

# **Ordinary Council Meeting**

## **Minutes**

**Monday 13 December 2021**

**Commenced at 7:00 PM**

**Council Chambers  
20 Siding Avenue, Officer  
Victoria**

<b>Members:</b>	Cr Jeff Springfield	Mayor
	Cr Tammy Radford	Deputy Mayor
	Cr Kaye Cameron	
	Cr Stephanie Davies	
	Cr Jack Kowarzik	
	Cr Graeme Moore	
	Cr Brett Owen	
	Cr Collin Ross	
	Cr Carol Ryan	
<b>Officers:</b>	Carol Jeffs	Chief Executive Officer
	Lili Rosic	General Manager Liveable Communities
	Debbie Tyson	General Manager Governance, Facilities and Economy
	Jenny Scicluna	General Manager Customer, People and Performance
	Doug Evans	Manager Governance
	Jack Coogan	Governance Officer

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## **1 Opening And Reflection/Prayer**

Meeting opened at 5:45pm to consider a confidential item. The meeting reconvened at 7:00pm to discuss general business.

I would ask those gathered to join us now for a few moments of silence as we reflect on our roles in this chamber. Please use this opportunity for reflection, Prayer or thought, to focus on our shared intention to work respectfully together for the well-being of our whole community.

## **2 Acknowledgements**

Cardinia Shire Council acknowledges that we are on the traditional land of the Bunurong and Wurundjeri people and pay our respects to their elders past, present and emerging.

## **3 Apologies**

Nil.

## **4 Adoption And Confirmation Of Minutes**

Moved Cr Graeme Moore, seconded Cr Kaye Cameron

That minutes of the following meetings be confirmed:

- General Council meeting 15 November 2021

Carried

## **5 Declaration Of Interests**

Nil.

## 6 Ordinary Business

### 6.1 Town Planning Reports

#### 6.1.1 Planning Scheme Amendment C266 & Planning Permit T200105 - 39 Wattletree Road, Bunyip

**Responsible GM:** Lili Rosic  
**Author:** Celeste Grossi

##### Recommendation(s)

That Council:

1. Resolve to seek the authorisation of the Minister for Planning under Section 8A(2) of the *Planning and Environment Act 1987* to prepare Amendment C266card to the Cardinia Planning Scheme to:
  - Rezone the land at 39 Wattletree Road, Bunyip from Low Density Residential Zone – Schedule 2 (LDRZ2) to Low Density Residential Zone – Schedule 3 (LDRZ3);generally in accordance with Attachment 1.
2. Consider Planning Application No. T200105 for:
  - subdivision of the subject land into two (2) lots;
  - removal of vegetation; and,
  - creation of restrictions on the plan of subdivision; concurrently with Amendment C266card pursuant to Section 96B of the *Planning and Environment Act 1987*.
3. Subject to receiving the authorisation of the Minister for Planning under Part 1, Council gives notice of Amendment C266card and Proposed Planning Permit No. T200105 containing conditions generally in accordance with Attachment 2, under Section 96C of the *Planning and Environment Act 1987*.
4. That the proponent be advised of Council's decision.

##### Attachments

1. Planning Scheme Amendment C266 Documentation [6.1.1.1 - 10 pages]
2. Proposed Planning Permit [6.1.1.2 - 9 pages]
3. Proposed Plan of Subdivision [6.1.1.3 - 1 page]

##### Executive Summary

Council has received a request to rezone the land at 39 Wattletree Road, Bunyip from Low Density Residential Zone – Schedule 2 (LDRZ2) to Low Density Residential Zone – Schedule 3 (LDRZ3). The request also seeks consent to concurrently consider a planning permit application to subdivide the land into two (2) lots for residential purposes.

The Amendment is consistent with the *Bunyip Township Strategy (September 2009)* by protecting the township's landscaped rural character whilst supporting subdivision inside the township boundary. The Amendment also proposes a habitat corridor for the Southern Brown Bandicoot (SBB) within the front setback of the new lots, and 38 new indigenous plants to be



planted to replace 22 trees proposed to be removed. Officers consider that an appropriate net community benefit would be derived from these outcomes.

Council officers have considered the merits of the request and conclude there is strategic justification for Council to support progressing the proposal to commence the planning scheme amendment process.

### Background

Council received a request from Kyle O'Brien (Three-Thirds Group) on behalf of the landowner, Ryan Muley, to rezone the land known as 39 Wattletree Road, Bunyip (Lot 1 on PS525720M) from LDRZ2 to LDRZ3.

In association with this amendment request, Planning Permit application T200105 has also been lodged for a 2 lot subdivision of the land and removal of vegetation. It is proposed that this application be considered concurrently with the proposed amendment in order to facilitate timely development of the land for residential purposes.

### The Land and surrounds



**Figure 1.** 39 Wattletree Road, Bunyip

The subject land is located on the northern side of Wattletree Road approximately 221 metres east of Hope Street. The land is almost square with a frontage of 63.14 metres, depth of 63.67 metres and an overall site area of 4,001m².

The land slopes approximately 2 metres, rising from the north-east up to the south-west. An existing single storey weatherboard dwelling, ancillary shed and mixture of vegetation are currently located on the subject land.

The land is surrounded on all sides by residential development; 2,000m<sup>2</sup> lots to the north, east and west; traditional sized (700-1,900m<sup>2</sup>) lots to the south-west and south-east; and larger (0.88-1.5 ha) lots to the south.

The land is currently zoned Low Density Residential Zone Schedule 2 (LDRZ2) and is affected by the Design and Development Overlay Schedule 1 (DDO1) and the Vegetation Protection Overlay Schedule 1 (VPO1). Under the current zoning the minimum subdivision size is 0.4ha (4000 square metres), the proposed rezoning will allow for a minimum subdivision size of 0.2ha (2000 square metres), which will facilitate a residential subdivision of two lots on the subject site which is consistent with the zoning of the adjoining land.

### **The proposal**

The amendment request and planning permit application have been lodged under Section 96A of the *Planning and Environment Act 1987* (the Act). Section 96 allows Council to consider a planning permit application concurrently with a planning scheme amendment, even though the proposed subdivision would otherwise be prohibited under the current planning controls.

In summary, the amendment request and planning permit application propose to:

- Rezone land from Low Density Residential Zone - Schedule 2 (LDRZ2) to Low Density Residential Zone - Schedule 3 (LDRZ3); and
- Subdivide the land into 2 lots and remove vegetation.

In addition, Council will require the creation of restrictions on the plan of subdivision to ensure provision of the bandicoot habitat corridor and setbacks in accordance with the Township Strategy.

A map of the proposed planning zone is contained in Attachment 1, the Proposed Planning Permit is contained in Attachment 2, while the proposed subdivision plan is contained in Attachment 3.

### **Net Community Benefit**

As with any planning scheme amendment, the rezoning of the subject land must provide a net community benefit beyond the provision of standard urban services and amenity to the new subdivision. In addition to retaining 19 trees, including indigenous canopy trees 1, 2, 3, 5 and 9, Council's Environment Team has requested a 10 metre wide front building setback with 50% (5 metres) of the front setback planted out for the purposes of Southern Brown Bandicoot (SBB) habitat corridor (similar to the adjoining properties), and that the vegetation approved for removal under the VPO1 be replaced. Negotiations with the proponent were undertaken to achieve the planting of a SBB corridor as well as 38 new indigenous plants to replace the vegetation that is proposed to be removed. Officers consider that an appropriate net community benefit would be derived from these outcomes.

### **Policy Implications**

The full strategic planning policy assessment is provided in the Explanatory Report contained in Attachment 1. A summary is provided here.

### **Plan Melbourne 2017-2050 - Melbourne Metropolitan Planning Strategy**

The amendment is consistent with Ministerial Direction No. 9 – Metropolitan Strategy which requires a Planning Authority to have regard to the Metropolitan Strategy (Plan Melbourne 2017-2050). It is considered the amendment assists in achieving the following directions of Plan Melbourne:



- Direction 2.1: Managing the supply of new housing in the right locations to meet population growth and create a sustainable city.
- Direction 2.5: Provide greater choice and diversity of housing.
- Direction 4.3: Achieve and promote design excellence.
- Direction 5.1: Create a city of 20-minute neighbourhoods.
- Direction 5.2: Create neighbourhoods that support safe communities and healthy lifestyles.

#### **Planning Policy Framework**

- The following PPF provisions are relevant:
- Clause 11.01-1S - Settlement
- Clause 11.02-1S - Supply of urban land
- Clause 11.03-3S - Peri-Urban Areas
- Clause 12.01-1S - Protection of biodiversity
- Clause 13.02-1S - Bushfire Planning
- Clause 15.01-1S - Urban Design
- Clause 15.01-3S - Subdivision Design
- Clause 15.01-5S - Neighbourhood Character
- Clause 16.01-1S - Housing Supply

The proposed amendment and subdivision are consistent with these policies by:

- consolidating new residential development into an existing settlement within the existing Bunyip township boundary.
- Enabling development of residential land within an established growth boundary, reducing sprawl, and enhancing consistency of the character of the surrounding area having regard to the established pattern of subdivision.
- Not negatively impacting local biodiversity by retaining many trees on site and undertaking additional plantings, including planting for the purpose of a Southern Brown Bandicoot habitat corridor.

Ensuring appropriate bushfire mitigation measures are in place and a construction standard of Bushfire Attack Level (BAL)12.5 can be achieved.

- Aligning with the Design and Development Overlay Schedule 1 (DDO1) which currently affects the site. Any future development must respond to the DDO1 in relation to siting and materiality.
- Seeking to enhance the landscape character of the area.
- Being consistent with the existing and emerging pattern of subdivision within Bunyip.

#### **Local Planning Policy Framework**

The following LPPF provisions are relevant:

- Clause 21.02 - Environment
- Clause 21.03 - Settlement and Housing
- Clause 21.08 - Local Areas

The proposed amendment and subdivision are consistent with these policies by:

- Enhancing and maintaining a wildlife corridor for the Southern Brown Bandicoot and planting additional trees to replace vegetation proposed to be removed (21.02-3).
- Supporting the redevelopment and subdivision of land located inside the existing Bunyip township boundary and already included within the Low Density Residential Zone (21.03-1).

- Supporting the protection of existing township character through reinforcing the 0.2 hectares minimum lot size of adjoining properties which are currently included within the LDRZ3 (21.03-3).
- Applying the prevailing zone consistent with land that abuts to the north, east and west (21.08-2).
- Proposing a development that is consistent with the Bunyip Township Strategy 2009 which is an Incorporated Document via Clause 21.08-2 of the Cardinia Planning Scheme (21.08-2).

## **Relevance to Council Plan**

### **2.1 We support the creation of liveable spaces and places**

2.1.1 Advocate, plan for and deliver accessible community infrastructure and services that address community need.

2.1.2 Plan and maintain safe, inclusive and connected open spaces, places and active travel routes.

2.1.3 Plan for housing diversity that meets community need, is affordable and delivers environmental sustainability, safety and healthy living outcomes.

## **Climate Emergency Consideration**

The proposed amendment and planning permit facilitate housing to be located within the urban growth boundary. This will contribute to housing consolidation within a rural township, reducing the amount of urban sprawl and pressure on Cardinia's main growth front, thereby helping to mitigate the effects on climate change.

## **Consultation/Communication**

The Amendment C266card documents and the proposed Planning Permit will be exhibited to the public for a period of one month. Adjoining landowners and occupiers, community groups, referral agencies and authorities will be sent notification in accordance with the requirements of the *Planning and Environment Act 1987*.

## **Financial and Resource Implications**

There are no additional resource implications associated with undertaking the Amendment. The statutory fees and any planning panel costs will be paid for by the proponent of the amendment. Any additional costs associated with this process are provided for by the current and proposed Planning Strategy budget.

## **Conclusion**

It is considered that the proposal is supported by both State and Local planning policies and is consistent with the directions of *Plan Melbourne*, relevant Ministerial Directions.

It is recommended that Council resolve to seek authorisation to prepare and exhibit Amendment C266card concurrently with proposed Planning Permit T200105.

## Resolution

Moved Cr Jack Kowarzik, seconded Cr Graeme Moore.

That Council:

1. Resolve to seek the authorisation of the Minister for Planning under Section 8A(2) of the *Planning and Environment Act 1987* to prepare Amendment C266card to the Cardinia Planning Scheme to:
  - Rezone the land at 39 Wattletree Road, Bunyip from Low Density Residential Zone – Schedule 2 (LDRZ2) to Low Density Residential Zone – Schedule 3 (LDRZ3);generally in accordance with Attachment 1.
2. Consider Planning Application No. T200105 for:
  - subdivision of the subject land into two (2) lots;
  - removal of vegetation; and,
  - creation of restrictions on the plan of subdivision; concurrently with Amendment C266card pursuant to Section 96B of the *Planning and Environment Act 1987*.
4. Subject to receiving the authorisation of the Minister for Planning under Part 1, Council gives notice of Amendment C266card and Proposed Planning Permit No. T200105 containing conditions generally in accordance with Attachment 2, under Section 96C of the *Planning and Environment Act 1987*.
5. That the proponent be advised of Council's decision.

Carried

## 6.2 General Reports

### 6.2.1 Appointment of Acting Chief Executive Officer

**Responsible GM:** Debbie Tyson  
**Author:** Doug Evans

#### **Recommendation(s)**

That Council appoint the General Manager Governance Facilities and Economy, Debbie Tyson Acting Chief Executive Officer for the period 25 December 2021 to 14 January 2022 during a period of annual leave by the Chief Executive Officer.

#### **Attachments**

Nil

#### **Executive Summary**

To appoint an Acting Chief Executive Officer during a period of annual leave by the Chief Executive Officer

#### **Background**

The Chief Executive Officer, Carol Jeffs, is taking a period of annual leave from 25 December 2021 until 14 January 2022 and it is therefore necessary for the Council to appoint an Acting Chief Executive Officer during this period. It is recommended that the General Manager Governance Facilities and Economy, Debbie Tyson be appointed to the role for this period

#### **Policy Implications**

Nil

#### **Relevance to Council Plan**

##### **5.1 We practise responsible leadership**

5.1.3 Strive to be a customer focused organisation and be a great place to work.

5.1.4 Maximise value for our community through efficient service delivery, innovation, strategic partnerships and advocacy.

#### **Climate Emergency Consideration**

Nil

#### **Consultation/Communication**

Nil

#### **Financial and Resource Implications**

Nil

### **Conclusion**

As the Chief Executive Officer will be absent during a period of annual leave it is necessary to appoint a person to act in this role and it is recommended that General Manager Governance Facilities and Economy, Debbie Tyson be appointed as Acting Chief Executive Officer for this period.

**Resolution**

Moved Cr Jack Kowarzik, seconded Cr Graeme Moore.

That Council appoint the General Manager Governance Facilities and Economy, Debbie Tyson Acting Chief Executive Officer for the period 25 December 2021 to 14 January 2022 during a period of annual leave by the Chief Executive Officer.

Carried



## 6.2.2 Cardinia Biolink Plan

**Responsible GM:** Peter Benazic  
**Author:** Rob Jones

### Recommendation(s)

1. That Council adopt the attached Biolink Plan
2. The human resource budget in Table 2 of the Biolink Plan action plan (attached) be considered in the annual budget process
3. The budget in Table 3 of the Biolink Plan action plan (attached) be incorporated into the long-term financial budget

### Attachments

1. Cardinia Shire Biolink Plan [6.2.2.1 - 111 pages]
2. Cardinia Shire Biolink Plan Action plan [6.2.2.2 - 6 pages]
3. Cardinia Shire Biolink Plan Appendices [6.2.2.3]

### Executive Summary

Council's existing conservation strategies and programs identify 'what' works must be completed to conserve our native flora and fauna; however decision makers have found it difficult to articulate 'where' and 'how' these works should be undertaken across the shire. The Biolink Plan uses the latest technology in computer species modelling to provide the guiding principles for the design and establishment of voluntary environmental corridors. It provides a transparent framework to help direct investment in conservation management and builds an understanding of how to efficiently and effectively enable fauna species to sustainably move throughout the landscape.

Community safety is prominent in the Biolink Plan objectives, design principles, planning and implementation. The Municipal Fire Management Planning Committee (MFMP) will be a collaborative partner in the design of all landscape scale biolink corridors. The plan identifies that the multiple objectives of bushfire safety and conservation management can be achieved through site specific assessment of corridors and the identification of multiple property management zones to achieve multiple property outcomes.

The biolink action plan compliments many of the actions in the adopted Biodiversity Conservation Strategy (BCS) and Weed Management Strategy (WMS) and provides opportunities for community education through the use of monitoring indicator species highlighted within the plan.

### Background

The Environment and Heritage Unit received a grant of \$50,000 from DELWP in July 2019 to create a plan for strategic environmental Biolink corridors. The external funding was matched with internal funding of \$50,000. An environmental consultant (Eco Logical Australia) has worked with Council, the community and government stakeholders to collect raw data to inform the development of the Biolink Plan (the plan).

This project is required in response to Cardinia's highly fragmented landscape which comprises of less than 29% of native vegetation cover across the shire. 94 of our native plants and 63 of our native animal species are 'rare' or 'threatened' and 33 per cent of our native vegetation communities are listed as 'endangered'. Council has a legal, ethical and social

responsibility to manage and protect biodiversity within the Shire. The development of a biolink plan meets goal 3 'Council has mapped biolink corridors that will enhance biodiversity connectivity across the region and objective 3.1 in Council's Biodiversity Conservation Strategy (BCS, 2019). Development of the biolink plan is identified as action 40 in the BCS.

The Biolink Plan identifies the voluntary implementation of environmental corridors to improve flora and fauna connectivity through the landscape. Increased genetic diversity will ensure the long-term viability of our native species. This work will also improve water quality across Western Port and Port Phillip catchments including the Western Port Ramsar listed wetland.

The plan meets the goals set in the state government Biodiversity 2037 strategy and the Port Phillip and Western Port Catchment Management Authority Regional Catchment Strategy. The outcomes identified in the plan are supported by more than four legislative acts that direct Council as the land manager to protect native plants and animals in our natural resource areas against threats that contribute to species decline. The biolink plan informs the establishment of wildlife and habitat corridors, buffer zones for waterways or sustainable farming practises including shelterbelts which are referenced in 21 separate planning clauses.

The creation and management of biolinks that are safe to people and property is identified in the goals of the biolink plan alongside the need to increase connectivity for flora and fauna across the landscape.

Management of the landscape scale bushfire risks will be achieved in the biolink plan through initiatives including:

- reviewing each individual biolink corridor to exclude structurally connected corridors within 150 metres of any buildings or dwellings
- incorporation of the risk areas and management priorities defined in the Metropolitan Bushfire Management Strategy (December 2020) into biolink mapping and decision-making utilisation of revolutionary DELWP bushfire behaviour risk mapping to inform revegetation priorities
- a collaborative process with the Municipal Fire Prevention Management Committee will be undertaken to guide the design of each landscape scale biolink corridor.
- the exclusion of revegetation works within terrestrial biolink corridors in high-risk areas minimising the use of roadsides to provide significant corridor linkages and the avoidance of all corridors from strategic and tactical fire access roads

Implementation of the plan has been triaged using a 'priority matrix' which divides conservation initiatives into either small scale property based / operational works or larger scale catchment-based works. At a smaller scale the plan references CFA standards such as setback distances from dwellings to achieve bushfire safety. At a broader catchment-based scale, works will be implemented through a collaborative partnership with the Municipal Fire Management Planning Committee who will assist in the design of biolink corridors. This will ensure that projects will achieve biodiversity enhancement goals and bushfire safety requirements. The implementation of each catchment-based corridor will be designed according to the local site condition. These fuel management opportunities have been developed with the MFMP.

The biolink plan informs the location for voluntary conservation management actions including; weed and pest animal control, fencing of vegetation, revegetation, ecological burning, community education and other conservation works.

Three representative species which reflect the mobility of a broader range of species movements were selected to define habitat corridors throughout the shire. Revolutionary computer modelling overlayed high-resolution aerial photography with species habitat needs

and dispersal movements. This enabled biolink 'corridors,' 'nodes,' and 'core' areas to be defined using a transparent and scientific methodology.

The biolink corridor mapping will be fundamental to Council and community biodiversity conservation planning. The plan responds to the diverse Cardinia Shire landscape in the context of the northern hills, southern flats and the urban growth corridor. In this way the specific issues of fire safety in the north, flood mitigation and pasture protection in the south and community engagement in the modified environments within the growth corridor are addressed.

Through desktop analysis the mapping project also collected GIS records and environmental data on 318 reaches of unconstructed government road within Cardinia Shire stretching over 309 kilometres. The data collection is the first step to understand the delegated land manager (DELWP or Council) of this asset which has until now never been quantified and presents significant operational management issues. These road reservations can also be highly significant biolink corridors. Future actions to resolve management issues associated with this asset are identified in the Biolink action plan.

A second mapping product was produced called a 'priority analysis'. This involved analysing ten metrics including location of conservation areas, threatened species locations, vegetation cover and data from the corridor analysis in 10 metre grids. The result provided a high-resolution GIS map which at a large scale informs overall biolink corridor priorities and also enables Council to understand at a small scale the conservation value for any 10 square metre cluster of vegetation within the shire. This micro assessment enables Council decision makers and landholders to understand the conservation value of individual patches of vegetation which can inform conservation priorities at the property level.

The establishment of indicator species will be used in future community educational programs to engage existing and new community members to actively monitor the health of their local natural environment. This work compliments objectives within the BCS, WMS and the Liveability Plan by increasing active community participation in the natural environment which will improve community wellbeing within the shire.

The plan is consistent with 39 existing actions identified in the BCS and WMS including distribution of Council's environmental grants program. The plan also identifies 22 new actions to support biolink corridor implementation. This includes novel approaches such as investigating opportunities for ecological burning on private land, implementing demonstration biolink corridors within low risk neighbourhoods and a study to enhance lyrebird populations through fox control which has been shown to reduce fire fuel loads.

### **Policy Implications**

The Biolink Plan is consistent with Council's Sustainable Environment Policy 2018-28 and the goals within the Biodiversity Conservation Strategy (2019-29) and Weed Management Strategy (2019-29). The plan directly aligns with the Council Liveability Plan:

- increases participation in open space bushland areas through planning for connected landscapes
- increases community connectivity to our natural environment through community engagement and education initiatives
- prioritises enhancement of Council's open space and bushlands

## Relevance to Council Plan

### 3.1 We value our natural assets and support our biodiversity to thrive

3.1.1 Partner with community, business and industry to take action on, and adapt to, climate change.

3.1.3 Work with community to improve and manage our natural assets, biodiversity and cultural heritage.

3.1.5 Facilitate community stewardship to build preparedness for natural threats.

### 4.1 We support our productive land and employment land to grow local industries

4.1.1 Facilitate better planning for our agricultural land to support industry, innovation, local food economy and local job growth.

### 5.1 We practise responsible leadership

5.1.1 Build trust through meaningful community engagement and transparent decision-making.

5.1.4 Maximise value for our community through efficient service delivery, innovation, strategic partnerships and advocacy.

## Climate Emergency Consideration

The biolink plan addresses climate change and the climate emergency declaration through three themes which include;

Priority theme	How the biolink plan responds to climate change
Improving our scientific understanding	The identification of indicator species in the biolink plan compliments cyclic monitoring to understand the health of our indigenous flora and fauna. This will inform the Council and communities' knowledge base to understand biodiversity responses to climate change.
Identifying strategic biodiversity priorities and corridors	Improving species connectivity by creating and enhancing biolink corridors increases species health and builds resilience to the effects of a changing climate.
Adaptation planning and management opportunities	The Biolink plan identifies design principles to adapt to a changing climate. This includes addressing different land use opportunities for connectivity for biodiversity (i.e. Shelterbelts, constructed drains, natural water courses, road and rail reserves). Reference is made to climate ready revegetation design. The Biolink plan responds to the changing risk of bushfire by considering firesafety in biolink corridor objectives, design, planning and implementation.

## Consultation/Communication

A stakeholder and community engagement plan was developed for the project. Consultation occurred throughout the two-year project. Three initial consultation workshops were held in November and December 2019 and internal and key stakeholder consultations from March 2020 to October 2020. Broader community consultation occurred with 62 community group members and government stakeholders via 8 workshops and information sessions from 24 March to 24 May 2021. Comments were received from internal Council departments, traditional owner groups, the CFA, DELWP and the Municipal Fire Prevention Planning Committee and where possible were incorporated into the plan and mapping which enhanced community safety and also identified improved environmental outcomes.

The Creating Cardinia web platform was used in what was referred to as 'state of the art consultation.' 87 separate contributions were received on the Biolink plan interactive map and

6 public community questions were responded to online. Comments were reviewed and where possible were incorporated into the plan.

A summary of amendments as a result of the consultation includes:

- review of each individual biolink corridor to exclude structurally connected corridors within 150 metres of any building or dwelling.
- 88% of corridors in the north and 38% in the southern half of the shire were amended to better align the plan with the risk areas and management priorities outlined in the Metropolitan Bushfire Management Strategy (released December 2020) which resulted in corridors aligned further away from dwellings and closer to native vegetation patches
- development of management principles to guide decision making
- development of a revegetation protocol and incorporation of DELWP bushfire behaviour risk mapping to inform revegetation priorities
- the exclusion of revegetation corridors within terrestrial biolink corridors in DELWP defined high risk areas
- minimising the use of roadsides to provide significant corridor linkages and the avoidance of all corridors from strategic and tactical fire access roads
- the development of 'conservation corridors' to meet the community response for corridors to be identified in townships.

### Financial and Resource Implications

The Biolink Plan action plan identifies twenty-two costed actions to a value of \$1,970,000 over a ten-year period. This includes \$1,280,000 of additional Council funding. A summary of the annual costs is outlined below.

#### Annual cost of Biolink Plan

Year	Council funding per year (existing)	Additional Council funding (per year) sought	External funding (per year) sought	Total proposed implementation costs
2023-24	53,000	123,000	10,000	186,000
2024-25	53,000	113,000	10,000	176,000
2025-26	53,000	158,000	25,000	236,000
2026-27	53,000	118,000	25,000	196,000
2027-28	53,000	138,000	10,000	201,000
2028-29	53,000	128,000	10,000	191,000
2029-30	53,000	158,000	25,000	236,000
2030-31	53,000	98,000	25,000	176,000
2031-32	53,000	83,000	10,000	146,000
2032-33	53,000	163,000	10,000	226,000
Total	530,000	1,280,000	160,000	1,970,000

### Conclusion

The Biolink Plan has utilised the latest technology in computer species modelling and aerial vegetation mapping to create priority biolink corridors across the landscape. A priority analysis mapping project provides added value in decision making by identifying the most important areas of biodiversity within the shire.

Community safety from bushfire threat are identified as a dual goal and objective alongside biodiversity conservation. The Biolink Plan has used recent risk mapping technology developed by DELWP and a collaborative partnership with the Municipal Fire Management Planning Committee who will assist in the design of individual biolink corridors. This will ensure fuel management works are considered to manage fire threat at a local property and broader catchment - landscape scale.

The transparency of the modelling process provides a clear rationale to guide Council's investment in conservation biodiversity, provides the community with the direction on where conservation management actions are best located and will facilitate future grant applications.

The biolink action plan supports 39 actions in the Biodiversity Conservation Strategy and Weed Management Strategy. The plan also identifies 22 new actions to support the implementation of biolink corridors.



## **Resolution**

Moved Cr Stephanie Davies, seconded Cr Collin Ross.

1. That Council adopt the attached Biolink Plan
2. The human resource budget in Table 2 of the Biolink Plan action plan (attached) be considered in the annual budget process
3. The budget in Table 3 of the Biolink Plan action plan (attached) be incorporated into the long-term financial budget

Carried

## 6.2.3 Cardinia Life Creche

**Responsible GM:** Lili Rosic  
**Author:** Michael Casey

### Recommendation(s)

That Council:

1. Notes the Cardinia Life creche utilisation has decreased over the past four years
2. Endorses the measures detailed in Option 1 in the report to operate the service more sustainably
3. Endorses a fee per 90 min session of \$10.65 for members, \$12.10 for non-members, and \$14.70 for occasional care users from 1 January 2022
4. Thanks the creche users and Cardinia Life members for their feedback to the Cardinia Life Survey.

### Attachments

1. 2021 Cardinia Life Creche Survey results counts [6.2.3.1 - 1 page]

### Executive Summary

The Cardinia Life creche has been operating for 15 years. Utilisation of the creche has reduced from an average of 16 children attending over a three year period, to seven attending in 20/21. With declining attendance, efforts have been made to increase patronage and reduce expenditure.

The Cardinia Life service is operating at a cost of over \$100,000 annually with current attendances.

Creche users (26) and facility members (1,056) have been surveyed to better understand how often the service is being used, willingness to pay an increased fee, and what they would they do if the service was no longer provided. The results of the survey indicate a willingness of creche users to pay an increased fee, and that the majority of creche users would stop using Cardinia Life if the creche was not available.

This report explores options for the future operation of the Cardinia Life creche service including continuing to operate targeted childcare that enables access in a more sustainable manner or closing the service at the end of the financial year.

### Background

The Cardinia Life creche commenced operating when Cardinia Life opened in 2006. The creche operates two sessions, 90-minute duration, Monday to Friday:

- 9:00am-10:30am
- 10:40am-12:10pm

A third session from 12:15pm-1:45pm has been offered in the past to meet higher demand.

To comply with the major recreation facilities contract 15/01, the service must operate in accordance with the Education and Care Services National Law Act, Victorian Children's Services Act and Children's Services Regulations, along with any other relevant legislative or government requirement.

Staffing to child ratios include:

- 1 staff member to every four children under three years
- 1 staff member to every eleven children three years and over

With a capacity of 31 spaces and in line with the above ratios, the creche requires five staff: Three of the educators must have, or be actively working towards, an approved diploma level qualification (minimum requirement). Two of the educators must have, or be actively working towards, an approved certificate three level qualification (minimum requirement).

No child can be in care for more than 15 hours per week, and no more than nine school aged children can be in attendance on a particular day.

All educators (except for one) are diploma qualified and have been working with Aligned Leisure for in excess of three years. Educators are paid based on their level of qualification and their duration of service in line with the Children's Services Award.

Upon opening Cardinia Life, the creche was only available to members and casual users of the facility while they participated in activities at the facility. Occasional care, which allows parents to drop children at the service and leave Cardinia Life, was introduced later.

In 2016, with high demand (an average of 24 children per session) the following priority booking attendance criteria was introduced to manage bookings:

1. members using the facility
2. non-members using the facility
3. members leaving children at the facility but not to use the Centre's facilities
4. non-members leaving children for care but utilising the Centre's facilities

The first session was fully booked each day making it difficult for new members and casual facility users to access the creche, therefore occasional care was not provided as an option for the first session.

The creche space at Cardinia Life has been used to run group fitness classes outside of creche hours, however because of the staffing costs associated with set-up/pack-up requirements it is rarely used as a hire space.

Refer to table 1 below for utilisation rates since 2016.

**Table 1 Crèche attendance**

Financial Year	Average attendance per session
<b>16/17</b>	24
<b>17/18</b>	16
<b>18/19</b>	15
<b>19/20</b>	16
<b>20/21</b>	7

Since reopening, attendance data for November:

- Week 1 – average 4 children per session
- Week 2 – average 9 children per session
- Week 3 – average 10.5 children per session

Wherever possible, the staffing structure is adjusted and reduced with lower attendances to mitigate the cost of the service. For example, switching staff to 'on-call' shifts rather than rostered shifts. This has helped to reduce the cost of the service.

### Fees

Current session fees for the Cardinia Life creche are as follows:

Member	\$7.60
Non-member	\$8.65
Occasional care	\$10.50

Fees have increased in line with CPI annually.

### Key Issues

Further to the presentations at the Council Briefing on 26 July & 9 August, the following has been undertaken and included within this report:

- Survey of creche users and Cardinia Life members, and analysis of the results. It was not possible to do this face-to-face because of the COVID-19 lockdown, instead the survey was emailed to users. Refer to attachment 1 for a summary of the results. A summary is provided later in this report.
- A summary of the consultation undertaken with other local childcare service providers on services operations, costs, and availability. The service providers included Beaconsfield Neighbourhood Centre, BestChance, and Windermere.
- Information about the principles of the childcare program at Cardinia Life, and other programs on offer within the facility to aid the development of children.
- Review of creche fees and comparison against local service providers. The cost for 1.5hrs for care at the time of writing the report was:
 

○ Cardinia Life current member fee (not eligible for subsidy)	\$7.60
○ Windermere pre subsidy fee	\$12.00-19.50
○ Beaconsfield Neighbourhood Centre	\$15.00
○ BestChance pre subsidy fee	\$15.60
○ Services Australia cap	\$18.46

The Cardinia Life creche service is more financially competitive than any other local service. This indicates that cost of the service is not likely to be a concern, rather that demand may be the issue impacting attendance numbers.

- The out-of-pocket cost for the family day care service varies for each user depending on the level of subsidy they receive from the Federal Government. There is no subsidy for the Cardinia Life creche service. The service can qualify to offer the subsidy, and more information is being sort to understand compliance requirements and resourcing.
- Collection of available data to review year on year costs and analyse attendance.
- Inclusion of further background information to show how the creche has operated.

### Survey Results

A survey was sent to the 26 families currently using the creche service, and to 1,056 members of Cardinia Life. The unique link sent to participants was assigned to each email address, ensuring no one completed the survey twice. Therefore, none of the current creche users completed the Cardinia Life members survey.

A total of 1,082 users/Cardinia Life members were sent a creche survey with a unique URL link (to protect the integrity of the responses). Of those 1,082, 17 creche users responded, and 188 members responded, with only 39 members qualifying to use the creche.

Survey responses are provided in Table 2 below:

Table 2 Survey results

Creche Users (26)	Cardinia Life members (1,056)
17 responded (11 members)	188 (39 qualified with children in the creche age-range but do not use the creche service).
Number of days usage per week is spread evenly, with 2 respondents attending more than 4 days, 6 respondents attending 3 days, 5 respondents attending two days, and 4 respondents attending one day per week.	26 respondents visit Cardinia Life between 2-4 times per week. 7 respondents indicated daily visits.
12 of the 17 respondents use occasional care, with 5 respondents accessing it once per week.	When using Cardinia Life, 18 respondents leave children with a friend/family member, 15 respondents take their children with them, 14 respondents visit Cardinia Life when their children are in school/kindergarten.
If the creche was not available, 14 respondents said they would stop attending Cardinia Life.	
<p>Creche users have indicated a willingness to pay an increased fee.</p> <p>Of the 11 responses to this question, 73% are willing to pay \$9.15 per session, 45% willing to pay \$9.90 per session, and 9% willing to pay \$10.65 per session.</p>	27 member respondents indicated a willingness to pay an additional 20% fee, 22 respondents an additional 30% fee, and 12 an additional 40% fee.

12% of creche users and 3% of members were aware of other occasional or short-term care in Cardinia.

### **Major Recreation Facilities Contract with Aligned Leisure**

Council's Major Recreation Facilities Contract requires Aligned Leisure to operate the creche enabling access to gymnasium, health and fitness and sporting competitions by parents with childcare responsibilities. Whether the creche service continues or not is determined by Council and it is not determined by Aligned Leisure.

If Council were not to provide creche services, the additional contract cost is estimated to reduce by \$140,000 (\$100,000 in saving from removal of the service, and \$40,000 in additional income for hire of the space).

### **Other childcare service providers**

Council officers explored alternate childcare options near to Cardinia Life Creche.

### ***Occasional Child Care in long day care setting***

Officers have contacted other services providers in Pakenham including those nearby to Cardinia Life. No other private childcare facilities offered shorter sessions in occasional care services (only long day care), with feedback that the uncertain nature of bookings and staffing requirements make it difficult.

Council ceased the provision of occasional care about eight years ago because it was not a viable service.

***Beaconsfield Neighbourhood Centre***

Occasional or short-term care is provided by the Beaconsfield Neighbourhood Centre two mornings a week (Thursdays and Fridays). Sessions are 4 & 5 hours in duration and cost \$40 & \$50 per session.

Children do not need to attend for the entire session (for example late drop-off and early pick up is permitted), however parents must still pay the full cost of the session. When operating at normal capacity (not through COVID lockdowns), this service is well utilised with no vacancies, and a waitlist in place.

***Family Day Care***

Occasional or casual care is provided by Family Day Care operators within Cardinia Shire. Family Day Care is run in accordance with National Regulations. Family day care has an advantage that carers can drop off and collect children from kindergarten sessions. BestChance is one of the larger providers of family care in Cardinia, however they have announced that by the end of the year they will no longer be delivering family day care services. Windermere is the other large operator locally.

BestChance services are full. The cost for 90 minutes is \$15.60 (pre subsidy). A minimum stay of six hours is required for children not attending school, and two hours for school aged children.

Windermere family day care service costs range between \$12.00 - \$19.50 per 90 minutes (pre subsidy). Most services have a minimum 8-hour booking.

Council officers in the child and family services area have advised the Windermere service is very easy to use, they have an office located within Pakenham which parents and children can visit to discuss the service and register. Parents are entitled to the Federal Government childcare rebates for family day care according to their eligibility. This can make the cost of occasional or casual care through family day care very low and affordable.

If the Cardinia Life Creche was unavailable parents could choose to attend Windermere family day care services, however most providers have a minimum booking period and limited availability.

**Children's Programming**

The children's program at Cardinia Life creche is designed to accommodate the variety of ages and abilities of all children in the service. It aims to assist children to become independent learners through quality care and educational programming. Educators work together to develop a fortnightly program that is reviewed and adapted daily to support the changing needs and interests of the children. Photographic reflections are displayed, and parental input is highly valued.

The techniques used to deal with children's behaviour aim to provide children with a positive atmosphere and to establish opportunities for recognising and reinforcing appropriate behaviour.

Other children's programs on offer at Cardinia Life (in addition to the creche services) that facilitate development include:

- Tiger cubs' sports: focus on fundamentals of movement including object control and loco-motor skills. Targets children aged 3-5 years.
- Ready Steady Go Kids: develop and enhance age-appropriate gross motor skills, coordinator, and correct posture whilst introducing children to a variety of sports in a structured, safe, inclusive, and non-competitive environment. Targets toddlers and pre-schoolers.
- NetSetGo & Aussie Hoops: focused on the development of netball/basketball skills in a fun and social environment. Targets children aged 5-10 years.



- Mini Maestros: fun, active and educational music classes to aid development and encourage creativity and imagination. Targets children aged 6months to 5 years.

### Options for Councillors' consideration

Council officers have considered the survey results, service demand, alternative childcare options, and benefits for members and explored the following options:

1. Continuing to operate Cardinia Life Creche more sustainably (recommended), or
2. Closing the service at the end of the financial year (refer to table below).

Refer to Table 3 below for further details.

<b>Option 1 - Continue to operate the service more sustainably (Recommended)</b>
<p>Increase promotion of the creche service through maternal and child health services, kindergartens, Cardinia Life members and more broadly to encourage membership.</p> <p>Further review the operation of the service, staffing to child ratios, and opportunities to reduce cost to Council as part of the proposed 3-year contract extension in June 2022.</p> <p>Increase fees from 1 January 2022. Even with the fee increase, the sessional fees at the Cardinia Life Creche are more competitive than other service providers. Proposed sessional fees are \$10.65 for members, \$12.10 for non-members, \$14.70 for occasional care users.</p> <p>Review the need for the creche as part of the consultation process for any future redevelopment.</p>
<b>Advantages</b>
<ul style="list-style-type: none"> <li>• Onsite creche service provides convenient access for parents</li> <li>• Creates local jobs for childcare staff</li> <li>• Facilitates participation in active sport, particularly for women who traditionally care for young children, which is important for health and wellbeing.</li> </ul>
<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>• Council will most likely continue to subsidise the service due to low attendance. The average cost per visit (child) to breakeven is \$40.35. Council does not subsidise other forms of childcare.</li> <li>• Opportunity cost – the room could be used for other purposes and potentially hired out for a rental income of \$40,000 - \$50,000 per annum</li> <li>• The cumulative cost to council of operating the creche service is approximately \$140,000 per annum.</li> <li>• The annual net cost of the creche (based on the proposed increased fee and current attendance) is \$91,638 per year (reducing to approximately \$54,150 if an average of 15 children attend per session).</li> </ul>

<b>Option 2 Closing the service at the end of the financial year</b>
<p>The service would be removed from the major recreation facilities contract from the commencement of July 2022.</p> <p>Room hire is not available in Cardinia Life, use of the creche for room hire has the potential to target a wide variety of users, whilst cross promoting the other programs and services that Cardinia Life has to offer.</p>
<b>Advantages</b>
<ul style="list-style-type: none"> <li>• Provides time for the small number of creche users to make other arrangements</li> <li>• Clean transition into the new leisure contract for Aligned Leisure</li> <li>• A saving of approximately \$100,000 from the creche operations and forecast additional income of \$40,000 - \$50,000 for room hire.</li> </ul>
<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>• If the creche was not available, 14 survey respondents said they would stop attending Cardinia Life. This would equate to over \$10, 000 in membership fees annually.</li> <li>• Alternative childcare options are very limited: <ul style="list-style-type: none"> <li>o Beaconsfield Neighbourhood House is more expensive at \$40-50 for 4-5hours and had a waiting list</li> <li>o Family day care providers requires children to use the service from 6-8 hours per day</li> <li>o Bestchance recently announced its closure</li> </ul> </li> </ul>

Other options considered:

- ***Reducing the number of days offered per week*** was not viable with the time/costs required for set-up and pack-up, and that a large amount of equipment remains in the room. This would be a barrier to room hire.
- ***Closing the service immediately*** was removed as an option, because it would leave families with no time to transition to another service

## Policy Implications

Nil.

## Relevance to Council Plan

### 1.1 We empower our communities to be healthy, connected and resilient

1.1.1 Plan for, and support the delivery of, accessible health and social services that address critical gaps in provision.

**5.1 We practise responsible leadership**

5.1.2 Manage our finances responsibly and leave a positive legacy for future generations.

5.1.4 Maximise value for our community through efficient service delivery, innovation, strategic partnerships and advocacy.

**Climate Emergency Consideration**

Not applicable to this report.

**Consultation/Communication**

Officers have benchmarked the service with other local governments, with a number experiencing similar attendance concerns at childcare services within leisure facilities. Some of these services have not reopened following lockdowns, others are being reviewed.

Industry consultants '@Leisure' prepared the Cardinia Life Feasibility Study and advised of a trend that childcare services are not being included in new leisure centre developments, primarily due to the operational costs of the service.

Surveys were developed and undertaken to capture feedback from current creche users and from the wider member base at Cardinia Life. 26 families currently using the creche, and 1,056 members of the facility were sent a unique URL and asked to complete the survey.

The survey asked existing creche users if they are willing to pay an increased fee for the service, whether they are members of Cardinia Life, if they use occasional care, if they use any other childcare services and what they would do if the Cardinia Life service was not available. The member survey seeks to understand whether members have used the creche, if they are aware of it/willing to use it, and if anything has stopped them from using it.

**Financial and Resource Implications**

The service is operating at a net cost to Council of over \$100,000 annually with current attendance levels and fees charged. Additionally, it is forecast that the space could generate between \$40,000-\$50,000 annually in room hire if used for an alternative use. Therefore, the cumulative cost to council of operating the creche service is approximately \$140,000 per annum.

The cost of the creche service is an additional cost to the Council, which is included in the operating budget for Cardinia Life. There is no financial benefit to Aligned Leisure.

If members cancel their membership if the creche service is no longer provided, the membership fee income may be reduced. 14 survey respondents indicated they would cease their membership if the creche service was no longer offered.

With the rising financial impact of the pandemic on our leisure facilities contract, Council officers have continually been reviewing the contract in search of opportunities to reduce costs

The cost per child to breakeven is \$40.35, based on average attendance of 7 children per session.

Table 4 includes proposed fee increases to be introduced for each session attended from 1 January 2022:

Fee	Current	Proposed
Member	\$7.60	\$10.65
Non-Member	\$8.65	\$12.10
Occasional Care	\$10.50	\$14.70

Based on attendance of seven children per session, the forecast annual increased income based on a small fee increase for creche is as follows:

- 20% fee increase from \$7.60/session to \$9.15/session - \$4,774
- 30% fee increase from \$7.60/session to \$9.90/session - \$7,084
- 40% fee increase from \$7.60/session to \$10.65/session - \$9,394

The annual projected net cost of the creche would be \$91,638 based on average attendance of 7 children per session, and the increased fee from \$7.60 to \$10.65 per session for members.

If average attendance was to increase to 15 children per session, the annual net cost would be \$54,150.

If average attendance increases to 15 children per session, based on the proposed fee increase, the cost per child to breakeven is \$18.83.

If more than 15 children attended a session, additional staffing is required dependent upon the ages of the children attending.

Due to the implementation of the Children's Services Law Reform, there will be increases in the cost to deliver the Cardinia Life Creche service from 1st January 2022. The detail of these cost increases is still being determined.

If council resolves to retain the crèche service and increase the membership fees as part of that, the membership fees could be increased from January 2022 as part of the Council resolution. Note this would be outside of the normal council budget preparation and consultation process.

## Conclusion

The creche at Cardinia Life has been a valuable service for families in Cardinia. Attendance has declined to 7 children; however, the average has been 15 children over the past four years.

Officers have constantly reviewed opportunities to realise savings within the leisure contract following the financial impact of COVID-19. Combined savings if creche was closed, fees are increased, and forecast income from the hire of the space would reduce the cost by approximately \$100,000, with \$40,000-50,000 revenue generated if the venue was hired.

Of other service providers, bestChance is withdrawing from family day care and the Beaconsfield Neighbourhood House does not have any vacancies. Windermere service providers operate within Pakenham but indicate that many carers require minimum attendance of 8 hours booking.

A survey of 26 creche past users and 1,056 creche members was undertaken. 17 creche users and 188 current members responded, of which 39 had children in the age range of the creche service. Results from the user and member survey indicate a willingness to pay a small increase fee to use the service.

Two options have been presented in this report for Councillors' consideration. Option 1 which is preferred is to continue to provide the Cardinia Life creche service. This will require a Council subsidy which is not offered to other children using other forms of childcare. The annual projected cost is \$100,000 based on an average of 7 children per session, and the cost per child to breakeven with the same attendance rate is \$40.53.

To offset costs a small fee increase is proposed, and Council officers will promote the service more widely. A further review will be undertaken in June 2022.

## **Resolution**

Moved Cr Stephanie Davies, seconded Cr Jack Kowarzik.

That Council:

1. Notes the Cardinia Life creche utilisation has decreased over the past four years
2. Endorses the measures detailed in Option 1 in the report to operate the service more sustainably
3. Endorses a fee per 90 min session of \$10.65 for members, \$12.10 for non-members, and \$14.70 for occasional care users from 1 January 2022
4. Thanks the creche users and Cardinia Life members for their feedback to the Cardinia Life Survey.

Carried



## **6.2.4 Adoption of Access and Inclusion Disability Strategy and Action Plan 2021-2026**

**Resolution**

Moved Cr Tammy Radford, seconded Cr Collin Ross.

That Council adopts the Access and Inclusion Disability Strategy and Action Plan 2021-2026.

Carried

## 6.2.5 Multicultural Hub Feasibility Study

**Responsible GM:** Lili Rosic  
**Author:** Mark Carter

### Recommendation(s)

That Council:

- Notes the Multicultural Feasibility Hub report and that funding would be required from other levels of government to build the Hub.
- Advocates to other levels of government for funding to build the Hub and refers this project to the Council's 22/23 Capital Budget for consideration
- Thanks the Cardinia Shire's Multicultural Community, CALD (Culturally and Linguistically Diverse) Network agencies, and the Access and Inclusion Committee for their feedback and contribution to the feasibility assessment.

### Attachments

1. MCH Feasibility Study Report [6.2.5.1 - 227 pages]

### Executive Summary

Advocating for funding to construct a multicultural hub in Cardinia Shire Council is included in the Council Plan 2021-25. Funding of \$350,000 was secured in early 2020 from Department of Infrastructure, Transport, Regional Development and Communications via Jason Wood to undertake a feasibility study for a Multicultural Hub in Pakenham.

Consultants were appointed in March 2020 with two rounds of targeted consultation occurring with multicultural communities to develop a concept design and inform the preliminary feasibility study. These consultations occurred between April and June 2020 and engaged 116 people in the process.

The preliminary feasibility study and findings were presented to the funding body in June 2020 for review and comment before moving into the second phase of the study.

Further consultation was undertaken with key stakeholders along with a deeper analysis into service and management models, financial modelling, and preferred locations for the Multicultural Hub.

This has now been completed and combined into the final Feasibility Study report which details the need for the hub and makes a range of informed recommendations. Most notable of these recommendations is the hub would be delivered as a '*Intercultural Hub*' that would focus on supporting the needs of CALD communities but be open and accessible to all. The benefits of this approach are clearly demonstrated within the feasibility study report.

The total cost to build the Multicultural Hub is \$32M. It is proposed that Council advocates to the Australian Government for \$25M funding towards the cost to build the Hub, and Council considers its contribution towards the redevelopment as part of the Council's 22/23 Capital Budget. Council's contribution would most likely be subject to securing partnership funding due to the significant cost to build the Hub.

## Background

The 2016 Census shows that 19% of the Cardinia Shire population are born overseas, 7% or approximately 7,000 people were from non-English speaking countries, and 22% of residents speak a language other than English at home. Based on population growth it would not be unreasonable to expect that the CALD population to grow towards 15 -20% to approximately 30,000-40,000 people by 2041.

In line with the Federal Government's Settlement Transition Engagement Support (SETS) Program, there are three components that assist successful settlement for our new residents from non-English speaking backgrounds. These include:

- acquisition of English language skills
- supporting engagement with education and training, and
- building employment readiness, with services complementing other settlement and mainstream services.

To achieve these outcomes, Cardinia Shire requires a multi-purpose facility that provides for the co-location and the integrated delivery of a range of services and programs to support settlement and health & wellbeing. The facility also requires a range of multi-use spaces that can be converted from daytime classes to gathering places for community groups and a larger area for culturally and religiously significant celebrations. Connection and use of the external surrounding land/space to support the delivery of recreational and cultural events is also important to the multicultural residents of the Shire.

Incorporating adult education training programs within the facility will also provide opportunities for career planning and business skills development along with work experience placements and support to gain recognition of overseas skills and qualifications. The benefits of having gathering spaces, support services and skills training in one centralised facility is well documented and will create effective social and employment pathways for our multicultural residents.

The current Living and Learning Pakenham site fulfills some of this need however is restricted by the functionality and suitability of its ageing facility. The current building is lacking the right infrastructure and spaces to facilitate the full scope of required activities to meet the needs of the community.

## Feasibility Study

Two feasibility assessments were undertaken with Randall reviewing the work undertaken by Brand Architects and CommunityVibe in 2020, providing a further report in September 2021.

Randall focussed on the following areas:

- Needs assessment – broader cultural activities and events
- Multipurpose usage
- Existing and other services

The study found that a new 'Intercultural Hub' (as opposed to a Multicultural Hub) is an essential node within a Council wide approach to integrating and servicing diversity. The four best practice elements of a hub include advice and support, cultural validation, social inclusion, and economic opportunity. The hub in working closely with other Council services, can contribute to a broader array of social and community programs, share delivery costs, and ensure that diverse communities are not siloed.

The final Feasibility Study, attached, provides a preferred location, recommended spaces and design features along with a sustainable service and management model for the hub.

The recommendations in the feasibility study are summarised below:

### **Determined site**

Five potential sites were proposed and considered and tested with local stakeholders. These include PB Ronald Reserve, Bourke Park, Cardinia Life, Cardinia Cultural Centre and Officer Council offices.

PB Ronald Reserve has been identified as the preferred site and chosen due to its central location, accessibility to public transport, proximity to community facilities including Library, Pakenham Hall, Open Space and recreational activities. This location is the current space Living and Learning are operating from and is already a trusted space for the multicultural community to access.

It is being proposed that the new facility is built on the existing footprint of the Living and Learning Pakenham facility in a two staged approach.

Firstly, the new Hub would be constructed on the street frontage allowing the current Living and Learning Centre to remain operational.

Secondly, once Living and Learning have been relocated into the new facility, the old building would be demolished, and the new hall erected on that site.

### **Recommended Service delivery model and integration with Council services**

The consultants have identified that a more 'intercultural' approach to service delivery within the Hub is preferred over focussing on multicultural specific programming.

The main benefit to this approach is the ability to provide services focused on the known needs of the multicultural community whilst being open to anyone else within the community. This provides an environment where community connections can be built across all cultures and allows for broader funding and revenue streams to be accessed to make the hub more financially sustainable.

Council would work closely with Living and Learning to further strengthen referral pathways and partnerships opportunities between our organisations.

### **Recommended Management Model**

The Multicultural Hub would be best managed by a Non-for-Profit Organisation rather than directly by Council or a Community Cooperative. This option provides lower financial implications to Council whilst providing a financially sustainable management body that would be eligible to seek funding to support service delivery from a wide range of sources.

Living and Learning Pakenham is currently delivering a version of the identified model successfully from PB Ronald Reserve. This new development would replace the ailing current facility, providing much improved functionality and capacity for service delivery.

### **Financial analysis**

The economic assessment concentrated on both the construction and operating phase of the proposed hub

It is noted that even though the building will be a larger footprint, utility and other operational related costs would be paid by the operator. Further to this the construction of a new, more energy efficient building will reduce ongoing maintenance and operational costs.

In relation to the benefit to the Cardinia Shire community the report sets out the following:

“the analysis suggests substantial net present value benefits over the next 30 years of approximately \$24.0 million – i.e. net of construction, operating and opportunity costs – over the 30-year evaluation period flowing from the proposed Cardinia MCH with a benefit-cost-ratio of 2.64 and internal rate of return of 36%, indicating that the project offers significant societal and community benefits well in excess of costs.”

“Focussing on the increased employment and health and quality of life outcomes for migrant communities, the estimated economic impact for Cardinia Shire is up to \$22.3 million annually.”

This shows substantial economic benefits for the community over the long term, the economic impact is broken down into the following areas;

- Increased productivity in the workplace – diversity can be a source of creativity and innovation. It can also improve profitability
- Improved employment outcomes increase the capacity for people to seek employment, gain longer working hours, and contribute to local economies.
- Improvement in mental and physical health – social inclusion counters isolation and increases community participation. It reduces health problems and increases local community engagement, making people more likely to spend time and money within the local community.
- Reduced cost of social services – social inclusion minimises the cost of social services, easing pressure on local government support systems.
- Inclusive growth – As workforce participation and wages increase, local economies benefit from the increased financial stability.

### **Next Steps for the Multicultural Hub**

Now that the feasibility study is complete funding will be sought to fund the build. The current estimate for the combined building of the Multicultural Hub and the Hall element is \$32m.

Advocacy to the Australian Government would be undertaken through Jason Wood, Federal Member for La Trobe, to secure funding for the Hub. Council contribution of up to \$7m is proposed to be referred to Council's budget process for consideration. Without external funding the project would not progress due to the high cost to build.

The table below provides an indicative timeline for the next steps for the project, however, these are subject to securing funding.

Timeframe (financial years)	Qtr 2 2021/22	Qtr 3 2021/22	Qtr 4 2021/22	Qtr 1 2022/23	Qtr 2 2022/23- - Qtr 2 2023/24	Qtr 3 2023/24 - Qtr 4 2024/25	Qtr 1 2025/26 - Qtr 2 2026/27
Milestone							
Complete Feasibility Study							
Continue advocacy							
Secure external funding							
Commence procurement							
Design phase including consultation							
Construction tender							
Construction phase							

### Policy Implications

The Multicultural Hub Feasibility Study addresses an action within the Cultural Diversity Policy:

13. Undertake a feasibility study to determine the most appropriate model for a multicultural hub

### Relevance to Council Plan

#### 1.1 We empower our communities to be healthy, connected and resilient

1.1.1 Plan for, and support the delivery of, accessible health and social services that address critical gaps in provision.

1.1.2 Enrich local identity and opportunities for the community to connect through art, history and cultural expression.

1.1.3 Lead by example in creating an inclusive and welcoming community for all by facilitating community education, capacity building, connection and celebration of our diversity.

#### 2.1 We support the creation of liveable spaces and places

2.1.1 Advocate, plan for and deliver accessible community infrastructure and services that address community need.

#### 5.1 We practise responsible leadership

5.1.1 Build trust through meaningful community engagement and transparent decision-making.

5.1.4 Maximise value for our community through efficient service delivery, innovation, strategic partnerships and advocacy.

### Climate Emergency Consideration

Council's enhanced standard for sustainable buildings will be applied to the design of the multicultural hub. This will see a significant level of environmentally sustainable design (ESD)



incorporated into the facility. Features such as renewable energy systems, energy efficient appliances, heating and cooling and improved building envelope performance will reduce the sites greenhouse gas emissions. It is also intended for the facility design to avoid the use of natural gas, as natural gas is a fossil fuel whilst electricity can be generated and supplied from renewable sources for the facility.

### **Consultation/Communication**

Through a variety consultation methods 116 multicultural community members and leaders were engaged. Support and the need for a dedicated Multicultural Hub in Cardinia Shire Council was established. From the feedback obtained, the preliminary feasibility study report has been prepared and is accompanied by a spatial diagram of the proposed rooms and functions of the hub (attached to this report).

The recommendation is that a Multicultural Hub should be welcoming and provide affordable, accessible, and engaging programs for the Multicultural Community.

### **Priority Services and Functions**

- Large multipurpose hall - large events and sports recreation (recommendation within the consultant report stipulates this should be separate to the hub)
- Commercial Kitchen
- Meeting and counselling rooms
- Playground
- Prayer room
- Computer lab
- Connectivity to a reserve/open space for larger events
- Music studio - Radio Station capability, ability for recording music and learning to play music
- Arts
- Men's Shed
- Business incubator
- Technology innovative facility
- Spaces for employment, education and training activities

### **Design aspects**

- Natural lighting, warm and inviting - A safe place for all.
- Spaces designed to foster good cross-cultural connections.
- Multipurpose and adaptability.

- Multicultural art
- Connectivity to outside
- Live plants to promote a healthy environment

Further consultation will occur post feasibility study to inform the final design phase, this will include further in-depth consultation with Living and Learning Pakenham along with exhibition of draft final designs for broader community engagement.

### **Financial and Resource Implications**

The feasibility study has been undertaken with \$350,000 funding from the Federal Government under the Community Development Grants Programme.

To undertake the build of the Multicultural Hub further financial support would need to be secured from both Federal and State Government, the cost estimate currently sits at \$32m.

Council would be required to contribute up to \$7m dollars to the project, this expenditure would need to be referred to Council's annual budget process for consideration.

### **Conclusion**

The Multicultural Hub feasibility report has provided a clear rationale for an Intercultural Hub in Pakenham along with a sustainable management model.

The report sets out a strong case for advocating for funding to make the Hub construction a reality as it would provide numerous benefits to the multicultural and broader community within the Shire.

## **Resolution**

Moved Cr Jack Kowarzik, seconded Cr Collin Ross.

That Council:

- Notes the Multicultural Feasibility Hub report and that funding would be required from other levels of government to build the Hub.
- Advocates to other levels of government for funding to build the Hub and refers this project to the Council's 22/23 Capital Budget for consideration
- Thanks the Cardinia Shire's Multicultural Community, CALD (Culturally and Linguistically Diverse) Network agencies, and the Access and Inclusion Committee for their feedback and contribution to the feasibility assessment.

Carried

## 6.2.6 Sealing the Hills - Stoney Creek Road, Upper Beaconsfield Catchment Special Charge Scheme

**Responsible GM:** Peter Benazic  
**Author:** Ken White

### Recommendation(s)

That Council:

1. Acknowledge the majority landowner support as set out in this report to contribute to the construction of Burton Road, Morris Road and Young Street, Upper Beaconsfield, (as shown in attachment 2), including sealed pavement, kerb & channel and associated drainage and incidental works;
2. Approve the assessment of the benefit ratio for the proposed special rate and charge scheme as set out in attachment 3 of this report.
3. Adopt the proposed area of the scheme and method of apportionment as set out in attachments 2 and 4 respectively.
4. Give notice of intention to declare a special charge scheme in accordance with the proposed declaration set out in attachment 5 to fund the construction of Burton Road, Morris Road and Young Street, Upper Beaconsfield.
5. Consider the declaration (attachment 5) at its meeting of 21st March, 2022, or such later date as necessary.
6. Appoint the Mayor and/or ward Councillor and/ General Manager Infrastructure and Environment as a Council committee with a quorum of one to consider submissions received to Section 223 of the Local Government Act with respect to this scheme.
7. Authorise the General Manager Infrastructure and Environment to determine the administrative arrangements to enable submissions to be heard and considered.
8. Approve the public notice as set out in attachment 6 to be advertised in the Pakenham-Berwick Gazette and Hills Trader as newspapers that service the area.

### Attachments

1. SCS Process N of D Check list Sealing the Hills Program [6.2.6.1 - 2 pages]
2. SCS catchment plan Burton Morris Young [6.2.6.2 - 2 pages]
3. SCS Benefit Unit Calculation Burton Morris Young [6.2.6.3 - 3 pages]
4. SCS Apportionment - Burton, Morris & Young [6.2.6.4 - 2 pages]
5. SCS Declaration Notice Burton Morris Young [6.2.6.5 - 2 pages]
6. SCS Public Notice Burton Morris Young [6.2.6.6 - 2 pages]

### Executive Summary

This report proposes giving 'notice of intention to declare' a special charge to part fund the construction of Burton Road, Morris Road and Young Street, Upper Beaconsfield. This notice

begins the formal consultation process at the commencement of the statutory process that enables Council to levy a special charge, (refer attachment 1).

The Stoney Creek Road, Upper Beaconsfield catchment is included in the Australian Government funded "Sealing the Hills" program. A recent survey of the landowners in the indicated roads in this catchment indicated 85% landowner support to contributing to a scheme from the responses received. Included landowners will receive special benefit as a result of the works including improved resident amenity, reduction in dust and associated health issues, improved drainage, less wear and tear on vehicles, reduced road maintenance costs and overall improved liveability.

The preliminary estimated cost of the proposed works is \$2,235,600 of which \$381,500 is proposed to be funded via the proposed special charge contribution received from the included landowners. This will leave an approximate balance of \$1,854,100 to be funded from the Australian Government grant.

Property owner contributions have been assessed on the basis of the benefit gained by each existing developed or vacant allotment, capped by Council at \$7,000 per benefit unit, (refer to benefit unit definition below). Councils special rates and charges policy provides for levies to be paid in quarterly instalments that include principle and interest. For the Sealing the Hills program it has been decided that a maximum seven (7) payment period be adopted. The financial hardship provisions of this policy provides further relief to those owners demonstrating genuine financial hardship.

## **Background**

The Stoney Creek Road, Upper Beaconsfield catchment that includes Burton Road, Morris Road and Young Street is included for construction in Councils Sealing the Hills program. The properties included are shown on the plan included as attachment 2 to this report.

A survey of the property owners within the scheme boundary, (total of 54), was undertaken asking if they were in support of contributing to a special charge scheme at a capped contribution rate of \$7,000 per benefit unit, with a benefit unit being defined as:

- Existing lots, either developed or vacant, that gain, or will gain, primary (vehicular) access from a road being constructed would generally be required to contribute one benefit unit (\$7,000) towards the cost of construction.
- Existing lots, either developed or vacant, with side or rear abuttal to a road being constructed would generally be required to contribute one half benefit unit (\$3,500) towards the cost of construction.
- Existing lots, either developed or vacant, that gain, or will gain, primary access and also have side or rear abuttal to roads being constructed would generally be required to contribute one benefit unit (\$7,000) in total
- Existing lots that have the potential to be further subdivided or developed may be allocated a multiple development benefit unit charge.

Of the fifty four properties surveyed Council received thirty six, (36), responses, (or 65%). Thirty one, (85%), of these responses indicated support to contributing to the scheme, while seven, (15%), indicated opposition. Support for the scheme was consistent across all three roads surveyed. Following consideration of the survey responses a special charge scheme has been prepared to part fund the construction of Burton Road, Morris Road and Young Street.

## **Policy Implications**

The proposed special charge scheme has been developed in accordance with the provisions of the Local Government Act, Cardinia Councils Special Rate and Charge Policy and the adopted

Sealing the Hills program. It is based on community benefit, health, safety, amenity and landowner support.

Section 163 of the Local Government Act provides that Council may not recover a greater portion of the cost of the works than calculated in accordance with the statutory 'benefit ratio' as set out in attachment 3 to this report. Given that Council has capped the property owner contribution at \$7,000 per benefit unit, the proposed scheme is compliant.

## **Relevance to Council Plan**

### **2.1 We support the creation of liveable spaces and places**

2.1.5 Upgrade Council's road network to improve safety and connectivity while considering traffic demand and freight transport needs.

## **Climate Emergency Consideration**

The Sealing the Hills project will consider climate emergency reduction issues such as:

- Minimising tree removal through innovative road design.
- Use of LED lighting to reduce energy emissions.
- Utilising local contractors and local road & drainage construction materials to minimise travel.
- Investigating the reuse and use of recycled road construction materials.

## **Consultation/Communication**

A letter was sent in September of this year to the landowners of Burton Road, Morris Road and Young Street outlining specifics in relation to their inclusion in the Sealing the Hills program and the associated special charge scheme proposal. As a consequent of Covid 19 restrictions, no face to face community consultation could be undertaken. However, property owners were provided with the opportunity to speak directly to the project engineering and special charge scheme staff and to view the preliminary construction plans and special charge scheme information online.

In early October a questionnaire was mailed to landowners asking them to indicate their support / opposition to contributing to a special charge scheme at the capped rate of \$7,000 per benefit unit. As outlined above 36 questionnaire responses from the 54 included properties were received.

## **Financial and Resource Implications**

The scheme funding arrangements are as follows:

PRELIMINARY ESTIMATED COST OF PROJECT	\$2,235,600
Total Council Contribution (83%)	\$1,854,100
Benefitting Landowner Contribution (17%)	\$381,500

Note: the estimated project cost includes an allowance of 15% for design, supervision and administration of the scheme.

The Australian Government 150 million dollar grant will be used to fund Councils contribution.

Landowners will be offered the option of paying their contribution in full, or by quarterly instalments over seven years. Instalment payments will include principle and interest, with interest calculated at the declaration of the scheme based on Councils borrowing rate at the time plus one percent.

Council will require the first payment, either in full or by instalment to be made within six months of the practical completion of the works.

### **Conclusion**

It is concluded that the majority of property owners support the construction of Burton Road, Morris Road and Young Street, Upper Beaconsfield and that Council should commence the formal consultation process to initiate a special charge scheme by proceeding to give notice of its intention to declare a special charge to part fund the works.

## Resolution

Moved Cr Brett Owen, seconded Cr Kaye Cameron.

That Council:

1. Acknowledge the majority landowner support as set out in this report to contribute to the construction of Burton Road, Morris Road and Young Street, Upper Beaconsfield, (as shown in attachment 2), including sealed pavement, kerb & channel and associated drainage and incidental works;
2. Approve the assessment of the benefit ratio for the proposed special rate and charge scheme as set out in attachment 3 of this report.
3. Adopt the proposed area of the scheme and method of apportionment as set out in attachments 2 and 4 respectively.
4. Give notice of intention to declare a special charge scheme in accordance with the proposed declaration set out in attachment 5 to fund the construction of Burton Road, Morris Road and Young Street, Upper Beaconsfield.
5. Consider the declaration (attachment 5) at its meeting of 21st March, 2022, or such later date as necessary.
6. Appoint the Mayor and/or ward Councillor and/ General Manager Infrastructure and Environment as a Council committee with a quorum of one to consider submissions received to Section 223 of the Local Government Act with respect to this scheme.
7. Authorise the General Manager Infrastructure and Environment to determine the administrative arrangements to enable submissions to be heard and considered.
8. Approve the public notice as set out in attachment 6 to be advertised in the Pakenham-Berwick Gazette and Hills Trader as newspapers that service the area.

Carried



## 6.2.7 Sealing the Hills - Russell Road/Blackwood Lane, Gembrook Catchment, Special Charge Scheme

**Responsible GM:** Peter Benazic  
**Author:** Ken White

### Recommendation(s)

That Council:

1. Acknowledge the majority landowner support as set out in this report to contribute to the construction of Russell Road, Blackwood Lane, Gembrook Road Service Road and Redwood Road Service Road, Gembrook, (as shown in attachment 2), including sealed pavement, kerb & channel and associated drainage and incidental works;
2. Approve the assessment of the benefit ratio for the proposed special rate and charge scheme as set out in attachment 3 of this report.
3. Adopt the proposed area of the scheme and method of apportionment as set out in attachments 2 and 4 respectively.
4. Give notice of intention to declare a special charge scheme in accordance with the proposed declaration set out in attachment 5 to fund the construction of Russell Road, Blackwood Lane, Gembrook Road Service Road and Redwood Road Service Road, Gembrook.
5. Consider the declaration (attachment 5) at its meeting of 21st March, 2022, or such later date as necessary.
6. Appoint the Mayor and/or ward Councillor and/ General Manager Infrastructure and Environment as a Council committee with a quorum of one to consider submissions received to Section 223 of the Local Government Act with respect to this scheme.
7. Authorise the General Manager Infrastructure and Environment to determine the administrative arrangements to enable submissions to be heard and considered.
8. Approve the public notice as set out in attachment 6 to be advertised in the Pakenham-Berwick Gazette and Hills Trader as newspapers that service the area.

### Attachments

1. SCS Process N of D Check list Sealing the Hills Program [ZW5E] [6.2.7.1 - 2 pages]
2. SCS Catchment Plan Russell Blackwood [6.2.7.2 - 2 pages]
3. SCS Benefit Unit Calculation Russell Rd Blackwood Ln catchment [6.2.7.3 - 3 pages]
4. SCS Apportionment - Russell Rd- Blackwood Ln catchment [6.2.7.4 - 2 pages]
5. SCS Declaration Notice Russell Rd Blackwood Ln Catchment [6.2.7.5 - 2 pages]
6. SCS Public Notice Russell Rd Blackwood Ln Catchment [6.2.7.6 - 2 pages]

## Executive Summary

This report proposes giving 'notice of intention to declare' a special charge to part fund the construction of Russell Road, Blackwood Lane, Gembrook Road Service Road and Redwood Road Service Road, Gembrook. This notice begins the formal consultation process at the commencement of the statutory process that enables Council to levy a special charge, (refer attachment 1).

The Russell Road / Blackwood Lane, Gembrook catchment is included in the Australian Government funded "Sealing the Hills" program. A recent survey of the landowners from the indicated roads in this catchment indicated 80% landowner support to contributing to a scheme from the responses received. Included landowners will receive special benefit as a result of the works including improved resident amenity, reduction in dust and associated health issues, improved drainage, less wear and tear on vehicles, reduced road maintenance costs and overall improved liveability.

The preliminary estimated cost of the proposed works is \$1,989,500 of which \$343,000 is proposed to be funded via the proposed special charge contribution received from the included landowners. This will leave an approximate balance of \$1,646,500 to be funded from the Australian Government grant.

Property owner contributions have been assessed on the basis of the benefit gained by each existing developed or vacant allotment, capped by Council at \$7,000 per benefit unit, (refer to benefit unit definition below). Councils special rates and charges policy provides for levies to be paid in quarterly instalments that include principle and interest. For the Sealing the Hills program it has been decided that a maximum seven (7) payment period be adopted. The financial hardship provisions of this policy provides further relief to those owners demonstrating genuine financial hardship.

## Background

The Russell Road / Blackwood Lane, Gembrook catchment that includes Russell Road, Blackwood Lane, Gembrook Road Service Road and Redwood Road Service Road is included for construction in Councils Sealing the Hills program. The properties included are shown on the plan included as attachment 2 to this report.

A survey of the property owners within the scheme boundary, (total of 43), was undertaken asking if they were in support of contributing to a special charge scheme at a capped contribution rate of \$7,000 per benefit unit, with a benefit unit being defined as:

- Existing lots, either developed or vacant, that gain, or will gain, primary (vehicular) access from a road being constructed would generally be required to contribute one benefit unit (\$7,000) towards the cost of construction.
- Existing lots, either developed or vacant, with side or rear abuttal to a road being constructed would generally be required to contribute one half benefit unit (\$3,500) towards the cost of construction.
- Existing lots, either developed or vacant, that gain, or will gain, primary access and also have side or rear abuttal to roads being constructed would generally be required to contribute one benefit unit (\$7,000) in total
- Existing lots that have the potential to be further subdivided or developed may be allocated a multiple development benefit unit charge.

Of the forty three properties surveyed Council received twenty six, (26), responses, (or 60%). Twenty one, (80%), of these responses indicated support to contributing to the scheme, while five, (20%), indicated opposition. Although no response was received from the four Redwood Road Service Road properties, support for the scheme was generally consistent across the other three roads surveyed. Following consideration of the survey responses a special charge

scheme has been prepared to part fund the construction of Russell Road, Blackwood Lane, Gembrook Road Service Road and Redwood Road Service Road.

### **Policy Implications**

The proposed special charge scheme has been developed in accordance with the provisions of the Local Government Act, Cardinia Councils Special Rate and Charge Policy and the adopted Sealing the Hills program. It is based on community benefit, health, safety, amenity and landowner support.

Section 163 of the Local Government Act provides that Council may not recover a greater portion of the cost of the works than calculated in accordance with the statutory 'benefit ratio' as set out in attachment 3 to this report. Given that Council has capped the property owner contribution at \$7,000 per benefit unit, the proposed scheme is compliant.

### **Relevance to Council Plan**

#### **2.1 We support the creation of liveable spaces and places**

2.1.5 Upgrade Council's road network to improve safety and connectivity while considering traffic demand and freight transport needs.

### **Climate Emergency Consideration**

The Sealing the Hills project will consider climate emergency reduction issues such as:

- Minimising tree removal through innovative road design.
- Use of LED lighting to reduce energy emissions.
- Utilising local contractors and local road & drainage construction materials to minimise travel.
- Investigating the reuse and use of recycled road construction materials.

### **Consultation/Communication**

A letter was sent in September of this year to the landowners of Russell Road, Redwood Road, Gembrook Road Service Road and Redwood Road Service Road outlining specifics in relation to their inclusion in the Sealing the Hills program and the associated special charge scheme proposal. As a consequent of Covid 19 restrictions, no face to face community consultation could be undertaken. However, property owners were provided with the opportunity to speak directly to the project engineering and special charge scheme staff and to view the preliminary construction plans and special charge scheme information online.

In early October a questionnaire was mailed to landowners asking them to indicate their support / opposition to contributing to a special charge scheme at the capped rate of \$7,000 per benefit unit. As outlined above 26 questionnaire responses from the 43 included properties were received.

### **Financial and Resource Implications**

The scheme funding arrangements are as follows:

PRELIMINARY ESTIMATED COST OF PROJECT	\$1,989,500
Total Council Contribution (83%)	\$1,646,500
Benefitting Landowner Contribution (17%)	\$343,000

Note: the estimated project cost includes an allowance of 15% for design, supervision and administration of the scheme.

The Australian Government 150 million dollar grant will be used to fund Councils contribution.

Landowners will be offered the option of paying their contribution in full, or by quarterly instalments over seven years. Instalment payments will include principle and interest, with interest calculated at the declaration of the scheme based on Councils borrowing rate at the time plus one percent.

Council will require the first payment, either in full or by instalment to be made within six months of the practical completion of the works.

### **Conclusion**

It is concluded that the majority of property owners support the construction of Russell Road, Blackwood Lane, Gembrook Road Service Road and Redwood Road Service Road and that Council should commence the formal consultation process to initiate a special charge scheme by proceeding to give notice of its intention to declare a special charge to part fund the works.

## Resolution

Moved Cr Jack Kowarzik, seconded Cr Graeme Moore.

That Council:

1. Acknowledge the majority landowner support as set out in this report to contribute to the construction of Russell Road, Blackwood Lane, Gembrook Road Service Road and Redwood Road Service Road, Gembrook, (as shown in attachment 2), including sealed pavement, kerb & channel and associated drainage and incidental works;
2. Approve the assessment of the benefit ratio for the proposed special rate and charge scheme as set out in attachment 3 of this report.
3. Adopt the proposed area of the scheme and method of apportionment as set out in attachments 2 and 4 respectively.
4. Give notice of intention to declare a special charge scheme in accordance with the proposed declaration set out in attachment 5 to fund the construction of Russell Road, Blackwood Lane, Gembrook Road Service Road and Redwood Road Service Road, Gembrook.
5. Consider the declaration (attachment 5) at its meeting of 21st March, 2022, or such later date as necessary.
6. Appoint the Mayor and/or ward Councillor and/ General Manager Infrastructure and Environment as a Council committee with a quorum of one to consider submissions received to Section 223 of the Local Government Act with respect to this scheme.
7. Authorise the General Manager Infrastructure and Environment to determine the administrative arrangements to enable submissions to be heard and considered.
8. Approve the public notice as set out in attachment 6 to be advertised in the Pakenham-Berwick Gazette and Hills Trader as newspapers that service the area.

Carried

## 6.2.8 Sealing the Hills - Station Road, Cockatoo Catchment, Special Charge Scheme

**Responsible GM:** Peter Benazic

**Author:** Ken White

### Recommendation(s)

That Council:

1. Acknowledge the majority landowner support as set out in this report to contribute to the construction of Baker Street, Station Road, Garden Street, Glen Road, Cockatoo, (as shown in attachment 2), including sealed pavement, kerb & channel and associated drainage and incidental works;
2. Approve the assessment of the benefit ratio for the proposed special rate and charge scheme as set out in attachment 3 of this report.
3. Adopt the proposed area of the scheme and method of apportionment as set out in attachments 2 and 4 respectively.
4. Give notice of intention to declare a special charge scheme in accordance with the proposed declaration set out in attachment 5 to fund the construction of Baker Street, Station Road, Garden Street and Glen Road, Cockatoo.
5. Consider the declaration (attachment 5) at its meeting of 21st March, 2022, or such later date as necessary.
6. Appoint the Mayor and/or ward Councillor and/ General Manager Infrastructure and Environment as a Council committee with a quorum of one to consider submissions received to Section 223 of the Local Government Act with respect to this scheme.
7. Authorise the General Manager Infrastructure and Environment to determine the administrative arrangements to enable submissions to be heard and considered.
8. Approve the public notice as set out in attachment 6 to be advertised in the Pakenham-Berwick Gazette and Hills Trader as newspapers that service the area.

### Attachments

1. SCS Process N of D Check list Sealing the Hills Program [3V3M] [6.2.8.1 - 2 pages]
2. SCS Catchment Plan Baker Station Glen Garden [6.2.8.2 - 2 pages]
3. SCS Benefit Unit Calculation Station Rd Cockatoo catchment [6.2.8.3 - 3 pages]
4. SCS Apportionment - Baker Station Garden Glen [6.2.8.4 - 3 pages]
5. SCS Declaration Notice Baker Station Garden Glen [6.2.8.5 - 2 pages]
6. SCS Public Notice Baker Station Garden Glen [6.2.8.6 - 2 pages]

### Executive Summary

This report proposes giving 'notice of intention to declare' a special charge to part fund the construction of Baker Street, Station Road, Garden Street and Glen Road. This notice begins

the formal consultation process at the commencement of the statutory process that enables Council to levy a special charge, (refer attachment 1).

The Station Road, Cockatoo catchment is included in the Australian Government funded "Sealing the Hills" program. A recent survey of the landowners in the indicated roads in this catchment indicated 74% landowner support to contributing to a scheme from the responses received. Included landowners will receive special benefit as a result of the works including improved resident amenity, reduction in dust and associated health issues, improved drainage, less wear and tear on vehicles, reduced road maintenance costs and overall improved liveability.

The preliminary estimated cost of the proposed works is \$2,535,750 of which \$612,500 is proposed to be funded via the proposed special charge contribution received from the included landowners. This will leave an approximate balance of \$1,923,250 to be funded from the Australian Government grant.

Property owner contributions have been assessed on the basis of the benefit gained by each existing developed or vacant allotment, capped by Council at \$7,000 per benefit unit, (refer to benefit unit definition below). Councils special rates and charges policy provides for levies to be paid in quarterly instalments that include principle and interest. For the Sealing the Hills program it has been decided that a maximum seven (7) payment period be adopted. The financial hardship provisions of this policy provides further relief to those owners demonstrating genuine financial hardship.

## **Background**

The Station Road, Cockatoo catchment that includes Baker Street, Station Road, Garden Street and Glen Road is included for construction in Councils Sealing the Hills program. The properties included are shown on the plan included as attachment 2 to this report.

A survey of the property owners within the scheme boundary, (total of 88), was undertaken asking if they were in support of contributing to a special charge scheme at a capped contribution rate of \$7,000 per benefit unit, with a benefit unit being defined as:

- Existing lots, either developed or vacant, that gain, or will gain, primary (vehicular) access from a road being constructed would generally be required to contribute one benefit unit (\$7,000) towards the cost of construction.
- Existing lots, either developed or vacant, with side or rear abuttal to a road being constructed would generally be required to contribute one half benefit unit (\$3,500) towards the cost of construction.
- Existing lots, either developed or vacant, that gain, or will gain, primary access and also have side or rear abuttal to roads being constructed would generally be required to contribute one benefit unit (\$7,000) in total
- Existing lots that have the potential to be further subdivided or developed may be allocated a multiple development benefit unit charge.

Of the eighty eight properties surveyed Council received forty six, (46), responses, (or 52%). Thirty four, (74%), of these responses indicated support to contributing to the scheme, while twelve, (26), indicated opposition. No response was received from the two properties in Station Road. Support for the scheme was consistent across the other three roads surveyed. Following consideration of the survey responses a special charge scheme has been prepared to part fund the construction of Baker Street, Station Road, Garden Street and Glen Road.



## Policy Implications

The proposed special charge scheme has been developed in accordance with the provisions of the Local Government Act, Cardinia Councils Special Rate and Charge Policy and the adopted Sealing the Hills program. It is based on community benefit, health, safety, amenity and landowner support.

Section 163 of the Local Government Act provides that Council may not recover a greater portion of the cost of the works than calculated in accordance with the statutory 'benefit ratio' as set out in attachment 3 to this report. Given that Council has capped the property owner contribution at \$7,000 per benefit unit, the proposed scheme is compliant.

## Relevance to Council Plan

### 2.1 We support the creation of liveable spaces and places

2.1.5 Upgrade Council's road network to improve safety and connectivity while considering traffic demand and freight transport needs.

## Climate Emergency Consideration

The Sealing the Hills project will consider climate emergency reduction issues such as:

- Minimising tree removal through innovative road design.
- Use of LED lighting to reduce energy emissions.
- Utilising local contractors and local road & drainage construction materials to minimise travel.
- Investigating the reuse and use of recycled road construction materials.

## Consultation/Communication

A letter was sent in September of this year to the landowners of Baker Street, Station Road, Garden Street and Glen Road outlining specifics in relation to their inclusion in the Sealing the Hills program and the associated special charge scheme proposal. As a consequent of Covid 19 restrictions, no face to face community consultation could be undertaken. However, property owners were provided with the opportunity to speak directly to the project engineering and special charge scheme staff and to view the preliminary construction plans and special charge scheme information online.

In early October a questionnaire was mailed to landowners asking them to indicate their support / opposition to contributing to a special charge scheme at the capped rate of \$7,000 per benefit unit. As outlined above 46 questionnaire responses from the 88 included properties were received

## Financial and Resource Implications

The scheme funding arrangements are as follows:

PRELIMINARY ESTIMATED COST OF PROJECT	\$2,535,750
Total Council Contribution (76%)	\$1,923,250
Benefitting Landowner Contribution (24%)	\$612,500

Note: the estimated project cost includes an allowance of 15% for design, supervision and administration of the scheme.

The Australian Government 150 million dollar grant will be used to fund Councils contribution.



Landowners will be offered the option of paying their contribution in full, or by quarterly instalments over seven years. Instalment payments will include principle and interest, with interest calculated at the declaration of the scheme based on Councils borrowing rate at the time plus one percent.

Council will require the first payment, either in full or by instalment to be made within six months of the practical completion of the works.

### **Conclusion**

It is concluded that the majority of property owners support the construction of Baker Street, Station Road, Garden Street and Glen Road, Cockatoo and that Council should commence the formal consultation process to initiate a special charge scheme by proceeding to give notice of its intention to declare a special charge to part fund the works.

## Resolution

Moved Cr Jack Kowarzik, seconded Cr Graeme Moore.

That Council:

1. Acknowledge the majority landowner support as set out in this report to contribute to the construction of Baker Street, Station Road, Garden Street, Glen Road, Cockatoo, (as shown in attachment 2), including sealed pavement, kerb & channel and associated drainage and incidental works;
2. Approve the assessment of the benefit ratio for the proposed special rate and charge scheme as set out in attachment 3 of this report.
3. Adopt the proposed area of the scheme and method of apportionment as set out in attachments 2 and 4 respectively.
4. Give notice of intention to declare a special charge scheme in accordance with the proposed declaration set out in attachment 5 to fund the construction of Baker Street, Station Road, Garden Street and Glen Road, Cockatoo.
5. Consider the declaration (attachment 5) at its meeting of 21st March, 2022, or such later date as necessary.
6. Appoint the Mayor and/or ward Councillor and/ General Manager Infrastructure and Environment as a Council committee with a quorum of one to consider submissions received to Section 223 of the Local Government Act with respect to this scheme.
7. Authorise the General Manager Infrastructure and Environment to determine the administrative arrangements to enable submissions to be heard and considered.
8. Approve the public notice as set out in attachment 6 to be advertised in the Pakenham-Berwick Gazette and Hills Trader as newspapers that service the area.

Carried

## 6.2.9 Reconciliation Action Plan

**Responsible GM:** Lili Rosic  
**Author:** Mark Carter

### Recommendation(s)

That Council adopts the Cardinia Shire Council's Reconciliation Action Plan and the Statement of Reconciliation and Acknowledgement of Country

### Attachments

1. Cardinia Shire Council Innovate RAP 2022 2023 [6.2.9.1 - 24 pages]
2. Cardinia Shire Acknowledgement of Country [6.2.9.2 - 1 page]

### Executive Summary

Cardinia Shire Council have received endorsement from Reconciliation Australia for our next Reconciliation Action Plan (RAP) 2022 – 2023.

Based on the recent Victorian Aboriginal Heritage Council (VAHC) review of Registered Aboriginal Party boundaries within Cardinia it is being proposed that Cardinia Shire formally recognise the Bunurong and Wurundjeri traditional owner groups through the RAP, Statement of Reconciliation and Acknowledgement of Country.

### Background

#### Reconciliation Action Plan

In 2015, Council endorsed its first RAP publicly committing to 23 key actions for delivery over the four-year period of 2015–19.

The plan was developed under Reconciliation Australia's Innovate RAP guidelines which encourages organisations to reach their unique reconciliation visions by focusing on aspirational and innovative commitments towards reconciliation.

The next Innovate RAP for Cardinia Shire Council will cover the 1 January 2022 to 31 December 2023 with 21 actions and 72 deliverables, many of which are requirements of endorsement by Reconciliation Australia. The two-year time frame is set by Reconciliation Australia for all Innovate RAPs (Reconciliation Action Plans).

Extensive community consultation took place in 2019 and 2020 which included discussions with all three traditional owner groups, relevant stakeholders, and community members, along with internal departments. Further discussions were held with traditional owner groups and extensive conversations with Reconciliation Australia throughout the first half of 2021.

During June 2021, a decision on disputed land within Cardinia Shire was handed down by the Victorian Aboriginal Heritage Council (VAHC) naming Bunurong and Wurundjeri Traditional Owners as the Registered Aboriginal Parties for our Shire. The VAHC recognised the Boon Wurrung people's connection to land, however they are not recognised as a distinct Registered Aboriginal Party within the municipality. These new boundaries came into effect on July 1, 2021 and required Cardinia Shire Council officers to seek further advice from Reconciliation

Australia and VAHC to further update the RAP to reflect this important change before adoption. These updates have now been completed.

### **Statement of Reconciliation and Acknowledgement of Country**

At a Council briefing in March 2021, it was agreed that it was appropriate to acknowledge all three Traditional Owners active in the Cardinia area being the Wurundjeri, the Bunurong and the Boon Wurrung people in the Statement of Reconciliation and Acknowledgement of Country. The subsequent advice received on the impacts of the VAHC Registered Aboriginal Party decision handed down in June has meant that this could no longer be the case and has been reverted to the existing acknowledgment of the Bunurong and Wurundjeri people that was already in place.

The attached 'Acknowledgment of Country' document includes guidance for Council staff and Councillors on the appropriate acknowledgement practice for our shire.

### **Policy Implications**

Cardinia Shire Council's Reconciliation Action Plan 2021 – 2023 sits within the context of other policies and strategies at global, national, state and local levels. The policies and plans the RAP addresses within Council are listed below.

Cardinia Shire Council Strategic Plans

- Liveability Plan – 2017–2029
- Social Justice and Equity Policy 2019–23
- Child, Youth and Family Strategy – 2017–21
- Ageing Well Strategy 2019–24
- Municipal Emergency Management Plan V1.3
- Biodiversity conservation Strategy

### **Relevance to Council Plan**

#### **1.1 We empower our communities to be healthy, connected and resilient**

1.1.1 Plan for, and support the delivery of, accessible health and social services that address critical gaps in provision.

1.1.2 Enrich local identity and opportunities for the community to connect through art, history and cultural expression.

1.1.3 Lead by example in creating an inclusive and welcoming community for all by facilitating community education, capacity building, connection and celebration of our diversity.

#### **2.1 We support the creation of liveable spaces and places**

2.1.1 Advocate, plan for and deliver accessible community infrastructure and services that address community need.

#### **3.1 We value our natural assets and support our biodiversity to thrive**

3.1.3 Work with community to improve and manage our natural assets, biodiversity and cultural heritage.

3.1.5 Facilitate community stewardship to build preparedness for natural threats.

#### **5.1 We practise responsible leadership**

5.1.1 Build trust through meaningful community engagement and transparent decision-making.

## Climate Emergency Consideration

N/A

## Consultation/Communication

**Internal consultation:** The development of Cardinia Shire's second RAP began with a review of the first plan. Interviews involving 16 staff (each RAP action holder) were held to learn from the experiences of those involved; what worked well, what did not, what lessons could be shared, and what insight staff wished to offer to aid the development and implementation of the second RAP.

The two stand outs from the review included.

- Feedback that reconciliation should receive high or higher priority across the organisation (80% of respondents).
- The success of the Cultural Awareness training, with feedback saying this had been transformational for many staff. Some staff have also called for more training or workshops that they wish to access with their teams to increase their awareness of local heritage and living culture.

**Community Consultation:** Representatives of the three Traditional Owner groups including Wurundjeri Tribe Land and Compensation Cultural Heritage Council, the Boon Wurrung Foundation and the Bunurong Land Council were interviewed to find out what was important to them for inclusion and for the future focus. The plan was also informed by Dandenong and Districts Aboriginal Cooperative Ltd (DDACL), Monash Health and Koo Wee Rup Regional Health Service.

The engagement included conversations at a special flag raising event at the Koo Wee Rup Regional Health Service involving Aboriginal and Torres Strait Islander students from primary and secondary schools, at the DDACL Annual Fun Run event and Toomah Community Centre Neighbour Day.

Additional conversations and input were gained from Aboriginal and Torres Strait Islander families at Bridgewood Primary School, by the student leaders at John Henry Primary School, and seniors from the Meadowvale Retirement Village during a special Reconciliation Week event. The Cardinia Koorie Education Support Officer and residents also influenced the plan.

**Further engagement:** A further Round of consultation on the draft RAP sought feedback from Traditional owner groups, all other organisations and community members that were involved in the Round 1 engagement process. The draft RAP consultation was also open to the wider community for review and comment.

Feedback on the draft resulted in some small adjustments to the Plan before it was passed onto Reconciliation Australia for review.

Throughout the process of endorsement with Reconciliation Australia, six drafts have been produced each resulting in added actions and alterations. This required us to engage further with internal departments to ensure they would be able to deliver on the required deliverables.

With the VAHC decision in June 2021 further consultation was undertaken with Reconciliation Australia and the VAHC to ensure the RAP was consistent with expectations relating to the changes to registered aboriginal parties. Updates were undertaken to clearly define Cardinia

Shire's Traditional Custodians with additional consultation undertaken with Bunurong post decision to ensure they were satisfied with the updated document.

The RAP has now been endorsed by Reconciliation Australia and we now seek Council endorsement.

### **Financial and Resource Implications**

The preparation of the RAP was undertaken within current operating budgets. Some future RAP actions will require additional staff time and resources to implement including the process to develop the next RAP which will begin in late 2022. To provide the required support in this area it has been proposed to reallocate a currently vacant role within the Community Strengthening team to work specifically on the RAP and the Aboriginal and Torres Strait Islander portfolio.

### **Conclusion**

The Reconciliation Action Plan is the key document in creating ongoing, sustainable, positive change for Aboriginal and Torres Strait Islander community members connected to Cardinia Shire.

The Statement of Reconciliation contained within the RAP and the accompanying Acknowledgement to Country form an important part of Council's commitment to recognition of and support for our First Nation Peoples.

**Resolution**

Moved Cr Stephanie Davies, seconded Cr Tammy Radford.

That Council adopts the Cardinia Shire Council's Reconciliation Action Plan and the Statement of Reconciliation and Acknowledgement of Country

Carried

## 6.2.10 Appointment of Community Asset Committees for Recreation Reserves

**Responsible GM:** Lili Rosic  
**Author:** Cameron Miller

### Recommendation(s)

That Council:

1. Appoint the following persons to the respective Community Asset Committees appointed by Cardinia Shire Council in accordance with the Local Government Act 2020.

#### Garfield Recreation Reserve

President	Mark Watson
Secretary	Lara Canty
Treasurer	Julie Miller
Committee Member	Melva Bonham
Committee Member	Chris Greenall
Committee Member	Rodger Van der Pas

#### Huxtable Road Reserve

President	John Baillie
Vice President	Karen Buckland
Secretary/Treasurer	Peter van Diemen
Vice Secretary/Treasurer	Helen van Diemen
Committee Member	Rosemary Buczak
Committee Member	Ben Barrett
Committee Member	Paul Farrell
Committee Member	Pat Langley

#### Josie Bysouth Reserve

President	Lisa Stovold
Secretary	Lisa Alderson
Treasurer	Wendy Wingrove
Committee Member	Jess Alderson
Committee Member	Jody Marotta
Committee Member	Andrew Jackson

#### Yannathan Recreation Reserve

President	Jo Drum
Secretary/Treasurer	Ian Baker
Committee Member	Matthew Coleman
Committee Member	Sandy Baker

2. Thanks all Committee members for their valuable contribution to the management of community recreation reserves.

### Attachments

Nil



## Executive Summary

This report advises Council of the membership of Council appointed Community Asset Committees that have been elected and seeks formal Council appointment. Council has expressed its thanks to committee members for their service to the community.

## Background

There are twenty-five (25) recreation reserves within Cardinia Shire which are managed by Committees. These include:

- Twelve (12) of the reserves managed by Council appointed Community Asset Committees,
- three (3) are Department of Environment, Land, Water and Planning (DELWP) owned with Council appointed as Committee of Management under the Crown Land Reserves Act and managed by Council appointed Community Asset Committees,
- nine (9) are DELWP owned with DELWP appointed Committees of Management under the Crown Land Reserves Act, and
- one (1) is Pastoral Agricultural & Horticultural Association (PA&H) owned with a PA&H appointed Committee of Management.

Members of Community Asset Committees are elected annually, and upon election require appointment by Council resolution pursuant to Local Government Act 2020. Only Community Asset Committees can be approved by Council.

This report recommends Council appoints new members for the following committees following public meetings that have been conducted by Councillors or Council Officers:

- Garfield Recreation Reserve.
- Huxtable Road Reserve.
- Josie Bysouth Reserve.
- Yannathan Recreation Reserve.

Cardinia Shire Council has a huge network of volunteers who give selflessly of their time, expertise, and energy to provide and develop community resources. A large part of this network is involved with managing community recreation reserves across our shire. Council values the important role that community asset committees have in assisting Council in the significant improvement and ongoing management of Council's facilities. Council is committed to ensuring that these assets are maintained to a high standard by working in partnership with Community Asset Committees.

Council conducts routine maintenance and provides Recreation Reserve Community Asset Committees with maintenance grants, workshops to up skill volunteers and access to leadership courses. To further support committees with their work, Council has recently launched the Community Asset Committee portal, as a place for committee members to access important resources, information, and dates.

Council employs a full-time officer (1 EFT) to support the recreation community asset committees including providing training for volunteers and assisting committees in compliance with risk requirements.

## Policy Implications

The appointments are consistent with both Council policy and requirements for Community Asset Committees.

New and important resources on the portal are the Community Asset Committee Governance Manual and Governance Training. The manual includes information and templates to help committees in their role as part of a community asset committee to ensure good practices and consistent and effective management of Cardinia Shire Council facilities. The manual also outlines the statutory requirements and aids in all areas of governance.

The online Governance Training is provided to all Recreation Reserve Community Asset Committees to ensure members have the skills and knowledge to be able to understand the requirements implemented in the risk project.

### **Relevance to Council Plan**

#### **1.5 Our People - Variety of recreation and leisure opportunities**

1.5.1 Provide active and passive recreation facilities to meet the needs of residents.

1.5.2 Increase opportunities for residents to participate in a range of sport, recreation and leisure activities.

#### **5.2 Our Governance - Open governance**

5.2.2 Govern and make decisions in the best interests of the Cardinia Shire community.

### **Climate Emergency Consideration**

N/A

### **Consultation/Communication**

Notifications of Annual General Meetings for Community Asset Committees for Recreation Reserves are advertised through local media and internally to all user groups of that reserve.

### **Financial and Resource Implications**

N/A

### **Conclusion**

Community Asset Committees voluntarily assist Council in the ongoing management and improvement of Council's facilities. This enables the community to participate in sport and recreation activities that provides health and social benefits to the broader community.

## Resolution

Moved Cr Jack Kowarzik, seconded Cr Graeme Moore.

That Council:

1. Appoint the following persons to the respective Community Asset Committees appointed by Cardinia Shire Council in accordance with the Local Government Act 2020.

### Garfield Recreation Reserve

President	Mark Watson
Secretary	Lara Canty
Treasurer	Julie Miller
Committee Member	Melva Bonham
Committee Member	Chris Greenall
Committee Member	Rodger Van der Pas

### Huxtable Road Reserve

President	John Baillie
Vice President	Karen Buckland
Secretary/Treasurer	Peter van Diemen
Vice Secretary/Treasurer	Helen van Diemen
Committee Member	Rosemary Buczak
Committee Member	Ben Barrett
Committee Member	Paul Farrell
Committee Member	Pat Langley

### Josie Bysouth Reserve

President	Lisa Stovold
Secretary	Lisa Alderson
Treasurer	Wendy Wingrove
Committee Member	Jess Alderson
Committee Member	Jody Marotta
Committee Member	Andrew Jackson

### Yannathan Recreation Reserve

President	Jo Drum
Secretary/Treasurer	Ian Baker
Committee Member	Matthew Coleman
Committee Member	Sandy Baker

2. Thanks all Committee members for their valuable contribution to the management of community recreation reserves.

Carried

## 6.2.11 Cora Lynn Reserve New Change Rooms Project Update

**Responsible GM:** Lili Rosic  
**Author:** Kristen Jackson

### Recommendation(s)

That Council:

- endorses Option 7 in the report, including to put the project on hold and seek Federal Government grant funding to implement the redevelopment project,
- progresses discussions on the final design of the facility with the Reserve Committee and user groups,
- thanks the Reserve Committee and user groups for working with Council on the project and advises them of Council's resolution.

### Attachments

Nil

### Executive Summary

Cora Lynn Recreation Reserve is Crown Land 'owned' by the Department of Environment, Land, Water, and Planning (DELWP) and managed by a community Committee of Management appointed under the Crown Land Reserves Act.

In 2018, Council was successful in receiving a community sport infrastructure loan of \$4,226,000 for a new social rooms, change rooms and canteen facility at Cora Lynn Reserve. The scope was further revised after discussions with the Reserve Committee and user groups, and to comply with Council's Sport Facility Standards. Subsequently, Council requested a reduced State Government loan of \$2,510,000 for just the construction of change rooms and public toilets. The loan amount to build the redevelopment was calculated using the initial quantity survey report for a concept plan developed in 2020.

The project has incurred unforeseen costs escalation due to the need for significant site services upgrades, Melbourne Water requirements and COVID-19 escalation cost.

To address on site conditions and Melbourne Water requirements, a redesign was required that changed the external lay out of the building, enhanced access ways, and established a viewing platform. The cost estimate received was significantly above the available budget for this project. Council officers reconsidered a modular build. This option was presented to user groups and the Reserve Committee for consideration and the feedback remained strongly opposed to a modular build.

The following options to progress this project have been developed for Council consideration and decision:

1. Modular build with reduced room sizes
2. Modular build with reduced room sizes which comply with Council's Sports Facility Standard
3. Modular build based on room sizes agreed to by Reserve Committee and football club
4. Traditional build with reduced room sizes
5. Traditional build based on room sizes agreed to by Reserve Committee and football club

6. Traditional build with agreed room sizes with public toilets as a separable portion
7. Put the project on hold and seek Federal grant funding to implement the agreed project.

All options are likely to be greater than the state government loan amount for this project of \$2,510,000. Option 1 is estimated to be the closest to the loan amount.

It is recommended that Council endorse option 7 to put the project on hold and seek Federal Government grant funding to implement the project with agreed room sizes. The Reserve Committee and Cora Lynn Football Club do not support the use of modular construction or reduced room sizes. Council is unable to complete any improvements at Cora Lynn Reserve without the approval of the Reserve Committee of Management and DELWP.

### **Background**

Cora Lynn Recreation Reserve is Crown Land 'owned' by the Department of Environment, Land, Water, and Planning (DELWP) and managed by a community Committee of Management appointed under the Crown Land Reserves Act. Any improvements or works within Cora Lynn Reserve requires the approval of the Committee of Management and DELWP.

Cora Lynn Reserve is currently used by the Cora Lynn Football Club, Cora Lynn Netball Club and Cora Lynn Show Jumping Club.

There are three separate buildings at Cora Lynn Reserve which provide the function of social rooms, change rooms for users of the oval and canteen facilities. The need to upgrade the existing change rooms was identified in 2017 and funding for design allocated to Council's capital works program. Initial discussion with the Reserve Committee and user groups commenced in early 2018.

In late 2018, Council was successful in receiving a community sport infrastructure loan of \$4,226,000 for the new pavilion project which would see the removal of all three buildings into one new development.

Council resolved in December 2018 to remove the social room from the project. After further consultation with user groups and the Reserve committee, the canteen was removed from the scope of the project, as the size was not in accordance with Council's Sport Facility Standards Policy of 30m<sup>2</sup>.

In late 2019, the idea of using modular construction was suggested to the Reserve Committee and user groups. The Reserve Committee of Management and user groups were opposed to a modular build construction method.

Upon revision of the concept plan a new estimate was completed, which outlined a \$2,510,000 traditional build cost. This report was used to apply for a variation to reduce the loan amount and was approved in September 2020. The process took 12 months as Ministerial approval was required.

The original estimated project costs have escalated due to the following:

- many of the services within the reserve not having been upgraded since the original buildings were established. Stormwater, mains sewer, water, gas, and power supplies are all in need of substantial upgrading beyond the current provision to meet the demands of the new facility and to meet demand for future developments to any buildings or assets within the reserve.
- Covid-19 have seen shortages and increased material costs across Melbourne. Skilled labour demands have also increased project construction costs due to the increase in domestic construction.

- Melbourne Water as the referral authority identifying the need to raise the floor level 500mm and restrictions on importing site fill.

A redesign to the exterior surroundings was then completed with two options of varying access paths/stairs and viewing platforms presented to the Reserve Committee and User groups for their feedback and approval. The cost estimate increased primarily due to the need to raise the floor level to comply with Melbourne Water's requirements and to incorporate the project contingency costs.

Given the cost, Council Officers have investigated and reassessed the cost and build benefits of a modular build.

In subsequent emails, both the Reserve Committee and user groups reiterated their opposition for a modular build and requested a standalone timekeeper's box remain due to sightlines of the oval.

Given the project cost was greater than the loan amount, Council officers further explored opportunities to bring the project back within the available State loan value. This included reviewing the spaces allocated within the proposed change rooms and the size of each room. Consultation with both Sport and Recreation Victoria and AFL Victoria was undertaken as part of these investigations.

Both the Cora Lynn Reserve Committee of Management and Cora Lynn Football Club have recently reiterated that they do not support the use of modular construction for the new change rooms facility.

The following options have been developed to progress this project:

1. Modular build with reduced room sizes
2. Modular build with reduced room sizes which comply with Council's Sports Facility Standard
3. Modular build based on room sizes agreed to by Reserve Committee and football club
4. Traditional build with reduced room sizes
5. Traditional build based on room sizes agreed to by Reserve Committee and football club
6. Traditional build with agreed room sizes with public toilets as a separable portion
7. Put the project on hold and seek Federal grant funding to implement the agreed project.

The table below summarises the advantages and disadvantages of each option:

NO	OPTION	ADVANTAGE	DISADVANTAGE
1	Modular with reduced room sizes	Least expensive option and likely to be closest to available project budget.	Reserve Committee and Football Club don't support.
2	Modular with reduced room sizes which comply with Council's sport facility standard	Likely to be second least expensive option and does comply with Council's standard.	Reserve Committee and Football Club don't support.
3	Modular build with agreed room sizes	Reflects the room sizes desired by reserve committee and football club	Reserve Committee and Football Club don't support. Not likely to be within the available budget.

4	Traditional build with reduced rooms sizes	Reduced cost from agreed rooms sizes. Reserve committee and football club want traditional build	Some rooms do not comply with Council's Sport Facility Standard. Not likely to be within the available budget.
5	Traditional build with agreed rooms sizes	Reflects the room sizes desired by reserve committee and football club. Reserve committee and football club want traditional build	Most costly option and likely to be significantly over the available state government loan.
6	Traditional build with agreed rooms sizes with public toilets as a separable portion	Reserve committee and football club want traditional build There are other existing public toilets within the reserve. Likely to reduced cost of project slightly.	Likely to still be significantly over available project budget
7	Put project on hold and seek federal government funding to implement agreed project.	May allow the agreed scope to be delivered.	Will further delay the new change rooms construction.

All options include a separate timekeeper's box.

A formal scope variation application will need to be made to Sport and Recreation Victoria to enable the project to move forward if an option different to the current approved scope is chosen. This would apply to options 1, 2, 4, 6 and 7.

It is recommended that Council endorse option 7 to put the project on hold and seek Federal Government grant funding to implement the development with agreed room sizes. This is as the Reserve Committee and Cora Lynn Football Club do not support the use of modular construction or reduced room sizes. Council is unable to any improvements at Cora Lynn Reserve without the approval of the Reserve Committee of Management and DELWP.

### Policy Implications

Council's Sport Facility Standards Policy (2019) provides the direction for new sporting facilities within Cardinia Shire.

Options 1 and 3 of reduced room sizes do not align with Councils Sport Facility Standards Policy (2019). In some areas, Council's standards may be slightly above AFL Victoria's, or include items that AFL Victoria has considered optional. For this reason, AFL Victoria have still supported the proposed room size changes.

Option 2 still has reduced room sizes compared to the sizes agreed to by the Reserve Committee and football club but complies with Council's Sport Facility Standards Policy.

Additional spectator coverage has been added however this is proposed to be funded by the Cora Lynn Recreation Reserve Committee of Management.



**Relevance to Council Plan****2.1 We support the creation of liveable spaces and places**

2.1.1 Advocate, plan for and deliver accessible community infrastructure and services that address community need.

**Climate Emergency Consideration**

Not applicable.

**Consultation/Communication**

Consultation with the Cora Lynn Reserve Committee of Management and the reserve user groups regarding the proposed development of the new pavilion commenced in April 2018. Communication and consultation have been regular, and the Reserve Committee and reserve user groups have been involved throughout.

Initial discussions with DELWP as land owner have also been undertaken. DELWP has provided a letter of support for the construction of the new community pavilion as part of the state government loan application. Formal landowner consent by DELWP will be required once the detail design plans for the new change rooms pavilion are prepared.

Further consultation has been held with the Reserve Committee and Football Club. Both groups are opposed to a modular construction method for this project.

The Cora Lynn Football Club opposes the reduced rooms sizes of options 1 and 3 and the modular build. The Cora Lynn Reserve Committee of Management suggested an additional option of traditional build with the public toilets as a separable portion in the tender process.

Officers have met with AFL Victoria and the State Government who have provided in principle support of the changes to scope. Further consultation and approvals will be sought once a direction is received.

**Financial and Resource Implications**

The approved revised state government loan amount is \$2,510,000 and will be drawn once tender has been approved.

It is expected the \$2,510,000 will be paid over 10 years with interest costs to be shared equally by Treasury at 1.5%. Estimated repayment will be \$2.606 million (Principal: \$2.51m, Interest: \$96k). Council has not yet signed any on-boarding documents with Treasury Victoria to draw down on this loan.

The conditions of the state government loan mean that Council is not eligible for any state government grant or other funding for the Cora Lynn Reserve change rooms project.

Based on more recent cost estimates of the current concept plan, the cost to build the proposed facility now significantly exceeds the available loan funding. It is proposed to hold further discussions with Sport and Recreation Victoria (state government) regarding this situation and the options going forward with the existing loan amount.

Cost increases are due to:

- Increased room sizes from 2020 scope;
- Increased Melbourne Water requirements; and
- Covid-19 cost escalations.



The actual cost to build the eventual project will not be known until the formal tender process is undertaken prior to construction. In the meantime, Quantity Surveyor cost estimates are used to estimate the likely construction costs.

The Reserve Committee have committed to funding additional spectator coverage, to the value of \$75,500 for a traditional build.

As outlined above, 7 options have been developed to progress this project. Option 1 is estimated to be closest to the state government loan amount of \$2,510,000, with all other options likely requiring Council to significantly contribute towards the project costs.

There is currently no additional funding for this project within Council's 10 Year Financial Plan.

### **Conclusion**

Since the initiation of the project many unforeseen challenges have arisen, including several site constraints, additional authority, and service requirements and those arising from the COVID-19 pandemic, delaying the projects progress.

Seven options to implement this project have been developed for Council consideration with only one option estimated to be close to the loan budget. This is option 1 which is a modular build with reduced room sizes which comply with AFL Victoria standards but not Council's Sport Facility Standards Policy.

Both the Reserve Committee and Cora Lynn Football Club are opposed to modular construction and reduced room sizes.

It is recommended that Council endorse option 7 to put the project on hold and seek Federal Government grant funding to implement the redevelopment and progresses further discussions on the final design with the Reserve Committee and user groups. This is as the Reserve Committee and Cora Lynn Football Club do not support the use of modular construction or reduced room sizes. Council is unable to any improvements at Cora Lynn Reserve without the approval of the Reserve Committee of Management and DELWP.

## **Resolution**

Moved Cr Kaye Cameron, seconded Cr Collin Ross.

That Council:

- Refers the Cora Lynn project to the 22/23 budget for consideration and seeks Federal Government grant funding to implement the redevelopment project,
- Proceed to final design of the facility with the Reserve Committee and user groups, and
- thanks the Reserve Committee and user groups for working with Council on the project and advises them of Council's resolution.

Carried

## 6.2.12 Notice of Motion 1064 - Gender Equality Update

**Responsible GM:** Jenny Scicluna  
**Author:** Kristen Simpson

### Recommendation(s)

That Council stays informed of Cardinia's commitment and progress towards Gender Equality within the organisation and the community in general.

### Attachments

Nil

### Executive Summary

The Gender Equality Act 2020 commenced on 31 March 2021. The aim of the Act is to improve Gender Equality in the Victorian public sector, universities, and local councils.

Cardinia will be required to create its first Gender Equality Action Plan (GEAP). The Gender Equality in the Public Sector (Commission) has extended the due date for the GEAP to 31 March 2021.

### Background

#### Update

##### Workforce Gender Audit

Data for the Workplace Gender Audit has been submitted to the Commission for Gender Equality in the Public Sector. The submission of this data means that Cardinia Shire Council has now complied with its obligations to the Commission in so far as:

- Capturing data for workplace gender audit as of 30 June 2021; and
- Submitting workplace gender audit data by 1 December 2021

A further capture of data for workplace gender audit is due as of 30 June 2025. These longer-term actions are being planned for by the People & Culture team.

##### Gender Impact Assessments

A Gender Impact Assessment (GIA) is required to be conducted for any new policy, program or service that directly & significantly impacts the public. These assessments consider how Cardinia's work affects different people in our community.

Gender Impact Assessments continue to be conducted and will contribute to the GEAP. The Commission for Gender Equality [Gender Impact Assessment Toolkit and Templates](#) will be utilised for this purpose. Guidelines and processes for policy developers are under development and being streamlined to merge with existing process. Training on following these guidelines and processes will commence in 2022.

**Gender Equality Action Plan**

Development of the Gender Equality Action Plan continues. A call for expressions of interest for staff to participate in this development process and the co-design of solution implementation as part of this plan will soon be issued. The timeline for development of this plan and obligations to the Commission is set out below.

31 March 2022:	Gender Equality Action Plan - Strategies and Measures submission due
31 October 2023:	Progress report due
31 October 2025:	Second Gender Equality Action Plan and progress report submission due
31 October 2027:	Third progress report due

**2021 White Ribbon fundraiser and awards**

The 2021 White Ribbon fundraiser and awards ceremony took place on Thursday 25 November. Council partnered with Outlook and Aligned Leisure to deliver this Fundraiser and Awards. All three organisations are White Ribbon accredited, and together we are taking a stand against family violence.

The Gender Equality Action Plan will take into account the impact of gender equality on family violence and abuse and ensure its strategies and measures support Council's and the White Ribbon Foundation's efforts in working towards a community free from family violence.

**Policy Implications**

N/A

**Relevance to Council Plan****1.1 We empower our communities to be healthy, connected and resilient**

1.1.1 Plan for, and support the delivery of, accessible health and social services that address critical gaps in provision.

1.1.3 Lead by example in creating an inclusive and welcoming community for all by facilitating community education, capacity building, connection, and celebration of our diversity.

1.1.4 Facilitate a partnership approach to create safer communities.

**2.1 We support the creation of liveable spaces and places**

2.1.2 Plan and maintain safe, inclusive, and connected open spaces, places and active travel routes.

**5.1 We practise responsible leadership**

5.1.1 Build trust through meaningful community engagement and transparent decision-making.

5.1.4 Maximise value for our community through efficient service delivery, innovation, strategic partnerships and advocacy.

**Climate Emergency Consideration**

N/A

**Consultation/Communication**

This report has been developed with the cooperation and collaboration of teams across Council and designated groups such as the Respect and Equity Committee.

### **Financial and Resource Implications**

Nil to report

### **Conclusion**

Cardinia continues to undertake several projects to promote and progress towards Gender Equality and meet the requirements of the Gender Equality Act. Cardinia will continue to do so through various projects that will positively impact Cardinia's employees as well as its residents.

**Resolution**

Moved Cr Collin Ross, seconded Cr Carol Ryan.

That Council stays informed of Cardinia's commitment and progress towards Gender Equality within the organisation and the community in general.

Carried

## 6.2.13 Notice of Motion 1071 - Open Space Maintenance

**Responsible GM:** Peter Benazic  
**Author:** Ben Wood

### Recommendation(s)

That Council note this report.

### Attachments

Nil

### Executive Summary

This spring season has been particularly challenging in relation to management of our urban parks, roadside vegetation, and other open spaces. The result of this has been grass far longer than would ever normally occur in some locations. While wet conditions and extremely aggressive grass growth have been the most significant issues, there are a range of factors that have contributed to this occurring. These conditions are widespread, impacting most local government areas as well as other authorities who manage land within the Shire such as the Department of Transport and Melbourne Water.

This report has been prepared to address the resolution passed by Council at the November Council Meeting “That the Chief Executive Officer provide a report regarding open space maintenance particularly considering the current wet conditions that has affected the current maintenance standard of open space areas.”

Council along with our key partners, have put in place a number of measures to assist with the situation and poorer than normal outcomes in many locations including:

- Mobilising additional resources wherever possible
- Changes to work practices and processes
- Trialling implementation of different technology
- Temporary change requirements to set minimum service levels for impacted sites

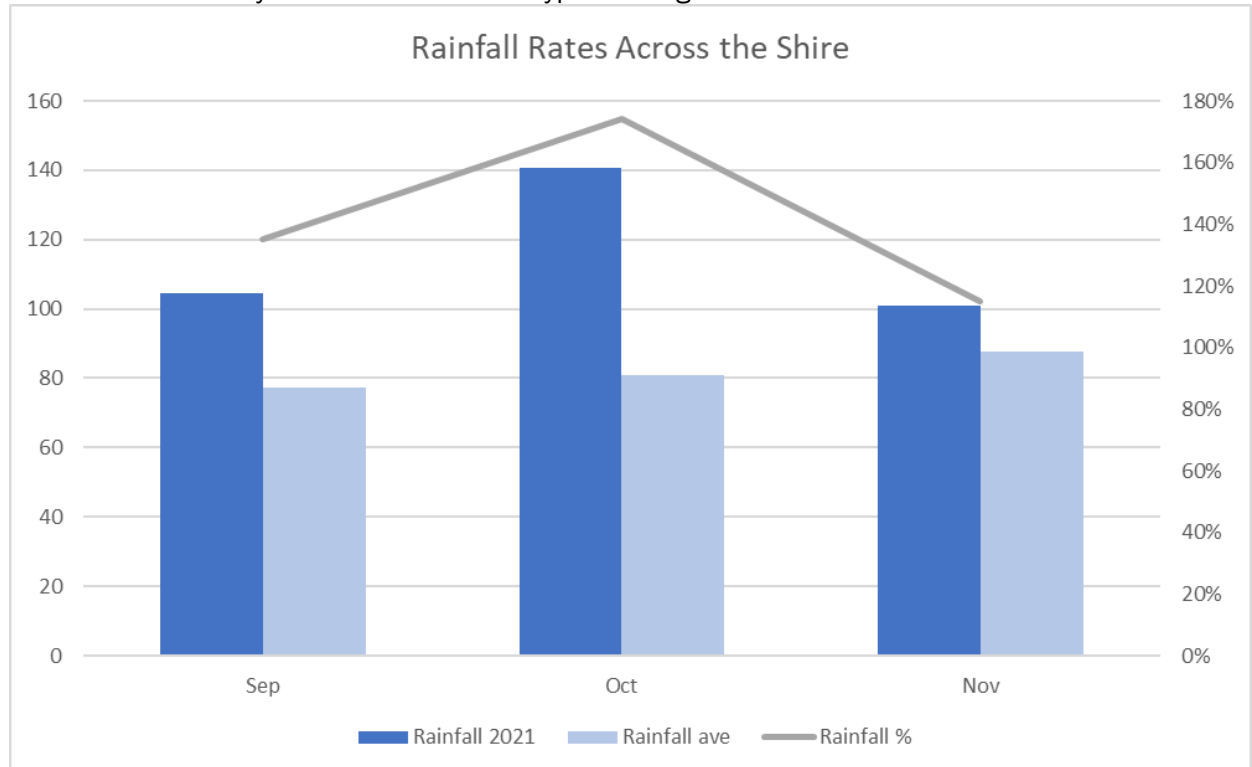
Improving conditions at the time of drafting this report along with the changes put in place in conjunction with our partners has resulted in a significant improvement in most locations, and we will continue to address the remaining locations as quickly as we can.

Going forward any sites significantly impacted will have temporary signage erected and a minimum service around pathways, playgrounds and similar areas of higher usage.

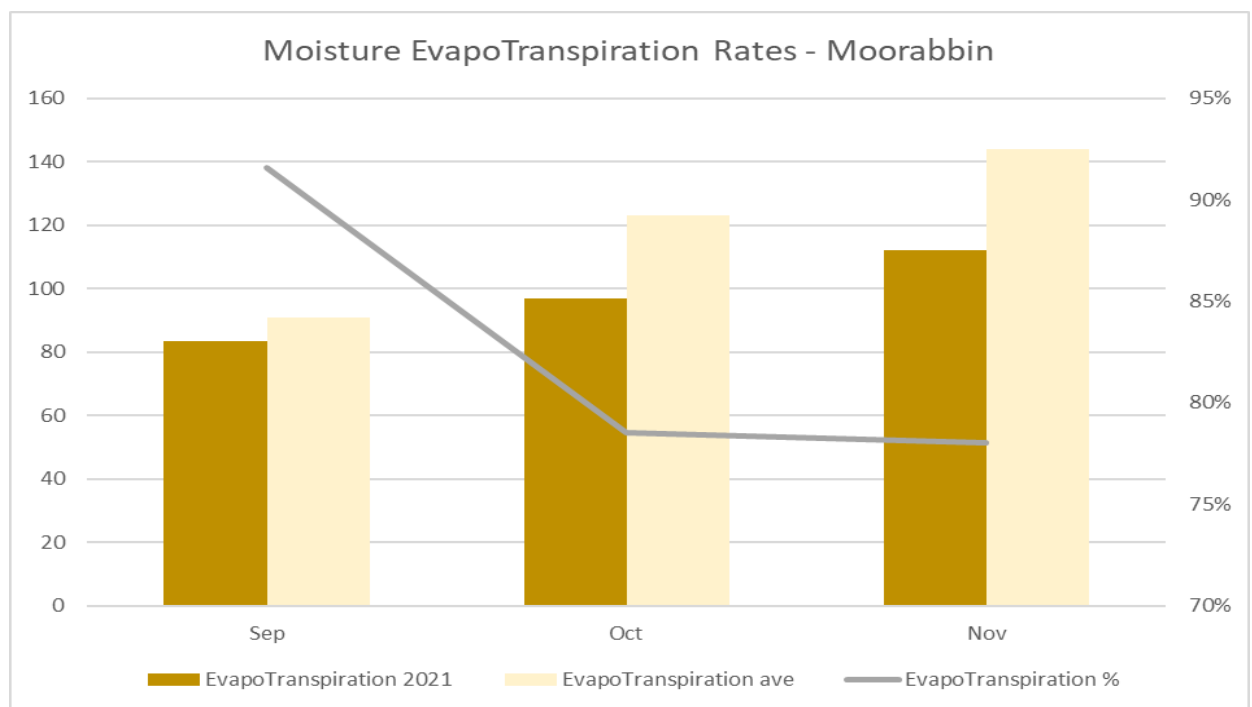
### Background

Cardinia Shire has had significantly above average rainfall (up more than 40%) over the last few months, which combined with below average evaporation rates (down more than 18%),

has resulted in many more areas than are typical being saturated and soft.



**Figure 1:** Rainfall rates for the last 3 months compared to the 10 year average – data is the average from 6 locations around the Shire – source Melbourne Water rainfall data



**Figure 2:** Evapotranspiration Rates indicates the movement of moisture into the air - data from BoM for Moorabbin Airport (there are no collection sites within the Shire for this data)

Our open space maintenance program relies on the use of large and heavy machinery that provides significant value through covering a large area each day to assist in managing the higher growth rates and requirements through spring and early summer. These machines cannot be utilised when the ground is saturated or too soft. This significantly impacts production rates and the ability to service sites in the normal way.



It is not unusual to defer service on a site because of conditions over spring for a brief period, however the conditions have meant many sites have not been able to be serviced in the normal way for an extended period, which is highly unusual. This combined with the most aggressive grass growth we have seen in many years has hampered our ability to maintain our open spaces in the way we would like to and present them the way our communities expect, and that we normally take great pride in achieving. This has been reflected in our CRMS data with requests for mowing, which for the proceeding two months has been up on last year by almost 25%.

These conditions have been exacerbated by several other factors which have limited some of the normal flexibility we would have in responding to the situation. These include:

- Extremely challenging labour market making it hard to recruit temporary staff, and slow to fill permanent vacancies
- No spare capacity in broad scale open space maintenance industry – sub-contractors engaged to provide additional support had to withdrawal that support to focus on the same issues experienced with their own core clients
- Limited ability to redirect labour (in fact we had to do the opposite, with several mowing crews assisting with rapid response to remove/or movement of debris from the October Storm event, as this was a higher risk to public safety).
- Previously, any exposure to a tier one site would result in loss of staff for up to two weeks while they isolate.
- A couple of critical plant failures and extended lead time on replacement plant or parts

Our team and partners are very aware how important our open spaces are to the community, and we have been working hard to improve the situation for all of our communities – not just those who happen to have open spaces that do not hold water and we have been able to service normally.

Several resources with aligned skill sets have been deployed to assist with the back log and processes enhanced between Council and partner resources to ensure we capitalise on opportunities to get sites fully serviced once conditions allow. Not all public land or roadside within the Shire are managed by Council, and other authorities have also been experiencing the same conditions. Where a location has shared responsibility, we have been trying wherever possible to coordinate with the other authorities or their contractors to achieve site wide outcomes.

A trial of a remote-control mower has commenced, this can achieve better production than brush cutting in soft areas with much lower ground pressure than the traditional ride on mowers.

While the principle focus of effort has been in addressing the challenging conditions and improving visible service outcomes around the whole of the Shire, Council and our key partner Citywide have also agreed that we need to address the value proposition that has been received by the community, either through reduction in cost or the provision of additional services to help enhance our open spaces. We have increased the coordination in relation to performance including a range of system and process improvements and instituted additional regular reviews of this with senior staff from both organisations.

Council will also investigate the opportunity to improve drainage in particularly challenging locations to assist with more rapid recovery of sites that are continually saturated.

### **Policy Implications**

Nil

## **Relevance to Council Plan**

### **2.1 We support the creation of liveable spaces and places**

2.1.2 Plan and maintain safe, inclusive and connected open spaces, places and active travel routes.

### **5.1 We practise responsible leadership**

5.1.4 Maximise value for our community through efficient service delivery, innovation, strategic partnerships and advocacy.

## **Climate Emergency Consideration**

Nil

## **Consultation/Communication**

We have increased information on our website and on social media in relation to both the situation and Council's responses to the conditions. New temporary signage has been prepared and will be utilised on sites with any ongoing barriers to completing a normal service, providing information to users of that site. Councillors have also actively provided community feedback to officers relaying the concerns of residents and park users.

## **Financial and Resource Implications**

Some savings either through net cost reduction, or no charge for additional service beyond contract scope will be realised as appropriate to the situation.

## **Conclusion**

That the longer grass and challenges experienced in many open space sites around the Shire are largely a result of the challenging conditions, and not the service standard. Outcomes have substantially improved in most locations over the two weeks prior to the finalisation of this report, with drier conditions and several changes and additional resource application.

Communication has been increased, and longer-term measures to help correct particularly impacted locations will be investigated and where appropriate, actioned over time.

**Resolution**

Moved Cr Jack Kowarzik, seconded Cr Graeme Moore.

That Council note this report.

Carried

## 6.3 Policy Reports

### 6.3.1 Cardinia Shire's Liveability Plan 2017-29 (2021 review)

**Responsible GM:** Lili Rosic  
**Author:** Pieta Bucello

#### Recommendation(s)

That Council:

- Note the findings of the Liveability Plan Review 2021 and endorse the changes to the Liveability Plan 2017-29.
- Endorse the CEO or her delegate to submit the Cardinia Shire's Liveability Plan 2017-29 to the Department of Health as required under the Public Health and Wellbeing Act 2008.

#### Attachments

1. Liveability Plan Review 2021 FINAL [6.3.1.1 - 43 pages]
2. Summary of Public Exhibition feedback [6.3.1.2 - 8 pages]
3. CONFIDENTIAL - Livability Plan submission Kate Forster [6.3.1.3 - 13 pages]

#### Executive Summary

The Liveability Plan has been reviewed in line with Council's responsibility under the *Public Health and Wellbeing Act 2008*.

The Liveability Plan Review 2021 has been prepared following public exhibition of the draft document in October 2021. It is now ready to be presented to Council for endorsement, prior to being submitted to the Department of Health.

#### Background

The Liveability Plan 2017-29 (the Plan) is Cardinia Shire's municipal public health and wellbeing plan. It was originally adopted at the General Council meeting on 18 September 2017. It is a requirement of the *Public Health and Wellbeing Act 2008* that the Plan is evaluated and reviewed every four years.

Analysis of the health status and health determinants in Cardinia Shire was undertaken. The Research and Data Profile has been updated and a range of fact sheets have been prepared and are now available on Council's website.

Key statistics and demographics, along with the objectives, strategies and indicators have been updated within the Liveability Plan Review 2021 (Attachment 1).

#### Reviewing the Liveability Plan's objectives, strategies, and indicators

Following public consultation of the draft Liveability Plan Review 2021, a range of changes have been included in the final document and are summarised in Table 1 below.

Table 1. Summary of changes

Change	Rationale
1. Inclusion of 'Tackling climate change and its impact of health' within the Framework	Including this as an overarching element within the framework shows the need for climate change to be considered across the entire plan.
2. Rename the outcome area 'Reduce Obesity' to 'Increase Healthy Eating and Active Living.'	Workshop participants suggested a change to the wording of this outcome to focus on the 'solution,' not the problem, and to better align with Victoria's Public Health and Wellbeing Plan focus areas of: - Increasing healthy eating - Increasing active living.
3. Rename the outcome area 'Reduce Financial Vulnerability' to 'Increase Financial Wellbeing and Resilience.'	Workshop participants suggested a change to the wording of this outcome to focus on the 'solution,' not the problem.
4. Renaming the Liveability Domain 'Health and Social Services' to 'Community Infrastructure and Services'	Workshop participants wanted to see a stronger focus on the natural environment within the Liveability Domains. Historically the 'Open Spaces and Places' domain included the natural environment, public open space, and public/community infrastructure, making it the largest domain. It's suggested to remove community infrastructure into the re-worded 'Social Infrastructure and Services' domain, which also provides stronger alignment to the Australian Urban Observatory's liveability indicators.
5. Renaming the Liveability Domain 'Open Spaces and Places' to 'Environment and Open Space.'	
6. Reframing of objectives to align to the health outcome areas.	With the public release of the Australian Urban Observatory, Council now has access to spatially mapped liveability indicators which can track progress against each liveability domain. These indicators can track progress towards shifting liveability through a range of aligned Council Strategies.
7. Inclusion of the Sustainable Development Goals	To provide stronger alignment between the Liveability Plan and the Sustainable Environment Strategy.
8. Inclusion of a new page in the Liveability Plan titled 'Climate Change and Health.'	To provide stronger context for the focus on climate change within the Liveability Plan.

9. Inclusion of an appendices summarising all the indicators and measures.	To provide easy access to this information within a single document.
10. Inclusion of an appendices outlining the impact of the COVID-19 pandemic.	To provide context for some of the new objectives and strategies.
11. Change in wording of Objective 3.3 from 'extreme weather events' to 'climate hazard events'	This language is more consistent with emergency planning and acknowledges that not all emergencies are because of an extreme weather event.
12. Reduced the number of strategies from 93 to 84	Following feedback from partner organisations several strategies were able to be consolidated, thereby reducing the total number of strategies.
13 Changed measure: Percentage of dwellings within 400m or less distance of public open space to be 'within 500m'	Open Space Management Framework (2018), Play Space Strategy (2014) and the previous Recreational Open Space Strategy (2000) have adopted the 500m walking catchment for neighbourhood level public open spaces. This catchment is justifiable as Cardinia's average population density is less than one person per hectare. Therefore, the 500m walking catchment seems to be a reasonable figure compared to fully established precincts with a high density of population. There is no officially announced national standard, each local government has adopted the standard that best suits its context.

The revised strategic framework for the Liveability Plan is shown in Figure 1 below. It includes 7 health and social outcome areas, 7 liveability strategic indicators, 24 objectives and 84 strategies.

Figure 1. Liveability Plan Framework

Vision						
Cardinia Shire is a liveable, resilient community where the environment flourishes and residents are healthy, included and connected.						
Outcomes						
Improving health and social outcomes through collective action						
Improve mental health and wellbeing	Improve social cohesion	Improve safety	Improve healthy eating and active living	Reduce family violence	Improve financial wellbeing and resilience	Reduce harm from tobacco, alcohol, drugs, and gambling
Liveability Domains						
Improving neighbourhood liveability						

Active travel	Education	Employment	Food	Community infrastructure and services	Housing	Environment and open space			
<b>Social equity</b> Supporting the equity and inclusion of all community members									
Aboriginal	CALD	LGBTIQ+	Gender	Disability	Place	Children	Young people	Families	Seniors
<b>Tackling climate change and its impact on health</b> Considered in everything we do									
Action Agenda					Community grants				
Community engagement and participation									
Monitoring and evaluation									

### Impact of COVID-19 Pandemic

The Liveability Plan Review 2021 identifies seven health and social priority areas for the municipality, all of which are, and will continue to be amplified as a result of the COVID-19 pandemic. While we have ‘flattened the curve’ of the virus, it will take many years to flatten the curve of the health and social impacts that have resulted from prolonged social distancing measures and lockdowns.

Despite the pandemic, there were less deaths in Australia in 2020, with COVID-19 highlighted as the 38th leading cause of death in Australia for 2020.<sup>1</sup> Heart disease, dementia, cerebrovascular diseases (largely stroke), lung cancer and chronic lower respiratory diseases remain the top 5 causes of death in Australia; highlighting the importance of staying focused on the risk factors and social determinants of these diseases through our Liveability Plan.

### Policy Implications

The Draft Review seeks to fulfil Council's public health planning responsibilities under the *Public Health and Wellbeing Act 2008* (the Act).

Under Section 26 of the Act, the review must:

- 2a. include an examination of data about health status and health determinants in the municipal district;
- 2b. identify goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing;
- 2ba. specify measures to prevent family violence and respond to the needs of victims of family violence in the local community;
- 2c. provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan;
- 2d. specify how the Council will work in partnership with the Department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan

<sup>1</sup> .ID Informed Decision. Source: <https://blog.id.com.au/2021/population/population-trends/less-deaths-in-2020-despite-the-pandemic/>

- 3. have regard to the Victorian Public Health and Wellbeing Plan prepared under section 49.
- 6. give a copy of the current municipal public health and wellbeing plan to the Secretary.
- 6a. report to the Secretary on the measures referred to in subsection (2)(ba) at the intervals specified by the Secretary by notice in writing.
- 7. provide a copy of the current municipal public health and wellbeing plan for inspection by members of the public at the places at which the current Council Plan must be available under section 125(11) of the Local Government Act 1989.

The Draft Review is consistent with Council's role under the *Climate Change Act 2017*, *Local Government Act 2020*, and *Gender Equality Act 2020*.

The Draft Review considers the local implementation of priorities identified through the *Victorian Public Health and Wellbeing Plan 2019-2023*.

The Draft Review is consistent with *Plan Melbourne 2050* and the United Nations Sustainable Development Goals.

The Draft Review addresses Council's responsibility under Recommendation 94 from the Royal Commission into Family Violence.

The Draft Review aligns to both the Council Plan 2021-25 and the Cardinia Municipal Strategic Statement (MSS). The Plan has been written in such a way that it can be included in the MSS at the next review.

## **Relevance to Council Plan**

### **1.1 We empower our communities to be healthy, connected and resilient**

1.1.1 Plan for, and support the delivery of, accessible health and social services that address critical gaps in provision.

1.1.2 Enrich local identity and opportunities for the community to connect through art, history and cultural expression.

1.1.3 Lead by example in creating an inclusive and welcoming community for all by facilitating community education, capacity building, connection and celebration of our diversity.

1.1.4 Facilitate a partnership approach to create safer communities.

1.1.5 Work closely with the community to deliver programs that build community resilience, relating to a pandemic or other disasters.

### **2.1 We support the creation of liveable spaces and places**

2.1.1 Advocate, plan for and deliver accessible community infrastructure and services that address community need.

2.1.2 Plan and maintain safe, inclusive and connected open spaces, places and active travel routes.

2.1.3 Plan for housing diversity that meets community need, is affordable and delivers environmental sustainability, safety and healthy living outcomes.

2.1.4 Advocate for increased and more-connected public transport options.

2.1.5 Upgrade Council's road network to improve safety and connectivity while considering traffic demand and freight transport needs.

### **3.1 We value our natural assets and support our biodiversity to thrive**

3.1.1 Partner with community, business and industry to take action on, and adapt to, climate change.



- 3.1.2 Actively move towards zero waste through increasing waste recovery and reuse.
- 3.1.3 Work with community to improve and manage our natural assets, biodiversity and cultural heritage.
- 3.1.4 Plan and advocate for better water cycle planning and management to reduce environmental impacts.
- 3.1.5 Facilitate community stewardship to build preparedness for natural threats.

#### **4.1 We support our productive land and employment land to grow local industries**

- 4.1.1 Facilitate better planning for our agricultural land to support industry, innovation, local food economy and local job growth.
- 4.1.2 Plan for sustainable employment precincts to entice new industries to the region and support new business.
- 4.1.3 Improve local learning and employment pathway opportunities through strategic partnerships.
- 4.1.4 Drive local innovation in technology to better support and attract businesses and industries.
- 4.1.5 Strengthen and promote our shire's unique identity and visitor attractions.

#### **5.1 We practise responsible leadership**

- 5.1.1 Build trust through meaningful community engagement and transparent decision-making.
- 5.1.4 Maximise value for our community through efficient service delivery, innovation, strategic partnerships and advocacy.

### **Climate Emergency Consideration**

Climate change has been considered within the Review in line with Council's requirements under the Climate Change Act 2017. The Victorian Public Health and Wellbeing Plan 2019-23 also identifies 'Tackling Climate Change and its Impacts on Health' as a key focus area.

The natural environment, and managing the adverse impacts of climate change, is regarded as an underlying determinant of healthy and liveable neighbourhoods. All liveability domains are impacted by the adverse effect of climate change, which often exacerbates underlying community vulnerability.

Climate projections have identified changes to temperature and rainfall in the next 10 to 20 years. The maximum daily temperature is expected to rise between +0.92°C and +1.19°C annually, rainfall is expected to decline in the winter months and extreme rainfall events are expected to become more intense. These changes to weather patterns and climate will accelerate if efforts to reduce greenhouse gas emissions are not made.

Climate change is both the greatest threat to public health of the 21st century and the greatest global health opportunity. Both mitigation and adaptation-focused activities can create conditions for health co-benefits to be realised.

### **Consultation/Communication**

#### **Stakeholder workshops**

Two stakeholder workshops were held in August to revise the objectives and strategies of the Liveability Plan for the next four years. The workshops were attended by more than 130 participants, including Councillors, Council staff, partner organisations and community leaders.

The workshops were themed around the seven outcome areas of the Liveability Plan:

- Mental health and wellbeing

- Social cohesion
- Safety
- Healthy eating and active living
- Family violence
- Financial wellbeing and resilience
- Tobacco, alcohol, drugs, and gambling

Results from the workshops directly informed the objectives and strategies within the draft Liveability Plan Review.

#### **Public exhibition of draft document**

Public exhibition of the draft Liveability Plan Review 2021 occurred between 5th – 28th October 2021.

Public exhibition was promoted via print and social media, website, direct email to all workshop participants, key partners and in local newsletters.

- 31 submissions were received through Creating Cardinia.
- 1 written submission was received through mail@cardinia.vic.gov.au (See Attachment 2)
- 6 submissions were received directly by the Healthy Communities Team

Results from the Creating Cardinia survey, including qualitative feedback, and officer comments are provided in Attachment 3. Submissions that cannot be addressed in the Liveability Plan are referred to the appropriate Council officer for response, wherever possible.

During public exhibition, further presentations and discussions were held with:

- Liveability Partnership Steering Group
- Southeast Prevention Leadership Group
- Safer Communities Partnership Committee
- Together We Can Roundtable

The Draft Liveability Plan Review is also being considered within planning for:

- Open Space Strategy
- Climate Adaptation Strategy
- Active Cardinia Strategy

#### **Financial and Resource Implications**

Review of the Liveability Plan has been undertaken within Council's existing budget. A Partnership Steering Group of 16 organisations, and extensive community consultation, has supported the development of this plan. The action plan initiatives in the Liveability Plan will be delivered by the project partners, which includes and is not limited to Council and key community agencies referenced in the Plan. Funding grants will be sought where available.

#### **Conclusion**

The final Liveability Plan Review 2021 has been prepared following public exhibition of the draft document during October 2021. Subject to endorsement by Council, the updated Liveability Plan 2017-29 (the Plan), Cardinia Shire's municipal public health and wellbeing plan, will be submitted to the Department of Health.

## **Resolution**

Moved Cr Jack Kowarzik, seconded Cr Carol Ryan.

That Council:

- Note the findings of the Liveability Plan Review 2021 and endorse the changes to the Liveability Plan 2017-29.
- Endorse the CEO or her delegate to submit the Cardinia Shire's Liveability Plan 2017-29 to the Department of Health as required under the Public Health and Wellbeing Act 2008.

Carried

## 6.4 Financial Reports

### 6.4.1 Contract 21-032 Environmental Health Services

**Responsible GM:** Debbie Tyson  
**Author:** Owen Hardidge

#### Recommendation(s)

That Council:

1. Accept the tender submitted by Kernow Environmental Services Pty Ltd to perform Environmental Health Services (across the municipal districts of Cardinia, Casey and Bass Coast) for the contract sum of \$3,539,383 (excl. GST).

#### Attachments

Nil

#### Executive Summary

Cardinia Shire Council has statutory responsibilities arising under the Food Act 1984, the Public Health and Wellbeing Act 2008, the Environmental Protection Act 2017, the Residential Tenancies Act 1997, and the Tobacco Act 1987.

This report describes the outcome of Bass Coast Shire Tender 21015, whereby Cardinia Shire Council, Bass Coast Shire Council and Casey City Council jointly tendered for provision of environmental health services in a shared service model.

It is recommended that Contract 21-015 be awarded to Kernow Environmental Services Pty Ltd accordingly.

#### Background

Cardinia Shire Council has statutory responsibilities arising under the Food Act 1984, the Public Health and Wellbeing Act 2008, the Environmental Protection Act 2017, the Residential Tenancies Act 1997, and the Tobacco Act 1987. These obligations are collectively described as “Environmental Health” responsibilities.

During 2020, representatives of Casey City Council, Cardinia Shire Council and Bass Coast Shire Council formed a working group to procure service providers who would provide environmental health services across all three municipal districts. The Councils executed a Memorandum of Understanding to govern the preparation and running of the tender, and any subsequent management arrangements resulting from the tender.

A public tender was called by Bass Coast Shire Council on 24 April 2021, and publicly advertised in The Age and electronic portals (Bass Coast Tender reference 21015). During the open period, an information session was held for interested tenderers, with 4 questions asked and a tender addendum created. The tender closed on 26 May 2021, with 1 submission received from Kernow Environmental Services Pty Ltd (“Kernow”).

The tender was evaluated by a panel of service managers from each Council and observed by OCM Probity Advisors. All members completed and signed the required Conflict of Interest forms (COIs), with no conflicts identified.

## Evaluation Plan/Criteria

An Evaluation consisting of the criteria as shown in the table below, was scored against the tender received for both weighted and non-weighted criteria to ensure the viability of the submissions and to ensure that value for money results were achieved.

	Criteria weighting	Sub-weighting	Returnable Schedule reference	Schedule description
Operational Service Delivery	45%	20%	Schedule 9	Shared Services Operational Delivery Plan
		15%	Schedule 10	Innovation and Service Optimisation
		10%	Schedule 11	Relevant Experience
Personnel and Qualifications	25%	15%	Schedule 12	Capacity and Experience of personnel
		10%	Schedule 13	Capacity and experience of sub-contractors
Quantitative (Price criteria)	30%	30%	Management Fee and Service Costs	
Best Value	100%			

## Tender Assessment

The tender was assessed and scored using the above criteria by each panel member independently, with a subsequent meeting held to discuss submissions and determine a final consensus score.

Notwithstanding the single tender received, the panel assessed the tender very highly, especially in respect of the proven capacity of Kernow to provide the services tendered. The tender also demonstrated a level of sophistication and practicality in their proposed plans to delivery shared services across multiple municipalities. It should be noted that a shared service structure for regulatory work is believed to be novel in Victoria.

Kernow have provided environmental health services for over 20 years in the Victorian legislative context, including at Brimbank CC, Mitchell SC, Baw Baw SC, Pyrenees SC, Moira SC and Wangaratta Rural City Council, as well as Casey City Council and Cardinia Shire Council. These Councils consistently report a high quality of service and benefit from the technical expertise of their staff cohort which individual Councils could not reasonably expect to retain if providing the services at a single-Council level.

Importantly, the tender demonstrated a very high level of sophistication in respect of providing a joint service, including a well developed appreciation of the unique legal limitations that effect regulatory services when conducted across municipal boundaries. That level of understanding by the tenderer provided all of the participating Councils with confidence in the capacity of the tenderer to provide the service across all three Councils, while retaining the individual decision-making and liabilities for each participating Council.

The contract price outcome was consistent with an independent service review carried out by Cardinia and Casey prior to the tender being carried out.

Following the close of the tender, Cardinia and Casey have negotiated with Kernow to align the contract commencement dates, to maximise the benefits of the Shared Service model. In Cardinia's case, this will involve the variation of an existing contract with Kernow (contract number 12/51).

Upon acceptance of this tender, all three participating Councils will operate under consistent contract arrangements, overseen by a Steering Committee representing each Council. This arrangement will operate from 1 Jan 2022, until the expiry of the contract term in June 2024. The contract provides for two potential extension periods of two years each.

The Panel agrees that Kernow Environmental Services be recommended to be considered as the preferred tenderer.

### **Policy Implications**

This procurement will not impact any significant policy position of Council. The amalgamation of services across Councils will still preserve all delegated decision making within Cardinia as currently exists.

### **Relevance to Council Plan**

#### **5.1 We practise responsible leadership**

5.1.2 Manage our finances responsibly and leave a positive legacy for future generations.

### **Climate Emergency Consideration**

There are no Climate Emergency considerations in respect of this procurement.

### **Consultation/Communication**

Adoption of this tender outcome will not result in any change to Cardinia residents or businesses.

### **Financial and Resource Implications**

The recommended tender has a final price of \$3,539,383 excl GST, which is consistent with the expected tender range and has already been included in current budgets.

The shared service model represents particular value to residents, as the shared service model (once the full benefits are realised) represents savings to Council of approx. 12% per annum on the cost of the service

### **Conclusion**

It is recommended that the tender submitted by Kernow Environmental Services be accepted for Contract 21-032 Environmental Health Services.

The contract completion date is 30 June 2024, with two optional extensions at the discretion of council.

The evaluation panel is confident in this Company's ability to complete the contract in the manner described in the tender.

**Resolution**

Moved Cr Jack Kowarzik, seconded Cr Graeme Moore.

That Council:

1. Accept the tender submitted by Kernow Environmental Services Pty Ltd to perform Environmental Health Services (across the municipal districts of Cardinia, Casey and Bass Coast) for the contract sum of \$3,539,383 (excl. GST).

Carried

## 6.5 Activity Reports

### 6.5.1 Major Projects Report

**Responsible GM:** Peter Benazic  
**Author:** David Fice, Walter Carmignani, Kristen Jackson

#### **Recommendation(s)**

That Council note this report

#### **Attachments**

1. Major projects report - 13 December 2021 [6.5.1.1 - 19 pages]

#### **Executive Summary**

As part of the reporting process to Council, this monthly report provides an update of the status of major projects in progress.

#### **Background**

Projects and updates are included in the attached report

#### **Conclusion**

This regular activity report (as attached) is provided for Councillor's information



**Resolution**

Moved Cr Jack Kowarzik, seconded Cr Graeme Moore.

That Council note this report

Carried

## 6.5.2 Priority Projects Yearly Summary

**Responsible GM:** Lili Rosic  
**Author:** Narelle Bulleid

### Recommendation(s)

That Council notes the progress, completed actions and future milestone for the priority projects detailed in this report.

### Attachments

1. Progress Upgrade Priority Projects 2021 [6.5.2.1 - 10 pages]

### Executive Summary

Council's Priority Projects Business Unit is responsible for the project management of several key projects run by a number of State agencies, including projects being delivered by the Level Crossing Removal Projects (LXRP), Rail Projects Victoria (RPV), Victorian Health Building Authority (VHBA), Major Road Projects Victoria (MRPV) and a Council Plan actions associated with the Pakenham Main Street Revitalisation Project.

This report seeks to provide a summary of the 12 month progress report on these projects. The report includes a summary of what is ahead for 2022.

### Background

Council's Priority Projects Team is responsible for brokering a good outcome with the state government authorities responsible for the following projects;

- State Government's Level Crossing Removal Projects (LXRP):
  - Pakenham – 3 level crossings and two stations
  - Brunt Road Officer – road over rail level crossing
  - Station Street Officer – road closure
  - Station Street Beaconsfield – road over rail level crossing
  - Nar Nar Goon Station Car Park – car park upgrade
- Rail Projects Victoria:
  - Gippsland Line Upgrade – including Bunyip Station
- Victorian Health Building Authority:
  - Pakenham Community Hospital
- Major Roads Projects Victoria:
  - Pakenham Roads Upgrade including;
    - Racecourse Road duplication
    - McGregor Road interchange and road upgrade
- Pakenham Main Street Revitalisation

Attachment 1 provides a summary table of each of the projects, activities and milestones during 2021 and upcoming activities and milestones for 2022.

**Pakenham Level Crossing Removal Project**

This project includes the removal of three level crossings at McGregor Road, Main Street and Racecourse Road Pakenham, with a rail over road solution. The elevated rail corridor offers the opportunity for the introduction of new public open space areas under the rail corridor. The project also includes the redevelopment of the Pakenham Station, and extension of the metropolitan line and introduction of a new station, to be known as East Pakenham Station.

The following are notable milestones and upcoming activities;

- Preliminary site investigations have been completed and design of the elevated rail line has progressed to detailed design with a review process from November 2021 to mid 2022.
- Station design for the redeveloped Pakenham station and the new East Pakenham was released in October 2021.
- On site works have commenced and include the establishment of the site works office and laydown areas on Bourke Park and areas south of the existing Pakenham station.
- Service relocation works and establishment of fencing commenced October 2021 will continue through early 2022.
- Vegetation removal along the rail corridor commenced October 2021 and will continue into early 2022.
- Construction works and traffic disruptions will intensify mid 2022 and continue through the year and into 2023.
- Advocacy to the State government for funding for the Ryan Road upgrade to be incorporated into the project has been undertaken throughout 2021 and will continue into 2022.
- Community consultation about the open space areas commenced in October 2021. LXRPP will now develop the open space design plans in consultation with Council, with design to continue to mid 2022.
- Land acquisition adjacent to the new East Pakenham station has commenced.

**Brunt Road Level Crossing Removal Project**

The Brunt Road Level Crossing Removal Project was announced on 29 July 2021. This project was announced as a road over rail design and initial discussions with Council officers have commenced. This project will progress in terms of more detailed design in 2022 with some more detail of timing of the project at the start of 2022.

**Station Street Officer Level Crossing Removal Project**

The Station Street Officer Level Crossing Removal Project was announced on 29 July 2021. This project is a road closure with a pedestrian overpass. Initial discussions with Council officers commenced November 2021. This project will progress in terms of more detailed design in 2022 with more detail of timing of the project at the start of 2022. The Officer Precinct Structure Plan identifies an alternative north south road upon closure of Station St. Advocacy has commenced to the Department of Transport after the announcement of the road closure to source funding for this north south arterial road, to align delivery with the 2025 closure of Station St.

**Station Street Beaconsfield Level Crossing Removal Project**

Station Street Beaconsfield Level Crossing Removal Project was announced on 29 July 2021. This project was announced as a road over rail design and initial discussions with Council officers have commenced. This project will progress in terms of more detailed design in mid 2022 with some more detail of timing of the project at the start of 2022.

**Nar Nar Goon Station Car Park Level Crossing Removal Project**

The Nar Nar Goon car park project is part of the larger program known as Car Parks for Commuters and will be delivered as part of a separate Level Crossing Removal Project. The project includes the upgrade of the car parking area on the north side of the station. It includes 50 parking spaces with accessible parking spaces, pedestrian paths, bicycle hoops, lighting and new CCTV.

The community consultation for this project was conducted in August 2021 with design detail and review conducted between August – December 2021. The LXRP project team will finalise the design at the end of 2021 with construction to commence early 2022. The project will be completed mid to late 2022 and will include some minor disruption to commuter parking spaces and localised traffic disruptions for short periods of time.

**Gippsland Line Upgrade Rail Projects Victoria**

The Gippsland Line Upgrade is a project that extends from Bairnsdale through to Southern Cross Station but works within Cardinia Shire includes the Bunyip Station Upgrade, track duplication between Bunyip and Longwarry, level crossing upgrade at Tynong with some signalling and drainage upgrades between Nar Nar Goon and Bunyip.

The project area was designated in December 2020 with site investigations continuing throughout 2021. The project area is subject to a Environment Protection and Biodiversity Conservation Act 1999, controlled action which means the RPV projects needs enact a number of actions associated with the Southern Brown Bandicoot including the monitoring and trapping of predators. These activities have included the trapping and baiting of predators (foxes cats etc.) which commenced in May 2021 and a second phase in November 2021, these activities will continue throughout the project.

The design of the project has been ongoing throughout 2021 with Bunyip Station design as one component of the project will be finalised by early 2022. The works in Bunyip commenced September 2021 with the establishment of a site office in Bunyip and a number of laydown and construction areas. Works will continue through 2022 including the upgrade of Bunyip Station.

**Pakenham Community Hospital Victorian Health Building Authority**

The Pakenham Community Hospital will be delivered by the Victorian Health Building Authority. The project includes the establishment of community hospital in Pakenham that will provide a range of integrated health and specialist services.

A preferred site was identified on 18 August 2021 at 67-69 Main Street Pakenham (location of the old Woolworth Building adjacent to the rail line). A public acquisition overlay was placed on the site through a Planning Scheme Amendment approved by the Minister of Planning in October 2021. The landowner has lodged legal proceeding in the Supreme Court regarding the application of a Public Acquisition Overlay over the land. This action has resulted in the project being delayed. It is expected if the legal proceedings are resolved the project will move into a design phase in early 2022 .

**Pakenham Roads Upgrade Major Road Projects Victoria**

This project includes both the Racecourse Road duplication between Henry Street to the Princes Freeway including the signalisation of the Bald Hill Road intersection and the McGregor Road interchange. The project will be delivered by Major Roads Project Victoria with Federal funding.

Site investigation works with some concept designs were developed to work through the business case processes of State Government. It is anticipated that more detailed design will commence in 2022. Strong advocacy to ensure sequencing of this projects construction with the Level Crossing Removal project has been undertaken in 2021 and will continue into 2022 to minimise disruptions for residents and businesses.

**Pakenham Main Street Revitalisation**

The Pakenham Main Street Revitalisation project is an action in the Pakenham Major Activity Structure plan and will achieve the Pakenham town centre streetscape upgrade actions in the Council Plan has commenced. An urban design consultant was engaged in November 2021 to develop a public realm strategy plan for Main Street and wider Pakenham area.

The concept designs will be developed in January and February 2022, with presentation of the design to Councillors scheduled in early March 2022. Subsequently, community consultation on the draft designs will be undertaken prior to finalisation of the plan. These works will coincide with discussions and negotiations regarding the open space that forms part of the Pakenham Level Crossing Removal project. It may lead to or be integrated with further projects to revitalise Pakenham.

**Policy Implications**

These projects are generally consistent with a number Council policies and documents including Pakenham Major Activity Structure Plan 2021, Pakenham Major Activity Centre Urban Design Framework 2021 and Officer Precinct Structure Plan.

**Relevance to Council Plan****1.1 We empower our communities to be healthy, connected and resilient**

- 1.1.1 Plan for, and support the delivery of, accessible health and social services that address critical gaps in provision.
- 1.1.2 Enrich local identity and opportunities for the community to connect through art, history and cultural expression.
- 1.1.4 Facilitate a partnership approach to create safer communities.

**2.1 We support the creation of liveable spaces and places**

- 2.1.1 Advocate, plan for and deliver accessible community infrastructure and services that address community need.
- 2.1.2 Plan and maintain safe, inclusive and connected open spaces, places and active travel routes.
- 2.1.4 Advocate for increased and more-connected public transport options.
- 2.1.5 Upgrade Council's road network to improve safety and connectivity while considering traffic demand and freight transport needs.

**3.1 We value our natural assets and support our biodiversity to thrive**

- 3.1.3 Work with community to improve and manage our natural assets, biodiversity and cultural heritage.

3.1.4 Plan and advocate for better water cycle planning and management to reduce environmental impacts.

**5.1 We practise responsible leadership**

5.1.3 Strive to be a customer focused organisation and be a great place to work.

5.1.4 Maximise value for our community through efficient service delivery, innovation, strategic partnerships and advocacy.

**Climate Emergency Consideration**

The proposed infrastructure upgrade will improve public transport provision and activity transport infrastructure in the area and reduce the need for use of cars reducing impacts in terms of the climate emergency. Further the new infrastructure will be designed and maintained in line with climate change predictions and assumptions, such as flooding and extreme heat.

**Consultation/Communication**

Each of the individual projects have included community consultation, refer to attachment 1. Further community consultation will occur with each of these projects as necessary. The Priority Regular updates to Councillors regarding these projects have been provided at briefing meetings.

Council's project team have regular meetings with their state government peers at LXP, RPV, MRPV and VHBA to review plans and provide input into the design of the projects and advocate for the best outcome for the community.

Additionally Council's Chief Executive Officer, General Manager Liveable Communities and General Manager Infrastructure and Environment meets with the CEO and senior staff from Level Crossing Removal Project and resolve any strategic issues and to advocate for additional resources to complete these projects.

The Priority Projects team have regular internal communication through an expert working group and governance group including a number of senior leaders' across the organisation.

**Conclusion**

Several priority projects are in progress within the Shire and will help to improve movement and place outcomes and help to revitalise Pakenham including the Pakenham Level Crossing Removal Project, Pakenham Community Hospital and Council's Pakenham Main Street Revitalisation program. Additional projects will improve infrastructure across the municipality including level crossing removals in Beaconsfield and Officer, upgrade of the Gippsland Line from Bunyip to Pakenham and the upgrade of the Nar Nar Goon Station car park.

Council's Priority Projects team will continue to work in partnership with the state government authorities and advocate for the best outcome for the community. Council officers continue to encourage the community to provide feedback during the consultation phase. Updates are also provided on Council's website.

**Resolution**

Moved Cr Jack Kowarzik, seconded Cr Graeme Moore.

That Council notes the progress, completed actions and future milestone for the priority projects detailed in this report.

Carried

## 6.5.3 Planning Matters Dealt with by Officers Under Delegated Authority

**Responsible GM:** Lili Rosic  
**Author:** Jason Gilbert

### Recommendation(s)

That Council note the report.

### Executive Summary

The following matters have been dealt with under delegated powers since the last report to Council.

### Relevance to Council Plan

#### 5.1 We practise responsible leadership

5.1.1 Build trust through meaningful community engagement and transparent decision-making.

### Planning Matters Report

#### Beacon Hills Ward

Date Issued	Permit No	Address	Proposal	Decision	Date Lodged
27/10/2021	T210286 - PC2	410 Dickie Road, Officer VIC 3809	T210286 PC2 (Con. 02 NVCE) - Plans to Comply Application	Issued	18/10/2021
29/10/2021	T210367	1230 Pakenham Road, Mount Burnett VIC 3781	Two (2) lot subdivision (boundary realignment)	Issued	25/05/2021
29/10/2021	T170402 - PC2	Brennan Avenue, Beaconsfield Upper VIC 3808	T170402-1 PC2 - Con. 01a,b,c,d and Con. 20 NVCR & CTA - Plans to Comply Application	Issued	28/08/2021
1/11/2021	T200767 - PC1	12 Knapton Avenue, Beaconsfield Upper VIC 3808	T200767 PC1 (Con. 01 and 02) - Plans to Comply Application	Issued	21/09/2021
3/11/2021	T200228 - PC1	670 Gembrook Road, Pakenham Upper VIC 3810	T200228 PC1 (Con. 01 C1P) - Plans to Comply Application	Issued	14/10/2021
8/11/2021	T210702	114 Officer Road, Officer VIC 3809	Installation of Outdoor Spa & Safety barrier (LSIO overlay)	Lapsed	10/09/2021
10/11/2021	T210211 - PC1	200 Army Road, Pakenham VIC 3810	T210211 PC1 (Con. 01 C1P) - Plans to Comply Application	Issued	13/09/2021



**Bunyip Ward**

Date Issued	Permit No	Address	Proposal	Decision	Date Lodged
27/10/2021	T210378	4 George Street, Bunyip VIC 3815	Subdivision of land into two (2) lots and creation of an easement	Issued	27/05/2021
29/10/2021	T210468	40 Dore Road, Nar Nar Goon North VIC 3812	Native vegetation removal	Issued	22/06/2021
3/11/2021	T180466 - 1	Racecourse Road, Nar Nar Goon VIC 3812	Additional non-habitable agricultural building - Unenclosed Shelter	Application Withdrawn	07/09/2021
9/11/2021	T041069 - PC6	Nylander Road, Bunyip Victoria 3815	T041069-4 PC6 (Con. 10 IMP) - Plans to Comply Application	Application Withdrawn	29/07/2021

**Officer Ward**

Date Issued	Permit No	Address	Proposal	Decision	Date Lodged
29/10/2021	T190603 - PC3	140, 97, 112 Starling Road and 477 Brown Road, Officer VIC 3809	T190603 PC3 - (Con. 20 BDG)	Issued	24/04/2021
5/11/2021	T210243	290 Officer South Road, Officer South VIC 3809	Use and Development of Helicopter Landing Site and Shed (Hanger)	NOD	09/04/2021
8/11/2021	T210668 - PC1	Timbertop Boulevard, Officer VIC 3809	T210668 PC1 (Con. 02 & 03) - Plans to Comply Application	Issued	03/11/2021
9/11/2021	T120590 - 3	Siding Avenue, Officer VIC 3809	Multi lot staged subdivision, access to a road zone category 1, earthworks, road works, creation of a reserve, creation of easement (E-3, E-6 & E-7) and removal of easements (E-1 on LP210795 and E-6 on PS407947R)	Issued	17/06/2021
9/11/2021	T210795	20 Brunt Road, Beaconsfield VIC 3807	Building and works associated with an existing residential village	Issued	15/10/2021
10/11/2021	T210810	20 Brunt Road, Beaconsfield VIC 3807	Building and works associated with an existing residential village	Issued	22/10/2021

**Pakenham Hills Ward**

Date Issued	Permit No	Address	Proposal	Decision	Date Lodged
5/11/2021	T190247 - PC1	164 Army Road, Pakenham VIC 3810	T190247 PC1 (Con. 01 C1P) - Plans to Comply Application	Issued	12/02/2021

**Ranges Ward**

Date Issued	Permit No	Address	Proposal	Decision	Date Lodged
28/10/2021	T200454	166 Phillip Road, AVONSLEIGH VIC 3782	Development of the land for a dwelling and an outbuilding (garage), associated works and vegetation removal	Issued	08/08/2021
28/10/2021	T170540 - 1	131 Grey Road, Gembrook VIC 3783	Use and development of the land for a dwelling, earthworks and removal of native vegetation	Issued	06/05/2021
28/10/2021	T210715	29 Westlands Road, Emerald VIC 3782	Development of the land for an extension to existing dwelling (carport)	Issued	16/09/2021
28/10/2021	T210413	11 Paternoster Road, Cockatoo VIC 3781	Development of the land for a non-habitable outbuilding (shed)	Issued	04/06/2021
29/10/2021	T210309	4 Blackwood Lane & 51 Gembrook Road, Gembrook VIC 3783	Buildings and works associated with an outbuilding	Issued	04/05/2021
1/11/2021	T210437	8 Beaconsfield-Emerald Road, Emerald VIC 3782	Two (2) lot subdivision	Issued	15/06/2021
3/11/2021	T210818	32 Joffre Parade, Cockatoo VIC 3781	Construction of a Gable Garage 6m x 7m x 2.4m 10 Degree (max 4m bays)	Application Withdrawn	28/10/2021
5/11/2021	T210657	19 Bellbird Crescent, Emerald VIC 3782	Development of the land for a non-habitable outbuilding (shed)	Issued	27/08/2021
5/11/2021	T210620	3 Wattle Court, Emerald VIC 3782	Remove two dead Messmate Stringybark trees	Lapsed	11/08/2021
5/11/2021	T210773	5 Wombat Crescent, Emerald VIC 3782	Development of the land for a non-habitable outbuilding (shed)	Issued	07/10/2021
8/11/2021	T210776	6 Oak Avenue, Emerald VIC 3782	Buildings and works associated with an extension to a dwelling	Application Withdrawn	10/10/2021
9/11/2021	T210212	12 Emerald-Monbulk Road, Emerald VIC 3782	Development of the land for a Dependent Person's Unit and removal of vegetation	Issued	18/03/2021

**Toomuc Ward**

Date Issued	Permit No	Address	Proposal	Decision	Date Lodged
28/10/2021	T210565	105 Timberline Parkway, Pakenham VIC 3810	Development of one (1) single storey dwelling.	Issued	19/07/2021
9/11/2021	T210503	10 O'Brien Parade, Pakenham VIC 3810	Subdivision of land into two (2) lots	Issued	06/07/2021

**Westernport Ward**

Date Issued	Permit No	Address	Proposal	Decision	Date Lodged
27/10/2021	T210374	75 Tynong-Bayles Road, Bayles VIC 3981	Use of the land for a veterinary clinic (equine) and to construct and display a business identification sign	Issued	28/05/2021
27/10/2021	T210501	73 McDonalds Drain Road, Koo Wee Rup VIC 3981	Develop a new shed building.	Lapsed	05/07/2021
27/10/2021	T210792	15 Maurice Super Avenue, Lang Lang VIC 3984	Proposed veranda to the side and rear of the dwelling.	Application Withdrawn	15/10/2021
28/10/2021	T210609	60 Fincks Road, Bayles VIC 3981	Development of the land for an outbuilding (shed)	Issued	13/08/2021
28/10/2021	T210434	FY 7/7 Sharnet Circuit, Pakenham VIC 3810	Use of the land for Domestic Animal Husbandry (Dog Training)	Issued	11/07/2021
28/10/2021	T200303 - PC1	245 Eight Mile Road, Nar Nar Goon VIC 3812	T200303 PC1 (Con. 01 C1P) - Plans to Comply Application	Issued	20/09/2021
29/10/2021	T210301	We 10/29 Sharnet Circuit, Pakenham VIC 3810	Use of land for Car Sales	Issued	03/05/2021
3/11/2021	T140337 - PC2	65 & 75 Pioneer Road and 345 Westernport Road, Lang Lang Victoria 3984	T140337 PC2 (Con. 03 S173) - Plans to Comply Application	Issued	20/03/2020
5/11/2021	T210540	37 Sette Circuit, Pakenham VIC 3810	Development of the land for a warehouse	Issued	21/07/2021
9/11/2021	T100699 - PC2	Rossiter Road Reserve and, 44 Sybella Avenue, Koo Wee Rup Victoria 3981	T100699-1 PC2 (Con. 53 RVP) - Plans to Comply Application	Issued	28/09/2021
10/11/2021	T210717	103 National Avenue, Pakenham VIC 3810	Subdivision of the land into two (2) lots	Issued	17/09/2021

**Resolution**

Moved Cr Jack Kowarzik, seconded Cr Graeme Moore.

That Council note the report.

Carried

## 6.5.4 Planning Matters VCAT Report

**File Reference:** {file-reference}  
**Responsible GM:** Lili Rosic  
**Author:** Jason Gilbert

### Recommendation(s)

That Council note the report.

### Executive Summary

The following list is presented to keep Council informed of applications that are currently the subject of appeals proceedings.

### Relevance to Council Plan

#### 5.1 We practise responsible leadership

5.1.1 Build trust through meaningful community engagement and transparent decision-making.

#### Matters Currently the Subject of VCAT Appeal

Hearing Date	App No.	Address	Proposal	Council Decision	Appealed By	Outcome	Decision Date
27/09/2021	T200427	Cardinia Road, Officer South	Subdivision of land	Failure	Applicant	<b>Permit issued</b>	<b>5/10/2021</b>
4/04/2022	T190768	7 Knights Court, Tynong	Subdivision of land into (2) lots and variation of restrictive covenant PS705124	NOD	Objector	Awaiting hearing	
28/01/2022	T200589	48 James Street, Lang Lang	Development of the land for six (6) dwellings	Refusal	Applicant	Awaiting hearing	
13/12/2021	T180651	369 Paternoster Road	Use and development of the land for a dwelling and removal of vegetation	Refusal	Applicant	Awaiting hearing	
1/12/2021	T190304-1	3480 Princes Highway Bunyip	Amendments to Planning Permit T190304 (issued for the use and development of the land for dog breeding) to increase dog numbers for commercial dog breeding and include additional buildings and works.	Refusal	Applicant	Awaiting hearing	
19/11/2021	T200380	55 Mullane Road, Pakenham	Buildings and works associated with the construction of a dwelling	Refusal	Applicant	Awaiting hearing	
14/12/2021	T200167	197 Quamby Road, Beaconsfield Upper	Alterations and additions to an existing dwelling and outbuilding	Refusal	Applicant	Awaiting hearing	



Hearing Date	App No.	Address	Proposal	Council Decision	Appealed By	Outcome	Decision Date
9/12/2021	T110588	270 Cardinia Road, Officer South (Kaduna)	Failure to Endorse 600 Lot Report	N/A	Applicant	Awaiting hearing	
9/12/2021	T110588	270 Cardinia Road, Officer South (Kaduna)	Application under Section 149(1)(a) - interpretation of a permit condition / section 173 agreement	N/A	Applicant	Awaiting hearing	
9/12/2021	T110588	270 Cardinia Road, Officer South (Kaduna)	Failure to Endorse 400 Lot Report	N/A	Applicant	Awaiting hearing	
9/12/2021	T110588	270 Cardinia Road, Officer South (Kaduna)	Application under Section 149(1)(a) - interpretation of a permit condition / section 173 agreement	N/A	Council	Awaiting hearing	
2/09/2021	T190712	565 Murray Road, Vervale	Use and development of the land for Rural Industry and Caretakers Dwelling associated with Industrial Hemp	Refusal	Applicant	Awaiting decision	

**Resolution**

Moved Cr Jack Kowarzik, seconded Cr Graeme Moore.

That Council note the report.

Carried

## 6.5.5 Planning Scheme Amendment Activity Report

**Responsible GM:** Lili Rosic  
**Author:** Luke Connell

### Recommendation(s)

That Council note the report.

### Executive Summary

The report provides an update on the status of active planning scheme amendments and planning scheme amendment requests received.

### Status of Active Amendments

The following table provides details relating to planning scheme amendments that are currently being processed.

A/No.	Proponent	Address	Purpose	Exhibition Start	Exhibition End	Status
C222	XWB Consulting	85 McNamara Road, Bunyip	Amendment C222 proposes to: <ul style="list-style-type: none"> <li>- rezone land from Farming Zone Schedule 1 (FZ1) to Low Density Residential Zone Schedule 3 (LDRZ3) (55 &amp; 85 McNamara Road),</li> <li>- apply a Development Plan Overlay Schedule 21 (DPO 21) (85 McNamara Road),</li> <li>- apply a Design and Development Overlay Schedule 1 (DDO1), and delete the Environmental Significance Overlay Schedule 1 (ESO1).</li> </ul>	Thu 08/08/2019	Fri 06/09/2019	Panel Report finalised on 29/04/2020.  Council is awaiting further information from the proponent in relation to some of the issues raised in the Panel Report.
C238	Cardinia Shire Council	Beaconsfield Precinct - Glismann Road and Old Princes Highway.	Amendment C238 proposes to: <ul style="list-style-type: none"> <li>- Rezone land to the Neighbourhood Residential Zone (NRZ2) (Clause 32.09 Schedule 2)</li> <li>- Apply a Development Plan Overlay (DPO19) to the Glismann Road Area (Clause 43.04 Schedule 19)</li> </ul>	Thu 09/07/2020	Mon 14/09/2020	A Panel Hearing was held from 04/05/2021 to 07/05/2021 and a further Panel Hearing was held on 11/10/2021 via video conference.  Council is awaiting receipt of the Panel Report.

A/No.	Proponent	Address	Purpose	Exhibition Start	Exhibition End	Status
			<ul style="list-style-type: none"> <li>- Apply Development Contributions Plan Overlay (DCPO5) to the Glismann Road Area (Clause 45.06 Schedule 5)</li> <li>- Amend Clause 72.04 to incorporate the Glismann Road Development Contributions Plan (GRDCP) into the Cardinia Planning Scheme.</li> <li>- Amend Clause 53.01 to facilitate the provision of local open space through the GRDCP.</li> </ul>			
C240	Cardinia Shire Council	Koo Wee Rup Township	Implement the objectives of the Koo Wee Rup Township Strategy by: <ul style="list-style-type: none"> <li>- applying Development Plan Overlay Schedules 23 and 24 to two undeveloped residential precincts in Koo Wee Rup.</li> <li>- applying Design and Development Overlay Schedule 8 to existing residential areas in Koo Wee Rup.</li> <li>- applying Design and Development Overlay</li> </ul>	Thu 13/02/2020	Mon 16/03/2020	An application for Ministerial Approval was finalised on 04/05/2021.

A/No.	Proponent	Address	Purpose	Exhibition Start	Exhibition End	Status
			Schedule 9 to the commercial town centre of Koo Wee Rup.			
C257	Cardinia Shire Council	53-65 Woods Street, Beaconsfield	Apply a Development Plan Overlay (DPO) for the Woodland Grove Precinct as shown in the Beaconsfield Structure Plan.			The amendment was adopted by Council on 20/09/2021.
C265	Cardinia Shire Council	Pakenham South Employment Precinct	Incorporate the Pakenham South Employment Precinct Structure Plan.	Thu 15/10/2020	Thu 26/11/2020	Adopted by Council on 19/07/2021.  An Infrastructure Contributions Plan (ICP) is currently being prepared.
C270	Cardinia Shire Council	Cardinia Shire municipality	To apply the Heritage Overlay to 9 trees confirmed as historically significant through the Significant Tree Register process.			On 20/09/2021 Council adopted to seek authorisation from the Minister for Planning to prepare Amendment C270.

**Resolution**

Moved Cr Jack Kowarzik, seconded Cr Graeme Moore.

That Council note the report.

Carried

## 7 Reports Or Minutes Of Committees

The Mayor advised that minutes had recently been received from Committees and Briefing sessions and they were available for any interested Councillors.

## 8 Reports By Delegates

Cr Owen advised of his attendance at the launch event for the Community Vision and Council Plan on 3 December.

Cr Owen advised of the Forum held as part of the International day of People with a Disability  
Cr Owen noted that Cardinia Shire residents were 95% double vaccinated against the Corona Virus.

Cr Owen advised that the Casey Cardinia Foundation have decided on 13 grants that will be going out to the community.

Cr Owen also advised that the Beaconsfield Wood St Kinder recently celebrated their 50 year anniversary.

Cr Kowarzik advised of his attendance attended the White Ribbon Event at the Cardinia Cultural Centre in company with the Mayor, Cr Radford and Cr Moore.

Cr Kowarzik advised of his visit to the Berwick-Pakenham Historical Society museum with his family and advised of visiting times.

Cr Kowarzik advised that he had attended to opening of the Puffing Billy Discovery Centre at Emerald Lake Park in company with the Mayor and Cr Moore.

Cr Kowarzik wished all councillors and residents a safe and merry Christmas and holiday period

Cr Radford advised of her attendance in company with the Mayor and Crs Cameron, Ross and Moore at the recent Citizenship Ceremonies where 200 new citizens received their citizenship.

Cr Radford advised of her attendance at the AGM's of both the Officer District Community Affairs Association and the Officer Union Church where the Committees were elected and encourage new Officer residents to be come part of these local community groups.

Cr Moore advised of his attendance at the recent Citizenship ceremonies.

Cr Moore also advised of his attendance at the Garfield Christmas Festival.

Cr Ryan advised of her attendance at the Council Plan and Vision launch event.

Cr Ryan advised of her attendance at the Pakenham RSL and the Remembrance Day activities.

Cr Ryan advised of her attendance of the event 'Leader of the Pack' ran by Hillcrest Christian College.

Cr Ryan thanked the volunteers that decorate the Pakenham Main Street and wished everyone a merry Christmas and happy new year.

Cr Cameron advised that she had attended the Koo Wee Rup candles by candlelight and passed on the appreciation from the organisers for council's funding of the event.

Cr Springfield wished all a Happy Holidays and a safe New Year.

## 9 Presentation Of Petitions

Cr Moore tabled a petition from 52 residents of Pinehill Drive requesting

- The permanent closure of Pinehill Drive at the end of Ryan Road
- The permanent closure of two driveways from the compulsory acquired properties at 38A and 44 Pinehill Drive, and



- The total redevelopment of Ryan Road to be funded by the nLXRP and State Government with the closure of Pinehill Drive.

The Mayor advised that this petition will lay on the table for consideration by the Council at its next meeting.

## 10 Notices Of Motion

Nil.

## 11 Community Questions

The Mayor advised that Council had received 1 question from Cheryl Billing Smith.

The question read:

*Lilypond Lake located off Duncan Drive was once a jewel in Pakenham's crown. However, sadly it has been neglected for decades, it has been a long and slow death of neglect. If I walk around Pakenham all I see is the neglect of parks and gardens, unless of course you live in Lakeside. What plans do council and councillors have to rejuvenate our Lilypond? Or do council plan to continue the neglect until eventually they can move the bulldozers in, clean it up and sell it off as prime real estate?*

The General Manager Governance, Facilities and Economy responded with:

*Historically, the Lilypond had a larger catchment which extended north of the highway, this catchment has been carved up and now drains directly to Pakenham creek via road drainage, resulting in the pond not receiving the flows it used to. Changes in hydrology have also come from urbanisation and the lack of recharge into groundwater which would have supported the pond, this is why the lake spend periods of the year dry.*

*While we have current scheduled programmed litter and open space maintenance around ¾ of the lake, Council does not own the land on the north eastern boundary, however we are currently in communication with the land owner to address the litter and weed concerns on their land, for a joint solution.*

## 12 Urgent Business

Nil.

## 13 Councillor Questions

Cr Davies asked the General Manager Liveable Communities the following:

*Can I please ask what opportunities are available for community groups and committees to install Christmas decorations within their townships.?*

The General Manager Liveable Communities responded with:

*Each year Council provides Community Wellbeing and Support Grants where community groups or committees can access up to \$1000 towards township Christmas decorations. , I can advise that the Koo Wee Rup Township Committee and Eastern Dandenong Ranges Association were successful in obtaining a \$1,000 grant for Christmas decorations during the 2021/22 CWSG program. The next round of grants will open in January 2022 and can be applied for online or through our Connected Communities team.*

## 14 Confidential Business

### Amendment to Minutes

Council resolved at Council Meeting 14 April 2025 to approve the recording of item 14.1 CEO Employment Matters Committee Report as an accurate record. Item CEO Employment Matters Committee Report was designated as confidential on the grounds that it relates to Local Government Act 2020, section 3(1)(f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

**15 Meeting Closure**

Meeting closed at 8:53pm.

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Minutes confirmed  
Chairman