	Statutory	Free	8,619.42	9,253.80	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 850 but not exceeding 900 (616 Fee Units)	Statutory	Free	9,122.96	9,794.40	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 900 but not exceeding 950 (650 Fee Units)	Statutory	Free	9,626.50	10,335.00	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 950 but not exceeding 1000 (684 Fee Units)	Statutory	Free	10,130.04	10,875.60	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 1000 but not exceeding 1050 (719 Fee Units)	Statutory	Free	10,648.39	11,432.10	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 1050 but not exceeding 1100 (753 Fee Units)	Statutory	Free	11,151.93	11,972.70	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 1100 but not exceeding 1150 (787 Fee Units)	Statutory	Free	11,655.47	12,513.30	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 1150 but not exceeding 1200 (821 Fee Units)	Statutory	Free	12,159.01	13,053.90	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 1200 but not exceeding 1250 (855 Fee Units)	Statutory	Free	12,662.55	13,594.50	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 1250 but not exceeding 1300 (890 Fee Units)	Statutory	Free	13,180.90	14,151.00	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 1300 but not exceeding 1350 (924 Fee Units)	Statutory	Free	13,684.44	14,691.60	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 1350 but not exceeding 1400 (958 Fee Units)	Statutory	Free	14,187.98	15,232.20	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 1400 but not exceeding 1450 (992 Fee Units)	Statutory	Free	14,691.52	15,772.80	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 1450 but not exceeding 1500 (1027 Fee Units)	Statutory	Free	15,209.87	16,329.30	7.36%
Public Health Permits and Registrations	Caravan Parks Registration	Total number of sites (other than camp sites) Exceeding 1500 (1095 Fee Units)	Statutory	Free	16,216.95	17,410.50	7.36%
Public Health Permits and Registrations	Food Premises Registration	Class 1 Food Registration Renewal - Best Bites Businesses	Council	Free	660.00	600.00	(9.09%)
Public Health Permits and Registrations	Food Premises Registration	Class 1 High Risk Food Premises	Council	Free	875.00	940.00	7.43%
Public Health Permits and Registrations	Food Premises Registration	Class 1 Food Registration Renewal - Businesses with major inspection result	Council	Free	880.00	940.00	6.82%
Public Health Permits and Registrations	Food Premises Registration	Class 1 Food Registration Renewal - Businesses with critical inspection result	Council	Free	1,015.00	940.00	(7.39%)
Public Health Permits and Registrations	Food Premises Registration	Class 2 (New Proposed Fees) - Large Food Premises: Supermarkets and Food Manufacturers, Fast Food Chains	Council	Free	45.00	50.00	11.11%
Public Health Permits and Registrations	Food Premises Registration	Class 2 Bed and Breakfast serving less than 6 Guest at breakfast only	Council	Free	505.00	-	N/A
Public Health Permits and Registrations	Food Premises Registration	Class 2 Food Registration Renewal - Best Bites Businesses	Council	Free	745.00	585.00	(21.48%)
Public Health Permits and Registrations	Food Premises Registration	Class 2 Food Registration Renewal - Businesses with major inspection result	Council	Free	810.00	835.00	3.09%

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Public Health Permits and Registrations	Food Premises Registration	Class 2 Food Registration Renewal - Businesses with critical inspection result	Council	Free	900.00	835.00	(7.22%)
Public Health Permits and Registrations	Food Premises Registration	Class 2 Food Registration Renewal - Sports clubs on Council reserves	Council	Free	375.00	420.00	12.00%
Public Health Permits and Registrations	Food Premises Registration	Class 2 Medium Risk Food Premises	Council	Free	785.00	835.00	6.37%
Public Health Permits and Registrations	Food Premises Registration	Class 3 Low Risk Food Premises	Council	Free	550.00	600.00	9.09%
Public Health Permits and Registrations	Food Premises Registration	Class 3 Food Registration Renewal - Businesses with major inspection result	Council	Free	645.00	600.00	(6.98%)
Public Health Permits and Registrations	Food Premises Registration	Class 3 Food Registration Renewal - Businesses with critical inspection result	Council	Free	645.00	600.00	(6.98%)
Public Health Permits and Registrations	Food Premises Registration	New Premises Application Fee Class 1 High Risk Food Premises	Council	Free	1,525.00	1,675.00	9.84%
Public Health Permits and Registrations	Food Premises Registration	New Premises Application Fee Class 2 Bed & Breakfast serving less than 6 guests at breakfast only	Council	Free	1,180.00	-	N/A
Public Health Permits and Registrations	Food Premises Registration	New Premises Application Fee Class 2 Medium Risk Food Premises	Council	Free	1,525.00	1,675.00	9.84%
Public Health Permits and Registrations	Food Premises Registration	New premises Application Fee Class 3 Low Risk Food Premises	Council	Free	1,250.00	1,300.00	4.00%
Public Health Permits and Registrations	Food Premises Registration	Pre-purchase and transfer of registration for food premises	Council	Free	585.00	645.00	10.26%
Public Health Permits and Registrations	Food Premises Registration	Streettrader Registration	Council	Free	85.00	90.00	5.88%
Public Health Permits and Registrations	Health Premises Registration	Application for Transfer of Registration of Health Premises	Council	Free	325.00	360.00	10.77%
Public Health Permits and Registrations	Health Premises Registration	Health Premises Renewal of Registration	Council	Free	325.00	360.00	10.77%
Public Health Permits and Registrations	Health Premises Registration	New Health Premises	Council	Free	745.00	820.00	10.07%
Public Health Permits and Registrations	Health Premises Registration	New Premises Application Fee - Hairdressers	Council	Free	535.00	590.00	10.28%
Public Health Permits and Registrations	Health Premises Registration	Pre-purchase of registration of health premises	Council	Free	585.00	635.00	8.55%
Public Health Permits and Registrations	Health Premises Registration	Public Health Swimming Pool Registration	Council	Free	395.00	435.00	10.13%
Public Health Permits and Registrations	Health Premises Registration	Registration of a Health Premises - Tattooist	Council	Free	475.00	525.00	10.53%
Public Health Permits and Registrations	Prescribed Accommodation Registration	Accommodation Premises Registration renewal	Council	Free	225.00	250.00	11.11%
Public Health Permits and Registrations	Prescribed Accommodation Registration	Accommodation Premises Registration Renewal - with Swimming Pools	Council	Free	300.00	-	N/A
Public Health Permits and Registrations	Prescribed Accommodation Registration	New Accommodation Premises	Council	Free	535.00	590.00	10.28%
Public Health Permits and Registrations	Prescribed Accommodation Registration	Rooming house registration renewal	Council	Free	485.00	525.00	8.25%
Wastewater Management	Septic Tank Application	Amendment to Septic Permit (10.38 Fee Units)	Statutory	Free	159.00	165.05	3.81%
Wastewater Management	Septic Tank Application	Search Fee - Septic Tank Plans (7.19 Fee Units)	Statutory	Free	110.00	114.32	3.93%
Wastewater Management	Septic Tank Application	Septic Installations - Application to Install/alter - base rate (8 hours = 48.88 Fee Units, above 8.2 hours additional 6.12Fee Units)	Statutory	Free	747.00	777.19	4.04%
Wastewater Management	Septic Tank Application	Septic Minor Alteration - Application to Alter (37.25 Fee Units)	Statutory	Free	570.00	592.27	3.91%
Wastewater Management	Septic Tank Application	Transfer of Septic Permit (9.93 Fee Units)	Statutory	Free	152.00	157.88	3.87%
<b>Fire and Emergency Management</b>							
Emergency Preparedness and Mitigation	Fire Prevention	Fire Prevention Compulsory Clearance Administration Fee	Council	Free	297.00	312.00	5.05%
Emergency Preparedness and Mitigation	Fire Prevention	Permit to Burn - Basic	Council	Free	138.00	145.00	5.07%
Emergency Preparedness and Mitigation	Fire Prevention	Permit to Burn - Complex	Council	Free	279.00	-	N/A
Emergency Preparedness and Mitigation	Fire Prevention	Infringement Notice (10 Penalty Units)	Statutory	Free	1,849.00	1,923.10	4.01%
<b>Building Safety</b>							
Building Compliance and Enforcement	Pool compliance	Infringement for non-register of pool	Statutory	Free	377.24	377.24	-
Building Compliance and Enforcement	Pool compliance	Pool compliance certificate - Form 23	Statutory	Free	21.52	21.52	-
Building Compliance and Enforcement	Pool compliance	Pool Non-compliance certificate - Form 24	Statutory	Free	405.45	405.45	-
Building Compliance and Enforcement	Pool compliance	Pool Registration ( Existing Pool )	Statutory	Free	83.33	83.33	-
Building Compliance and Enforcement	Pool compliance	Pool Registration ( New Pool )	Statutory	Free	32.95	32.95	-
Building Information Advisory and Records	Building Information Request	Copy of second or subsequent permit/plans (commercial)	Council	Taxable	175.00	185.00	5.71%
Building Information Advisory and Records	Building Information Request	Copy of second or subsequent permit/plans (residential)	Council	Taxable	100.00	105.00	5.00%
Building Information Advisory and Records	Building Information Request	Regulation 51 Certificates (permit information)	Statutory	Free	50.70	50.70	-
Building Information Advisory and Records	Building Information Request	Search for Copy of Commercial plans (if found - fee includes copy of first plans/permit - subsequent copies of plans/permits charged at 50% per permit)	Council	Taxable	350.00	375.00	7.14%
Building Information Advisory and Records	Building Information Request	Search for Copy of Residential plans (if found - fee includes copy of first plans/permits - subsequent copies of plans/permits charged at 50% per permit)	Council	Taxable	200.00	210.00	5.00%
Building Permit Assessment	Building Act Consultancy	Amendment of Occupancy Permit: Commercial (Section 70 of Building Act)	Council	Taxable	-	4,325.00	N/A
Building Permit Assessment	Building Act Consultancy	Amendment of Occupancy Permit: Industrial (Section 70 of Building Act)	Council	Taxable	-	6,500.00	N/A
Building Permit Assessment	Building Act Consultancy	Amendment of Occupancy Permit: Residential (Section 70 of Building Act)	Council	Taxable	-	2,675.00	N/A

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Building Permit Assessment	Building Act Consultancy	Audits/Determinations/Consulting/ Bushfire Assessments per hr	Council	Taxable	-	375.00	N/A
Building Permit Assessment	Building Act Consultancy	Certification of illegal structures/buildings - MBS set fee/ hr (excludes other permits and consultants)ts	Council	Taxable	-	385.00	N/A
Building Permit Assessment	Building Act Consultancy	Combined Allotments Determination - Application to MBS to determine combined allotment as one allotment - Non prescribed fee: Commercial/Industrial (Regulation 60)	Council	Taxable	-	3,190.00	N/A
Building Permit Assessment	Building Act Consultancy	Combined Allotments Determination - Application to MBS to determine combined allotment as one allotment - Non prescribed fee: Residential (Regulation 60)	Council	Taxable	-	1,595.00	N/A
Building Permit Assessment	Building Act Consultancy	Non-Council Buildings Change of Use for Exemptions - Existing Building (per Clause); Commercial/Industrial Regulation 229, 222, 234, 236	Council	Taxable	-	1,100.00	N/A
Building Permit Assessment	Building Act Consultancy	Subsequent fee per regulation thereafter (Regulation 229, 222, 234, 236) - Commercial	Council	Taxable	-	500.00	N/A
Building Permit Assessment	Building Act Consultancy	Non-Council Buildings Change of Use for Exemptions - Existing Building (per Clause); Residential - Regulation 229, 222, 234, 236	Council	Taxable	-	800.00	N/A
Building Permit Assessment	Building Act Consultancy	Subsequent fee per regulation thereafter (Regulation 229, 222, 234, 236) - Residential	Council	Taxable	-	400.00	N/A
Building Permit Assessment	Building Act Consultancy	Performance Solutions (POPE's and other works) - Assessment and Brief (per Clause)	Council	Taxable	-	750.00	N/A
Building Permit Assessment	Building Act Consultancy	Performance Solutions (POPE's and other works) - Determination (per Clause)	Council	Taxable	-	500.00	N/A
Building Permit Assessment	Building Act Consultancy	Pool & Spa Safety Barrier Audit: Application (includes one inspections and form 23/24)	Council	Taxable	-	385.00	N/A
Building Permit Assessment	Building Act Consultancy	Pool & Spa Safety Barrier Audit: Fee for every subsequent inspection during business hours	Council	Taxable	-	250.00	N/A
Building Permit Assessment	Building Act Consultancy	Retention of illegal Building Works Administration Fee: Level 1 - These works may include minor structures e.g. polls, spas, fences etc.	Council	Taxable	-	375.00	N/A
Building Permit Assessment	Building Act Consultancy	Retention of illegal Building Works Administration Fee: Level 2- These works may include verandahs, desks <30m2 etc.	Council	Taxable	-	770.00	N/A
Building Permit Assessment	Building Act Consultancy	Retention of illegal Building Works Administration Fee: Level 3- These works may include residential additions and alterations, carports, garages >30m2 etc.	Council	Taxable	-	1,100.00	N/A
Building Permit Assessment	Building Act Consultancy	Retention of illegal Building Works Administration Fee: Level 4 - Commercial/Industrial - <500m2 - These works may include commercial works e.g. mezzanines, office fit outs, building alterations etc.	Council	Taxable	-	1,500.00	N/A
Building Permit Assessment	Building Act Consultancy	Retention of illegal Building Works Administration Fee: Level 5 - Commercial/Industrial - >500m2 - These works may include commercial works e.g. mezzanines, office fit outs, building alterations etc.	Council	Taxable	-	2,680.00	N/A
Building Permit Assessment	Building Act Consultancy	Room Capacity Inspection report/ Childcare/ Liquor License	Council	Taxable	-	3,190.00	N/A
Building Permit Assessment	Building Act Consultancy	Subdivision Reports of Existing Building Reports - Commercial/Industrial <500m2 (total Floor Area) (Regulation 231)	Council	Taxable	-	3,190.00	N/A
Building Permit Assessment	Building Act Consultancy	Subdivision Reports of Existing Building Reports - Commercial/Industrial >500m2 (total floor area) (Regulation 231)	Council	Taxable	-	6,500.00	N/A
Building Permit Assessment	Building Act Consultancy	Subdivision Reports of Existing Building Reports - Residential (Regulation 231)	Council	Taxable	-	1,595.00	N/A
Building Permit Assessment	Building Registration Fee	Building permit document lodgement with Council - Section 30	Statutory	Free	128.32	128.32	-
Building Permit Assessment	Building Registration Fee	Precautions over the street (Part 7)	Statutory	Free	316.40	316.40	-
Building Permit Assessment	Building Registration Fee	Processing of Section 29A Application for Report and Consent for Demolition	Statutory	Free	91.40	91.40	-
Building Permit Assessment	Building Registration Fee	Report and Consent (Parts 5, 6, 8 & 10)	Statutory	Free	311.80	311.80	-
Building Permit Assessment	Building Regulations (POPE)	Charge per hour for officer time assessing place of public entertainment applications (Where after hours inspection or weekend inspection required)	Council	Taxable	226.00	250.00	10.62%
Building Permit Assessment	Building Regulations (POPE)	Late fee for POPE/Siting application where application received less than 10 business days prior to event	Council	Taxable	250.00	265.00	6.00%
Building Permit Assessment	Building Regulations (POPE)	POPE (Small event upto 2000 patrons)	Council	Taxable	1,000.00	1,050.00	5.00%
Building Permit Assessment	Building Regulations (POPE)	POPE (Med event - 2001-5000 patrons)	Council	Taxable	1,500.00	1,575.00	5.00%
Building Permit Assessment	Building Regulations (POPE)	POPE (Large event - 5001 patrons)	Council	Taxable	3,000.00	3,150.00	5.00%
Building Permit Assessment	Building Regulations (POPE)	Siting Approval Temporary Structure (POPE) - first structure	Council	Taxable	500.00	525.00	5.00%
Building Permit Assessment	Building Regulations (POPE)	Siting Approval Temporary Structure (POPE) - second or subsequent structure	Council	Taxable	250.00	265.00	6.00%

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Building Permit Assessment	Flood Prone Approval	Report and Consent (Flood) (Part 10)	Statutory	Free	311.80	311.80	-
Building Permit Assessment	Flood Prone Approval	Report and Consent Amendment/Extension to report and consent	Council	Taxable	149.00	160.00	7.38%
<b>Animal Management</b>							
Animal Management	Animal Infringement	Animal Infringement - Level 1 (5 Penalty Units)	Statutory	Free	92.00	97.00	5.43%
Animal Management	Animal Infringement	Animal Infringement - Level 2 (1 Penalty Units)	Statutory	Free	185.00	192.00	3.78%
Animal Management	Animal Infringement	Animal Infringement - Level 3 (1.5 Penalty Units)	Statutory	Free	277.00	288.00	3.97%
Animal Management	Animal Infringement	Animal Infringement - Level 4 (2 Penalty Units)	Statutory	Free	370.00	385.00	4.05%
Animal Management	Animal Infringement	Animal Infringement - Level 5 (2.5 Penalty Units)	Statutory	Free	462.00	481.00	4.11%
Animal Management	Animal Infringement	Animal Infringement - Level 8 (4 Penalty Units)	Statutory	Free	740.00	769.00	3.92%
Animal Management	Animal Infringement	Minor attack infringement	Statutory	Free	462.00	-	N/A
Animal Management	Domestic Animal Business	Domestic Animal Business annual licence fee	Council	Free	376.00	395.00	5.05%
Animal Registration	Animal Registration	Assistance Dog (Trained by Assistance Dogs Australia) - Registration	Council	Free	-	-	-
Animal Registration	Animal Registration	Cat kept in foster care by a foster carer registered with Council (eligible for one period of registration only)	Council	Free	10.00	11.00	10.00%
Animal Registration	Animal Registration	Cat kept in foster care by a foster carer registered with Council (eligible for one period of registration only) - Pensioner	Council	Free	8.00	9.00	12.50%
Animal Registration	Animal Registration	Dangerous/Restricted Breed Dog Registration	Council	Free	517.00	542.00	4.84%
Animal Registration	Animal Registration	Dog kept in foster care by a foster carer registered with Council (eligible for one period of registration only)	Council	Free	10.00	11.00	10.00%
Animal Registration	Animal Registration	Dog kept in foster care by a foster carer registered with Council (eligible for one period of registration only) - Pensioner	Council	Free	8.00	9.00	12.50%
Animal Registration	Animal Registration	Foster carer annual registration scheme	Council	Free	58.00	61.00	5.17%
Animal Registration	Animal Registration	Intact Cat	Council	Free	242.00	254.00	4.96%
Animal Registration	Animal Registration	Intact Cat - Aged	Council	Free	60.00	63.00	5.00%
Animal Registration	Animal Registration	Intact Cat - Pensioner	Council	Free	121.00	127.00	4.96%
Animal Registration	Animal Registration	Intact Cat - Pensioner - Aged	Council	Free	29.00	30.00	3.45%
Animal Registration	Animal Registration	Intact Dog	Council	Free	242.00	254.00	4.96%
Animal Registration	Animal Registration	Intact Dog - Aged	Council	Free	60.00	63.00	5.00%
Animal Registration	Animal Registration	Intact Dog - Pensioner	Council	Free	121.00	127.00	4.96%
Animal Registration	Animal Registration	Intact Dog - Pensioner - Aged	Council	Free	29.00	30.00	3.45%
Animal Registration	Animal Registration	Menacing Dog Registration	Council	Free	345.00	362.00	4.93%
Animal Registration	Animal Registration	Reduced Cat	Council	Free	60.00	63.00	5.00%
Animal Registration	Animal Registration	Reduced Cat - First year registration	Council	Free	-	-	-
Animal Registration	Animal Registration	Reduced Cat - Pensioner	Council	Free	29.00	31.00	6.90%
Animal Registration	Animal Registration	Reduced Dog	Council	Free	60.00	63.00	5.00%
Animal Registration	Animal Registration	Reduced Dog - First year registration	Council	Free	-	-	-
Animal Registration	Animal Registration	Reduced Dog - Pensioner	Council	Free	29.00	31.00	6.90%
Animal Shelter	Animal Adoption	Adoption Fee - Cat	Council	Free	100.00	105.00	5.00%
Animal Shelter	Animal Adoption	Adoption Fee - Dog	Council	Free	150.00	158.00	5.33%
Animal Shelter	Animal Adoption	Adoption Fee - Senior Cats (10 years and older)	Council	Free	50.00	52.00	4.00%
Animal Shelter	Animal Adoption	Adoption Fee - Senior Dogs (10 years and older)	Council	Free	75.00	78.00	4.00%
Animal Shelter	Animal Surrender	Surrender Fee - Cats	Council	Free	112.00	70.00	(37.50%)
Animal Shelter	Animal Surrender	Surrender Fee - Dog	Council	Free	167.00	70.00	(58.08%)
Animal Shelter	Animal Surrender	Surrender Fee - Pocket Pets	Council	Free	30.00	30.00	-
Animal Shelter	Impound Release - Dog/Cat	Cat Accommodation Cost per day	Council	Taxable	61.00	28.00	(54.10%)
Animal Shelter	Impound Release - Dog/Cat	Cat Release Fee	Council	Taxable	178.00	100.00	(43.82%)
Animal Shelter	Impound Release - Dog/Cat	Dog Accommodation Cost per day	Council	Taxable	61.00	28.00	(54.10%)
Animal Shelter	Impound Release - Dog/Cat	Dog Release Fee	Council	Taxable	202.00	100.00	(50.50%)
Animal Shelter	Impound Release - Dog/Cat	Microchip Fee	Council	Taxable	63.00	66.00	4.76%
Animal Shelter	Impound Release - Other	Impounded Goods Release Fee	Council	Taxable	178.00	187.00	5.06%
Animal Shelter	Stock Release	Stock Accommodation Cost per day	Council	Taxable	139.00	146.00	5.04%
Animal Shelter	Stock Release	Stock Accommodation Cost per day - Pocket Pets & Poultry	Council	Taxable	30.00	10.00	(66.67%)
Animal Shelter	Stock Release	Stock at Large Fee AH 2.0 per hour	Council	Taxable	156.00	-	N/A
Animal Shelter	Stock Release	Stock at Large Fee per hour	Council	Taxable	403.00	-	N/A
Animal Shelter	Stock Release	Stock Release Fee	Council	Taxable	250.00	262.00	4.80%
Animal Shelter	Stock Release	Stock Release Fee - Pocket Pets & Poultry	Council	Taxable	30.00	10.00	(66.67%)
<b>Libraries</b>							

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Collections Management	Library Lost / Damaged Stock	Damaged Repairable Stock - Non-Print Materials	Council	Free	29.00	-	N/A
Collections Management	Library Lost / Damaged Stock	Damaged Repairable Stock - Print Materials	Council	Free	23.00	-	N/A
Collections Management	Library Lost / Damaged Stock	Lost Irreparable Damage - Adult Fiction	Council	Taxable	25.00	25.00	-
Collections Management	Library Lost / Damaged Stock	Lost Irreparable Damage - DVDs/CDs	Council	Taxable	20.00	20.00	-
Collections Management	Library Lost / Damaged Stock	Lost Irreparable Damage - for Older Items	Council	Taxable	29.00	-	N/A
Collections Management	Library Lost / Damaged Stock	Lost Irreparable Damage - Junior Fiction	Council	Taxable	12.00	12.00	-
Collections Management	Library Lost / Damaged Stock	Lost Irreparable Damage - Large Print	Council	Taxable	70.00	70.00	-
Collections Management	Library Lost / Damaged Stock	Lost Irreparable Damage - Non-Fiction	Council	Taxable	35.00	35.00	-
Collections Management	Library Lost / Damaged Stock	Lost Irreparable Damage - Original Cost of item	Council	Taxable	76.50	-	N/A
Collections Management	Library Lost / Damaged Stock	Lost Irreparable Damage - Talking Book Disc	Council	Taxable	22.00	22.00	-
Collections Management	Library Sales	Sale of Withdrawn Stock - Bag of Books	Council	Taxable	5.50	6.00	9.09%
Join and Borrow	Library Administration	ILL Reservations- Academic	Council	Taxable	31.00	33.00	6.45%
Join and Borrow	Library Administration	Replace Lost library Cards	Council	Taxable	3.50	3.50	-
Join and Borrow	Library Administration	Reservations/ILL - Concession Charge	Council	Taxable	4.00	4.20	5.00%
Join and Borrow	Library Administration	Reservations/ILL - Full price	Council	Taxable	8.00	8.40	5.00%
Public Programs	Library Book Club Membership	Library Book Club Members - Group	Council	Taxable	167.00	175.00	4.79%
Public Programs	Library Book Club Membership	Library Book Club Members - Individual	Council	Taxable	18.40	-	N/A
<b>Early Years</b>							
Kindergarten coordination	Preschool Central Enrolment Program	Preschool Central Enrolment Program	Council	Free	24.00	-	N/A
<b>Community Services</b>							
HACC-PYP	Domestic Assistance	Domestic Assistance High Fee	Council	Free	43.05	45.15	4.88%
HACC-PYP	Domestic Assistance	Domestic Assistance Medium Fee	Council	Free	19.75	20.75	5.06%
HACC-PYP	Domestic Assistance	Domestic Assistance Medium Fee - Reduced Rate 1	Council	Free	17.05	17.90	4.99%
HACC-PYP	Domestic Assistance	Domestic Assistance Medium Fee - Reduced Rate 2	Council	Free	14.25	14.95	4.91%
HACC-PYP	Domestic Assistance	Domestic Assistance Medium Fee - Reduced Rate 3	Council	Free	11.35	11.90	4.85%
HACC-PYP	Domestic Assistance	Domestic Assistance Medium Fee - Reduced Rate 4	Council	Free	8.50	8.95	5.29%
HACC-PYP	Domestic Assistance	Domestic Assistance Standard Fee - Reduced Rate 1	Council	Free	5.70	6.00	5.26%
HACC-PYP	Domestic Assistance	Domestic Assistance Standard Fee - Reduced Rate 2	Council	Free	2.90	3.05	5.17%
HACC-PYP	Domestic Assistance	Domestic Assistance Standard Fee - Reduced Rate 3	Council	Free	1.45	1.55	6.90%
HACC-PYP	Domestic Assistance	Domestic Assistance Standard Fee - Reduced Rate 4	Council	Free	0.80	0.85	6.25%
HACC-PYP	Domestic Assistance	Domestic Assistance Standard Rate	Council	Free	7.85	8.25	5.10%
HACC-PYP	Home Maintenance	Home Maintenance High Fee (plus cost of materials)	Council	Free	67.30	70.60	4.90%
HACC-PYP	Home Maintenance	Home Maintenance Standard Fee (plus cost of materials) - Reduced Rate 1	Council	Free	8.55	8.95	4.68%
HACC-PYP	Home Maintenance	Home Maintenance Standard Fee (plus cost of materials) - Reduced Rate 2	Council	Free	4.25	4.45	4.71%
HACC-PYP	Home Maintenance	Standard Fee Rate (plus cost of materials)	Council	Free	15.30	16.05	4.90%
HACC-PYP	Personal Care	Personal Care High Fee	Council	Free	48.15	50.50	4.88%
HACC-PYP	Personal Care	Personal Care High Fee - Reduced Rate 1	Council	Free	27.35	28.70	4.94%
HACC-PYP	Personal Care	Personal Care Medium Fee	Council	Free	11.70	12.30	5.13%
HACC-PYP	Personal Care	Personal Care Standard Fee - Reduced Rate 1	Council	Free	4.20	4.40	4.76%
HACC-PYP	Personal Care	Personal Care Standard Fee - Reduced Rate 2	Council	Free	2.90	3.05	5.17%
HACC-PYP	Personal Care	Personal Care Standard Fee - Reduced Rate 3	Council	Free	1.45	1.50	3.45%
HACC-PYP	Personal Care	Personal Care Standard Rate	Council	Free	5.80	6.10	5.17%
HACC-PYP	Respite Care	Respite Care High Fee	Council	Free	44.38	48.55	4.89%
HACC-PYP	Respite Care	Respite Care High Fee - Reduced Rate 1	Council	Free	27.35	28.70	4.94%
HACC-PYP	Respite Care	Respite Care Medium Fee	Council	Free	6.05	6.35	4.96%
HACC-PYP	Respite Care	Respite Care Standard Fee - Reduced Rate 1	Council	Free	2.90	3.05	5.17%
HACC-PYP	Respite Care	Respite Care Standard Fee - Reduced Rate 2	Council	Free	1.50	1.60	6.67%
HACC-PYP	Respite Care	Respite Care Standard Fee - Reduced Rate 3	Council	Free	0.85	0.90	5.88%
HACC-PYP	Respite Care	Respite Care Standard Rate	Council	Free	3.90	4.10	5.13%
Meals on Wheels	Meals on Wheels - Brokerage Meals	Meals on Wheel Brokerage Full Cost Recovery	Council	Taxable	25.50	27.00	5.88%
Meals on Wheels	Meals on Wheels - Standard Fee	Meals on Wheels High Fee	Council	Free	24.50	25.70	4.90%
Meals on Wheels	Meals on Wheels - Standard Fee	Meals on Wheels Standard Fee	Council	Free	13.00	13.65	5.00%
Meals on Wheels	Meals on Wheels - Standard Fee	Meals on Wheels Standard Fee - Reduced Rate 1	Council	Free	9.00	9.45	5.00%
Meals on Wheels	Meals on Wheels - Standard Fee	Meals on Wheels Standard Fee - Reduced Rate 2	Council	Free	7.00	7.35	5.00%
Meals on Wheels	Meals on Wheels - Standard Fee	Meals on Wheels Standard Fee - Reduced Rate 3	Council	Free	3.50	3.70	5.71%

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Meals on Wheels	Meals on Wheels - Standard Fee	Meals on Wheels Standard Fee - Reduced Rate 4	Council	Free	1.05	1.10	4.76%
<b>Positive Ageing</b>							
Community Transport	Dial A Bus	Dial-A-Bus Trip (each way)	Council	Free	1.00	1.00	-
Community Transport	Community Transport Social Support	Outings & Excursions	Council	Free	7.80	8.20	5.13%
<b>Recreation and Leisure</b>							
Aquatics and Recreation	Aquatics and Recreation - Administration	Membership Joining Fee	Council	Taxable	50.00	50.00	-
Aquatics and Recreation	Aquatics and Recreation - Administration	Suspension fee	Council	Taxable	5.00	5.00	-
Aquatics and Recreation	Aquatics and Recreation - Administration	Transfer fee	Council	Taxable	20.00	20.00	-
Aquatics and Recreation	Aquatics and Recreation Birthday Party	Birthday Party - Additional Host - per party	Council	Taxable	90.60	90.50	4.30%
Aquatics and Recreation	Aquatics and Recreation Birthday Party	Birthday Party - Catered - per person (includes party host)	Council	Taxable	39.20	40.90	4.34%
Aquatics and Recreation	Aquatics and Recreation Birthday Party	Birthday Party - Non catered - per person - Party host only	Council	Taxable	20.10	21.00	4.48%
Aquatics and Recreation	Child Care - Administration	Late pick up fee / per 15 minutes	Council	Free	23.90	24.90	4.18%
Aquatics and Recreation	Child Care - Casual	Care 1 Hour - Per Child (rate applicable if attending class/using facility)	Council	Free	6.60	6.90	4.55%
Aquatics and Recreation	Child Care - Casual	Occasional Care 1 Hour - Per Child (applicable if not attending class/using facility)	Council	Free	23.30	24.30	4.29%
Aquatics and Recreation	Child Care - MVP	Care 10 Hour Pass - Per Child	Council	Free	59.40	62.10	4.55%
Aquatics and Recreation	Clinical Pilates	10 Sessions- Clinical Pilates- one on four (45 min)	Council	Taxable	381.60	397.80	4.25%
Aquatics and Recreation	Clinical Pilates	10 Sessions- Clinical Pilates- one on one (45 min)	Council	Taxable	810.90	845.10	4.22%
Aquatics and Recreation	Clinical Pilates	Clinical Pilates- Initial Consultation (60 min)	Council	Taxable	106.00	110.50	4.25%
Aquatics and Recreation	Clinical Pilates	Clinical Pilates- one on four (45 min)	Council	Taxable	42.40	44.20	4.25%
Aquatics and Recreation	Clinical Pilates	Clinical Pilates- one on one (45 min)	Council	Taxable	90.10	93.90	4.22%
Aquatics and Recreation	Facility Hire - Aquatics	25m Lane Hire (Off Peak) per hour	Council	Taxable	35.50	41.80	17.75%
Aquatics and Recreation	Facility Hire - Aquatics	25m Lane Hire (Peak) per hour	Council	Taxable	47.20	49.20	4.24%
Aquatics and Recreation	Facility Hire - Aquatics	25m Pool Hire per hour	Council	Taxable	196.60	205.00	4.27%
Aquatics and Recreation	Facility Hire - Aquatics	50m Lane Hire (Off Peak) per hour	Council	Taxable	70.50	83.60	18.58%
Aquatics and Recreation	Facility Hire - Aquatics	50m Lane Hire (Peak) per hour	Council	Taxable	94.30	98.30	4.24%
Aquatics and Recreation	Facility Hire - Aquatics	50m Pool Hire per hour	Council	Taxable	393.30	410.00	4.25%
Aquatics and Recreation	Facility Hire - Aquatics	Casual Use - Equipment Hire	Council	Free	5.00	5.50	10.00%
Aquatics and Recreation	Facility Hire - Aquatics	Lane Reservation Fee per facility <2,000 hours Annually	Council	Taxable	660.00	726.00	10.00%
Aquatics and Recreation	Facility Hire - Aquatics	Lane Reservation Fee per facility >4,000 hours Annually	Council	Taxable	2,640.00	2,904.00	10.00%
Aquatics and Recreation	Facility Hire - Aquatics	Lane Reservation Fee per facility b/n 2,000-4,000 hours Annually	Council	Taxable	1,320.00	1,452.00	10.00%
Aquatics and Recreation	Facility Hire - Aquatics	Out of hours trading fee (Aquatics Only) (Per Lane, plus relevant lane fees) per hour	Council	Taxable	154.00	169.40	10.00%
Aquatics and Recreation	Facility Hire - Aquatics	Outdoor 25m Pool Hire per hour	Council	Taxable	118.70	123.70	4.21%
Aquatics and Recreation	Facility Hire - Stadium	Full Court Hire (Off Peak) per hour	Council	Taxable	36.50	38.00	4.11%
Aquatics and Recreation	Facility Hire - Stadium	Full Court Hire (Peak) per hour	Council	Taxable	42.90	44.70	4.20%
Aquatics and Recreation	Facility Hire - Stadium	Half Court Hire (Off- Peak) per hour	Council	Taxable	18.20	19.00	4.40%
Aquatics and Recreation	Facility Hire - Stadium	Half Court Hire (Peak) per hour	Council	Taxable	21.50	22.40	4.19%
Aquatics and Recreation	Facility Hire - Stadium	Office Hire - per desk per month	Council	Taxable	265.00	276.30	4.26%
Aquatics and Recreation	Facility Hire - Stadium	Stadium Users Storage - Cage per month	Council	Taxable	50.00	55.00	10.00%
Aquatics and Recreation	Facility Hire - Studio	Child Care / Group Fitness/ Meeting Room Hire (Off- Peak) per hour	Council	Taxable	34.00	39.90	17.35%
Aquatics and Recreation	Facility Hire - Studio	Child Care / Gym / Group Fitness/ Meeting Room Hire (Peak) per hour	Council	Taxable	45.00	46.90	4.22%
Aquatics and Recreation	Health Club - Casual	Casual Gym & Swim / Group Fitness Class - Adult	Council	Taxable	20.70	21.60	4.35%
Aquatics and Recreation	Health Club - Casual	Casual Gym & Swim / Group Fitness Class - All Access	Council	Taxable	8.70	10.80	24.14%
Aquatics and Recreation	Health Club - Casual	Casual Gym & Swim / Group Fitness Class - Concession	Council	Taxable	16.40	17.30	5.49%
Aquatics and Recreation	Health Club - Casual	Casual Gym & Swim / Group Fitness Class - Staying Active	Council	Taxable	12.20	13.00	6.56%
Aquatics and Recreation	Health Club - Casual	Casual Gym & Swim / Group Fitness Class - Teen	Council	Taxable	12.20	13.00	6.56%
Aquatics and Recreation	Health Club - Casual	Casual Reformer Pilates - Adult	Council	Taxable	34.50	36.00	4.35%
Aquatics and Recreation	Health Club - Casual	Casual Reformer Pilates - Concession	Council	Taxable	27.60	28.80	4.35%
Aquatics and Recreation	Health Club - MVP	10 Session - Gym & Swim / Group Fitness Class - Adult	Council	Taxable	186.30	194.40	4.35%
Aquatics and Recreation	Health Club - MVP	10 Session - Gym & Swim / Group Fitness Class - All Access	Council	Taxable	78.30	97.20	24.14%
Aquatics and Recreation	Health Club - MVP	10 Session - Gym & Swim / Group Fitness Class - Concession	Council	Taxable	147.60	155.70	5.49%
Aquatics and Recreation	Health Club - MVP	10 Session - Gym & Swim / Group Fitness Class - Staying Active	Council	Taxable	109.80	117.00	6.56%
Aquatics and Recreation	Health Club - MVP	10 Session - Gym & Swim / Group Fitness Class - Teen	Council	Taxable	109.80	117.00	6.56%
Aquatics and Recreation	Health Club - MVP	10 Sessions - Reformer Pilates - Concession	Council	Taxable	248.50	259.20	4.31%
Aquatics and Recreation	Health Club - MVP	10 Sessions - Reformer Pilates- Adult	Council	Taxable	310.50	324.00	4.35%
Aquatics and Recreation	Health Club - Schools	School Groups (Per person)	Council	Taxable	9.00	9.40	4.44%

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Aquatics and Recreation	Health Club - Small Group Training	Personal Training Activation Programs - per session	Council	Taxable	14.80	15.40	4.05%
Aquatics and Recreation	Health Club - Small Group Training	Small Group Training 1 hour session- Per session (2- 5 people)	Council	Taxable	110.00	114.70	4.22%
Aquatics and Recreation	Indoor Aquatics - Casual	Casual Inflatable- Per session (includes Casual Swim entry)	Council	Taxable	12.30	12.80	4.07%
Aquatics and Recreation	Indoor Aquatics - Casual	Casual Swim - Adult	Council	Taxable	8.50	8.90	4.71%
Aquatics and Recreation	Indoor Aquatics - Casual	Casual Swim - Child	Council	Taxable	5.30	5.30	-
Aquatics and Recreation	Indoor Aquatics - Casual	Casual Swim - Concession	Council	Taxable	6.90	7.10	2.90%
Aquatics and Recreation	Indoor Aquatics - Casual	Casual Swim - Family (Max 2 Adults, 2 children)	Council	Taxable	22.30	23.10	3.59%
Aquatics and Recreation	Indoor Aquatics - Casual	Casual Swim - Spectator	Council	Taxable	1.00	1.00	-
Aquatics and Recreation	Indoor Aquatics - Casual	Casual Swim/Spa/Steam Room - Adult	Council	Taxable	17.00	17.70	4.12%
Aquatics and Recreation	Indoor Aquatics - Casual	Casual Swim/Spa/Steam Room - Concession	Council	Taxable	13.30	14.20	6.77%
Aquatics and Recreation	Indoor Aquatics - MVP	Adult Swim Pass (10 visits)	Council	Taxable	76.50	80.10	4.71%
Aquatics and Recreation	Indoor Aquatics - MVP	Adult Swim/Spa/Steam Room Pass (10 visits)	Council	Taxable	153.00	159.30	4.12%
Aquatics and Recreation	Indoor Aquatics - MVP	Child Swim Pass (10 visits)	Council	Taxable	47.70	47.70	-
Aquatics and Recreation	Indoor Aquatics - MVP	Concession Swim Pass (10 visits)	Council	Taxable	62.10	63.90	2.90%
Aquatics and Recreation	Indoor Aquatics - MVP	Concession Swim/Spa/Steam Room Pass (10 visits)	Council	Taxable	119.70	127.80	6.77%
Aquatics and Recreation	Indoor Aquatics - Program	GOswim/ Member Inflatable- Per session	Council	Taxable	7.00	7.50	7.14%
Aquatics and Recreation	Indoor Aquatics - Program	Inflatable Supervision - Hire a buddy/per session	Council	Taxable	45.30	47.20	4.19%
Aquatics and Recreation	Membership - Direct Debit	Aquatic Membership - Adult DD (No Contract) per week	Council	Taxable	17.50	18.20	4.00%
Aquatics and Recreation	Membership - Direct Debit	Aquatic Membership - Concession DD (No Contract) per week	Council	Taxable	14.00	14.60	4.29%
Aquatics and Recreation	Membership - Direct Debit	Premier Membership - Adult DD (No Contract)	Council	Taxable	25.30	26.40	4.35%
Aquatics and Recreation	Membership - Direct Debit	Premier Membership - All Access DD (No Contract) per week	Council	Taxable	12.70	13.20	3.94%
Aquatics and Recreation	Membership - Direct Debit	Premier Membership - Concession DD (No Contract) per week	Council	Taxable	20.20	21.10	4.46%
Aquatics and Recreation	Membership - Direct Debit	Premier Membership - Corporate DD (No Contract) per week	Council	Taxable	20.20	21.10	4.46%
Aquatics and Recreation	Membership - Direct Debit	Premier Membership - Staying Active DD (No Contract) per week	Council	Taxable	15.20	15.80	3.95%
Aquatics and Recreation	Membership - Direct Debit	Premier Membership - Teen DD (No Contract) per week	Council	Taxable	15.20	15.80	3.95%
Aquatics and Recreation	Membership - Direct Debit	Weekender DD (No Contract) per week	Council	Taxable	15.20	15.80	3.95%
Aquatics and Recreation	Membership - Direct Debit	Wellness Membership - Adult DD (No Contract) per week	Council	Taxable	42.40	44.20	4.25%
Aquatics and Recreation	Membership - Direct Debit	Wellness Membership - Concession DD (No Contract) per week	Council	Taxable	33.90	35.40	4.42%
Aquatics and Recreation	Membership - Direct Debit	Wellness Membership - Staying Active DD (No Contract) per week	Council	Taxable	27.00	27.00	-
Aquatics and Recreation	Membership - Direct Debit	Wellness Membership - Teen DD (No Contract) per week	Council	Taxable	27.00	27.00	-
Aquatics and Recreation	Membership - PIF	Aquatic Membership - Adult 12 month term	Council	Taxable	910.00	946.40	4.00%
Aquatics and Recreation	Membership - PIF	Aquatic Membership - Adult 3 month term	Council	Taxable	318.50	331.20	3.99%
Aquatics and Recreation	Membership - PIF	Aquatic Membership - Concession 12 month term	Council	Taxable	728.00	759.20	4.29%
Aquatics and Recreation	Membership - PIF	Aquatic Membership - Concession 3 month term	Council	Taxable	254.80	265.70	4.28%
Aquatics and Recreation	Membership - PIF	Premier Membership - Adult 12 month term	Council	Taxable	1,315.60	1,372.80	4.35%
Aquatics and Recreation	Membership - PIF	Premier Membership - Adult 3 month term	Council	Taxable	460.50	480.50	4.34%
Aquatics and Recreation	Membership - PIF	Premier Membership - All Access 12 month term	Council	Taxable	660.40	686.40	3.94%
Aquatics and Recreation	Membership - PIF	Premier Membership - All Access 3 month term	Council	Taxable	231.10	240.20	3.94%
Aquatics and Recreation	Membership - PIF	Premier Membership - Concession 12 month term	Council	Taxable	1,050.40	1,097.20	4.46%
Aquatics and Recreation	Membership - PIF	Premier Membership - Concession 3 month term	Council	Taxable	367.60	384.00	4.46%
Aquatics and Recreation	Membership - PIF	Premier Membership - Staying Active 12 month term	Council	Taxable	790.40	821.60	3.95%
Aquatics and Recreation	Membership - PIF	Premier Membership - Staying Active 3 month term	Council	Taxable	276.60	287.60	3.98%
Aquatics and Recreation	Membership - PIF	Premier Membership - Teen 12 month term	Council	Taxable	790.40	821.60	3.95%
Aquatics and Recreation	Membership - PIF	Premier Membership - Teen 3 month term	Council	Taxable	276.60	287.60	3.98%
Aquatics and Recreation	Membership - PIF	Third Party Payment Membership - 3 Month term	Council	Taxable	570.50	462.00	(19.02%)
Aquatics and Recreation	Membership - PIF	Wellness Membership - Adult 12 month term	Council	Taxable	2,204.80	2,298.40	4.25%
Aquatics and Recreation	Membership - PIF	Wellness Membership - Adult 3 month term	Council	Taxable	771.70	804.40	4.24%
Aquatics and Recreation	Membership - PIF	Wellness Membership - Concession 12 month term	Council	Taxable	1,762.80	1,840.80	4.42%
Aquatics and Recreation	Membership - PIF	Wellness Membership - Concession 3 month term	Council	Taxable	617.00	644.30	4.42%
Aquatics and Recreation	Outdoor Aquatics - Casual	Outdoor Casual Swim - Adult	Council	Taxable	7.00	7.30	4.29%
Aquatics and Recreation	Outdoor Aquatics - Casual	Outdoor Casual Swim - Child	Council	Taxable	4.50	4.40	(2.22%)
Aquatics and Recreation	Outdoor Aquatics - Casual	Outdoor Casual Swim - Concession	Council	Taxable	5.60	5.80	3.57%
Aquatics and Recreation	Outdoor Aquatics - Casual	Outdoor Casual Swim - Family (Max 2 Adults, 2 children)	Council	Taxable	19.00	19.00	-
Aquatics and Recreation	Outdoor Aquatics - MVP	10 Visits- Outdoor Adult Swim	Council	Taxable	63.00	65.70	4.29%
Aquatics and Recreation	Outdoor Aquatics - MVP	10 Visits- Outdoor Child Swim	Council	Taxable	40.50	40.50	-
Aquatics and Recreation	Outdoor Aquatics - MVP	10 Visits- Outdoor Concession Swim	Council	Taxable	50.40	52.20	3.57%
Aquatics and Recreation	Personal Training - Casual (Non-Member)	Personal Training 30 min session- Master Trainer	Council	Taxable	48.40	50.50	4.34%
Aquatics and Recreation	Personal Training - Casual (Non-Member)	Personal Training 30 min session- Qualified Trainer	Council	Taxable	44.00	45.90	4.32%
Aquatics and Recreation	Personal Training - Casual (Non-Member)	Personal Training 30 min session- Expert Trainer	Council	Taxable	46.20	48.20	4.33%

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Aquatics and Recreation	Personal Training - Member	30 min session- Exercise Physiology	Council	Taxable	65.00	67.80	4.31%
Aquatics and Recreation	Personal Training - Member	60 min session- Exercise Physiology	Council	Taxable	90.00	93.80	4.22%
Aquatics and Recreation	Personal Training - Member	Initial Assessment- Exercise Physiology	Council	Taxable	100.00	104.30	4.30%
Aquatics and Recreation	Personal Training - Member	Intro to Personal Training Session- 3 x 30min sessions	Council	Taxable	99.00	99.00	-
Aquatics and Recreation	Personal Training - Membership DD	Personal Training 30 min session- Expert Trainer	Council	Taxable	46.20	48.20	4.33%
Aquatics and Recreation	Personal Training - Membership DD	Personal Training 30 min session- Master Trainer	Council	Taxable	48.40	50.50	4.34%
Aquatics and Recreation	Personal Training - Membership DD	PT Membership DD 30 min session per week- Expert Trainer	Council	Taxable	-	45.80	N/A
Aquatics and Recreation	Personal Training - Membership DD	PT Membership DD 30 min session per week- Master Trainer	Council	Taxable	-	48.00	N/A
Aquatics and Recreation	Personal Training - Membership DD	PT Membership DD 30 min session per week- Qualified Trainer	Council	Taxable	39.60	43.60	10.10%
Aquatics and Recreation	Personal Training - MVP	10 Sessions- PT 30 min session- Expert Trainer	Council	Taxable	396.00	433.80	9.55%
Aquatics and Recreation	Personal Training - MVP	10 Sessions- PT 30 min session- Master Trainer	Council	Taxable	415.80	454.50	9.31%
Aquatics and Recreation	Personal Training - MVP	10 Sessions- PT 30 min session- Qualified Trainer	Council	Taxable	-	413.10	N/A
Aquatics and Recreation	Personal Training - MVP	PT 30 min session per week- Qualified Trainer	Council	Taxable	435.60	456.90	4.89%
Aquatics and Recreation	School Swimming Lessons	School student entry (Learn to Swim Program) 30 min - per lesson	Council	Free	10.00	10.40	4.00%
Aquatics and Recreation	School Swimming Lessons	School student entry (Learn to Swim Program) 40 min - per lesson	Council	Free	13.30	13.90	4.51%
Aquatics and Recreation	SRC Foundation Membership - Direct Debit	Premier Membership - Adult DD (No Contract) Foundation Stage 1	Council	Taxable	20.30	21.10	3.94%
Aquatics and Recreation	SRC Foundation Membership - Direct Debit	Wellness Membership - Adult DD (No Contract) Foundation Stage 1	Council	Taxable	36.00	36.00	-
Aquatics and Recreation	Stadium	School Holiday Program- Stadium - per hour	Council	Taxable	7.20	7.50	4.17%
Aquatics and Recreation	Stadium	Stadium - Casual Use - Adult	Council	Taxable	8.90	9.30	4.49%
Aquatics and Recreation	Stadium	Stadium - Casual Use - Concession	Council	Taxable	5.80	7.40	27.59%
Aquatics and Recreation	Stadium	Stadium Internal Competition - Per Team	Council	Taxable	-	175.00	N/A
Aquatics and Recreation	Stadium	Stadium Internal Competition - Registration per term	Council	Taxable	-	50.00	N/A
Aquatics and Recreation	Stadium	Stadium Programs - All Access	Council	Taxable	-	9.10	N/A
Aquatics and Recreation	Swimming Lessons	All Access Swim Lesson (30 mins)	Council	Free	11.00	11.00	-
Aquatics and Recreation	Swimming Lessons	Learn to Swim Lesson per lesson (30 mins)	Council	Free	20.10	21.00	4.48%
Aquatics and Recreation	Swimming Lessons	New joiner - Learn to Swim - Admin Fee	Council	Free	20.00	20.00	-
Aquatics and Recreation	Swimming Lessons - Private	All Access- Private Lesson (30 mins)	Council	Free	44.00	44.00	-
Aquatics and Recreation	Swimming Lessons - Private	Private Lesson - 2 Children (Family) - per lesson (30 mins)	Council	Free	121.00	126.10	4.21%
Aquatics and Recreation	Swimming Lessons - Private	Private Lesson - per lesson (30 mins)	Council	Free	81.00	84.40	4.20%
Foreshore Camping	Camping Fees	Off Season - Non Powered - Daily	Council	Taxable	20.00	21.00	5.00%
Foreshore Camping	Camping Fees	Off Season - Non Powered - Weekly (7 nights for price of 4)	Council	Taxable	120.00	126.00	5.00%
Foreshore Camping	Camping Fees	Off Season - Post package (Rosebud & McCrae Only) (Upfront fee for 13 weeks) (60% of weekly rate). Package booking by application only, with application to be submitted by 30 June 2024.	Council	Taxable	1,404.00	1,824.50	29.95%
Foreshore Camping	Camping Fees	Off Season - Powered - Daily	Council	Taxable	30.00	31.50	5.00%
Foreshore Camping	Camping Fees	Off Season - Powered - Weekly (7 nights for price of 4)	Council	Taxable	180.00	189.00	5.00%
Foreshore Camping	Camping Fees	Off Season - Pre Package (Rosebud & McCrae only) (Upfront fee for 8 weeks) (50% of weekly rate). Package booking by application only, with application to be submitted by 30 June 2024.	Council	Taxable	756.00	793.80	5.00%
Foreshore Camping	Camping Fees	Rosebud / McCrae Peak Season - Non Powered - Daily	Council	Taxable	49.50	52.00	5.05%
Foreshore Camping	Camping Fees	Rosebud / McCrae Peak Season - Non Powered - Weekly (7 nights for the price of 6)	Council	Taxable	346.50	364.00	5.05%
Foreshore Camping	Camping Fees	Rosebud / McCrae Peak Season - Powered - Daily	Council	Taxable	65.50	69.00	5.34%
Foreshore Camping	Camping Fees	Rosebud / McCrae Peak Season - Powered - Weekly (7 nights for the price of 6)	Council	Taxable	458.00	483.00	5.46%
Foreshore Camping	Camping Fees	Rye / Sorrento Peak Season - Non Powered - Daily	Council	Taxable	55.00	57.75	5.00%
Foreshore Camping	Camping Fees	Rye / Sorrento Peak Season - Non Powered - Weekly (7 nights for the price of 6)	Council	Taxable	385.00	404.25	5.00%
Foreshore Camping	Camping Fees	Rye / Sorrento Peak Season - Powered - Daily	Council	Taxable	71.50	75.25	5.24%
Foreshore Camping	Camping Fees	Rye / Sorrento Peak Season - Powered - Weekly (7 nights for the price of 6)	Council	Taxable	500.50	526.75	5.24%
Foreshore Camping	Camping Fees	Rye / Sorrento Shoulder Season - Powered - Weekly (7 nights for the price of 6. Available for the 6 weeks post peak)	Council	Taxable	304.50	319.50	4.93%
Foreshore Camping	Camping Fees	Rosebud / McCrae Shoulder Season - Powered - Weekly (7 nights for the price of 6. Available for the 6 weeks post peak)	Council	Taxable	286.50	301.50	5.24%
Foreshore Camping	Camping Fees	Rye / Sorrento Shoulder Season - Non Powered - Weekly (7 nights for the price of 6. Available for the 6 weeks post peak)	Council	Taxable	240.00	237.00	(1.25%)
Foreshore Camping	Camping Fees	Rosebud / McCrae Shoulder Season - Non Powered - Weekly (7 nights for the price of 6. Available for the 6 weeks post peak)	Council	Taxable	208.50	219.00	5.04%

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Foreshore Camping	Camping Fees	Rye / Sorrento Shoulder Season - Non Powered - Daily (6 weeks post peak)	Council	Taxable	40.00	39.50	(1.25%)
Foreshore Camping	Camping Fees	Rosebud / McCrae Shoulder Season - Non Powered - Daily (6 weeks post peak)	Council	Taxable	34.75	36.50	5.04%
Foreshore Camping	Camping Fees	Rye / Sorrento Shoulder Season - Powered - Daily (6 weeks post peak)	Council	Taxable	50.75	53.25	4.93%
Foreshore Camping	Camping Fees	Rosebud / McCrae Shoulder Season - Powered - Daily (6 weeks post peak)	Council	Taxable	47.75	50.25	5.24%
Foreshore Camping	Camping Fees	Cancellation administration fee	Council	Taxable	50.00	21.00	(58.00%)
Golf Course	Golf Hire Fees	18 hole cart hire	Council	Taxable	48.00	48.00	-
Golf Course	Golf Hire Fees	9 hole cart hire	Council	Taxable	32.00	32.00	-
Golf Course	Golf Hire Fees	Buggy hire	Council	Taxable	6.00	6.00	-
Golf Course	Golf Hire Fees	Club hire	Council	Taxable	21.00	21.00	-
Golf Course	Golf Membership Fees	5 day Concession Membership (suspension not permitted)	Council	Taxable	775.00	812.00	4.77%
Golf Course	Golf Membership Fees	5 day Membership (suspensions not permitted)	Council	Taxable	970.00	1,017.00	4.85%
Golf Course	Golf Membership Fees	7 day Concession Membership (suspension not permitted)	Council	Taxable	1,035.00	1,085.00	4.83%
Golf Course	Golf Membership Fees	7 day Junior Membership (under 18 years of age) (suspensions not permitted)	Council	Taxable	322.00	337.00	4.66%
Golf Course	Golf Membership Fees	7 day Membership (suspensions not permitted)	Council	Taxable	1,340.00	1,400.00	4.48%
Golf Course	Green Fees	18 hole - Adult: weekday	Council	Taxable	43.00	45.00	4.65%
Golf Course	Green Fees	18 hole - Adult: weekend/public holiday	Council	Taxable	56.00	58.00	3.57%
Golf Course	Green Fees	18 hole - Junior (under 18 years of age): weekday	Council	Taxable	21.50	22.50	4.65%
Golf Course	Green Fees	18 hole - Junior (under 18 years of age): weekend/public holiday	Council	Taxable	28.00	29.50	5.36%
Golf Course	Green Fees	9 hole - Adult: weekday	Council	Taxable	26.00	27.00	3.85%
Golf Course	Green Fees	9 hole - Adult: weekend/public holiday	Council	Taxable	33.50	35.00	4.48%
Golf Course	Green Fees	9 hole - Junior (under 18 years of age): weekday	Council	Taxable	13.00	13.50	3.85%
Golf Course	Green Fees	9 hole - Junior (under 18 years of age): weekend/public holiday	Council	Taxable	16.80	18.00	7.14%
Golf Course	Green Fees	Lifestyle 400 (Valid 7 days, expire 24 months from date of issue)	Council	Taxable	400.00	400.00	-
Golf Course	Green Fees	Lifestyle 600 (Valid 7 days, expire 24 months from date of issue)	Council	Taxable	600.00	600.00	-
Sporting Facility Liaison	Recreation Facilities Hire	Bond - Reserve Use for Purposes Other Than Sports (events etc)	Council	Free	6,176.00	6,480.00	4.92%
Sporting Facility Liaison	Recreation Facilities Hire	Bond - Sports Facility Use for Sport Finals	Council	Free	6,176.00	6,480.00	4.92%
Sporting Facility Liaison	Recreation Facilities Hire	Casual Sports Ground Booking - 1/2 Day - Community rate	Council	Taxable	49.00	51.00	4.08%
Sporting Facility Liaison	Recreation Facilities Hire	Casual Sports Ground Booking- 1/2 Day - Commercial rate	Council	Taxable	84.00	88.00	4.76%
Sporting Facility Liaison	Recreation Facilities Hire	Casual Sports Ground Booking- Full Day - Commercial rate	Council	Taxable	168.00	176.00	4.76%
Sporting Facility Liaison	Recreation Facilities Hire	Casual Sports Ground Booking- Full Day - Community rate	Council	Taxable	95.00	100.00	5.26%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - Combined School Sports - District/Region - Daily	Council	Taxable	519.00	545.00	5.01%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - Commercial Hire - Daily	Council	Taxable	404.00	423.00	4.70%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - Commercial Hire - Hourly	Council	Taxable	90.00	95.00	5.56%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - Community Hire - Daily	Council	Taxable	289.00	303.00	4.84%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - Community Hire - Hourly	Council	Taxable	74.00	78.00	5.41%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - Discus Set - Daily	Council	Taxable	37.00	39.00	5.41%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - Electronic Timing Gates - Daily	Council	Taxable	461.00	489.00	6.07%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - High Jump Mats - Daily (each)	Council	Taxable	71.00	74.00	4.23%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - Hurdles (45-76cm) Set of 80 - Daily	Council	Taxable	93.00	98.00	5.38%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - Javelin Set - Daily	Council	Taxable	37.00	39.00	5.41%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - Primary School - Non Shire Based - Daily	Council	Taxable	346.00	363.00	4.91%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - Primary School - Shire Based - Daily	Council	Taxable	289.00	303.00	4.84%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - Secondary School - Non Shire Based - Daily	Council	Taxable	404.00	423.00	4.70%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - Secondary School - Shire Based - Daily	Council	Taxable	346.00	363.00	4.91%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - Shot Put Set - Daily	Council	Taxable	37.00	39.00	5.41%
Sporting Facility Liaison	Recreation Facilities Hire	Civic Athletics - Starting Blocks Set of 8	Council	Taxable	37.00	39.00	5.41%
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion A - Primary - Annual	Council	Taxable	-	2,180.00	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion A - Primary - Season	Council	Taxable	-	1,090.00	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion A - Primary - Season Shared	Council	Taxable	-	545.00	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion A - Secondary	Council	Taxable	-	545.00	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion A - Secondary Shared	Council	Taxable	-	272.50	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion AA - Primary - Annual	Council	Taxable	-	3,650.00	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion AA - Primary - Season	Council	Taxable	-	1,825.00	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion AA - Primary - Season Shared	Council	Taxable	-	912.50	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion AA - Secondary	Council	Taxable	-	912.50	N/A

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion AA - Secondary Shared	Council	Taxable	-	456.25	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion B - Primary - Annual	Council	Taxable	-	1,030.00	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion B - Primary - Season	Council	Taxable	-	515.00	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion B - Primary - Season Shared	Council	Taxable	-	257.50	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion B - Secondary	Council	Taxable	-	257.50	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion B - Secondary Shared	Council	Taxable	-	128.75	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion C - Primary - Annual	Council	Taxable	-	310.00	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion C - Primary - Season	Council	Taxable	-	155.00	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion C - Primary - Season Shared	Council	Taxable	-	77.50	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion C - Secondary	Council	Taxable	-	77.50	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion C - Secondary Shared	Council	Taxable	-	38.75	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion D - Primary	Council	Taxable	-	-	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion D - Season	Council	Taxable	-	-	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion D - Season Shared	Council	Taxable	-	-	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion D - Secondary	Council	Taxable	-	-	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Pavilion D - Secondary Shared	Council	Taxable	-	-	N/A
Sporting Facility Liaison	Recreation Facilities Hire	Schools - Regional Events	Council	Taxable	408.00	428.00	4.90%
Sporting Facility Liaison	Recreation Registration	AFL - Summer	Council	Taxable	812.00	-	N/A
Sporting Facility Liaison	Recreation Registration	AFL Amateur - Winter	Council	Taxable	1,364.00	-	N/A
Sporting Facility Liaison	Recreation Registration	AFL Junior - Winter	Council	Taxable	1,421.00	-	N/A
Sporting Facility Liaison	Recreation Registration	AFL Senior - Winter	Council	Taxable	3,643.00	-	N/A
Sporting Facility Liaison	Recreation Registration	Athletics - Summer	Council	Taxable	1,901.00	-	N/A
Sporting Facility Liaison	Recreation Registration	Athletics - Winter	Council	Taxable	782.00	820.00	4.86%
Sporting Facility Liaison	Recreation Registration	Baseball - Summer	Council	Taxable	812.00	-	N/A
Sporting Facility Liaison	Recreation Registration	Baseball - Winter	Council	Taxable	1,625.00	-	N/A
Sporting Facility Liaison	Recreation Registration	Commercial Health & Fitness Permit (Application for Local Law Permit General)	Council	Taxable	344.00	360.00	4.65%
Sporting Facility Liaison	Recreation Registration	Cricket - Winter	Council	Taxable	812.00	-	N/A
Sporting Facility Liaison	Recreation Registration	Cricket Minor - Summer	Council	Taxable	812.00	-	N/A
Sporting Facility Liaison	Recreation Registration	Cricket Secondary - Summer	Council	Taxable	1,300.00	-	N/A
Sporting Facility Liaison	Recreation Registration	Cricket Township - Summer	Council	Taxable	3,246.00	-	N/A
Sporting Facility Liaison	Recreation Registration	Netball - Annual - Acrylic - Usage 1	Council	Taxable	-	280.00	N/A
Sporting Facility Liaison	Recreation Registration	Netball - Annual - Acrylic - Usage 2	Council	Taxable	-	330.00	N/A
Sporting Facility Liaison	Recreation Registration	Netball - Annual - Acrylic - Usage 3	Council	Taxable	-	365.00	N/A
Sporting Facility Liaison	Recreation Registration	Netball - Annual - Asphalt - Usage 1	Council	Taxable	-	245.00	N/A
Sporting Facility Liaison	Recreation Registration	Netball - Annual - Asphalt - Usage 2	Council	Taxable	-	290.00	N/A
Sporting Facility Liaison	Recreation Registration	Netball - Annual - Asphalt - Usage 3	Council	Taxable	-	320.00	N/A
Sporting Facility Liaison	Recreation Registration	Netball - Season - Acrylic - Usage 1	Council	Taxable	-	140.00	N/A
Sporting Facility Liaison	Recreation Registration	Netball - Season - Acrylic - Usage 2	Council	Taxable	-	165.00	N/A
Sporting Facility Liaison	Recreation Registration	Netball - Season - Acrylic - Usage 3	Council	Taxable	-	180.00	N/A
Sporting Facility Liaison	Recreation Registration	Netball - Season - Asphalt - Usage 1	Council	Taxable	-	125.00	N/A
Sporting Facility Liaison	Recreation Registration	Netball - Season - Asphalt - Usage 2	Council	Taxable	-	145.00	N/A
Sporting Facility Liaison	Recreation Registration	Netball - Season - Asphalt - Usage 3	Council	Taxable	-	160.00	N/A
Sporting Facility Liaison	Recreation Registration	Netball Association 1 MPNA - Winter	Council	Taxable	2,808.00	-	N/A
Sporting Facility Liaison	Recreation Registration	Netball Association 2 NNA - Winter	Council	Taxable	2,128.00	-	N/A
Sporting Facility Liaison	Recreation Registration	Netball Junior - Winter	Council	Taxable	313.00	-	N/A
Sporting Facility Liaison	Recreation Registration	Netball Senior (MPNFL) - Winter	Council	Taxable	236.00	-	N/A
Sporting Facility Liaison	Recreation Registration	Soccer - Summer	Council	Taxable	812.00	-	N/A
Sporting Facility Liaison	Recreation Registration	Soccer Junior - Winter	Council	Taxable	1,563.00	-	N/A
Sporting Facility Liaison	Recreation Registration	Soccer Senior - Winter	Council	Taxable	3,743.00	-	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Summer - A - Usage 1	Council	Taxable	-	1,925.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Summer - A - Usage 2	Council	Taxable	-	2,260.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Summer - A - Usage 3	Council	Taxable	-	2,490.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Summer - B - Usage 1	Council	Taxable	-	1,350.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Summer - B - Usage 2	Council	Taxable	-	1,590.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Summer - B - Usage 3	Council	Taxable	-	1,745.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Summer - C - Usage 1	Council	Taxable	-	670.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Summer - C - Usage 2	Council	Taxable	-	785.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Summer - C - Usage 3	Council	Taxable	-	865.00	N/A

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Winter - A - Usage 1	Council	Taxable	-	2,885.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Winter - A - Usage 2	Council	Taxable	-	3,395.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Winter - A - Usage 3	Council	Taxable	-	3,730.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Winter - B - Usage 1	Council	Taxable	-	2,025.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Winter - B - Usage 2	Council	Taxable	-	2,380.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Winter - B - Usage 3	Council	Taxable	-	2,620.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Winter - C - Usage 1	Council	Taxable	-	1,000.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Winter - C - Usage 2	Council	Taxable	-	1,180.00	N/A
Sporting Facility Liaison	Recreation Registration	Sportsground Seasonal - Winter - C - Usage 3	Council	Taxable	-	1,295.00	N/A
<b>Community Development</b>							
Community Halls and Houses	Facility Hire - Hall Meeting Room	Community House Mornington Room Hire (Large) - Commercial - Daily (9am-5pm)	Council	Taxable	145.00	152.00	4.83%
Community Halls and Houses	Facility Hire - Hall Meeting Room	Community House Mornington Room Hire (Large) - Commercial - Per Hour	Council	Taxable	28.00	29.50	5.36%
Community Halls and Houses	Facility Hire - Hall Meeting Room	Community House Mornington Room Hire (Large) - Community - Daily (9am-5pm)	Council	Taxable	64.00	67.00	4.69%
Community Halls and Houses	Facility Hire - Hall Meeting Room	Community House Mornington Room Hire (Large) - Community - Per Hour	Council	Taxable	13.00	13.50	3.85%
Community Halls and Houses	Facility Hire - Hall Meeting Room	Community House Mornington Room Hire (Small) - Commercial - Per Hour	Council	Taxable	19.00	20.00	5.26%
Community Halls and Houses	Facility Hire - Hall Meeting Room	Community House Mornington Room Hire (Small) - Community - Per Hour	Council	Taxable	13.00	13.50	3.85%
Community Halls and Houses	Facility Hire - Hall Meeting Room	Community House Mt Martha Room Hire (Large) - Commercial - Daily (9am-5pm)	Council	Taxable	145.00	152.00	4.83%
Community Halls and Houses	Facility Hire - Hall Meeting Room	Community House Mt Martha Room Hire (Large) - Commercial - Per Hour	Council	Taxable	28.00	29.50	5.36%
Community Halls and Houses	Facility Hire - Hall Meeting Room	Community House Mt Martha Room Hire (Large) - Community - Daily (9am-5pm)	Council	Taxable	64.00	67.00	4.69%
Community Halls and Houses	Facility Hire - Hall Meeting Room	Community House Mt Martha Room Hire (Large) - Community - Per Hour	Council	Taxable	13.00	13.50	3.85%
Community Halls and Houses	Facility Hire - Hall Meeting Room	Community House Mt Martha Room Hire (Small) - Commercial - Per Hour	Council	Taxable	19.00	20.00	5.26%
Community Halls and Houses	Facility Hire - Hall Meeting Room	Community House Mt Martha Room Hire (Small) - Community - Per Hour	Council	Taxable	13.00	13.50	3.85%
Community Halls and Houses	Facility Hire - Hall Meeting Room	Meeting Room - Community - Off Peak (Mon-Fri) - Daily	Council	Taxable	-	56.00	N/A
Community Halls and Houses	Facility Hire - Hall Meeting Room	Meeting Room - Community - Off Peak (Mon-Fri) - Per Hour	Council	Taxable	-	14.00	N/A
Community Halls and Houses	Facility Hire - Hall Meeting Room	Meeting Room - Community - Peak (Sat-Sun) - Daily	Council	Taxable	-	75.00	N/A
Community Halls and Houses	Facility Hire - Hall Meeting Room	Meeting Room - Community - Peak (Sat-Sun) - Per Hour	Council	Taxable	-	15.00	N/A
Community Halls and Houses	Facility Hire - Hall Meeting Room	Meeting Room - Hourly - Community - Off Peak	Council	Taxable	13.00	-	N/A
Community Halls and Houses	Facility Hire - Hall Meeting Room	Meeting Room - Hourly - Community - Peak	Council	Taxable	15.00	-	N/A
Community Halls and Houses	Facility Hire - Hall Meeting Room	Meeting Room - Hourly - Private / Commercial - Off Peak	Council	Taxable	19.00	-	N/A
Community Halls and Houses	Facility Hire - Hall Meeting Room	Meeting Room - Private / Commercial - Off Peak (Mon-Fri) - Daily	Council	Taxable	-	100.00	N/A
Community Halls and Houses	Facility Hire - Hall Meeting Room	Meeting Room - Private / Commercial - Off Peak (Mon-Fri) - Per Hour	Council	Taxable	-	20.00	N/A
Community Halls and Houses	Facility Hire - Hall Meeting Room	Meeting Room - Private / Commercial - Peak (Sat-Sun) - Daily	Council	Taxable	-	115.00	N/A
Community Halls and Houses	Facility Hire - Hall Meeting Room	Meeting Room - Private / Commercial - Peak (Sat-Sun) - Per Hour	Council	Taxable	-	23.00	N/A
Community Halls and Houses	Hall Administration	Cancellation Fee - More Than 14 Days From Booking	Council	Taxable	90.00	95.00	5.56%
Community Halls and Houses	Hall Administration	Cleaning Charge (Minimum Fee - Cost Recovery)	Council	Taxable	460.00	483.00	5.00%
Community Halls and Houses	Hall Administration	Piano Tune	Council	Taxable	265.00	278.00	4.91%
Community Halls and Houses	Hall Bonds	Bond - High Risk	Council	Free	2,000.00	1,000.00	(50.00%)
Community Halls and Houses	Hall Bonds	Bond - Low Risk	Council	Free	500.00	250.00	(50.00%)
Community Halls and Houses	Hall Bonds	Bond - Medium Risk	Council	Free	1,000.00	500.00	(50.00%)
Community Halls and Houses	Hall Equipment Hire	Hire Furniture Set Up/Pack Down Fee (Minimum Fee - Based on Quote)	Council	Taxable	58.00	61.00	5.17%
Community Halls and Houses	Peninsula Community Theatre	AV system (mics, ipad, lights, speakers etc) - per booking (PCT, Flinders, Mt Eliza) - Community	Council	Taxable	-	25.00	N/A
Community Halls and Houses	Peninsula Community Theatre	AV system (mics, ipad, lights, speakers etc) - per booking (PCT, Flinders, Mt Eliza) - Private / Commercial	Council	Taxable	-	100.00	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - AV System (Mics, iPad, Lights, Speakers etc) - Per Booking	Council	Taxable	300.00	100.00	(66.67%)
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Community - Off Peak (Mon-Fri) - Daily	Council	Taxable	-	182.00	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Community - Off Peak (Mon-Fri) - Per Hour	Council	Taxable	-	31.00	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Community - Off Peak (Mon-Fri) - Stage Only Daily Rate	Council	Taxable	-	14.00	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Community - Peak (Sat-Sun)	Council	Taxable	-	60.00	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Community - Peak (Sat-Sun) - Daily	Council	Taxable	-	300.00	N/A

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Community - Peak (Sat-Sun) - Stage Only Daily Rate	Council	Taxable	-	14.00	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Kitchen	Council	Taxable	-	58.00	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - On Site Piano	Council	Taxable	95.00	100.00	5.26%
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Per Hour - Community - Off Peak	Council	Taxable	29.00	-	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Per Hour - Community - Peak	Council	Taxable	60.00	-	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Per Hour - Private / Commercial - Peak	Council	Taxable	137.00	-	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Per Hour - Private / Commercial Off Peak	Council	Taxable	106.00	-	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Private / Commercial - Off Peak (Mon-Fri) - Daily	Council	Taxable	-	645.00	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Private / Commercial - Off Peak (Mon-Fri) - Per Hour	Council	Taxable	-	111.00	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Private / Commercial - Off Peak (Mon-Fri) - Stage Only Daily Rate	Council	Taxable	-	75.00	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Private / Commercial - Peak (Sat-Sun) - Daily	Council	Taxable	-	870.00	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Private / Commercial - Peak (Sat-Sun) - Per Hour	Council	Taxable	-	145.00	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Private / Commercial - Peak (Sat-Sun) - Stage Only Daily Rate	Council	Taxable	-	75.00	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Setup & Pack Down (Large 251+) - Per Booking	Council	Taxable	630.00	665.00	5.56%
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Setup & Pack Down (Medium 101 - 250) - Per Booking	Council	Taxable	420.00	443.00	5.48%
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Setup & Pack Down (Small <100) - Per Booking	Council	Taxable	210.00	222.00	5.71%
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Stage Only - Private / Commercial	Council	Taxable	71.00	-	N/A
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre - Stage Riser with Scissor Lift - Per Booking	Council	Taxable	41.00	43.00	4.88%
Community Halls and Houses	Peninsula Community Theatre	Peninsula Community Theatre Kitchen - Per Booking	Council	Taxable	55.00	-	N/A
Community Halls and Houses	Primary Hall	Primary Hall - Community - Off Peak - Daily	Council	Taxable	-	182.00	N/A
Community Halls and Houses	Primary Hall	Primary Hall - Community - Off Peak - Per hour	Council	Taxable	-	31.00	N/A
Community Halls and Houses	Primary Hall	Primary Hall - Community - Peak - Daily	Council	Taxable	-	243.00	N/A
Community Halls and Houses	Primary Hall	Primary Hall - Community - Peak - Per hour	Council	Taxable	-	35.00	N/A
Community Halls and Houses	Primary Hall	Primary Hall - Per Day - Community - Off Peak	Council	Taxable	174.00	-	N/A
Community Halls and Houses	Primary Hall	Primary Hall - Per Day - Community - Peak	Council	Taxable	243.00	-	N/A
Community Halls and Houses	Primary Hall	Primary Hall - Per Day - Private Commercial - Off Peak	Council	Taxable	330.00	-	N/A
Community Halls and Houses	Primary Hall	Primary Hall - Per Evening - Community Peak	Council	Taxable	317.00	-	N/A
Community Halls and Houses	Primary Hall	Primary Hall - Per Hour - Community - Peak	Council	Taxable	35.00	-	N/A
Community Halls and Houses	Primary Hall	Primary Hall - Per Hour - Community Off Peak	Council	Taxable	29.00	-	N/A
Community Halls and Houses	Primary Hall	Primary Hall - Per Hour - Private / Commercial	Council	Taxable	63.00	-	N/A
Community Halls and Houses	Primary Hall	Primary Hall - Private / Commercial - Off Peak - Daily	Council	Taxable	-	346.00	N/A
Community Halls and Houses	Primary Hall	Primary Hall - Private / Commercial - Off Peak - Per hour	Council	Taxable	-	66.00	N/A
Community Halls and Houses	Primary Hall	Primary Hall - Private / Commercial - Peak - Daily	Council	Taxable	-	397.00	N/A
Community Halls and Houses	Primary Hall	Primary Hall - Private / Commercial - Peak - Per hour	Council	Taxable	-	75.00	N/A
Community Halls and Houses	Secondary Hall	Secondary Hall - Community - Off Peak (Mon-Fri) - Daily	Council	Taxable	-	66.00	N/A
Community Halls and Houses	Secondary Hall	Secondary Hall - Community - Off Peak (Mon-Fri) - Per Hour	Council	Taxable	-	14.00	N/A
Community Halls and Houses	Secondary Hall	Secondary Hall - Community - Peak (Sat-Sun) - Daily	Council	Taxable	-	100.00	N/A
Community Halls and Houses	Secondary Hall	Secondary Hall - Community - Peak (Sat-Sun) - Per Hour	Council	Taxable	-	20.00	N/A
Community Halls and Houses	Secondary Hall	Secondary Hall - Per Day - Community - Off Peak	Council	Taxable	64.00	-	N/A
Community Halls and Houses	Secondary Hall	Secondary Hall - Per Day - Community - Peak	Council	Taxable	100.00	-	N/A
Community Halls and Houses	Secondary Hall	Secondary Hall - Per Day - Private / Commercial - Off Peak	Council	Taxable	145.00	-	N/A
Community Halls and Houses	Secondary Hall	Secondary Hall - Per Evening - Community Peak	Council	Taxable	185.00	-	N/A
Community Halls and Houses	Secondary Hall	Secondary Hall - Per Hour - Community - Off Peak	Council	Taxable	13.00	-	N/A
Community Halls and Houses	Secondary Hall	Secondary Hall - Per Hour - Community - Peak	Council	Taxable	20.00	-	N/A
Community Halls and Houses	Secondary Hall	Secondary Hall - Per Hour - Private / Commercial	Council	Taxable	28.00	-	N/A
Community Halls and Houses	Secondary Hall	Secondary Hall - Private / Commercial - Off Peak - Per Hour	Council	Taxable	-	29.00	N/A
Community Halls and Houses	Secondary Hall	Secondary Hall - Private / Commercial - Off Peak (Mon-Fri) - Daily	Council	Taxable	-	152.00	N/A
Community Halls and Houses	Secondary Hall	Secondary Hall - Private / Commercial - Peak (Sat-Sun)	Council	Taxable	-	34.00	N/A
Community Halls and Houses	Secondary Hall	Secondary Hall - Private / Commercial - Peak (Sat-Sun) - Daily	Council	Taxable	-	175.00	N/A

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Community Halls and Houses	Theatre rehearsal	Theatre Rehearsal (Stage Only) - Community - Peak	Council	Taxable	13.00	13.00	-
Community Halls and Houses	Theatre rehearsal	Theatre Rehearsal (Stage Only) - Private / Commercial	Council	Taxable	71.00	71.00	-
<b>Arts and Cultural Development</b>							
Events and Festivals	Event Hire	24 Hour Hire - Soundshell Transportable Stage - Commercial	Council	Taxable	1,850.00	1,850.00	-
Events and Festivals	Event Hire	24 Hour Hire - Soundshell Transportable Stage - Community	Council	Taxable	1,085.00	1,085.00	-
Events and Festivals	Event Permit	Application & Site Fee for Community , Cultural, Fundraising & Charity Events.	Council	Taxable	185.00	185.00	-
Events and Festivals	Event Permit	Application Fee Only - Major and Icon events (Commercial Events - high/low season)	Council	Taxable	184.73	185.00	0.15%
Events and Festivals	Event Permit	Local Law Consumption of Liquor Permit	Council	Taxable	226.00	226.00	-
Events and Festivals	Event Permit	Major and Icon High Season - 1 October - 30 April - High Impact - Bump In/Bump Out @ 25% of full rate per day (Commercial)	Council	Taxable	492.50	-	N/A
Events and Festivals	Event Permit	Major and Icon High Season - 1 October - 30 April - High Impact - Event Day Site Fee (Commercial)	Council	Taxable	1,785.00	1,872.00	4.87%
Events and Festivals	Event Permit	Major and Icon High Season - 1 October - 30 April - Low Impact - Bump In/Bump Out @ 25% of full rate per day (Commercial)	Council	Taxable	252.50	-	N/A
Events and Festivals	Event Permit	Major and Icon High Season - 1 October - 30 April - Low Impact - Event Day Site Fee (Commercial)	Council	Taxable	825.00	865.00	4.85%
Events and Festivals	Event Permit	Major and Icon High Season - 1 October - 30 April - Medium Impact - Event Day Site Fee (Commercial)	Council	Taxable	1,315.00	1,380.00	4.94%
Events and Festivals	Event Permit	Major and Icon High Season - 1 October - 30 April - Medium Impact Bump In/Bump Out @ 25% of full rate per day (Commercial)	Council	Taxable	375.00	-	N/A
Events and Festivals	Event Permit	Major and Icon Low Season - 1 May - 30 September - High Impact - Bump In/Bump Out @ 25% of full rate per day (Commercial)	Council	Taxable	287.50	-	N/A
Events and Festivals	Event Permit	Major and Icon Low Season - 1 May - 30 September - High Impact - Event Day Site Fee (Commercial)	Council	Taxable	965.00	1,012.00	4.87%
Events and Festivals	Event Permit	Major and Icon Low Season - 1 May - 30 September - Low Impact - Event Day Site Fee (Commercial)	Council	Taxable	393.00	412.00	4.83%
Events and Festivals	Event Permit	Major and Icon Low Season - 1 May - 30 September - Low Impact -Bump In/Bump Out @ 25% of full rate per day (Commercial)	Council	Taxable	144.50	-	N/A
Events and Festivals	Event Permit	Major and Icon Low Season - 1 May - 30 September - Medium Impact - Event Day Site Fee (Commercial)	Council	Taxable	680.00	713.00	4.85%
Events and Festivals	Event Permit	Major and Icon Low Season - 1 May - 30 September - Medium Impact -Bump In/Bump Out @ 25% of full rate per day (Commercial)	Council	Taxable	216.25	-	N/A
Events and Festivals	Event Permit	Market Fee Commercial	Council	Taxable	16.75	16.75	-
Events and Festivals	Event Permit	Market Fee NFP Charity Community Monthly Market (12 Month Fee)	Council	Taxable	601.00	601.00	-
Events and Festivals	Event Permit	Market Fee NFP Charity Community Weekly Market (12 Month Fee)	Council	Taxable	1,150.00	1,150.00	-
Events and Festivals	Event Permit	Private High Season - 1 October - 30 April - Commercial Filming & Photography - Per Day	Council	Taxable	410.00	430.00	4.88%
Events and Festivals	Event Permit	Private High Season - 1 October - 30 April - Weddings	Council	Taxable	435.00	435.00	-
Events and Festivals	Event Permit	Private Low Season - 1 May - 30 September - Commercial Filming & Photography - Per Day	Council	Taxable	275.00	288.00	4.73%
Events and Festivals	Event Permit	Private Low Season - 1 May - 30 September - Weddings	Council	Taxable	290.00	304.00	4.83%
Galleries and Museums	Gallery Events	Guests / Public option 1 - Family Activity Day	Council	Taxable	12.00	12.60	5.00%
Galleries and Museums	Gallery Events	Guests / Public option 2 - Annex Lecture	Council	Taxable	16.00	17.00	6.25%
Galleries and Museums	Gallery Events	Guests / Public option 3 - Meet the Artist Activity	Council	Taxable	19.00	20.00	5.26%
Galleries and Museums	Gallery Events	Guests / Public option 4 - Other Talks - General	Council	Taxable	22.00	23.00	4.55%
Galleries and Museums	Gallery Events	Guests / Public option 5 - Lunchtime Talk	Council	Taxable	25.00	26.50	6.00%
Galleries and Museums	Gallery Events	Guests / Public option 6 - Artist in Conversation - General	Council	Taxable	30.00	31.50	5.00%
Galleries and Museums	Gallery Events	Guests / Public option 7 - Artist Talk and Tour	Council	Taxable	50.00	52.50	5.00%
Galleries and Museums	Gallery Events	Guests / Public option 8 - School Holiday Workshops	Council	Taxable	55.00	58.00	5.45%
Galleries and Museums	Gallery Events	Guests / Public option 9 - Painting Workshop	Council	Taxable	90.00	95.00	5.56%
Galleries and Museums	Gallery Events	Guests / Public option 10 - Ceramic Workshops	Council	Taxable	100.00	105.00	5.00%
Galleries and Museums	Gallery Events	Guests / Public option 11 - College Workshops	Council	Taxable	70.00	74.00	5.71%
Galleries and Museums	Gallery Events	Guests / Public option 12 - Gala Event	Council	Taxable	130.00	137.00	5.38%
Galleries and Museums	Gallery Events	Guests / Public option 13 - Printing Workshops	Council	Taxable	150.00	158.00	5.33%
Galleries and Museums	Gallery Events	Programs for Senior Secondary aged students - Folio Prep VCE Students	Council	Taxable	55.00	58.00	5.45%

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Galleries and Museums	Gallery Events	MPRG Members / others event concession rate option 1 - MPRG Monthly Morning Tes	Council	Taxable	10.00	10.50	5.00%
Galleries and Museums	Gallery Events	MPRG Members / others event concession rate option 2 - Annex Lecture	Council	Taxable	12.50	13.00	4.00%
Galleries and Museums	Gallery Events	MPRG Members / others event concession rate option 3 - Meet the Artist Activity	Council	Taxable	15.00	16.00	6.67%
Galleries and Museums	Gallery Events	MPRG Members / others event concession rate option 4 - Other Talks - Members	Council	Taxable	20.00	21.00	5.00%
Galleries and Museums	Gallery Events	MPRG Members / others event concession rate option 5 - Lunchtime Talk	Council	Taxable	21.00	22.00	4.76%
Galleries and Museums	Gallery Events	MPRG Members / others event concession rate option 6 - Artists in Conversation - Members	Council	Taxable	25.00	26.50	6.00%
Galleries and Museums	Gallery Events	MPRG Members / others event concession rate option 7 - Artist Talk and Tour - Members	Council	Taxable	40.00	42.00	5.00%
Galleries and Museums	Gallery Events	MPRG Members / others event concession rate option 8 - Collage Workshop	Council	Taxable	50.00	52.50	5.00%
Galleries and Museums	Gallery Events	MPRG Members / others event concession rate option 9 - Symposium	Council	Taxable	85.00	89.00	4.71%
Galleries and Museums	Gallery Events	MPRG Members / others event concession rate option 10 - Painting Workshop	Council	Taxable	90.00	94.50	5.00%
Galleries and Museums	Gallery Events	Programs for children under 5 - Young at Art	Council	Taxable	10.00	10.50	5.00%
Galleries and Museums	Gallery Events	Programs for school aged students - School Holiday Workshops	Council	Taxable	15.00	16.00	6.67%
Galleries and Museums	Gallery Events	Special Event - Guests / Public option 1 - Adult ticket	Council	Taxable	20.00	-	N/A
Galleries and Museums	Gallery Events	Special Event - Guests / Public option 2 - Concession	Council	Taxable	14.00	-	N/A
Galleries and Museums	Gallery Events	Special Event - Guests / Public option 3 - Family	Council	Taxable	50.00	-	N/A
Galleries and Museums	Gallery Events	Special Event - Guests / Public option 4 - all day entry	Council	Taxable	23.00	-	N/A
Galleries and Museums	Gallery Events	Special Event - Guests / Public option 4 - Children	Council	Taxable	8.00	-	N/A
<b>Child &amp; Family Health</b>							
Immunisation	Immunisation	Bexsero (Meningococcal B)	Council	Free	125.00	125.00	-
Immunisation	Immunisation	dTPa (Whooping cough booster) (Boostrix)	Council	Free	45.00	45.00	-
Immunisation	Immunisation	Influenza Vaccine	Council	Free	26.00	26.00	-
Immunisation	Immunisation	Meningococcal ACWY (Nimenrix)	Council	Free	72.00	72.00	-
Immunisation	Immunisation	Varicella (Chicken Pox)	Council	Free	68.00	68.00	-
<b>Circular Economy &amp; Waste Management</b>							
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Unlawful deposit of litter - natural person	Statutory	Free	370.00	385.00	4.05%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Unlawful deposit of litter - body corporate	Statutory	Free	1,850.00	1,923.00	3.95%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Unlawful deposit of dangerous litter - natural person	Statutory	Free	740.00	769.00	3.92%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Unlawful deposit of dangerous litter - body corporate	Statutory	Free	3,699.00	3,846.00	3.97%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Unlawful deposit of waste more than 50 litres but less than 1000 litres - natural person	Statutory	Free	1,110.00	1,154.00	3.96%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Unlawful deposit of waste greater than 1000 litres - natural person	Statutory	Free	1,850.00	1,923.00	3.95%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Unlawful deposit of waste greater than 1000 litres - body corporate	Statutory	Free	9,246.00	9,616.00	4.00%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Failure for person to remove waste requested by litter enforcement officer - natural person	Statutory	Free	370.00	385.00	4.05%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Failure for person to remove waste requested by litter enforcement officer - body corporate	Statutory	Free	1,850.00	1,923.00	3.95%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Failure to comply with waste abatement notice - natural person	Statutory	Free	1,110.00	1,154.00	3.96%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Failure to comply with waste abatement notice - body corporate	Statutory	Free	5,548.00	5,770.00	4.00%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Failure to comply with waste removal notice - natural person	Statutory	Free	1,110.00	1,154.00	3.96%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Failure to comply with waste removal notice - body corporate	Statutory	Free	5,548.00	5,770.00	4.00%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Failure to comply with a waste information gathering notice - natural person	Statutory	Free	370.00	385.00	4.05%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Failure to comply with a waste information gathering notice - body corporate	Statutory	Free	1,850.00	1,923.00	3.95%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Bill posting unsolicited documents - individual	Statutory	Free	370.00	385.00	4.05%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Bill posting unsolicited documents - body corporate	Statutory	Free	1,850.00	1,923.00	3.95%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Junk mail - individual	Statutory	Free	370.00	385.00	4.05%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Junk mail - body corporate	Statutory	Free	1,850.00	1,923.00	3.95%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Public litter receptacles - individual	Statutory	Free	740.00	769.00	3.92%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Public litter receptacles - body corporate	Statutory	Free	3,699.00	3,846.00	3.97%

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Loading of vehicles - individual	Statutory	Free	740.00	769.00	3.92%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Loading of vehicles - body corporate	Statutory	Free	3,699.00	3,846.00	3.97%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Refuse to provide name and address	Statutory	Free	370.00	385.00	4.05%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Provide incorrect information	Statutory	Free	370.00	385.00	4.05%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Refuse to provide photographic identification	Statutory	Free	370.00	385.00	4.05%
Dumped Rubbish Prevention and Enforcement	Street Litter - Fines and Prosecutions	Unlawful deposit of waste more than 50 litres but less than 1000 litres - body corporate	Statutory	Free	5,548.00	5,770.00	4.00%
Waste Collection and Disposal	Extra capacity bins	Extra Capacity Garbage Bins (per litre)	Council	Free	5.00	5.25	5.00%
Waste Collection and Disposal	Extra capacity bins	Extra capacity Recycling 240 litre bin	Council	Free	90.00	95.00	5.56%
Waste Collection and Disposal	Green Waste bins	Opt-in Green Waste	Council	Free	150.00	156.00	4.00%
Waste Collection and Disposal	Waste Disposal Centre - Car Body	Car Body with tank tyres and rims	Council	Taxable	122.00	128.00	4.92%
Waste Collection and Disposal	Waste Disposal Centre - Commercial Vehicles	0.5m3 Asbestos of Domestic Origin Only	Council	Taxable	137.00	144.00	5.11%
Waste Collection and Disposal	Waste Disposal Centre - Commercial Vehicles	Base Rate per cubic metre - landfill - commercial	Council	Taxable	175.00	183.00	4.57%
Waste Collection and Disposal	Waste Disposal Centre - Commercial Vehicles	Base rate per tonne - tonne	Council	Taxable	349.00	366.00	4.87%
Waste Collection and Disposal	Waste Disposal Centre - Dead Animals	Animals (single animal-no larger than a dog)	Council	Taxable	10.00	10.50	5.00%
Waste Collection and Disposal	Waste Disposal Centre - Dead Animals	Chickens (car boot-240 litres)	Council	Taxable	41.00	43.00	4.88%
Waste Collection and Disposal	Waste Disposal Centre - Dead Animals	Animals (per cubic metre)	Council	Taxable	145.00	152.00	4.83%
Waste Collection and Disposal	Waste Disposal Centre - Dead Animals	Animals (per tonne)	Council	Taxable	-	366.00	N/A
Waste Collection and Disposal	Waste Disposal Centre - Garbage	Bag (40 litres) - commercial	Council	Taxable	12.00	12.50	4.17%
Waste Collection and Disposal	Waste Disposal Centre - Garbage	Bag (40 litres) - non-resident	Council	Taxable	13.50	14.00	3.70%
Waste Collection and Disposal	Waste Disposal Centre - Garbage	Bag (40 litres) - resident	Council	Taxable	7.50	7.50	-
Waste Collection and Disposal	Waste Disposal Centre - Garbage	Base Rate Per Cubic Metre - commercial	Council	Taxable	126.00	132.00	4.76%
Waste Collection and Disposal	Waste Disposal Centre - Garbage	Base Rate Per Cubic Metre - non-resident	Council	Taxable	145.00	152.00	4.83%
Waste Collection and Disposal	Waste Disposal Centre - Garbage	Garbage (Soil/Bricks/Concrete/Rubble)	Council	Taxable	162.00	170.00	4.94%
Waste Collection and Disposal	Waste Disposal Centre - Garbage	Base Rate per cubic metre - resident	Council	Taxable	103.00	105.00	1.94%
Waste Collection and Disposal	Waste Disposal Centre - Garbage	Car Boot (240 litres) - commercial	Council	Taxable	33.00	35.00	6.06%
Waste Collection and Disposal	Waste Disposal Centre - Garbage	Car Boot (240 litres) - non-resident	Council	Taxable	39.00	41.00	5.13%
Waste Collection and Disposal	Waste Disposal Centre - Garbage	Car Boot (240 litres) - resident	Council	Taxable	26.00	27.00	3.85%
Waste Collection and Disposal	Waste Disposal Centre - Green Waste	Bag (40 litres) - commercial	Council	Taxable	8.00	8.50	6.25%
Waste Collection and Disposal	Waste Disposal Centre - Green Waste	Bag (40 litres) - non-resident	Council	Taxable	7.00	7.50	7.14%
Waste Collection and Disposal	Waste Disposal Centre - Green Waste	Bag (40 litres) - resident	Council	Taxable	7.00	7.50	7.14%
Waste Collection and Disposal	Waste Disposal Centre - Green Waste	Base Rate Per Cubic Metre - commercial	Council	Taxable	53.00	56.00	5.66%
Waste Collection and Disposal	Waste Disposal Centre - Green Waste	Base Rate Per Cubic Metre - non-resident	Council	Taxable	46.00	48.00	4.35%
Waste Collection and Disposal	Waste Disposal Centre - Green Waste	Base Rate per cubic metre - resident	Council	Taxable	44.00	46.00	4.55%
Waste Collection and Disposal	Waste Disposal Centre - Green Waste	Car Boot (240 litres) - commercial	Council	Taxable	14.50	15.00	3.45%
Waste Collection and Disposal	Waste Disposal Centre - Green Waste	Christmas Trees	Council	Taxable	7.50	8.00	6.67%
Waste Collection and Disposal	Waste Disposal Centre - Green Waste	Car Boot (240 litres) - non-resident	Council	Taxable	12.50	13.00	4.00%
Waste Collection and Disposal	Waste Disposal Centre - Green Waste	Car Boot (240 litres) - resident	Council	Taxable	12.00	12.50	4.17%
Waste Collection and Disposal	Waste Disposal Centre - Mattress	Mattress Double	Council	Taxable	30.00	31.50	5.00%
Waste Collection and Disposal	Waste Disposal Centre - Mattress	Mattress Single	Council	Taxable	25.00	26.00	4.00%
Waste Collection and Disposal	Waste Disposal Centre - Not degassed White goods	Not degassed Fridge, Freezer or Air Conditioner	Council	Taxable	29.00	31.00	6.90%
Waste Collection and Disposal	Waste Disposal Centre - Tyres	Car	Council	Taxable	11.00	12.00	9.09%
Waste Collection and Disposal	Waste Disposal Centre - Tyres	Heavy Truck or Car Tyre on Rim.	Council	Taxable	25.00	26.50	6.00%
Waste Collection and Disposal	Waste Disposal Centre - Tyres	Light Truck.	Council	Taxable	18.00	19.00	5.56%
Waste Collection and Disposal	Waste Disposal Hoppers - Garbage	Bag (40 litres) - commercial	Council	Taxable	12.00	12.50	4.17%
Waste Collection and Disposal	Waste Disposal Hoppers - Garbage	Bag (40 litres) - non-resident	Council	Taxable	13.50	14.00	3.70%
Waste Collection and Disposal	Waste Disposal Hoppers - Garbage	Bag (40 litres) - resident	Council	Taxable	7.50	7.50	-
Waste Collection and Disposal	Waste Disposal Hoppers - Garbage	Base Rate per Cubic Metre - commercial	Council	Taxable	126.00	132.00	4.76%
Waste Collection and Disposal	Waste Disposal Hoppers - Garbage	Base Rate per Cubic Metre - non-resident	Council	Taxable	145.00	152.00	4.83%
Waste Collection and Disposal	Waste Disposal Hoppers - Garbage	Base Rate per Cubic Metre - resident	Council	Taxable	103.00	105.00	1.94%
Waste Collection and Disposal	Waste Disposal Hoppers - Garbage	Car Boot (240 litres) - commercial	Council	Taxable	33.00	35.00	6.06%
Waste Collection and Disposal	Waste Disposal Hoppers - Garbage	Car Boot (240 litres) - non-resident	Council	Taxable	39.00	41.00	5.13%
Waste Collection and Disposal	Waste Disposal Hoppers - Garbage	Car Boot (240 litres) - resident	Council	Taxable	26.00	27.00	3.85%
Waste Collection and Disposal	Waste Disposal Hoppers - Green Waste (Flinders Only)	Bag (40 litres) - commercial	Council	Taxable	8.00	8.50	6.25%
Waste Collection and Disposal	Waste Disposal Hoppers - Green Waste (Flinders Only)	Bag (40 litres) - non-resident	Council	Taxable	7.00	7.50	7.14%
Waste Collection and Disposal	Waste Disposal Hoppers - Green Waste (Flinders Only)	Bag (40 litres) - resident	Council	Taxable	7.00	7.50	7.14%
Waste Collection and Disposal	Waste Disposal Hoppers - Green Waste (Flinders Only)	Base Rate per Cubic Metre - commercial	Council	Taxable	53.00	56.00	5.66%
Waste Collection and Disposal	Waste Disposal Hoppers - Green Waste (Flinders Only)	Base Rate per Cubic Metre - non-resident	Council	Taxable	46.00	48.00	4.35%
Waste Collection and Disposal	Waste Disposal Hoppers - Green Waste (Flinders Only)	Base Rate per Cubic Metre - resident	Council	Taxable	44.00	46.00	4.55%

Program	Category of Fee or Charge	Fee or Charge	Fee Set By	GST Type	Price incl GST 2023/24 \$	Price incl GST 2024/25 \$	Variance %
Waste Collection and Disposal	Waste Disposal Hoppers - Green Waste (Flinders Only)	Car Boot (240 litres) - commercial	Council	Taxable	14.50	15.00	3.45%
Waste Collection and Disposal	Waste Disposal Hoppers - Green Waste (Flinders Only)	Car Boot (240 litres) - non-resident	Council	Taxable	12.50	13.00	4.00%
Waste Collection and Disposal	Waste Disposal Hoppers - Green Waste (Flinders Only)	Car Boot (240 litres) - resident	Council	Taxable	12.00	12.50	4.17%
<b>Council Governance</b>							
Policy and Compliance	Freedom of Information	Photocopying per page	Statutory	Free	0.20	0.20	-
Policy and Compliance	Freedom of Information	Request Fee	Statutory	Free	31.80	31.80	-
Policy and Compliance	Freedom of Information	Search and Access	Statutory	Free	23.90	23.90	-
Policy and Compliance	Freedom of Information	Supervision of Inspection Charges	Statutory	Free	23.90	23.90	-
<b>Revenue Management</b>							
Rate Administration	Land Information	Land Information Certificate	Statutory	Free	27.80	29.20	5.04%
Rate Administration	Land Information	Land Information Certificate - Priority Service 3 Business Days	Council	Taxable	78.00	82.00	5.13%
Rate Administration	Rate Reports	Rate History Report < 10 years	Council	Free	50.00	55.00	10.00%
Rate Administration	Rate Reports	Rate History Report > 10 years	Council	Free	100.00	105.00	5.00%
Rate Administration	Rate Reports	Rate Notice Reprint	Council	Free	25.00	25.00	-
Rate Administration	Rate Classification	Application to Change Rating Classification – Farms, Trust for Nature	Council	Taxable	-	440.00	N/A
Rate Administration	Rate Classification	Application to Change Rating Classification – Other	Council	Taxable	-	55.00	N/A

## Planning Delegate Report - P23/0644



Mornington Peninsula Shire

APPLICATION SUMMARY	
<b>Planner</b>	Jinghua (Vivian) Xu
<b>Date</b>	10/10/2023
<b>Application Number</b>	P23/0644
<b>Proposal</b>	THE USE OF LAND FOR THE SALE AND CONSUMPTION OF LIQUOR IN ACCORDANCE WITH THE ENDORSED INFORMATION
<b>Address</b>	Balnarring Beach General Store 181 Balnarring Beach Road BALNARRING BEACH VIC 3926 Lot 9 LP 10686 Vol 5376 Fol 093
<b>Applicant</b>	Mistaya Hospitality Pty Ltd
<b>Planning Scheme</b>	Mornington Peninsula Planning Scheme
<b>Zone &amp; Overlays</b>	GRZ1/BMO, DDO3, ESO20, ESO21, ESO28, LSIO1, SLO4, VPO1
<b>Permit Triggers</b>	52.27 - Use land to consume alcohol LSIO1 - Fencing
<b>Restrictions on title</b>	No
<b>Advertising</b>	Yes
<b>Objections</b>	Yes - Five
<b>Referrals</b>	Internal - Health Internal - Building External - Police
<b>CHMP required?</b>	No

### OFFICER DIRECT OR INDIRECT INTEREST

No person involved in the preparation of this report has a direct or indirect interest requiring disclosure.

### PROPOSAL

This proposal is for a restaurant and café liquor licence for the existing food and drinks premises. The application proposes standard trading hours from Tuesday, starting at 8am and ending at 9pm. During the hours of 8am to 4pm, no alcohol will be served with dine-in meals.

There will be limited on-site service of alcohol for up to 20 pre-booked patrons between 5pm and 9pm from Wednesday to Sunday. As a restaurant and café licence, the predominant activity carried out at all times will be the preparation and serving of meals to be consumed on the premises. Food will be available during all licensed trading hours.

Table and chairs will be provided for at least 75% of patrons, including 29 outdoor seats.

Packaged liquor only will be sold with take away meals.

The maximum patron number remains the same as the existing capacity, which is 55.

**ZONE/OVERLAYS**

Zone/Overlay	Permit Trigger?	Rationale
GRZ1	No	No change to use and no buildings and works are proposed.
BMO	No	No buildings and works are proposed, except for timber fence for the outdoor dining area on the north elevation.
DDO3	No	No buildings and works are proposed, except for timber fence for the outdoor dining area on the north elevation. No height is provided. The height will be restricted to not more than 2m.
ESO20/21/28	No	No buildings and works are proposed except for timber fence for the outdoor dining area on the north elevation. No vegetation removal is required to accommodate the development.
LSIO1	Yes	A permit is required to construct a building or to construct or carry out works for fencing
SLO4	No	No buildings and works are proposed except for timber fence for the outdoor dining area on the north elevation. No vegetation removal is required to accommodate the development.
VPO1	No	No vegetation removal is required to accommodate the development.
Clause 52.27	Yes	A permit is required to use land to sell or consume liquor.

**SUBJECT SITE**

**Permit/Site history**

The following previous decisions are relevant to the subject site:

P16/1431 – Permit issued on 28 September 2016 which allows

DEVELOPMENT OF ALTERATIONS TO EXISTING CONVENIENCE SHOP, ADDITIONS OF A VERANDAH, CONSTRUCTION OF FENCING, REMOVAL OF VEGETATION AND DISPLAY OF A BUSINESS ADVERTISING SIGN IN ACCORDANCE WITH THE ENDORSED PLANS

**Cultural Heritage Management Plan (CHMP)**

A CHMP is not required as the proposal is not a high impact activity.

**Subject Site**

The subject land is 741sqm in area and comprises the Balnarring General Store used as a Convenience Shop/Food and Drinks Premises selling food, drinks and other convenience goods to the local residents and visitors of the foreshore. The building is sited at the corner of Balnarring Beach Road and Foreshore Road and comprises a paved forecourt allow for an outdoor siting/eating area.

The rear of the land includes a dwelling with an attached garage. A vehicle crossing for the residents and garage is accessed via Foreshore Road.

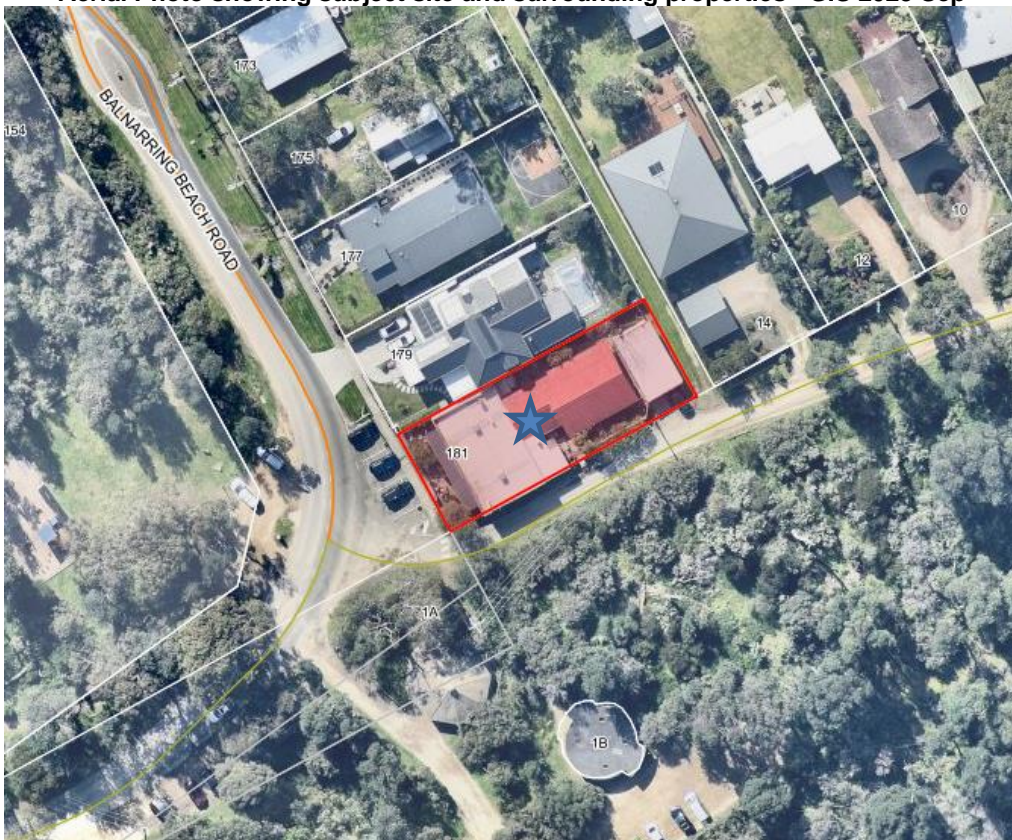
The forecourt abuts a number of public carparks on the road reserve providing quick public parking and access to the shop. Some services (ice machine and gas bottles storage) are also located within the curtilage of the land on the forecourt.

The current opening hours are:

Wednesday, Thursday, Saturday and Sunday: 8am to 3pm;

Friday: 8am to 8pm.

**Aerial Photo showing subject site and surrounding properties - GIS 2023 Sep**



Subject Site: ★

**SURROUNDING PROPERTIES**

<b>North</b>	<b>179 Balnarring Beach Road:</b> The subject is developed with a double storey dwelling with a maximum height of 8m. The dwelling is set back approximately 6.02 metres from the Balnarring Beach Road frontage and 1.09 metres from the common boundary. The swimming pool, deck and main SPOS are located at the rear of the site.
<b>East</b>	The abutting land to the east (rear) includes an unmade laneway.  <b>14 Foreshore Road:</b> The property further west on the other side of the laneway is a residential property with frontage to Foreshore Road which is

	developed with a dwelling within close proximity of the unmade laneway directly adjacent to the subject site.
<b>South</b>	<b>Foreshore Road:</b> across from Balnarring Foreshore Reserve.
<b>West</b>	<b>Balnarring Beach Road:</b> across 154 Balnarring Beach Road – Large public reserve - Robertson Recreation Reserve.

## PUBLIC NOTIFICATION

### Advertising

The application was advertised by sending direct notice to adjoining properties and erecting a sign on site for 14 days.

### Objections

To date, five (5) objections have been received. Their concerns can be summarised as follows:

- Concerns about extending trading hours from 4pm to 9pm.
- Existing toilet facilities do not meet the standard.
- Sale of packaged liquor with a take-away meals.
- Noise impact.
- Behaviour changes due to alcohol consumption.
- Litter.
- Limited parking spaces.

## REFERRALS

Referral	Internal/External?	Response	Additional Comments? (where required)
Police	External - Non Section 55	No objections, no conditions.	<i>No issues have been identified.</i>
Building	Internal	No objections, no conditions	<i>Additional facilities including an accessible sanitary will only be required where there are changes to occupant numbers and/or building work.</i>
Environmental Health	Internal	No objections, subject to conditions.	

## PLANNING POLICY & PROVISIONS

<b>Planning Policy Framework (PPF)</b>
Clause 11.03-5S Distinctive areas and landscapes <i>Mornington Peninsula Localised Planning Statement (Victorian Government, 2014)</i>
Clause 13.07-1S Land use compatibility
Clause 15.01-5S Neighbourhood Character
<b>Particular Provisions</b>
Clause 52.27 Use of the land for the sale and consumption of liquor
<b>General Provisions</b>
Clause 65 Decision Guidelines

## ASSESSMENT

It is considered that the proposed use is consistent with the objectives of LSIO1 and Clause 52.27 and the above policies and provisions on the following basis:

### Clause 44.04 – Land Subject to Inundation Overlay Schedule 1

A permit is *required to construct a building or to construct or carry out work, including a fence.*

The proposal includes a timber fence on the north elevation to demarcate the licensed area and it is acceptable as no other buildings or works are proposed for the development and the construction of a side fence will not affect water quality or pose any risks to the environmental quality of water and groundwater.

### Clause 52.27 – Licensed Premises

A permit is required to *use land to sell or consume liquor.*

As a permit is required, the purposes of this clause must be considered:

- *To ensure that licensed premises are situated in appropriate locations.*
- *To ensure that the impact of the licensed premises on the amenity of the surrounding area is considered.*

The decision guidelines under the clause, as relevant to the proposal, are as follows:

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The impact of the sale or consumption of liquor permitted by the liquor licence on the amenity of the surrounding area.*
- *The impact of the number of patrons on the amenity of the surrounding area.*
- *The cumulative impact of any existing licensed premises and the proposed licensed premises on the amenity of the surrounding area.*

The subject site is currently in use as a convenience shop/food and drinks premises. The predominant activity to be carried out will be the service of meals and take-away food, with the service of alcohol for consumption on the premises only (no packaged liquor) to a maximum of 20 pre-booked patrons (at any sitting), with limited trading hours (5pm to 9pm).

Conditions of permit will restrict noise levels, patron numbers, hours of operation, and ensure the amenity of the area is maintained.

Permitting the sale and consumption of alcohol within the premises as indicated in the application will be consistent with the decision guidelines of Clause 52.27, and it is acceptable for the following reasons:

- The use of the land for the purpose of the sale and consumption of liquor is consistent with the retail premises use of the site.
- The maximum number of patrons remains unaltered.
- The proposal will not result in an oversupply of licensed venues as there are no licensed premises in this suburb.
- As the activity is for the sale of liquor in conjunction with the service of meals on the premises, it will not have a detrimental impact on the neighbourhood or any residents.

- The impact on adjoining neighbours is deemed to be acceptable as 9pm is not considered late operating hours, alcohol is only served with food service and only 20 patrons would be on-site at any one time. It is unlikely that the outdoor areas would be popular in the depths of winter and reasonable for them to trade till 9pm during daylight saving period.

#### Cumulative Impact Assessment

- *Planning Practice Note 61 – Licenses premises: Assessing cumulative impact* provides a set of guidelines that ‘can assist ... to identify and address the extent to which a proposal for a new or modified licensed premises is likely to contribute to a cumulative impact within an area’.
- Based on the application, the proposal can be identified as having ‘minimal risk’ of a cumulative impact. This is because the maximum number of patrons in the premises will be 55 at any given time which matches the existing, the hours of operation to serve liquor are limited to 5pm to 9pm, and the sale and consumption of alcohol is proposed in conjunction with the service of meals. In addition, given this property will be the sole licensed premises in the suburb, the potential negative cumulative impact from a cluster of licensed premises will be mitigated. As such, a detailed assessment against the guidelines of PPN61 is not warranted.

#### **Response to Submissions**

- *Concerns about extending trading hours from 4pm to 9pm.*

The combination of low patrons (20), 9pm closure, alcohol only being served with meals and the addition of acoustic fence is likely to reduce noise and social hard arising from the proposal. Additionally, the permit applicant has submitted that the outdoor areas will not be used for fine dining offering that occurs between 5pm and 9pm.

- *Existing toilet facilities do not meet the standard.*

Council’s building department has confirmed that no additional sanitary facilities are required, as there are no proposed works aside from internal layout changes.

- *Sale of packaged liquor with take-away meals.*

The concerns surrounding the sale of packaged liquor with a take-away meal centres on the potential encouragement of alcohol consumption within the community, including the adjacent foreshore, which could pose risks to the community. However, it is important to noted that the supply of packaged liquor must be specifically paired with take-away or home delivery meals, and the property will be the sole licensed premises within a 100-metre radius.

Furthermore, it should be highlighted that individuals who wish to consume alcohol or purchase packaged liquor have alternative options available, such as accessing alcohol from other retail shops or online service. Therefore, the controlled sale of take-away alcohol from the premises provides a legal and regulated option.

In addition, the premises will implement responsible service practices, such as checking identification and limiting sales to individuals of legal drinking age, to promote responsible alcohol consumption.

- *Noise impact*

As mentioned above, the noise impact will be limited by applicable conditions in place.

- *Behaviour changes due to alcohol consumption.*

As stated earlier, the premises can implement responsible service practices to ensure alcohol is served responsibly and the alcohol consumption with dine-in meals will be served inside the premises to mitigate its impact.

- *Litter.*

The offences for litter and unlawful disposal of waste is included in the regulations and the litter enforcement authorities such as EPA, the Council, Victoria Police and Parks Victoria, enforce all litter offences. Furthermore, there is no evidence to suggest that the provision of alcohol will exacerbate issues related to litter in this area.

- Limited parking spaces.

As no changes to the existing use and no buildings and works are proposed to the premises, no additional parking spaces are required in this case.

## CONCLUSION

The proposal of the sale of liquor is consistent with the requirements of Clause 65 to the extent that the proposal satisfies the requirements of the Municipal Planning Strategy, Planning Policy Framework, and the relevant provisions.



## DECISION

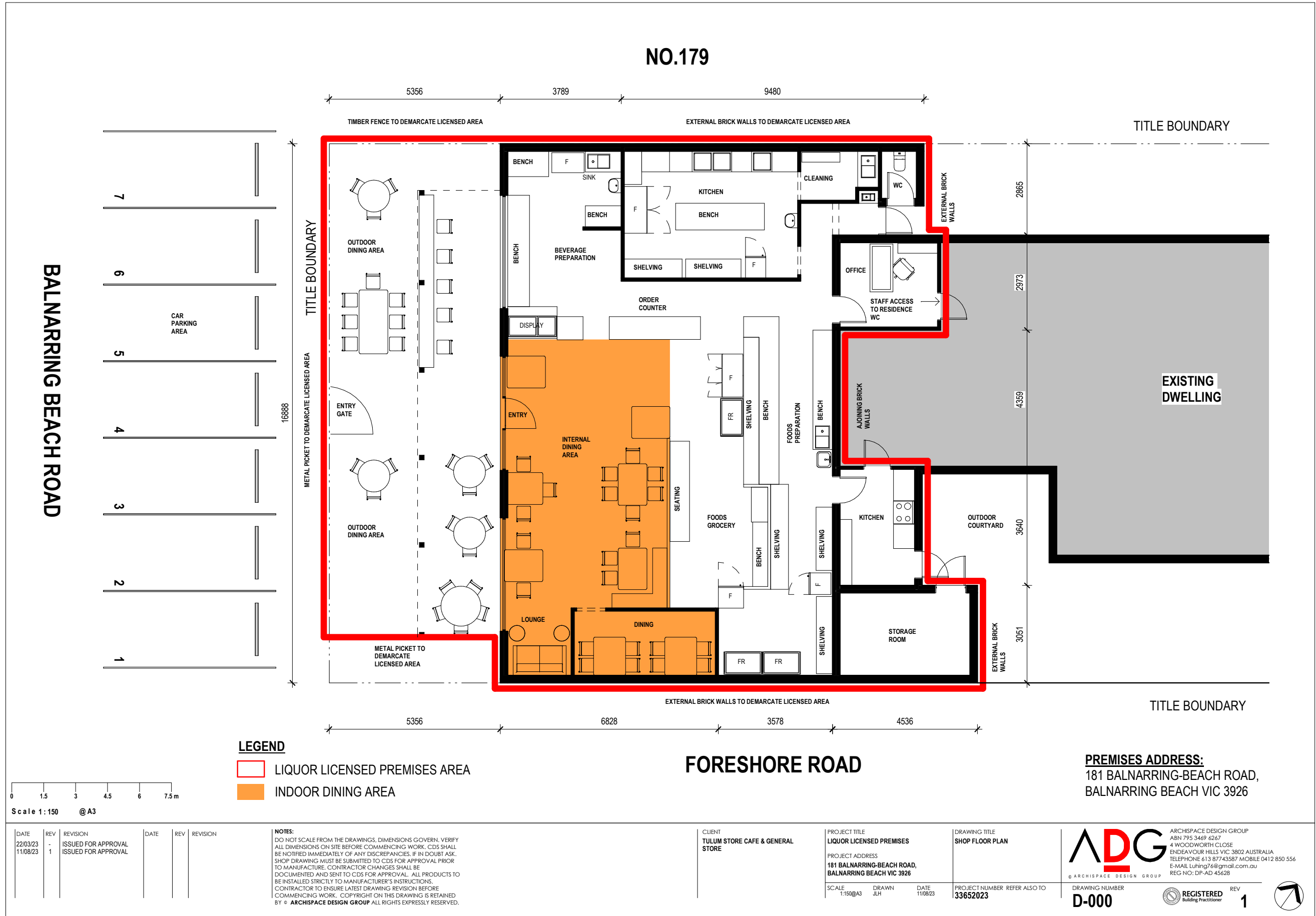
That Council having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to issue a Notice of Decision to grant a permit under the provisions of the Mornington Peninsula Planning Scheme in respect of the land known and described as Balnarring Beach General Store 181 Balnarring Beach Road BALNARRING BEACH VIC 3926 in accordance with the endorsed plans, subject to the following conditions:

## CONDITIONS

1. The seating and extent of the use approved as shown on the endorsed plan must not be altered or modified without the consent of the Responsible Authority.
2. An acoustic solid fence of a height of no more than 2 metres must be constructed between the outdoor dining area of the subject site and the southern boundary of No.179 Balnarring Beach Road prior to the use, to the satisfaction of the Responsible Authority.

3. Except with the further consent of the Responsible Authority, the sale and consumption of liquor must only occur between the following hours:
  - Tuesday to Sunday 5pm – 9pm.
4. The maximum number of patrons permitted on the land must not exceed a total of 55 people, unless with the further consent of the Responsible Authority.
5. Packaged liquor must only be sold with take away meals in accordance with café and restaurant license.
6. The licensing of the venue must not cause any nuisance or annoyance to persons beyond the land because of the emission of noise, or otherwise, to the satisfaction of the Responsible Authority.
7. The display and sale/purchase of packaged liquor must not occur outside of the areas identified by the 'red line' on the endorsed plans.
8. The approved use must not cause a nuisance to persons beyond the land because of the emission of noise or otherwise to the satisfaction of the Responsible Authority.
9. Amplified or acoustic music is not permitted within outdoor areas without consent from the Responsible Authority.
10. The amenity of the area must not be detrimentally affected by the use or development, through the:
  - a) Transport or materials, goods or commodities to or from the land;
  - b) Appearance of any buildings, works or materials;
  - c) Emissions of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and
  - d) Presence of vermin.
11. Sound levels emanating from the land must not exceed those required to be met under Environment Protection Act 2017 and Environmental Reference Standard.
12. Sit in dinner dining between 5-9pm must be restricted to 20 patrons in order to satisfy the building regulations requirement for the number of toilets.
13. This permit will expire if the use is not commenced within two (2) years of the date of this permit. In accordance with Section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition.

	
<b>Jinghua (Vivian) Xu Planner</b>	<b>Ross Fullerton - Team Leader</b>
Delegate Approved:	20/10/2023



Mornington Peninsula Shire  
Private Bag 1000  
Rosebud 3939  
planning@mornpen.vic.gov.au  
Attention: Ms Vivian Xu  
15.8.2023

Amended Planning application P23/0644 Balnarring Beach (Tulum) General Store  
181 Balnarring Beach Rd Balnarring Beach

Dear Vivian,

Response to the request additional information 3/5/2023  
for the application for a Restaurant and Café Liquor License

#### **Amended written statement**

##### **Current condition**

The existing business operation includes direct offerings of onsite and take away food and beverages. A significant component is pre- ordered take away provision of curries, salads, soups and other foods cooked on the premises in addition to the in-house menu orders for breakfast and lunch (see Tulum Store Balnarring Beach website).

Other basic items of confectionary, ice-creams, ice, bread, milk and limited basic grocery food goods are available for purchase.

The trading hours are from Tuesday – Sunday 8am - 4pm with an extension on Friday evenings until 8pm for provision of fish and chips. Opening hours may be reduced in the Winter months.

The number of staff on site at any one time is 3-7.

The maximum number of patrons on site at Tulum is 55 with 30 indoor and 25 outdoor seats. This maximum patronage is rarely reached except for some days in the Christmas- January holiday period.

##### **Proposed activities**

The substantive amendment to the application is a clarification of the Tulum Cafe request for a convenience restaurant and café liquor license to provide:

A) accompanying packaged wine/beers/spirits with take away meals prepared at Tulum Cafe

Tulum Café already offers a wide range of pre- ordered take away meals and the liquor licence will allow for pairings of local wines/beers and spirits with these take way meals to be consumed off premises. Packaged liquor only will be sold with take away meals.

There will be **no alcohol** served with **dine- in** meals from 8-4pm. Fridays will still include take-away **ONLY** fish and chips from 5-8pm.

B) limited on-site service of Peninsula wine, beer and spirits pairings with dinners for up to **20 pre-booked** patrons (at any sitting) between 5-9pm Wednesday to Sunday.

The application for an on-site liquor license is limited to Wednesday-Sunday evenings from 5-9 pm. The internal dining area (marked on the redline plan attachment B in orange) will be modified with tables to accommodate **20 pre-booked** patrons. A set fine-dining menu crafted with Peninsula wine/beer/ spirit pairings will be offered.

#### **Floor plan layouts:**

1. The floor plan layout for the Tulum café operations 8-4pm Tuesday- Sundays is set - out on the redline plan (attachment B). The internal and external seating is flexible for patrons accommodating 55 seated people. All walk-in orders for dine in or take-away food are taken at the order counter. Take away pre-ordered meals are also picked up at this counter.
2. For the proposed fine-dining option (5-9pm Wednesday to Sunday) for twenty pre-booked patrons, the outside area will not be used and the indoor table area will be flexibly set according to the patron bookings. For example, with four tables for 2 and three tables for 4. Table service will be provided by waiting staff with RSA training.

The nbp building surveyor has identified the patron number of 20 as appropriate for one on-site unisex toilet and washbasin amenity (see attachment A). Potential patrons will be advised of the lack of disability toilet access on site at the point of booking requests. Staff members on duty have access to separate adjacent residence toilet/bathroom (see revised Redline Plan attachment B)

#### **Cumulative impact review**

The Tulum Café has been a focal point for the Balnarring Beach local community and holiday makers for many years since the tea rooms were established in 1923 (see Bruce Bennett's book on 'A history of the general stores and post offices on the Frankston and Flinders Rd Westernport 1997). The nearest other licensed liquor outlets are 2.2km away in the Balnarring Village.

As with many Mornington Peninsula Shire businesses, the Tulum café has to pivot and adapt to large changes in demand across Summer and Winter that impact business viability. The proposed changes are intended to improve business viability throughout the year, and therefore to sustain and enhance local accessibility and amenity.

The extension of service at the Tulum Café (convenience restaurant) to include pre-packaged alcohol with take away meals and a small scope evening dine-in option will enhance the tourist offerings in the Balnarring Beach area and complement other Mornington Peninsula wineries, breweries and distilleries.

The Chef/Business owner has worked as a Chef across the Mornington Peninsula for many years and has established relationships with other businesses which will foster interesting food and liquor pairings, enhancing consumer choice in the Balnarring – Westernport area

In summer months this will give locals and holiday campers hospitality options to avoid driving into Balnarring or Hastings for meals and drinks.

The Tulum Café is also a beach walking destination for people from Balnarring Beach, Merricks and Somers throughout the year.

The Tulum Café has only one adjacent resident household. As the dine- in evening with an alcohol service option for Wednesday to Sunday is for 20 pre- booked patrons **inside** the cafe, problems with additional evening noise are highly unlikely. Soft background recorded music will be provided for diners.

The inserted photo below shows the local layout with nearby Mornington Peninsula Shire foreshore facilities and parking adjacent to the Balnarring Beach.



### Car Parking

There are currently 7 carpark spaces at the front of the Tulum café (see revised redline plan attachment B) which meets the guidelines of a convenience restaurant under Mornington Peninsula Shire planning scheme ordinance **52.06**. The proposed expansion of a dine- in evening option is limited to 20 pre- booked patrons (0.3 x20= approx. 7 carparks spaces).

The Tulum café is adjacent to the large foreshore carpark and has operated in this locale for many years. On hot days in the December to January Summer period car parking is busy

everywhere but the modest change of the additional dine- in for 20 pre-booked people of an evening is unlikely to have any significant impact on access and amenity.

Most people visiting the beach and the Tulum café for take away food have used the foreshore carpark since it was first established.

As clarified in the above information there is therefore no apparent trigger in this application for an additional car parking demand assessment.

Yours Faithfully



Benedict Dowling

**Attachments**

A: Nepean Building Permits nbp liquor licence statement Tulum Store Balnarring Beach

B: Tulum Store Liquor Licensed Premises Redline Plan\_Rev 1

nepean

Nepean Building Permits

1-4/1283 Point Nepean Road  
PO Box 2234 DX30051  
Rosebud Victoria 3939

T 03 5986 2466  
F 03 5986 2045  
E [info@nepeanbuildingpermits.com.au](mailto:info@nepeanbuildingpermits.com.au)  
[www.nepeanbuildingpermits.com.au](http://www.nepeanbuildingpermits.com.au)



7 June 2023

Mistaya Hospitality Pty Ltd  
Tulum Store  
181 Balnarring Beach Road  
Balnarring Beach 3926

Email: [tulumstorebalnarring@gmail.com](mailto:tulumstorebalnarring@gmail.com)

Dear Benedict

**File No:** 57791  
**PROJECT:** Liquor Licence Statement  
**ADDRESS:** 181 Balnarring Beach Road, Balnarring Beach

I confirm receipt of your request to provide a letter from a registered building surveyor confirming maximum numbers of patrons to floor area at the above address. A floor plan prepared by Archispace Design Group with reference D-000 dated 22 March 2023 was assessed as part of this request.

It is understood that the request for a liquor licence is to include approximately 75 m<sup>2</sup> of internal patronage area and approximately 82 m<sup>2</sup> to the Class 6 cafe.

I confirm the following figures in accordance with VCGLR requirements of 0.75 m<sup>2</sup> per patrons.

<b>Class 6 Shop</b>	<b>Floor Area</b>	<b>Area per Patron</b>	<b>Max Numbers Permitted</b>
<b>INTERNAL AREA</b>	75 m <sup>2</sup>	0.75 m <sup>2</sup> per Patron	100 Patrons
<b>EXTERNAL AREA</b>	82 m <sup>2</sup>	0.75 m <sup>1</sup> per Patron	109 Patrons
<b>TOTAL</b>	<b>157 m<sup>2</sup></b>		<b>209 Patrons</b>

It is also understood that VCGLR require an assessment to be made under the same basis as for an Occupancy Permit under the Building Act 1993. Please note that a copy of the Occupancy Permit has not been provided and this report does not replace the requirements of the Occupancy Permit.

I can confirm that Clause D1.13 of the Building Code of Australia 2019 sets out maximum number of people accommodated within a building at any one time. *I have assessed under BCA 2019 as design drawings completed prior to 1 May 2023.*

Table D1.13 permits a minimum of 1 m<sup>2</sup> per patron for a restaurant.

<b>Class 6 Shop</b>	<b>Floor Area</b>	<b>Area per Patron</b>	<b>Max Numbers Permitted</b>
<b>INTERNAL AREA</b>	75 m <sup>2</sup>	1.0 m <sup>2</sup> per Patron	75 Patrons
<b>EXTERNAL AREA</b>	82 m <sup>2</sup>	1.0 m <sup>2</sup> per Patron	82 Patrons
<b>TOTAL</b>	<b>157 m<sup>2</sup></b>		<b>157 Patrons</b>

I also confirm review of the toilets available on site under Clause F2.3 of BCA Volume 1 from the same floor plan against the above listed patron numbers. As proposed, the existing toilets would not comply with BCA 2019 therefore the building would comply for up to 20 patrons.

It is understood that you intend to request a licence for 50 patrons maximum therefore I confirm that both the minimum floor area would be adequate for this amount however the sanitary facilities are not considered suitable under BCA 2019.

Please be advised that this assessment is not a full assessment of compliance with the building regulations and a site inspection has not been completed by this office. This report only addresses items raised by VCGLR in your request to obtain a liquor license.

If you have any queries in relation to the above, please do not hesitate to contact us on 5986 2466.

Yours faithfully



Daniel Rea  
Registered Building Surveyor  
BSU 15109

# Mornington Peninsula Shire Beach Cleaning Review



Author:  
Mason Grayland  
Master of Sustainability and Environment  
Monash University

## Introduction

*'That Council agrees in principle for a hand beach cleaning program on Mornington Peninsula Shire beaches and that the Chief Executive Officer brings back to Council a recommendation on whether implementation should go ahead based on cost, efficiency, community benefit and consideration of the role of volunteers.'*

This report will assess the current beach cleaning program, provide data on the effectiveness of mechanical rake testing, provide a feasibility summation on the possibility of transitioning to a more manual hand cleaning focused program, provide recommendations based on the current program's effectiveness and the cost of a manual cleaning program. This report aims to give an in-depth overview of the current systems, stakeholders, benefits, and concerns surrounding both the current and potential future beach cleaning regime and looks to summate these topics into a single document.

## Current Beach Cleaning Regime

### Overview

There are 32 beaches cleaned by DM Roads through The Shire annually, they are all on a fortnightly cleaning schedule and are either hand or mechanically cleaned. 15 of the beaches are hand cleaned and 17 are mechanically cleaned. Every beach was cleaned 17 times throughout the summer period (1st Oct – 30th April) with a total of 88.01 tonnes of weight disposed of throughout the summer Period, 3.82 tonnes of weight were disposed by hand cleaning while 84.19 tonnes was disposed via mechanical cleaning.

### Cost

The 2022-23 Beach Cleaning Subsidy Claim Form indicates that the total cost for the 32 beaches to be cleaned was \$300,855.12 for the 2022-23 period with \$175,498.82 coming from the summer period (1st Oct – 30th April). The total cost per metre cleaned is \$10.54 this covers both mechanical and hand cleaned, both variants of cleaning have the same cost per metre. The total cost also included disposal which equated to \$1,994.07 per tonne of disposed weight over the summer period. Unfortunately there is no split between labour/operating vs disposal cost so determining the precise difference between the cost of labour and disposal of matter is difficult to determine.

Total cost of hand cleaning was \$50,423.84 and total cost of mechanical cleaning was \$250,620.28. Total cost of summer period hand cleaning was \$29,413.87 which amounts to a cost of \$7,699.96 per tonne of disposed weight, while summer period mechanical cleaning cost \$146,084.95 for a cost of \$1,735.18 per tonne of disposed weight. Disposed weight in terms of hand cleaning would be purely litter as hand cleaning doesn't remove any organic matter unless necessary.

The most expensive beaches to clean are as follows:  
Rosebud Beach - \$52,006.16 (\$30,336.93 Summer Period) - Mechanical  
Safety Beach - \$28,060.12 (\$16,368.40 Summer Period) - Mechanical  
Tootgarook - \$23,629.57 (\$13,783.92 Summer Period) – Mechanical

# Mornington Peninsula Shire Beach Cleaning Review



## Environmental impacts

Ceasing the use of mechanical raking has seen an increase in amphipod abundance, beach raking can also undermine dune processes, leading to constricted dunes. The practice of beach grooming can have profound long-term negative effects on beach erosion and shore ecology. The process of beach grooming can make the erosion problem worse such that sand is lost from the dune system, interrupting the dune cycle as sand blown beyond the fore dune represents a permanent loss to the system, the wet sand is drawn up and aerated, contributing to drying out of the sand and making the fine sands more vulnerable to wind erosion. High winds can transport fine sands a considerable distance inland, leaving coarse sands behind. (Lake Huron Centre for Coastal Conservation, 2011). Finally, the removal of wrack takes away nutrients and support for a variety of organisms included but not limited to shorebirds, vertebrate macro-fauna and meiofauna (Zielinski et al., 2019).

## Cultural impacts

The Shire's Coastal Planning team was recommended by the Bunurong Land Council Aboriginal Corporation (BLCAC) that the management of the beach should be done to protect the ecosystem, including leaving seaweed on the beach. BLCAC is concerned that mechanical cleaning may damage middens and vegetation and BLCAC also said they would support hand cleaning over mechanical cleaning.

## Current Practice Effectiveness

During the summer period (1st Oct 2022 – 30th April 2023) a total of 88.01 tonnes of weight was disposed of to landfill. 84.19 tonnes of this was collected by mechanical cleaning across the reported 23.74km of beaches, averaging 3.55 tonnes per km. 3.82 tonnes were collected by hand across the reported 4.78km of beaches averaging 0.8 tonne per km. It is noted, mechanical cleaning will collect material other than litter including seaweed, sand and other organic matter. Organic matter was estimated to make up for 85%\* of the weight collected by the mechanical cleaner. So, the weight of litter per kilometre for the rake was adjusted to 0.53 tonne per km. Based on these calculations and assumptions, on average per kilometre, hand cleaning is considered to remove more litter than mechanical cleaning.

Using the estimated 85% of material collected is organic matter, it is predicted that 71.5 tonnes of organic material was disposed of to landfill during the summer period (1st Oct 2022 – 30th April 2023) as a direct result of mechanical cleaning.

During a beach hand cleaning trial, it was indicated through contractor feedback that hand cleaning in the summer periods is difficult due to large volumes of litter being present on beaches.

\*This estimation is not validated by scientific data or information, it is based on the knowledge of the council's Infrastructure Services team.

## Current Role of Volunteers

### Beach Patrol, Port Phillip Bay EcoCentre, Josie Jones, individuals, events (seaside scavenge)

The Port Phillip Bay EcoCentre is a community managed environmental group based out of the St Kilda Gardens, for over 20 years it has been involved in activities that promote environment sustainability and community action ranging from Beach-keeping to corporate volunteering. The Centre is heavily involved in understanding the movement of beach litter and how exactly beach litter accumulates in certain areas, Neil Blake or as many know him the 'Port Phillip Baykeeper' is heavily involved in the projects and reports produced by the Eco Centre. Specifically, the Clean Bay Blueprint 2017-20 that is heavily relied upon throughout this report as a foundation for the dataset and audit sites throughout the Peninsula.

# Mornington Peninsula Shire Beach Cleaning Review



Beach Patrol & The Coastal Advisory Groups (CAG) are significant volunteers and have a passionate outlook on the upkeep of the beaches throughout the Mornington Peninsula.

Beach Patrol is a litter collection volunteer group that operates throughout Victoria, there are multiple groups that complete cleans throughout the Mornington Peninsula. These include the Blairgowrie, Dromana, Mornington, Mt Martha, Mt Eliza, Rosebud-McCrae, and Rye groups. Each of them hand cleans on beach a month in their allotted area. They have an extensive data base dating back to 2014 of each clean that includes, number of volunteers, total hours spent cleaning and what kind of litter and debris was collected.

The Coastal Advisory Groups although inactive at the time of this review, advise and assist the council in planning, management, and protection of the Shire's coastlines. They consist of up to nine community member in each of the 10 groups across the Peninsula. These are Flinders, Hastings, Mornington, Mount Eliza, Mount Martha, Portsea, Rosebud, Rye, Safety Beach, and Sorrento. Members of the Rye, Sorrento, Mount Martha and Mount Eliza groups have previously reported concern with the Shire's beach cleaning regime, mostly in favour of hand cleaning rather than mechanical cleaning.

Josie Jones OAM is a wonderful community member who has done tremendous work over many years that involve cleaning and maintaining the beaches within the Peninsula. She is a greatly passionate member of our community who volunteers countless hours pushing change for the better and keeping our coastlines clean. The data and her report she kindly sent us ended up being invaluable in understanding the story surrounding just how much litter is really along the coastlines. The report showed the bigger picture and why we need to keep evolving our strategies to match with the ever-growing problem of beach litter and clean-up. A copy of two of Josie's reports are attached to this report for reference and to support the growing knowledge base on the impacts of mechanical beach cleaning:

1. Capel Sound, Autumn | Winter 2023, Josie Jones OAM, August 2023
2. Mechanical Beach Rake Test, Identifying the origins of macro plastics found on Port Phillip Bay beaches, Josie Jones, November 2023

## Existing Research

### EcoCentre

The Port Phillip Eco Centre has been using the 'Port Phillip Baykeeper Beach Litter Audit' method since 2014 to accurately measure litter data at beaches in a quick, easily repeatable, and cost-effective manner. The Eco Centre has completed 117 audits between July 2017 – March 2020, three of them being in the Mornington Peninsula – Mothers Beach (4 audits), Mount Martha (30 audits) and Rye Beach (13 audits). A total of 11,248 items were collected within the time frame and nurdles (pre-production plastic <5mm) and plastic fragments (<5mm) made up 77% of the total collection.

The Eco Centre found within their research that Mt Martha had the 3rd highest percentile of hard plastic fragments <5mm of any surveyed beach with 37% of the beaches litter being <5mm hard plastic fragments. The Eco Centre suggests the very high count of nurdles and hard plastic fragments on the beaches audited to the potential of multiple reasons:

Prevailing winds are acknowledged as a primary agent for litter dispersal  
Presence of plastics manufacturing and re-grind industries within the catchments  
Proximity to industrial sites in local river and stream catchments

### Josie Jones OAM

Josie's report on Capel Sound Beach through autumn and winter of 2023 concluded that beach recreation litter is one of the main contributors to the litter that is found on Capel Sound Beach, Josie's data was invaluable towards this report in expressing the story of what is currently happening with the ever-growing litter problem along the Shire's Coastline.

# Mornington Peninsula Shire Beach Cleaning Review



Josie's data presents the possibility of the rake increasing the probability of micro-plastics being present in the sand as it drags broken pieces of litter down the beach as the mechanical raking takes place.

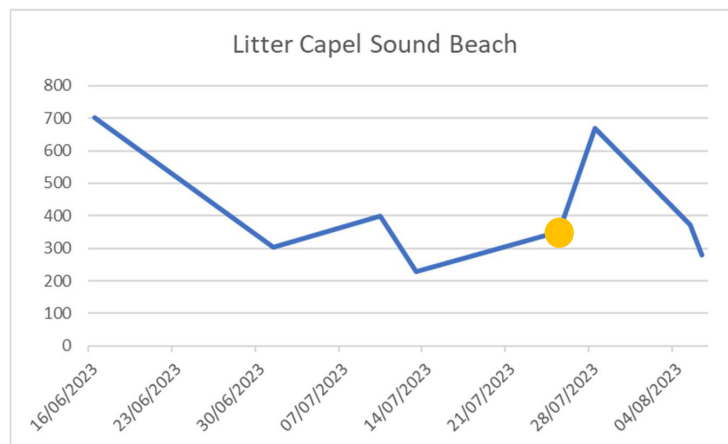


Table 1. Y Axis (grams) and X Axis (date) show litter collection totals over the span of two months, pre-mechanical rake is 16/06/2023 – 26/07/2023 and post-mechanical rake is represented by the yellow marker and data is collected through 27/07/2023 – 04/08/2023

As shown in the above graph, there is a sudden spike in litter post-mechanical raking in which litter collected by Josie is suddenly much higher than previously. It is shown that from the 16/06/2023 to 21/07/2023 there is a gradual downward trend to litter collection until the rake comes over the sand and there is an increase in litter on the surface.

According to Josie's findings the mechanical beach raking is an inadequate beach cleaning process as it breaks, buries, redistributes the plastic just for it to be dug up again by the rake at a later point in time.

Along Capel Sound where Josie has completed her collections, she found that 41.23% of plastics were collected after raking (up to 8 days after). With a total of 3282 grams of plastic being collected over a 4.5-month period at Capel Sound beach with 72% of it being collected above the tideline. Josie found that on average for every 10 grams of plastic there was 28.2 pieces of litter.

### Past MPS trial and surveys

The Mornington Peninsula Shire Council has previously completed a manual beach hand cleaning trial at multiple sites including Moondah Beach, Mount Martha and Rye Foreshore. These were done over a 12 month period to assess the community support of a change in cleaning regime as well as the feasibility of the transition from mechanical to hand cleaning.

These trials came after the Rye CAG, BERG and community concern that the mechanical raking was increasing the speed of erosion, having impacts on vegetation, and increasing the loss of seaweed throughout the beaches. The trials found through community engagement that the majority were in favour of hand cleaning with anecdotal evidence statements such as:

'The beach looks more natural with less rubbish and more bird life and shells'

'Seaweed is essential for a healthy environment. Beaches are areas of the natural environment and should not be designed to look good for humans.'

# Mornington Peninsula Shire Beach Cleaning Review



The Shire also completed a community survey which indicated that there are opposing views in the community, but the majority seems to be in greater support of hand cleaning. The current benefit to the community through the current program is to the people that indicated they preferred a clean, groomed beach with no signs of seaweed or wrack. There were also concerns over safety with hand cleaning with one member of the community suggesting that mechanical cleaning is safer and created a more pleasant environment to be in.

A summary of the survey answers relating to the current program are as follows:

Have you noticed a difference in the condition of the beach at the trial sites?

Yes – 50 (66%)

No – 26 (34%)

Did you know seaweed was so important to the marine and coastal environment?

Yes – 66 (87%)

No – 10 (13%)

Do you support maintaining seaweed in the environment?

Yes – 70 (92%)

No – 6 (8%)

Excluding cost considerations, would you prefer mechanical, or hand cleaning be completed at the beach?

Hand – 53 (79%)

Mechanical – 14 (21%)

## Beach Litter Audits & Mechanical Rake Testing

Before completing the Beach Litter Audits and transects for data collection using the Clean Bay Report 2017-20 methodology, a viewing and testing of the mechanical rake were completed, the testing was completed over one day at Safety where 2 different testing methodologies as shown below were used. These tests took place on the 12<sup>th</sup> of September and was attended by Shire employees, contractors and Josie Jones, who was there to complete her own personal testing for further data collection.

The thought process behind doing two testing methodologies was that Test 1. Would indicate what happens to the sand and litter when mechanically raked. This test is based off the Clean Bay Blueprint 2020 transect and quadrant methodology but was conducted before and after beach raking to help assess the effectiveness of mechanical cleaning at removing litter from the beach and try to quantify the possible increase in microplastics.

Test 2. Was formed to test the most common pieces of litter against the rake and to see how they reacted to being collected mechanically. It was formed as a repeatable process so that multiple pieces of the same litter could be tested, and results could be recorded with little variables.

### Test 1 – Microplastic Influence of Mechanical Cleaning

1. Complete three 1x1m quadrants across the beach profile including the upper beach, mid beach, upper tideline. Photograph each quadrant before collecting and recording individual pieces of litter (micro or macro)
2. Allow rake to complete its usual collection
3. Complete three 1x1m quadrants across the beach profile at the same locations as outlined in step 1
4. Photograph each quadrant before collecting. Recording if the quadrant was raked and record individual pieces of litter (micro (<5mm) or macro (>5mm))
5. Compare the before and after value of micro and macro plastics to determine if there is any recognisable impact of the rake.

# Mornington Peninsula Shire Beach Cleaning Review



## **Test 2 – Collection Effectiveness of Mechanical Cleaning**

1. Download Beach Patrol's data of the Mornington Peninsula Coastline and identify the 5 most common items of litter. (micro (<5mm) or macro (>5mm))
2. scan the beach for these common litter items, or any other items that appear to be common to the test location
3. with identified items, photograph them and leave in-situ – do not disturb
4. if any of the 5 most common items aren't identified on the beach, place missing items on the sand and photograph.
5. Observe the rake run over each of the common litter items.
6. Record observations and photograph how the rake interacts with the item (i.e. photograph running up conveyor belt, broken into pieces and left behind etc.)

## **Results of Testing – split test results**

Both tests mentioned above were completed on the 12/09/2023 at Safety Beach, before continuing with the results it is important to note that recent storm events (9/9/2023) may have pushed wrack and litter past the normal high tide line and into vegetation and sand dunes. Along with test 1 being completed as per stated the test 2 items used were a Plastic Bottle, Squid Jig, Soft Plastic wrapper, a Plastic Bait Bag and an Aluminium Can.

Test 1 results are relatively inconclusive as 2 items of litter were recorded at the tide line and 1 in the middle of the sand region before the raking and only 1 item was recorded in the middle region after the raking occurred. The before transect of the upper sand region couldn't be compared to an after transect as the rake didn't have the ability to drive that close to the vegetation. As the results are inconclusive, further transects were done throughout the next 2-3 weeks across various locations to gain more data.

For Test 2 both the plastic bait bag and can were identified in the material collected by the rake, undamaged. The other items were not located within the collected material. The Squid Jig appeared to be buried after the rake had its first run over the sand and couldn't be collected on further runs or located manually. The rake ran over the water bottle three times without collecting it. After the 4th run the bottle was unable to be located – it did not appear to have been collected by the rake after searching through the collected material.

Anecdotally it appeared that when litter is being run over by the heavier tractor wheels that it is pressed into the sand and the plough cannot pick up the items as it's been embedded in the sand by the rake. This seemed to have happened with the plastic bottle that we used throughout Test 2.

Post raking the area visually looked more appealing and cleaner but at closer inspection there were still smaller pieces of plastic bags and other items entangled in the seaweed that appeared to be buried by the rake instead of being picked up.

Below are some images from the testing at Safety Beach. As mentioned previously, the rake does leave a groomed, manicured look through picking up not only some litter but much of the seaweed on the beach. The bottom two right images show left over litter after the rake had done multiple runs over the sand, unable to pick up the water bottle and piece of soft plastic. It does indicate that if pieces this large cannot make it into the rake, then it's highly likely other pieces that size and smaller are being missed throughout mechanical collection as well.

# Mornington Peninsula Shire Beach Cleaning Review



### Transect Methodology

Multiple transects were completed based on the Clean Bay Blueprint 2020 dataset, using their transect and quadrant methodology, as pictured below in figure 1. Each square was a 1 x 1 metre quadrant and was surveyed for 5 minutes. As shown in the figure, collection started up near the vegetation and worked its way down to the tideline. Transects run roughly at a right angle from the top of the beach towards the closest point at the waterline.



Figure 1. Visual depiction of transects and quadrants for beach litter auditing, each square is 1 x 1 metre and is searched for an allotted time of 5 minutes at the top beach, mid beach and tide line.

To gain a greater understanding of the issues surrounding the beach litter collection system and the overall impact of mechanical raking it was decided that the transects would be done with a before and after methodology. The chosen data collection point would be visited the day before mechanical raking and then also surveyed after the rake had completed cleaning. As there was limited data surrounding the effectiveness and impacts of mechanical raking in the Port Phillip Bay area it was decided that this could be an effective way of collecting new data that previously hadn't existed.

# Mornington Peninsula Shire Beach Cleaning Review



The three main sites used for data collection were Safety Beach, Mt Martha South, and Rye Beach, with Sorrento being the control as it is neither mechanically nor manually cleaned. Overall, 11 audits were completed resulting in 34 quadrants across the 3 data sites and 1 control respectively.

### Results of Transects

Through the transects done there were 18 After quadrants and 12 Before quadrants, so there is already some skew towards the After results as these are more in depth than the Before quadrants.

These results are not in depth enough to provide a fully realised understanding of the effect of mechanical raking on beach litter, providing it would need to be known how weather conditions, foot traffic, location in shire, length and width of beach, man made changes to the beach, different sand types, etc. would influence future results to gain a full understanding around beach litter in the MPS.

The results do however provide an overall picture from the past few weeks and a base level of litter before and after raking, and it can be suggested that raking the beach could be either leaving residue litter from broken pieces from earlier cleaning, potentially uprooting litter just below the surface and/or breaking up larger pieces of litter and spreading it across both upper and middle sand sections.

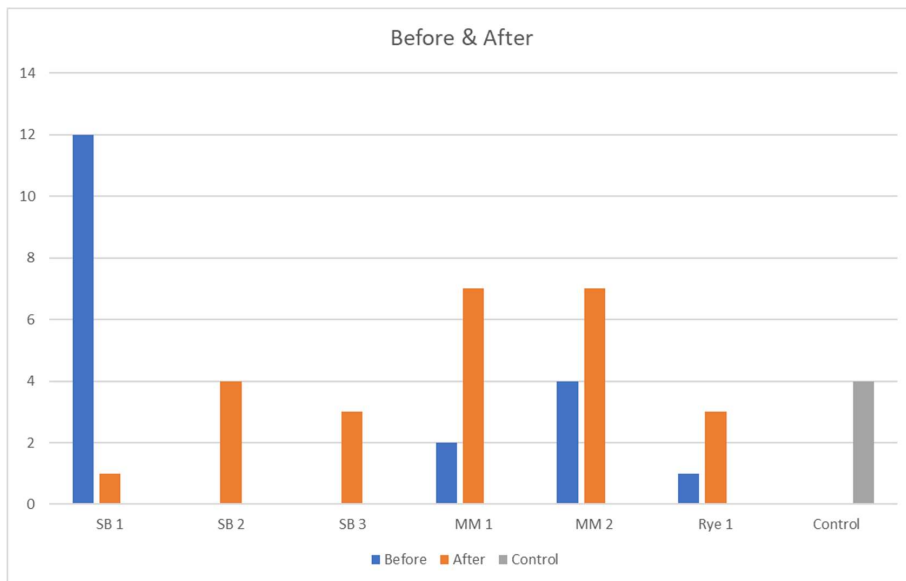


Table 2. shows the amount of litter both before and after for each attendance at the data collection site. With the control beach in grey not being manually or mechanically cleaned at all.

# Mornington Peninsula Shire Beach Cleaning Review

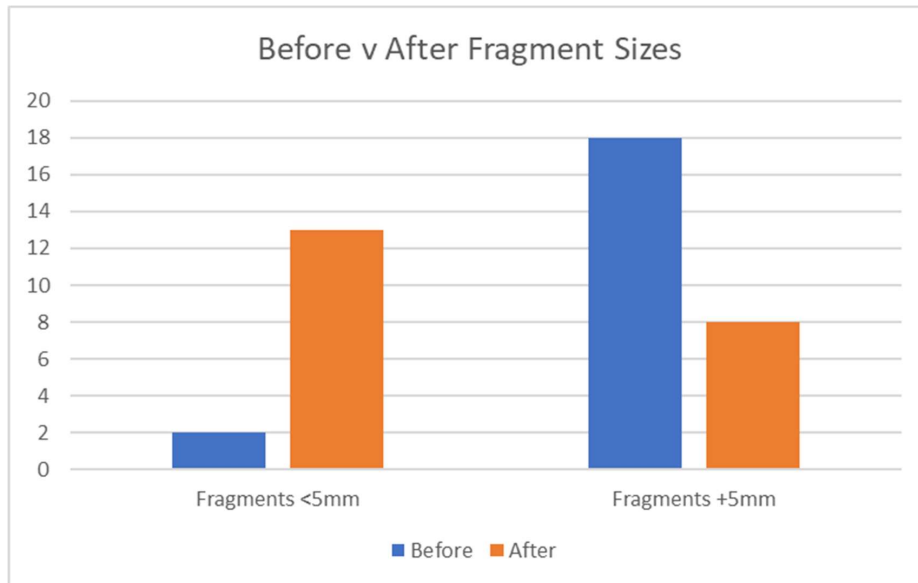


Table 3. indicates the size of the fragments before and after the mechanical raking is completed, it shows that before raking there are larger pieces on the beaches and then after raking fragments <5mm appear more frequently, these are also referred to as microplastics.

As shown in the tables above there is a clear shift in litter size and abundance before and after the mechanical rake is being used. Although we cannot precisely identify the reasoning behind the results, there is a clear pattern occurring that should trigger further exploration into doing more before and after transects.

SB 1 in Table 2. Is an outlier of the results as that dataset was taken immediately after a storm event that increased the amount litter that had recently settled on top of the sand.

In Table 3 before the mechanical raking occurs there are +5mm fragments that appear quite regularly in the data collection, then after raking occurs fragments <5mm increase immediately after the mechanical cleaning has taken place. Although this result can't be narrowed down to one specific reason, it does show a possibility of the rake having some sort of effect on the litter it misses or partially catches. There would be an opportunity to further the data collection across seasons and other beach locations that haven't been analysed yet.

### **Discussion of Testing & Results**

Overall, the collection of data was more difficult than anticipated. The unpredictability of DM Roads scheduling along with their mechanical issues lead to a lot of 'Before' collections being missed and only the 'After' collections able to be completed. This particularly happened with Safety Beach in which 2 After transects were completed at Safety Beach but only 1 Before Transect.

Along with DM Roads scheduling another aspect that may have resulted in some ineffective data collection is human error, there is difficulty in collecting litter that is a microplastic as they are near invisible to the naked eye. It is possible that smaller microplastics or nurdles were missed, especially if they are the colour of sand. Through this difficulty, it would be suggested that it is not feasible to ask manual cleaners to collect micro plastics or nurdles as this would be too time consuming and most likely not effective.

# Mornington Peninsula Shire Beach Cleaning Review



Too further analyse beach litter in the MPSC area it would be appropriate to collect further data using the same methods used in this report at the same collection points used.

## Moondah Beach Inspection

On 11 September 2023, Hayden Forrest, Coastal Planner, met with Ken Grenfell (Mount Eliza Coastal Advisory Group member) to discuss Ken's observations at Moondah Beach, Mount Eliza over approximately 12 years of volunteering to collect litter at this beach.

Moondah Beach has a varied history of mechanical or hand cleaning, mostly based on access restrictions, with the rake only able to access via private property upon agreement. The beach has been purely hand cleaned since 2021.

At the time of the inspection the source of litter at Moondah Beach was evidently from outside sources given the presence of significant amounts of construction material (tiles spaces and ear bud), plastic nurdles and parking tickets from City of Yarra (dated 12 and 26<sup>th</sup> August 2023) and City of Port Phillip (illegible date). It is noted there was a storm event on 9<sup>th</sup> September 2023.

Ken's observations at this beach are that in summer litter is not much of a problem and when completing voluntary beach cleans, he will rarely find much litter. In winter when the N-NW winds are dominant litter is pushed to Moondah Beach and depending on the exact wind direction, litter will deposit on the north or south end of the beach. After these winter storm the volume of litter in not considered feasible to collect by hand and requires mechanical cleaning to rapidly remove litter before it re-enters the bay.

The observations from Moondah Beach appear to be contrary to that of Capel Sound as outlined in Josie Jone's report, emphasising that different beaches require tailored approaches to best manage litter.

Photos from the Moondah Beach inspection on 11 September 2023 are provided below.



# Mornington Peninsula Shire Beach Cleaning Review



## Recommendations/Consideration of Hand Cleaning

Considering the test that was completed at Safety Beach and the use of the Port Phillip Bay Eco Centre's Beach Audit methodology at the three indicated sites, the following recommendations are based on the data found and the following notion '*That Council agrees in principle for a hand beach cleaning program on Mornington Peninsula Shire beaches and that the Chief Executive Officer brings back to Council a recommendation on whether implementation should go ahead based on cost, efficiency, community benefit and consideration of the role of volunteers.*'

Overall, through this report it doesn't seem viable to complete a full transition to hand cleaning, it appears to be too cost intensive, labour intensive; specifically, during the summer periods and finally, a complicated process with both in council and community hurdles to overcome for it to be implemented. Below are some recommendations that are believed to implement more hand cleaning, reduce, or react to the limitations of mechanical cleaning and have a more reactive approach to beach cleaning events that occur in the Shire.

### *Greater Data Collection*

First and foremost, there previously was not enough data collected by the council or contractors. There needs to be an increase in both quantitative and qualitative data collection to create a more informed understanding of how exactly the mechanical rakes are affecting the litter on our beaches. This data collection can be furthering the already collected data via beach transects, mainly the before and after raking transects. Overall, greater data collection would help council in understanding best practice and gaining a more informed understanding of mechanical raking on the Peninsula's beaches.

### *Implement Group Support (Beach Patrol)*

A major aspect in the cleaning of the beaches in the Shire are the volunteers and volunteer groups. After a chat with Amy Westnedge, a member of Beach Patrol it was indicated that Beach Patrol needs more support in gaining new members. This could be done helping them have a greater social media presence, increasing council's support publicly for Beach Patrol through articles in Pen Wide and having open communication with leaders from Beach Patrol especially over the summer peak periods.

### *Manual assistance along-side Mechanical Rake*

Through the testing done and the beach auditing it was evident that the mechanical cleaning is not picking up everything it should be. A possible intervention to that is to have a beach cleaning assistant that follows behind the rake picking up litter it either misses, breaks or buries. This would greatly reduce the amount of left-over residue, especially smaller pieces that don't fit into the tines, assist after weather events that increase litter and go through vegetation above the upper sand region where the rake cannot physically go.

### *Before Cleaning Surveyance*

Another recommendation is that before mechanical cleaning the vehicle operator does a manual beach surveyance. This would be where they walk with manual cleaning tools and do a beach walk picking up any larger pieces and assessing whether the beach needs to be mechanically raked, the indications for the use of mechanical raking would be subjective but should focus on larger whole pieces of litter such as bottles, plastic bags etc. if the operator believes there is too much to manually collect after their initial surveyance walk then the rake should be used.

### *Education on Litter*

Although already done there can always be more litter-based education focusing on the effect on beach ecosystems. This can be done through further signage around litter hotspots such as Mt Martha and Rye beach and then furthering data collection at those areas to assess whether it has worked.

# Mornington Peninsula Shire Beach Cleaning Review



*Assessing each beach based on its environmental and community significance*

This would be a reassessment of each beach contracted for cleaning, further understanding their environmental and community significance would allow for a greater assessment on whether mechanical or manual cleaning is necessary. Basically, if a beach that is currently mechanically cleaned barely gets visitors throughout the low peak period, mechanical cleaning should be reduced as why should cleaning occur if no one is visiting.



CAPEL SOUND  
AUTUMN | WINTER 2023



41.23% of plastics collected was after raking or within 8 days of raking. 31.41 % of plastics were collected in the Upper sand table and 27.36% of plastics collected from the tide line.

The highest volume of plastic collected is 7 Days after raking 05.08.2023 across the sand table with 371 grams |1046 pieces. Making up for 11.3% of the overall plastic collected.



## JOSEPHINE (JOSIE) JONES OAM.

Citizen scientist by day, environmental advocate by night. I'm the Sherlock Holmes of eco-consciousness, spotting tiny details in the wild that would make even the bees jealous.

When I'm not cataloguing species on iNaturalist, or underwater freediving, you can find me piloting my Beach Hand bin with community, to inspire environmental stewardship across our beaches nationally. Our most recent pilot of the Great Barrier Reef as part of ReefClean and Tangaroa Blue.

As any beach cleaner on the Southern Mornington Peninsula will tell you, the litter we find on our beaches originates predominately from the beach goer. For the past 12 years I have lived in Rye and cleaned beaches on the Peninsula from Portsea to Mornington.

As a water sports person, I understand the architecture of nature, in that every beach is different, the wind and the tide play a huge role in the movement of sand, seaweed and litter, as we move around the bay.

Despite the diversity, some things are common in the beaches outlined in this presentation the commonality they share is mechanical raking.

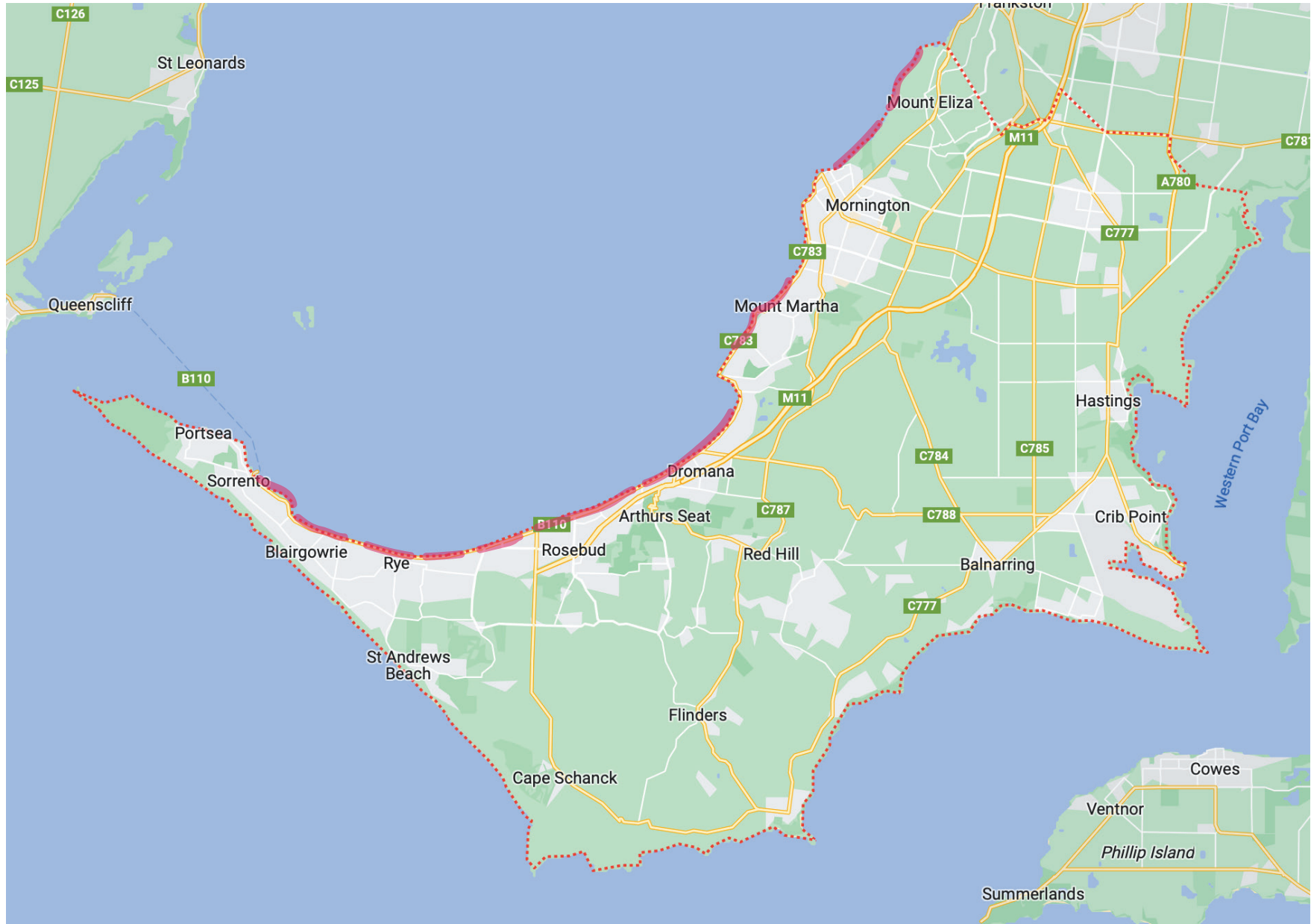
Raked beaches show litter with a common pattern of being macro in size, hard plastic, consistently broken, stressed, twisted, old and new, worn and torn and flattened.

Some Macro pieces resemble parts of beach recreational items, such as toys, other items collected include building related such as tile separators, silicone ends, nails, screws. In addition there are broken syringes and parts, personal care including contacts, eye drops, band aids, hairties, recreation items, furnishings and glass.

My aim is to change the story around littering for urban based beaches and to reform self management of waste on coastal environments. The level of littering on beaches and the current mitigation, is adding to erosion and leaving clean up groups to pick up after a legacy of plastics.

Prevention is needed. The volume of littering on beaches needs to be stopped. Hand Cleaning is the most effective method of cleansing and in my belief has been over estimated and underestimated in cost and value by council. Financially, environmentally, ecologically and socially.

We have greater power in employing people to educate as Rangers and offer solutions to beach goers, therefore creating stewards and community through action for generations to come.



## MORN PEN SHIRE

With 192 kilometres of coastline along Port Phillip and Western Port, Mornington Peninsula Shire has a strong interest and long-standing commitment to being leaders in coastal planning and management. The Shire has developed a suite of coastal and marine management plans to guide the management and future of our coastlines.

The Mornington Peninsula Shire directly manages 64 kilometres of this over several coastal foreshore reserves on the Peninsula (Council is the appointed Committee of Management pursuant to the Crown Land (Reserves) Act 1978 or the freehold landowner), including:

### Mornington Peninsula Managed

Flinders Foreshore (northern section):  
Beach near Flinders pier facing Westernport  
Hastings Foreshore

Mornington Foreshore: Fishermans, Mills, Scout, Shire Hall Beaches

Mount Eliza Foreshore: Canadian Bay, Daveys Bay, Earimil North and South, Moondah, Ranelagh, Sunnyside Beaches

Mount Martha Foreshore: Mount Martha North and South Beaches

Portsea Foreshore: Portsea Front, Fishermans and Shelley Beaches

Rosebud Foreshore: McCrae/Rosebud Beaches

Rye Foreshore: Rye Front Beach

Safety Beach Foreshore: Safety Beach

Sorrento Foreshore: Sorrento Front Beach

### Parks Managed

Bushrangers Bay  
Cape Schanck  
Gunnamatta Beach  
Point Nepean National Park  
Portsea Ocean Beach  
Rye Ocean Beach  
Sorrento Ocean Beach  
St Andrews Beach  
Flinders Ocean Beach



Current size categories	Size range	Proposed size categories	Size Range	Organism of equivalent size
Nanoplastic	0.001-1 µm	Femto-size plastics	0.02-0.2 µm	Virus
Microplastic	1-1000 µm	Pico-size plastics	0.2-2 µm	Bacteria
		Nano-size plastics	2-20 µm	Flagellates
		Micro-size plastics	20-200 µm	Diatoms, dinoflagellates, ciliates, daphnids
Mesoplastic	1-10 mm	Meso-size plastics	200-2000 µm	Amphipods, appendicularians, chetognats, copepods, thaliaceans
		Macro-size plastic	0.2-20 cm	Euphausiids, heteropods, jellyfish, larval fish, mysids, pteropods, solitary salps
Macroplastic	> 1 cm	Mega-size plastic	20-200 cm	Jellyfish, colonial salps

Source: <https://www.sciencedirect.com/science/article/pii/S2215016121003095>

Source: <https://www.mornpen.vic.gov.au/Building-Planning/Coastal-Planning/Our-Beaches-and-Foreshores>

Capel Sound 31.03.2023 parts of a Pen

Mornington Peninsula Shire Council 31.03.2023 AM August 2023

**Committee of management**

- Balnarring Beaches (Balnarring Beach Foreshore and Parks Reserve Committee of Management)
- Blairgowrie Front Beach (WhiteCliffs to Camerons Bight Foreshore Reserve Committee of Management)
- Capel Sound and Tootgarook Beaches (Capel Sound Foreshores Committee of Management)
- Crib Point / Stony Point (Crib Point - Stony Point Foreshore Committee of Management)
- Dromana Beach (Dromana Foreshore Committee of Management)
- Merricks Beach (Merricks Beach Foreshore Committee of Management)
- Point Leo (Point Leo Foreshore Park and Reserve Committee of Management)
- Shoreham Beach (Shoreham Foreshore Reserve Committee of Management)
- Somers Beaches (Department of Environment, Land, Water and Planning (DELWP))

Theme: **Litter and Pollution**

2021 Indicator: **11 Litter and plastics**

LOCATION	STATUS	TREND	DATA
Gippsland Lakes	Unknown	? Unclear	Insufficient Evidence To Assess
Corner Inlet and Nooramunga	Unknown	? Unclear	Insufficient Evidence To Assess
Western Port	Unknown	? Unclear	Insufficient Evidence To Assess
Port Phillip Bay	Unknown	⬇️ Deteriorating	Moderate (Trend) Low (Status)

Data source: Port Phillip EcoCentre, Tangaroa Blue Foundation, Academic researchers

2021 Indicator: **13 Coastal contaminated land**

LOCATION	STATUS	TREND	DATA
Gippsland Lakes	Good	? Unclear	Low
Corner Inlet and Nooramunga	Good	? Unclear	Low
Western Port	Good	? Unclear	Low
Port Phillip Bay	Fair	? Unclear	Low

Data source: EPA Victoria

Source: <https://www.ces.vic.gov.au/state-of-reports/state-marine-and-coastal-environment-2021-report/litter-and-pollution>



## CAPEL SOUND FORESHORE

### Winter Months on the Mornington Peninsula.

During the period documented, the beach activity of walkers were made up of dog walkers and beach walkers. The weather was from 19.6 degrees down to 10 degrees celsius. There had been no visible beach goers or activities in this area.

Over the winter, I returned to the section of Capel Sound to collect plastics found in the sand table, I had not visited since 2018. During this period, I collected data 14 times over a period of 4.5 months, over time, the wind and rain revealed buried plastics.

After raking, on the *31st of March*, and the *18th of May*, the rake did not attend again until *26th of July 2023*. No litter is collected from the lower tide line during this period, all the litter is found in the **sand table**, unaffected by tides from - *31st of March 2023 - 11th of June 2023*.

As a result of high winds and increased seasonal tidal movement the tide began to rise on *June 12th and June 16th*.

From June 16th collections are divided into two sections, one called the **upper sand table** (above the tide line) and one called the **Tide Line** (on the upper tide line). The plastics collected are from behind the tide line (sand side) and amongst the weed within 30 centimeters of the back of the tide line.

Over the period of the *16th of June* to the *25th of July* the tides rose, as weed was washed up, it later started to be pulled from the sand with the plastics that were caught within it. This was redistributed down the tide line into the vegetation, outside of the beach sand and raking area, with the remaining weed on the sand table covered in sand.

The Rake attended on the *26th of July 2023*. I then walked across the **sand table** and collected on 3 occasions collecting any plastic or glass found within the raking lines. The plastic and glass found is only in the sand table and does include the lower tide line.



On 31.03.2023 159 grams of plastic or 448 pieces were collected from the sand table on the study section of beach at Capel Sound after Mechanical Rake attended. This was the first collection of 14 and the first time I returned to this beach since Sept of 2018.

*Josephine Jones OAM August 2023*

## COLLABORATION

Council officer Hayden Forrest requested that I measure by weight the bags of plastics found and that they would graph these findings.

Capel Sound is a unique beach in that it sits further back than the tide can rise, therefore it is more likely to find a build-up of plastics in this style of beach, rather than beaches where the entire tide covers the sand table.

In cases where the entire tide covers the sand table, this is where we begin to see plastics and residue litter being moved along the tide lines and around the Bay. These items, which are not native to the environment, can then be washed up onto the shoreline, creating a hazard for wildlife and posing a potential risk to beach users.

The next page shows links to iCloud albums of each beach collection and how the plastic is appearing in the sand. Subsequent pages shows mapping of data which indicates limited effectiveness.

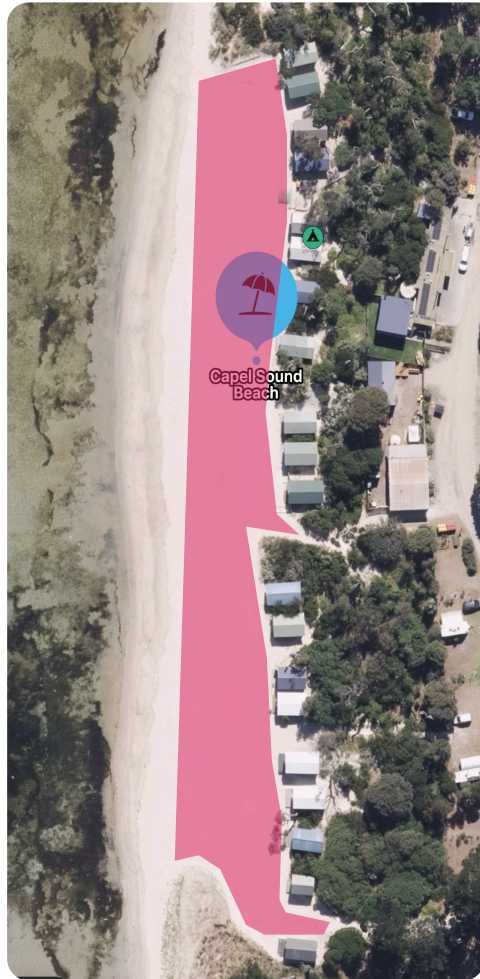
Mechanical raking seems to not effectively remove all types of debris, especially smaller items like cigarette butts or plastics, leading to a false sense of cleanliness.

Raking can inadvertently spread plastics and other pollutants present in the sand, exacerbating environmental pollution issues.



On 18.05.2023 244 grams of plastic or 448 pieces were collected from the sand table from the study section of beach at Capel Sound after Mechanical Rake attended. This was the second collection of 14 and the second time I returned to this beach since 31.03.2023

*Josephine Jones OAM August 2023*



 Sand table

 Upper Sand table

 Tide Line

Josephine Jones OAM August 2023

## CAPEL SOUND

| 31.03.2023 - 06.08.2023

### LINKS TO iCloud images



#### Sand table

31.03.2023 159 grams plastic  
18/22.05.2023 244 grams plastic

*Tide now rises across sand table,*



#### Upper sand table

12.06.2023 222 grams plastic  
16/18.06.2023 162 grams plastic  
16/18.06.2023 280 grams glass  
30.06/01.07.2023 139 grams plastic  
10.07.2023 187 grams plastic  
13.07.2023 87 grams plastic  
25.07.2023 234 grams plastic



#### Tide line

12.06.2023 No collection  
16/18.06.2023 260 grams plastic  
30.06/01.07.2023 164 grams plastic  
10.07.2023 213 grams plastic  
13.07.2023 142 grams plastic  
25.07.2023 119 grams plastic

*Rake attends 26.07.2023*



#### Sand table

27/28.07.2023 329 grams plastic  
27/28.07.2023 340 grams glass  
05.08.2023 371 grams plastic  
06.08.2023 250 grams plastic  
06.08.2023 31 grams glass

**RAKED**  
**RAKED**

<https://share.icloud.com/photos/00awdZXlrCvcbcwqZq8IW9Djg>  
[https://share.icloud.com/photos/0ccJdf58NOVc5urU1gCRBtC\\_w](https://share.icloud.com/photos/0ccJdf58NOVc5urU1gCRBtC_w)

*Collections become divided into 2 - Upper sand table and Tideline*

12.06. <https://share.icloud.com/photos/062BFGWrEpPxBm5ctBppRbP9g>  
16/18.06. <https://share.icloud.com/photos/081vSLIML8NkdAkyli4bvzaug>  
30.06/01.07. <https://share.icloud.com/photos/023fkkRg8hIWwhcrOLBB14JJA>  
10.07. <https://share.icloud.com/photos/008aXrFpqBo4FBMXcDRO6vX5w>  
13.07. <https://share.icloud.com/photos/0354RzvCOM7MFgcTjWU4xpg0Q>  
25.07. <https://share.icloud.com/photos/0d9V25ODmvAo8M2ychiQUx02w>

**RAKED**

<https://share.icloud.com/photos/0ee8ayU8a6hdH87HXGuc7j7CA>

<https://share.icloud.com/photos/09cFV0vudk5HNx-HCz87fQRcQ>  
[https://share.icloud.com/photos/091JI99\\_H31xMsDTParEU53PQ](https://share.icloud.com/photos/091JI99_H31xMsDTParEU53PQ)

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**Upper sand table**

16/18.06.2023 162 grams plastic  
16/18.06.2023 280 grams glass



**Tide line**

16/18.06.2023 260 grams plastic



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**Tide line**  
16/18.06.2023 260 grams |  
733 pieces of plastic

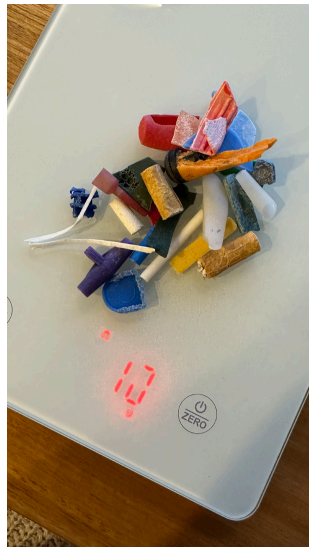


**Upper sand table**  
16/18.06.2023 162 grams |  
457 pieces of plastic  
16/18.06.2023 280 grams glass



## AVERAGE 28.2 PIECES PER 10 GRAMS

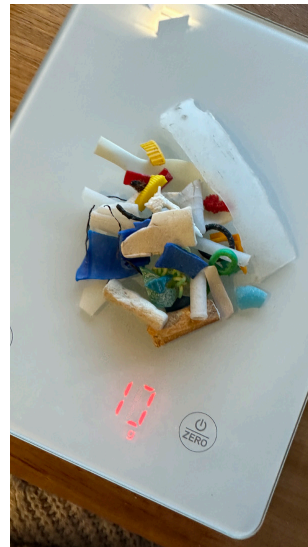
Gathering five sets of plastic samples and then dividing the total number of pieces by the combined weight of the samples allows for calculating the mean average of plastic pieces per 10 grams. This method helps gauge the density of plastic pollution in the study area, providing valuable insights into the extent of environmental contamination. By analyzing these averages, researchers and policymakers can better understand the distribution and impact of plastic waste, facilitating more targeted and effective strategies to combat plastic pollution on a local and global scale.



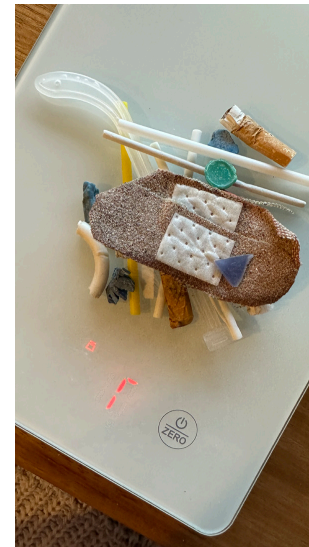
28 - 10 grams



22 - 10 grams



34 - 10 grams

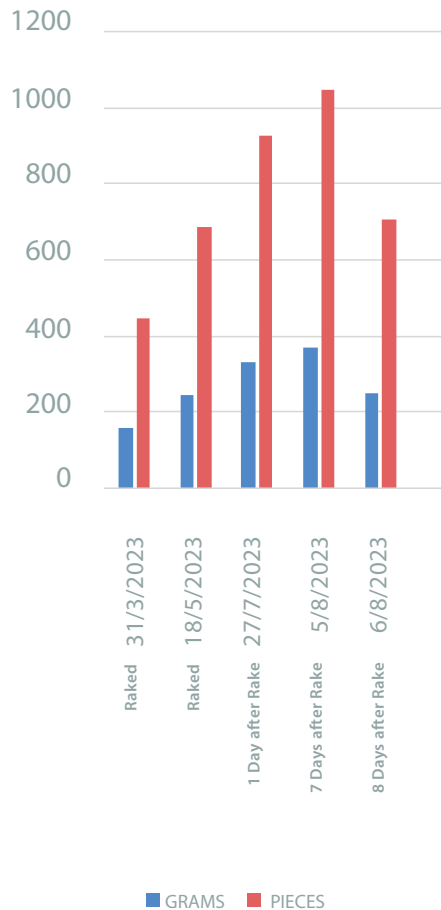


26 - 10 grams



31 - 10 grams

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41.23% of plastics collected was after raking or within 8 days of raking. 31.41 % of plastics were collected in the Upper sand table and 27.36% of plastics collected from the tide line.

The highest volume of plastic collected is 7 Days after raking 05.08.2023 across the sand table with 371 grams |1046 pieces. Making up for 11.3% of the overall plastic collected.

The second largest collection was recorded on 27.07.2023 1 day after the rake, with 329 grams | 927 pieces across the sand table, Making up for 10.02% of the overall plastic collected.

The 3rd highest is 16.6.2023 with 260 grams | 733 pieces from the tide line, making up for 7.9% of the overall plastic collected.

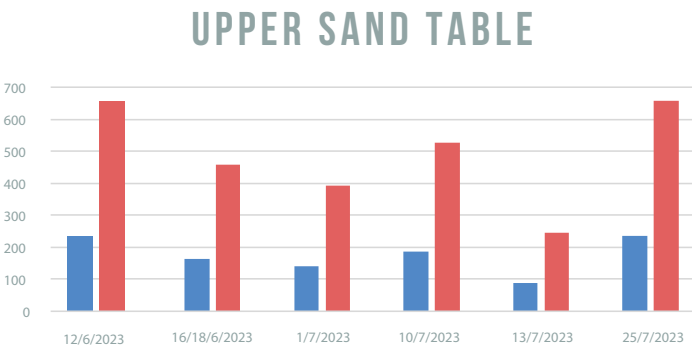
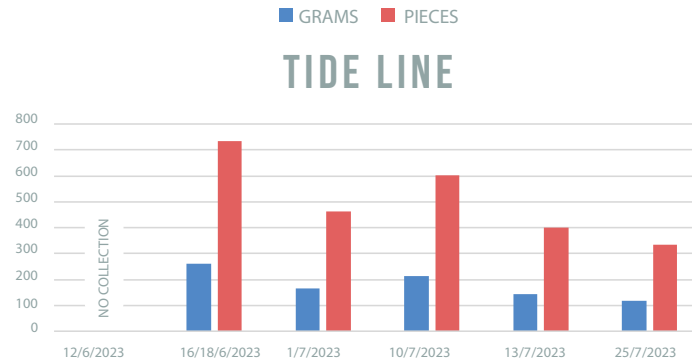
The fourth highest collection is 8 days after raking on the 6.8.2023 with 250 grams | 705 pieces of plastic across the sand table, making up for 7.6% of the overall plastic collected.

The fifth highest day is 1 day after raking on the 18.05.2023 with 244 grams | 688 pieces across the sand table making up for 7.6% of the overall plastic collected.

## SAND TABLE



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Overall an estimated **3282 grams** | **9252 pieces** of plastics were collected from a 120 meter by 20 meter section of Capel Sound foreshore, over a period of 4.5 months. This activity took place from 31.03 - 06.08. 2023.

**1353 grams** | **3814 pieces** were found across the sand table - Each collection is after the rake or within 8 days of the rake

**1031 gram** | **2906 pieces** were found in the Upper sand table - Each collection is not raked during this time frame, wind and rain are exposing embedded plastics

**898 grams** | **2532 pieces** in the tide line - Each collection is collected from the back side of the upper tide line and within 30 centimeters of the weed sitting in front.

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## OVERALL DATA



### SURVEY METHODOLOGY: COLLECTING LITTER ACROSS THE SAND TABLE

**Objective:**

The primary objective of this survey is to systematically collect data on litter distribution across the sand table area and collect any evidence of litter sitting on the surface.

**Method:**

1. Preparation:

- Select the designated survey area on the sand table.
- Divide the area into sections if necessary.
- Prepare necessary equipment: plastic bags, texta and a phone for camera.

2. Sampling Strategy:

- Use a stratified random sampling approach by dividing the survey area into 2 defined areas
- Select a predetermined section for data collection.
- If the area is small, consider covering the entire area for a comprehensive assessment.

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3. Data Collection:

For each selected section, follow these steps:

1. Stand at a designated distance from the sand table to avoid disturbing the sand's surface.
2. Observe the section from this position and identify any visible evidence of litter sitting on the sand surface.
3. Document your observations on the data sheet: location (section number), type of litter, approximate size, and whether it's on the surface.
4. Use hands to carefully pick up the litter without disturbing the sand.
5. Place the collected litter in a designated plastic bag labeled with the corresponding section and date.
6. Take clear photographs of the collected litter as visual documentation.

4. Data Recording:

- Enter the collected data into a digital based spreadsheet.
- Include information such as section, type of litter, weight, and whether it was on the surface.
- Compile photographic documentation alongside the data entries.

5. Quality Control:

- Conduct regular checks to ensure accurate data collection and adherence to survey protocols.
- If multiple surveyors are involved, ensure consistency in observations and data recording.

6. Data Analysis:

- Aggregate the collected data to calculate the frequency and distribution of litter types.
- Analyze the proportion of litter found on the surface versus embedded within the sand.

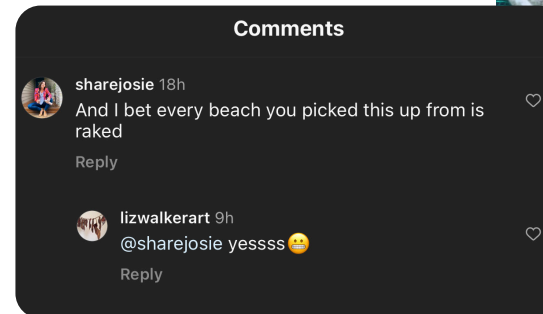
7. Report Generation:

- Summarize the findings in a comprehensive report.
- Include data tables, graphs, and photographs to support the conclusions.
- Discuss implications, potential sources of litter, and recommendations for future mitigation efforts.

Ethical Considerations:

- Respect the environment by minimizing disruption to the sand table and adhering to proper disposal practices for collected litter.
- Prioritize safety by wearing gloves and handling litter carefully to avoid potential hazards.

By following this survey methodology, you can systematically assess the distribution of litter on the sand table, specifically focusing on evidence of litter sitting on the sand surface.



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## PROJECT CONCLUSION: UNDERSTANDING AND ADDRESSING URBAN BEACH PLASTIC POLLUTION

Plastic pollution on urban beaches, such as Capel Sound, challenges common perception that debris comes predominately from the open ocean, storm water and rivers. Our study unveils a significant issue originating much closer to shore.

Beach recreation litter is a primary contributor to pollution on urban beaches. Inadequate mitigation strategies, including beach raking, inadvertently bury, break and redistribute plastics under the sand.

The mistaken belief that the majority of plastics wash in from the water misrepresents the source of pollution. Our research highlights the importance of recognizing local factors.

Unlike open ocean areas affected by currents, the primary concern on urban beaches is the accumulation of litter generated by beach goers.

Plastic build-up beneath the sand's surface threatens coastal ecosystems, marine life, and water quality over time.

Research indicates a build up of plastics in the sand adds to erosion, working as a lubricant to the sand

Energy Consumption: Operating heavy machinery for beach raking consumes energy and releases carbon emissions, contributing to climate change and environmental degradation.

Solutions involve educating the public about responsible waste disposal and promoting eco-friendly behaviors among beach goers.

Reassessing beach management practices, specifically the impact of beach raking, is essential to preventing litter accumulation.

By acknowledging the role of local and visitors actions, we can address the problem at its source and foster a more sustainable relationship between humans and the coastal environment.

*Josephine Jones OAM August 2023*



In summary, this study offers a comprehensive understanding of the intricate issue of littering on beaches. The findings demonstrate that the primary source of litter on these pristine shores is attributed to beach goers themselves, rather than storm water and rivers as previously assumed.

This revelation underscores the pivotal role that individual behaviors play in shaping the cleanliness and preservation of our coastal ecosystems. Surprisingly, the investigation also uncovers an unintended consequence of mechanical raking, a practice intended to restore the natural beauty of beaches. Instead, our research indicates that this process inadvertently exacerbates the problem by redistributing litter and hindering its effective removal.

This demands a critical re-evaluation of the current approaches to beach cleaning. In order to address these challenges, it is imperative that we implement a two-fold strategy. Firstly, fostering a deeper sense of environmental stewardship among beach goers through targeted awareness campaigns, educational programs, and community engagement will be essential in curbing the rampant littering behavior.

Secondly, the adoption of innovative and less disruptive beach cleaning techniques is crucial to rectifying the shortcomings of mechanical raking.

In the grand scheme, the study calls for a paradigm shift in our understanding of beach litter management. By acknowledging the central role of human actions and rethinking our methodologies, we can collectively work towards alleviating this pervasive issue and safeguarding the natural beauty and ecological balance of our beloved coastlines.

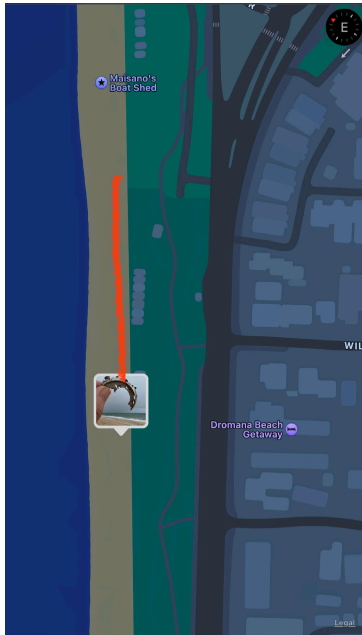
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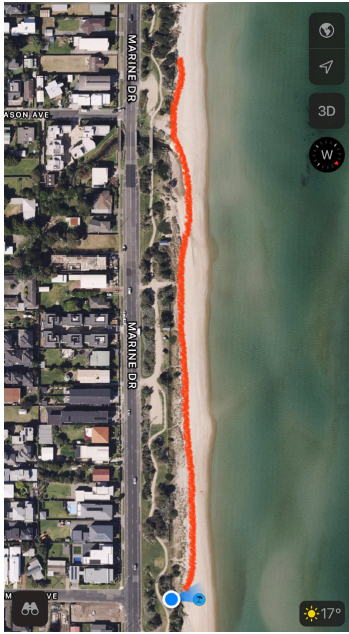
OTHER RAKED BEACH EXAMPLES



Safety Beach Mornington Peninsula Council 22.04.2023  
No tide rise, colder climate, beach walkers with dogs present  
**ESTIMATED 3 DAYS AFTER RAKING**  
644 grams, based Average litter per 10 grams  
28.2 grams = 10 grams 644 grams = 1816.08 peices



Dromana Mornington Peninsula Council 30.03.2023  
No tide rise, colder climate, beach walkers with dogs present  
**ESTIMATED 1 DAY AFTER RAKING**  
402 grams, based Average litter per 10 grams  
28.2 grams = 10 grams 402 grams = 1133.64 peices



Safety Beach 24.04.2023  
No tide rise, colder climate, beach walkers with dogs present  
**ESTIMATED 5 DAYS AFTER RAKING**  
362 gramss, based Average litter per 10 grams  
28.2 grams = 10 grams 362 grams = 1816.08 peices



Clifton Gardens Sydney - Mosman Council 03/04 05.2023  
No tide rise, colder climate, beach walkers with dogs present  
**RAKED DAILY**  
552 grams, based on litter Mean to Mornington Peninsula  
28.2 grams = 10 grams 552 grams = 1556.64 peices



Balmoral Park Sydney - Mosman Council 04.05.2023  
West side section of 40 meters  
**ESTIMATED DAY OF RAKING**  
98 grams based on litter Mean Mornington Peninsula  
28.2 grams = 10 grams 98 grams = 276.36 peices



Mechanical beach raking, common practice globally, has raised concerns due to consistent evidence of broken down plastic pollution on raked beaches. Despite efforts to mechanically clean shorelines, plastics persist, pointing to the limitations of this approach.

Plastic debris often becomes embedded in sand and weed, making removal challenging and causing long-term ecological harm. Notably, Lake Erie in the USA in the Great lakes and Port Phillip Bay share striking similarities in their plastic pollution issues.

Both bodies of water are isolated bodies of water with urban populations.

Both are prone to accumulating plastic litter due to their urbanized surroundings, heavy recreational activities, and population density.

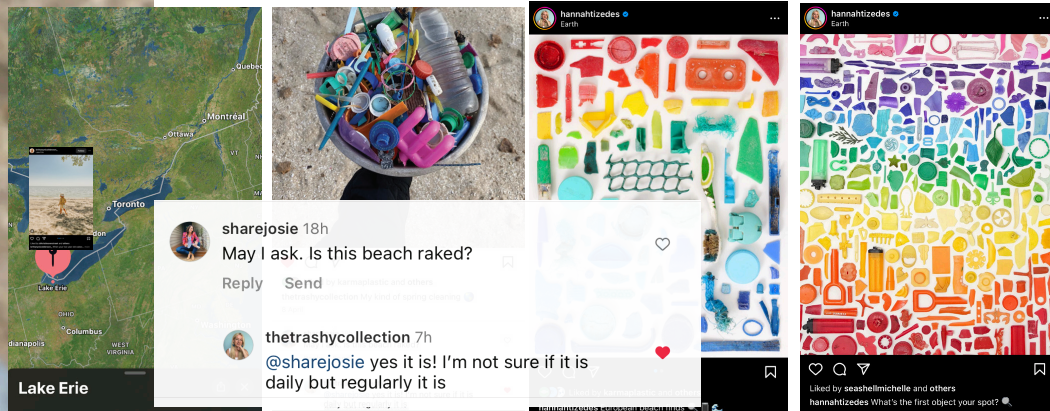
The Great Lakes, including Lake Erie, are susceptible to plastic pollution due to their interconnectedness and the inflow of plastics from recreation, maritime and

Port Phillip Bay faces similar challenges due to its high population density and urban development around its shores.

Both ecosystems suffer from the consequences of inadequate litter management.

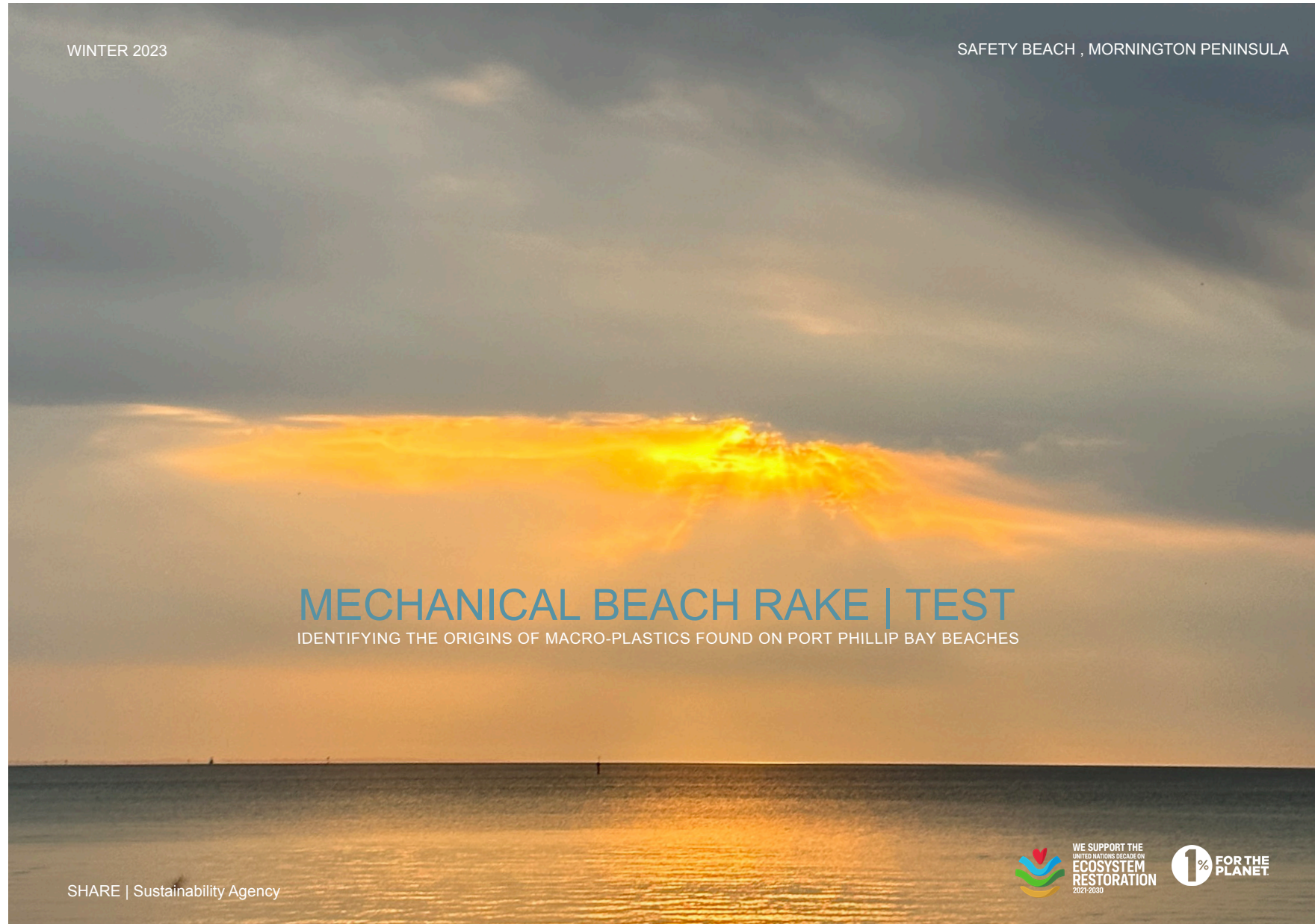
Both are raked.

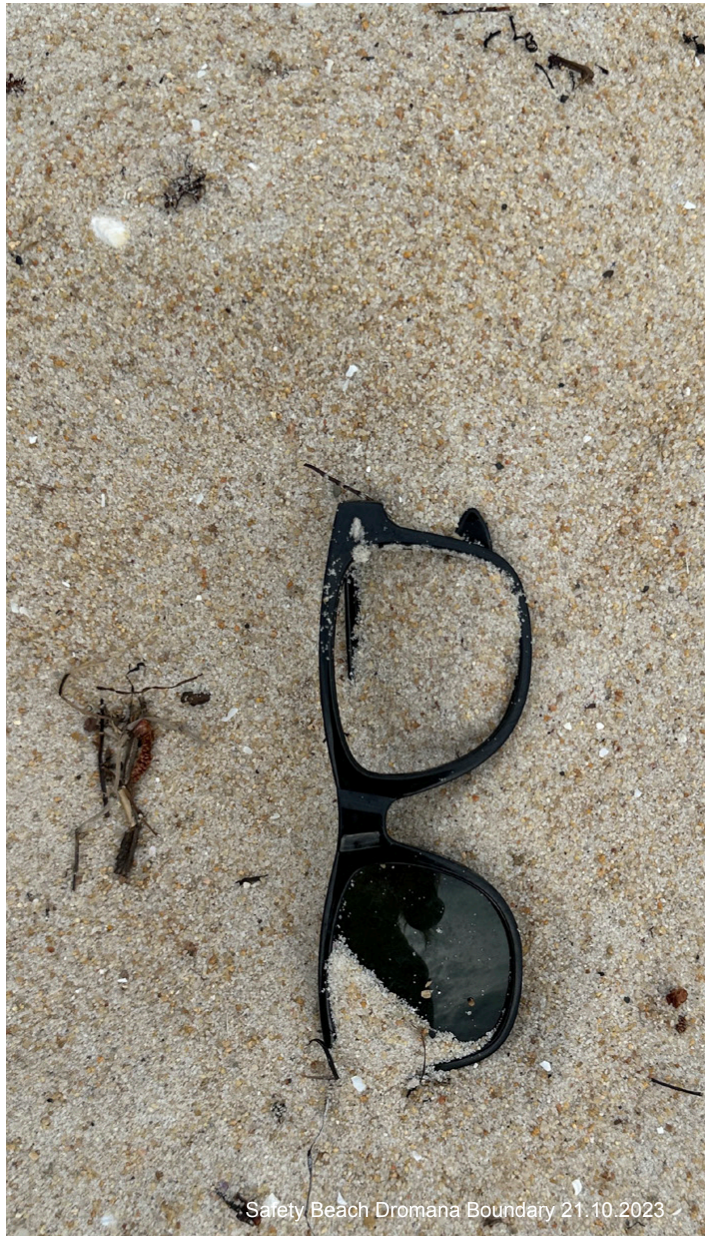
These shared issues highlight the need for holistic approaches to plastic pollution, emphasizing waste reduction, improved recycling, and better waste disposal practices to mitigate the ecological impacts on these vital aquatic environments.





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### The Threat of plastic pollution in Australia Report

Overview of marine plastic pollution

2.1

According to The United Nations Environment Program (UNEP), 'Marine litter' refers to any persistent, manufactured or processed solid material disposed of, or abandoned in, the marine and coastal environment. It can consist of items that have been deliberately discarded into rivers and oceans, or on beaches; brought indirectly into the marine environment through sewage, storm-water, winds and rivers; or accidentally lost, including items lost at sea such as fishing gear and cargo.[1]

[https://www.aph.gov.au/parliamentary\\_business/committees/senate/environment\\_and\\_communications/marine\\_plastics/Report/c02](https://www.aph.gov.au/parliamentary_business/committees/senate/environment_and_communications/marine_plastics/Report/c02)



Collected from Safety Beach Monday October 9th 2023



### Summary

The results of the test rake found 22.2% of items were collected by the rake, 18.52% of litter could be found in the test area after raking. 25.93% of test items was found within 10 days after raking. 7.41% of items were found within 10 days were broken, overall 18.52% of items multiplied by being broken. 29.63% remains unfound, this includes multiplied pieces.

3495 Grams - Approximately 4679 pieces of macro-plastics and soft plastics were collected from the test rake area over 11 days. The test items buried made up for 0.68% of the overall litter found in the test area in the Initial test period of 11 days.

Test items were found within 10 days of the test rake, all moved East up to 120 meters.

Through the mechanical test, we were able to identify test items being broken into smaller pieces fitting into the macro-plastic category.

70% of litter found across the collection area are micro-plastics 30% are broken Soft plastics.

There is approximately 11.7 pieces of Litter per cubic meter in the Test area.

The Rake raked the beach 4 times during the collection period, 3 times within a 15 day period.

13 Syringes were collected, including over 50 Syringe caps. Syringe needle heads were missing from half of the syringes collected over the 900 meter area.

1 in situ syringe was found in the test area, after raking on the 14th of October.

There was evidence of local fauna eating residue plastic litter in vegetation area.

Overall Collection area covered in the 37 day period = 900 meters - 100 meter Test area and 400 Meters East and 400 Meters West - As continued to look for Test items.

McDonald's and KFC stopped supplying plastic straws and spoons in February of 2021, over 50 straws and spoons from these organizations, were found across the collection area.

Plastic food wrapping found dated 2011, 2014 and 2017 were present in soft plastic litter found within the collection area.

Overall 14,783 Grams were collected from the overall 900 meter collection area. This equates to an estimated 22,765 pieces of litter, based on Mean average of 15.4 items per 10 grams for Safety beach.

Based on the volume of macro-plastics collected from Safety Beach of 900 Meters. It is projected that the 23.74 km of beaches that are raked, potentially have a residue litter volume of macro-plastics sitting in the coastal environment equating to 600,490 pieces of macro-plastics.

Excluding soft plastics, Macro-plastic are broken particles of a bigger item. 98% of this hard plastic is unbreakable by the hand or foot in the sand.

Evidence of multiple pieces from the same item was present in the litter data.

Litter is embedded in the sand, vegetation, and embankments. An est. 2% of litter is incoming from the bay and these items include, drink bottles, bait bags, shoes, hats, fishing line, squid jigs, rod lights, tackle trays and

There were no higher tide rises since 21.09.2023, however litter was evident in the sand and vegetation areas.

Species identified in this area include, Moon snail egg casings, Paddler crabs, Pleated Sea Squirt, Scallops, Port Jackson egg casings, Silver gulls, Cormorants, Superb Fairy Wrens, Penguins, Blue tongue lizards. Australian Swamp Rat, Great Crested tern, Horseshoe Leather-jacket and Australasian Gannet.



#### Plastic is 84 percent of all rubbish found across Australian beaches

The UNSW study looked at the national picture, but also grouped its findings according to the six 'bioregions' the Australian government uses to manage our oceans and coasts.

These are: North (Northern Territory to Cape York), North-west (WA); South-west (lower WA and SA); South-east (including Victoria and Tasmania) and Temperate east (mainly NSW) and Coral Sea/Great Barrier Reef Marine Park. The Temperate East had three times the proportion of cigarette butts, compared to the national average, which shows a problem with local litter, the study suggested.

The study found that almost half of all debris could be related to land-based sources (litter and dumping on land) and 7 per cent to dumping at sea.

But 42 per cent of debris could not be related definitively to a source due to the debris breaking down into smaller fragments, which the researchers say highlights the legacy of plastic left in our environment, continually fragmenting into smaller pieces until it is Micro plastics.

[5] Source: <https://newsroom.unsw.edu.au/news/science-tech/lifes-beach-finding-trends-marine-debris-across-australia>

**Checklist of Test items**

1. Bottle cap plastic red
2. Bottle cap white
3. Plastic straw
4. Bottle cap metal
5. Plastic bottle
6. Plastic takeaway food container & lid
7. Plastic children's bucket
8. Children's spade
9. Plastic lolly pop stick
10. Plastic syringe
11. Piece of polystyrene
12. Broken lighter
13. Nerf bullet
14. Band-Aid
15. Single use plastic fork
16. Cigarette butt x 2
17. Clothing peg
18. Swimming Goggles
19. Plastic bottle with lid
20. Plastic cup
21. Glass bottle
22. Sun glasses
23. Children's dummy
24. Cap to container
25. Plastic bag
26. Pen
27. Plastic bag



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### Methodology for testing the effectiveness of Mechanical Beach Raking

#### Effectiveness Testing of Mechanical Beach Raking

Objective: To evaluate the efficiency of mechanical beach raking in collecting and preserving items placed in a gridded area on the beach while assessing item integrity and measuring item displacement.

#### Materials:

1. Mechanical beach raking equipment
2. 27 Test items
3. Gridded area on the beach
4. Sand table
5. Measuring tools
6. Assessment checklist

#### Procedure:

##### 1. Preparation:

- Measure selected section of the beach and apply a grid area marked out for testing.
- All items have been spray painted blue to identify
- Place 20 test items evenly across the grid area
- Document the initial positions and conditions of the test items.

##### 2. Mechanical Beach Raking:

- Operate the mechanical beach raking equipment according to the manufacturer's instructions.
- Ensure thorough coverage of the entire gridded area during the raking process.

##### 3. Post-Raking Assessment (First Pass):

- Carefully examine the items collected in the raking equipment.
- Document the items collected and their conditions (e.g., intact, broken).
- Note any debris or particles left behind on the grid area.

##### 4. Second Raking Pass (Optional):

- If necessary, perform a second pass of mechanical beach raking to collect any remaining items or debris.

##### 5. Post-Raking Assessment (Second Pass):

- Re-examine the items collected in the second raking pass.
- Document the items and their conditions.
- Note any additional debris or particles.

6. Sand Table Analysis:

- Utilize the sand table to replicate the gridded area.
- Place the collected items on the sand table based on their final positions.
- Measure the distance these items have been moved on the sand table.
- Document the presence of any particles or debris left on the sand table.

7. Data Analysis:

- Analyze the data collected to assess the effectiveness of mechanical beach raking.
- Calculate the percentage of intact items collected during both passes.
- Evaluate the extent of item movement and the presence of debris.

8. Item Integrity Check:

- Examine the collected items for signs of damage or breakage.
- Document any damage observed and the proportion of damaged items.

9. Conclusion and Reporting:

- Summarize the findings and conclusions regarding the effectiveness of mechanical beach raking in collecting, preserving, and assessing items.
- Include recommendations or improvements, if necessary.
- Share the results in a formal report with relevant stakeholders.

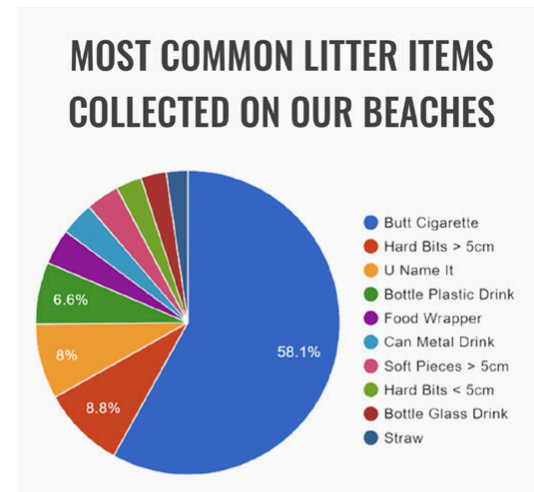
Note: Ensure safety measures are in place during testing, and consider environmental impacts. Adapt the methodology as needed based on specific project requirements and objectives.

Thank you to the Support of Illumina Melbourne iCares Program, for helping to conduct the test We were joined by scientists through Google meets to ensure we followed a correct process, that would allow this data to be measured and documented correctly.

Illumina's giving back is in their DNA. Through Illumina Cares, we share our time, talent, technology and treasure with the communities where we live and work. To ensure they can make a meaningful difference, they focus our efforts on genomic literacy through STEM education, rare and undiagnosed genetic diseases, oncology, and community service.

TEST RAKING IMAGES 12 SEPT

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Source Beach Patrol Australia



From Officer Hayden Forrest

All details from the test including the methodology and results will be incorporated within the report to be presented to Council in response to Council's adopted NOM: 'That Council agrees in principle for a hand beach cleaning program on Mornington Peninsula Shire beaches and that the Chief Executive Officer brings back to Council a recommendation on whether implementation should go ahead based on cost, efficiency, community benefit and consideration of the role of volunteers.'



### Rake test litter data

Tuesday 12th of September 2023

27 Items were placed as per the methodology within the test area  
After the first run, Josie Jones walked across the rake area and could still see items in the sand, including, Energy drink plastic cap, Plastic pen and Polystyrene.  
Josie requested a second run and when Craig Read emptied the Rake tub, we found the rake collected 6 of the 27 items including a, Bucket, Cup, Peg, Children's spade and Large cap.

Items collected by rake = 6 | 204 grams  
3 show sign breakage - Bucket, Cup and Polystyrene  
1 has part missing Polystyrene

Illumina Staff member Kelsey Guerds and Josie Jones went back over the grid area to see what items could be found, we also hand raked around the area items were placed  
Items collected after test rake = 5 | 222 grams Glass Bottle, Straw, Plastic Cap, Plastic Bottle, Plastic Bag

63 Grams of other litter collected on the day from the test area

When referring to other Litter, volume consists of mainly macro-plastics - Hard Bits under and above 5 cm including soft plastics. Straws, soft plastics, cigarette butts, and U name it, based on Beach Patrols category method of Litter items.

### On the Day



Source Beach Patrol Australia

Mechanical Test Rake Area Overall Analysis in 11 day period

Road Side

A. PLASTIC BOTTLE 1	A. PLASTIC PEN 2	A. LARGE BLACK CAP 3	A. CHILDREN'S SPADE 4	A. POLYSTYRENE 5	A. BAND-AID 6	A. BROKEN LIGHTER 7	A. SYRINGE 8	A. PLASTIC ENERGY DRINK CAP 9
B. SUNGLASSES 1	B. PLASTIC CUP 2	B. PLASTIC BUCKET 3	B. GLASS BOTTLE 4	B. CIGARETTE 5	B. LOLLY POP STICK 6	B. PLASTIC CONTAINER 7	B. STRAW 8	B. DUMMY 9
C. PLASTIC FORK 1	C. NERF BULLET 2	C. CIGARETTE 3	C. PLASTIC BAG 4	C. PLASTIC COKE LID 5	C. PLASTIC PEG 6	C. PLASTIC FORK 7	C. METAL CAP 8	C. GOGGLES 9

Water Side

Sheepwash Creek  
Tuesday September 11th 2023

Within 100 Meter area  
27 Items  
1 Est. Every 9 Meters  
across 3 segments

Inserted and visible A  
Depth of 5 cm B  
Depth of 15 cm C



- Collected by Rake
- Broken in Raking process
- Found after test Rake
- Found days later
- Not found
- Found Part | Broken
- Other parts not found

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- 2 Test items found on the test day were found from 25 - 40 meters to the West of their original placement.
- 7 Test items found with the 10 days all had moved to the east of their initial placement.
- Test items moved up to 120 meters East in 10 days.
- All other litter collected is macro-plastics and Soft plastics, all items are broken.
- Hard Plastic - Macro-plastics collected are Unbreakable by hand or foot.
- 1 in situ syringe was found in the test area, after raking.
- High tides roses up until 21.09.2023
- Est. 2% incoming litter from Bay.
- Other Litter is embedded in the sand and vegetation, residue litter.

-  Collected by Rake
-  Broken in Raking process
-  Found after test Rake
-  Found days later
-  Not found
-  Found Part | Broken
-  Other parts not found



**The results of the test rake found**

22.2% of items were collected by the rake,  
18.52% of litter could be found in the test area after raking.  
25.93% of test items was found within 10 days after raking.  
8.52% of items multiplied by being broken.  
29.63% remain unfound, this includes multiplied pieces.

3495 Grams of macro-plastics and soft plastics were collected from the test rake area over 11 days. The test items buried made up for 0.68% of the overall litter found in the area over 11 Days. An estimated 4679 pieces of Macro-plastics and Soft plastics were collected from the Test rake area, during the 11 day period. There was approximately 11.7 pieces of Litter per cubic meter. Test area is 100 meters by 5 meters, buried item area was 80 meters by 5 meters

**16.09.2023**

**1 Test item found - 3 grams Lolly Pop Stick**  
529 Grams of macro-plastics and soft plastics collected

**17.09.2023**

**1 Test item found - 12 gram broken Sunglasses Arm**  
2 Bags of plastic weighed separately as couldn't fit in one bag  
Bags are macro-plastics and soft plastics collected  
Soft 551 grams and Macro-plastics 181 grams = 732 Grams

**18.09.2023 - RAKED 1st time after Test**

**1 Test item found -.5 grams band-aid**  
364 Grams of hard and soft plastic collected

**20.09.2023**

**1 Test items found - 1 gram - Nerf Bullet**  
499 Grams of other litter collected

**21.09.2023**

**2 Test items found - 16 grams Dummy & 1 broken Container**  
415 Grams of macro-plastics and soft plastics collected  
+ 2 Children's shovels 168 grams = 583

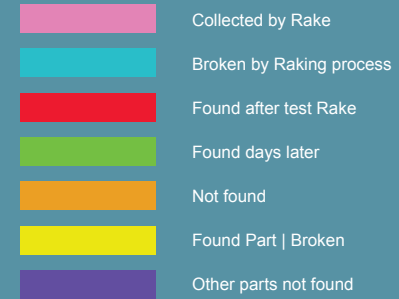
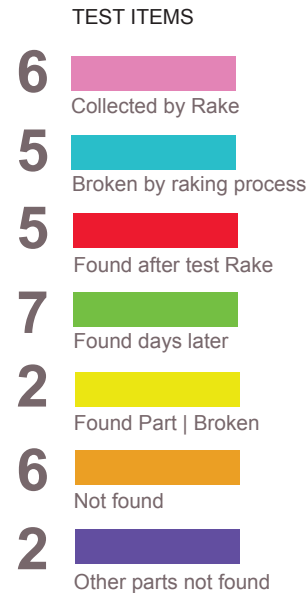
**22.09.2023**

**1 Test item found .2 grams Cigarette**  
196 Grams of macro-plastics and soft plastics collected

**27.09.2023**

**No test items found**  
Raked  
63 Grams of macro-plastics and soft plastics collected

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Test items found in after raking on test day

Found days later **7**

- Lolly pop stick
- Part of Sunglasses - Arm
- Band-aid
- Nerf Bullet
- Part of Plastic container - Side
- Dummy
- Cigarette

**Average 15.4 items per 10 grams**

Gathering five sets of plastic samples and then dividing the total number of pieces by the combined weight of the samples allows for calculating the Mean average of plastic pieces per 10 grams. This method helps gauge the density of plastic pollution in the study area, providing valuable insights into the extent of environmental contamination. By analyzing these averages, researchers and policymakers can better understand the distribution and impact of plastic waste, facilitating more targeted and effective strategies to combat plastic pollution on a local and global scale.



13 - 10 Grams



11 - 10 Grams



10 - 10 Grams



24 - 10 Grams



19 - 10 Grams

Condition	Area	Date	Grams	Pieces	Item Condition	Tides	Collection area	Items found
Raked	Test Day	12.09.2023	230	5	Unbroken	No	Sand Area after Rake	Glass Bottle, Straw, Plastic Cap, Plastic Bottle, Plastic Bag
Raked	Test Day	12.09.2023	63	97	Broken	No	Sand Area after Rake	Other Litter
Raked	Test Day	12.09.2023	204	6	Broken	No	Rake tub	Bucket, Cup, Peg, Children's spade and Large cap
Not Raked	Test Area	16.09.2023	3	1	Unbroken	Yes	Sand Area	Lolly Pop Stick
Not Raked	Test Area	16.09.2023	529	814	Broken	Yes	Sand Area	Other Litter
Not Raked	Test Area	17.09.2023	12	1	Broken	Yes	Sand Area	Sunglasses arm
Not Raked	Test Area	17.09.2023	732	1127.28	Broken	Yes	Sand Area	Other Litter
Raked	Test Area	18.09.2023	0.5	1	Unbroken	Yes	Sand Area after Rake	Band-aid
Raked	Test Area	18.09.2023	364	560	Broken	Yes	Sand Area after Rake	Other Litter
Not Raked	Test Area	20.09.2023	1	1	Unbroken	Yes	Sand Area	Nerf Bullet
Not Raked	Test Area	20.09.2023	499	768	Broken	Yes	Sand Area	Other Litter
Not Raked	Test Area	21.09.2023	16	2	Broken	Yes	Sand Area	Part of Container and Dummy
Not Raked	Test Area	21.09.2023	583	897	Broken	Yes	Sand Area	Other Litter
Not Raked	Test Area	22.09.2023	0.2	1	Unbroken	No	Sand Area	Cigarette
Not Raked	Test Area	22.09.2023	196	301	Broken	No	Sand Area	Other Litter
Raked	Test Area	27.09.2023	0	0	Not applicable	No	Sand Area after Rake	No Test item
Raked	Test Area	27.09.2023	63	97	Broken	No	Sand Area after Rake	Other Litter



Tides rose high on 16.09.2023 to the 21.09.2023, litter was strewn across the sand table, litter was also present in parts where no tide had risen, and also heavily embedded in the vegetation with plastics since a King Tide on September 8th 2023.

Litter was collected East and West of the Test Rake area. Plastic food wrapping found dated 2011, 2014 and 2017 were present in soft plastic litter found outside the test area. The litter has been saved into bags, weighed and dated with distance covered.

#### Sand collection East of Test Rake area

- 21.09.2023**  
Sheep Wash creek south side  
424 Grams
- 23.09.2023**  
Sheep wash creek south side & 200 meters East  
288 Grams
- 01.10.2023**  
Rake test area and sheep east creek south side  
438 Grams
- 01.10.2023**  
Dromana entry East towards Safety beach 200 meters  
845 Grams
- 13.10.2023**  
100-300 Meters East of Test rake area  
707 Grams

#### Sand collection West of Test Rake area

- 16.09.2023**  
Dromana | Safety Beach Map border Entry 30 seconds  
38 Grams
- 21.09.2023**  
0-100 Meters West of test rake site  
432 Grams
- 21.09.2023**  
Safety Beach | Dromana West of car-park 30 meters  
713 Grams
- 22.09.2023**  
Safety beach 100 - 200 meters West of test area  
738 Grams
- 27.09.2023**  
Safety Beach | Dromana East 100 meters  
Is 400 - 300 West side of test rake area  
513 Grams

1 in situ syringe was found in the Test area, after raking



Dummy was found 120 meters from original position and above section A

**Vegetation collection area East of Test Rake area**

**08.10.2023**

Test rake area creek bank south side - No test items found  
705 Grams

**09.10.2023**

Test rake area creek bank south side - No test items found  
454 Grams

**10.10.2023**

Test rake area creek bank south side - No test items found  
790 Grams

**14.10.2023**

200-300 Meters East of test rake vegetation  
433 Grams

**14.10.2023**

300- 400 East of test rake vegetation  
255 Grams

**14.10.2023**

300-400 Meters East of test rake vegetation  
506 Grams

**Vegetation collection area West of Test Rake area**

**16.10.2023**

150-300 Meters west vegetation  
836 Grams

**16.10.2023**

100-150 Meters west vegetation  
633 Grams

**16.10.2023**

170 - 200 Meters west vegetation  
545 Grams

**16.10.2023**

150-170 Meters west vegetation  
519 Grams

**17.10.2023**

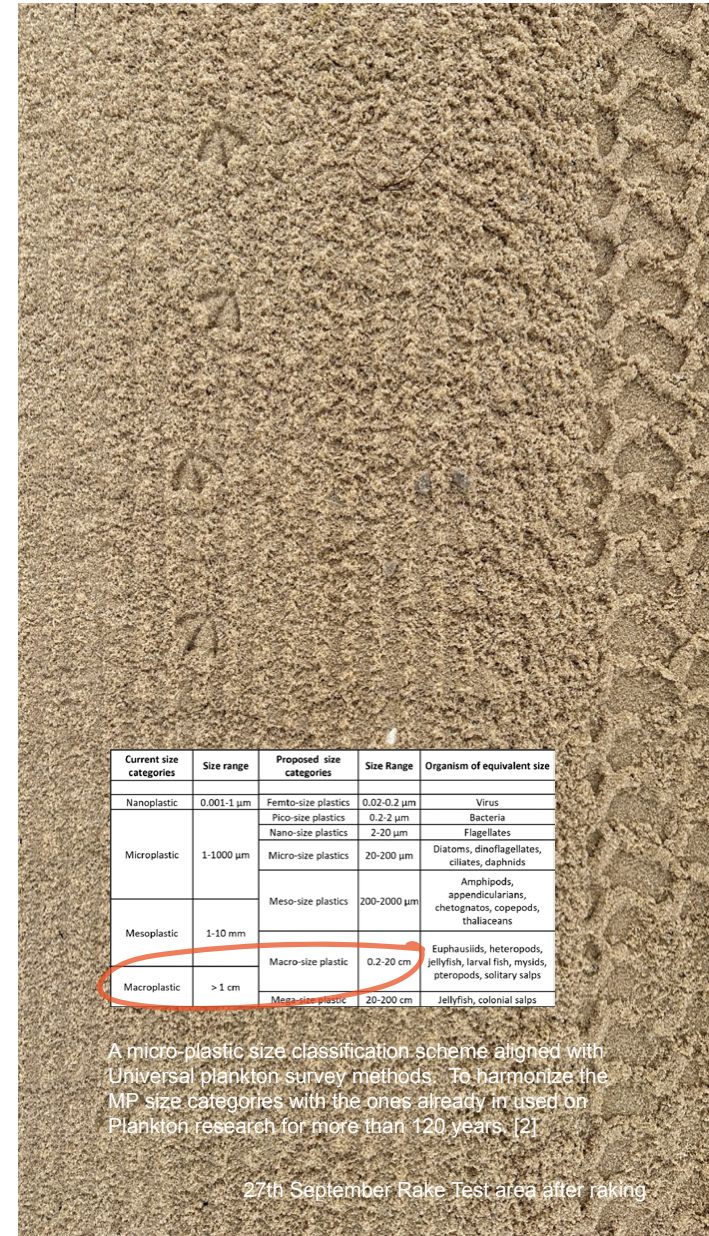
300 - 400 West of test rake area  
368 Grams

**Sand Rake test Area Solo collection after Initial Test period**

**14.10.2023**

Rake test area  
No test items found - Raked  
115 Grams

Source: <https://www.sciencedirect.com/science/article/pii/S2215016121003095>





WATCH HOW THE TIDE ENTERS DUNN'S CREEK

Ocean entering Dunn's Creek King Tide 8th September 2023

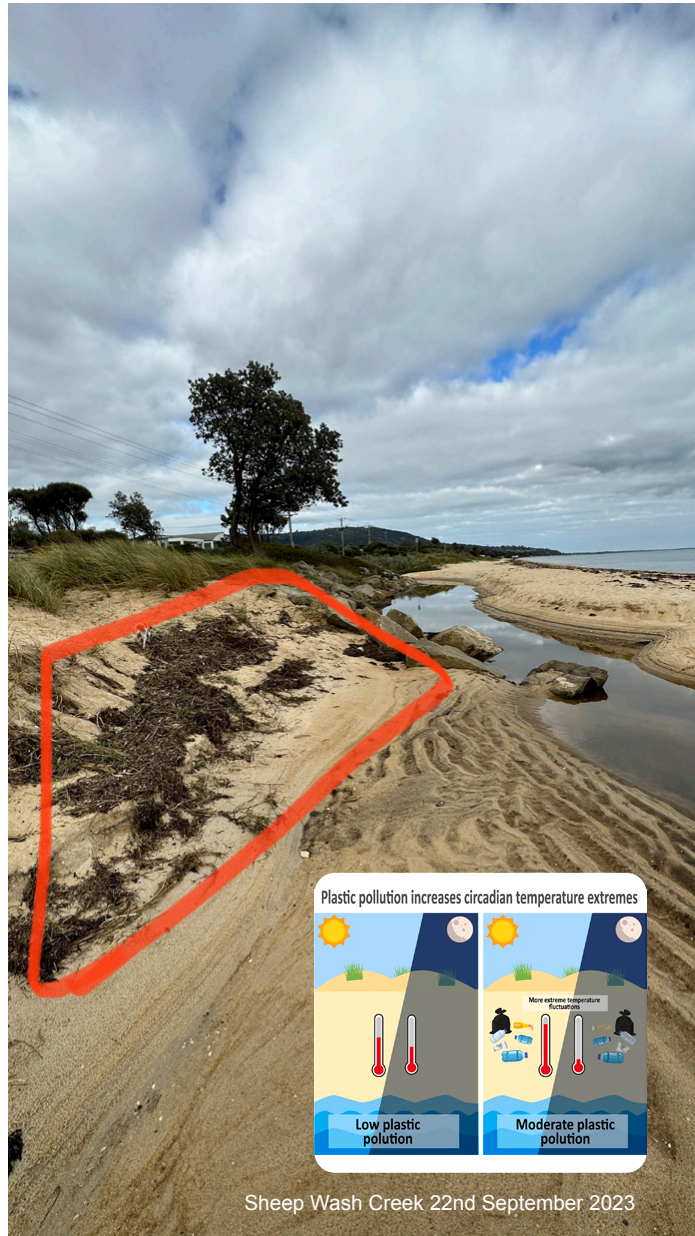


### Overall Litter collected | Macro-plastics and soft plastics

Sand collection | 2765 Grams East of Test Rake area  
Sand collection | 2434 Grams West of Test Rake area  
Test Rake area | 3495 Grams  
Test Rake area and South Bank of drain | 1949 Grams  
Vegetation collection area | East of Test Rake area 1194 Grams  
Vegetation collection area | West of Test Rake area 2901 Grams

**14,783 Grams collected over the collection area | Estimate 22,765 pieces of litter based on Mean average of 15.4 items per 10 grams for this area of beach.**





- High volumes of litter on the South side of the Creek, ocean facing.
- Litter was held in by Seaweed Plastics were mostly underneath the seaweed.
- The litter collected South side of Sheep wash Creek, was collected from an isolated section of the creek edge, as seen in this image left.
- When litter builds up in sand, it is pushed by the tides into creek mouths.
- There had been no tidal action touching the south side of the Creek since 08.09.2023



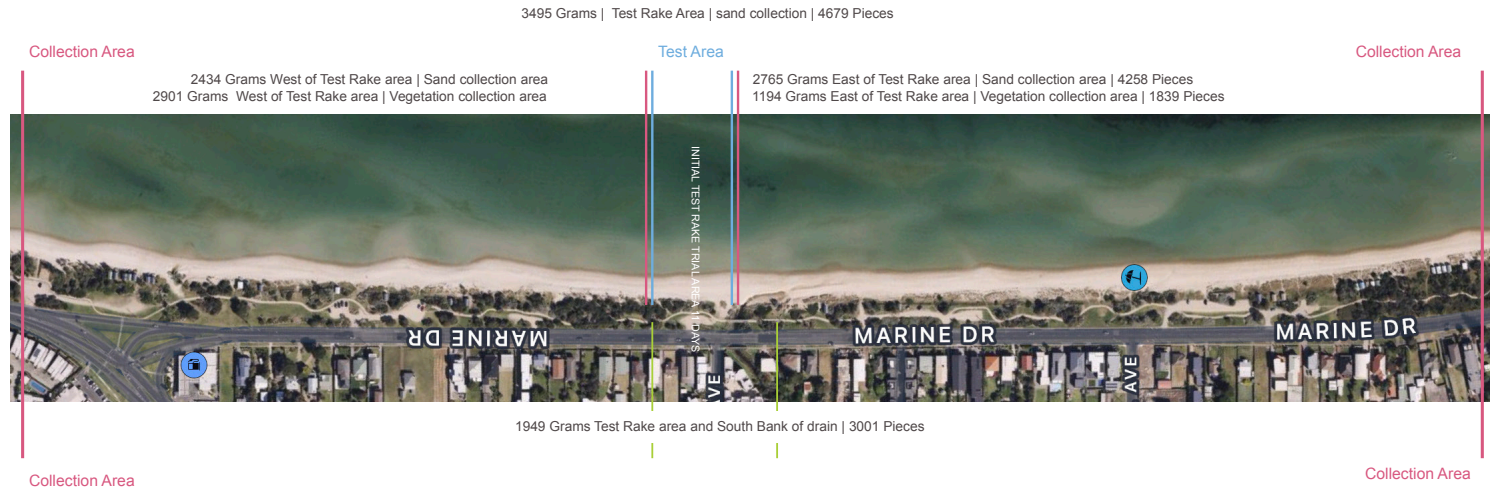
From the test raking, collection and monitoring of litter, it was found that all test items moved Eastwards, consistent with the anti clockwise movement of the bay water.

When the tides rise across the sand table, the litter sitting in the sand and is being exposed by the tide. The tide motion begins pushing the plastics upwards across the sand table, if the tides are high enough, it then pushes the plastics into the vegetation area, capturing the litter.

If the tides have seaweed in them, the seaweed begins to act as a catcher, depending on the volume of plastics captured, this weed will continue eastwards, capturing macro-plastics and soft plastics, until the seaweed is captured by the sand, by either tides decreasing, or being trapped in a path entry, creek or storm water entry.

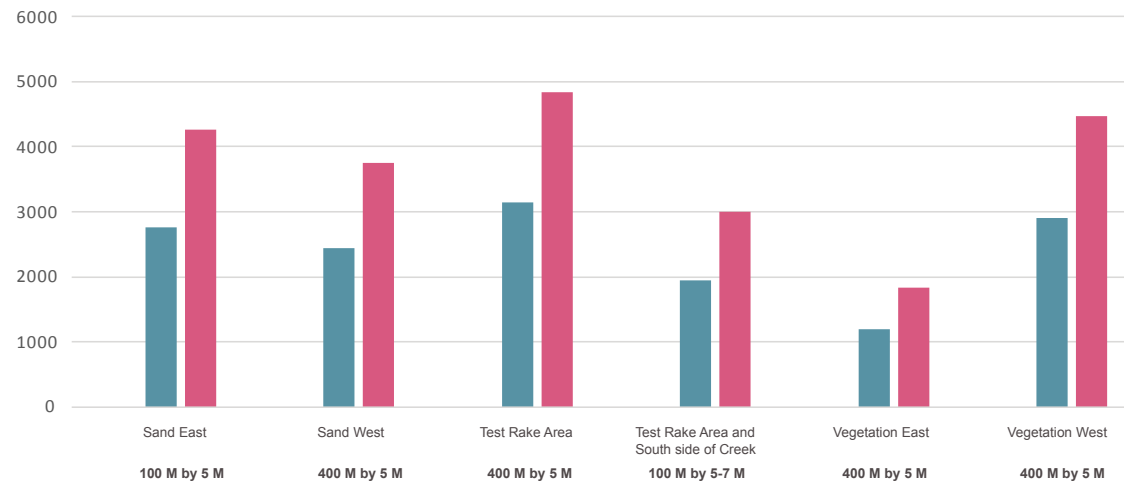
It is common to find plastics built up on the banks of creeks after high tides, this is obvious in creeks by the opposite way the reeds flow to the creek flow, marine life are also evident.

[4] Source: <https://www.sciencedirect.com/science/article/abs/pii/S0304389421011043>

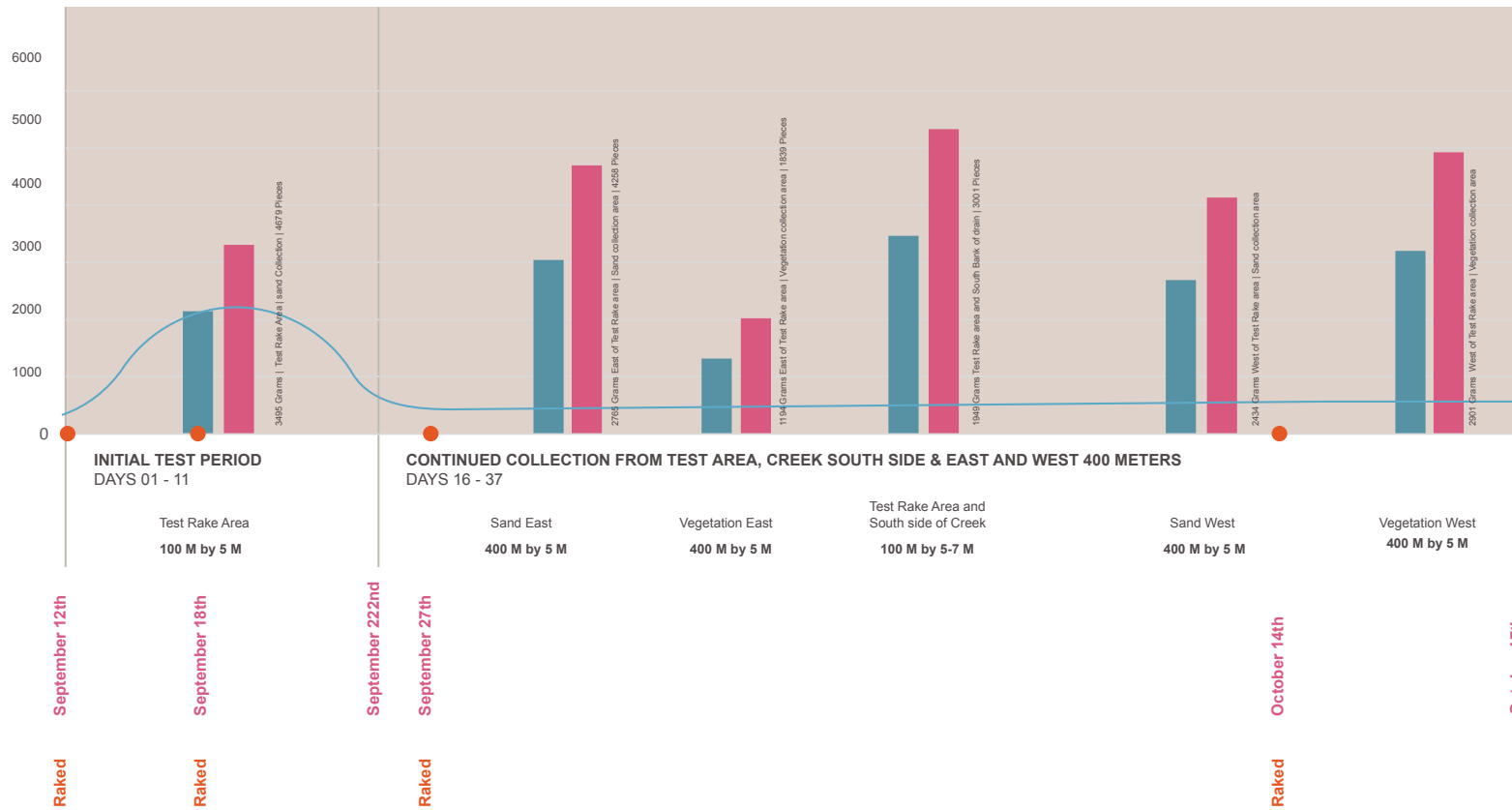


14,783 Grams collected over the collection area | 22,765 pieces of Macro-Plastics and Soft plastics

Overall collection area 900 meters | Based on overall collection time



TIDES AND RAKING DURING 37 DAY COLLECTION PERIOD  
Overall collection area 900 meters | Based on overall collection time





New growth from Sand gets reburied and broken through the raking process.

WATCH THE MECHANICAL RAKE

#### Benefits of hand Cleaning

- Hand cleaning is more accurate
- Able to clean entire area, including vegetation edges, pathways, Front of boat houses, storm water, garden, seating areas and creek entries.
- Research indicates plastics appearing on and in the sand area, are pushed upwards into vegetation which requires hand cleaning.
- Hand collection is less likely to break litter into smaller pieces.
- Opportunity to recycle plastics on collection, rather than sending to landfill.
- Hand cleaning targets only litter items
- Reducing plastic to landfill
- Not paying unnecessary Landfill fees and giving more jobs
- Keeping natural vegetation and ecology
- Bringing back sea-life, shell life, birds
- Community connection and Lower impact on environment
- Reduced Carbon compared to Mechanical raking
- Greater accountability of beach goers
- Greater ability to assess litter and drive change in those streams
- Accuracy around litter data and leading climate emergency
- Effectiveness of non smoking beaches
- Remove litter sooner and reduce risk local fauna and flora
- Allow vegetation to grow

#### What the Mechanical raking process is doing

- Break natural bonds of sand for crabs and shellfish to inhabit
- Has high impact on coastal vegetation growth as breaks new growth
- Creates a gap in the ecosystem, birds do not come in to rest, nest and find food
- Does not allow species to take up resident, breaking down food chain
- Creates unnatural fall of the sand against tides and outfalls
- Redirects natural flow of Creeks by pushing sand across entry in belief of stopping litter entering the bay
- Unable to pick up smaller items without being trapped in weed
- Creates sand pockets that collect litter and marine debris
- The process is breaking plastic items into Macro-plastic size pieces, overtime multiplying the number of residue plastics in the environment.
- Mechanical Raking process, is breaking and burying litter or parts of litter
- Evidence of consistent broken Syringes
- Broken glass associated
- Leaves residue of plastics in the sand, such as syringes becoming an OH&S issue
- Assisting in erosion Refer to research
- Rake takes away natural seaweed which is needed for ecosystem
- Leaving a residue of litter in the environment that poses risk to fauna
- Collects rocks and seaweed this is paid for in landfill, wasting natural resources and money



The rake started this pile on the 01.10.2023, and was still evident on the 22.10.2023  
The seaweed sits here and any soft plastics become wind blown and surrounding area have evidence of macro-plastics

Species identified in this area include, Moon snail egg casings, Paddler crabs, Pleated Sea Squirt, Scallops, Port Jackson egg casings, Silver gulls, Cormorants, Superb Fairy Wrens, Penguins, Blue tongue lizards. Australian Swamp Rat, Great Crested tern, Horseshoe Leather jacket and Australasian Gannet

Tractor drivers has not been seen manually collecting litter on any beaches in 12 years.

Circles mark litter items found in Seaweed collected, overall volume of Seaweed collected is disproportionate to the actual items collected. Hand Cleaning is far more effective.

There is no true method of measurement for the rake effectiveness and no one has been monitoring this as the tractor driver told me, that they don't take an interest

Volume of collection is disproportionate to actual litter collected, mainly seaweed is collected and this can not be equated to the actual volume being collected.

In discussions with the driver, he has noted that he has been requested to hand clean, but has indicated that this would mean he would be at the beach longer and has been advised by his Supervisor that he can't spend that time there.

The driver blamed the Creeks for the litter appearing on beaches, during the month collection Period, I did not see any litter coming through storm water or creeks, the litter present around the creeks and drains was evident the litter had been pushed to these locations from the sand.

The rake driver pushes sand in front of the creeks and river mouths to stop normal flow

When seaweed washes up, it works as a blocker to any plastics in the sand, overtime, if litter is captured in the weed, it then dries and is stuck to the weed.

The rake drives over Moon Snail Egg casings, breaks washed up live scallops, squashes filter feeders and breaks shell life. All raked beaches show high volumes of broken shells.

The rake driver, drives down the road and you can visibly see soft plastics flying from the catcher

Litter is being pushed into the vegetation area, posing risk to fauna.

The rake has caused a residue of litter across all beaches and the shire now has a responsibility to clean this up and to stop the cycle of broken plastics.

Evidence of one item being broken into multiple items was evident through the collection period

**Same location and length 6 months apart**

We collected litter in April from the border of Dromana Safety Beach sand Table Collection area after Raking. We knew there was a lot of litter embedded in the sand, based on what we collected on those occasions.



22.04.2023 Safety Beach Mornington Peninsula Council  
No tide rise, colder climate, beach walkers with dogs present  
Dromana entry east towards Safety beach 200 meters

**ESTIMATED 3 DAYS AFTER RAKING**  
644 Grams, based Average litter per 10 grams for Safety Beach  
15.4 Items = 10 Grams | 644 = Est. 991.76 Pieces



01.10.2023 Safety Beach Mornington Peninsula Council  
No tide rise, colder climate, beach walkers with dogs present  
Dromana entry east towards Safety beach 200 meters - West of rake Collection area

**ESTIMATED 4 DAYS AFTER RAKING**

845 Grams based Average litter per 10 grams for Safety Beach  
15.4 Items = 10 Grams | 845 Grams = Est. 1301.30 Pieces



### Summary

The results of the test rake found 22.2% of items were collected by the rake, 18.52% of litter could be found in the test area after raking. 25.93% of test items was found within 10 days after raking. 7.41% of items were found within 10 days were broken, overall 18.52% of items multiplied by being broken. 29.63% remains unfound, this includes multiplied pieces.

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70% of litter found across the collection area are micro-plastics 30% are broken Soft plastics.

There is approximately 11.7 pieces of Litter per cubic meter in the Test area.

The Rake raked the beach 4 times during the collection period, 3 times within a 15 day period.

13 Syringes were collected, including over 50 Syringe caps. Syringe needle heads were missing from half of the syringes collected over the 900 meter area.

1 in situ syringe was found in the test area, after raking on the 14th of October.

There was evidence of local fauna eating residue plastic litter in vegetation area.

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Plastic food wrapping found dated 2011, 2014 and 2017 were present in soft plastic litter found within the collection area.

Overall 14,783 Grams were collected from the overall 900 meter collection area. This equates to an estimated 22,765 pieces of litter, based on Mean average of 15.4 items per 10 grams for Safety beach.

Based on the volume of macro-plastics collected from Safety Beach of 900 Meters. It is projected that the 23.74 km of beaches that are raked, potentially have a residue litter volume of macro-plastics sitting in the coastal environment equating to 600,490 pieces of macro-plastics.

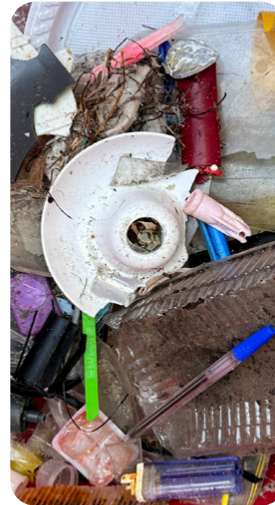
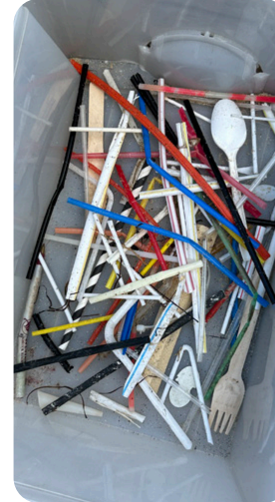
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Litter is embedded in the sand, vegetation, and embankments. An est. 2% of litter is incoming from the bay and these items include, drink bottles, bait bags, shoes, hats, fishing line, squid jigs, rod lights, tackle trays and

There were no higher tide rises since 21.09.2023, however litter was evident in the sand and vegetation areas.

Species identified in this area include, Moon snail egg casings, Paddler crabs, Pleated Sea Squirt, Scallops, Port Jackson egg casings, Silver gulls, Cormorants, Superb Fairy Wrens, Penguins, Blue tongue lizards. Australian Swamp Rat, Great Crested tern, Horseshoe Leather-jacket and Australasian Gannet.



Safety Beach Collection



## Josephine (Josie) Jones OAM.

Citizen scientist by day, environmental advocate by night. I'm the Sherlock Holmes of eco-consciousness, spotting tiny details in the wild that would make even the bees jealous. Currently studying Sustainable Business Strategy at Harvard.

When I'm not cataloging species on iNaturalist, or underwater free-diving, you can find me piloting my Beach Hand bin with community, to inspire environmental stewardship across our beaches Nationally.

Our most recent pilot of the Great Barrier Reef as part of Reef Clean and Tangaroa Blue and Flinders will be adopting the Beach hand bin for Summer 2024.

For the past 12 years, I have lived in Rye and cleaned beaches on the Peninsula from Portsea to Mornington. As a water sports person, I understand the architecture of nature, in that every beach is different, the wind and the tide play a huge role in the movement of sand, seaweed and litter, as we move around the bay.

Raked beaches show litter with a common pattern of being macro in size, hard plastic, consistently broken, stressed, twisted, old and new, worn and torn and flattened.

Some Macro pieces resemble parts of beach recreational items, such as toys, other items collected include building related such as tile separators, silicone ends, nails, screws. In addition there are broken syringes and parts, personal care including Contacts, eye drops, band-aids, hair-ties, recreation items, furnishings and glass.

My aim is to change the story around littering for urban based beaches and to reform self management of waste on coastal environments. The level of littering on beaches and the current mitigation, is adding to erosion and leaving clean up groups to pick up after a legacy of plastics.

Prevention is needed. The volume of littering on beaches needs to be addressed effectively.

Hand Cleaning is the most effective method of cleansing and in my belief has been over estimated and underestimated in cost and value by council. Financially, environmentally, ecologically and socially.

We have greater power in employing people to educate as Rangers and offer solutions to beach goers, therefore creating stewards and community through action for generations to come.



Deceased Penguin found Safety Beach 16th September 2023

My aim has always been to change the story around littering on beaches and celebrate good choices. That mission hasn't changed.

I hold large volumes of litter data, and have undertaken daily cleaning of beaches during peak periods for over a decade, it's during this time that my opinion of the origins of litter on Mornington Peninsula Beaches no longer matches the common narrative I once parroted.

I now hold a very good understanding of the volume of annual littering on beaches on the Mornington Peninsula and the volume of residue litter embedded into the sand, by multiple channels.

Statistically beaches are the number one littered area, and identified as a source by the United Nations environmental program in the overview of Marine plastic pollution.

When we talk about the origins of litter, around Port Phillip Bay we are often focused on items discarded into rivers and oceans and indirectly via sewage, storm-water and winds, because these are often funded projects supported by governing bodies.

This is where I saw a gap in understanding and lack of data held by governing bodies. Through data and testing we see the rake is an ineffective mitigation strategy, for gathering the predominant items left on and washed up on beaches.

Recent studies by RMIT Litter Trackers "Burbs to the Bay" found that none of the items reached Port Phillip Bay and most were captured by vegetation or litter traps.

Through the mechanical test we were able to identify that items are being broken into smaller pieces fitting into the macro-plastic category, which is the predominant litter found across the sand table in all Port Phillip Bay raked beaches.

McDonald's and KFC stopped supplying plastic straws and spoons in February of 2021, over 50 straws and spoons from these organizations, were found across the collection area. 13 Syringes were collected, along with over 50. Syringe caps. It is not uncommon to find Syringe heads in the sand, posing serious risk to future beach goers.

Excluding soft plastics, Macro-plastic items all carry a similar make up being broken particles 98% of this litter is hard plastic unbreakable by the hand or foot.



We have been blaming the litter found on our beaches, because we have been missing this very important link.

Adding a mechanical rake to the problem is elongating litter found in sand and I believe is adding to erosion. This belief is supported by research of Beaches by Jennifer L Lavers, scientist in Hawaii found that micro and macro plastics embedded in beach sand made it easier for water to flow through the sediment, which in turn affected how fast sand dries out.

We need to bring back the human element to litter collection, education and therefore prevention, because the reality is that there is high levels of littering on beaches by Beach goes, and the majority of the cleanup is actually happening by hand by volunteers, beach walkers and local residents.

Mechanical beach, raking, puts a gap in the ecosystem. It does not allow shell or crab life to take up residence and therefore effects the natural food chain of native species such as Rakali. There was evidence of local fauna eating residue plastic litter.

Thank you to the Support of Illumina Melbourne iCares Program, for helping to conduct the test. We were joined by scientists through Google meets to ensure we followed a correct process, that would allow this data to be measured and documented correctly.

Illumina's giving back is in their DNA. Through Illumina Cares, we share our time, talent, technology and treasure with the communities where we live and work.

To ensure they can make a meaningful difference, they focus our efforts on genomic literacy through STEM education, rare and undiagnosed genetic diseases, oncology, and community service.

I'd like to acknowledge the support given to me by illumina volunteers of the iCares Program, Peter Coleman, Gowtam Chalasani Chowdary and Kelsey Guerds for their support, encouragement and assistance.

To Mike McIntosh for permitting the test rake, to work with Hayden Forrest for his assistance. Hayden acted with integrity, asking great questions and willing to put in the work needed to gather accurate data.

I'd like to thank the Mornington Peninsula Shire for bringing in Mason Grayland part-time placement from Monash University to carry out independent findings, the work he has undertaken is inspiring and supports my findings.



**Safety Beach coastal management plan**

3.6 Strategies for climate change

Objectives

- Continue to Avoid mal-adaptation to climate change

Actions

- Advocate for a whole of bay approach to climate change information and impact management through the Association of Bayside Municipalities

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Long-Term Impact: Adaptation strategies should be evaluated for their long-term impacts and Sustainability.

A strategy that provides immediate relief but causes greater harm in the future is considered Maladaptive.



Safety beach 14 November 2023  
Test rake area - 200 meters West  
Vegetation line and Vegetation  
Result of King tide pushing plastics in the sand into highest tide line  
October 22nd

## TWO OF THE SEVEN SUMMITS CLIMATE EMERGENCY PLAN MORNINGTON PENINSULA SHIRE



### Increased climate Advocacy

The community's voice is clearly and honestly amplified to all levels of government and industry. Strong, evidence-based advocacy positions are presented, so that climate action is accelerated.

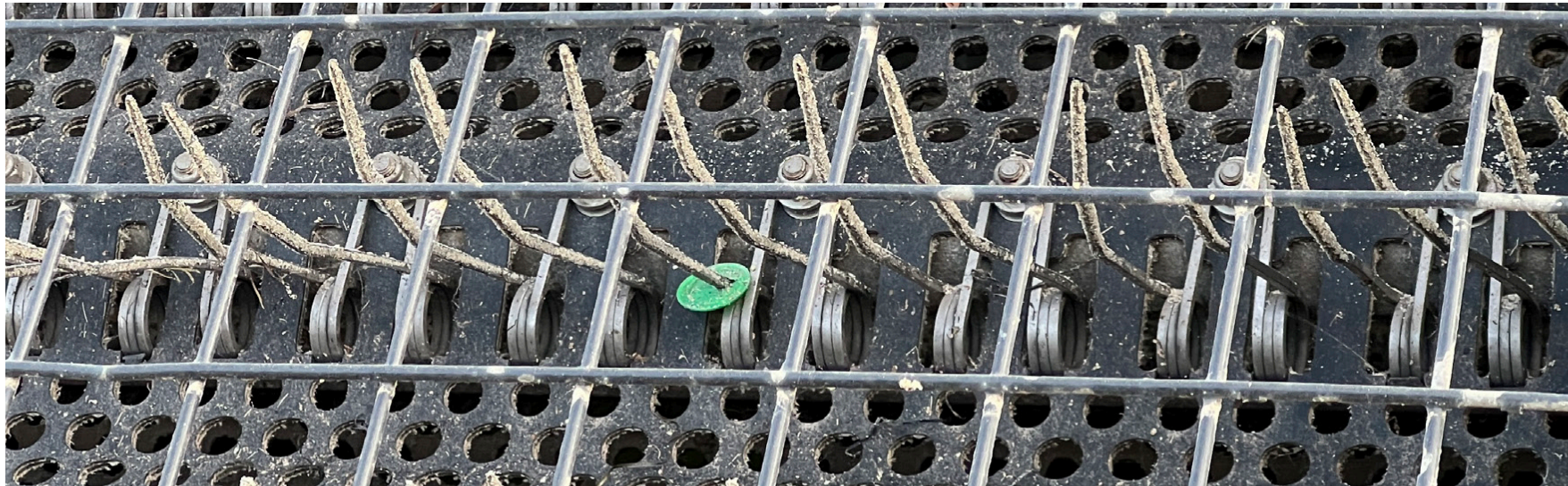


### Leadership and governance

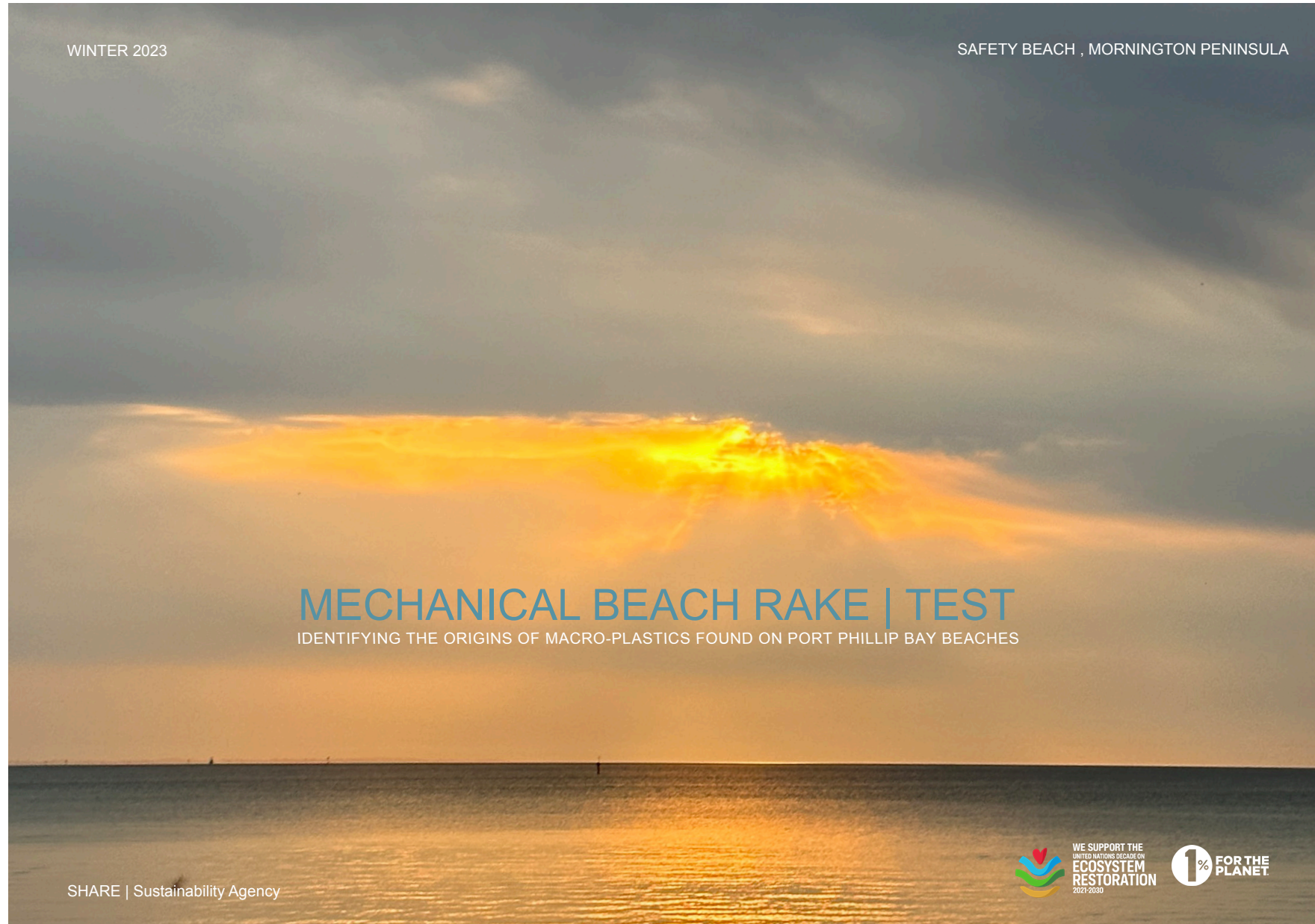
Living our values, we become a regional leader in climate change action for our community, with a strong system of governance to guide our decision making and keep us accountable to our community and our promises.

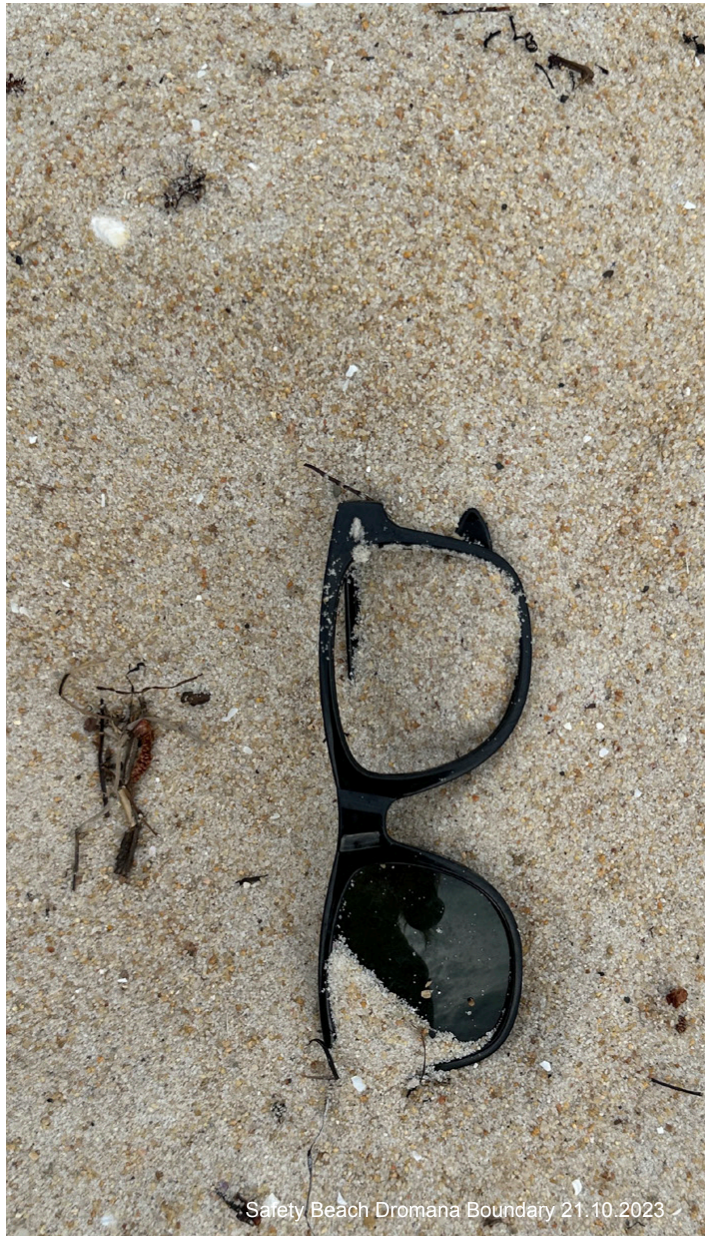
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- [2] **A microplastic size classification scheme aligned with universal plankton survey methods**  
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- [3] **Microplastics Are Increasing Beach Sand Temperatures, Threatening Wildlife and Ecosystems**  
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- [4] **Plastic debris increases circadian temperature extremes in beach sediments**  
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- [5] **Life's a beach: finding trends in marine debris across Australia**  
<https://newsroom.unsw.edu.au/news/science-tech/lifes-beach-finding-trends-marine-debris-across-australia>
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- [7] **Safety beach coastal management plan - April 2016**
- [8] **Our Climate Emergency Response. From 2020 to 2030. A snapshot of the full response ensuring our future.**  
Climate-Emergency-Ensuring-our-Future-2020-SUMMARY









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### The Threat of plastic pollution in Australia Report

Overview of marine plastic pollution

2.1

According to The United Nations Environment Program (UNEP), 'Marine litter' refers to any persistent, manufactured or processed solid material disposed of, or abandoned in, the marine and coastal environment. It can consist of items that have been deliberately discarded into rivers and oceans, or on beaches; brought indirectly into the marine environment through sewage, storm-water, winds and rivers; or accidentally lost, including items lost at sea such as fishing gear and cargo.[1]

[https://www.aph.gov.au/parliamentary\\_business/committees/senate/environment\\_and\\_communications/marine\\_plastics/Report/c02](https://www.aph.gov.au/parliamentary_business/committees/senate/environment_and_communications/marine_plastics/Report/c02)



Collected from Safety Beach Monday October 9th 2023



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**Plastic is 84 percent of all rubbish found across Australian beaches**

The UNSW study looked at the national picture, but also grouped its findings according to the six 'bioregions' the Australian government uses to manage our oceans and coasts.

These are: North (Northern Territory to Cape York), North-west (WA); South-west (lower WA and SA); South-east (including Victoria and Tasmania) and Temperate east (mainly NSW) and Coral Sea/Great Barrier Reef Marine Park. The Temperate East had three times the proportion of cigarette butts, compared to the national average, which shows a problem with local litter, the study suggested.

The study found that almost half of all debris could be related to land-based sources (litter and dumping on land) and 7 per cent to dumping at sea.

But 42 per cent of debris could not be related definitively to a source due to the debris breaking down into smaller fragments, which the researchers say highlights the legacy of plastic left in our environment, continually fragmenting into smaller pieces until it is Micro plastics.

[5] Source: <https://newsroom.unsw.edu.au/news/science-tech/lifes-beach-finding-trends-marine-debris-across-australia>

**Checklist of Test items**

1. Bottle cap plastic red
2. Bottle cap white
3. Plastic straw
4. Bottle cap metal
5. Plastic bottle
6. Plastic takeaway food container & lid
7. Plastic children's bucket
8. Children's spade
9. Plastic lolly pop stick
10. Plastic syringe
11. Piece of polystyrene
12. Broken lighter
13. Nerf bullet
14. Band-Aid
15. Single use plastic fork
16. Cigarette butt x 2
17. Clothing peg
18. Swimming Goggles
19. Plastic bottle with lid
20. Plastic cup
21. Glass bottle
22. Sun glasses
23. Children's dummy
24. Cap to container
25. Plastic bag
26. Pen
27. Plastic bag



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### Methodology for testing the effectiveness of Mechanical Beach Raking

#### Effectiveness Testing of Mechanical Beach Raking

Objective: To evaluate the efficiency of mechanical beach raking in collecting and preserving items placed in a gridded area on the beach while assessing item integrity and measuring item displacement.

#### Materials:

1. Mechanical beach raking equipment
2. 27 Test items
3. Gridded area on the beach
4. Sand table
5. Measuring tools
6. Assessment checklist

#### Procedure:

##### 1. Preparation:

- Measure selected section of the beach and apply a grid area marked out for testing.
- All items have been spray painted blue to identify
- Place 20 test items evenly across the grid area
- Document the initial positions and conditions of the test items.

##### 2. Mechanical Beach Raking:

- Operate the mechanical beach raking equipment according to the manufacturer's instructions.
- Ensure thorough coverage of the entire gridded area during the raking process.

##### 3. Post-Raking Assessment (First Pass):

- Carefully examine the items collected in the raking equipment.
- Document the items collected and their conditions (e.g., intact, broken).
- Note any debris or particles left behind on the grid area.

##### 4. Second Raking Pass (Optional):

- If necessary, perform a second pass of mechanical beach raking to collect any remaining items or debris.

##### 5. Post-Raking Assessment (Second Pass):

- Re-examine the items collected in the second raking pass.
- Document the items and their conditions.
- Note any additional debris or particles.

6. Sand Table Analysis:

- Utilize the sand table to replicate the gridded area.
- Place the collected items on the sand table based on their final positions.
- Measure the distance these items have been moved on the sand table.
- Document the presence of any particles or debris left on the sand table.

7. Data Analysis:

- Analyze the data collected to assess the effectiveness of mechanical beach raking.
- Calculate the percentage of intact items collected during both passes.
- Evaluate the extent of item movement and the presence of debris.

8. Item Integrity Check:

- Examine the collected items for signs of damage or breakage.
- Document any damage observed and the proportion of damaged items.

9. Conclusion and Reporting:

- Summarize the findings and conclusions regarding the effectiveness of mechanical beach raking in collecting, preserving, and assessing items.
- Include recommendations or improvements, if necessary.
- Share the results in a formal report with relevant stakeholders.

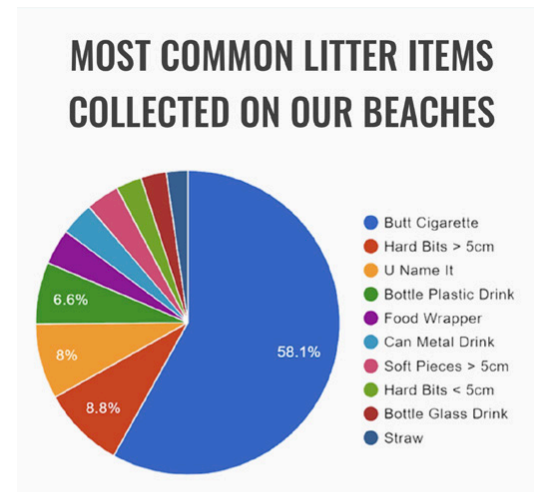
Note: Ensure safety measures are in place during testing, and consider environmental impacts. Adapt the methodology as needed based on specific project requirements and objectives.

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TEST RAKING IMAGES 12 SEPT

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Source Beach Patrol Australia



From Officer Hayden Forrest

All details from the test including the methodology and results will be incorporated within the report to be presented to Council in response to Council's adopted NOM: 'That Council agrees in principle for a hand beach cleaning program on Mornington Peninsula Shire beaches and that the Chief Executive Officer brings back to Council a recommendation on whether implementation should go ahead based on cost, efficiency, community benefit and consideration of the role of volunteers.'



Plastic Bucket placed in Quadrant 3B Inserted and visible  
Collected by Rake - Broken by raking process.

### Rake test litter data

Tuesday 12th of September 2023

27 Items were placed as per the methodology within the test area  
After the first run, Josie Jones walked across the rake area and could still see items in the sand, including, Energy drink plastic cap, Plastic pen and Polystyrene.  
Josie requested a second run and when Craig Read emptied the Rake tub, we found the rake collected 6 of the 27 items including a, Bucket, Cup, Peg, Children's spade and Large cap.

Items collected by rake = 6 | 204 grams  
3 show sign breakage - Bucket, Cup and Polystyrene  
1 has part missing Polystyrene

Illumina Staff member Kelsey Guerds and Josie Jones went back over the grid area to see what items could be found, we also hand raked around the area items were placed  
Items collected after test rake = 5 | 222 grams Glass Bottle, Straw, Plastic Cap, Plastic Bottle, Plastic Bag

63 Grams of other litter collected on the day from the test area

When referring to other Litter, volume consists of mainly macro-plastics - Hard Bits under and above 5 cm including soft plastics. Straws, soft plastics, cigarette butts, and U name it, based on Beach Patrols category method of Litter items.

### On the Day



Source Beach Patrol Australia

Mechanical Test Rake Area Overall Analysis in 11 day period

Road Side

A. PLASTIC BOTTLE 1	A. PLASTIC PEN 2	A. LARGE BLACK CAP 3	A. CHILDREN'S SPADE 4	A. POLYSTYRENE 5	A. BAND-AID 6	A. BROKEN LIGHTER 7	A. SYRINGE 8	A. PLASTIC ENERGY DRINK CAP 9
B. SUNGLASSES 1	B. PLASTIC CUP 2	B. PLASTIC BUCKET 3	B. GLASS BOTTLE 4	B. CIGARETTE 5	B. LOLLY POP STICK 6	B. PLASTIC CONTAINER 7	B. STRAW 8	B. DUMMY 9
C. PLASTIC FORK 1	C. NERF BULLET 2	C. CIGARETTE 3	C. PLASTIC BAG 4	C. PLASTIC COKE LID 5	C. PLASTIC PEG 6	C. PLASTIC FORK 7	C. METAL CAP 8	C. GOGGLES 9

Water Side

Sheepwash Creek  
Tuesday September 11th 2023

Within 100 Meter area  
27 Items  
1 Est. Every 9 Meters  
across 3 segments

Inserted and visible A  
Depth of 5 cm B  
Depth of 15 cm C



- Collected by Rake
- Broken in Raking process
- Found after test Rake
- Found days later
- Not found
- Found Part | Broken
- Other parts not found

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- 2 Test items found on the test day were found from 25 - 40 meters to the West of their original placement.
- 7 Test items found with the 10 days all had moved to the east of their initial placement.
- Test items moved up to 120 meters East in 10 days.
- All other litter collected is macro-plastics and Soft plastics, all items are broken.
- Hard Plastic - Macro-plastics collected are Unbreakable by hand or foot.
- 1 in situ syringe was found in the test area, after raking.
- High tides roses up until 21.09.2023
- Est. 2% incoming litter from Bay.
- Other Litter is embedded in the sand and vegetation, residue litter.

-  Collected by Rake
-  Broken in Raking process
-  Found after test Rake
-  Found days later
-  Not found
-  Found Part | Broken
-  Other parts not found



**The results of the test rake found**

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**16.09.2023**

**1 Test item found - 3 grams Lolly Pop Stick**

529 Grams of macro-plastics and soft plastics collected

**17.09.2023**

**1 Test item found - 12 gram broken Sunglasses Arm**

2 Bags of plastic weighed separately as couldn't fit in one bag  
Bags are macro-plastics and soft plastics collected  
Soft 551 grams and Macro-plastics 181 grams = 732 Grams

**18.09.2023 - RAKED 1st time after Test**

**1 Test item found -.5 grams band-aid**

364 Grams of hard and soft plastic collected

**20.09.2023**

**1 Test items found - 1 gram - Nerf Bullet**

499 Grams of other litter collected

**21.09.2023**

**2 Test items found - 16 grams Dummy & 1 broken Container**

415 Grams of macro-plastics and soft plastics collected  
+ 2 Children's shovels 168 grams = 583

**22.09.2023**

**1 Test item found .2 grams Cigarette**

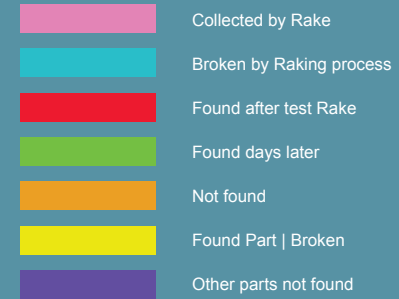
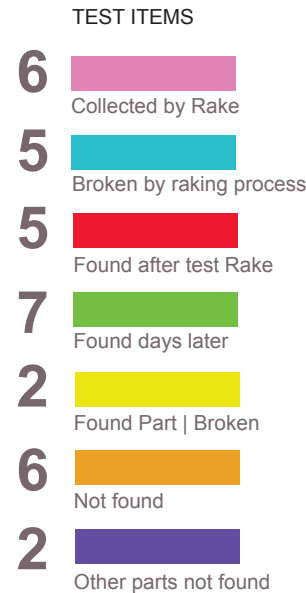
196 Grams of macro-plastics and soft plastics collected

**27.09.2023**

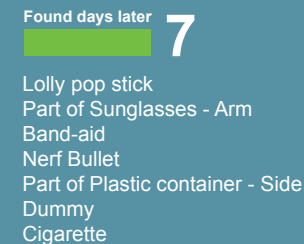
**No test items found**

Raked  
63 Grams of macro-plastics and soft plastics collected

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Test items found in after raking on test day



**Average 15.4 items per 10 grams**

Gathering five sets of plastic samples and then dividing the total number of pieces by the combined weight of the samples allows for calculating the Mean average of plastic pieces per 10 grams. This method helps gauge the density of plastic pollution in the study area, providing valuable insights into the extent of environmental contamination. By analyzing these averages, researchers and policymakers can better understand the distribution and impact of plastic waste, facilitating more targeted and effective strategies to combat plastic pollution on a local and global scale.



13 - 10 Grams



11 - 10 Grams



10 - 10 Grams



24 - 10 Grams



19 - 10 Grams

Condition	Area	Date	Grams	Pieces	Item Condition	Tides	Collection area	Items found
Raked	Test Day	12.09.2023	230	5	Unbroken	No	Sand Area after Rake	Glass Bottle, Straw, Plastic Cap, Plastic Bottle, Plastic Bag
Raked	Test Day	12.09.2023	63	97	Broken	No	Sand Area after Rake	Other Litter
Raked	Test Day	12.09.2023	204	6	Broken	No	Rake tub	Bucket, Cup, Peg, Children's spade and Large cap
Not Raked	Test Area	16.09.2023	3	1	Unbroken	Yes	Sand Area	Lolly Pop Stick
Not Raked	Test Area	16.09.2023	529	814	Broken	Yes	Sand Area	Other Litter
Not Raked	Test Area	17.09.2023	12	1	Broken	Yes	Sand Area	Sunglasses arm
Not Raked	Test Area	17.09.2023	732	1127.28	Broken	Yes	Sand Area	Other Litter
Raked	Test Area	18.09.2023	0.5	1	Unbroken	Yes	Sand Area after Rake	Band-aid
Raked	Test Area	18.09.2023	364	560	Broken	Yes	Sand Area after Rake	Other Litter
Not Raked	Test Area	20.09.2023	1	1	Unbroken	Yes	Sand Area	Nerf Bullet
Not Raked	Test Area	20.09.2023	499	768	Broken	Yes	Sand Area	Other Litter
Not Raked	Test Area	21.09.2023	16	2	Broken	Yes	Sand Area	Part of Container and Dummy
Not Raked	Test Area	21.09.2023	583	897	Broken	Yes	Sand Area	Other Litter
Not Raked	Test Area	22.09.2023	0.2	1	Unbroken	No	Sand Area	Cigarette
Not Raked	Test Area	22.09.2023	196	301	Broken	No	Sand Area	Other Litter
Raked	Test Area	27.09.2023	0	0	Not applicable	No	Sand Area after Rake	No Test item
Raked	Test Area	27.09.2023	63	97	Broken	No	Sand Area after Rake	Other Litter



Tides rose high on 16.09.2023 to the 21.09.2023, litter was strewn across the sand table, litter was also present in parts where no tide had risen, and also heavily embedded in the vegetation with plastics since a King Tide on September 8th 2023.

Litter was collected East and West of the Test Rake area. Plastic food wrapping found dated 2011, 2014 and 2017 were present in soft plastic litter found outside the test area. The litter has been saved into bags, weighed and dated with distance covered.

#### Sand collection East of Test Rake area

- 21.09.2023**  
Sheep Wash creek south side  
424 Grams
- 23.09.2023**  
Sheep wash creek south side & 200 meters East  
288 Grams
- 01.10.2023**  
Rake test area and sheep east creek south side  
438 Grams
- 01.10.2023**  
Dromana entry East towards Safety beach 200 meters  
845 Grams
- 13.10.2023**  
100-300 Meters East of Test rake area  
707 Grams

#### Sand collection West of Test Rake area

- 16.09.2023**  
Dromana | Safety Beach Map border Entry 30 seconds  
38 Grams
- 21.09.2023**  
0-100 Meters West of test rake site  
432 Grams
- 21.09.2023**  
Safety Beach | Dromana West of car-park 30 meters  
713 Grams
- 22.09.2023**  
Safety beach 100 - 200 meters West of test area  
738 Grams
- 27.09.2023**  
Safety Beach | Dromana East 100 meters  
Is 400 - 300 West side of test rake area  
513 Grams

1 in situ syringe was found in the Test area, after raking



Dummy was found 120 meters from original position and above section A

**Vegetation collection area East of Test Rake area**

**08.10.2023**

Test rake area creek bank south side - No test items found  
705 Grams

**09.10.2023**

Test rake area creek bank south side - No test items found  
454 Grams

**10.10.2023**

Test rake area creek bank south side - No test items found  
790 Grams

**14.10.2023**

200-300 Meters East of test rake vegetation  
433 Grams

**14.10.2023**

300- 400 East of test rake vegetation  
255 Grams

**14.10.2023**

300-400 Meters East of test rake vegetation  
506 Grams

**Vegetation collection area West of Test Rake area**

**16.10.2023**

150-300 Meters west vegetation  
836 Grams

**16.10.2023**

100-150 Meters west vegetation  
633 Grams

**16.10.2023**

170 - 200 Meters west vegetation  
545 Grams

**16.10.2023**

150-170 Meters west vegetation  
519 Grams

**17.10.2023**

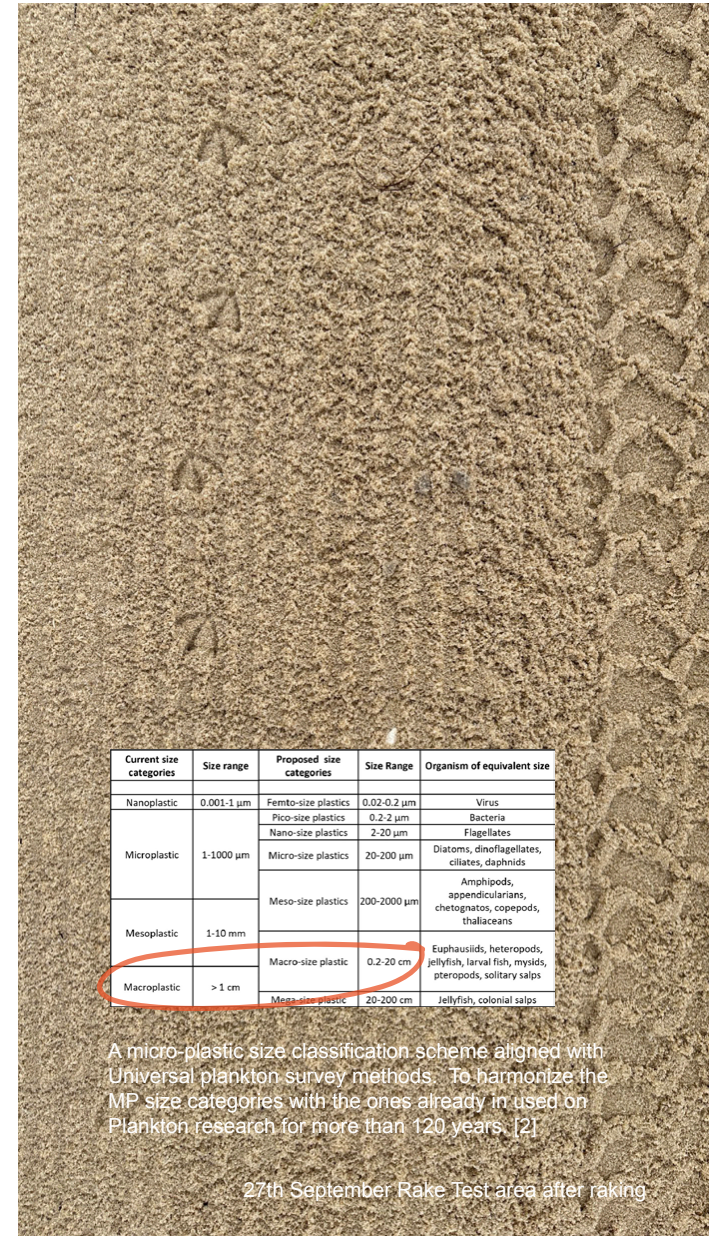
300 - 400 West of test rake area  
368 Grams

**Sand Rake test Area Solo collection after Initial Test period**

**14.10.2023**

Rake test area  
No test items found - Raked  
115 Grams

Source: <https://www.sciencedirect.com/science/article/pii/S2215016121003095>





WATCH HOW THE TIDE ENTERS DUNN'S CREEK

Ocean entering Dunn's Creek King Tide 8th September 2023

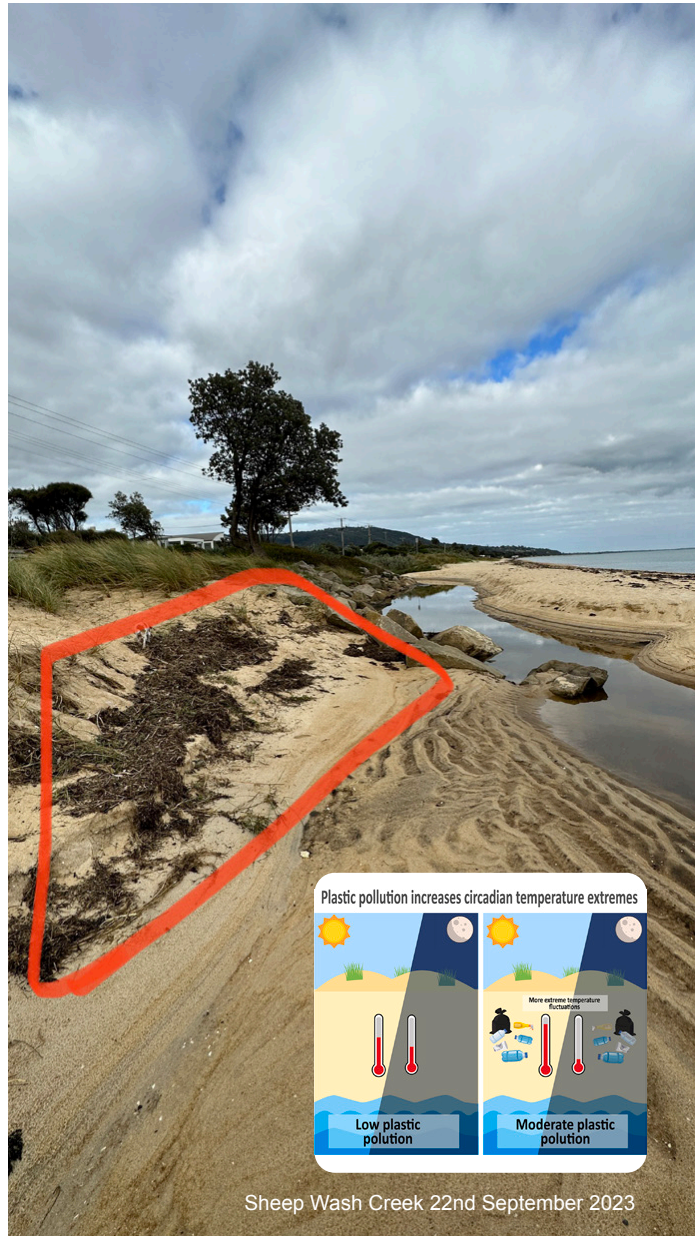


### Overall Litter collected | Macro-plastics and soft plastics

Sand collection | 2765 Grams East of Test Rake area  
Sand collection | 2434 Grams West of Test Rake area  
Test Rake area | 3495 Grams  
Test Rake area and South Bank of drain | 1949 Grams  
Vegetation collection area | East of Test Rake area 1194 Grams  
Vegetation collection area | West of Test Rake area 2901 Grams

**14,783 Grams collected over the collection area | Estimate 22,765 pieces of litter based on Mean average of 15.4 items per 10 grams for this area of beach.**





- High volumes of litter on the South side of the Creek, ocean facing.
- Litter was held in by Seaweed Plastics were mostly underneath the seaweed.
- The litter collected South side of Sheep wash Creek, was collected from an isolated section of the creek edge, as seen in this image left.
- When litter builds up in sand, it is pushed by the tides into creek mouths.
- There had been no tidal action touching the south side of the Creek since 08.09.2023



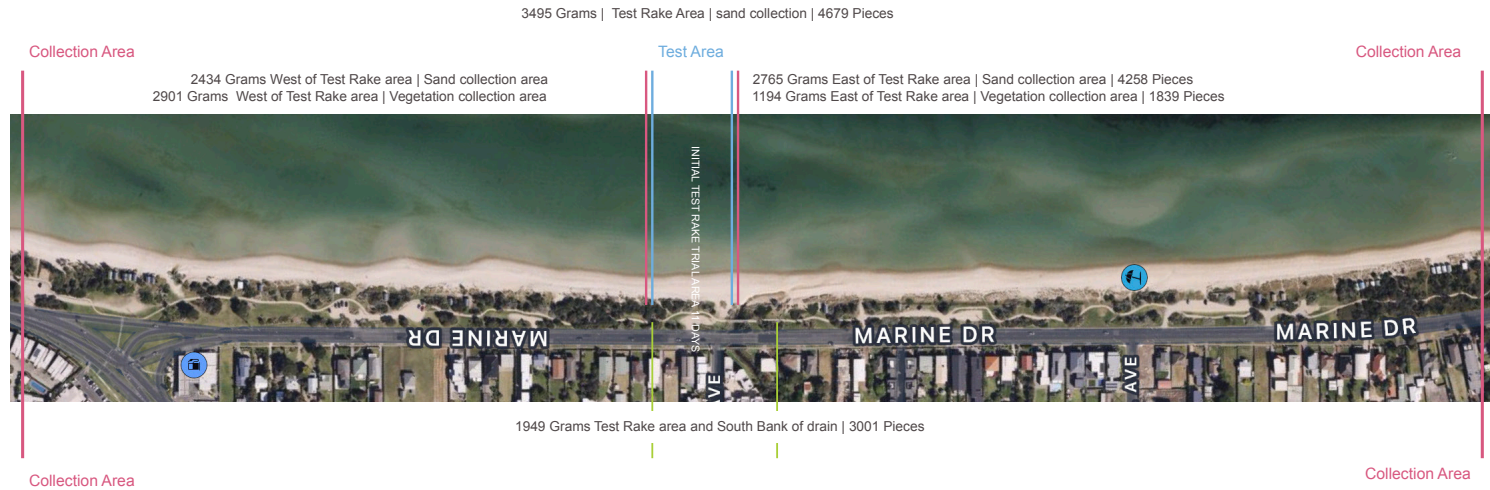
From the test raking, collection and monitoring of litter, it was found that all test items moved Eastwards, consistent with the anti clockwise movement of the bay water.

When the tides rise across the sand table, the litter sitting in the sand and is being exposed by the tide. The tide motion begins pushing the plastics upwards across the sand table, if the tides are high enough, it then pushes the plastics into the vegetation area, capturing the litter.

If the tides have seaweed in them, the seaweed begins to act as a catcher, depending on the volume of plastics captured, this weed will continue eastwards, capturing macro-plastics and soft plastics, until the seaweed is captured by the sand, by either tides decreasing, or being trapped in a path entry, creek or storm water entry.

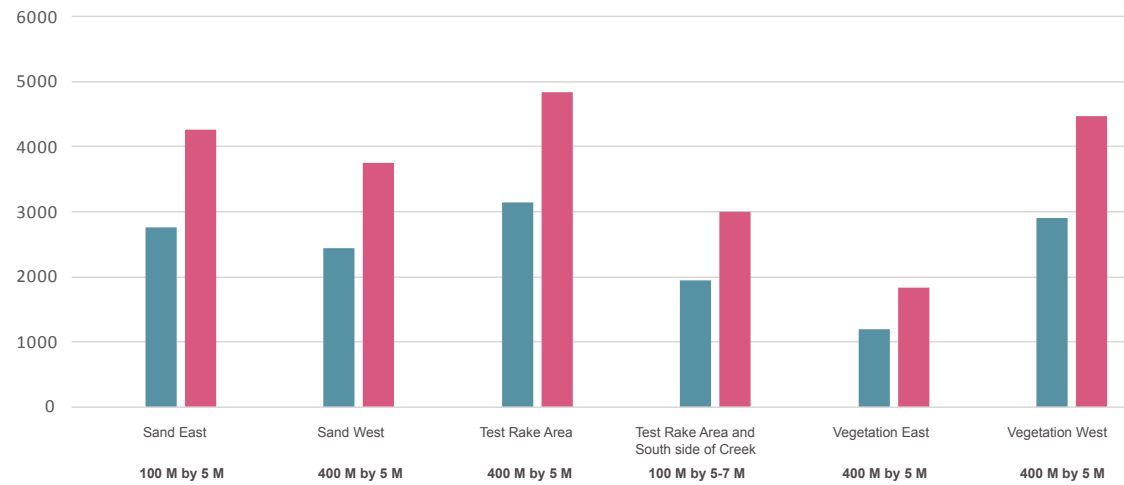
It is common to find plastics built up on the banks of creeks after high tides, this is obvious in creeks by the opposite way the reeds flow to the creek flow, marine life are also evident.

[4] Source: <https://www.sciencedirect.com/science/article/abs/pii/S0304389421011043>

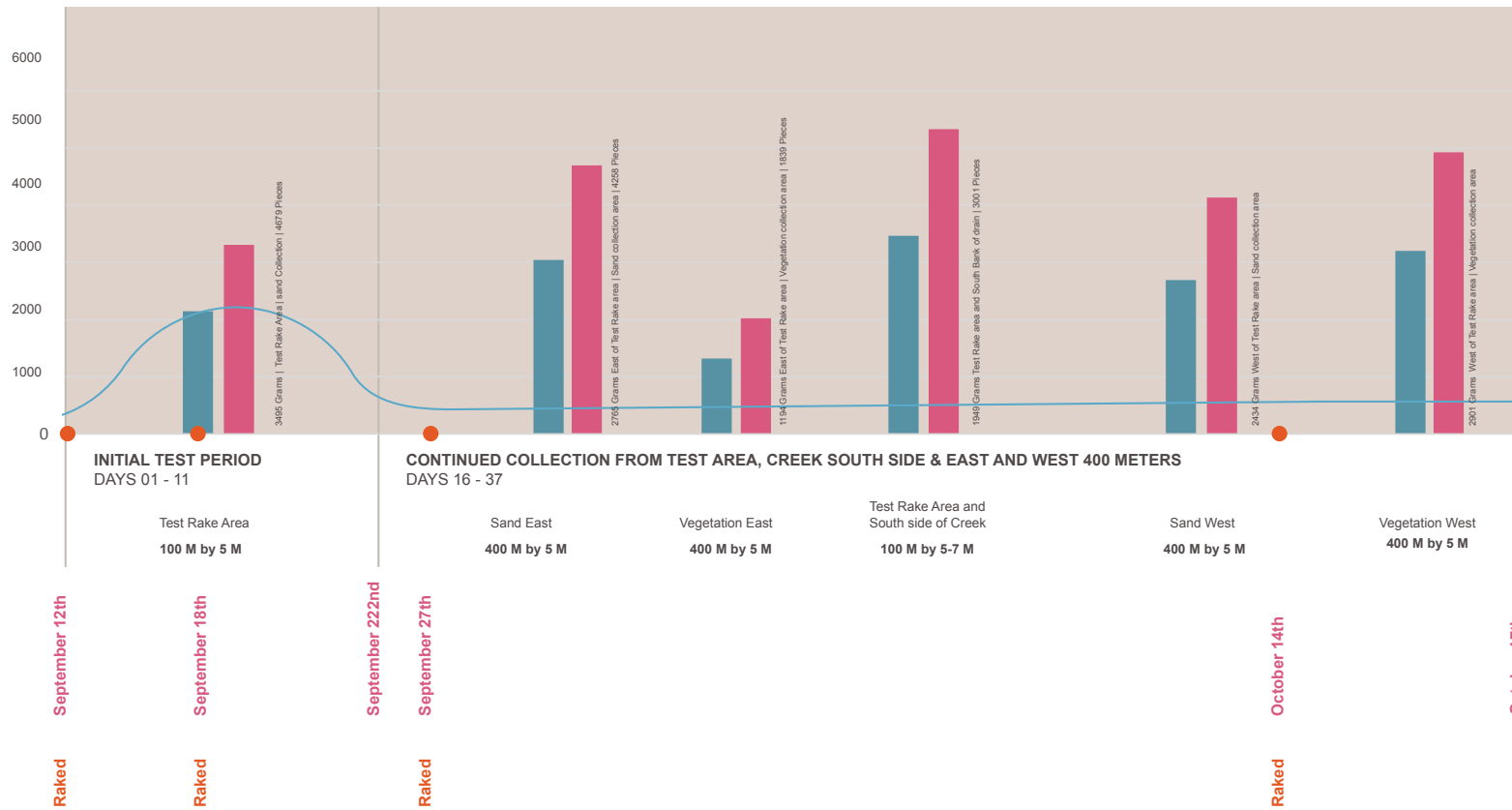


14,783 Grams collected over the collection area | 22,765 pieces of Macro-Plastics and Soft plastics

Overall collection area 900 meters | Based on overall collection time



TIDES AND RAKING DURING 37 DAY COLLECTION PERIOD  
Overall collection area 900 meters | Based on overall collection time





New growth from Sand gets reburied and broken through the raking process.

WATCH THE MECHANICAL RAKE

#### Benefits of hand Cleaning

- Hand cleaning is more accurate
- Able to clean entire area, including vegetation edges, pathways, Front of boat houses, storm water, garden, seating areas and creek entries.
- Research indicates plastics appearing on and in the sand area, are pushed upwards into vegetation which requires hand cleaning.
- Hand collection is less likely to break litter into smaller pieces.
- Opportunity to recycle plastics on collection, rather than sending to landfill.
- Hand cleaning targets only litter items
- Reducing plastic to landfill
- Not paying unnecessary Landfill fees and giving more jobs
- Keeping natural vegetation and ecology
- Bringing back sea-life, shell life, birds
- Community connection and Lower impact on environment
- Reduced Carbon compared to Mechanical raking
- Greater accountability of beach goers
- Greater ability to assess litter and drive change in those streams
- Accuracy around litter data and leading climate emergency
- Effectiveness of non smoking beaches
- Remove litter sooner and reduce risk local fauna and flora
- Allow vegetation to grow

#### What the Mechanical raking process is doing

- Break natural bonds of sand for crabs and shellfish to inhabit
- Has high impact on coastal vegetation growth as breaks new growth
- Creates a gap in the ecosystem, birds do not come in to rest, nest and find food
- Does not allow species to take up resident, breaking down food chain
- Creates unnatural fall of the sand against tides and outfalls
- Redirects natural flow of Creeks by pushing sand across entry in belief of stopping litter entering the bay
- Unable to pick up smaller items without being trapped in weed
- Creates sand pockets that collect litter and marine debris
- The process is breaking plastic items into Macro-plastic size pieces, overtime multiplying the number of residue plastics in the environment.
- Mechanical Raking process, is breaking and burying litter or parts of litter
- Evidence of consistent broken Syringes
- Broken glass associated
- Leaves residue of plastics in the sand, such as syringes becoming an OH&S issue
- Assisting in erosion Refer to research
- Rake takes away natural seaweed which is needed for ecosystem
- Leaving a residue of litter in the environment that poses risk to fauna
- Collects rocks and seaweed this is paid for in landfill, wasting natural resources and money



The rake started this pile on the 01.10.2023, and was still evident on the 22.10.2023  
The seaweed sits here and any soft plastics become wind blown and surrounding area have evidence of macro-plastics

Species identified in this area include, Moon snail egg casings, Paddler crabs, Pleated Sea Squirt, Scallops, Port Jackson egg casings, Silver gulls, Cormorants, Superb Fairy Wrens, Penguins, Blue tongue lizards. Australian Swamp Rat, Great Crested tern, Horseshoe Leather jacket and Australasian Gannet

Tractor drivers has not been seen manually collecting litter on any beaches in 12 years.

Circles mark litter items found in Seaweed collected, overall volume of Seaweed collected is disproportionate to the actual items collected. Hand Cleaning is far more effective.

There is no true method of measurement for the rake effectiveness and no one has been monitoring this as the tractor driver told me, that they don't take an interest

Volume of collection is disproportionate to actual litter collected, mainly seaweed is collected and this can not be equated to the actual volume being collected.

In discussions with the driver, he has noted that he has been requested to hand clean, but has indicated that this would mean he would be at the beach longer and has been advised by his Supervisor that he can't spend that time there.

The driver blamed the Creeks for the litter appearing on beaches, during the month collection Period, I did not see any litter coming through storm water or creeks, the litter present around the creeks and drains was evident the litter had been pushed to these locations from the sand.

The rake driver pushes sand in front of the creeks and river mouths to stop normal flow

When seaweed washes up, it works as a blocker to any plastics in the sand, overtime, if litter is captured in the weed, it then dries and is stuck to the weed.

The rake drives over Moon Snail Egg casings, breaks washed up live scallops, squashes filter feeders and breaks shell life. All raked beaches show high volumes of broken shells.

The rake driver, drives down the road and you can visibly see soft plastics flying from the catcher

Litter is being pushed into the vegetation area, posing risk to fauna.

The rake has caused a residue of litter across all beaches and the shire now has a responsibility to clean this up and to stop the cycle of broken plastics.

Evidence of one item being broken into multiple items was evident through the collection period

**Same location and length 6 months apart**

We collected litter in April from the border of Dromana Safety Beach sand Table Collection area after Raking. We knew there was a lot of litter embedded in the sand, based on what we collected on those occasions.



22.04.2023 Safety Beach Mornington Peninsula Council  
No tide rise, colder climate, beach walkers with dogs present  
Dromana entry east towards Safety beach 200 meters

**ESTIMATED 3 DAYS AFTER RAKING**  
644 Grams, based Average litter per 10 grams for Safety Beach  
15.4 Items = 10 Grams | 644 = Est. 991.76 Pieces



01.10.2023 Safety Beach Mornington Peninsula Council  
No tide rise, colder climate, beach walkers with dogs present  
Dromana entry east towards Safety beach 200 meters - West of rake Collection area

**ESTIMATED 4 DAYS AFTER RAKING**

845 Grams based Average litter per 10 grams for Safety Beach  
15.4 Items = 10 Grams | 845 Grams = Est. 1301.30 Pieces



### Summary

The results of the test rake found 22.2% of items were collected by the rake, 18.52% of litter could be found in the test area after raking. 25.93% of test items was found within 10 days after raking. 7.41% of items were found within 10 days were broken, overall 18.52% of items multiplied by being broken. 29.63% remains unfound, this includes multiplied pieces.

3495 Grams - Approximately 4679 pieces of macro-plastics and soft plastics were collected from the test rake area over 11 days. The test items buried made up for 0.68% of the overall litter found in the test area in the Initial test period of 11 days.

Test items were found within 10 days of the test rake, all moved East up to 120 meters.

Through the mechanical test, we were able to identify test items being broken into smaller pieces fitting into the macro-plastic category.

70% of litter found across the collection area are micro-plastics 30% are broken Soft plastics.

There is approximately 11.7 pieces of Litter per cubic meter in the Test area.

The Rake raked the beach 4 times during the collection period, 3 times within a 15 day period.

13 Syringes were collected, including over 50 Syringe caps. Syringe needle heads were missing from half of the syringes collected over the 900 meter area.

1 in situ syringe was found in the test area, after raking on the 14th of October.

There was evidence of local fauna eating residue plastic litter in vegetation area.

Overall Collection area covered in the 37 day period = 900 meters - 100 meter Test area and 400 Meters East and 400 Meters West - As continued to look for Test items.

McDonald's and KFC stopped supplying plastic straws and spoons in February of 2021, over 50 straws and spoons from these organizations, were found across the collection area.

Plastic food wrapping found dated 2011, 2014 and 2017 were present in soft plastic litter found within the collection area.

Overall 14,783 Grams were collected from the overall 900 meter collection area. This equates to an estimated 22,765 pieces of litter, based on Mean average of 15.4 items per 10 grams for Safety beach.

Based on the volume of macro-plastics collected from Safety Beach of 900 Meters. It is projected that the 23.74 km of beaches that are raked, potentially have a residue litter volume of macro-plastics sitting in the coastal environment equating to 600,490 pieces of macro-plastics.

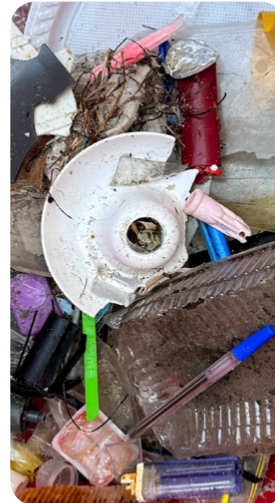
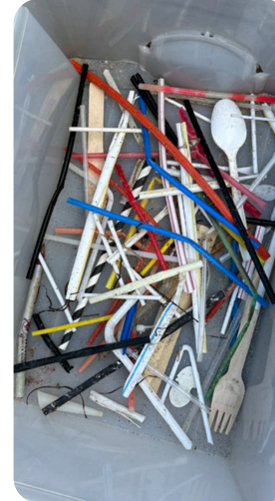
Excluding soft plastics, Macro-plastic are broken particles of a bigger item. 98% of this hard plastic is unbreakable by the hand or foot in the sand.

Evidence of multiple pieces from the same item was present in the litter data.

Litter is embedded in the sand, vegetation, and embankments. An est. 2% of litter is incoming from the bay and these items include, drink bottles, bait bags, shoes, hats, fishing line, squid jigs, rod lights, tackle trays and

There were no higher tide rises since 21.09.2023, however litter was evident in the sand and vegetation areas.

Species identified in this area include, Moon snail egg casings, Paddler crabs, Pleated Sea Squirt, Scallops, Port Jackson egg casings, Silver gulls, Cormorants, Superb Fairy Wrens, Penguins, Blue tongue lizards. Australian Swamp Rat, Great Crested tern, Horseshoe Leather-jacket and Australasian Gannet.



Safety Beach Collection



## Josephine (Josie) Jones OAM.

Citizen scientist by day, environmental advocate by night. I'm the Sherlock Holmes of eco-consciousness, spotting tiny details in the wild that would make even the bees jealous. Currently studying Sustainable Business Strategy at Harvard.

When I'm not cataloging species on iNaturalist, or underwater free-diving, you can find me piloting my Beach Hand bin with community, to inspire environmental stewardship across our beaches Nationally.

Our most recent pilot of the Great Barrier Reef as part of Reef Clean and Tangaroa Blue and Flinders will be adopting the Beach hand bin for Summer 2024.

For the past 12 years, I have lived in Rye and cleaned beaches on the Peninsula from Portsea to Mornington. As a water sports person, I understand the architecture of nature, in that every beach is different, the wind and the tide play a huge role in the movement of sand, seaweed and litter, as we move around the bay.

Raked beaches show litter with a common pattern of being macro in size, hard plastic, consistently broken, stressed, twisted, old and new, worn and torn and flattened.

Some Macro pieces resemble parts of beach recreational items, such as toys, other items collected include building related such as tile separators, silicone ends, nails, screws. In addition there are broken syringes and parts, personal care including Contacts, eye drops, band-aids, hair-ties, recreation items, furnishings and glass.

My aim is to change the story around littering for urban based beaches and to reform self management of waste on coastal environments. The level of littering on beaches and the current mitigation, is adding to erosion and leaving clean up groups to pick up after a legacy of plastics.

Prevention is needed. The volume of littering on beaches needs to be addressed effectively.

Hand Cleaning is the most effective method of cleansing and in my belief has been over estimated and underestimated in cost and value by council. Financially, environmentally, ecologically and socially.

We have greater power in employing people to educate as Rangers and offer solutions to beach goers, therefore creating stewards and community through action for generations to come.



My aim has always been to change the story around littering on beaches and celebrate good choices. That mission hasn't changed.

I hold large volumes of litter data, and have undertaken daily cleaning of beaches during peak periods for over a decade, it's during this time that my opinion of the origins of litter on Mornington Peninsula Beaches no longer matches the common narrative I once parroted.

I now hold a very good understanding of the volume of annual littering on beaches on the Mornington Peninsula and the volume of residue litter embedded into the sand, by multiple channels.

Statistically beaches are the number one littered area, and identified as a source by the United Nations environmental program in the overview of Marine plastic pollution.

When we talk about the origins of litter, around Port Phillip bay we are often focused on items discarded into rivers and oceans and indirectly via sewage, storm-water and winds, because these are often funded projects supported by governing bodies.

This is where I saw a gap in understanding and lack of data held by governing bodies. Through data and testing we see the rake is an ineffective mitigation strategy, for gathering the predominant items left on and washed up on beaches.

Recent studies by RMIT Litter Trackers "Burbs to the Bay" found that none of the items reached Port Phillip Bay and most were captured by vegetation or litter traps.

Through the mechanical test we were able to identify that items are being broken into smaller pieces fitting into the macro-plastic category, which is the predominant litter found across the sand table in all Port Phillip Bay raked beaches.

McDonald's and KFC stopped supplying plastic straws and spoons in February of 2021, over 50 straws and spoons from these organizations, were found across the collection area. 13 Syringes were collected, along with over 50. Syringe caps. It is not uncommon to find Syringe heads in the sand, posing serious risk to future beach goers.

Excluding soft plastics, Macro-plastic items all carry a similar make up being broken particles 98% of this litter is hard plastic unbreakable by the hand or foot.



We have been blaming the litter found on our beaches, because we have been missing this very important link.

Adding a mechanical rake to the problem is elongating litter found in sand and I believe is adding to erosion. This belief is supported by research of Beaches by Jennifer L Lavers, scientist in Hawaii found that micro and macro plastics embedded in beach sand made it easier for water to flow through the sediment, which in turn affected how fast sand dries out.

We need to bring back the human element to litter collection, education and therefore prevention, because the reality is that there is high levels of littering on beaches by Beach goes, and the majority of the cleanup is actually happening by hand by volunteers, beach walkers and local residents.

Mechanical beach, raking, puts a gap in the ecosystem. It does not allow shell or crab life to take up residence and therefore effects the natural food chain of native species such as Rakali. There was evidence of local fauna eating residue plastic litter.

Thank you to the Support of Illumina Melbourne iCares Program, for helping to conduct the test. We were joined by scientists through Google meets to ensure we followed a correct process, that would allow this data to be measured and documented correctly.

Illumina's giving back is in their DNA. Through Illumina Cares, we share our time, talent, technology and treasure with the communities where we live and work.

To ensure they can make a meaningful difference, they focus our efforts on genomic literacy through STEM education, rare and undiagnosed genetic diseases, oncology, and community service.

I'd like to acknowledge the support given to me by illumina volunteers of the iCares Program, Peter Coleman, Gowtam Chalasani Chowdary and Kelsey Guerds for their support, encouragement and assistance.

To Mike McIntosh for permitting the test rake, to work with Hayden Forrest for his assistance. Hayden acted with integrity, asking great questions and willing to put in the work needed to gather accurate data.

I'd like to thank the Mornington Peninsula Shire for bringing in Mason Grayland part-time placement from Monash University to carry out independent findings, the work he has undertaken is inspiring and supports my findings.



**Safety Beach coastal management plan**  
3.6 Strategies for climate change

Objectives

- Continue to Avoid mal-adaptation to climate change

Actions

- Advocate for a whole of bay approach to climate change information and impact management through the Association of Bayside Municipalities

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**SHARE | Sustainability Agency**

Long-Term Impact: Adaptation strategies should be evaluated for their long-term impacts and Sustainability.

A strategy that provides immediate relief but causes greater harm in the future is considered Maladaptive.



Safety beach 14 November 2023  
Test rake area - 200 meters West  
Vegetation line and Vegetation  
Result of King tide pushing plastics in the sand into highest tide line  
October 22nd

## TWO OF THE SEVEN SUMMITS CLIMATE EMERGENCY PLAN MORNINGTON PENINSULA SHIRE



### Increased climate Advocacy

The community's voice is clearly and honestly amplified to all levels of government and industry. Strong, evidence-based advocacy positions are presented, so that climate action is accelerated.

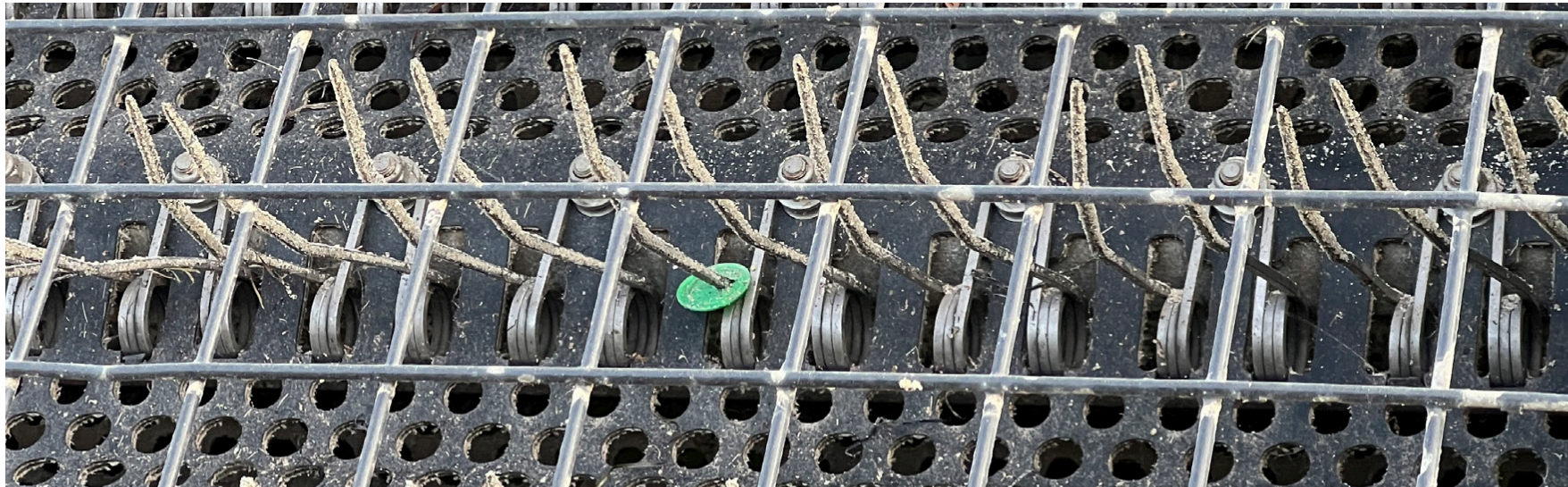


### Leadership and governance

Living our values, we become a regional leader in climate change action for our community, with a strong system of governance to guide our decision making and keep us accountable to our community and our promises.

References

- [1] **SENATE STANDING COMMITTEES ON ENVIRONMENT AND COMMUNICATIONS THE THREAT OF MARINE PLASTIC POLLUTION IN AUSTRALIA REPORT CHAPTER 2**  
[https://www.aph.gov.au/parliamentary\\_business/committees/senate/environment\\_and\\_communications/marine\\_plastics/Report/c02](https://www.aph.gov.au/parliamentary_business/committees/senate/environment_and_communications/marine_plastics/Report/c02)
- [2] **A microplastic size classification scheme aligned with universal plankton survey methods**  
<https://www.sciencedirect.com/science/article/pii/S2215016121003095>
- [3] **Microplastics Are Increasing Beach Sand Temperatures, Threatening Wildlife and Ecosystems**  
<https://plasticoceans.org/things-are-heating-up-thanks-to-plastic/>
- [4] **Plastic debris increases circadian temperature extremes in beach sediments**  
<https://www.sciencedirect.com/science/article/abs/pii/S0304389421011043>
- [5] **Life's a beach: finding trends in marine debris across Australia**  
<https://newsroom.unsw.edu.au/news/science-tech/lifes-beach-finding-trends-marine-debris-across-australia>
- [6] **Australia's trash tide: what researchers found as they studied 20m pieces of beach rubbish**  
<https://www.theguardian.com/australia-news/2021/oct/19/australias-trash-tide-researchers-studied-20m-pieces-of-beach-rubbish-and-found-a-lot-of-plastic>
- [7] **Safety beach coastal management plan - April 2016**
- [8] **Our Climate Emergency Response. From 2020 to 2030. A snapshot of the full response ensuring our future.**  
Climate-Emergency-Ensuring-our-Future-2020-SUMMARY





Beach Cleaning Review - Beach Values Analysis and Recommended Cleaning Method

Township	Beach Name	Current Method	Metres cleaned	Area Clean	Committee of Management	Dune Environmental Values				Total Values Score	Recommended Cleaning Method	Comments
						(Reverse weighting)	Recreational Values	Visitation Rates	Accessibility			
Mount Eliza	Daveys Bay	Hand	188	2281	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Mount Eliza	Pelican Point	N/A	212	2179	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	Beach currently not cleaned. No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Mount Eliza	Canadian Bay	Hand	432	6567	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Mount Eliza	Half Moon Bay	Hand	130	1383	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Mount Eliza	Ranelagh	Machine	492	11139	Mornington Peninsula Shire Council	3	3	3	2	11	Mechanical	
Mount Eliza	Earimil	Hand	260	3828	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Mount Eliza	Moondah North	Hand	1252	22431	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Mount Eliza	Moondah	Hand	270	3027	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Mount Eliza	Sunnyside North	Hand	269	3225	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Mount Eliza	Sunnyside South	Machine	287	4293	Mornington Peninsula Shire Council	2	2	2	3	9	Hand	
Mornington	Mills East	Machine	358	8820	Mornington Peninsula Shire Council	2	2	2	1	7	Hand	
Mornington	Mills West	Machine	362	9651	Mornington Peninsula Shire Council	3	3	3	3	12	Mechanical	
Mornington	Shire Hall Beach	Machine	211	2858	Mornington Peninsula Shire Council	2	2	2	2	8	Hand	
Mornington	Scouts	Machine	187	4305	Mornington Peninsula Shire Council	3	2	2	2	9	Hand	
Mornington	Mothers	Machine	160	5654	Mornington Peninsula Shire Council	3	3	3	2	11	Mechanical	
Mornington	Royal	Hand	204	2835	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Mornington	Fishermans	Machine	513	9712	Mornington Peninsula Shire Council	1	3	3	2	9	Hand	
Mornington	Coral	Hand	125	1184	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Mornington	Fosters	Hand	91	520	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Mornington	Fossil	Hand	55	677	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Mornington	Dava	Hand	311	4128	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Mount Eliza	Birdrock	Hand	294	4959	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Mount Martha	Mount Martha North	Machine	1122	30977	Mornington Peninsula Shire Council	2	3	3	2	10	Hand	
Mount Martha	Mount Martha Activity Nod	Machine	226	8238	Mornington Peninsula Shire Council	2	3	3	3	11	Mechanical	
Mount Martha	Mount Martha South	Machine	844	32697	Mornington Peninsula Shire Council	1	2	3	2	8	Hand	
Mount Martha	Pebble Cove	Hand	120	1236	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Safety Beach	Tassles Cove	Machine	167	3629	Mornington Peninsula Shire Council	2	3	3	2	10	Mechanical	Recognised problem area for seaweed accumulation.
Safety Beach	Safety Beach North	Machine	762	9779	Mornington Peninsula Shire Council	3	3	3	2	11	Hand	Preference would be for Mechanical Cleaning however access is restricted.
Safety Beach	Safety Beach	Machine	751	9491	Mornington Peninsula Shire Council	3	3	3	2	11	Mechanical	Adhoc seaweed removal to be completed on needs basis with light machinery
Safety Beach	Safety Beach South	Machine	1591	32314	Mornington Peninsula Shire Council	2	2	3	2	9	Hand	
Dromana	Dromana East	Machine	486	9251	Dromana Foreshore COM Inc	2	2	3	2	9	Hand	
Dromana	Dromana Activity Node	Machine	700	11442	Dromana Foreshore COM Inc	3	3	3	3	12	Mechanical	
Dromana	Dromana West	Machine	1693	27108	Dromana Foreshore COM Inc	2	2	3	2	9	Hand	
McCrae	McCrae East	Machine	545	9908	Mornington Peninsula Shire Council	2	2	2	2	8	Hand	
McCrae	McCrae Activity Node	Machine	618	16624	Mornington Peninsula Shire Council	3	3	3	2	11	Mechanical	
McCrae	McCrae West	Machine	537	9687	Mornington Peninsula Shire Council	2	2	2	2	8	Hand	
Rosebud	Rosebud East	Machine	1141	14915	Mornington Peninsula Shire Council	1	2	2	3	8	Hand	
Rosebud	Rosebud Activity Node	Machine	1770	25159	Mornington Peninsula Shire Council	3	3	3	3	12	Mechanical	
Rosebud	Rosebud West	Machine	753	8037	Mornington Peninsula Shire Council	2	2	2	2	8	Hand	
Capel Sound	Chinamens Creek	Machine	310	5763	Mornington Peninsula Shire Council	2	2	2	3	9	Mechanical	Reported problem area requiring Mechanical Cleaning
Capel Sound	Capel Sound	Machine	608	9908	Capel Sound CoM	1	2	3	2	8	Hand	
Tootgarook	Tootgarook	Machine	2337	20091	Capel Sound CoM	1	3	3	2	9	Hand	
Rye	Rye East	Machine	2413	18410	Mornington Peninsula Shire Council	2	2	2	2	8	Hand	
Rye	Rye Pier East	Machine	200	8560	Mornington Peninsula Shire Council	3	3	3	3	12	Mechanical	
Rye	Rye Pier West	Hand	70	1080	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Rye	Rye West	Machine	885	13342	Mornington Peninsula Shire Council	2	2	2	1	7	Hand	
Blairgowrie	Blairgowrie East	Machine	3458	39852	Whitecliffs to Camerons Bight COM Inc	2	2	3	2	9	Hand	
Sorrento	Sullivan Bay	Hand	431	8663	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Sorrento	Sorrento Front	Machine	1356	18980	Mornington Peninsula Shire Council	2	2	3	3	10	Hand	
Sorrento	Sorrento West	N/A	229	3958	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	Beach currently not cleaned. No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Portsea	Shelly	Hand	868	26547	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Portsea	Portsea Foreshore	Hand	483	8974	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	No possible access for Mechanical Cleaner. Hand Cleaning only option.	
Portsea	The Cutting	N/A	653	4578	Mornington Peninsula Shire Council	N/A - No possible access for Mechanical Cleaner				Hand	Beach currently not cleaned. No possible access for Mechanical Cleaner. Hand Cleaning only option.	
			<b>Meters</b>	<b>Area (m2)</b>								
<b>Current Beach Cleaning Program Totals</b>			33696	554139								
<b>Hand</b>			5853	103545								
<b>Mechanical</b>			27843	450594								
<b>N/A</b>			1094	10715								
<b>Proposed Beach Cleaning Program Totals</b>			34790	564854								
<b>Hand</b>			29034	449504								
<b>Mechanical Grooming</b>			5756	115350								

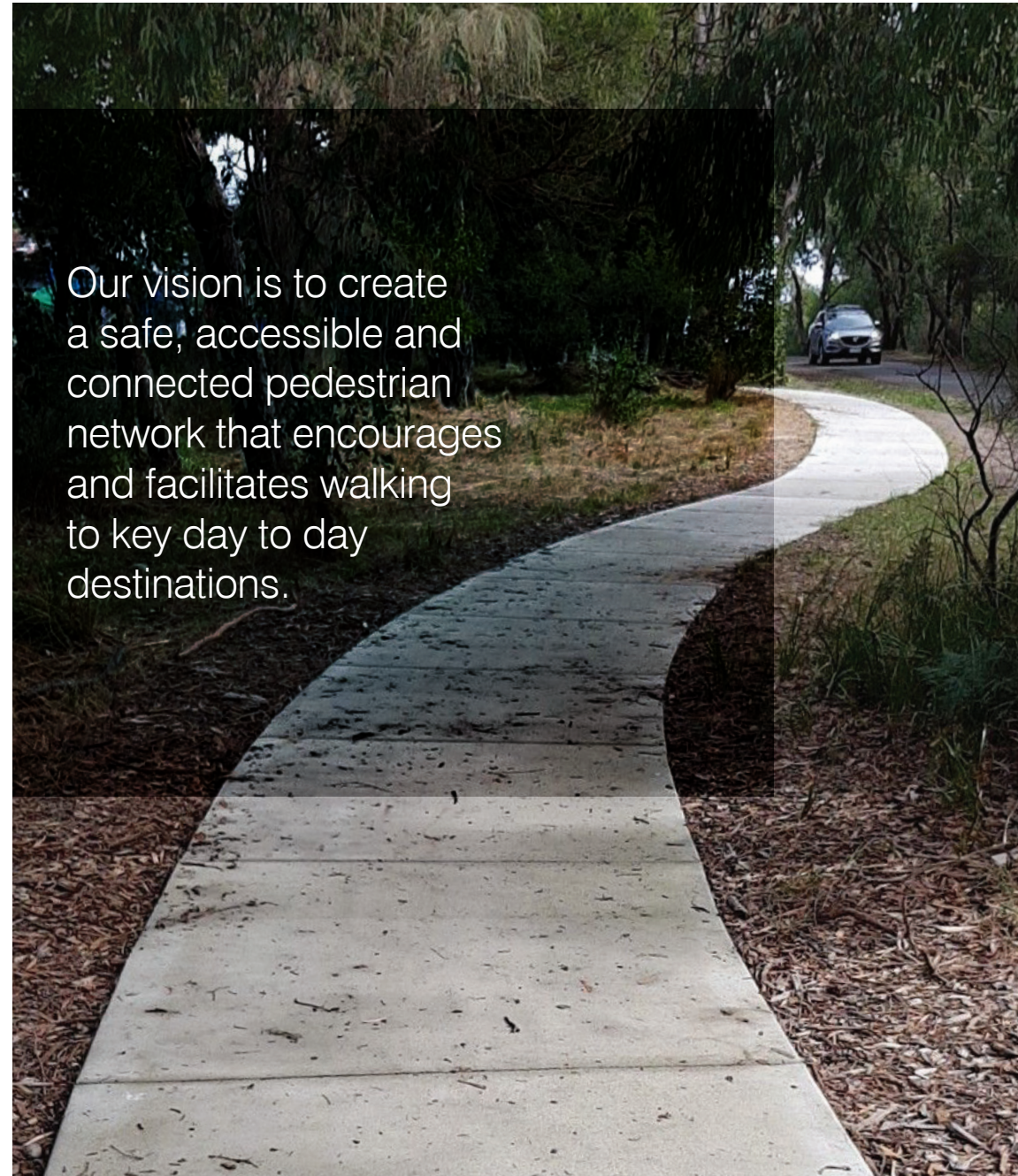




# Pedestrian Access Strategy

2024 - 2034





Our vision is to create a safe, accessible and connected pedestrian network that encourages and facilitates walking to key day to day destinations.

## Executive Summary

Creating a flourishing, healthy and connected community through providing safe, accessible and connected pedestrian networks is outlined in the Council and Wellbeing Plan 2021 - 2025. Facilitating and encouraging pedestrian movement through the strategic review of the Shire's connected footpath network is a key step in making this objective become a reality.

The Pedestrian Access Strategy has a vision to create a safe, accessible and connected pedestrian network that encourages and facilitates walking to key day to day destinations. Improved connectivity and safety of the footpath network throughout the Shire will not only increase accessibility for those with disabilities, but will also promote active transport including walking, cycling and other non-vehicular modes of movement.

Since the launch of the Pedestrian Access Strategy in 2019 the demand for footpaths has continued to grow, however, Council's budget has come under increasing pressure. Given the large quantity of footpaths still to construct within the Shire, this updated strategy ensures that new footpaths are prioritised where they are needed most. To achieve this, the established network of planned and existing pathways has been reviewed, and the evaluation method that prioritises construction of new footpaths has been updated to reflect increased safety concerns, changing demographics and movement within the community. This has produced a newly ranked list of footpaths that will inform the annual budget allocation for construction priority.

The Strategy continues to aim to achieve its vision through the Principal Pedestrian Network (PPN) A PPN is a designated mapped network of integrated and connected routes which encourage pedestrian movement, whilst also supporting safe and accessible travel into and around key

destinations. The Shire's PPN outlines the main pedestrian routes and connections across the Mornington Peninsula and is a focus of future capital works expenditures on footpaths and pedestrian infrastructure projects.

The objectives of the Pedestrian Access Strategy are:

1. Improve the safety and accessibility of the footpath network.
2. Create a connected and integrated township network for pedestrians.
3. Enhance the user experience to facilitate and encourage safe pedestrian movement.
4. Promote participation in active transport for key daily tasks and activities.

The strategic objectives of this Strategy will be achieved through three key actions:

- The implementation of an annual rolling program of footpath construction using the revised evaluation methodology.
- Conducting reviews of the PPN every 2 years and Strategy after 5 years.
- Continuing to seek funding opportunities to deliver footpaths identified on the PPN.

Mornington Peninsula Shire acknowledges the Bunurong people, who have been the custodians of this land for many thousands of years; and pays respect to their elders past and present. We acknowledge that the land on which we meet is the place of age-old ceremonies, celebrations, initiation and renewal; and that the Bunurong peoples' living culture continues to have a unique role in the life of this region.



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# Strategy Introduction

The Pedestrian Access Strategy has been developed to identify a strategic walking network for the Mornington Peninsula Shire that provides safe pedestrian movement to key destinations in the Shire and is accessible to all users. This network is called the Principal Pedestrian Network (PPN).

The strategy will be used to prioritise the planning and delivery of footpaths and associated pedestrian infrastructure in the Shire.

Encouraging walking for transport has a range of benefits including reducing vehicle use and traffic congestion, promoting healthy lifestyles and creating socially interactive communities.

Strategic land use planning encourages walking by creating walkable townships that have a range of shops and services including open space, schools and doctors etc.

However, just because people live within walking distance to shops and services doesn't mean that they will in fact walk to them. To encourage and facilitate walking for transport, walking needs to be an efficient, safe and attractive mode of transport. This means providing a safe and enjoyable environment to pedestrians. For this reason, it is important that the opportunities and key routes for walking for transport are planned for.

Note: for the purposes of this strategy, pedestrian movement means people traveling:

- by foot
- on wheeled devices such as bicycles (children 12 years and under and their families), skateboards, wheelchairs or motorised mobility devices etc.



# Background

## Review of Pedestrian Access Strategy 2019

Council adopted the previous Pedestrian Access Strategy and Principal Pedestrian Network (PPN) in 2019, which enabled Council to map and prioritise footpath construction across the municipality. This methodology has served the Shire in identifying and constructing high priority footpaths over the past 5 years. The strategy has also assisted the Shire in identifying missing footpaths in the PPN.

There is a high number of requests from residents for new footpaths each year. To ensure the Strategy remains up to date and continues to meet the needs of the community, a review of the strategy was undertaken. Through this review, the Shire identified 3 key opportunities for improvement:

- 1. The pedestrian experience of walking** – Ensure that footpath construction includes the pedestrian experience through the development of this Pedestrian Access Strategy review, which considers factors such as:
  - pedestrian safety
  - compliance with the Disability Discrimination Act
  - gender and equity impact
  - topography
  - surface treatments and environmentally sustainable design
  - biodiversity and Cultural Heritage impact
  - integration with existing landscapes.

- 2. Improvements to footpath connectivity** - Better plan, integrate and connect the Shire's footpath network to key destinations.
- 3. How footpath proposals are evaluated and prioritised** - Review and update the evaluation methodology to ensure footpaths are prioritised where they are needed most, to establish a new rolling program of prioritised footpaths for construction based on the PPN. This includes a renewed focus on giving appropriate weightings to:
  - differing road conditions and the risk to pedestrians
  - footpaths that will service the needs of the vulnerable users
  - population density
  - visibility and line of sight
  - connectivity and accessibility.

Through this review process and the identified need for a more proactive evaluation methodology for new footpath construction, the weighting of pedestrian safety and risk has been increased, whilst still encompassing connectivity and accessibility. The new footpath evaluation methodology can be found in Appendix A and will be used to implement the annual rolling program of footpath construction. The Strategy continues to assist in delivering a strategic, integrated and connected pedestrian network for the Mornington Peninsula Shire. This is in line with the State Government's direction of integrated pedestrian and transport planning.

## What is a Principal Pedestrian Network?

A Principal Pedestrian Network (PPN) is a strategic network of pedestrian routes to key destinations to promote walking for transport. The Shire has completed a PPN for the 26 urban townships of the Peninsula as defined by the Urban Growth Boundary, using the Victorian Governments guidelines for developing Principal Pedestrian Networks.

In developing and delineating the PPN a range of factors and elements were considered:

- census data and population densities
- mapping and determination of key destinations and attractors, including shops, schools, offices etc.
- mapping all existing land use zoning and future development
- mapping population density information for the 2km walkable catchment from primary destination(s)
- mapping designated crossing points of major and minor roads
- mapping VicRoads SmartRoads networks
- mapping off-road pedestrian paths and access ways
- locations of pedestrian access points
- identification of significant physical barriers such as topography, creek crossings and transport infrastructure.

The Principal Pedestrian Network maps are accessible via the Mornington Peninsula Shire Council's website. The PPN will be used to inform decision making on capital works expenditure for footpaths and pedestrian projects.

## Key benefits of the PPN

The PPN provides several benefits to planning pedestrian movement around the Shire including:

- Assisting the Shire in meeting the obligations under the Transport Integration Act 2010
- Meeting objectives outlined in State planning strategies.
- Providing recognition and priority to pedestrian movement within transport and land-use planning.
- Improving negotiation and integrated planning with Department of Transport and Planning.
- Providing guidance for infrastructure investment that encourages safe and comfortable pedestrian movement via strategic routes.
- Allowing the Shire to prioritise pedestrian movement and infrastructure projects on parts of the pedestrian network that will benefit the greatest number of pedestrians.
- Aligning with the Movement and Place Framework to integrate the transport network with urban design to prioritise the movement of people rather than transport modes.

“The Strategy continues to assist in delivering a strategic, integrated and connected pedestrian network...”

## Alignment with Council and Wellbeing Plan 2021 -2025

The Pedestrian Access Strategy is in specific alignment with the Council and Wellbeing Plan 2021 -2025 strategic objective of "A community that is well connected through sustainable, accessible and integrated transport options" (see page 34). These actions include:

1. Advocate for more accessible and frequent public transport services, including connected footpaths, trails, buses and trains for the Mornington Peninsula.
2. Improve accessibility to Shire-managed car parking and footpaths.
3. Deliver on the Pedestrian Access Strategy, creating safe, accessible and connected pedestrian networks.
4. Advocate for an expansion of the electric vehicle charging network and promote the use of electric vehicles.
5. Implement the Towards Zero Road Safety Strategy in our continued commitment to zero road deaths and serious injuries towards 2050.
6. Deliver on the new Integrated Transport Strategy to create a connected, accessible and sustainable transport network.
7. Deliver on the new RideSafe Strategy to create a safe and accessible cycling network that accommodates the needs of all users.

### Community Vision

To inform the Council and Wellbeing Plan 2021 – 2028 the Shire undertook community consultation through the Peninsula 2040 Our Shared Community Vision, where feedback on our footpath network was also provided.

The consultation had 3,157 participants and the theme of "Moving easily around our Peninsula" rated very high with over 750 respondents providing ideas and feedback on the topic. This high priority theme included the sub-theme of "carefully designed and well-maintained roads and footpaths". This highlights that the planning of footpath networks that connects pedestrians to key destinations is a high priority for the residents within the Shire.

Overall, respondents highlighted a strong interest in improvements to assist access and moving via active and public transport which includes footpaths, bike paths, roads, buses and trains.

## Related policies and strategies

### State context

- Plan Melbourne
- Guidelines for developing Principal Pedestrian Networks
- Victorian Pedestrian Access Strategy
- 30-Year Strategy, Infrastructure Victoria

### Local context

- Council and Wellbeing Plan
- Climate Change Carbon Neutral Policy
- Climate emergency Plan
- Disability Inclusion Plan
- ESD Policy for Council Buildings and Civil Works,
- Health and Wellbeing Plan
- Housing and Settlement Strategy
- Peninsula 2040 - Our Shared Community Vision
- Peninsula Trail Project
- Positive Ageing Strategy
- Private Works on Nature Strips & Road Reserves Policy
- RideSafe Bicycle Strategy
- Road Management Plan
- Special Charge Schemes Policy for Infrastructure Works
- Sustainable Transport Strategy
- The Roadside Equestrian & Mountain Bike Trails Strategy
- Towards Zero Road Safety Strategy

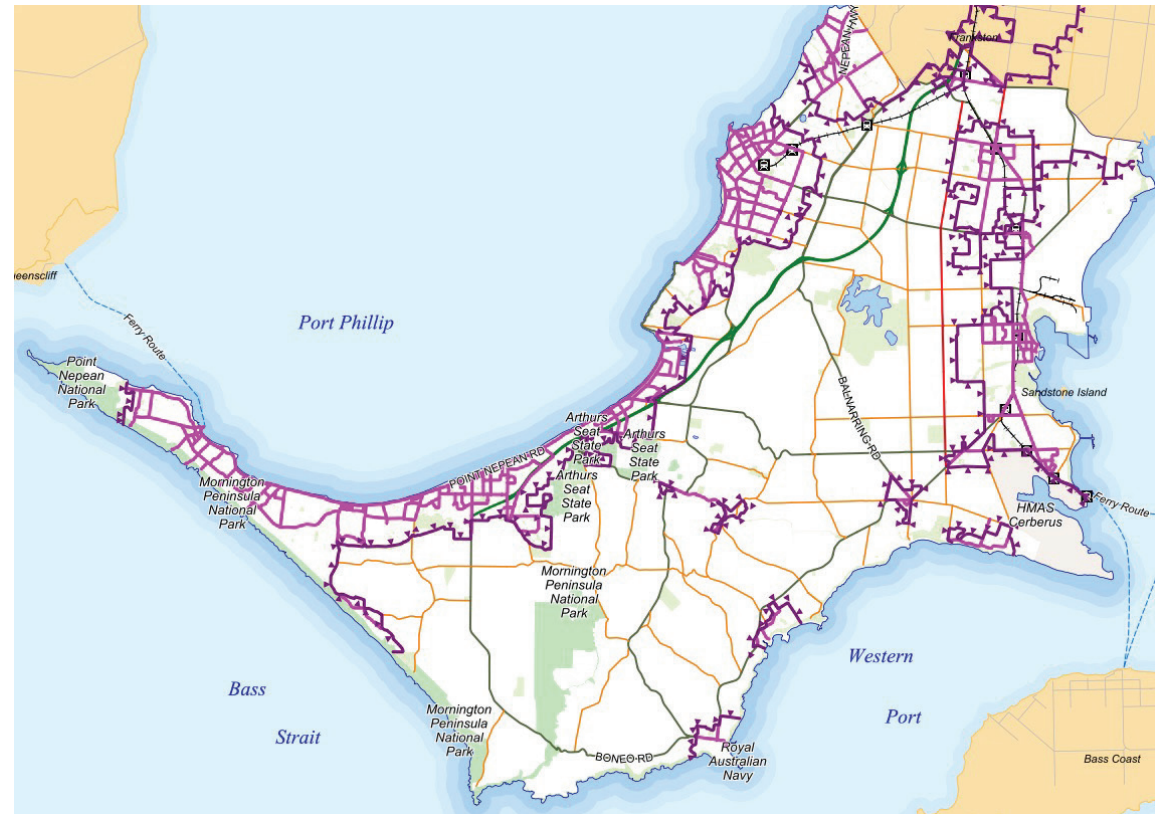
All the above strategies and policies have been considered in the preparation of the Pedestrian Access Strategy.



## Study Area

The Pedestrian Access Strategy applies to the Principal Pedestrian Network (PPN) which predominantly lies within the urban areas of the municipality as defined by the Urban Growth Boundary (UGB). A small number of inter-township links outside the UGB also form part of the PPN.

Requests for footpaths outside of the PPN are delivered through a community initiated Special Charge Scheme, for further details on this refer to the funding section of this Strategy. Requests for cycle paths will be considered under the RideSafe Strategy.



## Demographics

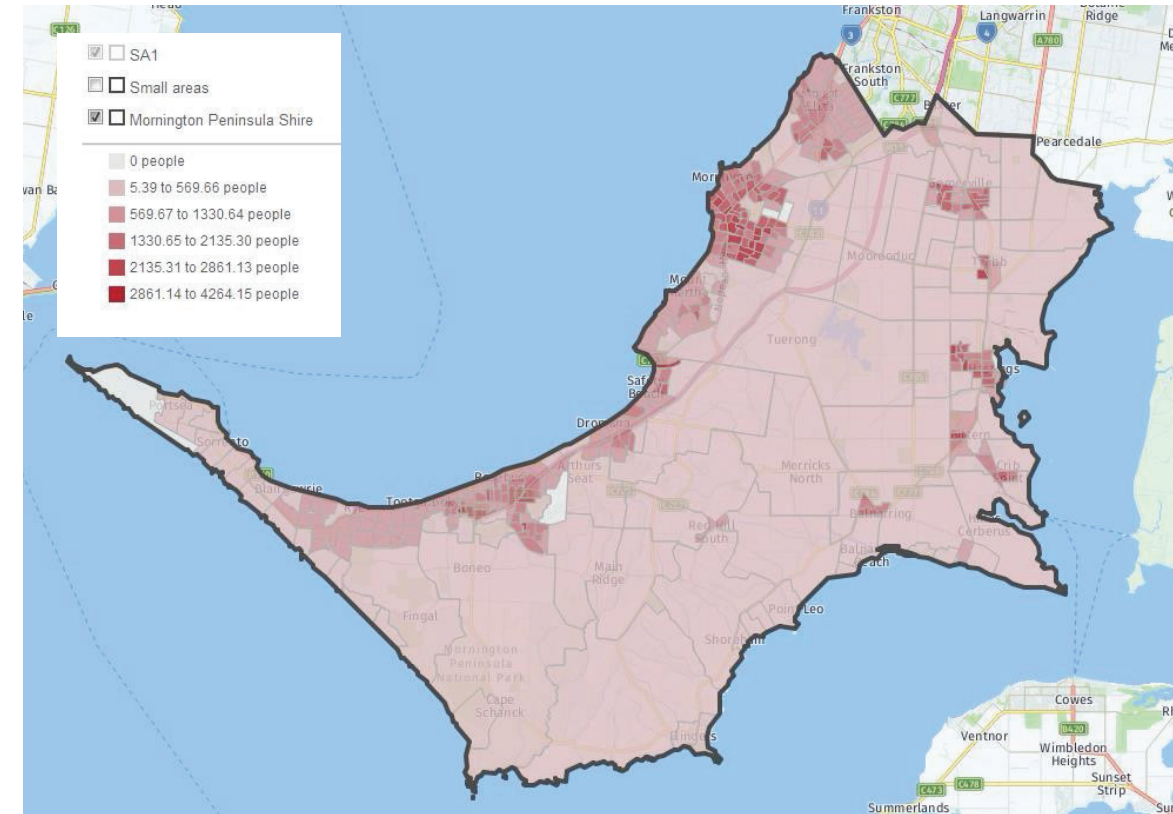
### Population

The peninsula has experienced a gradual increase in population from an estimated 149,279 in 2011 to approximately 170,390 in 2021, resulting in a growth rate of approximately 14% over ten years.

demand for better pedestrian linkages and footpaths. The COVID-19 pandemic has also changed work patterns with more residents working from home during the week, and increased need for close to home walking patterns.

Increased residential development and migration within major activity centres is subsequently increasing the

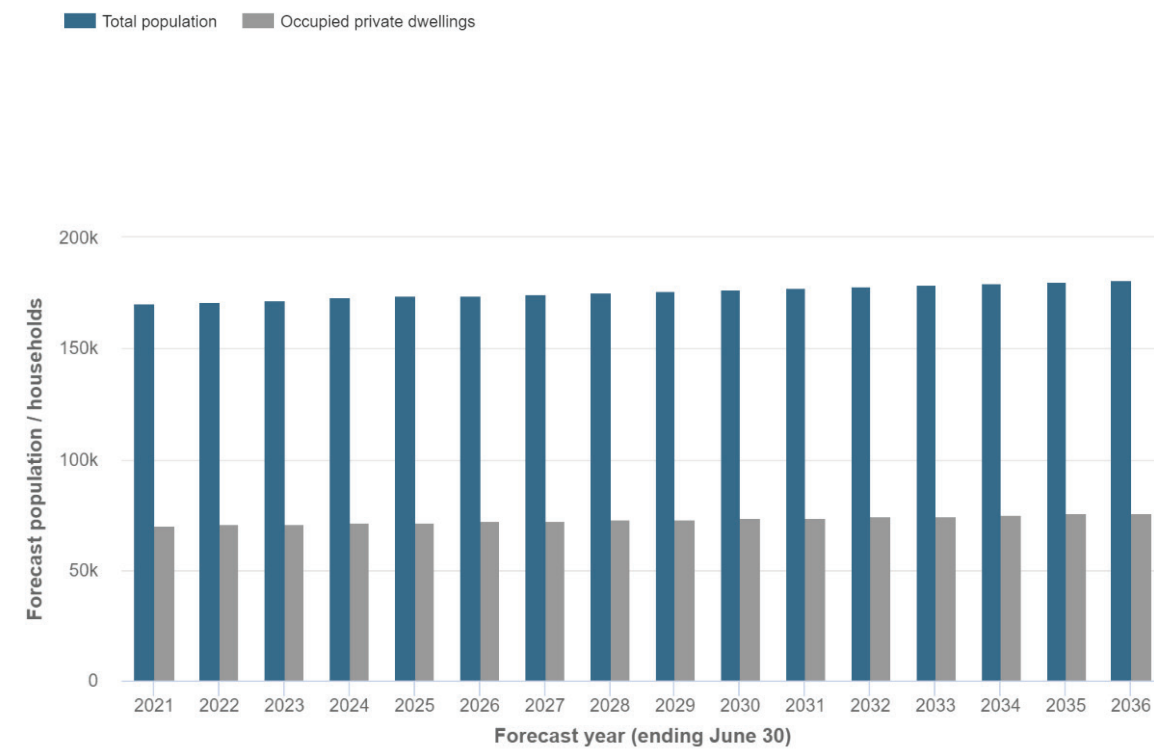
### Population density per hectare



Populations and Household Projections

Forecast population, households

Mornington Peninsula Shire



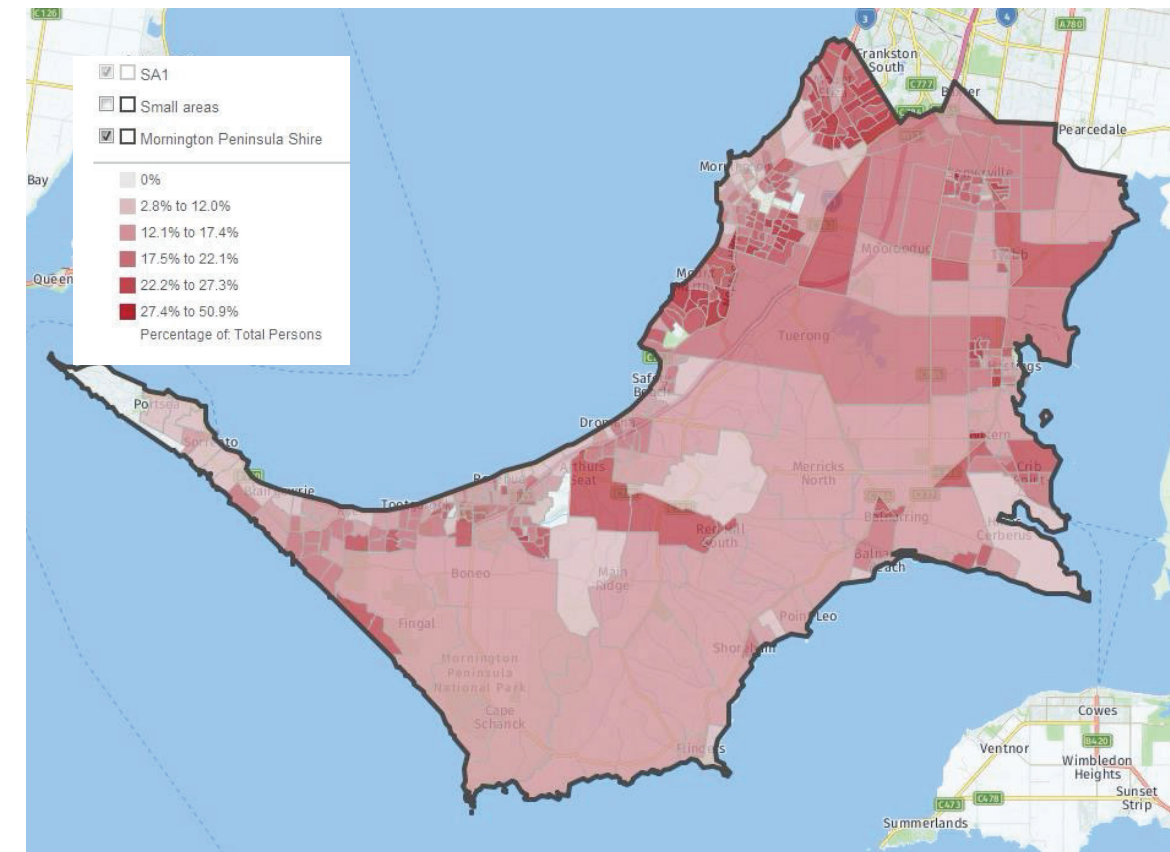
Source: Population and household forecasts, 2021 to 2036, prepared by .id(opens a new window) (informed decisions), February 2023.

Age structure

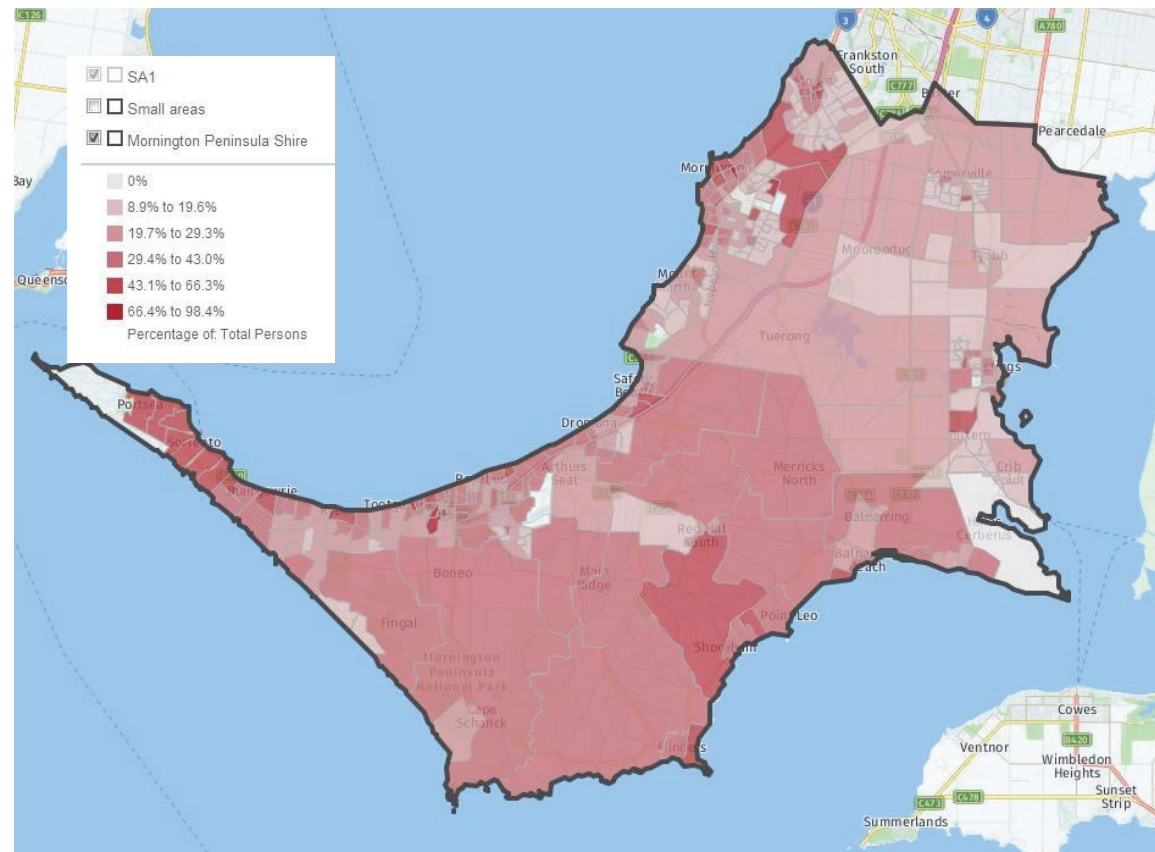
In 2021 the median age of Mornington Peninsula residents was 48 years old, with 19.8% of the population being 18 or under. The Mornington Peninsula has a larger proportion of people aged 60 and over (34.2%) living in the region

when compared to Greater Melbourne (20.2%). This trend highlights the importance in providing safe and accessible footpath networks for vulnerable users.

Mornington Peninsula Shire, People aged under 18 years, 2021, Usual residence, Persons



Mornington Peninsula Shire, People aged 65 years and over, 2021, Usual residence, Persons



### Car use and ownership

Due to the Mornington Peninsula's geographical location in relation to major employment areas, private motor vehicles have historically been used for the majority of trips to work (74.3%), with only 2.5% travelling to work with public transport in 2016, and only 2.6% of residents walked to work.

However, in 2021 less people travelled to work by car (57.7%), due to the census being conducted during COVID-19 lockdowns, when a considerably larger amount of people were working from home (22.6% compared to 2.6% in 2016). In the 2021 census 2.3% walked to work and 0.8% caught public transport.

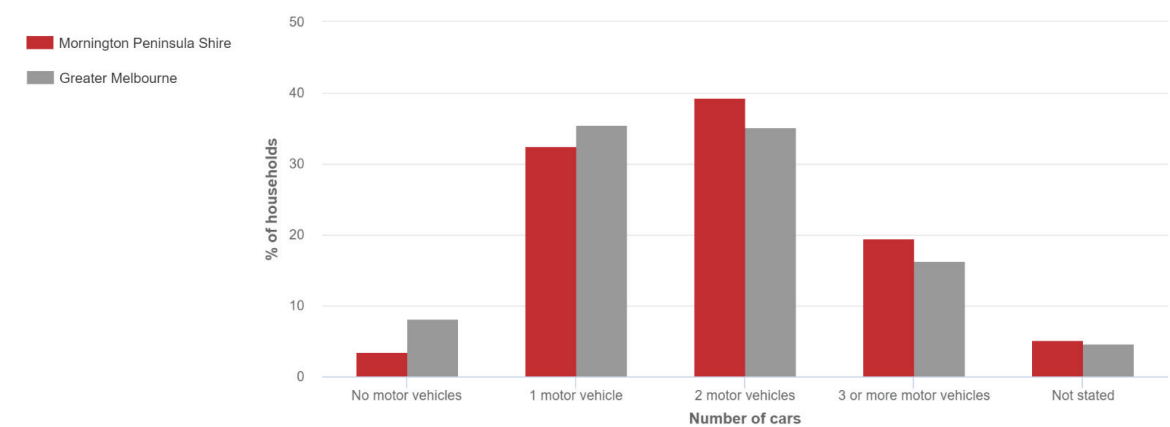
Method of travel to work	2016 %	2021 %
Car	74.3	57.7
Public transport	2.5	0.8
Walk	2.6	2.3
Work from Home	6.5	22.6

Although the 2021 census figures show a heavy reduction in car use to travel to work, road traffic volumes have been returning to pre-pandemic levels, and households with more than one car is higher than in Greater Melbourne.

The development of new footpaths on the PPN may not change the behaviour of those who drive to work outside the Shire, or workers who do not live locally. However, within the

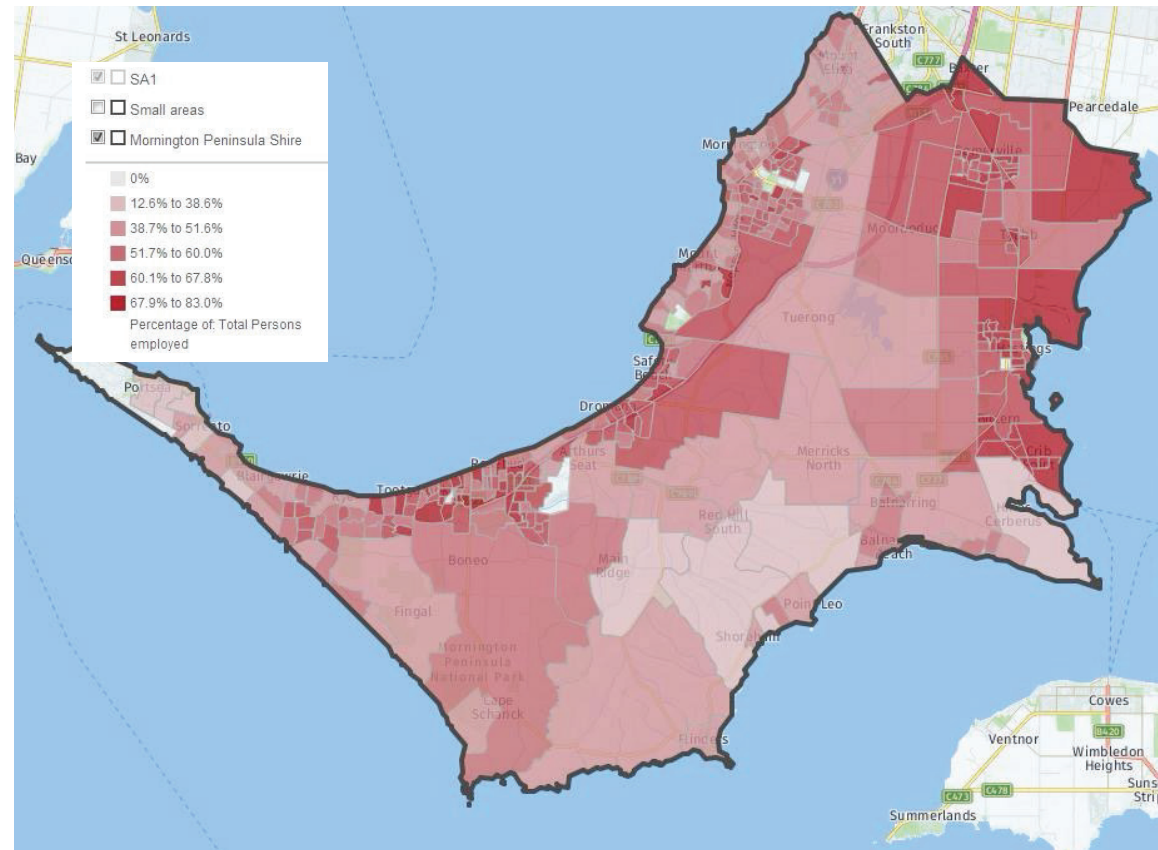
Shire more households own two or more cars (59%) than the rest of Greater Melbourne (51%). A well-planned footpath network will have significant benefits for overall connectivity and provide the opportunity for essential daily services such as shops and schools to be accessed on foot, reducing the need for car usage overall. It will also allow those who do not own a car, move around safely and efficiently.

### Car ownership, 2021

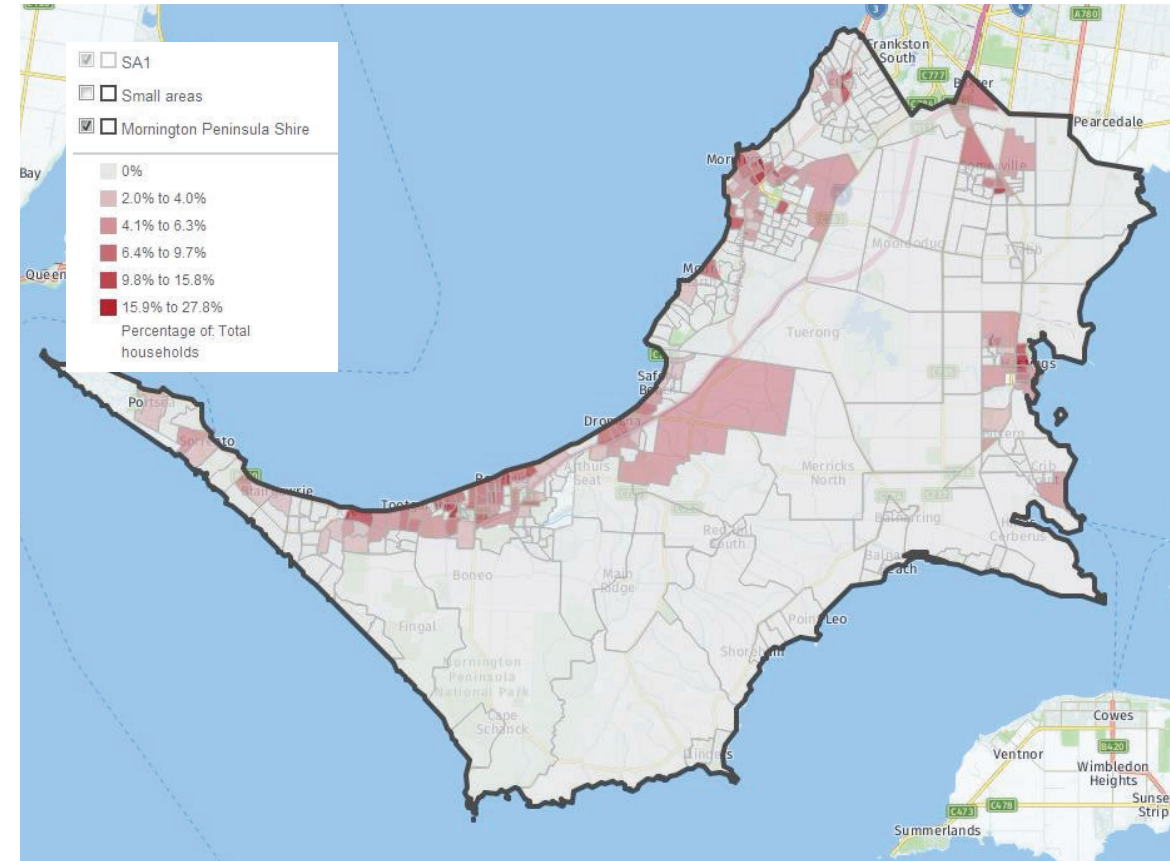


Source: Australian Bureau of Statistics, Census of Population and Housing, 2021 (Enumerated data). Compiled and presented in profile.id by .id (informed decisions).

Mornington Peninsula Shire, People who travelled to work by car, 2021, Usual residence, Persons



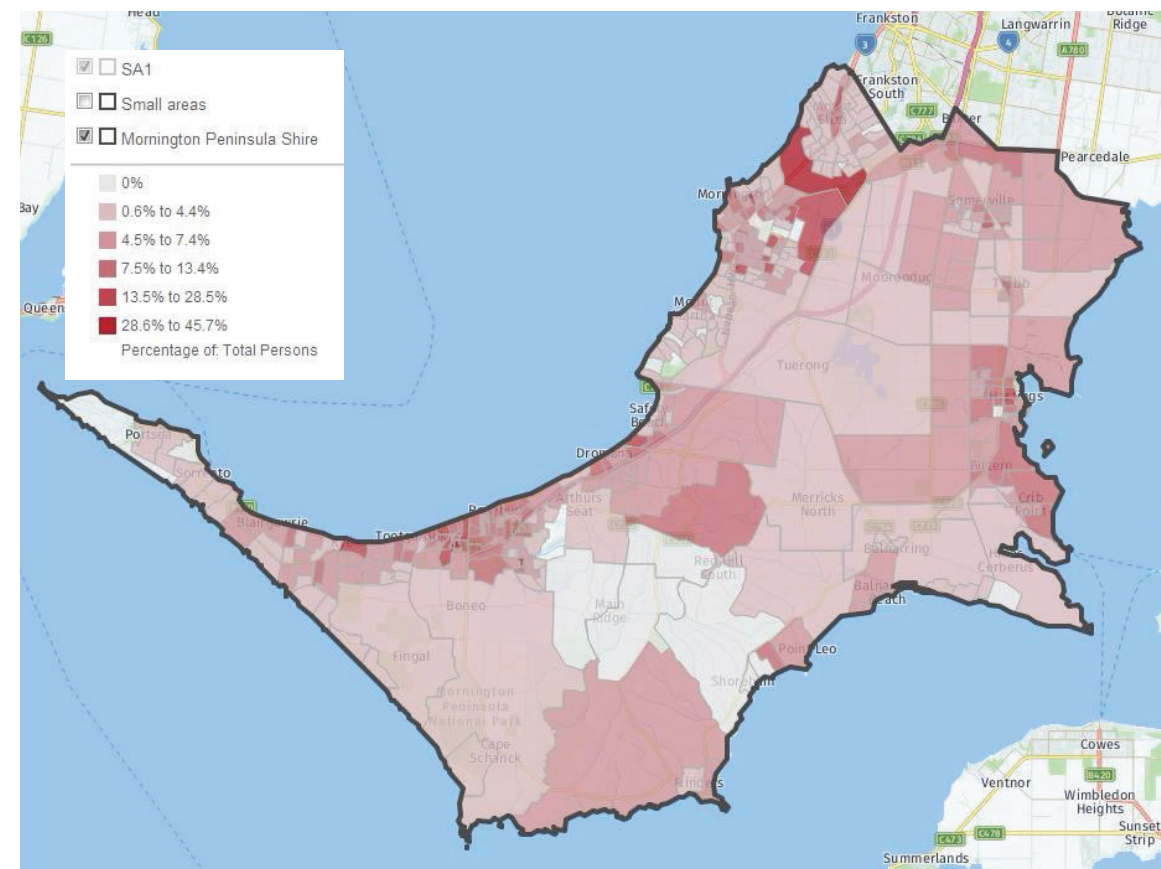
Mornington Peninsula Shire, Households without a car, 2021, Enumerated



### Mobility

In 2021, 10,530 residents within the Shire are requiring assistance with daily activities, which is a 24% increase from 2016. This indicates there is a strong need to provide all abilities access and compliance with the Disability Discrimination Act in all pedestrian footpaths that the Shire constructs.

Mornington Peninsula Shire, People in need of assistance due to disability, 2021, Usual residence, Persons



## Community Demand

The demographic profile of the Mornington Peninsula has highlighted the following key characteristics and trends:

- The population is ageing.
- There is a heavy reliance on private motor vehicles.
- The number of people using active transport such as walking and cycling to get to work is very low.
- A significant and increasing amount of the population has some form of mobility limitation.

The above trends reinforce the importance of providing safe, accessible and integrated pedestrian footpath networks that encourage and facilitate pedestrian movement to key destinations. Research data supports this highlighting that on average people can comfortably walk for up to 20 minutes to meet most of their everyday needs through services and activities such as shopping, education and exercise; this is approximately an 800 metre journey i.e. total return journey length of 1600 metres with 20 minutes walking time (Plan Melbourne, 2017).

In the development of the Shire's PPN, a 2km walkable catchment was mapped in line with the state guidelines for developing a PPN. However, in this updated strategy, future footpaths that are within 800 metres of key destinations are higher in priority to align with the latest walking trends.

### Footpath requests

The Shire receives a large number of requests for footpaths highlighting a continuing interest by the public for better pedestrian access. To manage the large number of requests, an online platform has been developed to collect community responses, which will allow the Council to complete a review of ongoing footpath requests every 2 years. This will assess any significant changes in demand and different needs of the community, and may change the priority of footpaths to be constructed.

### Pedestrian safety

In the 10-year period from 2013, there have been approximately 261 persons that were in crashes in the Shire, with 8 persons killed, 117 seriously injured and 144 with other injuries. This highlights the need to provide safe passage for pedestrians via a connected footpath network.

### Disability Inclusion and Universal Design

The Shire's Disability Inclusion Plan is about improving access and inclusion for people with a disability across the Mornington Peninsula and identifies transport and a safe continuous path of travel as a key area of focus. Particularly, the Shire has an increasing number of residents using mobility scooters. It has also been identified that one of the most significant issues facing people with limited mobility is the lack of a connected network of footpaths across the Mornington Peninsula.

The Shire's Universal Design Policy makes a commitment to ensure inclusive and equitable access to buildings, services, employment, information, events, and public space, which includes footpaths.

## Strategic Objectives

The Mornington Peninsula Shire recognises the importance of creating a safe, accessible and connected pedestrian network that encourages and facilitates walking to key day to day destinations. To achieve this overarching vision of the Pedestrian Access Strategy, four strategic objectives have been developed and are outlined in detail over the following pages.

1. Improve safety and accessibility for the users of the footpath network

Safety is a key contributing factor in encouraging more people to use footpaths. Generally, pedestrian movement is more likely when the users feel "safe". With respect to safety and access, the Pedestrian Access Strategy recognises and considers the needs of vulnerable users i.e. school aged children, people with disabilities, and older people with mobility issues.

Considerations that may influence the safety and accessibility of pedestrians include:

- The volume and speed of vehicles and the proximity to them.
- The current surface conditions, visibility and terrain.
- Lack of accessible crossing points or clearly defined crossing points.
- Lack of DDA Compliant tactile tiling at key crossing points.
- Overhanging branches and foliage.
- Lack of active surveillance/lighting.
- Driver and cyclists behaviours.

The following Safety Guidelines will also be considered:

- Consider traffic calming treatments to improve pedestrian safety.
- Consider lower speed limits on residential streets.
- Most roads should desirably have some type of walking facility (e.g. shoulder or grassed verge) out of the normal vehicle path.
- On low volume and low speed roads it may be acceptable for pedestrians to share the road space with vehicles.

- The need for segregation of pedestrian and vehicular traffic should increase with increasing vehicular volumes and speeds.
  - The need for footpaths should be related to the safety issues at a site, the function of the path in the overall network and the anticipated usage.
  - The needs of vulnerable road users such as children, elderly or disabled to be given priority.
2. Create a connected and integrated township network for pedestrians.

The Shire has adopted the State Government developed Principal Pedestrian Network Guidelines to form the basis of coordinated and strategic pedestrian planning. Through a detailed and strategic mapping process, the Shire has developed a PPN for each of the urban townships on the Mornington Peninsula. The PPN is planned in such a way that where practicable, pedestrians should have access to the network within 500m of starting their pedestrian trip. The PPN will be the focus of improvement actions and capital expenditure, over time it will provide a connected and integrated high-quality pedestrian network. The aim of the Shire is to improve access for the community to everyday destinations that are within 800 metres of their home and to give most residents access to within 500 metres of the PPN network.

The PPN will be delivered predominantly via footpaths, however, the Shire will also consider:

- How the PPN integrates with other active transport and recreational networks.
- How pedestrians can share networks with other transport modes.

3. Enhance the user experience to facilitate and encourage safe pedestrian movement

The Pedestrian Access Strategy seeks to facilitate and encourage walking, cycling and non-vehicular movement as a mode of transport through the creation of pedestrian friendly environments.

Pedestrian friendly environments are created through contributing elements such as:

- The creation of an integrated and connected network of high quality and priority routes.
- The creation of high-quality public spaces and streetscapes.
- Meandering pathways complemented by the installation of trees and vegetation.
- The consideration of street lighting, seating and rest zones in strategically appropriate locations.
- Pedestrian crossings, signage and wayfinding.
- Pedestrian accessibility and safety in and around primary destinations and key tourist routes.
- Surface material and design standards.

4. Promote participation in active transport for key daily tasks

The strategy recognises the importance of using the footpath network to access key day to day community facilities and services through the promotion and support of active transport.

Active transport promotion is achieved through:

- Giving residents alternative methods, such as footpaths for transport.
- Providing connected walking infrastructure that connects residential areas to activity centres.
- Creating public awareness and education campaigns.
- Facilitating community events that support active transport.

“The Shire recognises the importance of creating a safe, accessible and connected pedestrian network...”

## Key Actions

The strategic objectives of this Strategy will be achieved through three key actions:

1. The implementation of an annual rolling program of footpath construction using the revised evaluation methodology.
2. Conducting reviews of the PPN every 2 years and Strategy after 5 years.
3. Continuing to seek funding opportunities to deliver footpaths identified on the PPN.

These actions will be achieved through the tasks listed in the table below, these tasks are linked back to the strategic objectives.

Objective	Tasks	Timeframe
Improve the safety and accessibility of the footpath network	Adopt a safe systems approach where, in the event of a crash, the network is designed in a way that the outcome should not result in death or serious injury.	Ongoing
	Ensure PPN and the strategy's Design Considerations, remain relevant and continue to provide guidance on improving the safety and accessibility of users.	Mid-review
	Consider the inclusion of adequate crossing facilities in footpath construction.	Ongoing
	For footpaths outside the PPN, where pedestrian safety concerns are raised, consider inclusion to PPN.	Every 2 years
	Continue to ensure that the new footpath evaluation method considers all emerging safety and accessibility criteria.	Mid-review
	Consider providing footpaths on both sides of arterial roads.	Ongoing

Objective	Tasks	Timeframe
Create a connected and integrated township network for pedestrians	Conduct reviews of the PPN and prioritisation list, giving consideration to community feedback.	Every 2 years
	Update the list of top 20 high priority footpaths on the Shire website annually.	Annually
	Continue to seek capital works funding and external funding opportunities to deliver the highest priority footpaths identified under the PPN.	Ongoing
	Work with the planning and the development approval teams to assist in the creation of Development Contributions Plan Overlays to assist in funding footpath construction and in the short term, where possible to request the inclusion of footpaths for new developments.	Ongoing
	Maintain the interactive map of the PPN across the Shire to receive community feedback.	Ongoing
	Advocate to external agencies and the State Government for key pathway and pedestrian infrastructure projects.	Ongoing
	Apply for State Government grants to improve pedestrian infrastructure.	Ongoing
	Incorporate footpaths into integrated road improvement projects where applicable.	Ongoing
	Facilitate special charge schemes.	Where applicable
	Liaise and advocate with government agencies and related business to develop footpaths and trails.	Ongoing
Link PPN with existing pathway networks such as Peninsula Trail.	Ongoing	
Consider the inclusion of footpath during the construction of new roads.	Where applicable	

Objective	Tasks	Timeframe
Enhance the user experience to facilitate and encourage safe pedestrian movement	Consider the inclusion of lighting in high use pedestrian routes.	Where practicable
	Facilitate the creation of high-quality public spaces and streetscapes.	Where practicable
	Consider the neighbourhood character of the area in designing and constructing pedestrian infrastructure	Ongoing
	Retain existing vegetation, and follow the natural contours of the land.	Where practicable
	Ensure pedestrian accessibility requirements are met (DDA compliance).	Ongoing
	Consider the use of seating, rest zones, signage, shade and other pedestrian friendly elements.	Where practicable
	Fund smaller missing links within the network	Where practicable
Promote participation in active transport for key daily tasks and activities	Identify and develop and network of shared user paths.	In conjunction with the RideSafe Strategy development
	Consider and plan for the emergence of micro-mobility on shared user paths.	In conjunction with the RideSafe Strategy development
	Support school focused walking programs and routes.	Ongoing
	Advocate to Public Transport Victoria for the inclusion of sheltered bus stops on high use PPN routes.	Ongoing
	Collaborate with schools, workplaces, and community organisations to promote active transport.	Ongoing

## Funding

Paths and associated infrastructure that are identified on the PPN are proposed to be funded by the annual capital works program of the Mornington Peninsula Shire Council. This is in addition to funding opportunities that may arise through the Shire's continued advocacy to external agencies and the State Government for key pathway and pedestrian infrastructure projects.

### Special charge scheme

For footpaths that are not on the PPN or are at a lower priority, a Special Charge Scheme may be used to fund the construction of footpaths. For these footpaths a community initiated Special Charge Scheme would be required. Under this Scheme the majority of affected parties need to agree to the Scheme and the footpath is fully funded by the affected parties. For high priority footpaths, Council may also initiate a Special Charge Scheme in which the affected parties part contribute to the cost of the footpath and Council part contributes to the cost. Further guidance is provided in the Shire's current Infrastructure Works Special Charge Schemes Policy. Special Charge Scheme projects that were or are initiated prior to the adoption of this Pedestrian Access Strategy are not subject to the considerations of this strategy.

### Development contributions

Where possible, footpaths may also be partially or wholly constructed through development contributions as an additional means of funding to support the Shire's Capital Works program.

New footpaths within the PPN may be funded by new developments where the route is located within proximity to a development, or as outlined in the planning scheme.

“The Shire's continued advocacy to external agencies and the State Government for key pathway and pedestrian infrastructure projects...”

# Design Considerations

When designing footpaths on the PPN, the Shire will consider the following guiding principles and constructability:

- compliance with the Disability Discrimination Act
- compliance with the Australian Standards
- consistency with the prevailing neighbourhood character
- community expectations
- service levels based of potential usage
- safe and accessible
- environmentally sustainable design
- all weather resistant surfaces and easily maintainable
- avoiding the removal of vegetation where possible
- avoiding and minimising impacts to biodiversity, particularly threatened species, large trees and landscape connectivity
- avoiding the disturbance of cultural heritage
- enhancing the pedestrian experience through complimentary infrastructure and wayfinding, where possible.

The application of these general guiding principles will be actively pursued in all future footpaths. In addition to the above principles the Shire will construct footpaths to the following standards.

## Footpath Widths

In order to meet the Shire's responsibility of the Disability Discrimination Act, a general minimum footpath width of 1.8m is recommended to allow two wheelchairs to pass. Any surface scoring, guidance strips or other treatments that may impede passage should be added outside the minimum recommended widths. High activity areas and shared user paths within the Principal Pedestrian Network such as commercial centres and shopping hubs, may require wider footpath widths to accommodate demand requirements. The width of the footpath is determined throughout the planning and design phases.

## Surface Treatment

The preferred surface treatment for footpath construction is concrete. The Shire recognises that some sections may require boardwalk, hand rails and other alternative hard surface treatments based on locality design considerations and neighbourhood character.

Loose surface material (gravel, soil, sand etc.) should be avoided on PPN routes especially in urban areas as some users may find them difficult to walk on as they may impose difficulties to maintain disability access.

## Sustainability

All footpaths and associated works will be planned and designed in accordance with the ESD Policy for Council Buildings and Civil Works, particularly through consideration of the following objectives:

- Use of low carbon materials and recycled content
- Integration of Water Sensitive Urban Design elements to retain water onsite and mitigate stormwater pollution and downstream flooding events
- Protection of biodiversity, prioritising retention of remnant vegetation and high biodiversity value trees
- Planting and supporting trees to reduce urban heating and provide shaded and cool footpaths
- Design for future climate conditions and extreme weather



# Appendix A – Evaluation methodology




Pedestrian Safety and Risk		60%	Parameters	Weight	
Road Safety	Justification	30%	Score	%	
Speed limit	Is the proposed path on a high speed road?	Vehicle speeds determine the level of risk for serious or fatal pedestrian accidents.	>60 km p/h	5	10
			50 km p/h	4	
			40 km p/h	2	
			Below 40 km p/h	1	
Traffic volume	Is the proposed path on a busy road?	Higher traffic volumes increase the likelihood of pedestrian / vehicle conflict.	> 5000 vpd	5	10
			2001 - 5000 vpd	4	
			501 - 2000 vpd	3	
			201-500 vpd	2	
			0 - 200 vpd	1	
Pedestrian crash	Has there been a pedestrian crash along the road?	Evidence of pedestrian road trauma identifies high risk.	Yes	5	10
			No	0	
Pedestrian type		Justification	15%	Score	%
Age of residents	Do people over 65 or children under 14 live in the immediate catchment?	More vulnerable road users determine how critical is the need for a footpath, e.g. young children are safer if they can walk off the road.	100+	5	15
			50 - 100	4	
			30 - 50	3	
			15 - 30	2	
			< 15	1	
Topography		Justification	15%	Score	%
Room to walk	Is there ability for pedestrians to walk along the road or the edge of the road?	Narrower road widths do not provide space for pedestrians to walk outside of vehicle paths.  Roadside designated parking restricts access and increases risk to pedestrians.	Narrow road width <6m	0	7.5
			Extensive designated roadside parking	4	
			Medium road width between 6m & 8m	2	
			Wide road width 8m or more	5	
Terrain and visibility	Is there safe passage on or alongside the road or naturestrip for pedestrians?	The road shoulder and naturestrip environment influence how close pedestrians may be to vehicles, and the road alignment affects the visibility of pedestrians.	Very Poor (e.g. hilly/curvy, narrow/no shoulder/naturestrip, poor sightlines and gradients)	5	7.5
			Poor (e.g. walking difficult but possible)	3	
			Average (i.e. some impediments to walking)	2	
			Good/Very good (e.g. straight/flat, wide shoulder/naturestrip, good sightlines & gradients)	0	

Connectivity and Accessibility			40%	Parameters		Weight	
Local Connectivity			Justification	20.0%		Score	%
Close to essential services	Is the proposed path within an 800 metre radius of these destinations (pick highest scoring location if multiple locations are nearby)	Residents have convenient access to regular services and activities. This reduces the need to travel via car for to key daily tasks and experiences.		Education facilities	5	15	
				Employment hubs and shops	5		
				Community facilities	4		
				Foreshore, parks and reserves	4		
				Health facilities	3		
				Retirement villages	3		
Transport nodes	Does this proposed path allow direct access to Transport Nodes? (Bus, train, ferry)	Promotes active transport and commuting via public transport.		Yes	5	5	
				No	0		
Community Demand			Justification	15.0%		Score	%
Population density	Does this proposed PPN path service higher populated pockets (based on ABS census data)?	Greater potential demand to use path with a high population catchment.		81 - 100 Persons p/ha	5	15	
				41 - 80 Persons p/ha	4		
				21 - 40 Persons p/ha	3		
				11 - 20 Persons p/ha	1		
				0 - 10 Persons p/ha	0		
Network			Justification	5.0%		Score	%
Alternative route	Is there a nearby accessible alternative route to the proposed PPN footpath?	This ensures that routes that are considered unsuitable for footpaths or are a low priority can still be serviced by a nearby path.		No	5	5	
				Yes	0		
Further Investigation			Justification				
Cultural Heritage	Does the proposed path run through an area of cultural sensitivity?	Cultural Heritage must be preserved where possible.	N/A		NA	Yes/No	
Biodiversity	Does the proposed path run through an area of environmental significance?	Biodiversity must be preserved where possible.	N/A		NA	Yes/No	
Constructability	Does the proposed path present any constructability issues, such as need for drainage relocation, retaining wall, boardwalk etc.?	Constructability determines the feasibility of footpath within budget and other constraints.	N/A		NA	Yes/No	
Existing path	Does the proposed PPN already have a footpath on one side of the road?	If the road is a higher function road then it could be appropriate to have a footpath on both sides of the road e.g. Arterial Road or Local Arterial Road	N/A		NA	Yes/No	



### Contact Mornington Peninsula Shire


 1300 850 600 (24 hours) or 5950 1000  
TIS: 133 677 then ask for 1300 850 600  
NRS: connect to NRS on [www.relayservice.com.au](http://www.relayservice.com.au)  
then ask for 1300 850 600  
 [customerservice@mornpen.vic.gov.au](mailto:customerservice@mornpen.vic.gov.au)  
Private Bag 1000, Rosebud 3939 DX 30059

 [facebook.com/mornpenshire](https://facebook.com/mornpenshire)  
 [@MornPenShire](https://twitter.com/MornPenShire)  
 [MornPenShire](https://www.youtube.com/MornPenShire)

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### Mornington Peninsula Shire Service Centres

Rosebud  
90 Besgrove Street, 3939  
Mornington  
2 Queen Street, 3931  
Hastings  
21 Marine Parade, 3915  
Somerville  
1085 Frankston-Flinders Road, within Somerville Library, 3912

 [mornpen.vic.gov.au](http://mornpen.vic.gov.au)

# PPN Footpath Evaluation

2024 - 2026



## PPN Footpath Evaluation

This list of footpaths shows the newly evaluated missing footpaths on the Principal Pedestrian Network (PPN). There are 118 footpaths listed in descending order that have been assessed using the new evaluation matrix, which is contained in Appendix A of the Pedestrian Access Strategy 2024 - 2034.

All footpaths have been subject to a supplementary assessment that identified any biodiversity and / or cultural heritage impact, and constructability implications. The paths affected have been defined as per the legend below and the definitions of these are outlined within the evaluation matrix.

**Please note, there may be further impacts identified during the planning, designing and construction phase that have not been identified in the evaluation stage.**

The top 20 footpaths, and projects that are in design or construction phase are also highlighted.

Legend:

	Possible constructability implications
	Possible biodiversity and / or cultural heritage impact
<b>Bold</b>	<b>New top 20 footpaths</b>
<i>Italic*</i>	<i>Project initiated and in design or construction phase</i>

#	Previous ranking	New ranking	Proposed footpath	Town	Total score
1	2	1	<b><i>Nepean Highway *</i></b>	<b><i>Dromana</i></b>	87.5
2	10	2	<b><i>Boundary Road *</i></b>	<b><i>Dromana</i></b>	76.5
3	14	3	<b>Bruce Road</b>	<b>Mount Martha</b>	75.5
4	13	4	Pickings Road	Safety Beach	73.5
5	1	5	<b><i>Nepean Highway *</i></b>	<b><i>Mornington</i></b>	71
6	9	5	Capel Avenue	Capel Sound	71
7	10	6	<b><i>Broadway *</i></b>	<b><i>Capel Sound</i></b>	70.5
8	17	7	Tallis Drive	Mornington	69.5
9	15	8	Austin Road	Somerville	69
10	14	9	Esplanade	Mornington	68.5
11	14	9	Somerset Drive	Mount Martha	68.5
12	15	10	Bungower Road	Somerville	68
13	16	11	Governors Road	Crib Point	67
14	18	11	Balaka Street	Capel Sound	67
15	11	11	Elizabeth Avenue	Capel Sound	67
16	18	12	Dromana Parade	Safety Beach	66
17	18	13	Barkly Street	Mornington	65.5

18	15	14	Country Club Drive	Safety Beach	63
19	23	14	Bath Street	Mornington	63
20	18	14	Koetong Parade	Mt Eliza	63
21	15	15	Wood Street	Flinders	62.5
22	14	16	Fifth Avenue	Rosebud	62
23	4	16	Wimbledon Avenue	Mount Eliza	62
24	4	16	Wimborne Avenue	Mount Eliza	62
25	13	17	Skinner Street	Hastings	61.5
26	11	18	Lansell Avenue	Safety Beach	60.5
27	15	19	Goolgowie Street	Rosebud South	60
28	9	19	Disney Street	Crib Point	60
29	12	19	Rutland Avenue	Mount Eliza	60
30	12	19	Acheron Avenue	Mount Eliza	60
31	16	19	Tasman Road	Somers	60
32	17	19	Parklands Avenue	Somers	60
33	18	19	Jacksons Road	Mt Eliza	60
34	15	20	Nelson Street	Shoreham	59.5
35	8	21	<i>Baden Powell Drive *</i>	<i>Mount Eliza</i>	59
36	12	21	Beleura Hill Road	Mornington	59
37	21	21	Herbert Street	Mornington	59
38	7	21	Strachans Road	Mornington	59
39	18	22	Wilson Avenue	Bittern	58.5
40	20	22	Bass Meadows Boulevard	St Andrews beach	58.5
41	7	23	<i>Hotham Road *</i>	<i>Sorrento</i>	58
42	15	23	Forest Drive	Mount Martha	58
43	3	23	Canadian Bay Road	Mount Eliza	58
44	10	23	The Crescent	Tyabb	58
45	19	23	Brendel Street	Capel Sound	58
46	16	23	Dava Drive	Mornington	58
47	21	23	Lorimer Street	Crib Point	58
48	15	24	Duells Road	Rosebud South	57.5
49	17	25	Leon Avenue	Rosebud	57
50	21	25	Lutana Street	Capel Sound	57
51	18	25	Dominion Road	Mt Martha	57

52	17	25	Hove Road	Mount Martha	57
53	20	26	Ocean Road	Blairgowrie	56
54	9	26	Charles Street	Dromana	56
55	17	27	Lord Somers Road	Somers	55.5
56	8	27	Glenisla Drive	Mount Martha	55.5
57	10	28	Point Nepean Road	McCrae	55
58	11	28	St Johns Wood Road	Blairgowrie	55
59	20	28	Garden Street	Blairgowrie	55
60	14	29	Arthurs Seat Road	Dromana	54.5
61	12	29	St Pauls Road	Sorrento	54.5
62	16	29	Creswell Road	Bittern	54.5
63	22	29	Tassel Road	Safety Beach	54.5
64	20	29	Fairway Drive	Safety Beach	54.5
65	21	29	Clyde Road	Safety Beach	54.5
66	16	29	Grant Street	Blairgowrie	54.5
67	12	30	Williams Road	Blairgowrie	54
68	20	30	Howard Street	Shoreham	54
69	12	30	Barry Street	Rosebud	54
70	10	31	Shoreham Road	Red Hill South	53.5
71	15	31	Spray Street	Rosebud	53.5
72	21	31	Verdun Street	Crib Point	53.5
73	5	31	Watson Road	Mount Martha	53.5
74	6	31	First Avenue	Rosebud	53.5
75	8	32	<i>Alma - Field Street *</i>	<i>Rye</i>	53
76	9	32	Hughes Road	Blairgowrie	53
77	17	32	Beverley Road	McCrae	53
78	17	32	Bayview Road	McCrae	53
79	9	32	Mount Eliza Way	Mount Eliza	53
80	17	33	Collins Road	Dromana	52.5
81	15	34	Barragowa Drive	Capel sound	52
82	18	34	Balaka Street	Capel sound	52
83	18	34	Balaka Court	Capel sound	52
84	18	34	Brickendon Drive	Capel sound	52
85	12	34	Williams Road	Mount Eliza	52

86	12	34	Barry Street	Tootgarook	52
87	12	34	Ligar Street	Dromana	52
88	15	35	Eliza Street	Capel Sound	51.5
89	17	36	Cliff Road	Shoreham	51
90	17	36	Lawson Crescent	Rosebud	51
91	18	37	Kennedy Street	Blairgowrie	50
92	19	37	Whitehead Grove	Rosebud	50
93	15	38	Mullet Street	Hastings	49
94	14	38	Braidwood Avenue	Capel Sound	49
95	13	39	Stony Point Road	Crib Point	48
96	20	39	Marine Parade	Shoreham	48
97	15	39	Yolland Street	Tootgarook	48
98	11	39	Jetty Road	Dromana	48
99	4	40	<i>Camp Hill Road *</i>	<i>Somers</i>	47.5
100	15	41	The Esplanade	Flinders	47
101	10	41	Milne Street	Crib Point	47
102	12	41	Franklin Road	Portsea	47
103	10	41	Gibson Street	Dromana	47
104	17	42	Weerona Street	Rye	46.5
105	21	43	Fairhills Drive	Rye	46
106	16	44	Canterbury Jetty Road	Blairgowrie	45
107	21	44	Thomas Street	Dromana	45
108	19	44	South Beach Road	Somers	45
109	17	45	Stringer Road	Blairgowrie	44.5
110	20	45	Codrington Street	Dromana	44.5
111	7	46	<i>Melbourne Road *</i>	<i>Sorrento</i>	44
112	15	47	Diamond Bay Road	Sorrento	42
113	17	48	Calcutta Street	Sorrento	41.5
114	19	49	Ellerina Road	Mt Martha	41
115	21	49	Arthur Street	Dromana	41
116	17	50	Creedmore Drive	Rye	40
117	17	51	Morris Street	Tootgarook	35.5
118	18	52	Leonard Street	Tootgarook	34.5

# Pedestrian Access Strategy

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## Community Consultation Results Summary



MORNINGTON  
PENINSULA  
*Shire*

# Public exhibition details

- Length
  - 7 weeks from 15 September to 5 November 2023
- On display
  - Strategy
  - PPN map
  - Footpath Priority List
  - Evaluation Methodology
- Feedback collection method
  - Survey
  - Interactive map
- Advertising channels
  - Website
  - Peninsula Buzz
  - Posters in customer service
  - Social Media
  - Email ( RSLs, Schools, Retirement Villages, community footpath requests)
  - Newspaper (all 3 local papers)



MORNINGTON  
PENINSULA  
*Shire*

# Number of responses

Interactive map:

Visitors	Contributors	Number of pins on map
677	114	300

Survey:

Visitors	Contributors	Number survey responses
87	26	26

Other:

Number of social media comments	Number of email responses
21	9

Total responses = 356



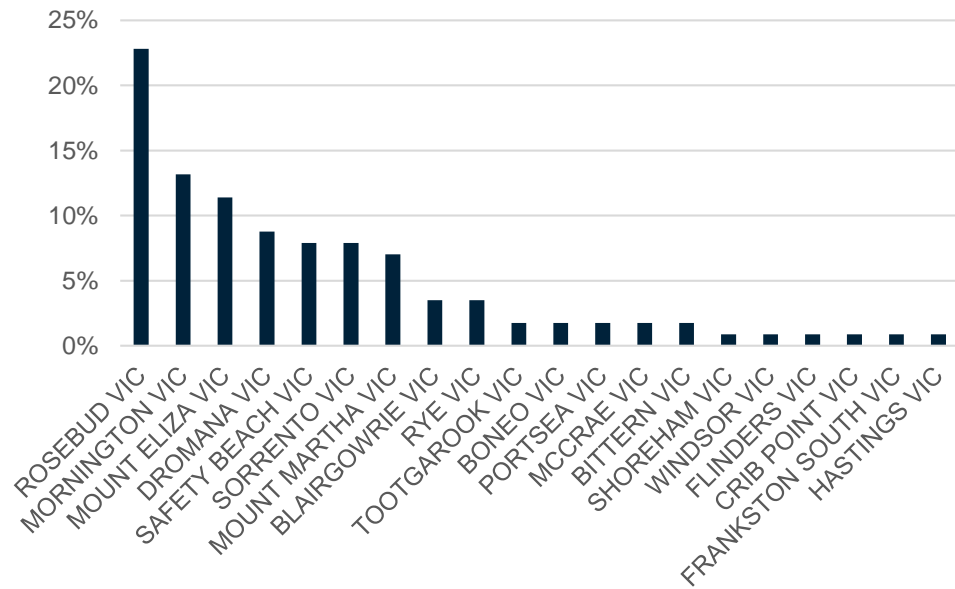
# Number of views

Total visits to web page	1,540
Document download (Strategy, footpath list or Evaluation Method)	439
Social media impressions	38,589

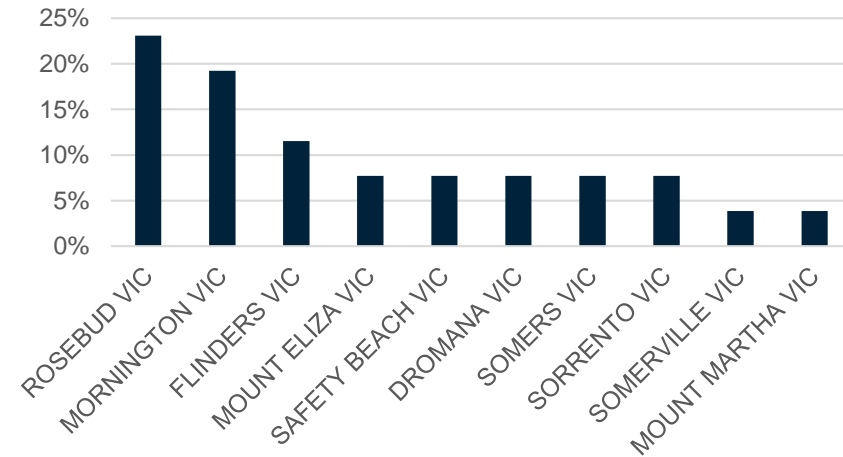


# Location of respondents

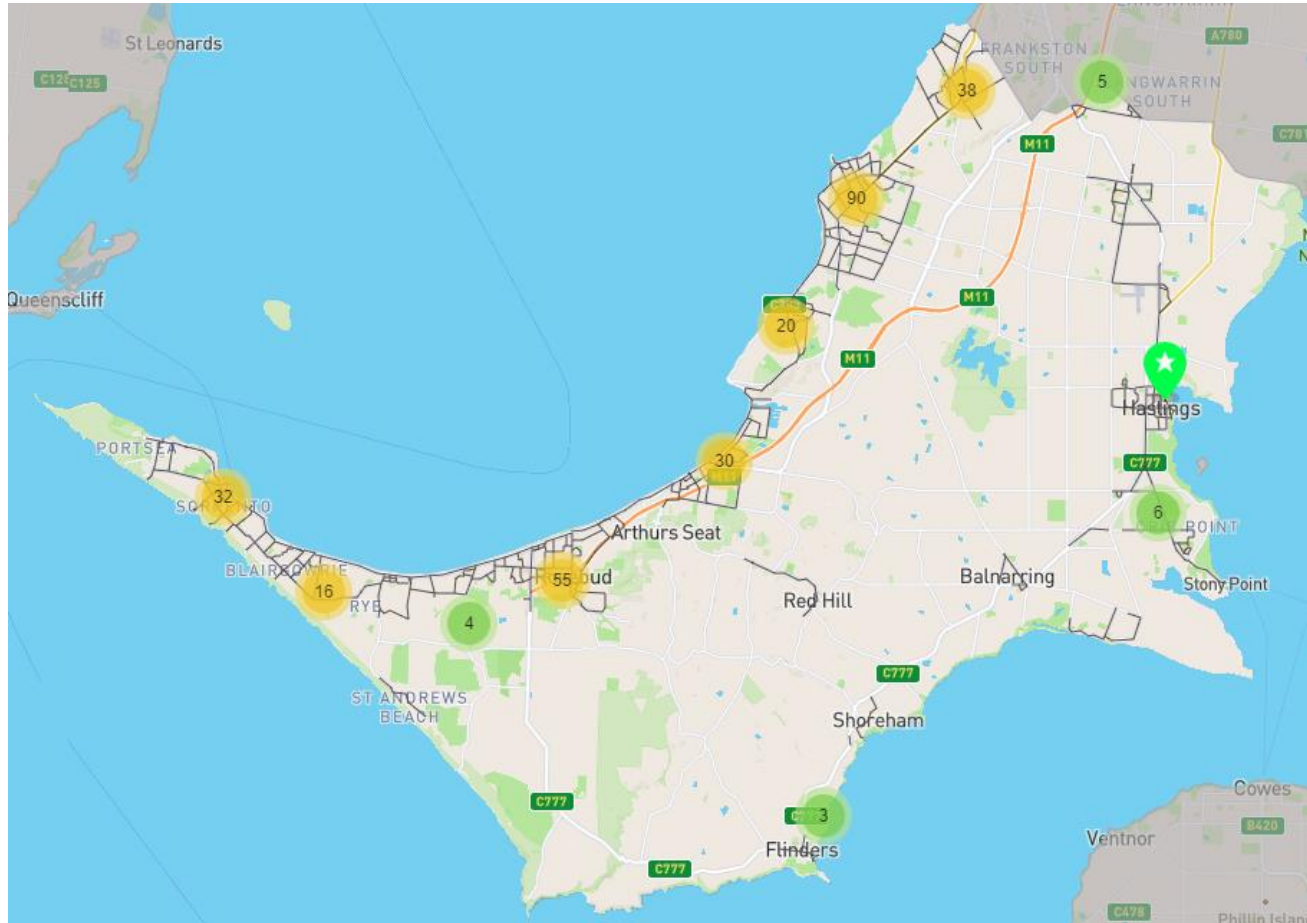
Respondents Residential Suburb - Map



Respondents Residential Suburb - Survey



# Map – Pin locations



# Map - Pin types

Pin Type	Number of pins
Footpath needed here	159
Pedestrian crossing is needed here	45
Safer speed limits needed here	38
Issues with existing path here	20
Other *	18
There are accessibility issues here	10
Signage and wayfinding is needed here	6
Street furniture needed here (public lighting, seating etc.)	4

\* Other included connectivity and safety concerns



# Feedback Response Interactive Map

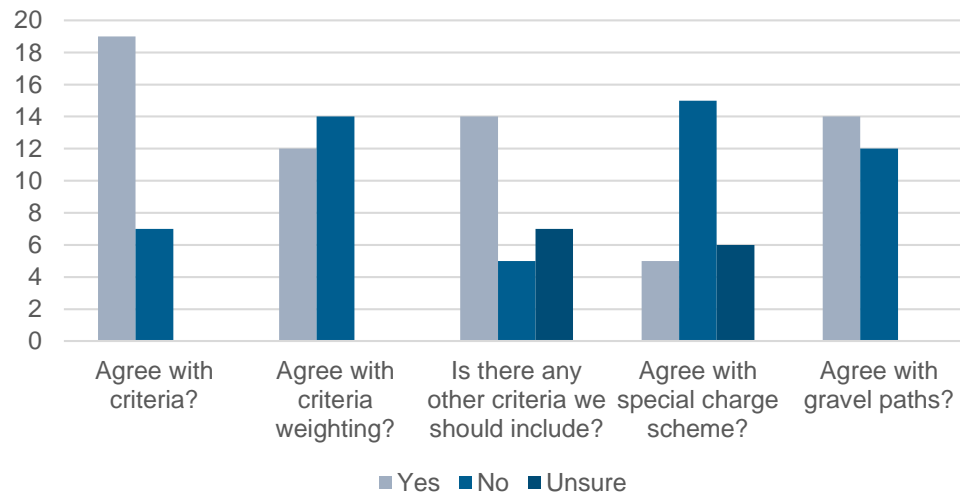
- Interactive map showed the PPN is meeting community's needs – no changes to PPN made.
- Further investigation completed on map hotspots – all found to be high priority footpaths with one re-evaluated as a result (Dromana Parade).



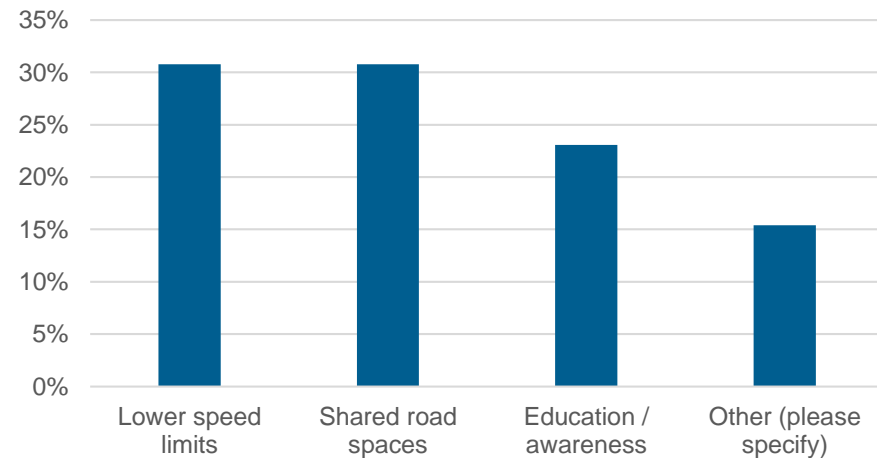
MORNINGTON  
PENINSULA  
*Shire*

# Survey results

Survey question results



Other options for pedestrian access



\* Other included adding / removing traffic calming and clearing nature strips

# Feedback response survey

Topic	Feedback	Comment
Reasons for not walking	<ul style="list-style-type: none"> <li>no footpaths</li> <li>distance</li> </ul>	Addressed in Strategy – the PPN provides a planned network of footpaths to connect residents to day-to-day destinations.
Reasons for disagreeing with criteria and weighting in Evaluation Methodology	<ul style="list-style-type: none"> <li>vulnerable people not high enough priority</li> <li>safety not high enough priority</li> <li>connectivity not high enough priority</li> <li>school zones not high enough priority</li> </ul>	Addressed in Strategy – These attributes already have a high priority in the Evaluation Methodology.
Reasons for wanting gravel paths	<ul style="list-style-type: none"> <li>Quicker cheaper</li> <li>Fits with character (Shoreham, Flinders and Sorrento)</li> </ul>	Provision for gravel pathways on neighbourhood character addressed in Strategy
Reasons for not wanting special charge scheme	<ul style="list-style-type: none"> <li>Include in rates or other current revenue</li> <li>Create new revenue (paid parking / new developments)</li> <li>Don't want / need footpaths</li> <li>Can't afford to contribute</li> </ul>	Special Charge Scheme addressed in Strategy
General PPN Feedback	<ul style="list-style-type: none"> <li>Concerns that cycling and wider paths networks are not included</li> </ul>	To be addressed with RideSafe and wider Active Transport planning.



## **SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS**

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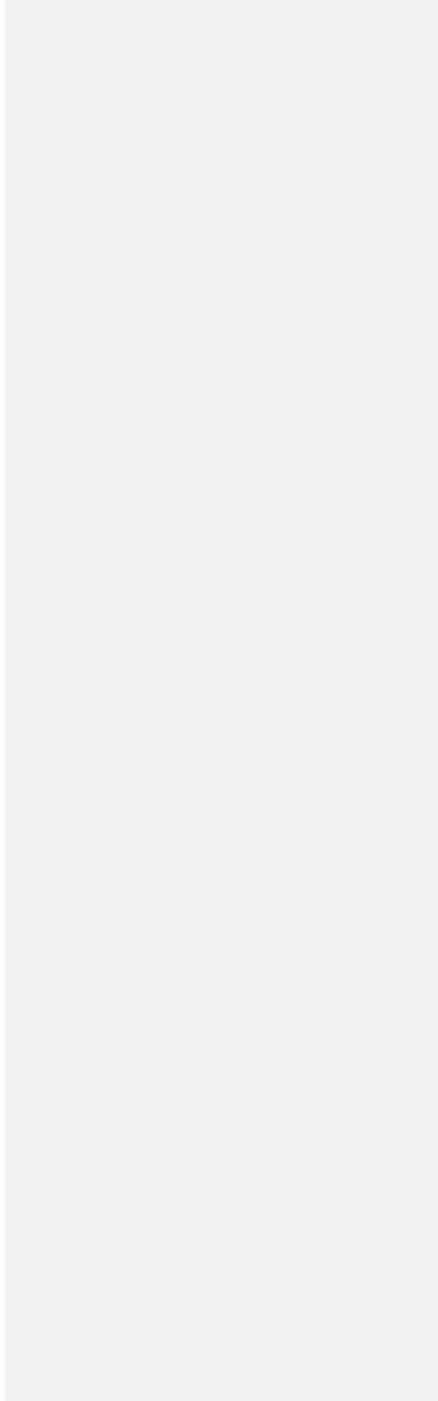
This policy is to be used as a strategic and procedural tool to assist and guide the creation and implementation of all special charge schemes for infrastructure works.

This policy, together with referenced documents, covers contributory schemes for:

- Road construction (full or partial e.g. kerb and channel),
- Footpath construction,
- Drainage works,
- Car park construction, and
- Other infrastructure as identified.

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The **Special Charge Schemes Policy for Infrastructure Works** is provided in detail overleaf.



## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

<b>TYPE</b>	Council Policy
<b>PURPOSE</b>	<p>Special charge schemes are used to partially or completely fund new infrastructure works where there is clear benefit to nearby properties that is above and beyond the benefit to the general community. The Shire has historically used special charge schemes to provide infrastructure that otherwise would not be built through rate revenue alone.</p> <p>This policy is to be used as a strategic and procedural tool to assist and guide the creation and implementation of all special charge schemes for infrastructure works projects in a fair, equitable and consistent manner.</p>
<b>OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• To implement the special charge scheme process in an effective manner that is fair to all.</li> <li>• To maximise opportunities for community participation and consultation.</li> <li>• To guide the financial contribution of Council.</li> <li>• To guide the efficient and effective use of Council resources.</li> <li>• To promote transparency, accountability and consistency in Council decision making.</li> <li>• To ensure compliance with the requirements of the Act.</li> </ul>
<b>SCOPE</b>	<p>This policy, together with referenced documents, covers special charge schemes for:</p> <ul style="list-style-type: none"> <li>• Road construction (full or partial e.g. kerb and channel),</li> <li>• Footpath construction,</li> <li>• Drainage works,</li> <li>• Car park construction, and</li> <li>• Other infrastructure as identified.</li> </ul> <p>The statutory process for special charge schemes is set out in the Act and summarised in Figure 2 attached.</p>
<b>DEFINITIONS</b>	<p><b>The Act</b> The <i>Local Government Act 1989</i>. Although the <i>Local Government Act 1989</i> has now largely been replaced by the <i>Local Government Act 2020</i>, there are no new provisions for special charge schemes in the 2020 Act and the relevant provisions in the former are saved.</p> <p><b>Apportionment</b> The method of distributing the special charges amongst persons liable to pay (usually the owner of the land that receives the special benefit, but can include a commercial tenant such as a business). It is calculated in a manner reasonable for all properties within a</p>

Commented [JG1]: Explanation added for clarity.

## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

<b>DEFINITIONS (cont'd)</b>	<p>scheme. Apportionment does not include Council's contribution.</p> <p><b>Benefit</b> <i>The Macquarie Dictionary:</i> Anything that is for the good of a person or thing. To gain advantage; make improvement.</p> <p><b>Committee of Council</b> Refers to section 223 of the Act, where a Committee of Council hears persons who wish to speak in support of their submissions.</p> <p><b>Council</b> Mornington Peninsula Shire Council, being a body corporate constituted as a municipal Council under the Act.</p> <p><b>Councillor</b> A person who holds the office of member of the Mornington Peninsula Shire Council.</p> <p><b>CPI</b> Consumer Price Index. Australian Bureau of Statistics catalogue number 6401.0 – Consumer Price Index table 1, December quarter; Percentage change from corresponding quarter of previous year for the all groups CPI for Melbourne.</p> <p><b>Declaration</b> Council considers a report to levy the relevant properties with a special charge. The report includes all the information from the intention to declare report, public submissions and Section 223 Committee report if applicable.</p> <p><b>Finalisation</b> Following practical completion of works, all costs associated with the scheme are tallied and the special charge to each property is finalised.</p> <p><b>Infrastructure strategy</b> A strategic document, adopted by Council, to address the construction of capital works or provision of services of a particular type or class. For example: Unmade Roads Construction Strategy, Footpath Construction Strategy, etc.</p> <p><b>Initiation</b> The preparatory step for the Shire in the development of a special charge scheme, where interest is identified by way of a request or an outcome of the relevant strategies.</p> <p><b>Instigation</b> The step following initiation, where a Council report is prepared seeking endorsement for the preparation of a special charge scheme.</p>
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## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

<p>DEFINITIONS (<i>cont'd</i>)</p>	<p><b>Intention to declare</b> The first step in the statutory process (section 163(1A) of the Act), where Council considers a report which includes all relevant information on the proposed scheme.</p> <p><b>Objection</b> Correspondence in writing, from a person liable for a special charge, which expressly objects to a scheme. The right to object applies only to special charge schemes that are not drainage schemes required for reasons of public health and where Council is recovering more than two thirds of the total scheme cost (section 163B of the Act). An objection may also contain elements of a submission (see Submission below). Please note: The right of objection is in addition to the right to make a submission. If a person is opposed to a scheme where the right to object does not apply, the person may make a submission stating their opposition.</p> <p><b>Property owner</b> For the purposes of this policy, and unless stated otherwise, a reference to 'property owner' is a reference to the person(s) or entity (deceased estate, company, proprietor, business, etc) that is responsible for paying a special charge.</p> <p><b>Reasonable</b> In the context of the Act and special charge schemes, 'reasonable' is effectively a legal test defined by caselaw.</p> <p><b>Shire officer</b> A person who is appointed by the Chief Executive Officer to enable the functions of Council.</p> <p><b>Special benefit</b> Applies to land rather than to a person. Special benefit occurs when land receives a benefit from the works that is over and above the benefit received by the general community. For example, members of the general community may use (and therefore generally benefit from) a road constructed by special charge scheme; however, the land adjacent the newly constructed road receives a <i>special benefit</i> due to the improved property access, drainage and property values, as those benefits do not apply to the broader community.</p> <p><b>Special charge scheme</b> A special charge scheme is a funding method that allows the Shire to recover the whole or a part of the cost of infrastructure works from businesses or property owners who will gain a special benefit from the works.</p>
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## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

<b>DEFINITIONS (cont'd)</b>	<p>A special charge scheme shall be in accordance with the Special Rate and Special Charge provisions of the Act.</p> <p><b>Special charge</b> A monetary charge levied in relation to a parcel of land for the purposes of constructing a particular infrastructure project from which the land enjoys a special benefit.</p> <p><b>Submission</b> Correspondence in writing, from any person, in response to Council's public notice of intention to declare a special charge (section 163A of the Act). The submission may be (completely, partially or a combination of) in favour of, neutral to, opposed to, or provide comment on any aspect of the special charge scheme proposal.</p> <p><b>VCAT</b> The Victorian Civil and Administrative Tribunal – a tribunal that hears and decides civil and administrative legal cases in Victoria.</p>
<b>1. SCHEME INITIATION</b>	A special charge scheme may be proposed by one of two streams, described below. The sequence of events for each stream is different however, they both contain the same consultation steps.
<b>1.1 Council Initiated</b>	<p>The special charge scheme process may be initiated by Council on a recommendation flowing from the relevant infrastructure strategy. A special charge scheme may also be initiated by Council where the proposed works are not identified in an infrastructure strategy but are otherwise identified as a priority for construction.</p> <p><b>Council Initiated - Pre-Scheme Process</b></p> <p>For an explanation of each step, please see the clause reference in brackets at the end of each step that corresponds with a clause in this policy.</p> <ol style="list-style-type: none"> <li>1. Instigation report to Council (cl 2).</li> <li>2. Develop concept plans, cost estimates, draft apportionment (cl 2).</li> <li>3. Property owner information session (cl 2.1).</li> <li>4. Survey of property owners (other than for Public Health Drainage or High Risk Works schemes) (cl 1.3).</li> <li>5. Begin statutory process - Intention to Declare report to Council (cl 3).</li> </ol>
<b>1.2 Community Initiated</b>	<p>The special charge scheme process may be initiated by request of <del>members of the public, residents within the area, businesses, commercial property owners and/or other interested and affected parties</del> that would be liable for a special charge.</p> <p>Following a request from the community to initiate a special charge</p>

**Commented [JG2]:** Deleted as we would not act on a request for a special charge scheme from a person who not be required to pay a special charge.

## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

<p><b>1.2 Community Initiated (cont'd)</b></p>	<p>scheme, Shire Officers will request a strong demonstration of support for the works by <b>from</b> other affected <del>parties within the area</del> <b>property owners</b> by way of individual emails or letters addressed to the Shire.</p> <p>Where a scheme is Community Initiated and the total of special charges to be recovered is less than \$100,000, the Shire will consider from time to time whether the scheme is financially viable to proceed.</p> <p><b>Community Initiated - Pre-Scheme Process</b></p> <p>For an explanation of each step, please see the clause reference in brackets at the end of each step that corresponds with a clause in this policy.</p> <ol style="list-style-type: none"> <li>1. Community requests for works (cl 1.2).</li> <li>2. Survey* of property owners (cl 1.3).</li> <li>3. Instigation report to Council (cl 2).</li> <li>4. Develop concept plans, cost estimates, draft apportionment (cl 2).</li> <li>5. Property owner information session (cl 2.1).</li> <li>6. Begin statutory process - Intention to Declare report to Council (cl 3).</li> </ol> <p>* To move to the next stage, <b>the survey must be completed by a majority of the property owners and 60% of survey respondents must be in favour of the scheme proposal. If the proposal does not achieve this level of support the proposal will not be reconsidered for a period of five years unless there are exceptional circumstances.</b></p> <p><b>Property owners and the relevant Ward Councillors are advised of the survey results soon after the survey is completed, regardless of the result.</b></p>
<p><b>1.3 Pre-scheme Consultation</b></p>	<p>The pre-scheme process will provide the following for property owners:</p> <ul style="list-style-type: none"> <li>• For all proposed schemes other than Public Health Drainage Schemes and High Risk Works Schemes, a survey of property owners to determine levels of support. The survey results are not binding <b>on either Council or property owners. For Council initiated schemes,</b> Council may choose to proceed without majority support if it considers there are compelling reasons relating to issues such as safety, health, public benefit, or amenity,</li> <li>• Information on the power of Council to declare a scheme,</li> <li>• Information on the reason for a special charge scheme to be undertaken and the opportunities for property owners and other stakeholders to contribute to the process before Council undertakes the statutory process,</li> </ul>

**Commented [JG3]:** "property owners" is a defined term in the definitions section of the policy, so the more generic description has been replaced with the defined term.

**Commented [JG4]:** Response rate floor added to ensure survey results are a valid representation. This avoids surveys with a very low response rate technically meeting the "60% of respondents" requirement while not enjoying a reasonable level of support.

**Commented [JG5]:** Reintroduced the moratorium on unsuccessful proposals as experience has shown it is needed.

**Commented [JG6]:** Operationally, this would be in place of a report to Council where the proposal is not supported. A supported proposal would still be initiated via a Council report and resolution.

**Commented [JG7]:** Added these lines for clarity – no change in process.

## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

	<ul style="list-style-type: none"> <li>• An indicative cost estimate based on previous schemes, including options for payment, and</li> <li>• General information on special charge schemes and processes including possible timeframes.</li> </ul>
<p><b>2. INSTIGATION</b></p> <p><b>2. INSTIGATION (cont'd)</b></p>	<p>The Instigation step in a special charge scheme includes a report to Council that considers progressing with the scheme proposal. The content of the Instigation report will differ slightly between Council Initiated and Community Initiated schemes due to the differing pre-scheme processes.</p> <p>From time to time, infrastructure works may be required to address issues that present an unacceptably high risk to either the general public or certain property owners. Examples of high risk issues include flooding, pooling stormwater, and slope instability (i.e. risk of landslide). Such issues would typically be addressed with improved drainage and road infrastructure that may still be appropriately funded by a special charge scheme.</p> <p>Officers may recommend that the proposed works be declared a Public Health Drainage Scheme or High Risk Works Scheme for the purposes of this policy.</p> <p>If Council resolves to Instigate a special charge scheme Officers will develop and provide affected parties with:</p> <ul style="list-style-type: none"> <li>• Conceptual designs,</li> <li>• Scheme procedures and implementation processes,</li> <li>• Apportionment of costs to all included properties,</li> <li>• Estimated engineering and administration costs, and</li> <li>• Information on how to make a submission and/or objection.</li> </ul> <p>Should Council decide to not proceed with a special charge scheme then the property owners will be advised.</p> <p><b>Council Initiated</b></p> <p>Instigation reports for Council Initiated schemes are guided by the relevant Infrastructure Strategy or a previous resolution of Council relating to infrastructure works. The report will usually include the scope of proposed works, indicative costs, Council's contribution and information regarding a Public Health Drainage or High Risk Works declaration (where applicable).</p> <p><b>Community Initiated</b></p> <p>Instigation reports for Community Initiated schemes will include the results of the property owner survey, the scope of proposed works,</p>

## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

	and indicative costs.
<b>2.1 Property Owner Information Session</b>	<p>Property owners are invited to attend an informal information session to view concept plans, draft apportionment of costs and other detailed special charge scheme material. Information sessions should be held at a venue near to the proposed works.</p> <p>Shire officers from various teams are available to receive feedback, suggestions for changes, and to answer questions on any element of the proposed scheme. The detailed information presented at the information session will be placed on the Shire's website as soon as practicable following the session.</p>
<b>3. INTENTION TO DECLARE</b>	<p>A report is prepared in which Council is invited to resolve an intention to declare a special charge scheme.</p> <p>Should Council resolve an intention to declare a special charge scheme, a public notice must be published and forwarded to persons who will be liable to pay the special charge in accordance with the requirements of the Act.</p> <p>The report will also indicate the manner in which Council proposes to deal with <b>consider</b> any submissions it receives under section 223 of the Act.</p> <p><b>Submissions</b></p> <p>Submissions received within the consultation period will be considered by Council. Submissions must be in writing, in response to a notice of intention to declare a special charge, and the submitter may request to be heard by a Committee of Council.</p> <p>In the case where no submissions have been lodged, Council may resolve to proceed to declare the special charge scheme.</p> <p>Submissions received after the closing date may not be accepted. Correspondence received after a report to a Section 223 Committee has been finalised will not be accepted as a submission for reporting or analysis purposes. This does not limit a person's normal right to correspond with councillors.</p>
<b>3.1 Apportionment Principles</b>	<p>The special charge apportioned to a land parcel is not intended to be a reflection of the special benefit that property receives, nor is it required to be tied to the level of special benefit. Each special charge scheme stands alone when considering the apportionment criteria and distribution method; what is considered a reasonable apportionment for one scheme may be unreasonable if applied to another scheme.</p> <p>The Act does not provide details on how costs are to be apportioned. It only requires that a property must receive a special benefit from the works for a special charge to be levied. It is therefore up to Council to determine an appropriate method of apportionment</p>

**Commented [JG8]:** Replaced with softer language.

## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

	<p>provided that the apportionment is reasonable.</p> <p>In determining the apportionment of costs for each property, Council may consider frontage, area, benefit, existing or potential access, town planning zoning, and any other criteria considered relevant and appropriate for a particular scheme.</p> <p>Council will declare a preferred method of apportionment when resolving an intention to declare a special charge scheme. To ensure the method is appropriate, the apportionment should generally be in line with previous determinations of the Victorian Civil and Administrative Tribunal (VCAT).</p>
<p><b>3.2 Scope of Works</b></p>	<p>The scope of works is largely dependent on the location of each scheme, but generally includes: all works, materials, charges, overheads and costs to construct the infrastructure including project management, design, traffic management, nature strip works, drainage works, kerb and channel, street furniture, landscaping services, lighting etc.</p>
<p><b>3.3 Council Contribution</b></p>	<p>Council may contribute to the project costs of schemes as categorised below:</p> <p><b>50% Council contribution</b></p> <p>Infrastructure that generally provides equivalent benefits for both the broader community and local properties. These schemes would be implemented on the basis of property owners contributing 50% of the total scheme cost.</p> <p><b>35% Council contribution</b></p> <p>Infrastructure that has some broader community benefit but predominately provides a benefit to properties within the scheme. These schemes would be implemented on the basis of property owners contributing 65% of the total scheme cost.</p> <p><b>0% Council contribution</b></p> <p>Infrastructure that has little or no broader community benefit. Zero Council contribution is typically limited to Community Initiated special charge schemes and is subject to the support criteria outlined in clause 1 <i>Initiation</i>. These schemes will usually trigger the right to object – see ‘Objection’ in <i>Definitions</i>.</p> <p>Please Note: Council’s contribution may be guided by the relevant infrastructure strategy and the broader community benefit. Should Council be required to contribute to the special charge scheme, the timing of the project will be dependent on sufficient funds being</p>

## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

	<p>available in the Capital Works Program.</p> <p>The Council contribution applied in accordance with this policy must meet or exceed the contribution required to satisfy section 163(2A) of the Act, and would usually exceed the contribution calculated in accordance with the ministerial guidelines under section 163(2C). In order to demonstrate this has been achieved, the intention to declare report to Council should include an attachment showing the benefit ratio calculated in accordance with the ministerial guidelines.</p> <p>Projects that provide the greatest community benefit are not funded via special charge schemes: such projects are typically fully funded in Council's Capital Works Program (i.e. 100% Council contribution). If Council is not levying a special charge on property owners, by definition there is no special charge scheme and this policy does not apply.</p>
<p><b>3.4 Affordability Measures</b></p>	<p>From time to time, there may be special charge scheme proposals where the special charge to property owners is unusually high. This may occur in schemes that include large Crown land parcels such as state or national parks (which cannot be charged – section 221 of the Act), or where construction costs are unusually high due to difficult terrain. Council will contribute an amount in addition to its normal contribution (in clause 3.3 above) to improve the affordability of the special charges for all property owners in such schemes.</p> <p><b>Average special charge</b></p> <p>Within a special charge scheme, the average special charge per land parcel <i>equals</i> the total of property owner contributions <i>divided by</i> the number of contributing land parcels. This means that the average special charge is influenced by only two factors: Council's contribution (if this is higher, property owner contributions are lower), and the number of land parcels amongst which the special charges are spread.</p> <p><b>Average special charge cap</b></p> <p>For Council Initiated special charge schemes in residential zones, a cap on the average special charge per parcel will be used to prevent unusually high costs being unfairly passed on to property owners. The average special charge cap is set at <del>\$25,000</del> <b>\$35,000</b> as at the adoption of this policy.</p> <p>The cap will be adjusted annually according to CPI with effect from 1</p>

**Commented [JG9]:** New paragraph to ensure strict compliance with the Act.

**Commented [JG10]:** According to the existing policy, this would be \$29,720.77 as at July 2023 due to indexation. Increased to \$35,000 on review of recent, typical scheme proposals.

## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

	<p>July each year. The cap will apply to a scheme at the time Council resolves an intention to declare, for example: if Council resolves an intention to declare a scheme on 1 May, and the scheme is then declared on 1 September, the average special charge cap that applies to the scheme is the cap as at 1 May.</p> <p>See Figure 3 attached to this Policy for a worked example of an average special charge cap, and Figure 4 for how the cap affects the special charge to property owners.</p> <p>Please note: The cap does not apply to an individual land parcel, nor to a property made up of multiple lots. Council acknowledges that some property owners will be apportioned a special charge that is higher than the average cap.</p> <p><b>Further affordability measures</b></p> <p><del>See clause 4.1 <i>Implementation Process</i> for financial hardship consideration and clause 4.2 <i>Instalment Plans</i> for further affordability measures.</del></p> <p><b>Financial Hardship</b></p> <p>Property owners experiencing financial hardship are to be considered on a case by case basis in accordance with Council's Financial Hardship Policy. Applications for consideration of financial hardship may only be submitted after the property owner has received a notice requiring payment.</p>
<p><b>4. DECLARATION</b></p>	<p>Following the intention to declare, Council considers the written and verbal submissions that are before it. Reports to Council do not make any assumptions with regard to a property owner who has not made a submission. Council may resolve to:</p> <ul style="list-style-type: none"> <li>• Abandon the proposed special charge scheme by not giving effect to the proposed declaration to levy the special charge and not proceeding with the works, or</li> <li>• Abandon the proposed special charge scheme and prepare a new special charge scheme, due to the need to significantly modify the original scheme; or</li> <li>• Proceed to declare the proposed special charge scheme, with or without variations to the original proposal.</li> </ul> <p>All persons who have made a submission and all persons affected by the special charge scheme must be advised of Council's resolution and the reasons for the decision.</p> <p>Should Council resolve to declare the special charge scheme, it must levy the special charge by sending a notice to those persons who are required to pay the special charge in accordance with section 163(4) of the Act. Notices levying the special charge should be sent to each person liable to pay the charge as soon as practicable following</p>

**Commented [JG11]:** Text deleted as the financial hardship has been brought forward to this clause.

**Commented [JG12]:** Instalments plans are retained, but the reference to them here is removed.

## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

	<p><b>Council's declaration and must be sent within 12 months.</b></p> <p>Council's resolution to declare a special charge must include:</p> <ul style="list-style-type: none"> <li>• The wards, <b>groups</b>, uses or areas for which the special rate or special charge is declared; and</li> <li>• A description of the function to be performed or the power to be exercised; and</li> <li>• The total cost of the performance of the function or the power to be exercised; and</li> <li>• The total amount of the special rates and special charges to be levied; and</li> <li>• The land in relation to which the special rate or special charge is declared; and</li> <li>• The manner in which the special rate or special charge will be assessed and levied; and</li> <li>• Details of the period for which the special rate or special charge remains in force; and</li> <li>• <b>That the declaration expires if the special rate or special charge is not levied to each person liable to pay it within 12 months after the day on which the declaration to which rate or charge relates is made.</b></li> </ul> <p><b>As soon as practicable following Council's declaration</b> At the same time the property database <del>should</del> <b>must</b> be updated so that all new Land Information Certificates show the <del>potential for a further charge on the property after finalisation</del> <b>special charge levied on the land.</b></p> <p><b>For clarity, the requirement to levy the special charge within 12 months of Council's declaration does not require that the works be delivered or notices requiring payment be sent within 12 months of the declaration.</b></p> <p><b>Appeal</b></p> <p>Persons liable to pay a special charge have the right to appeal to VCAT for review of Council's decision on merits or administrative grounds. Applications for a merits review must be limited to the grounds defined in section 185(2)(b) of the Act. All applications will be administered by VCAT and must be submitted within 30 days of the notice levying the special charge being issued. Applications for an administrative law review are made under section 185AA of the Act and should also be submitted within 30 days of the notice levying the special charge being issued.</p>	<p><b>Commented [JG13]:</b> Added highlighted text for clarity due to a legislative change to sub-s (4) that added the 12 month limit for levying a special charge.</p> <p><b>Commented [JG14]:</b> Added due to new insertion into the Act. This whole dot point list is a word-for-word reproduction of s 163(3).</p> <p><b>Commented [JG15]:</b> This paragraph is brought forward from the next section (4.1) and modified to provide more certainty around property database notations.</p> <p><b>Commented [JG16]:</b> Added for clarity as to what 'levy' actually means as this has understandably caused confusion amongst stakeholders.</p>
<p><b>4.1 Implementation Process</b></p>	<p>The construction of works for special charge schemes must proceed in accordance with the Procurement Policy. Following the engagement of a contractor by Council, the community is to be advised that works will be undertaken, including details of the approximate timing of works, contact details for the contractor and</p>	

## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

	<p>the Shire Officer supervising the works.</p> <p><b>Notice Requiring Payment</b></p> <p>Following the decision of Council to proceed with the scheme and its implementation through the procurement process, a Notice Requiring Payment will be served on all contributors indicating all of the relevant details.</p> <p>The notice shall clearly indicate that this request for payment is based on the estimated total cost of the scheme.</p> <p>At the same time the property database should be updated so that all new Land Information Certificates show the potential for a further charge on the property after finalisation.</p> <p>Notices requiring payment may be sent at different times from scheme to scheme depending on the scope and value of the project. For higher value project with longer construction times, notices requiring payment will usually be sent to property owners soon after the commencement of construction. These notices are based on the estimated costs of the scheme and are subject to adjustment (see clause 5. <i>Finalisation</i>).</p> <p>For lower value project such as footpaths and smaller drainage projects, notices requiring payment will usually be sent to property owners after the works completed and the scheme has been finalised (see clause 5. <i>Finalisation</i>). These notices are based on the finalised costs of the scheme and would not normally be adjusted.</p> <p>Owners with a demonstrated and genuine financial hardship are to be considered on a case by case basis in accordance with Council's Financial Hardship Policy.</p>								
<p><b>4.2 Instalment Plans</b></p>	<p>Council shall allow all contributors to pay their special charge in quarterly instalments. Paying by instalments will accrue interest charged at Council's current borrowing rate plus 1%.</p> <p>The length of a special charge payment plan is determined by the value of the principal special charge according to the below table. The payment plan term begins when the first Notice Requiring Payment falls due.</p> <table border="1" data-bbox="481 1505 1040 1668"> <thead> <tr> <th>Special charge</th> <th>Maximum payment plan term</th> </tr> </thead> <tbody> <tr> <td>Up to \$5,000</td> <td>4 years</td> </tr> <tr> <td>\$5,000 up to \$15,000</td> <td>7 years</td> </tr> <tr> <td>\$15,000 up to \$25,000</td> <td>12 years</td> </tr> </tbody> </table>	Special charge	Maximum payment plan term	Up to \$5,000	4 years	\$5,000 up to \$15,000	7 years	\$15,000 up to \$25,000	12 years
Special charge	Maximum payment plan term								
Up to \$5,000	4 years								
\$5,000 up to \$15,000	7 years								
\$15,000 up to \$25,000	12 years								

**Commented [JG17]:** Removed to be re-drafted in highlighted text below.

**Commented [JG18]:** This advice is still provided, though it is usually contained in letters/notices during scheme development rather than the payment notice issued by the Rates/Revenue Team.

**Commented [JG19]:** Moved to the 'Declaration' section above and modified.

**Commented [JG20]:** Entirely new sections to better explain payment notices and the timing of them.

**Commented [JG21]:** Moved to 'affordability measures' and changed slightly.

## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

	\$25,000 and greater	15 years
<p><b>4.3 Discontinuance of a Declared Scheme</b></p>	<p>Once a special charge scheme has been declared, it may be discontinued only by a resolution of Council (under section 164 the Act). Council may exercise its discretion to discontinue a scheme in the absence of an officer report and recommendation.</p> <p>Officers may recommend that Council discontinue a special charge scheme in circumstances where:</p> <ul style="list-style-type: none"> <li>• there are engineering concerns requiring additional funding that cannot be otherwise absorbed in Council's Capital Works Budget;</li> <li>• project conditions change such that sections or elements of the works are no longer required (i.e. due to construction by a developer or other party/authority); and</li> <li>• funding conditions change (i.e. grant monies are secured that negate the need for a special charge).</li> </ul>	
<p><b>5. FINALISATION</b></p>	<p>Special charge schemes shall be reconciled upon practical completion of the contracted works for the scheme.</p> <p>Once reconciled a report to Council shall include the following:</p> <ul style="list-style-type: none"> <li>• that the works are complete and the costs are finalised,</li> <li>• that the final apportioned costs are presented for adoption by Council, and</li> <li>• where any variation has occurred between the estimate (at the time of the intention to declare) and the final apportioned cost, the detail of such variation.</li> </ul> <p>Persons liable for a special charge will be liable for an increase of no more than <del>5%</del> 10% of the estimated special charge. Council will bear the balance of any variation in excess of 5% of the total scheme estimated cost apportioned to properties.</p> <p>If a variation to a special charge results in a reduction of the estimated charge, Council will:</p> <ul style="list-style-type: none"> <li>• If the special charge has not been paid in full (i.e. is subject to a payment plan), reduce the balance of the charge owing, or</li> <li>• If the special charge has been paid in full, refund the variation to the current owners of the relevant land. In accordance with section 165 of the Act, Council does not have discretion to refund a special charge variation to any other person (including circumstances where a previous owner has paid the estimated special charge).</li> </ul> <p>In any case where the special charge is varied by any amount, notice</p>	

**Commented [JG22]:** Changed from "Greater than \$25,000".  
This change and the word "up" added to avoid any uncertainty if a charge falls exactly on a border like \$15,000 or \$25,000. No change to brackets or terms.

**Commented [JG23]:** The 5% policy position followed out of the predecessor policy. The limit in the Act is 10% and officers recommend aligning the policy with the Act.

## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

	<p>is required to be given to all affected parties pursuant to section 166 (2) of the Act.</p> <p>This clause applies to all schemes, whether an average special charge cap has been applied or not. A variation will not affect an average special charge cap.</p>
<b>PROCEDURE</b>	<p>Figure 1: Consultation process flow chart</p> <p>Figure 2: Statutory process flow chart</p>
<b>RESPONSIBILITY</b>	<p>Executive Manager Infrastructure Strategy</p> <ul style="list-style-type: none"> <li>• Ensuring the policy and procedures are implemented and maintained.</li> <li>• Reporting to Council requests for the implementation of Contributory Schemes for infrastructure works.</li> <li>• Determining the program of special charge schemes and ensuring the overall integrity and purpose of the policy is maintained.</li> <li>• Supervising the operation of the policy and procedures</li> </ul>
<b>RELATED POLICIES / STRATEGIES / PLANS</b>	<ul style="list-style-type: none"> <li>• Unmade Roads Construction Strategy</li> <li>• Footpath Construction Strategy</li> <li>• Local Integrated Drainage Strategy</li> <li>• Register of Public Roads</li> <li>• Asset Management Policy</li> <li>• Road Management Plan</li> <li>• Financial Hardship Policy</li> </ul>
<b>RELATED LEGISLATION</b>	<p><i>Local Government Act 1989</i>, particularly (but not limited to) sections:</p> <ul style="list-style-type: none"> <li>• 163. Special rate and special charge</li> <li>• 163A. Submissions concerning special rates and charges</li> <li>• 163B. Objection Process relating to certain special rates and charges</li> <li>• 164. Discontinuance of the works and projects for a special rate or special charge</li> <li>• 165. Receipt of excess money</li> <li>• 166. Variation of special rate or special charge</li> <li>• 185. Application to VCAT</li> </ul>

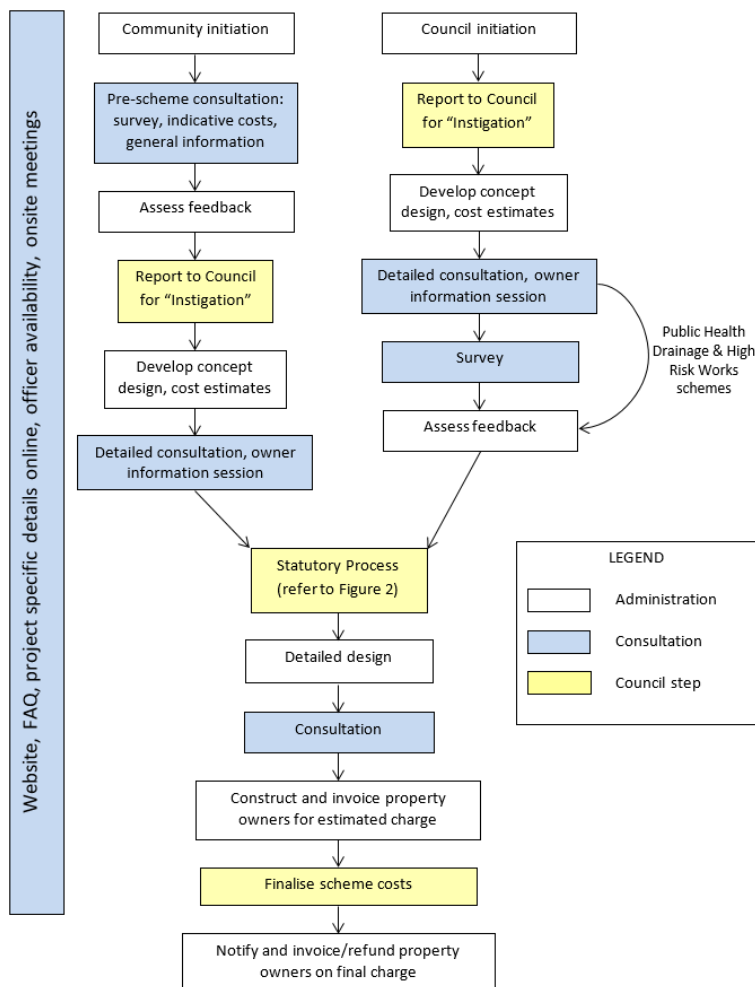
### SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

	<ul style="list-style-type: none"><li>• 185AA. Application for declaration</li><li>• 223. Right to make submission</li></ul>
<b>ADOPTED</b>	Ordinary Council Meeting - 27 February 2018
<b>REVIEW</b>	This policy shall be reviewed five years from the date of Council adoption or six months prior to the date on which the relevant provisions of a replacement Local Government Act come into effect, whichever occurs first.

**Commented [JG24]:** These sections are dealt with differently in the new format for policies, so will be removed.

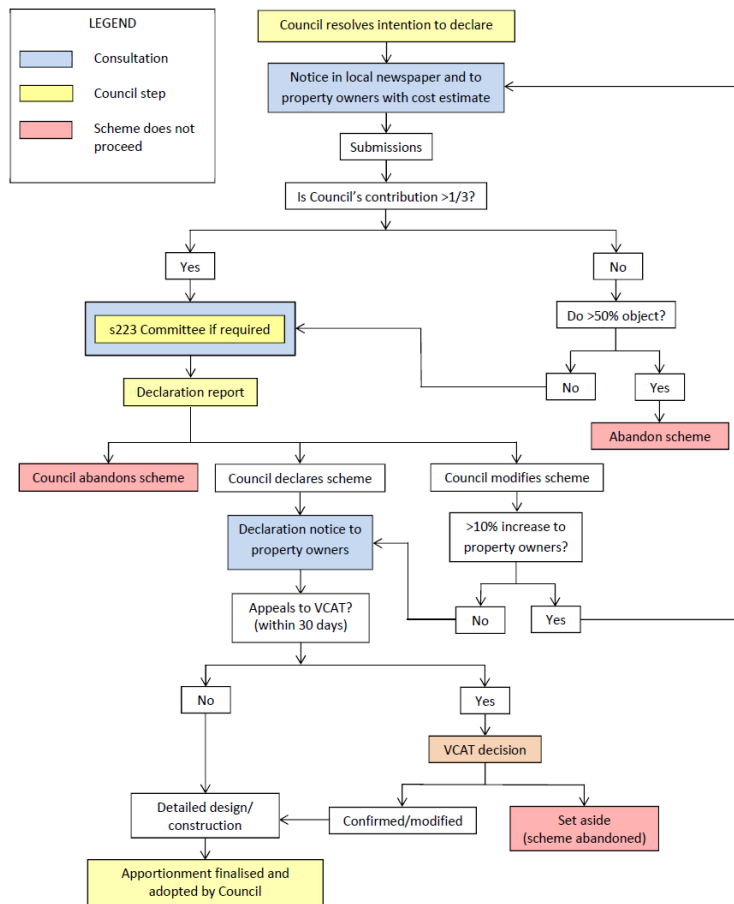
### SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

Figure 1 – Consultation Process Flow Chart



## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

Figure 2 – Statutory Process Flow Chart



## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

**Figure 3 – Average Special Charge Cap Worked Example**

Bradshaw Street, Miramar - Road Construction Special Charge Scheme

Element	Notes	Total or value
Total cost of Scheme		\$1,300,000 (A)
Council Contribution	35% of total cost (A)	\$455,000 (B)
Property Owner Contributions	65% of total cost (A)	\$845,000 (C)
Number of parcels in Scheme	excluding Crown land	20 (D)
Average special charge	$\$845,000 (C) \div 20 (D)$	\$42,250

Table 1

The average special charge for land parcels in the Bradshaw Street Scheme is \$42,250, which is above the average special charge cap of \$35,000. The Council contribution is now adjusted so that the average special charge is reduced to \$35,000:

Element	Notes	Total or Value
Total cost of Scheme		\$1,300,000 (A)
Average special charge	capped	\$35,000 (E)
Number of parcels in Scheme	excluding Crown land	20 (D)
Property Owner Contributions	$20 (D) \times \$35,000 (E)$	\$700,000 (F)
Council Contribution	35% of total cost (A)	\$455,000 (B)
Affordability measure – additional Council contribution	$\$1,300,000 (A)$ $- \$700,000 (F)$ $- \$455,000 (B)$	\$145,000 (G)
Total Council contribution	$\$455,000 (B) + \$145,000 (G)$	\$600,000

Table 2

Note: the bracketed letters "(A), (B), etc." denote same values for ease of reference.

**Commented [JG25]:** This whole page has had the numbers updated, not the layout or methodology. Fictional street names also changed for ease of identifying which version is being used.

## SPECIAL CHARGE SCHEMES POLICY FOR INFRASTRUCTURE WORKS

Figure 4 – Average Special Charge Cap Worked Example

### Individual Special Charge Examples

**Commented [JG26]:** This whole page has had the numbers updated, not the layout or methodology. Fictional street names also changed for ease of identifying which version is being used.

The following tables should be read in conjunction with the tables in Figure 3 on the preceding page.

#### Bradshaw Street, Miramar - Road Construction Special Charge Scheme

##### Initial Apportionment

Refer to table 1, Figure 3

Total works =	\$1,300,000 (A)
Council Contribution =	\$455,000 (B)
Property owner contributions =	\$845,000 (C)
Average Special Charge =	\$42,250

Ref No	Address	Frontage (metres)	Sideage (metres)	(detailed calculations)	Estimated Special Charge
1	4G Mitchell Way (side boundary)		30		\$31,661
2	14 Bradshaw Street	19			\$41,144
3	28 Bradshaw Street	22			\$44,305
4	356A Bradshaw Street	50			\$73,806
...					
5-20	(all 16 other land parcels combined)	300			\$654,085
<b>Total</b>					<b>\$845,000 (C)</b>

#### Bradshaw Street, Miramar - Road Construction Special Charge Scheme

##### Average Cap Apportionment

Refer to table 2, Figure 3

Total works =	\$1,300,000 (A)
Council Contribution =	\$455,000 (B)
Affordability measure =	\$145,000 (G)
Property owner contributions =	\$700,000 (F)
Average Special Charge =	\$35,000 (E)

Ref No	Address	Frontage (metres)	Sideage (metres)	(detailed calculations)	Estimated Special Charge
1	4G Mitchell Way (side boundary)		30		\$26,228
2	14 Bradshaw Street	19			\$34,084
3	28 Bradshaw Street	22			\$36,702
4	356A Bradshaw Street	50			\$61,141
...					
5-20	(all 16 other land parcels combined)	300			\$541,845
<b>Total</b>					<b>\$700,000 (F)</b>

# Council Policy

## Infrastructure Works Special Charge Schemes

### Policy

Objective Reference:



## 1.0 AUTHORITY

- *Local Government Act 1989* sections 163 – 166

## 2.0 INTENT

Special charge schemes are used to partially or completely fund new infrastructure works where there is clear benefit to nearby properties that is above and beyond the benefit to the general community. The Shire has historically used special charge schemes to provide infrastructure that otherwise would not be built through rate revenue alone.

This policy is to be used as a strategic and procedural tool to assist and guide the creation and implementation of all special charge schemes for infrastructure works projects in a fair, equitable and consistent manner that is compliant with the *Local Government Act 1989* and *Local Government Act 2020*.

## 3.0 SCOPE

This policy applies to:

- The Community Infrastructure and Open Space Planning team
- The Project Delivery team
- The Revenue Management team
- Council

## 4.0 GOVERNANCE PRINCIPLES

Under the *Local Government Act 2020*, Council must give effect to the following overarching governance principles:

- Council decisions are to be made and actions taken in accordance with the relevant law;
- priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- the ongoing financial viability of the Council is to be ensured;
- the transparency of Council decisions, actions and information is to be ensured.

## 5.0 POLICY STATEMENT

### 5.1 Scheme Initiation

A special charge scheme may be proposed by one of two streams, described below. The sequence of events for each stream is different however, they both contain the same consultation steps.

#### 5.1.1 Council Initiated

The special charge scheme process may be initiated by Council on a recommendation flowing from the relevant infrastructure strategy. A special charge scheme may also be initiated by Council where the

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## Infrastructure Works Special Charge Schemes

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Objective Reference:



proposed works are not identified in an infrastructure strategy but are otherwise identified as a priority for construction.

For an explanation of each step, please see the clause reference in brackets at the end of each step that corresponds with a clause in this policy.

- Instigation report to Council (cl 5.2).
- Develop concept plans, cost estimates, draft apportionment (cl 5.2).
- Property owner information session (cl 5.2.4).
- Survey of property owners (other than for Public Health Drainage or High Risk Works schemes) (cl 5.1.3).
- Begin statutory process - Intention to Declare report to Council (cl 5.3).

#### 5.1.2 Community Initiated

The special charge scheme process may be initiated by request of property owners that would be liable for a special charge.

Following a request from the community to initiate a special charge scheme, Shire Officers will request a strong demonstration of support for the works from other affected property owners by way of individual emails or letters addressed to the Shire.

Where a scheme is Community Initiated and the total of special charges to be recovered is less than \$100,000, the Shire will consider from time to time whether the scheme is financially viable to proceed.  
Community Initiated - Pre-Scheme Process

For an explanation of each step, please see the clause reference in brackets at the end of each step that corresponds with a clause in this policy.

- Community requests for works (cl 5.1.2).
- Survey\* of property owners (cl 5.1.3).
- Instigation report to Council (cl 5.2).
- Develop concept plans, cost estimates, draft apportionment (cl 5.2).
- Property owner information session (cl 5.2.4).
- Begin statutory process - Intention to Declare report to Council (cl 5.3).

\* To move to the next stage, the survey must be completed by a majority of the property owners and 60% of survey respondents must be in favour of the scheme proposal. If the proposal does not achieve this level of support the proposal will not be reconsidered for a period of five years unless there are exceptional circumstances.

Property owners and the relevant Ward Councillors are advised of the survey results soon after the survey is completed, regardless of the result.

#### 5.1.3 Pre-Statutory Process Consultation

The pre-scheme process (i.e. additional steps undertaken before the formal, statutory process begins) will provide the following for property owners:

- For all proposed schemes other than Public Health Drainage Schemes and High Risk Works Schemes, a survey of property owners to determine levels of support. The survey results are not binding on either Council or property owners. For Council Initiated schemes, Council may choose to proceed without majority support if it considers there are compelling reasons relating to issues such

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### Infrastructure Works Special Charge Schemes Policy

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- as safety, health, public benefit, or amenity,
- Information on the power of Council to declare a scheme,
- Information on the reason for a special charge scheme to be undertaken and the opportunities for property owners and other stakeholders to contribute to the process before Council undertakes the statutory process,
- An indicative cost estimate based on previous schemes, including options for payment, and
- General information on special charge schemes and processes including possible timeframes.

#### 5.2 Instigation

The Instigation step in a special charge scheme includes a report to Council that considers progressing with the scheme proposal. The content of the Instigation report will differ slightly between Council Initiated and Community Initiated schemes due to the differing pre-scheme processes.

**5.2.1** From time to time, infrastructure works may be required to address issues that present an unacceptably high risk to either the general public or certain property owners. Examples of high risk issues include flooding, pooling stormwater, and slope instability (i.e. risk of landslide). Such issues would typically be addressed with improved drainage and road infrastructure that may still be appropriately funded by a special charge scheme.

Officers may recommend that the proposed works be declared a Public Health Drainage Scheme or High Risk Works Scheme for the purposes of this policy.

If Council resolves to Instigate a special charge scheme Officers will develop and provide affected parties with:

- Conceptual designs,
- Scheme procedures and implementation processes,
- Apportionment of costs to all included properties,
- Estimated engineering and administration costs, and
- Information on how to make a submission and/or objection.

Should Council decide to not proceed with a special charge scheme then the property owners will be advised.

#### 5.2.2 Council Initiated

Instigation reports for Council Initiated schemes are guided by the relevant Infrastructure Strategy or a previous resolution of Council relating to infrastructure works. The report will usually include the scope of proposed works, indicative costs, Council's contribution and information regarding a Public Health Drainage or High Risk Works declaration (where applicable).

#### 5.2.3 Community Initiated

Instigation reports for Community Initiated schemes will include the results of the property owner survey, the scope of proposed works, and indicative costs.

#### 5.2.4 Property Owner Information Session

Property owners are invited to attend an informal information session to view concept plans, draft apportionment of costs and other detailed special charge scheme material. Information sessions should be held at a venue near to the proposed works.

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Objective Reference:



Shire officers from various teams are available to receive feedback, suggestions for changes, and to answer questions on any element of the proposed scheme. The information presented at the information session will be placed on the Shire's website as soon as practicable following the session.

#### 5.3 Intention to Declare

A report is prepared in which Council is invited to resolve an intention to declare a special charge scheme.

Should Council resolve an intention to declare a special charge scheme, a public notice must be published and forwarded to persons who will be liable to pay the special charge in accordance with the requirements of the Act. The report will also indicate the manner in which Council proposes to consider any submissions it receives under section 223 of the Act.

##### 5.3.1 Submissions

Submissions received within the consultation period will be considered by Council. Submissions must be in writing, in response to a notice of intention to declare a special charge, and the submitter may request to be heard by a Committee of Council.

In the case where no submissions have been lodged, Council may resolve to proceed to declare the special charge scheme.

Submissions received after the closing date may not be accepted. Correspondence received after a report to a Section 223 Committee has been finalised will not be accepted as a submission for reporting or analysis purposes. This does not limit a person's normal right to correspond with councillors.

##### 5.3.2 Apportionment Principles

The special charge apportioned to a land parcel is not intended to be a reflection of the special benefit that property receives, nor is it required to be tied to the level of special benefit. Each special charge scheme stands alone when considering the apportionment criteria and distribution method; what is considered a reasonable apportionment for one scheme may be unreasonable if applied to another scheme.

The Act does not provide details on how costs are to be apportioned. It only requires that a property must receive a special benefit from the works for a special charge to be levied. It is therefore up to Council to determine an appropriate method of apportionment provided that the apportionment is reasonable.

In determining the apportionment of costs for each property, Council may consider frontage, area, benefit, existing or potential access, town planning zoning, and any other criteria considered relevant and appropriate for a particular scheme.

Council will declare a preferred method of apportionment when resolving an intention to declare a special charge scheme. To ensure the method is appropriate, the apportionment should generally be in line with previous determinations of the Victorian Civil and Administrative Tribunal (VCAT).

##### 5.3.3 Scope of Works

The scope of works is largely dependent on the local requirements of each scheme, but generally includes: all works, materials, charges, overheads and costs to construct the infrastructure including project management, design, traffic management, nature strip works, drainage works, kerb and channel, street furniture, landscaping services, lighting, etc.

##### 5.3.4 Council Contribution

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## Infrastructure Works Special Charge Schemes

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Objective Reference:



Council may contribute to the project costs of schemes as categorised below:

#### 50% Council contribution

Infrastructure that generally provides equivalent benefits for both the broader community and local properties. These schemes would be implemented on the basis of property owners contributing 50% of the total scheme cost.

#### 35% Council contribution

Infrastructure that has some broader community benefit but predominately provides a benefit to properties within the scheme. These schemes would be implemented on the basis of property owners contributing 65% of the total scheme cost.

#### 0% Council contribution

Infrastructure that has little or no broader community benefit. Zero Council contribution is typically limited to Community Initiated special charge schemes which are subject to the support criteria outlined in clause 5.1.2. These schemes will usually trigger the right to object – see 'Objection' in Definitions.

Please Note: Council's contribution may be guided by the relevant infrastructure strategy and the broader community benefit. Should Council be required to contribute to the special charge scheme, the timing of the project will be dependent on sufficient funds being available in the Capital Works Program or through some other funding source (such as state or commonwealth government monies).

The Council contribution applied by this policy must meet or exceed the contribution required to satisfy section 163(2A) of the Act, and would usually exceed the contribution calculated in accordance with the ministerial guidelines under section 163(2C). In order to demonstrate this has been achieved, the intention to declare report to Council should include an attachment showing the benefit ratio calculated in accordance with the ministerial guidelines.

Projects that provide the greatest community benefit are not funded via special charge schemes: such projects are typically fully funded in Council's Capital Works Program (i.e. 100% Council contribution). If Council is not levying a special charge on property owners, by definition there is no special charge scheme and this policy does not apply.

#### 5.3.5 Affordability Measures

From time to time, there may be special charge scheme proposals where the special charge to property owners is unusually high. This may occur in schemes that include large Crown land parcels such as state or national parks (which cannot be charged – section 221 of the Act), or where construction costs are unusually high due to difficult terrain. Council will contribute an amount in addition to its normal contribution (in clause 5.3.4 above) to improve the affordability of the special charges for all property owners in such schemes.

#### Average special charge

Within a special charge scheme, the average special charge per land parcel equals the total of property owner contributions divided by the number of contributing land parcels. This means that the average special charge is influenced by only two factors: Council's contribution (if this is higher, property owner contributions are lower), and the number of land parcels amongst which the special charges are spread.

#### Average special charge cap

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## Infrastructure Works Special Charge Schemes

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Objective Reference:



For Council Initiated special charge schemes in residential zones, a cap on the average special charge per parcel will be used to prevent unusually high costs being unfairly passed on to property owners. The average special charge cap is set at \$35,000 as at the adoption of this policy.

The cap will be adjusted annually according to CPI with effect from 1 July each year. The cap will apply to a scheme at the time Council resolves an intention to declare, for example: if Council resolves an intention to declare a scheme on 1 May, and the scheme is then declared on 1 September, the average special charge cap that applies to the scheme is the cap as at 1 May.

See Appendix 2 attached to this Policy for a worked example of an average special charge cap, and page 2 of Appendix 2 for how the cap affects the special charge to property owners.

Please note: The cap does not apply to an individual land parcel, nor to a property made up of multiple lots. Council acknowledges that some property owners will be apportioned a special charge that is higher than the average cap.

#### Financial hardship

Property owners experiencing financial hardship are to be considered on a case by case basis in accordance with Council's Financial Hardship Policy. Applications for consideration of financial hardship may only be submitted after the property owner has received a notice requiring payment.

#### 5.4 Declaration

##### 5.4.1 Declaration Report to Council

Following the intention to declare, Council considers the written and verbal submissions that are before it. Reports to Council do not make any assumptions with regard to a property owner who has not made a submission. Council may resolve to:

- Abandon the proposed special charge scheme by not giving effect to the proposed declaration to levy the special charge and not proceeding with the works, or
- Abandon the proposed special charge scheme and prepare a new special charge scheme, due to the need to significantly modify the original scheme; or
- Proceed to declare the proposed special charge scheme, with or without variations to the original proposal.

All persons who have made a submission and all persons affected by the special charge scheme must be advised of Council's resolution and the reasons for the decision.

##### 5.4.2 Levying the Special Charge

Should Council resolve to declare the special charge scheme, it must levy the special charge by sending a notice to those persons who are required to pay the special charge in accordance with section 163(4) of the Act. Notices levying the special charge should be sent to each person liable to pay the charge as soon as practicable following Council's declaration and must be sent within 12 months.

Council's resolution to declare a special charge must include:

- The wards, groups, uses or areas for which the special rate or special charge is declared; and
- A description of the function to be performed or the power to be exercised; and
- The total cost of the performance of the function or the power to be exercised; and
- The total amount of the special rates and special charges to be levied; and
- The land in relation to which the special rate or special charge is declared; and

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# Council Policy

## Infrastructure Works Special Charge Schemes

### Policy

Objective Reference:



- The manner in which the special rate or special charge will be assessed and levied; and
- Details of the period for which the special rate or special charge remains in force; and
- That the declaration expires if the special rate or special charge is not levied to each person liable to pay it within 12 months after the day on which the declaration to which rate or charge relates is made.

As soon as practicable following Council's declaration the property database must be updated so that all new Land Information Certificates show the special charge levied on the land.

For clarity; the requirement to levy the special charge within 12 months of Council's declaration does not require that the works be delivered or notices requiring payment be sent within 12 months of the declaration.

#### 5.4.3 Appeal

Persons liable to pay a special charge have the right to appeal to VCAT for review of Council's decision on merits or administrative grounds. Applications for a merits review must be limited to the grounds defined in section 185(2)(b) of the Act. All applications will be administered by VCAT and must be submitted within 30 days of the notice levying the special charge being issued. Applications for an administrative law review are made under section 185AA of the Act and should also be submitted within 30 days of the notice levying the special charge being issued.

#### 5.5 Implementation

##### 5.5.1 Procurement

The construction of works for special charge schemes must proceed in accordance with the Procurement Policy. Following the engagement of a contractor by Council, the community is to be advised that works will be undertaken, including details of the approximate construction dates, contact details for the contractor and the Shire Officer supervising the works.

##### 5.5.2 Notice Requiring Payment

Notices requiring payment may be sent at different times from scheme to scheme depending on the scope and value of the project. For higher value projects with longer construction times, notices requiring payment will usually be sent to property owners soon after the commencement of construction. These notices are based on the estimated costs of the scheme and are subject to adjustment (see clause 5.6).

For lower value projects such as footpaths and smaller drainage projects, notices requiring payment will usually be sent to property owners after the works have been completed and the scheme has been finalised (see clause 5.6). These notices are based on the finalised costs of the scheme, which may be adjusted from the estimate provided to property owners earlier in the process, and would not normally be adjusted after they have been issued.

##### 5.5.3 Instalment Plans

Council shall allow all contributors to pay their special charge in quarterly instalments. Paying by instalments will accrue interest charged at Council's current borrowing rate plus 1%. The length of a special charge payment plan is determined by the value of the principal special charge according to the below table. The payment plan term begins when the first Notice Requiring Payment falls due.

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## Infrastructure Works Special Charge Schemes

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Objective Reference:

Special charge	Maximum payment plan term
Up to \$5,000	4 years
\$5,000 up to \$15,000	7 years
\$15,000 up to \$25,000	12 years
\$25,000 and greater	15 years

#### 5.5.4 Discontinuance of a Declared Scheme

Once a special charge scheme has been declared, it may be discontinued only by a resolution of Council (under section 164 the Act). Council may exercise its discretion to discontinue a scheme in the absence of an officer report and recommendation.

Officers may recommend that Council discontinue a special charge scheme in circumstances where:

- there are engineering concerns requiring additional funding that cannot be otherwise absorbed in Council’s Capital Works Budget;
- project conditions change such that sections or elements of the works are no longer required (i.e. due to construction by a developer or other party/authority); and
- funding conditions change (i.e. grant monies are secured that negate the need for a special charge).

#### 5.6 Finalisation

Special charge schemes shall be reconciled upon practical completion of the contracted works for the scheme.

Once reconciled a report to Council shall include the following:

- that the works are complete and the costs are finalised,
- that the final apportioned costs are presented for adoption by Council, and
- where any variation has occurred between the estimate (at the time of the intention to declare) and the final apportioned cost, the detail of such variation.

Persons liable for a special charge will be liable for an increase of no more than 10% of the estimated special charge. Council will bear the balance of any variation in excess of 10% of the total scheme estimated cost apportioned to properties.

If a variation to a special charge results in a reduction of the estimated charge, Council will:

- If the special charge has not been paid in full (i.e. is subject to a payment plan), reduce the balance of the charge owing, or
- If the special charge has been paid in full, refund the variation to the current owners of the relevant land. In accordance with section 165 of the Act, Council does not have discretion to refund a special charge variation to any other person (including circumstances where a previous owner has paid the estimated special charge).

In any case where the special charge is varied by any amount, notice is required to be given to all affected parties pursuant to section 166 (2) of the Act.

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## Infrastructure Works Special Charge Schemes

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Objective Reference:



This clause applies to all schemes, whether an average special charge cap has been applied or not. A variation will not affect an average special charge cap.

## 6.0 HUMAN RIGHTS CHARTER COMPATIBILITY

This policy has been assessed as being compatible with *the Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

## 7.0 ASSOCIATED DOCUMENTS

- Unmade Roads Construction Strategy
- Pedestrian Access Strategy
- Local Integrated Drainage Strategy
- Unmade Car Park Construction Strategy
- Register of Public Roads Policy
- Register of Public Roads
- Asset Management Policy
- Road Management Plan
- Financial Hardship Policy - Rates

## 8.0 DEFINITIONS

<b>The Act</b>	The <i>Local Government Act 1989</i> . Although the <i>Local Government Act 1989</i> has now largely been replaced by the <i>Local Government Act 2020</i> , there are no new provisions for special charge schemes in the 2020 Act and the relevant provisions in the former are saved.
<b>Apportionment</b>	The method of distributing the special charges amongst persons liable to pay (usually the owner of the land that receives the special benefit, but can include a commercial tenant such as a business). It is calculated in a manner reasonable for all properties within a scheme. Apportionment does not include Council's contribution.
<b>Benefit</b>	<i>The Macquarie Dictionary</i> : Anything that is for the good of a person or thing. To gain advantage; make improvement.
<b>Committee of Council</b>	Refers to section 223 of the Act, where a Committee of Council hears persons who wish to speak in support of their submissions.
<b>CPI</b>	Consumer Price Index. Australian Bureau of Statistics catalogue number 6401.0 – Consumer Price Index table 1, December quarter; Percentage change from corresponding quarter of previous year for the all groups CPI for Melbourne.
<b>Declaration</b>	Council considers a report to levy the relevant properties with a special charge. The report includes all the information from the intention to

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## Infrastructure Works Special Charge Schemes

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Objective Reference:



	declare report, public submissions and Section 223 Committee report if applicable.
<b>Finalisation</b>	Following practical completion of works, all costs associated with the scheme are tallied and the special charge to each property is finalised.
<b>Infrastructure strategy</b>	A strategic document, adopted by Council, to address the construction of capital works or provision of services of a particular type or class. For example: Unmade Roads Construction Strategy, Pedestrian Access Strategy, etc.
<b>Initiation</b>	The preparatory step for the Shire in the development of a special charge scheme, where interest is identified by way of a request or an outcome of the relevant strategies.
<b>Instigation</b>	The step following initiation, where a Council report is prepared seeking endorsement for the preparation of a special charge scheme.
<b>Intention to declare</b>	The first step in the statutory process (section 163(1A) of the Act), where Council considers a report which includes all relevant information on the proposed scheme.
<b>Objection</b>	<p>Correspondence in writing, from a person liable for a special charge, which expressly objects to a scheme. The right to object applies only to special charge schemes that are not drainage schemes required for reasons of public health and where Council is recovering more than two thirds of the total scheme cost (section 163B of the Act). An objection may also contain elements of a submission (see Submission below).</p> <p>Please note: The right of objection is in addition to the right to make a submission. If a person is opposed to a scheme where the right to object does not apply, the person may make a submission stating their opposition.</p>
<b>Property owner</b>	For the purposes of this policy, and unless stated otherwise, a reference to 'property owner' is a reference to the person(s) or entity (deceased estate, company, proprietor, business, etc) that is responsible for paying a special charge.
<b>Reasonable</b>	In the context of the Act and special charge schemes, 'reasonable' is effectively a legal test defined by caselaw.
<b>Special benefit</b>	Applies to land rather than to a person. Special benefit occurs when land receives a benefit from the works that is over and above the benefit received by the general community. For example, members of the general community may use (and therefore generally benefit from) a road constructed by special charge scheme; however, the land adjacent the newly constructed road receives a <i>special benefit</i> due to

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## Infrastructure Works Special Charge Schemes Policy

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the improved property access, drainage and property values, as those benefits do not apply to the broader community.

### Submission

Correspondence in writing, from any person, in response to Council's public notice of intention to declare a special charge (section 163A of the Act). The submission may be (completely, partially or a combination of) in favour of, neutral to, opposed to, or provide comment on any aspect of the special charge scheme proposal.

## 9.0 POLICY SPONSOR

The Manager – Strategic and Infrastructure Planning is responsible for overseeing the application and review of the Infrastructure Works Special Charge Schemes Policy.

## 10.0 DOCUMENT CONTROLS

Council will review the Infrastructure Works Special Charge Schemes Policy within four years or earlier as required.

### Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Shire department, the change to an existing policy or document referred to in this policy, and minor updates to legislation and the like which does not have a material impact. However, any change or update which materially alters the document must be by resolution of Council.

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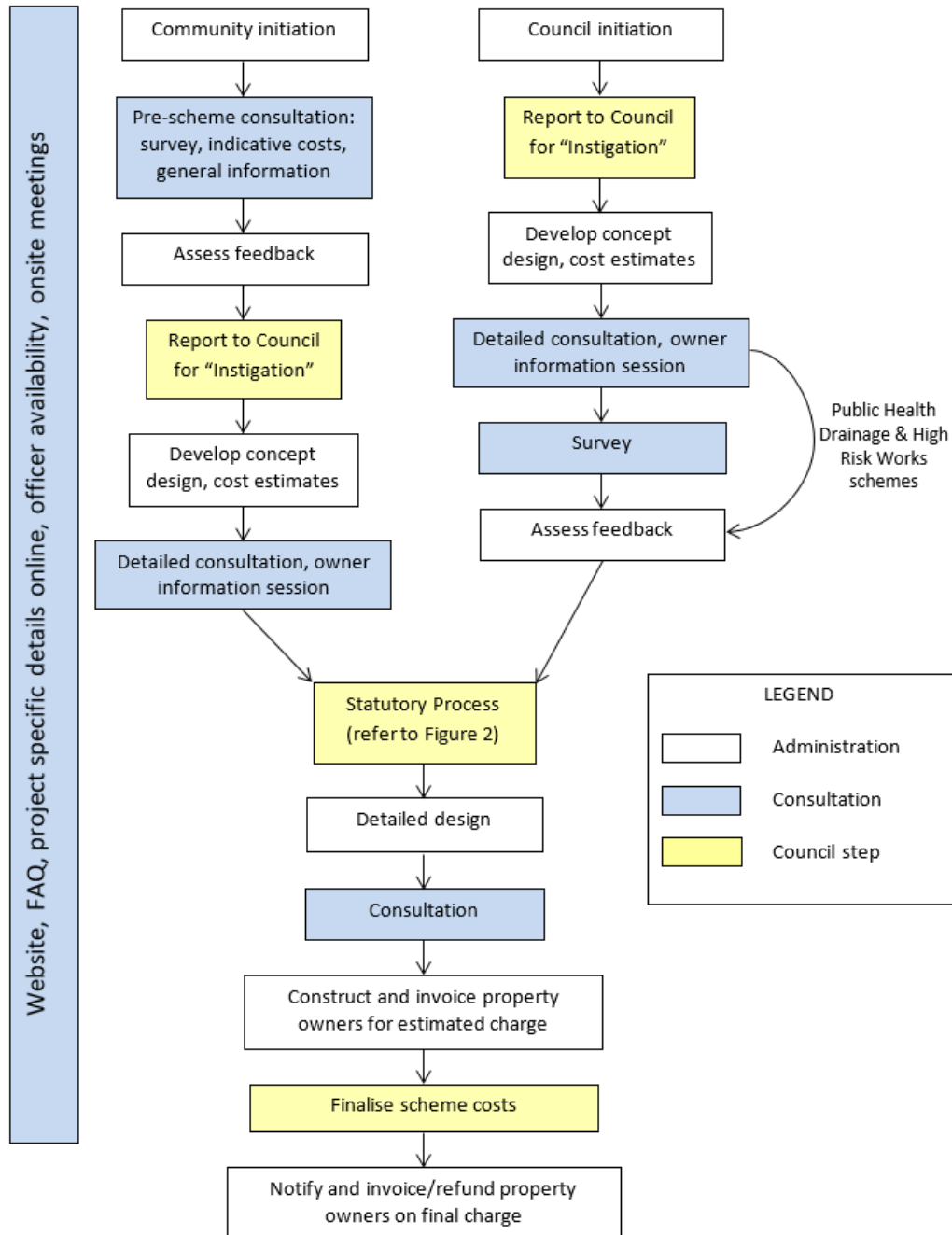
## Infrastructure Works Special Charge Schemes

### Policy



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**Appendix 1**  
**Consultation Process Flow Chart**



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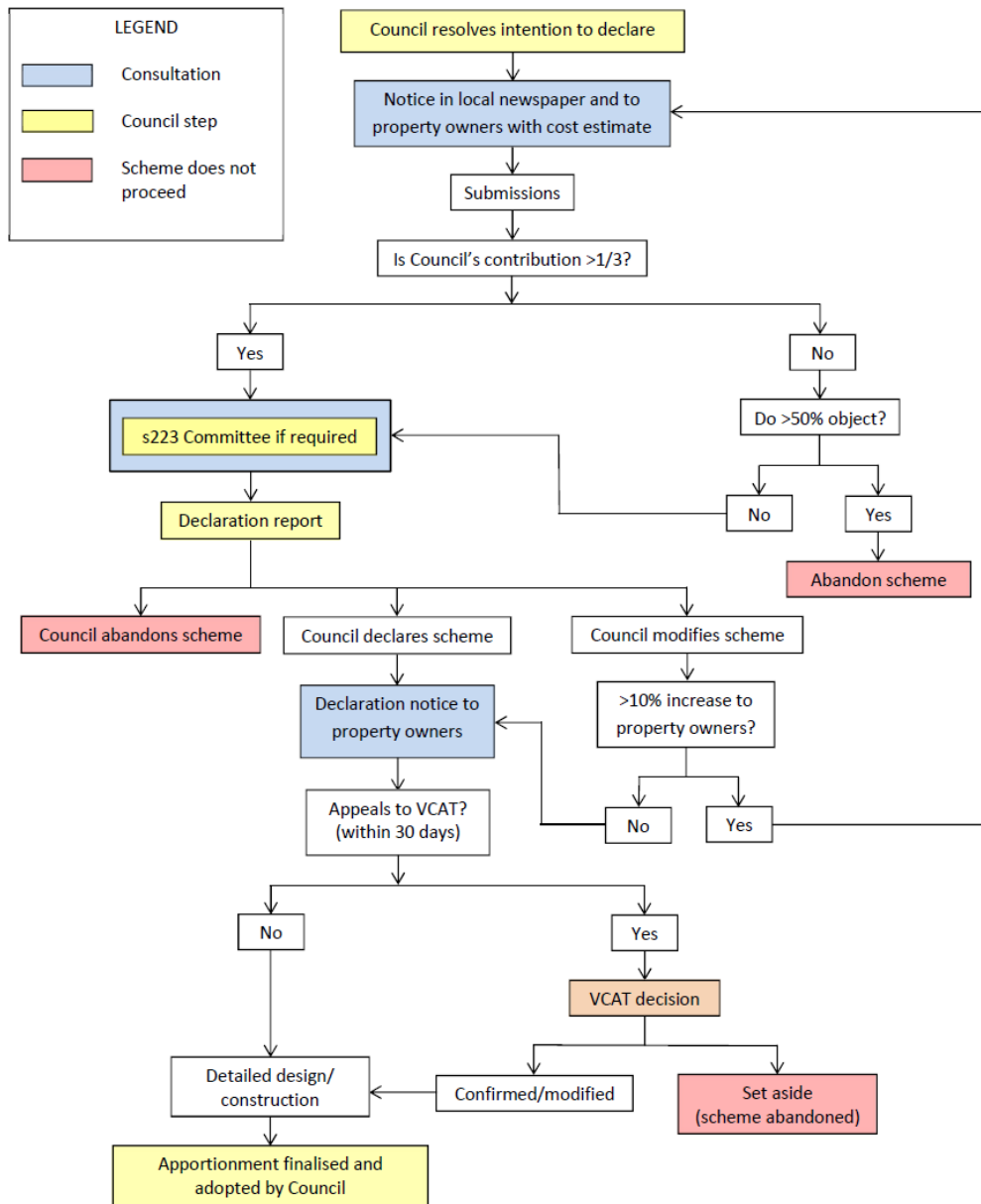
## Infrastructure Works Special Charge Schemes

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#### Appendix 1 Statutory Process Flow Chart



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## Infrastructure Works Special Charge Schemes

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#### Appendix 2 – Average Special Charge Cap Worked Example

##### Bradshaw Street, Miramar - Road Construction Special Charge Scheme

Element	Notes	Total or value
Total cost of Scheme		\$1,300,000 (A)
Council Contribution	35% of total cost (A)	\$455,000 (B)
Property Owner Contributions	65% of total cost (A)	\$845,000 (C)
Number of parcels in Scheme	excluding Crown land	20 (D)
Average special charge	\$845,000 (C) ÷ 20 (D)	\$42,250

Table 1

The average special charge for land parcels in the Bradshaw Street Scheme is \$42,250, which is above the average special charge cap of \$35,000. The Council contribution is now adjusted so that the average special charge is reduced to \$35,000:

Element	Notes	Total or Value
Total cost of Scheme		\$1,300,000 (A)
Average special charge	capped	\$35,000 (E)
Number of parcels in Scheme	excluding Crown land	20 (D)
Property Owner Contributions	20 (D) x \$35,000 (E)	\$700,000 (F)
Council Contribution	35% of total cost (A)	\$455,000 (B)
Affordability measure – additional Council contribution	\$1,300,000 (A) - \$700,000 (F) - \$455,000 (B)	\$145,000 (G)
Total Council contribution	\$455,000 (B) + \$145,000 (G)	\$600,000

Table 2

Note: the bracketed letters “(A), (B), etc.” denote same values for ease of reference.

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## Infrastructure Works Special Charge Schemes

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#### Appendix 2 – Average Special Charge Cap Worked Example

The following tables should be read in conjunction with the tables 1 and 2 on the preceding page.

#### Bradshaw Street, Miramar - Road Construction Special Charge Scheme

##### Initial Apportionment

Refer to table 1, Appendix 2

Total works =	\$1,300,000 (A)
Council Contribution =	\$455,000 (B)
Property owner contributions =	\$845,000 (C)
Average Special Charge =	\$42,250

Ref No	Address	Frontage (metres)	Sideage (metres)	(detailed calculations)	Estimated Special Charge
1	4G Mitchell Way (side boundary)		30		\$31,661
2	14 Bradshaw Street	19			\$41,144
3	28 Bradshaw Street	22			\$44,305
4	356A Bradshaw Street	50			\$73,806
...					
5-20	(all 16 other land parcels combined)	300			\$654,085
<b>Total</b>					<b>\$845,000 (C)</b>

#### Bradshaw Street, Miramar - Road Construction Special Charge Scheme

##### Average Cap Apportionment

Refer to table 2, Appendix 2

Total works =	\$1,300,000 (A)
Council Contribution =	\$455,000 (B)
Affordability measure =	\$145,000 (G)
Property owner contributions =	\$700,000 (F)
Average Special Charge =	\$35,000 (E)

Ref No	Address	Frontage (metres)	Sideage (metres)	(detailed calculations)	Estimated Special Charge
1	4G Mitchell Way (side boundary)		30		\$26,228
2	14 Bradshaw Street	19			\$34,084
3	28 Bradshaw Street	22			\$36,702
4	356A Bradshaw Street	50			\$61,141
...					
5-20	(all 16 other land parcels combined)	300			\$541,845
<b>Total</b>					<b>\$700,000 (F)</b>

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**Attachment 1: List of FMS Building Maintenance Service Contracts for which CEO delegation is sought**

<b>Contract</b>	<b>Contract term (with optional extensions)</b>
CN2638 HVAC Systems	4+2+2
CN2737 Essential Safety Measures	4+2+2
CN2757 Graffiti Management Services	3+2+2
CN2758 Electrical and Solar Systems	4+2+2
CN2759 Plumbing Systems	4+2+2
CN2760 Security Services	3+2+2
CN2761 Automatic Doors and Vertical Transport Devices	4+2+2*
CN2762 Asbestos	TBC*
CN2764 Gutter Cleaning	4+3*
CN2803 Flooring	4+3*
CN2804 Pest Control	4+3*
CN2805 Roof Access and Fall Arrest Systems	4+3*
CN2806 Painting	4+3*

\*These contracts have not yet been tendered. As such, it is possible that these proposed contract terms may be changed prior to tender. Where a change is required, this will be resolved via the project sponsor or the project control group. The change of term will not exceed the maximum duration set out in this table.

# Council Policy

## Public Transparency Policy

Objective Reference: A11373331



### 1.0 AUTHORITY

- *Local Government Act 2020*, Section 57

### 2.0 INTENT

The purpose of this policy is to ensure the Mornington Peninsula Shire (the Shire) demonstrates and promotes transparency in its decision making by giving effect to the Public Transparency Principles set out in Section 58 of the *Local Government Act 2020* (the Act) as follows:

- a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act 2020* or any other Act;
- b) Council information must be publicly available unless:
  - i. the information is confidential by virtue of the *Local Government Act 2020* or any other Act; or
  - ii. public availability of the information would be contrary to the public interest;
- c) Council information must be understandable and accessible to members of the municipal community
- d) Public awareness of the availability of Council information must be facilitated.

This policy describes how information will be made available to the public and is an integral part of the Shire's governance framework.

### 3.0 SCOPE

This policy applies to the Shire, Shire staff, Councillors and any committee or other body making decisions under the delegated authority of Council.

### 4.0 GOVERNANCE PRINCIPLES

Under the *Local Government Act 2020*, Council must give effect to the following overarching governance principles:

- a) Council decisions are to be made and actions taken in accordance with the relevant law;
- b) the municipal community is to be engaged in strategic planning and strategic decision making;
- c) the transparency of Council decisions, actions and information is to be ensured.

### 5.0 POLICY STATEMENT

**5.1** The Shire is committed to the principles of public transparency. The Shire considers transparency a cornerstone of democratic governance. Openness, accountability and honesty are essential for fully informed engagement in the democratic process. Effective community engagement, planning, financial management and the performance of all Shire responsibilities are underpinned by transparent processes.

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## Council Policy

# Public Transparency Policy

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**5.2** The Shire demonstrates its commitment to public transparency through its organisational value of 'Openness'. "We share knowledge and learning for the benefit of all, actively engage with our community, and are transparent in our decision making'.

**5.3** Shire decisions are made with transparent processes that are:

- undertaken in accordance with the Act and the Governance Rules;
- conducted in an open and transparent forum, unless in accordance with the provisions in the Act and Governance Rules;
- made fairly and on its merits, and where any person whose rights will be directly affected by a decision of the Shire, that person will be entitled to communicate their views and have their interests considered; and
- informed by community engagement, in accordance with the Community Engagement Principles and the Shire's Community Engagement Policy.

**5.4** Shire information is made publicly available through:

- publication on one or more of the Shire's websites, social media pages and printed publications
- documents available for inspection at one or more Shire offices both on display and by request
- release under the *Freedom of Information Act 1982*.
- key Council budget briefings open to the public
- by any other appropriate means as determined by the Shire, the Chief Executive Officer, or the Manager – Legal and Governance

**5.5** All Shire information will be made publicly available unless it is confidential, or its release would not be in the public interest. Examples of Shire information that is publicly available include:

- agendas and minutes of Council meetings
- adopted plans, policies and strategies
- financial and non-financial performance reports
- complaints handling processes
- community engagement processes
- statutory registers

A list of publicly available Shire information is provided in the Shire's Part II Statement published on the Shire's website in accordance with the *Freedom of Information Act 1982*.

Where information is not already available and not confidential, the Shire will facilitate direct release of the information (i.e. without needing to apply under Freedom of Information) where the Shire considers its release to be in the public interest.

Some Shire information may not be made publicly available. This will only occur if the information is confidential, or if its release would be contrary to the public interest or not in compliance with the *Privacy and Data Protection Act 2014*. The Shire will adopt a strict interpretation of *confidential* within the Act to ensure information is not inappropriately characterised as confidential when it should be made available to the public.

**5.6** Shire information is understandable and accessible to members of the municipal community.

**5.6.1** The Shire makes information understandable by:

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## Public Transparency Policy

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- promoting the use of legible, plain, jargon free language in written materials, publications and reports
- adhering to style guides and corporate templates that are set out to enhance understanding
- training staff in effective communication, presentation and report writing skills
- providing community engagement opportunities that facilitate discussion, clarification and explanation of Shire information

### 5.6.2 The Shire makes information accessible by:

- publishing information in a range of formats, including via social media platforms, on the Shire's website and in hard copy format and printed publications distributed across the municipality
- proactively and routinely releasing information for free or low cost
- responding to individual requests for information
- responding to applications made under the *Freedom of Information Act 1982*
- complying with the *Disability Discrimination Act 1992*
- considering accessibility and cultural requirements in accordance with the *Charter of Human Rights and Responsibilities Act 2006*
- complying with the Web Content Accessibility Guidelines 2.0
- advertising the availability of interpretation services and the National Relay Service

### 5.7 Public awareness of Shire information is facilitated by:

- promotion on the Shire's website, social media platforms such as 'Have Your Say', and printed publications (e.g. Peninsula Wide)
- community engagement opportunities
- publication of the Shire's Part II Statement in accordance with the *Freedom of Information Act 1982*
- public notices as required by legislation

## 6.0 HUMAN RIGHTS CHARTER COMPATIBILITY

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

## 7.0 ASSOCIATED DOCUMENTS

- *Local Government Act 2020*
- *Local Government Act 1989*
- *Privacy and Data Protection Act 2014*
- *Freedom of Information Act 1982*
- *Public Records Act 1973*
- *Equal Opportunity Act 2010*
- Mornington Peninsula Shire Community Engagement Strategy
- Mornington Peninsula Shire Community Engagement Policy
- Mornington Peninsula Shire Privacy Policy
- Governance Rules
- Governance Framework

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### 8.0 DEFINITIONS

**Confidential information:** has the same meaning as defined in section 3(1) of the *Local Government Act 2020*

**Information:** For the purposes of this policy and the Public Transparency Principles, information includes documents.

**Transparency:** Organisations are transparent when they enable others to see and understand how they operate. To achieve transparency, an organisation must provide information about its activities and governance to stakeholders that is accurate, complete, and made available in a timely way. Transparency enables accountability. This does not mean all information should be made publicly available. There are certain types of information that may not be provided publicly, including personal information such as client records, and 'commercial in confidence' material such as tender submissions.

**Public Interest:** The Shire considers a range of factors when determining if the release of information is in the public interest. These include

- the aims of the *Freedom of Information Act 1982* (such as the scrutiny of government, inform debate, promote oversight of government spending)
- public participation in government decision-making

The Shire is not required to make information publicly available if its release would be contrary to the public interest, in accordance with the *Local Government Act 2020*. When considering the public interest, the Shire will apply the test that exists in the *Freedom of Information Act 1982*. The Shire may refuse to release information if it is satisfied that the harm to the community likely to be created by releasing the information will exceed the public benefit in it being released. When considering possible harm from releasing information, the Shire will only concern itself with harm to the community or members of the community. Potential harm to the Shire will only be a factor if it would also damage the community, such as where it involves a loss of public funds or prevents the Shire from performing its functions.

Information that might be withheld because it is not in the public interest may include:

- internal working documents that have not been approved or submitted to Council, especially where their release may mislead the public
- directions to Shire staff regarding negotiations in contractual or civil liability matters, where release may damage the Shire's capacity to negotiate the best outcome for the community; and
- correspondence with members of the community, where release may inappropriately expose a person's private dealings.

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### 9.0 POLICY SPONSOR

The Manager Governance is responsible for overseeing the application and review of the Public Transparency Policy.

### 10.0 DOCUMENT CONTROLS

Council will review this policy within 4 years from the date of adoption or earlier as required.

#### Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Shire department, the change to an existing policy or document referred to in this policy, and minor updates to legislation and the like which does not have a material impact. However, any change or update which materially alters the document must be by resolution of Council.

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