

Ordinary Council Meeting

Minutes

Monday 19 August 2024

Commenced at 7:00 PM

Council Chambers
20 Siding Avenue, Officer
Victoria

Members:	Cr Jack Kowarzik	Mayor
	Cr Graeme Moore	Deputy Mayor
	Cr Tammy Radford	
	Cr Carol Ryan	
	Cr Stephanie Davies	
	Cr Jeff Springfield	
	Cr Collin Ross	
	Cr Carol Ryan	
Officers:	Carol Jeffs	Chief Executive Officer
	Peter Benazic	General Manager Infrastructure and Environment
	Michael Casey	Acting General Manager Liveable Communities
	Debbie Tyson	General Manager Governance, Facilities and Economy
	Wayne Mack	General Manager Customer, People and Performance
	Doug Evans	Acting Manager Governance, Safety & Property

Meeting opened at 4:45pm to consider confidential business in camera and was adjourned at 5.00pm to reconvene at 7.00pm to consider General Business

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1 Opening And Reflection

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.

Meeting opened at 4.45 PM to consider confidential business 'in camera' and was adjourned at 5.00PM to reconvene at 7.00PM.

2 Traditional Owners Acknowledgement

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

Apologies were received from Cr Radford and Cr Owen

4 Adoption And Confirmation Of Minutes

Moved Cr Graeme Moore, seconded Cr Carol Ryan

That minutes of the following meetings be confirmed:

- General Council meeting 15 July 2024
- Town Planning Committee 5 August 2024

For: Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against: Nil

Carried

5 Declaration Of Interests

Nil.

6 Community Questions

The Mayor advised that Council had received a question from Rhiannon Thomas, as Ms Thomas was not present in the gallery the Mayor advised that a response would be provided in writing

The Mayor advised that a series of questions had been received from Bill Ronald and acknowledged Mr Ronald in the gallery and referred the questions to Deb Tyson General Manager Governance Facilities and Economy to read and answer.

Questions from Bill Ronald

THERE APPEARS TO BE SOME CONFUSION AS TO THE OWNERSHIP OF STREET LIGHTS IN THE SHIRE OF CARDINIA, THAT NEEDS TO BE RESOLVED, THAT BEING SPECIFICALLY THE NON-STANDARD - DECORATIVE LIGHT POLES, SUCH AS THE OVER 400 LIGHT POLES COVERING THE ENTIRE HERITAGE SPRINGS ESTATE.

ON NUMEROUS OCCASIONS THE SHIRE OF CARDINIA GENERAL MANAGERS HAVE CLAIMED THAT DECORATIVE LIGHT POLES IN THE SHIRE, AND SPECIFICALLY ALL THE DECORATIVE LIGHT POLES IN THE HERITAGE SPRINGS ESTATE ARE OWNED BY AUSNET.

AUSNET ADVISES IT IS RESPONSIBLE FOR ALL STREETLIGHTS IN THEIR ELECTRICITY DISTRIBUTION NETWORK.

HOWEVER WITH REGARDS TO DECORATIVE STREETLIGHTS, AUSNET OWNS THE WIRING AND THE FUSE INSIDE THE POLES AND IS RESPONSIBLE FOR REPAIRING FAULTY DECORATIVE STREETLIGHTS, AND WORK CLOSELY WITH CARDINIA SHIRE COUNCIL WHO PROVIDE REPLACEMENTS WHEN REQUIRED.

Mr Ronald has provided a large preamble regarding the lights at Heritage Springs, his questions are as follow

1. CAN COUNCIL PLEASE CONFIRM THAT CARDINIA SHIRE COUNCIL IS THE OWNER OF ALL NON-STANDARD/ DECORATIVE STREETLIGHTS INSTALLED IN THE SHIRE, CONFIRMING THE ORIGINAL OWNERSHIP OF THE LIGHTS BY THE ESTATE DEVELOPERS IS TRANSFERRED DIRECTLY TO CARDINIA SHIRE COUNCIL

Answer by Deb Tyson General Manager Governance facilities & Economy

Decorative street lighting, such as those found in Heritage Springs, falls under the ownership of AusNet Services

2. CAN COUNCIL CONFIRM, THAT THE REASON CARDINIA SHIRE ENGAGED THE CONTRACTOR OMEXOM AUSTRALIA- CONTRACT SL3911-2022, TO REMOVE THE DECORATIVE LIGHT FITTINGS IN HERITAGE SPRINGS ESTATE AND REPLACE THEM WITH INFERIOR ONES WAS DUE TO THE LIGHTS BEING OWNED BY CARDINIA SHIRE COUNCIL AND NOT AUSNET

Answer by Deb Tyson General Manager Governance facilities & Economy

Council cannot confirm this. The lights are owned by AusNet services.

3. CAN COUNCIL CONFIRM THE REASON FOR MAINTAINING A SPECIFIC DECORATIVE STREETLIGHT POLE FEE RESERVE FUND, AND CHARGING DEVELOPERS THREE THOUSAND DOLLARS PER NON-STANDARD/ DECORATIVE LIGHT POLE, TO PROVIDE FOR FUTURE COSTS OF REPLACING DECORATIVE POLES, IS BECAUSE CARDINIA SHIRE COUNCIL OWNS ALL THE NON- STANDARD/ DECORATIVE LIGHT POLES

Answer by Deb Tyson General Manager Governance facilities & Economy

Council cannot confirm this. The reason this fee is charged is because Council is responsible for providing non-standard replacement products to maintain the lights that AusNet own.

4. GIVEN IT HAS BEEN ESTABLISHED BEYOND DOUBT, THAT CARDINIA SHIRE COUNCIL WAS THE OWNER OF THE OVER 400 NON- STANDARD/ DECORATIVE STREETLIGHTS WITHIN THE HERITAGE SPRINGS RESIDENTIAL ESTATE PRE 2012, CAN COUNCIL ADVISE IF THIS OWNERSHIP CHANGED AND IF SO HOW AND WHEN DID OWNERSHIP CHANGE, AND WHY DID THE OWNERSHIP CHANGE

Answer by Deb Tyson General Manager Governance facilities & Economy

The lights were established as non-metered lighting, part of the electricity network that is owned by AusNet services

The Mayor advised that a series of questions had been received from Leigh Bourke who was present in the gallery and referred the questions to Deb Tyson General Manager Governance Facilities and Economy to read and answer.

Questions from Leigh Bourke

1. Was Cardinia Shire Officers and Councillors aware that Maroondah Shire Council endorsed a Policy in September 2019 stating that alternative solutions would be explored for the retention of decorative lights, after receiving community feedback that residents wished to keep their decorative lights?

Answer by Deb Tyson General Manager Governance Facilities & Economy

Cardinia Shire Council Officers are aware of the City of Maroondah's Public Lighting Policy and Position Statement.

2. As Maroondah City Council was able to advocate to AusNet Services in 2019, to make a broader range of technologies and products available for use, including a broader range of approved non-standard decorative LED's, why didn't Cardinia Shire Council benefit from this information?

Answer by Deb Tyson General Manager Governance Facilities & Economy

Cardinia Shire Council is working from the same AusNet approved street lighting products list as the City of Maroondah. The stated advocacy did not lead to any additional post-top LED lights being approved

3. Will Cardinia Council change its community engagement policy, enabling the community to influence outcomes regardless of Council Officer's assumptions that there are no genuine opportunities to influence the outcome?

Answer by Deb Tyson General Manager Governance Facilities & Economy

The current Community Engagement Policy was adopted in February 2021 in line with the requirements under the Local Government Act and allows an inform only approach. A review of the policy is a matter for the new Council.

4. Can Council confirm that when contract RFT 22-015 was selected the only LED street light product compatible with the AusNet was the Sylvania Kensington, and that AusNet are

recommending this single light to all the Victorian Councils where AusNet services are the authority responsible for the unmetered network?

Answer by Deb Tyson General Manager Governance Facilities & Economy

The only current AusNet approved LED decorative post-top fitting is the Sylvania Kensington. It is as close a match as possible to existing post top fittings in an AusNet approved LED fitting.

5. Why does Council think it is a suitable result for the Heritage Springs Estate to have destroyed its unique lights to be replaced with a common variety of lights that are in all the AusNet controlled areas of Victoria?

Answer by Deb Tyson General Manager Governance Facilities & Economy

The Sylvania Kensington is the only AusNet approved LED fitting in this post-top style.

The Mayor advised that a series of questions had been received from Trevor James who was present in the gallery and referred the questions to Deb Tyson General Manager Governance Facilities and Economy to read and answer.

Questions from Trevor James

1. Can Cardinia Shire Council confirm that the 36 non-standard Street lights (decorative light poles) on the Centenary Boulevard in Kaduna Park residential estate, are owned by the Cardinia Shire Council?

Answer by Deb Tyson General Manager Governance Facilities & Economy
The lights are owned by AusNet

2. How much money has been paid to Cardinia Shire Council by Parklea, for the decorative light pole fee, which the developer is advised is to be maintained in a reserve fund and used to offset future costs of replacing decorative poles?

Answer by Deb Tyson General Manager Governance Facilities & Economy
Council will need to investigate the amount; a response will be provided in writing at a later date.

3. How much money is currently residing in the Cardinia Shires decorative light pole reserve fund?

Answer by Deb Tyson General Manager Governance Facilities & Economy
Decorative Light Poles Reserve Balance is \$591,662

4. Over the last decade how many decorative light poles in the entire Cardinia Shire have been replaced by Council, and funded by the decorative light pole reserve fund?

Answer by Deb Tyson General Manager Governance Facilities & Economy
Council will need to investigate this; a response will be provided in writing at a later stage

The Mayor advised that Council had received a question from Allison Haddock, as Ms Haddock was not present in the gallery the Mayor advised that a response would be provided in writing

The Mayor advised that Council had received a question from Kathy Heeremans, as Ms Heeremans was not present in the gallery the Mayor advised that a response would be provided in writing

7 Ordinary Business

7.1 Town Planning Reports

7.2 General Reports

7.2.1 Plan Victoria - Council Submission

Responsible GM: Michael Casey
Author: Marcelle Bell

Recommendation(s)

That Council endorse the enclosed submission in Attachment 1 in response to Plan Victoria's consultation and forward the submission to the Department of Transport and Planning for consideration.

Attachments

1. 09. Plan Victoria Final Submission version 2 6.8.208 [7.2.1.1 - 17 pages]

Executive Summary

The Department of Transport and Planning (DTP) are preparing to replace Plan Melbourne (2017-2050) with a new planning strategy called Plan Victoria to guide future population growth, employment, community development and sustainability. In late 2023 the Department of Transport and Planning commenced community and industry consultation seeking ideas on five pillars to help address important issues to develop a new plan for Victoria and to set into action what the state will look like over the coming decades. The five pillars are:

1. Self-determination and caring for country
2. Affordable Housing and Choice
3. Equity and Jobs
4. Sustainable Environments and Climate Action and
5. Thriving and Livable Suburbs and Towns

Formal written submissions on the five pillars are to be submitted by 30 August 2024, on the understanding in late 2024 the Department of Transport and Planning would report back to local government, prior to Plan Victoria becoming live in late 2024.

During public consultation the State Government released the Draft Housing Targets advising the draft housing and future population each Council could be expected to deliver by 2050. Cardinia Shire Council has a draft Housing Target of 36,000 houses by the year 2050. At some stage we will need to review the capacity of existing strategic policies, services and infrastructure to determine if the proposed population growth can be accommodated.

It is recommended that the enclosed submission in Attachment 1 is endorsed by the Council and

forwarded to the Department of Transport and Planning for consideration.

Background

In November 2023 the Department of Transport and Planning commenced industry and local government consultation. Cardinia Shire Council's Mayor and Chief Executive Officer were invited to a webinar and a roundtable. The purpose of the consultation was to:

- Acknowledge the central role of the stakeholders in driving action for Victoria to become more liveable, affordable and sustainable.
- Launch the engagement program for the new plan for Victoria.
- Outline the role of a state-wide plan – guiding us to where we want to be in 30 years.
- Seek out partnership and participation in developing the plan and
- Hear early feedback on some preliminary ideas.

In May 2024 the Department of Transport and Planning met with our Executives to:

- Provide an update on the new plan for Victoria work program as shown in Figure 1.
- Report on emerging engagement findings.
- Outline the next steps for engaging with our council and
- Discuss our current approach to planning for housing, planning controls and the Social & Affordable Housing Strategy implementation.

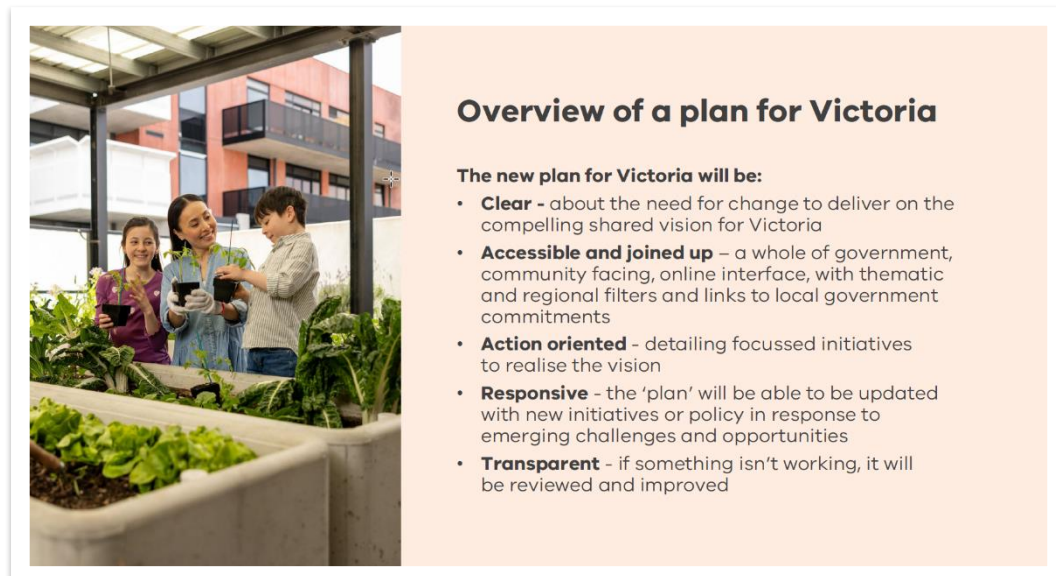


Figure 1 – Work program for Plan for Victoria

On the 17 June 2024 the Department of Transport and Planning (released via Engage Victoria) Draft Housing Targets for each of Victoria's 79 Councils, to guide Councils on where future homes should be built across Victoria. A new target of 2.24 million homes by the year 2050 has been established. The draft housing targets are designed to create more housing choice where there is existing and planned public transport, jobs and services in Melbourne and regional cities. In regional Victoria, the targets provide for growth based on existing trends and prioritise regional cities that are best positioned to accommodate more people. Once finalised, the targets will form part of Plan Victoria.

On the 19 June 2024 Council staff were briefed by the Department of Transport on the Draft Housing Targets and were advised:

- The draft housing targets represent an initial distribution of the Housing Statement aspirations across local councils (The *Housing Statement – the decade ahead 2024-2034 September 2023*).

- Cardinia Shire has been designated a Draft Housing Target of 36,000 houses, which means we need to find capacity to provide an additional 36,000 houses or an estimated additional population of 100,800 people by the year 2050.
- The Draft Housing Targets are being validated through a modelling process that will provide a sense of how growth can be distributed within a municipality based on its attributes. The modelling will be used to determine if current and future strategic planning will provide sufficient planned housing capacity.
- Submissions to the Draft Housing Targets opened on 1 July until 30 August 2024.
- The final housing targets will be released in Plan for Victoria.
- The final housing targets will drive local place-based planning and potential changes to legislation, the Victorian Planning Provisions, Ministerial Directions and Housing Strategies (Local provisions).
- The State Government will continue to monitor the housing target during implementation.

On the 12 July 2024 Council staff were invited to attend a Plan for Victoria Housing Target webinar for local government, which provided an overview of the model methodology and assumptions that determined the Draft Housing Targets for each Council. During the briefing Council staff were also advised that moving forward the Department of Transport and Planning will:

- Create a framework for partnership.
- Agree on how the results are interpreted and
- Identify skill gaps and support and enable planning to be informed by the best available information.

After 12 July 2024 the Department of Transport and Planning released an email to the public advising feedback has helped to identify eight *Big Ideas* to Plan Victoria and they now request for feedback on the best way to deliver these ideas, being:

- More homes in locations with great public transport access.
- More housing options for all Victorians including social and affordable homes.
- More jobs and opportunities closer to where you live.
- More options for how we move from place to place.
- More certainty and guidance on how places will change over time.
- More trees and urban greening in our parks and community spaces.
- More protections from flooding, bushfire and climate hazard and
- Greater protection of our agricultural land.

Based on the five pillars, the draft Housing Targets, and the big ideas, Council staff and Councillors have suggested a variety of recommendations/actions to be considered for the development of Plan Victoria, as outlined in Attachment 1.

Policy Implications

Plan Victoria will be the key strategy plan to guide current and future growth of Victoria and it is assumed it has been prepared with guidance from existing Commonwealth, State, and Local Planning policies.

Key policy documents the Department of Transport and Planning may have utilised for guidance include:

- Commonwealth Policy and Legislation:
 - *Environmental Protection and Biodiversity Conservation (EPBC) Act 1999*
- State Policy and Legislation
 - *Planning and Environment Act (1987)*
 - *Fauna and Flora Guarantee Act (1988)*
 - Victoria Planning Provisions
 - Plan Melbourne Addendum (2019)

- The six draft land use framework plans for Melbourne Metropolitan regions (2017-)
- South East Growth Corridor Plan (August 2012)
- VPA - Precinct Structure Planning Guidelines – New Communities in Victoria Oct 2021
- *Transport Integration Act (2010)* and
- Biodiversity Assessment Guidelines for the Permitted Clearing of Native Vegetation (2013)

Relevance to Council Plan

The Council Plan seeks to balance the needs of development (economy), the community and the environment. This balance has been a key consideration when reviewing the five pillars, the draft housing target and the big ideas. Councils' submission responds to the following principles of Councils 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.

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

3.1.2 Actively move towards zero waste through increasing waste recovery and reuse.

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

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

Climate Emergency Consideration

The Council submission to Plan Victoria considers policy and actions that provide for both climate change mitigation and adaptation, in response to the key pillar entitled Sustainable Environments and Climate Action.

Consultation/Communication

The Department of Transport and Planning placed Plan Victoria on formal public exhibition from December 2023 until 30 August 2024 seeking ideas on five pillars, the draft housing targets and big ideas to help address important issues to develop a new plan for Victoria and to set into action what the state will look like over the coming decades.

The exhibition program has included:

- All information on Plan Victoria is available on the Engage Victoria website. The website provides different avenues to provide online feedback.
- Pop-ups across the State.
- CALD ambassadors' workshops.
- Youth ambassadors' workshops.
- Conversation kits.
- Grassroots community group workshops.
- Roundtables and webinars with Councils.
- Roundtables and webinars with industry.

Financial and Resource Implications

There are no financial or resource implications to complete the enclosed submission in Attachment 1

Conclusion

Accordingly, it is requested Council endorse the enclosed submission in Attachment 1 in response to Plan Victoria's consultation and forward the submission to the Department of Transport and Planning for consideration.

Resolution

Moved Cr Stephanie Davies, seconded Cr Collin Ross.

That Council endorse the enclosed submission in Attachment 1 in response to Plan Victoria's consultation and forward the submission to the Department of Transport and Planning for consideration.

For: Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against: Nil

Carried

7.2.2 Youth Hub

Responsible GM: Debbie Tyson
Author: Annmarie Saffin and Stephen Thorpe (Nova Ratio)

Recommendation(s)

That Council endorse proceeding with 41 James St, Pakenham as the location for the construction of a new Cardinia Youth Hub.

Attachments

Nil

Executive Summary

The Youth Hub project working group (PWG) has concluded a comprehensive evaluation of alternative options following a pause in construction due to structural concerns identified in 2023.

The initial assessment process was undertaken on twelve options across the Shire. A rigorous evaluation process narrowed the options to five that were considered viable for further analysis. At the June 17th, 2024, Council meeting five options were endorsed for further assessment to determine the best course of action.

Following this second stage assessment the recommended option is to construct the Youth Hub at the original 41 James Street, Pakenham location.

Officers have reaffirmed Councils approval of James St Pakenham as the right location for a new Cardinia Youth Hub. It completes a thorough governance process in testing the rationales and applying a critical assessment to ensure this remained the right location and an essential project.

This preferred option is based on several key factors:

1. **Alignment with service objectives:** The James Street location best aligns with the service delivery goals of the Shire and its partners.
2. **Cost and risk management:** Costs associated with this option are more accurately able to be estimated and loss and damages are easier to quantify for potential recovery.
3. **Timeline adherence:** Construction at James Street can be completed within the established timelines outlined in grant agreements.

The challenges with the building under construction have been identified and were beyond Council control. A process is underway to explore the recovery of loss and damages and options have been comprehensively assessed to build a Youth Hub. Mitigation of political, financial, and reputational impacts relies on keeping these processes moving and delivering the facility as soon as possible. The caretaker period for the forthcoming municipal elections sets a deadline for a decision on how the Council intends to proceed if the deadlines in the existing grant agreements are to be met.

Building the Youth Hub in James Street means that it can be provided in the least time and with greater certainty than other options. It also reaffirms the previous Council decision to select this location.

The key risk is that if the building is not completed by October 2027, further extension of time will be required for intergovernmental grants. The control is to commit to an option that enables completion of building construction and commissioning by October 2027.

Council's intentions for youth services are clear in the service model, and this is reflected in the commitment to working with partners in designing and building the Youth Hub in James Street. Nothing has happened since 2019 to change that commitment and the forecast growth in population and young people in Cardinia reinforces the need for a Youth Hub to be provided as soon as possible to support service provision and expansion.

Background

The Youth Hub project was initiated in 2019 and aimed to relocate and expand youth services through investment from the Victorian Government's Growing Suburbs Fund, the Australian Government's Department of Health and Ageing, and Council. By partnering with multiple agencies, the project sought to provide place-based holistic support to young people in Cardinia from central Pakenham.

Construction began in 2022 and halted in 2023 when the builder went into liquidation. This necessitated a project pause and provided an opportunity to comprehensively assess the project to fully inform the next steps. It also enabled emerging concerns about the building's structural engineering to be examined.

A broad review was undertaken to identify and assess all options in planning the next steps with this project. An internal project working group (PWG) was engaged to support the decision-making throughout the assessment process.

Since the project commenced in 2019, Cardinia and the Pakenham precinct have undergone significant development and investment. However, the core community needs remain unchanged: a growing population with high rates of socio-economic complexity requires expanded, accessible youth services. Recognising this ongoing need, a comprehensive review ensured good governance by rigorously evaluating all critical factors before seeking endorsement for the project's next phase.

An assessment framework was developed and endorsed through the PWG to critically analyse several options.

The following aspects were considered priority factors.

- Sites that are available now and owned by the Shire or another public authority.
- Funding partner advice on alignment with the grant's intent
- Legal advice on recovery of loss and damages.
- Service partner advice on current and future needs.
- Cost and time implications.
- Strategic planning decisions since 2019 in the Officer and Pakenham town centers.

The PWG considered three scenarios which resulted in twelve options, including maintaining current facilities, remediating, or rebuilding at the current site, or constructing a new facility elsewhere. Each option was assessed using a 2-stage process. Stage 1 assessment used primary criteria, which are critical factors that directly impact the option's viability. These criteria are essential for determining if an option achieves the project's core objectives. A failure to meet any of these primary criteria meant the option was not viable.

Twelve options were originally considered. Afterwards, the application of the criteria and extensive evaluation process was completed and left five viable options requiring further assessment.

At the 17 June 2024 Council meeting, the five options considered to be viable were approved to be further assessed to prioritise options for a decision on how best to proceed.

The five viable options were:

1. Build the Youth Hub in James St as planned.
2. Expand/redevelop My Place.

3. Build a new facility at PB Ronald or redevelop an existing building.
4. Build a new facility at The Point or redevelop an existing building.
5. Explore opportunities within the vicinity of the Pakenham Major Activity Centre.

The summary of the final assessment of each of these options is shown below in Table 1.

Table 1: Stage 2 assessment of all viable options approved by the Council.

Key: Green = Meets Criteria, Amber = Partially Meets Criteria, Red= Does not meet criteria					
Assessment criteria	Option 1 James St	Option 2 Redevelop My Place	Option 3 PB Ronald	Option 4 The Point	Option 5 Central Pakenham
Primary Criteria					
Achieves community outcomes for youth services (equitable, accessible and responsive)	Green	Green	Green	Amber	Green
Meets youth service partner requirements for location, spaces and functionality	Green	Amber	Green	Amber	Green
Time to deliver facility	Green	Amber	Amber	Amber	Red
Cost to build facility	Amber	Red	Amber	Red	Amber
Secondary Criteria					
Grant funding implications	Green	Amber	Amber	Amber	Amber
Legal implications for entitlement to loss recovery	Green	Green	Amber	Green	Amber
Design or planning approvals required	Green	Red	Red	Red	Red
Building and construction	Green	Red	Red	Red	Amber
Political and reputational impacts	Green	Amber	Red	Amber	Red
Fit with major plans	Amber	Amber	Red	Red	Amber
Summary/conclusion	Green	Amber	Red	Amber	Red

Following analysis of the five options the recommendation is to build the Cardinia Youth Hub in James Street as originally planned.

The reasons for this recommendation are summarised as follows;

1. It will fully achieve all community outcomes sought by the Council.
2. It comprehensively meets service partner requirements.
3. Grants will be retained because timelines can be met, and the intention of grant funding will be achieved.
4. The costs are most accurately able to be estimated and loss and damages are most easily quantified for potential recovery efforts.
5. Community and Service partner engagement has been comprehensive, commitment is assured.
6. A standalone facility will require the least time and have the least risk to build.
7. Achieves all commitments made by Council, State and Federal governments.

8. It does not conflict with any further recent plans for Pakenham

Policy Implications

There are no policy implications as part of this report.

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

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

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

There are no climate emergency consideration as part of this report.

Consultation/Communication

A comprehensive engagement and communication plan has been developed and implemented throughout the life of this project. Recent updates have been provided in Councillor Briefings and outlined stakeholder support for Council having been left impacted by actions of others.

Both funding bodies are seeking the intent of the provided grants to be met with an operational Youth Hub in central Pakenham by late 2027. Funding is assured if this commitment can be achieved.

An internal project working group (PWG) was engaged to support the decision-making throughout the assessment process. Representation within this group include an SLT sponsor, Buildings and Facilities, Property, Risk & Governance, Major Projects, Communications and Community & Family Services. SLT are the project control group within the governance structure.

Following endorsement of a decision by Council engagement of all stakeholders remains a high priority to work through the next steps.

Risk Assessment

Deferred Decision

A decision from Council confirming 41 James Street as the preferred site for the Youth Hub is required before the caretaker period and the election to ensure that grant funding timelines can be met. The consequences of not meeting the timelines are that Ministerial approval will be required for an

extension of time which will take up to 12 months. with some uncertainty if it would be supported. It also further delays the much-needed services being available for residents to access. Further delays may result in services choosing not to co-locate or relocating out of the shire.

The control is to commit to an option that enables completion of building construction and commissioning by October 2027.

Building

Delegation was provided to the CEO at the May 2024 Council meeting to demolish the partially constructed Youth Hub should this be required. This provision has not been required to be used. Whilst several defects have been identified, no immediate safety concerns have been determined.

Financial and Resource Implications

The cost to build the Youth Hub currently under construction in James Street has been revised from \$6.85 million to \$10.92 million in advice provided to the Council in February 2024. The cost increases mainly relate to a competitive pre-Covid tender having been accepted, and the subsequent impact of Covid disruption and inflation on construction costs. The net cost to the Shire is now approximately \$6.16 million.

In parallel with the construction of a Youth Hub, legal action is being explored to recover loss and damages associated with the Youth Hub currently under construction in James Street.

The relevant cost for comparison of options is the net cost budgeted by the Shire, and this has been used for comparison of costs for all options being assessed.

The grant funding for the Youth Hub is \$3m from the Victorian Government Growing Suburbs Fund and \$1.5m from the Commonwealth Department of Health and Ageing. This funding is critical to reduce the Shire's financial contribution, and it reflects the value placed on co-location of State and Commonwealth funded services in the new Youth Hub.

The costs have been estimated, however the greater expenditure will be the construction phase, this actual amount will be presented for endorsement by Council in 2025 when they will be recommended to award the construction contract for the building.

Conclusion

Following a comprehensive evaluation of alternative options for the Youth Hub project, endorsement is sought to proceed with construction at the original James Street, Pakenham location. This decision aligns with service objectives, minimises cost and risk, and adheres to project timelines.

This rigorous assessment process reaffirms Council's original decision and endorsement.

While challenges have been encountered, the proposed course of action mitigates political, financial, and reputational impacts. Timely approval is crucial to avoid potential grant loss and ensure the Youth Hub is delivered as planned to meet the growing needs of Cardinia's youth population.

Resolution

Moved Cr Carol Ryan, seconded Cr Kaye Cameron.

That Council endorse proceeding with 41 James St, Pakenham as the location for the construction of a new Cardinia Youth Hub.

For:Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

7.2.3 Alternate Councillor Member for August Audit & Risk Committee Meeting

Responsible GM: Debbie Tyson
Author: Doug Evans

Recommendation(s)

That Council appoint Cr Kaye Cameron to be an alternate member of the Audit & Risk Committee for the August Committee Meeting due to the unavailability of the Mayor to attend this meeting.

Attachments

Nil

Executive Summary

To appoint an alternate Councillor member to the Audit & Risk Committee meeting to be held on 23 August due to the Mayor, Cr Jack Kowarzik, being not able to attend the meeting.

Background

Due to a prior engagement the Mayor, Cr Jack Kowarzik, is not able to attend the Audit & Risk Committee Meeting being held on Friday 23 August. To ensure that the Committee has a quorum for this meeting it is recommended to appoint an alternate Councillor member to attend this meeting.

This is in accordance with Clause 3.7 of the Audit and Risk Committee Charter which reads:

3.7 Should an appointed Councillor member not be able to attend a Committee meeting, Council can appoint an alternate member to act in such circumstances, either on a meeting by meeting basis or for the entire year

Policy Implications

This recommended appointment is in keeping with the Audit & Risk Committee Charter.

Relevance to Council Plan

5.1 We practise responsible leadership

5.1.5 Champion the collective values of the community through the Councillors' governance of the shire.

Climate Emergency Consideration

There are no climate emergency considerations as part of this report,

Consultation/Communication

No community consultation has been undertaken regarding this proposed appointment.

Financial and Resource Implications

There are no financial or resources implications associated with this appointment.

Conclusion

To ensure that there is a quorum present for the Audit & Risk Committee Meeting being held on 23 August it is recommended to appoint Cr Kaye Cameron as an alternate Councillor member for this meeting.

Resolution

Moved Cr Graeme Moore, seconded Cr Jeff Springfield.

That Council appoint Cr Kaye Cameron to be an alternate member of the Audit & Risk Committee for the August Committee Meeting due to the unavailability of the Mayor to attend this meeting.

For:Cr Carol Ryan, Cr Collin Ross, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

7.2.4 Appointment of Community Asset Committees for Recreation Reserves

Responsible GM: Michael Casey
Author: Cameron Miller

Recommendation(s)

That Council:

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

Officer Recreation Reserve

President	Geoff Porter
Vice President	Fay McCoubrie
Secretary	Gareth Sheean
Treasurer	Gary McCoubrie
Committee Member	Amy Jones
Committee Member	John Tivendale
Committee Member	Ben Tivendale

Sutherland Park Recreation Reserve

President	Glenn Burridge
Secretary	Matt Hutchinson
Treasurer	Sandra Butler
Committee Member	Carol Gibson
Committee Member	Sue Simmons

Yarrabubba Horse Riding Reserve

President	Helen Sutton
Secretary	Bec Wicks
Treasurer	Bjorn Vodanovich
Committee Member	Colin Wert
Committee Member	Kerry Harley
Committee Member	Kate Holmes

Lang Lang Community Recreation Reserve

Committee Member	Krystle Miller
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5. Thanks Committee Asset Committee Members for their valuable contribution to the management of community recreation reserves.

Attachments

Nil

Executive Summary

This report advises Council of the memberships elected for three Community Asset Committees and seeks formal Council appointment of these members. Community Asset Committee members make a significant contribution to community liveability and wellbeing through the management of fifteen recreation reserves.

Background

There are fifteen (15) recreation reserves within Cardinia Shire managed by Community Asset Committees:

- 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,

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

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

- Officer Recreation Reserve
- Sutherland Park Recreation Reserve
- Yarrabubba Horse Riding Reserve

This report also recommends Council appoints a new member for the following reserve committee following the committee electing another member to fill a vacant position at a general meeting:

- Lang Lang Community Recreation Reserve.

The committee elected Krystle Miller to fill the vacant committee member position of cricket club representative at the 17 June 2024 general meeting.

Cardinia Shire Council has a huge network of volunteers who selflessly give 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 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 allocations, workshops to up skill volunteers and access to leadership courses. To further support committees with their work, Council has launched a Community Asset Committee portal, as a place for committee members to access important resources, information, and dates.

Council employs a full-time Liaison Officer to support the Recreation Community Asset Committees including providing training for volunteers and assisting committees in compliance with risk requirements.

Policy Implications

The appointments to these four reserve committees are consistent with both Council policy and requirements for Community Asset Committees.

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 recreation facilities. This enables the community to participate in sport and recreation activities that provide health and social benefits to the broader community. This report presents the committee members for three recreation reserve Community Asset Committees for Council to consider their appointment.

Resolution

Moved Cr Stephanie Davies, seconded Cr Collin Ross.

That Council:

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

Officer Recreation Reserve

President	Geoff Porter
Vice President	Fay McCoubrie
Secretary	Gareth Sheean
Treasurer	Gary McCoubrie
Committee Member	Amy Jones
Committee Member	John Tivendale
Committee Member	Ben Tivendale

Sutherland Park Recreation Reserve

President	Glenn Burrridge
Secretary	Matt Hutchinson
Treasurer	Sandra Butler
Committee Member	Carol Gibson
Committee Member	Sue Simmons

Yarrabubba Horse Riding Reserve

President	Helen Sutton
Secretary	Bec Wicks
Treasurer	Bjorn Vodanovich

Committee Member	Colin Wert
Committee Member	Kerry Harley
Committee Member	Kate Holmes

<u>Lang Lang Community Recreation Reserve</u>	
Committee Member	Krystle Miller

2. Thanks Committee Asset Committee Members for their valuable contribution to the management of community recreation reserves.

For:Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

7.2.5 Official naming of Officer District Park

Responsible GM: Michael Casey
Author: Belinda Powell

Recommendation(s)

That Council

- Note the outcome of the community engagement undertaken in relation to determining the ultimate name for Officer District Park.
- Formally resolve to rename from the interim name of Officer District Park to Torongo Park.
- Submit the preferred name to Geographic Names Victoria for registration.

Attachments

Nil

Executive Summary

Officer District Park was always intended to be a working title to support the design phase of this project. Geographic Names Victoria and Council's Place Naming Policy strongly encourage the use of indigenous language when considering naming of local roads, features and localities. Accordingly, it was deemed appropriate to pursue a process to identify an indigenous name for this facility.

In collaboration with the Bunurong Land Council Aboriginal Corporation, 6 potential names were shortlisted for consideration and submitted to be voted on by the broader community. At the end of the associated community engagement period, it was apparent that the preferred name for Officer District Park is "Torongo" Park. Torongo means heart in Bunurong language.

Council is being asked to endorse the name "Torongo Park" as the name by which this reserve shall be known by hereafter.

Background

The subject site is currently referred to as "Officer District Park". This was always intended to be a working title to support the design phase of this project, not the ultimate name for the park.

The Cardinia Road Precinct Structure Plan (CRPSP) 2008 identified the subject site as land to be used for a district open space. Whilst the subject area of open space is titled "District Park" in the CRPSP, its role is more akin to present day regional parks. The role of a district park is defined in the PSP as "To serve the regional recreation needs of the community, serving a catchment area of 15,000 to 25,000 people".

A masterplan for Officer District Park was prepared between 2016 and 2018 and adopted by Council in December 2018. The detailed design process was then undertaken between 2020 and 2023 with a contract for the construction of Stage 1 being awarded in October 2023. The construction of stage 1 is expected to be completed in the next few months and the park open to the public later this year. It is intended to open the park under the new name and have all signage and associated publications leading up to the opening reflect this name.

There has been a thorough process undertaken to determine the preferred name. Geographic Names Victoria and Council's Place Naming Policy strongly encourage the use of indigenous language when considering naming of local roads, features and localities. The decision to use an indigenous name was also influenced by the findings of the Cultural Heritage Management Plan prepared for the site and the geographic significance of the hilltop location. The park site slopes

steeply to the north, south and west with a clear “look-out” point in the centre. This ridgeline extends east along Skyline Drive. This ridgeline is the last high point before the land levels out towards Western Port. For this reason, it would have been a significant lookout point for the Traditional Owners.

Following engagement and consultation with Koorie children from across the Shire at the Cardinia Koori kids celebration day in September 2022, direct engagement with the Bunurong Land Council Aboriginal Corporation (BLCAC) and the broader community, the preferred name and name which Council is being requested to endorse, is Torongo Park. Torongo means heart in Bunurong Language.

The process and outcome of the community engagement undertaken to determine the preferred name is outlined in the Consultation/Communication section of this report.

Policy Implications

The process Council has followed for determining the preferred name for this park conforms to the Naming Rules for Places in Victoria 2022 and is supported by Geographic Names Victoria. The names suggested, conform to principle C of the naming rules; Linking to place.

Relevance to Council Plan

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

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

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

4.1 We support our productive land and employment land to grow local 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.

Climate Emergency Consideration

N/A

Consultation/Communication

As a culturally significant site, it was deemed appropriate and desirable for the ultimate name to incorporate Bunurong Language. As a first step in the process of developing a list of potential names for the park, the Parks Planning Team took up the opportunity to attend the Cardinia Koori kids celebration day in September 2022 to engage with more than 200 Koorie students from 21 different local schools from across Cardinia Shire. As part of this day, students were invited to learn more about the cultural significance and history of the proposed Officer District Park site and what the plans were for its future.

The students were given a list of relevant words in Bunurong Language, along with the English translation which they could use for inspiration or suggest their own. These were then grouped to create a shortlist.

Council officers then contacted Bunurong Land Council Aboriginal Corporation (BLCAC) to seek their feedback on the suitability of the shortlisted names, confirm the language and meanings were correct, and to seek their endorsement of the use of the language for this purpose. As well as endorsing the list of names, BLCAC also confirmed that they were happy for the word “Park” or “Reserve” to be added onto the end of the language provided.

In-principle support was then sought from Geographic Names Victoria (GNV) to ensure all names being considered would be appropriate prior to inviting the broader community to vote for their preferred name. The names which were considered were:

Name	Translation
Kar Din Yarr	Look to the rising sun
Ngerwin	The Sun/sunshine/sunny
Djeembana	A place to meet
Karrbul Mile	High Hill
Karrbul Biik	High land (vantage point)
Torongo	Heart

A 4 week community engagement process was undertaken from 13th May – 10th June 2024 where the broader community was given an update on the progress of the project and asked to vote for their preferred name.

Community members were notified of the opportunity to vote via Council’s Creating Cardinia webpage, mail out (to owners and occupiers within the immediate surrounds of the park, which equated to 956 letters), social media posts, media releases, through the newsletters of the local schools, and through letters to local community groups.

Council officers also attended the National Reconciliation Week flag raising ceremony on 27th May, where community members could ask questions and vote in person for their preferred name. The name which received the most votes at this event was Torongo (37 of the 88 votes cast).

At the end of the engagement period there had been 3,864 views of the associated webpage and 667 online votes cast. Torongo received 251 online votes and again was the clear preference, as shown in Table 1 below.

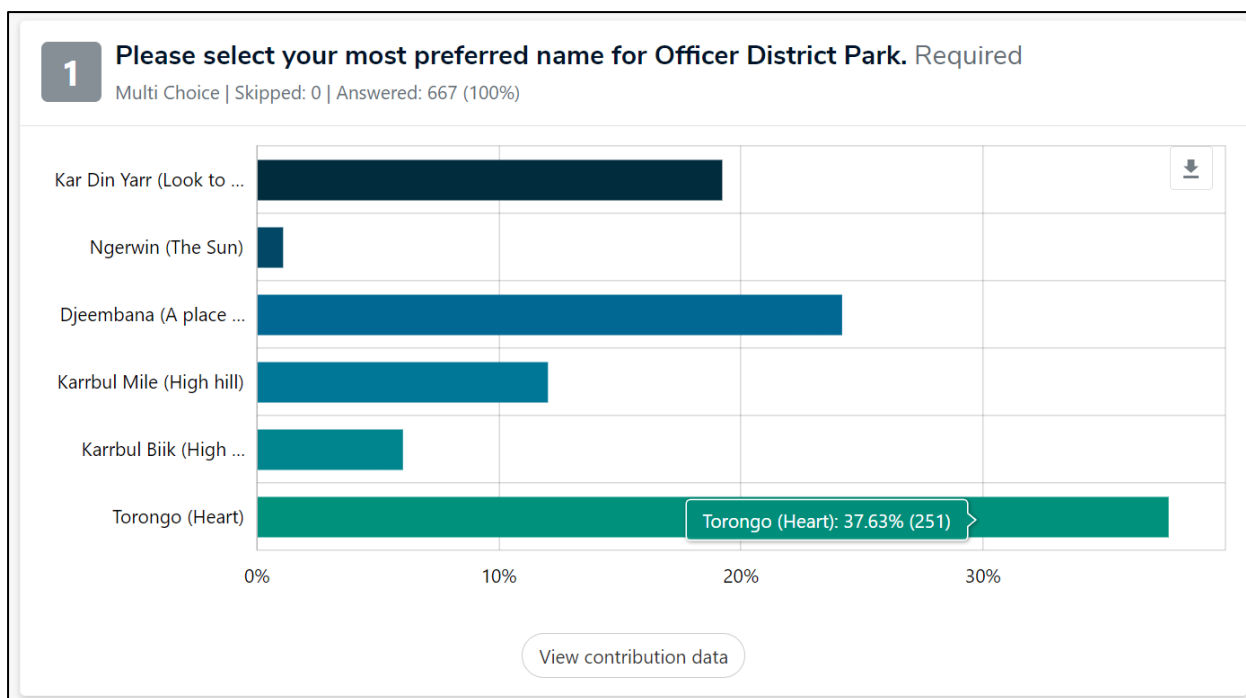


Table 1: Summary of online votes cast

Following Council endorsement of the preferred name, the name will be submitted to Geographic Names Victoria for formal registration and the community notified of the outcome. Pending Council endorsement, the park will hereafter be referred to and promoted as Torongo Park.

Financial and Resource Implications

All preparation and planning activities have been undertaken using existing internal resources at no additional cost to Council.

Conclusion

Following a thorough community and stakeholder engagement process the preferred name for Officer District Park has been determined to be Torongo Park. Subject to Council endorsement and registration with GNV, this name will be shared with the community and the site referred to as Torongo Park hereafter.

Resolution

Moved Cr Stephanie Davies, seconded Cr Carol Ryan.

That Council

- Note the outcome of the community engagement undertaken in relation to determining the ultimate name for Officer District Park.
- Formally resolve to rename from the interim name of Officer District Park to Torongo Park.
- Submit the preferred name to Geographic Names Victoria for registration.

For: Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against: Nil

Carried

7.2.6 Torongo Park dog off leash area

Responsible GM: Michael Casey
Author: {Belinda Powell}

Recommendation(s)

It is recommended that:

Pursuant to section 26(2) of the *Domestic Animals Act 1994*, Council resolves to make the following order:

ORDER UNDER SECTION 26(2) OF THE *DOMESTIC ANIMALS ACT 1994*

1. Commencement

This order commences on the date it is published in the Victorian Government Gazette and remains in force until revoked.

2. Revocation

Upon the commencement of this order all previous orders made by Council under section 26 of the *Domestic Animals Act 1994* are revoked.

3. Dogs must be on leash

- (1) When any dog is in a public place in Council's municipal district, the person in apparent control of the dog must keep the dog restrained by means of a chain, cord or leash not greater than three metres in length and attached to the dog.
- (2) Sub-clause (1) does not apply to a dog being exercised in a designated off leash area in compliance with the conditions set out in clause 4.

4. Designated off leash areas

A dog may be exercised off a chain, cord or leash in a designated off leash area provided each of the following conditions are complied with:

- (a) at all times the person exercising the dog must remain in effective voice or hand control of the dog and within constant sight of the dog so as to be able to promptly place the dog on a chain, cord or leash if that becomes necessary;
- (b) the person exercising the dog must be 16 years of age or over;
- (c) any children under the age of 16 in the designated off leash area must be supervised at all times;
- (d) a person may be in control of no more than two dogs;
- (e) at all times the person exercising the dog must carry a chain, cord or leash not greater than three metres in length;
- (f) the dog must be on a chain, cord or leash when entering or exiting the designated off leash area;
- (g) a female dog must not be brought into the designated off leash area if the dog is on heat; and

- (h) the person exercising the dog must pick up and lawfully dispose of all excrement from the dog, including to use bins where provided by Council for that purpose.

5. Definitions

In this order -

Council means Cardinia Shire Council.

Designated off leash area means the part of each of the following reserves identified on maps published on the Council's website <www.cardinia.vic.gov.au> as being an off leash area and designated with off leash area signage at the reserve:

- (a) Don Jackson Reserve, far end of Ahern Road, Pakenham;
- (b) Toomuc Creek Linear Reserve, south of Princes Highway and east of Warwick Bayley Oval, Pakenham;
- (c) Alma Treloar Reserve, corner of Bailey and Pakenham Roads, Cockatoo;
- (d) Cochrane Park, Koo Wee Rup
- (e) Garfield Recreation Reserve, Fourteen Mile Road, Garfield;
- (f) Tantallon Boulevard Detention Basin Reserve, Beaconsfield;
- (g) Pepi's Land, Puffing Billy Walking Track, Kilvington Drive, Emerald;
- (h) Cockatoo Road Reserve, Pakenham;
- (i) Simon Drive Reserve, Pakenham;
- (j) Bob Burgess Reserve, Princes Highway, Beaconsfield;
- (k) Vantage Drive Reserve, Pakenham;
- (l) Ray Canobie Reserve, Duncan Drive, Pakenham;
- (m) Onyx Reserve, Onyx Crescent, Officer.
- (n) Torongo Park, Lansell Avenue, Officer.

Private land means land in private ownership but does not include land owned or managed by Council, Crown land or any land owned or managed by a public authority.

Public place has the same meaning as in the *Summary Offences Act 1966* but does not include any public place on private land.

Attachments

Nil

Executive Summary

The preferred name for Officer District Park has been determined by the community through the recent community engagement process to be "Torongo Park". Formal approval by Council of this name is being sought in a separate report being considered concurrently at the 19 August Council Meeting.

This report is to progress the formal endorsement of the dog off leash area located at this site prior to its opening and use by the community later this year. In order to allow the lawful use of dog off

leash areas within Cardinia Shire, all sites selected as off leash areas require an order to be made by Council endorsing them and subsequent gazetting of the order, prior to use by the community.

Background

Section 26 of the Domestic Animals Act empowers Councils to prohibit the presence of domestic animals in public places, and to impose conditions on the presence of dogs and cats in public places. The Council has previously made orders under this section to require dogs to be "on leash" when in public, except as signed in designated off leash areas. This has occurred most recently at the July 15th 2024 Council meeting, in concert with the making of the Cardinia Shire Council Community Local Law 2024.

Upon the commencement of this park as an "off leash" park, it is appropriate to re-make this order, with the additional park added. It is preferable to do this to commence as close as possible to the actual opening of the park (though not on the day of the official opening events).

In 2007, Council developed criteria for establishing Off Leash Dog Areas, and adopted a number of locations for off leash dog areas. In 2015, Council reviewed the criteria for establishing Off Leash Dog Areas, and adopted 7 of locations for them. The criteria was reviewed again in 2018 with a view to strengthen the assessment by applying a quantifiable measure. The following locations were officially endorsed by Council at the 18 November 2019 Council meeting and subsequently gazetted for use as dog off leash areas:

Regional Dog Off Leash Areas

- Toomuc Creek Linear Reserve, Pakenham.
- Alma Treloar Reserve, Cockatoo.
- Don Jackson Reserve, Pakenham
- Cochrane Park, Koo Wee Rup.

District Dog Off Leash Areas

- Pepi's Land, Emerald.
- Cockatoo Road Reserve, Pakenham.
- Garfield Recreation Reserve, Garfield.
- Tantallon Bvd Detention Basin Reserve, Beaconsfield

Neighbourhood Dog Off Leash Areas

- Bob Burgess Reserve, Beaconsfield.
- Vantage Drive Reserve, Pakenham.
- Simon Drive Reserve, Pakenham.
- Ray Canobie Reserve, Pakenham.
- Harris Reserve, Upper Beaconsfield.
- Onyx Reserve, Officer.

Officer District Park was identified through the 2018 process as a suitable site for a dog off leash area (and also depicted in the masterplan, adopted in November 2018) although not yet constructed. It was noted in the 18 November 2019 Council report that *District Park, Officer has been removed from the list until such time that the reserve is constructed.*

Policy Implications

Section 26 part 3 of the Domestic Animal Act states that:

"An order made by the Council under this section must be published in the Government Gazette and in a newspaper circulating in the municipal district of the Council making the order."

This means that a site selected as an Off Leash Dog Area requires an order made by Council and subsequent gazetting of the order, as well as publication in local newspapers.

For the new dog off leash area at Torongo Park to be lawfully used by the community as such, an order must be made by Council endorsing it for use as a designated off leash park. The order is expressed to commence upon “publication in the Victorian Government Gazette”, and the intention is for the order to be Gazetted at the earliest opportunity after the opening of the park. This will allow the park to commence use as an “Off leash park”, irrespective of the timing of Council meetings after November 2024.

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.

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

4.1.5 Strengthen and promote our shire's unique identity and visitor attractions.

Climate Emergency Consideration

N/A

Consultation/Communication

Community consultation has been undertaken on numerous occasions in relation to the suitability of this site for inclusion of a dog off leash area. This has been both through the process of refining Council's criteria for identifying suitable locations for dog off leash areas and through the development of the Officer District Park masterplan and detailed design process.

There was a component of the 2020 consultation on Officer district Park which specifically focused on the dog off leash area. The top five most important features identified by the community to be considered in the designing of the dog off-leash area were:

1. That the space remains natural and shaded
2. Fenced
3. Clear signage
4. Separate areas for small and large dogs
5. Drinking taps

All of these features have been accommodated for in the final design. Community support for the inclusion of a dog off leash area at this site has remained strong throughout the design and construction process.

Financial and Resource Implications

There are no significant resource implications associated with endorsing the site for use as a dog off leash area. There will be a small cost associated with publicising the order in the Government Gazette and a local newspaper which will be accommodated within the associated project budget.

Conclusion

Council is being asked to formally endorse, in the form of an Order under Section 26 of the *Domestic Animals Act*, the dog off leash area at Torongo Park to allow lawful use by the community for this purpose. The order is proposed to come into effect immediately following the opening of the park later this year.

Resolution

Moved Cr Stephanie Davies, seconded Cr Carol Ryan.

It is recommended that:

Pursuant to section 26(2) of the *Domestic Animals Act 1994*, Council resolves to make the following order:

ORDER UNDER SECTION 26(2) OF THE DOMESTIC ANIMALS ACT 1994

1. Commencement

This order commences on the date it is published in the Victorian Government Gazette and remains in force until revoked.

2. Revocation

Upon the commencement of this order all previous orders made by Council under section 26 of the *Domestic Animals Act 1994* are revoked.

3. Dogs must be on leash

(3) When any dog is in a public place in Council's municipal district, the person in apparent control of the dog must keep the dog restrained by means of a chain, cord or leash not greater than three metres in length and attached to the dog.

(4) Sub-clause (1) does not apply to a dog being exercised in a designated off leash area in compliance with the conditions set out in clause 4.

4. Designated off leash areas

A dog may be exercised off a chain, cord or leash in a designated off leash area provided each of the following conditions are complied with:

- (i) at all times the person exercising the dog must remain in effective voice or hand control of the dog and within constant sight of the dog so as to be able to promptly place the dog on a chain, cord or leash if that becomes necessary;
- (j) the person exercising the dog must be 16 years of age or over;
- (k) any children under the age of 16 in the designated off leash area must be supervised at all times;
- (l) a person may be in control of no more than two dogs;
- (m) at all times the person exercising the dog must carry a chain, cord or leash not greater than three metres in length;
- (n) the dog must be on a chain, cord or leash when entering or exiting the designated off leash area;

- (o) a female dog must not be brought into the designated off leash area if the dog is on heat; and
- (p) the person exercising the dog must pick up and lawfully dispose of all excrement from the dog, including to use bins where provided by Council for that purpose.

5. Definitions

In this order -

Council means Cardinia Shire Council.

Designated off leash area means the part of each of the following reserves identified on maps published on the Council's website <www.cardinia.vic.gov.au> as being an off leash area and designated with off leash area signage at the reserve:

- (o) Don Jackson Reserve, far end of Ahern Road, Pakenham;
- (p) Toomuc Creek Linear Reserve, south of Princes Highway and east of Warwick Bayley Oval, Pakenham;
- (q) Alma Treloar Reserve, corner of Bailey and Pakenham Roads, Cockatoo;
- (r) Cochrane Park, Koo Wee Rup
- (s) Garfield Recreation Reserve, Fourteen Mile Road, Garfield;
- (t) Tantallon Boulevard Detention Basin Reserve, Beaconsfield;
- (u) Pepi's Land, Puffing Billy Walking Track, Kilvington Drive, Emerald;
- (v) Cockatoo Road Reserve, Pakenham;
- (w) Simon Drive Reserve, Pakenham;
- (x) Bob Burgess Reserve, Princes Highway, Beaconsfield;
- (y) Vantage Drive Reserve, Pakenham;
- (z) Ray Canobie Reserve, Duncan Drive, Pakenham;
- (aa) Onyx Reserve, Onyx Crescent, Officer.
- (bb) Torongo Park, Lansell Avenue, Officer.

Private land means land in private ownership but does not include land owned or managed by Council, Crown land or any land owned or managed by a public authority.

Public place has the same meaning as in the *Summary Offences Act 1966* but does not include any public place on private land.

For:Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

7.2.7 Official Name of the Thewlis Child and Family Centre

Responsible GM: Michael Casey
Author: Vicky Mudrinic

Recommendation(s)

That Council:

1. Note the outcome of the community consultation for the Thewlis Child and Family Centre naming process.
2. Formally resolve to rename (from the interim name of Thewlis Child & Family Centre) to Boollam Boollam Child & Family Centre.
3. Submit the preferred name to Geographic Names Victoria for registration.

Attachments

1. Naming of Thewlis engagement results 2024

Executive Summary

Geographic Names Victoria and Council's Place Naming Policy strongly encourage the use of indigenous language when considering naming of local roads, features and localities. Accordingly, it was deemed appropriate to pursue a process to identify a suitable indigenous name for this facility.

In collaboration with the Bunurong Land Council Aboriginal Corporation, three indigenous names, significant to the area, were identified as potential names for the centre. These were 'Benup', 'Boollam Boollam' and 'Nearkey Biik'.

In June 2024, Council conducted an extensive 4-week consultation process, inviting the community to vote on their preferred name from these three indigenous names. The results of the poll showed that, out of the 184 responses, 117 (or 63%) chose Boollam Boollam as their first preference.

Background

When planning community facilities, they are assigned an interim reference name to help stakeholders consistently reference the project across various activities such as planning, budget management, design, construction and reporting. Typically, the interim name includes a location reference, such as a street or estate name, along with the type of facility.

The Thewlis Child & Family Centre (CFC) is currently under construction and due to open in early 2025. It will facilitate delivery of essential early years' services such as kindergarten, Maternal & Child Health and other allied health and wellbeing activities for the local community via it's 3 kindergarten rooms, 3 consulting rooms and 1 multipurpose community room. The current interim name is based on location of the site, pre-subdivision.

The naming process undertaken followed the same process used for Council's last three Child & Family Centres within the Shire (namely Kone-wark, Kurm-boon and Toun-nun); identifying a name of indigenous connection or significance to the area. The decision was made to conduct the consultation process for the naming of Thewlis CFC prior to the formal opening to avoid confusion for eventual users.

In line with Geographic Names Victoria and Council's Place Naming Policy which strongly encourages authorities to consider local Aboriginal names for new roads, features and localities, Council Officers sought the approval from Councils Naming Places Committee in October 2023 to commence the

naming process for Thewlis CFC with the aim to select an indigenous name, ensuring the process aligned with Councils Place Naming Policy.

Following approval by the Committee, Council worked with the Bunurong Land Council Aboriginal Corporation (BLCAC) to:

- seek their suggestion on the most suitable names to shortlist,
- confirm the language and meanings of each name, and
- seek their endorsement of the use of the language for this purpose.

The BLCAC provided the following names and explanations as options for renaming Thewlis CFC:

- **Benup** '*ben-ooop*' (*White Gum*)
- Talks to our connection to Country and Culture. We use gum leaves for many things including Traditional Ceremonies like a smoking ceremony which we still practice in our current day.
-
- **Boollam Boollam** '*bullam bullam*' (*Butterfly*)
To Bunurong people this symbolises growth, development, and change. It represents the journey of our community and how we evolve, mirroring how a caterpillar transforms into a butterfly. Just as the butterfly undergoes a transformative process, it serves as a reminder of the constant evolution and growth that occurs within us and our surrounding community.
- **Nearkey Biik** '*Near – Key, Bik*' (*Take care of Country*)
Speaks to caring for Country, Water and our people. This is the foundation that our Cultural Values are built on and is taught from birth.

With the aim of fostering a strong connection to place and empowering community to be involved in decision making, the community were asked to vote on the three names, via a poll on the Creating Cardinia website, to decide the preferred name of the facility.

In accordance with the policy adopted by the Bunurong Land Council Aboriginal Corporation also recognised in Council's Place Names Policy, only names suggested by BLCAC were considered. The community consultation period ran from the 3rd to 30th June with a total of 184 votes received. The name that received the highest number of community votes was Boollam Boollam.

The final name of the centre will be announced to the community following Council endorsement. This will take place before the centre's official opening, allowing community members and appointed Early Years Manager time to become familiar with and connected to the new name.

Policy Implications

The delivery of child and family centres is supported by the following key Council Strategic plans:

- Council Plan 2021-25
- Liveability Plan 217-29
- Community Infrastructure Plan 2024

The process Council has followed for determining the preferred name for this centre conforms to the Naming Rules for Places in Victoria 2022 and is supported by Geographic Names Victoria. The names suggested conforms to Principle C of the naming rules, Linking to place.

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.

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

This project has included consultation with the following internal Council teams:

- Social Infrastructure Planning Team
- Early Years Team
- Building and Facilities Team
- Property and Governance Team
- Arts and Creative Industries Team
- Communications and Engagement Team
- Community Strengthening Facilitator – Aboriginal Engagement
- Cardinia Place Names Committee

As previously mentioned, following approval by the Cardinia Place Names Committee, Council officers worked with the Bunurong Land Council Aboriginal Corporation (BLCAC) to:

- seek their suggestion on the most suitable names to shortlist,
- confirm the language and meanings of each name, and
- seek their endorsement of the use of the language for this purpose.

A community engagement plan was developed to understand resource requirements, plan the type of engagement activities that would take place and ensure Council was meeting legal obligations in relation to community engagement.

As per Cardinia's Community Engagement Policy, this project was identified at a 'consult' level as the outcome was influenced by community feedback. The most appropriate form of engagement identified was a community poll via Creating Cardinia, Councils community engagement portal. In addition, targeted advertising through social media was scheduled for residents within proximity to the new facility.

The poll opened on 3 June 2024 and closed on 30 June 2024. The poll included the three indigenous names, as selected by BCALC and Council's Place Naming Committee. When seeking to use a Bunurong name, officers were advised to only consider Bunurong name options in the voting process. As a result, no other name or option to suggest an alternative name was incorporated in the engagement.

The results of the poll show that, out of the 184 responses (first preference votes):

- 117 (or 63%) votes for Boollam Boollam
- 51 (or 28%) votes for Benup
- 16 (or 9%) votes for Nearkey Biik

Whilst overall community feedback was positive, there was a limited amount of feedback from the community which indicated that changing the name could cause confusion. Additionally, the lack of alternative options or opportunities for feedback in the poll was seen by some as insufficient for true engagement. These concerns have been noted and will be considered in the preparation of future community engagement activities.

Please refer to Attachment 1 of this report for a more detailed breakdown of the community engagement results.

Financial and Resource Implications

The project included dedicated funds for this naming sub-project.

All preparation and planning activities have been undertaken using existing internal resources at no additional cost to Council.

Conclusion

Following approval from Council's Place Naming Committee and formal permission from BLCAC for the use of the three indigenous names (Benup, Boolam Boolam and Nearkey Biik) as potential names for Thewlis CFC, community members have voted. Boolam Boolam received the highest number of votes and has been selected as the preferred name.

The new name of the centre will be revealed to the community and appointed Early Years Manager following Council's resolution via the appropriate community engagement channels.

Resolution

Moved Cr Stephanie Davies, seconded Cr Jeff Springfield.

That Council:

4. Note the outcome of the community consultation for the Thewlis Child and Family Centre naming process.
5. Formally resolve to rename (from the interim name of Thewlis Child & Family Centre) to Boolam Boolam Child & Family Centre.
6. Submit the preferred name to Geographic Names Victoria for registration.

For:Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

7.3 Policy Reports

7.3.1 Equestrian Strategy 2024-2034

Responsible GM: Michael Casey
Author: Samantha Cross

Recommendation(s)

That Council:

- Notes the program of community consultation undertaken, feedback received, and subsequent changes made to the draft Equestrian Strategy.
- Adopts the final Equestrian Strategy 2024-2034
- Presents the final Equestrian Strategy 2024-2034 on Council's website and thanks the community for their contribution.

Attachments

1. Cardinia Shire Equestrian Strategy - 2024 to 2034 Final V 2 [7.3.1.1 - 60 pages]

Executive Summary

Cardinia Shire offers a diverse array of residential settings, from semi-rural to urban growth areas, and is expected to see more than 40,000 additional residents over the next 10 years. Equestrian continues to be a popular activity in the Shire, particularly in places that are suitable for horse ownership and horse riding. The 2024 – 2034 Equestrian Strategy aims to ensure that Cardinia Shire Council can continue to address the needs of its equestrian community alongside its changing demographic and geographic landscape.

The preparation of the Equestrian Strategy 2024-2034 included a review of the progress of the 2014 Equestrian Strategy and feedback received from the community in 2021. Following two rounds of extensive community engagement, a revised Equestrian Strategy has been developed.

The Cardinia Shire Council Equestrian Strategy 2024-2034 is being presented to Council Meeting for formal adoption.

Background

The Cardinia Shire Council Equestrian Strategy was originally developed in 2014 to guide the future provision of equestrian opportunities in Cardinia Shire over 10 years. The Strategy focused on both equestrian sport and recreational riding in Cardinia Shire and included recommendations to improve participation opportunities and strengthen the significance of equestrian activity within the Shire. A key step in the development of the 2014 Strategy was to establish a detailed understanding of the existing and planned provision of equestrian facilities and how it met current and future need. This involved the preparation of detailed maps outlining current trails and facilities, with recommendations for improving the network.

The 2014 Equestrian Strategy was a very large and detailed document, with 58 recommendations regarding facility planning and management, club operation, trails, safety and risk management, environment, partnerships, information and communication, and internal planning and review. There were a further 113 actions specific to horse trails within the identified subregions. The review

process identified that the Strategy could be simplified whilst still providing the strategic framework for improved management of trails and facilities, as well as better engagement and support of our equestrian community to improve participation and overall health and wellbeing. In 2019, it was identified that several recommendations had been implemented, however, it was also unclear how many actions were outstanding. This identified the need to review the 2014 Strategy.

Council's Parks Planning & Social Infrastructure and Sport & Active Recreation teams have led the review of the 2014 Equestrian Strategy. The review aimed to provide Council with a revised Strategy that continues to drive Council's strategic direction for equestrian facilities and trails. The review also provided Council with a better understanding of current and future trends in the equestrian community, and a way forward to support delivery of equestrian activities within the Shire into the future.

The process for reviewing the 2014 Equestrian Strategy included the following stages:

- Stage 1: Background review – a desktop analysis of relevant Cardinia Shire Council strategies and reports, analysis of participation trends, review of demographic data, review of the 2014 Strategy and interviews with Cardinia Shire Council staff.
- Stage 2: Consultation and facility assessments – review of the 2021 Equestrian Community Survey and audits of equestrian trails and facilities in Cardinia Shire.
- Stage 3: Draft Strategy – preparation of the draft Strategy and present to community for feedback.
- Stage 4: Final Strategy – finalise Strategy and present for Council adoption.

In June 2020, a consultant was engaged to undertake a full assessment of the equestrian trail network and facilities. Over a seven-week period from May – 30 June 2021, Council officers undertook an extensive program of community engagement, which included online surveys for community and clubs, interactive online mapping tool. This took place during an environment of the Covid-19 pandemic and associated lockdowns and restrictions; therefore, face-to-face community consultation was not possible. Despite the lockdowns, the community was very active in their engagement, with 251 surveys completed, and 150 comments made on the online map.

The feedback received highlighted what was important to the community, what they wanted to see improved with regards to equestrian trails and facilities, and how Council could better support the equestrian community. This feedback has been considered as part of the Strategy review and has driven the vision and objectives of the Strategy.

The Covid-19 pandemic impacted on the progress of the 2014 Strategy review, and after the community engagement was completed, the consultant was unable to complete the trails and facilities assessment due to restrictions and lockdowns. The project was placed on hold both due to the ability of the consultant to complete the assessment, as well as other competing strategic priorities of Council (completion of the Open Space Strategy and the Active Cardinia Strategy).

In January 2023, the project gained momentum and the trails and facilities assessment were completed. In October 2023, officers presented the Draft Equestrian Strategy to the community for feedback. Consultation took place over a six-week period from 13th November - 22nd December 2023 and consisted of 5 drop-in sessions, invitations to equestrian clubs for Council officers to attend meetings, and an online survey for all members of the community to complete.

The online survey received 30 responses (down from 251 in 2021):

- 93% of whom use equestrian trails for equestrian purposes (89% in 2021),
- 100% whom own or ride a horse (up from 96% in 2021) and
- 28% who ride as a sport (59% as a hobby) (up from 27% and 66% respectively in 2021).

Comments received through the online survey amounted to 32 pieces of information which were considered in the final version of the Strategy. Council also sought feedback from other agencies, and surrounding Local Government Areas, resulting in 56 pieces of feedback.

All feedback received was considered, and where possible, incorporated in the final Equestrian Strategy 2024-2034. Most of the changes made included:

- Wording and information amended / corrected.
- The Strategy was updated throughout to have greater focus on improving safety, education and awareness for equestrians, shared trail users and motorists.
- Increased focus on partnerships.
- Increased focus and new recommendation added to improve participation through public access to reserves.

The Equestrian Strategy 2024-2034 sets the strategic framework for equestrian in Cardinia Shire. It has a vision, objectives, and an implementation plan to ensure Council has clear strategic direction for the provision of equestrian facilities and how Council can continue to support the equestrian community over the next ten years.

Following the adoption of the Equestrian Strategy 2024-2034, an Action Plan will be developed and aligned to Council's endorsed Council Plan and Budget. A review of the Equestrian Strategy will take place at the completion of the ten-year period.

Policy Implications

Equestrian activity is unique as it provides the opportunity for both formal and informal recreation activities, can generate tourism and activation in the thousands, and offers a range of supporting commercial activities.

The Equestrian Strategy aligns within Council's strategic framework, sitting below the Open Space Strategy, and considered in the Active Cardinia Strategy and the Pedestrian and Bicycle Strategy as it identifies opportunities for sport and informal recreational opportunities for the broader community.

Due to its far reaching and complex requirements, equestrian require a dedicated 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.

1.1.3 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

2.1.1 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.

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.

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

It is recognised that open space is being directly impacted upon by climate change. Whilst this Strategy does not necessarily direct how to combat climate change, it certainly supports improving open space and equestrian facilities to become more resilient in a changing environment.

The Parks & Social Infrastructure Planning and Sport & Active Recreation Teams have worked closely with the Environment & Heritage team to ensure the Equestrian Strategy does not negatively impact on the Biodiversity Conservation Strategy or the Climate Change Adaptation Strategy.

Consultation/Communication

Two key rounds of community consultation were undertaken as part of the 2014 Equestrian Strategy review.

The community were initially engaged during a seven-week period 10 May – 30 June 2021. Council sought community feedback on:

- How local equestrian facilities and trails were used
- Which local equestrian facilities and trails were used
- Current issues affecting the equestrian community
- Suggested improvements to local equestrian facilities and trails.

The online survey was completed by 251 people, with 150 people providing feedback through the interactive online map.

Phase Two Community Consultation involved presenting the Draft Equestrian Strategy to the community for feedback. The consultation took place over a six-week period from 13th November - 22nd December 2023 and consisted of 5 drop-in sessions, invitations to Clubs for Council officers to attend meetings, and an online survey for all members of the community to complete.

The draft The Draft Equestrian Strategy 2023 – 2033 presented recommendations to:

- plan, deliver and maintain equestrian trails and facilities where they are most needed
- increase equestrian participation through improved access to trails and facilities, and better information about equestrian clubs and services
- enhance the promotion of equestrian trials and facilities, and partnerships that support activations, events, and infrastructure.

The online survey received 30 responses (down from 251 in 2021):

- 93% of whom use equestrian trails for equestrian purposes (89% in 2021),
- 100% whom own or ride a horse (up from 96% in 2021) and
- 28% who ride as a sport (59% as a hobby) (up from 27% and 66% respectively in 2021).

Based on the survey, trail riding and dressage continue to be the most common equestrian activities undertaken and float parking continued to be the most mentioned main barrier to using equestrian facilities.

Comments provided to Council from the online survey amounted to 32 pieces of information which was considered in the final version of the Strategy.

Council also received feedback from external agencies including:

- Department of Transport & Planning
- Parks Victoria
- Melbourne Water
- City of Casey.

Feedback and comments received from external agencies amounted to 56 pieces of feedback. All feedback was considered, and where possible, included in the final Equestrian Strategy 2024-2034.

Key changes to the strategy included:

- Wording and information amended / corrected.
- The Strategy was updated throughout to have greater focus on improving safety, education and awareness for equestrians, shared trail users and motorists.
- Increased focus on partnerships.
- Increased focus and new recommendation added to improve participation through public access to reserves.

Further details on community engagement are provided in the attached Equestrian Strategy Review Phase Two Community Consultation Summary Report.

Financial and Resource Implications

The implementation of the Equestrian Strategy will occur over the next 10 years and will be in line with the recommendations outlined in the Implementation Plan. Evaluating the progress of the Equestrian Strategy will require ongoing collection and collation of data, engagement with the community and analysis of participation trends. A review of the Strategy will be completed at the end of the ten-year period. Funding sources to implement the implementation plan will include council revenue allocated through Council's annual budget and capital works program, and grant funding opportunities.

Conclusion

The preparation of Cardinia Shire Council's Equestrian Strategy 2024-2034 included a review of the progress of the 2014 Equestrian Strategy and feedback received from the community in 2021. Following two rounds of extensive community engagement, a revised Equestrian Strategy has been developed.

The Equestrian Strategy 2024-2034 aims to ensure that Cardinia Shire Council can continue to address the needs of its equestrian community alongside its changing demographic and geographic landscape. It sets the strategic framework for equestrian in Cardinia Shire through establishing a vision, objectives, and implementation plan with recommendations. It ensures Council has clear strategic direction for the provision of equestrian trails and facilities and how Council can continue to support the equestrian community over the next ten years.

The Cardinia Shire Council Equestrian Strategy 2024-2034 is being presented to Council Meeting for formal adoption.

Resolution

Moved Cr Stephanie Davies, seconded Cr Jeff Springfield.

That Council:

- Notes the program of community consultation undertaken, feedback received, and subsequent changes made to the draft Equestrian Strategy.
- Adopts the final Equestrian Strategy 2024-2034
- Presents the final Equestrian Strategy 2024-2034 on Council's website and thanks the community for their contribution.

For: Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield and Cr Stephanie Davies

Against: Cr Carol Ryan, Cr Collin Ross and Cr Kaye Cameron

Carried

7.3.2 Fair Access Policy

Responsible GM: Michael Casey
Author: Ian Benjamin

Recommendation(s)

That Council:

1. Note the community feedback from the public exhibition;
2. Adopt the Fair Access Policy and Action Plan.
3. Support Officers to acknowledge the community for their contribution and promote the new Fair Access Policy.

Attachments

1. Fair Access Policy
2. Fair Access Action Plan

Executive Summary

Local Governments are required to adopt a Fair Access Policy to be eligible to receive funding from the Victorian Government towards community sports infrastructure funding. This new policy will provide a clear framework to encourage and support fair access for women and girls' participation in sport and active recreation across the municipality.

A draft Fair Access policy and action plan were placed on public exhibition for 20 days from Tuesday 25 June until Sunday 14 July seeking community feedback.

Community feedback from the public exhibition has been considered and informed amendments to the final policy and action plan.

Background

In late 2015, an inquiry into women and girls' participation in sport and active recreation identified practical actions that the sport and active recreation sector could adopt to increase participation by women and girls. In response to the inquiry, the Office for Women in Sport and Recreation was created by the Victorian Government to spearhead the need to 'Change our Game' to provide fair access for women and girls.

Developed by the Office for Women in Sport and Recreation in partnership with VicHealth and Sport and Recreation Victoria, the Fair Access Policy Roadmap requires that from 1 July 2024 all Victorian Councils must have gender equitable access and usage policies (or equivalent) to be considered eligible to receive Victorian Government funding towards community sports infrastructure.

The community identified, through the Community Vision, that Cardinia should be a place that is safe, accessible and inclusive. Creating a 'Fairer Cardinia' for women and girls accessing sport and active recreation will require a multi-faceted approach supported by many stakeholders. Council, as a community leader, is well placed to advocate, promote and lead in the space of gender equity in community sport and active recreation. Sport clubs play a vital role to promote physical health,

mental well-being and character development. Sports clubs are well positioned to shape behaviour aligned to our community's values.

Council acknowledges that barriers exist for people to participate in sport and recreation activities due to personal attributes such as race, ethnicity, gender identity, disability, cultural background, age, sexual orientation or religion. Council is committed to identifying and eliminating systemic causes of inequity in policy, governance, programs, communications, facility design, and delivery of services in relation to community sports and active recreation. Council will work with Clubs, user groups, Committees of Management and Community Asset Committees on Council managed land to facilitate Fair Access.

A draft Fair Access policy and action plan was developed and placed on public exhibition seeking community feedback from Tuesday 25 June and closed on Sunday 14 July (20 days). The community was encouraged to provide feedback through the Creating Cardinia platform through an online survey. The community was directed to a survey that was open to the general public, with another online survey for sport clubs / Management Committees.

Relevant feedback from the community engagement included:

General Community (open access)

- 109 views on the Creating Cardinia page
- 9 contributions to the survey were received.
- There was a total of 92 downloads (44 downloads of the Policy, 32 downloads of the Action Plan and 16 downloads of the Fair Access Policy Roadmap).
- 77.78% (7) respondents feel safe and welcome at their recreation reserve / sporting club.
- 77.78% (7) respondents identified 'no teams / opportunities' as the main barrier / challenge that stop women and girls participating.
- 100% of respondents support the Fair Access Policy.

Sport Clubs / Management Committees (closed access)

- 135 views on the Creating Cardinia page.
- 28 contributions to the survey were received.
- There were a total 76 downloads (44 downloads of the Policy and 32 downloads of the Action Plan).
- 82.14% (23) identified 'poor facilities' as the main barrier for females to participate at their local club.

There were some distinct themes falling out of the community feedback. These themes include:

- Facilities
 - Facilities are not welcoming and inclusive as older facilities are not adequate, in particular change rooms and appropriate levels of lighting to facilitate safe access to and from the building.
 - Insufficient number of facilities to accommodate demand for training and competition.
- Club Culture
 - Club culture is very important to create a friendly and welcoming environment for female participation. Council has a role to support Clubs and Community Asset Committees to embrace the principles of Fair Access.
- Representation
 - Women and girls should be fairly represented in club honours, promotions and committees.
- Financial
 - Cost to participate particularly for females who take on the primary care giver role is a factor to increase female participation.

- Participation format
 - Modified opportunities to support people of all abilities that consider social participation and less focus on competition.
 - Creating opportunities that consider the demands of professional and personal commitments for females in particular support mechanisms for single parents.
 - Opportunities to improve sporting pathways for women through collaboration with State Sporting Bodies. Diversify opportunities (e.g. cycling) to support people who can't commit to traditional sport clubs and the diverse range of skill levels of participants.
- Recognition
 - Acknowledge Clubs who are committed to creating safe and welcoming environments.

As a result of the feedback there have been amendments to the Fair Access Policy and Action Plan.

Changes to Fair Access Policy

Section	Amendment
Action Plan – Amend Action 2.	Review existing documents including, but not limited to, Fees and Charges, seasonal allocations / occupancy agreements, operational guidelines and other relevant documents with consideration to Fair Access practices and principles where appropriate.
Action Plan – Amend Action 3	Clubs will strive for a 50 / 50 gender balance however, where not feasible a minimum of two women and two men represented on their governance management committees.
Action Plan – Amend Action 4.	Support women's and girls' involvement in the Club through the promotion of up to five leadership roles and opportunities per year including the Annual General Meeting process to re-elect Office Bearers.
Action Plan – New.	(Action 7) Once adopted, promote the new Fair Access Policy to the wider community.
Action Plan	The six Fair Access principles have been included in the action plan to provide clarity for the associated numbering.
Whole document.	Amendments have been made to utilise inclusive language (e.g. woman/women instead of female, man/men instead of male) throughout the document where appropriate.
Whole document.	Use of “equity”, where appropriate, has been reflected throughout the document. Consistent use of "abilities" and "disabilities" has been used where appropriate.
Policy – Glossary of Terms	A definition has been included for ‘Club’.

The development of a Fair Access Policy provides the framework to ensure Council and the Cardinia community supports women and girls to participate fairly in sport and active recreation across the

municipality. The key principles of the Policy are aligned to the Victorian Government Fair Access Roadmap and includes:

1. Facilities, sports fields and environments are genuinely welcoming, safe and inclusive;
2. Women and girls can fully participate in all aspects of community sport and active recreation, including as a player, coach, administrator, official, volunteer, and spectator;
3. Women and girls will have equitable access to and use of facilities and sports fields for instance:
 - a. to the highest quality facilities and sports fields;
 - b. at appropriate times and locations for competition and training, and;
 - c. support existing and new participation opportunities, and a variety of sport and active recreation activities.
4. Women and girls should be represented in leadership and governance roles;
5. User groups who access facilities and sports fields must understand, adopt and implement gender equitable access and use practices, and
6. Council will prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated community sport infrastructure.

The Fair Access Policy and Action Plan reinforces Council's zero tolerance towards antisocial, gender discriminatory and misogynistic behaviour towards females.

Policy Implications

This Policy has been reviewed with consideration to Victorian Government requirements and relevant Council policies and strategies.

The Fair Access Policy is aligned to other key Council strategic documents in particular:

Liveability Plan

Objective 4.4 – Increase participation in active leisure, recreation, and sport.

Strategy 4.4.3 Provide equitable access to leisure, sport, and recreation facilities and opportunities, particularly for marginalised populations.

Active Cardinia

Council's Active Cardinia Strategy supports people of all ages, abilities, genders, and cultures to be active, healthy, and involved. The Strategy details Council's commitment to creating places and spaces that are safe, accessible, and supportive, to ensure that people of all genders feel welcome to participate equally. It identifies the need to support our community to maximise use of sport and active recreation facilities and prioritise flexible use to create new opportunities for our community to be participate.

Furthermore Action 1.7 in Active Cardinia Strategy requires the development of a 'Fair Access Policy' to promote gender equitable access to sport and active recreation facilities, programs, and funding. The Fair Access Policy is directly related to the Strategic Priorities outlined in Active Cardinia in particular:

Strategic Priority 1: Participation – Increase participation in sport and active recreation, with a focus on reducing barriers for people that are less active.

Strategic Priority 2: Places – Plan, develop and activate places that support communities to participation in sport and active recreation.

Strategic Priority 3: Promotion

Promote opportunities to participate in sport and active recreation and build awareness of the benefits of physical activity.

Strategic Priority 4: Partnerships

Work with our partners to invest in sport and active recreation infrastructure, deliver participation opportunities and develop the capability of our community.

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

- 2.1.1 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.

5.1 We practise responsible leadership

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

There is no adverse impact of this Policy on climate change.

Consultation/Communication

The draft policy and action plan were placed on public exhibition from Tuesday 25 June until Sunday 14 July. Council was seeking community feedback through the Creating Cardinia platform.

The community engagement campaign was promoted through Council's social media, website, distribution of promotional flyers at various community facilities across the municipality and email distribution to networks, clubs and community organisations.

Activities to engage with the community included:

- Officers presented the draft policy to the Cardinia Access and Inclusion Advisory Committee and the Multicultural Advisory Group.
- Promotion at the Womens and Girls Sport and Participation Network.
- Three community drop-in sessions were organised to allow the community an opportunity to clarify, discuss and provide feedback on the draft policy:

Date	Location	Time
Tuesday 2 July	Hills Hub, Emerald	10am – 12 midday
Wednesday 3 July	Pakenham Library	10am – 11am
Wednesday 3 July	Cardinia Life	2pm – 3pm

Financial and Resource Implications

Council officers will continue to support Clubs, user groups and reserve committees to embrace and comply with the Policy.

The provision and upgrade of sporting facilities continues to be a priority for the community and is considered in the planning of Council's capital works program.

Conclusion

Councils are required to adopt a Fair Access Policy to be eligible to receive funding from the Victorian Government towards community sports and recreation infrastructure.

The draft Fair Access policy and action plan were on public exhibition from Tuesday 25 June until Sunday 14 July. A total of 37 responses were received from the general public and clubs / committees of management.

The Fair Access policy and action plan have been amended to reflect the community feedback. The final Fair Access policy and action plan reflects the Victorian Government's requirements to ensure Council remains eligible for funding towards sport and active recreation infrastructure.

Resolution

Moved Cr Jeff Springfield, seconded Cr Kaye Cameron.

That Council:

1. Note the community feedback from the public exhibition;
2. Adopt the Fair Access Policy and Action Plan.
3. Support Officers to acknowledge the community for their contribution and promote the new Fair Access Policy.

For:Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

7.4 Financial Reports

7.4.1 Extension of CONTRACT 22-001 – Arboriculture Works Contractors Panel

Responsible GM: Peter Benazic
Author: Alicia Fitzgerald

Recommendations

That Council

1. Extend for two years Contract 22-001 with **Antler Environmental** for the provision of arboriculture works, accepting the submitted revised hourly and daily rates for their services.
2. Extend for two years Contract 22-001 with **Austree** for the provision of arboriculture works, accepting the submitted revised hourly and daily rates for their services.
3. Extend for two years Contract 22-001 with **Gippy Tree Services** for the provision of arboriculture works, accepting the submitted revised hourly and daily rates for their services.
4. Extend for two years Contract 22-001 with **Tree Serve** for the provision of arboriculture works, accepting the submitted revised hourly and daily rates for their services.
5. Note that an over-expenditure on the estimated initial contract costs took place due to modifications to other contracts, and in response to the response and recovery activities of recent natural disaster events.

Attachments

1. CONFIDENTIAL REDACTED - 2024 Price Schedule all contractors [7.4.1.1 - 29 pages]

Executive Summary

In August 2022, contract 22-001 Arboriculture Works Contractors Panel was awarded to five contractors. This contract was expected to be utilised for reactive Arboricultural works. In June 2023, the portion of the proactive maintenance of Council's tree assets within contract 19-01 Provision of Parks, Sportsfields and Open Space with Citywide was cancelled by mutual agreement. As a result, the only active contract for Arboriculture Services was the panel contract 22-001.

The initial two year contract period expires in August 2024 and there are extension options of two, two year periods. The 2024/25 budget for arboriculture contracts exceeds \$1M, requiring Council's decision for continued engagement.

It is recommended that Council support the first two-year extension option, effective from August 2024 to August 2026. During this two year period, it is anticipated that there will be a review of the Arboricultural Services delivery model. This review will determine the delivery of programs and recommend what service model is required to deliver the service.

Background

Contract 22-001 (Arboriculture Works Contractors Panel) was set up to be used for reactive works, as contract 19-01 (Provision of Parks, Sportsfields and Open Space) was in place with Citywide and included the proactive maintenance of Council's trees. The initial expected spend for contract 22-001 was estimated to be under \$450,000 over the two-year initial term.

The proactive tree care component within contract 19-01 was cancelled by mutual agreement in June 2023, and consequently contract 22-001 was used to perform proactive and reactive tree works. As a result of this, and with unforeseen additional works required to manage risk and recover

from the natural disaster declared events from December 2023/January 2024, and 13 February 2024, and contract 22-001 exceeded the initial estimated expenditure.

To date, the delivery of proactive and reactive works on trees, continues to be managed through the panel. The approved 2024/25 operating budget, allocated to arboriculture contracts exceeds \$1M, and so does the current forecast for the financial year. Consequently, a decision by Council is required to continue the engagement of the panel.

Contractors Performance and Revised Rates

The contractors in the panel have been performing at satisfactory standards and officers requested the panel members to submit a revised schedule of rates for year 3 and 4 (2024-2026) of the contract, including day rates, not previously included.

Four of the five panel members (Antler Environmental, Austree, Gippy Tree Services, and Tree Serve) submitted their updated schedule of rates. Total Tree Contracting has not performed any work with Council since September 2023 and with no communication in response to the request for updated rates, it is recommended that the contract extension is not exercised with this contractor.

Rates in all contracts didn't increase between year 1 (2022/2023) and year 2 (2023/2024) of the arrangement. The received proposals vary between 5% and 10% for different components of the schedule of rates in relation to year 1 of the contract, reflecting CPI increases, and staffing and materials costs. No contractors propose an increase in rates between year 3 rates and year 4 rates.

To ensure service delivery, it is recommended that Council extend for two years, the contracts in place with Antler Environmental, Austree, Gippy Tree Services, and Tree Serve. Within the next two years, the delivery model of Arboricultural Services will be reviewed. An outcome of this review could determine the requirement for additional contract(s), such as a lump sum contract for services and programs.

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.

Financial Implications

The contract spend for 2023-2024 (year two of contract) was close to \$2.8M. Of this spend, approximately \$1.1M was related to the tree works from the February 2024 storm, with the majority of other costs associated to proactive maintenance of trees across the Shire.

For the current financial year, Council's budget allocates \$2.5M for the management of arboriculture works in contracts, plus \$500,000 for emergencies' response. The forecasted expenditure in the area at this stage is \$2.8M for this financial year.

Conclusion

The Council's proactive and reactive tree works, managed through Contract 22-001, have exceeded initial estimates due to unforeseen events. With satisfactory performance from the contractors and revised rates for 2024/2025 and 2025/2026, it's recommended to extend the contracts of four suppliers for two years.

Resolution

Moved Cr Stephanie Davies, seconded Cr Jeff Springfield.

That Council

1. Extend for two years Contract 22-001 with **Antler Environmental** for the provision of arboriculture works, accepting the submitted revised hourly and daily rates for their services.
2. Extend for two years Contract 22-001 with **Austree** for the provision of arboriculture works, accepting the submitted revised hourly and daily rates for their services.
3. Extend for two years Contract 22-001 with **Gippy Tree Services** for the provision of arboriculture works, accepting the submitted revised hourly and daily rates for their services.
4. Extend for two years Contract 22-001 with **Tree Serve** for the provision of arboriculture works, accepting the submitted revised hourly and daily rates for their services.
5. Note that an over-expenditure on the estimated initial contract costs took place due to modifications to other contracts, and in response to the response and recovery activities of recent natural disaster events.

For:Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

7.4.2 Contract Variation CT000067 Finance System

Responsible GM: Wayne Mack
Author: Allison Southwell

Recommendation(s)

That Council approve a contract variation to CT000067 of \$44,355 per annum in increased SaaS fees, indexed in line each year with CPI, and a one-off implementation fee of no more than \$26,200.

Attachments

1. CONFIDENTIAL REDACTED - Contract Variation C T 000067 Confidential Attachment [7.4.2.1 - 1 page]

Executive Summary

Council previously resolved to award a tender from TechnologyOne Limited to supply and implement a new finance system at the Council meeting held on 21 March 2022.

The implementation concluded on 2 July 2023 after the system went live, with the desired benefits delivered to Council as expected.

As the system becomes embedded into business as usual, it has become apparent that Council requires further system enhancement to effectively manage and account for external grant funding which will support the efficient delivery of works and services to the community.

TechnologyOne offers a Grants Management Module, which will seamlessly integrate with the current finance systems and processes, offering end-to-end grant lifecycle management.

Background

At the Council meeting held on 21 March 2022, approval was given to implement a new finance system covering all aspects of everyday financial requirements including but not limited to Accounts Payable and Receivable, Banking, General Ledger, Budgeting and Forecasting, and Project Management. Council has now embedded the new system into business as usual and has an increased and ongoing understanding of the new system, its requirements and benefits delivered.

The new system has also provided opportunities for improvement in delivery of reliable information which will assist in data driven decision making. An opportunity that has been recently identified is improvement of the management and accounting of external grant funding opportunities and income which will assist in the delivery of programs, services and capital projects.

Investigations were undertaken to assess options for more efficient ways to manage this large and at times complex income stream. During this process, TechnologyOne delivered a new module which enables the capturing of grant revenue opportunities, allowing for a complete end-to-end grant life cycle.

This module will provide the ability to capture all potential external funding opportunities and track the identification and application process, with the ability to record if a funding application was successful or not. This allows full visibility of all applications, and if successful, will enable the tracking and reporting of relevant milestones and associated grant income, providing the seamless

integration into the finance modules, which will assist with the development of more accurate budgets, forecasts and cash flow reporting.

As sources of State and Commonwealth government funding become increasingly competitive and more restricted, Council endeavours to be proactive and creative in its approach to maximise opportunities presented via differing funding models. It is estimated that in any one year, Council manages in excess of \$50 million in external grant funding across its operational and capital programs. The implementation of a single source of truth of all grant applications which will also seamlessly integrate with our financial system, will provide a level of confidence that Council is managing its risk and while leveraging all available opportunities.

During the investigation process, a full review was also undertaken to source opportunities to reduce the additional costs as much as possible. One area that is included in the current SaaS agreement that has been assessed as not being required is the Expense Management module. In considering and balancing the risk and importance of each solution, it is considered that the offset for the license fees of the Expense Management module against the license fees for the Grants Management module is in the best interests of Council. The amount recommended in this report is the net impact of the withdrawal of Expense Management and introduction of Grants Management.

It should be noted that while further work is currently underway on Council's future strategic direction with its enterprise systems, the inclusion of this module aligns with the advice already received regarding existing investment in financial systems.

Policy Implications

Council's Procurement Policy includes the requirement that variations for contracts previously approved by Council, must also be approved by Council.

The recommendation of this report is also supported by Council's 10-year Financial Plan and Annual Budget.

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.

Financial and Resource Implications

The increase to annual SaaS fees if \$44,355, subject to annual fee increases as directed by the particulars of the contract. In addition, there will be one time implementation costs up to a maximum of \$26,200. In both instances, these costs will be managed within operational budgets.

Conclusion

The implementation of a Grants module will assist with the administration, management and accounting of external grants income, allowing for more accurate and timely end to end grant lifecycle management.

Resolution

Moved Cr Jeff Springfield, seconded Cr Stephanie Davies.

That Council approve a contract variation to CT000067 of \$44,355 per annum in increased SaaS fees, indexed in line each year with CPI, and a one-off implementation fee of no more than \$26,200.

For:Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

7.4.3 Capital Works Carry Forwards and Variations 2023/24

Responsible GM: Wayne Mack
Author: Wayne Mack

Recommendation(s)

1. Approve final carry forward from the FY23/24 budget to \$27,683,098.
2. Approval to increase the total project budget for IYU temporary facilities to \$544,139.
3. Approval to increase the total project budget for Officer District Park to \$9,021,999 and increase the approved contract value for CT000501 to \$8,680,973 excl. GST.

Attachments

1. Final carry forwards [7.4.3.1 - 1 page]

Background

Each year, as part of the budget development, project managers forecast whether they anticipate that they need to carry forward any of the unspent prior year approved budget into future financial years. These anticipated carry forwards are approved as part of the budget process, noting the final carry forward available is not fully available until the year-end processes are complete.

As part of the year-end process, carry forwards are adjusted to reflect the actual project expenditure in the financial year and outstanding works to be delivered. Project managers can also identify unplanned carry forwards, where the carry forward was not identified in the budget process in March, but becomes apparent later in the financial year. A common cause for unplanned carry forward is weather, labour or materials delays.

The Capital Works Governance Committee (CWGC) reviews all carry forward requests to make a recommendation to Council on whether the works should be carried forward or met from the funds available from the new financial year. Following this review, it is appropriate for Council to review and approve the final carry forward from the FY23/24 budget.

The approved FY24/25 budget was approved with \$20,800,000 identified carry forward. The CWGC recommends that Council increase the final carry forward budget to **\$27,683,098**, to be applied to the projects as set out in the table in attachment 1. This will increase the current capital works program to a total of \$89.2m, up from \$82.3m which was adopted by Council in June 2024.

In addition to the carry forward request, two projects are requesting an increase to their total project budget to complete the agreed scope of works.

IYU temporary facilities

During the development of the FY24/25 budget, it was identified that future works at IYU Recreation Reserve would be delayed. Council supported that unspent funds (\$477,800) from the FY23/24 projects at IYU be redirected to fund the installation of temporary facilities.

As the cost of the temporary facilities exceeded \$300,000, a public tender was required under Council's Procurement Policy. This meant that the works were not able to be completed by the end of the FY23/24 financial year.

The tender has now been finalised, at a slightly higher cost than anticipated. It is recommended that Council increase the total project budget for the installation of temporary facilities at IYU Recreation Reserve to \$544,139, representing a \$66,339 increase. A breakdown is provided in the table below.

Revised project costs	
Construction Tender	\$425,139
Authority Fees/Building Permit Fees	\$30,000
Construction Contingency	\$30,000
Onsite works	\$54,000
PM Fees	\$5,000
Total project cost	\$544,139
Carry forward from FY23/24 budget (unspent funds across all IYU projects)	\$477,800
Additional Council contribution required	\$66,339

Officer District Park

In February 2024, Council approved bringing forward most of the total project budget (\$8,197,881) for works at Officer District Park to facilitate the majority of works to be completed by 30 June 2024. The works continued to progress ahead of the original timeframes, however were not fully expended by the end of FY23/24. It is requested that these funds are carried forward to FY24/25.

Council has been awarded \$400,000 in grant funding from the Victorian State Government New and Upgraded Dog Parks Program to increase the size of the off-leash dog park, which requires an increase to the total project budget.

It has also been identified that the budget allocated for the public toilet facilities within the project scope are insufficient to meet the requirements of the site. Officers have assessed three different options for the installation of a public toilet, with the most cost-effective and accessible option being the installation of a purpose-built facility for the steep slope on the site. The purpose-built design will meet modern accessibility standards and provide better connection to the playgrounds, dog off-leash park and carpark.

Officers are anticipating high community use of the facility when it opens and are recommending the installation of an overflow car park to reduce the impact on local residents and minimise additional costs associated with traffic management until the next phase of the project is built.

To allow for the change in scope associated with the dog off-leash grant funding, toilet facilities and overflow carpark, it is recommended that Council increases the total budget to \$9,021,999. This represents an increase of \$850,000, of which \$400,000 is funded by State Government grants.

Given the existing contractor site establishment and timeframes to deliver the work, it is recommended that Council approve a variation to contract CT000501 to allow for these works to be completed. It is recommended that Council approves the increase in the contract awarded to CT000501 Buruma Family Trust t/as Warrandale Industries Pty Ltd to \$8,680,973 excl. GST to deliver these works.

Revised project costs

Actuals and commitments to date	\$7,406,999
Wayfinding and balustrade	\$150,000
Ongoing design, permit and consultant costs	\$60,000
Variations to contract (currently under negotiation)	\$450,000
Vegetation offset and associated costs	\$100,000
Toilet facility	\$750,000
Overflow carpark crushed rock surface	\$55,000
Operationalising / opening costs (traffic management, portable toilets etc)	\$50,000
Revised project cost	\$9,021,999
Existing approved budget	\$8,197,881
Additional grant funding for the off-leash dog park	\$400,000
Additional Council capital contribution required	\$374,118
Council operating contribution required for operationalising / opening	\$50,000

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

N/A

Consultation/Communication

Council has undertaken a formal public exhibition process on the draft budget. Each project is subject to individual consultation and engagement in accordance with the assessed need.

Financial and Resource Implications

Funding for the carry overs is provisioned in the capital works program which has a number of funding sources including Council rates and borrowings, developer contributions and grant funding.

An increase to the operating budget to support the opening of Officer District Park will be forecast, with opportunities to offset these costs where possible explored throughout this financial year.

Conclusion

Council has systems and governance processes in place to manage its capital works program in a responsible and transparent way.

It is recommended to Council that the total carry forward and increased budget allowances outlined in this report are approved to allow for project delivery to continue.

Resolution

Moved Cr Stephanie Davies, seconded Cr Jeff Springfield.

1. Approve final carry forward from the FY23/24 budget of \$27,683,098.
2. Approval to increase the total project budget for IYU temporary facilities to \$544,139.
3. Approval to increase the total project budget for Torongo District Park to \$9,021,999 and increase the approved contract value for CT000501 to \$8,680,973 excl. GST.

For:Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

7.4.4 Contract RFT000049 - Pavement Renewal Works 2024-25

Responsible GM: Peter Benazic
Author: Buddhika Wilwara Achchige

Recommendation(s)

That Council

1. Award the tender submitted by Downer EDI Works Pty Ltd to undertake the works associated with Contract RFT000049 - Pavement Renewal Works on Seven Mile Road in Nar Nar Goon, Bunyip-Modella Rd in Bunyip, Officer Rd in Officer and Dalmore Rd in Cardinia for the contract sum of \$2,025,675.37 (Excl. GST).
2. Advise the remaining tenderers accordingly.

Attachments

1. Confidential Memorandum - Contract RFT000049 [7.4.4.1 - 4 pages]

Executive Summary

The four roads under consideration within this contract have been identified as a high priority for treatment under Council's asset management systems. Through discussions with Council's Road Maintenance team, it was determined that these roads ranked among the highest in terms of maintenance costs for the Shire.

This report provides consideration for the appointment of a contractor to undertake works to reconstruct the pavement of the four roads. The proposed works involve pavement rehabilitation and construction, drainage improvements and associated works.

The tender for all four roads submitted by Downer EDI Works Pty Ltd is the most advantageous for Council, providing the best value for money, while providing excellent service.

It is therefore recommended that Contract RFT000049 for the construction of Seven Mile Rd (Home Rd to Bald Hill Rd) in Nar Goon, Bunyip Modella Rd (Splitter Nar Nar Goon-Longwarry Rd to 45m West of Bunyip Modella Rd Bridge) in Bunyip, Officer Rd (Brown Rd Intersection To Peterson Rd (South End)) in Officer and Dalmore Rd (Ballarto Rd Driveway at No 730) in Cardinia be awarded accordingly

Background

Four roads were identified as a high priority for treatment under Council's asset management systems and through discussions with Council's Road maintenance team, as they are amongst the highest for maintenance costs for the shire. These four roads were included in the tender documents associated with RFT000049.

Tenders were advertised on 06 July 2024 and closed on 30 July 2024. A total of ten (10) tenders were received.

The tenders were checked against a range of weighted and non-weighted selection criteria to ensure the viability of the tender submissions. These criteria include Pricing and value for money, OHS, Risk & Insurance, Compliance with the Specifications, Required Prequalification with VicRoads (DoT) Financial Viability, Environmental Commitments, Capability and Capacity, Relevant experience and

past performance of the Tenderer, Quality system and Project Plan. The tender advertised contained separate schedules for each listed road, with Council having the option of awarding each of the roads by themselves or in a package to separate tenderers if this demonstrated best value for money for Council.

To provide best value for money, it is recommended that all four roads;

- 1 Seven Mile Road, Nar Nar Goon
- 2 Bunyip-Modella Rd, Bunyip
- 3 Officer Rd, Officer
- 4 Dalmore Rd, Cardinia

be awarded to Downer EDI Works Pty Ltd for a sum of \$2,025,675.37 (Excl. GST).

Policy Implications

The works have been developed in accordance with Council's Asset Management Plans.

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

Nil

Consultation/Communication

Consultation with the community, affected property owners and commuters to notify them of disruptions throughout the construction works will form part of the project planning and delivery after the award of this Contract.

Financial and Resource Implications

Funding for works on these roads is available under the 2024-2025 Capital Works Program for Asset Renewal and Upgrade.

The total cost for the rehabilitation of Seven Mile Rd in Nar Goon, Bunyip-Modella Rd in Bunyip, Officer Rd in Officer and Dalmore Rd in Cardinia is \$2,025,675.37 (Excl. GST). There will be sufficient funds available in the Capital Works program to award these works.

Financial scorecard reviews were undertaken to assess financial capacity of Downer EDI Pty Ltd to undertake these works. Downer EDI Pty Ltd has shown satisfactory outcomes from a financial perspective to be considered for the contract based on their respective financial scorecard assessments.

Conclusion

It is recommended that the tender submitted by Downer EDI Pty Ltd for Seven Mile Rd in Nar Goon, Bunyip-Modella Rd in Bunyip, Officer Rd in Officer and Dalmore Rd in Cardinia be accepted for \$2,025,675.37 (Excl. GST) be accepted for Contract RFT000049 Pavement Renewal Works 2024-25.

Resolution

Moved Cr Kaye Cameron, seconded Cr Carol Ryan.

That Council

1. Award the tender submitted by Downer EDI Works Pty Ltd to undertake the works associated with Contract RFT000049 - Pavement Renewal Works on Seven Mile Road in Nar Nar Goon, Bunyip-Modella Rd in Bunyip, Officer Rd in Officer and Dalmore Rd in Cardinia for the contract sum of \$2,025,675.37 (Excl. GST).
2. Advise the remaining tenderers accordingly.

For:Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

7.4.5 Tender - Worrell Skate Park and Youth Plaza – Stage one

Responsible GM: Peter Benazic
Author: Tristan Bringham

Recommendation(s)

That Council

1. Award LJM Constructions, Contract RFT 000040 - Worrell Reserve Skate Park and Youth Hub – Stage one for the final tender price, including Provisional Sums, of \$1,061,593.85 excluding GST, and
2. Approve the use of project contingency budget as outlined in the confidential attachment for the delivery of the contract.

Attachments

1. CONFIDENTIAL REDACTED - RFT 000040 Worrell Skate Park and Youth Plaza (1) [7.4.5.1 - 8 pages]
2. Worrell Youth Plaza stage one - SRV Funded Scope [7.4.5.2 - 1 page]

Executive Summary

This report seeks approval to award the tender RFT 000040 Worrell Reserve Skate Park and Youth Hub – Stage one. The tender is for the construction of a new Skate Park and Youth Plaza as outlined in the 2020 Worrell Reserve Master Plan. Building upon the now cleared footprint of the old Emerald Netball Club, Worrell Reserve Skate Park and Youth Plaza includes a new street circuit, an interim multi use ball court, connecting paths, seating, a 6x4m park shelter and skate bowl.

A public tender was called with six contractors providing submissions. After an evaluation process that included, weighted and non-weighted criteria followed by a Best and Final Offer, the evaluation panel recommends the tender submitted by LJM Construction.

The tender submitted by LJM Construction complies with the design and tender conditions, demonstrated a clear understanding of the contract deliverables, while providing best value.

Background

In July 2022 the Deputy Premier announced a \$1m funding commitment to the delivery of the Skate Park and Youth Plaza component of the 2020 Worrell Reserve Master Plan. The commitment was funded via a Sport and Recreation Victoria (SRV) grant. To support the detail design and delivery, council committed additional capital funds from the 22-23 capital program.

Detailed design of the facility was completed during the 2023/24 financial year and a tender was called for the construction of stage one. Worrell Reserve Skate Park and Youth Plaza – stage one scope aligns with the available delivery funding provided by the SRV grant and includes the bulk of the new facility works, including the skate park, an interim multi use ball court, connecting pathways, seating, park shelter and skate bowl. Stage two demonstrates an enhanced site potential and will provide a purpose built dedicated multi use games area, additional landscaping, second park shelter and improved seating and options for with public use wi-fi.

A public tender was called on the 4 May 2024. During the open period two questions were asked and no addendums created. The tender closed on the 4 June 2024, with six Tender submissions received.

The tenders were assessed against a range of non-weighted selection criteria including: Financial Viability, Risk and Insurance, Conditions of Contract, Conflict of interest, Occupational Health and Safety, Compliance with Specification and Environmental Management Plan. The tenders were also assessed against the weighted criteria: Capability and Capacity, Relevant experience and past performance, Quality System, Social Business Practices, and Project timeline / Plan.

The submissions were evaluated and ranked by the panel with 5 found to be conforming. The top two were shortlisted and given the opportunity to respond to an updated bill of materials, provide a best and final offer and submit an updated project delivery timeline. The submission provided by LJM Constructions was considered to provide the best value for money, incorporate social business practices, achievable project delivery timeline and demonstrate understanding of the project specification.

Policy Implications

Worrell Reserve Masterplan (2020) – This project was included in the endorsed Worrell Reserve Masterplan (2020) for stage one implementation.

Skate and BMX Strategy (2016) - Worrell Reserve was as identified as part of the Skate and BMX Strategy (2016) which outlined the action to investigate site locations for new Skatepark at Emerald as a high priority.

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.

Climate Emergency Consideration

The design incorporates features that support the organisations Climate Emergency goals including the use of fly ash additive cement, reducing the carbon footprint and improving the longevity of the hard surfaces. Landscaping includes the removal of invasive weed species and the planting of indigenous feature trees.

Consultation/Communication

Building upon the works undertaken to develop the 2020 reserve master plan, further community and stakeholder engagement was undertaken to develop the site concepts and was used to inform the final detailed design.

The consultation process included multiple rounds of in person sessions at the Emerald Hills Hub, Emerald Secondary College, direct engagement with the reserve stakeholders and online surveys.

During the 2022-23 financial year the final design was submitted for endorsement and received support from the reserve Community Activity Committee along with DEECA landowner consent.

Financial and Resource Implications

Funding for this project has been provided through Council's capital works program and the Victorian Government, Sport and Recreation Victoria grants program. \$1,178,0467,812.78 is available for delivery of the stage one.

The recommended tender, LJM Construction Services final price of \$1,061,593.85 ex GST, inclusive of provisional items is within the expected range and available budget.

Conclusion

It is recommended that Council awards LJM Constructions, Contract RFT 000040 - Worrell Reserve Skate Park and Youth Hub – Stage one for the final tender price, including Provisional Sums, of \$1,061,593.85 excluding GST, and approves the use of the project budget contingencies as outlined in the confidential memo.

Resolution

Moved Cr Jeff Springfield, seconded Cr Collin Ross.

That Council

1. Award LJM Constructions, Contract RFT 000040 - Worrell Reserve Skate Park and Youth Hub – Stage one for the final tender price, including Provisional Sums, of \$1,061,593.85 excluding GST, and
2. Approve the use of project contingency budget as outlined in the confidential attachment for the delivery of the contract.

For:Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

7.4.6 CT 24 000045 Seasonal Roadside Slashing 2024-2027

Responsible GM: Peter Benazic
Author: Ana Caicedo

Recommendation(s)

That Council:

1. Accepts the tender for RFT000045 – Seasonal Roadside Slashing 2024-2027, submitted by **Skyline Landscape Services (Vic) Pty Ltd** to provide services in **Areas 2N, 3 and 4S** for **\$235,102.60**, with two options for extension at up to three years each.
2. Accepts the tender for RFT000045- Seasonal Roadside Slashing 2024-2027, submitted by **Munns Parks and Gardens** to provide services in **Areas 1NW, 1E, 2S and 4N** for **\$182,130.03**, with two options for extension at up to three years each.
3. Approves a sum of **\$60,000** for the first year of services, to cover contingencies, including but not limited to, additional cuts, plant float fees, waste removal and traffic management.

Attachments

1. CONFIDENTIAL REDACTED - RFT000045 Seasonal Roadside Slashing - Confidential Tender Evaluation Report [7.4.6.1 - 1 page]

Executive Summary

The open space maintenance contract, which including roadside slashing ahead and during the fire danger period, expired in March 2024. This report details the tender process undertaken for the provision of this service.

A public tender in mid-June received two conforming submissions from Skyline Landscape Services and Munns Parks and Gardens. Both tenderers demonstrated sufficient experience and positive client relations. The tender evaluation panel recommended appointing both tenderers.

The total contract cost is approximately \$480,000 excluding GST, about \$40,000 less than the previous year's cost.

Background

In 2020, Council entered an open space maintenance contract with Citywide, which expired in March 2024. The contract model was redesigned, and a decision was made to award separate contracts to manage different portions of the service.

This report relates to the tender process undertaken to select preferred suppliers of the service to provide and operate machinery, to ensure adequate servicing to the roadsides ahead and during the fire danger period.

The contract involves roadside grass slashing along various roads within Cardinia. The Shire is divided into seven designated areas for this purpose (see Table 1 for details), with two areas (1NW and 1E) serviced mainly by internal resources, with high-traffic and high-risk roads requiring the implementation of traffic management contracted out. The specifications within the contract have not significantly varied from previous years.

Two submissions, that were conforming, were received from Skyline Landscape Services (Vic) Pty Ltd, and Munns Parks and Gardens

Table 1. Seasonal Roadside Slashing Areas in Cardinia

Seasonal Roadside Slashing Area	Main Townships Covered	Proposed Contracted Works
1NW	Avonsleigh Cockatoo	Five roads with a combined length of over 11km. — Most of the area serviced by internal resources—
1E	Garfield North Nar Nar Goon North Tynong North	Eight roads with a combined length of over 40km. — Most of the area serviced by internal resources—
2N	Beaconsfield Beaconsfield Upper Officer Pakenham	Almost 100 roads with an approximate combined length of 120km
2S	Cardinia Dalmore Koo Wee Rup Officer South	45 roads with around 90km of combined length
3	Cockatoo Nar Nar Goon North Pakenham Upper	44 roads with just over 80km of combined length
4N	Cora Lynn Koo Wee Rup Nar Nar Goon	114 with an approximate combined length of 280km
4S	Catani Lang Lang Monomeith Yannathan	75 roads with about 165km of combined length

Tender Process

A public tender was called mid-June. During the open period no questions were asked, and no addendums were created. The tender closed at the start of July, with two conforming submissions received.

A tender evaluation panel was established with all members declaring no conflicts of interest. All tenders were assessed and scored by each panel member independently using a set criteria, with two subsequent meetings held to discuss submissions and clarifications, and to determine final consensus scores for each tenderer.

The panel agreed on their scores, with both tenderers achieving high scores with a difference of three points in between them. Attachment 1 contains a confidential report outlining the details of the procurement process.

Recommended Tenderer

The tenderers provided sufficient evidence of their experience, appropriate equipment, trained staff, risk and safety management, and positive client relations.

Reference checks with other councils (Knox, Frankston, and Greater Dandenong), were satisfactory, with all referees recommending the companies for appointment.

Financial scorecards, OH&S checks, and insurance level reviews did not highlight any high risks in engaging either contractor.

Clarification was sought from both tenderers regarding the number of dedicated staff and equipment, and their capacity and willingness to service areas in the Shire. Both contractors that their current capacity didn't allow them to commit to servicing all of Cardinia's Seasonal Roadside Slashing areas.

Considering the contractors' capacities, the panel agreed to recommend the appointment of both tenderers as per Table 2.

Table 2. Recommended Tenderers per Area for Seasonal Roadside Slashing

Seasonal Roadside Slashing Area	Recommended Tenderer
1NW	Munns Parks and Gardens
1E	Munns Parks and Gardens
2N	Skyline Landscape Services (Vic) Pty Ltd
2S	Munns Parks and Gardens
3	Skyline Landscape Services (Vic) Pty Ltd
4N	Munns Parks and Gardens
4S	Skyline Landscape Services (Vic) Pty Ltd

Policy Implications

The tender process adhered to the principles of best practice for procurement, including value for money, sustainability, open and fair competition, accountability, risk management, probity and transparency.

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.

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

3.1.5 Facilitate community stewardship to build preparedness for natural threats.

5.1 We practise responsible leadership

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

Financial and Resource Implications

The recommended tenderer's price is within budget and in the expected tender range.

The total cost for the delivery of this contract is in the realm of \$480,000 excluding GST, which is about \$40,000 less than the cost for the service last financial year through the previous contractor.

These savings and other allocated funds will be used to deliver additional grass mowing and open space and roadside maintenance works, including the upkeep of defined trails, fire breaks and fire trails.

Conclusion

Council redesigned its open space maintenance contract model, requiring separate tenders for different services. The tender process for roadside grass slashing resulted in two conforming submissions. Both tenderers demonstrated experience, safety management, and positive client relations. The recommended tenderer's price is within budget and has yielded cost savings for the service.

Resolution

Moved Cr Kaye Cameron, seconded Cr Graeme Moore.

That Council:

1. Accepts the tender for RFT000045 – Seasonal Roadside Slashing 2024-2027, submitted by **Skyline Landscape Services (Vic) Pty Ltd** to provide services in **Areas 2N, 3 and 4S** for **\$235,102.60**, with two options for extension at up to three years each.
2. Accepts the tender for RFT000045- Seasonal Roadside Slashing 2024-2027, submitted by **Munns Parks and Gardens** to provide services in **Areas 1NW, 1E, 2S and 4N** for **\$182,130.03**, with two options for extension at up to three years each.
3. Approves a sum of **\$60,000** for the first year of services, to cover contingencies, including but not limited to, additional cuts, plant float fees, waste removal and traffic management.

For:Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

7.5 Activity Reports

7.5.1 Environment Council Plan Initiatives Quarterly Report

Responsible GM: Peter Benazic
Author: Desiree Lovell and Misty Johannsen

Recommendation(s)

That Council note this report.

Attachments

1. Environment Council Plan initiatives quarterly report - July 2024 [7.5.1.1 - 12 pages]

Executive Summary

This quarterly report provides an update on projects, services and actions that are undertaken by Council to deliver on the Council Plan focus area number three: thriving environments and its associated initiatives.

Priority: We value our natural assets and support our biodiversity to thrive

We place a high value on our natural assets and biodiversity. We take action to help our natural assets and biodiversity thrive and build their resilience to climate change and natural hazards. We enhance green spaces and habitat links, support our communities to live sustainably, and champion sustainable development and waste management practices.

Initiatives

The initiatives have been categorised according to the Sustainable Environment Policy (SEP) 2018– 28 themes of: Biodiversity, Climate change, Water, Waste and resource recovery

The SEP is the roadmap for the future direction of Council's environmental and sustainability strategies, plans and activities.

Background

There are a broad range of projects, services and actions delivering environmental benefits throughout the organisation. While many of these occur within or are led by the Environment and Infrastructure Group, most of the organisation is involved in environmental sustainability to some degree.

Council Plan initiatives and how they link to the Sustainable Environment Policy themes:

- Biodiversity
 - Implement initiatives in the Biodiversity Conservation Strategy
- Climate change
 - Implement initiatives in the Aspirational Energy Transition Plan
- Water
 - Implement initiatives in the Integrated Water Management Plan
- Waste and resource recovery
 - Implement the action plan for the Waste and Resource Recovery Strategy

This report also covers the Council Plan initiative *actively protect key heritage sites within the shire*.

Project Update

Projects and updates are included in the attached report.

Resolution

Moved Cr Jeff Springfield, seconded Cr Collin Ross.

That Council note this report.

For:Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

7.5.2 Community Engagement Update

Responsible GM: Debbie Tyson
Author: Emma Wilkinson

Recommendation(s)

That Council notes the community engagement activities being undertaken in August 2024.

Attachments

Nil

Executive Summary

This report provides a monthly update on Council's community engagement opportunities commencing or continuing.

Background

Community engagement is a process whereby Council uses a variety of methods to proactively seek out information and feedback from the community, including their values, concerns, ideas and aspirations. Where possible and when required by legislation, Council will include the community in the development and delivery of identified initiatives and projects. This practice establishes an ongoing partnership, ensuring that community members continue to shape Council's decision making and implementation process.

Council's Community Engagement Policy (Policy) sets out Council's accountability for community engagement practices. The Policy meets the requirements of the Local Government Act 2020 and Council's commitment to undertaking best practice, high quality community engagement activities to receive input, feedback and ideas from the community on Council projects, services, plans, policies, strategies and other Council decisions.

Council uses the IAP2 Spectrum of Public Participation (see below) as the model for its community engagement activities depending on the nature of the project, legislative requirements affecting the project and level of influence the community can have on the project, the risk and level of complexity of the project and available resources.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLE TOOLS	• Fact sheets • Websites • Open houses	• Public comment • Focus groups • Surveys • Public meetings	• Workshops • Deliberate polling	• Citizen Advisory committees • Consensus building • Participatory • Decision-making	• Citizen juries • Ballots • Delegated • Decisions

Policy Implications

Community engagement is undertaken in line with Council's *Community Engagement Policy*.

Relevance to Council Plan

5.1 We practise responsible leadership

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

Climate Emergency Consideration

There are no climate emergency considerations as part of this report.

Consultation/Communication

This month, the following Engagement Plans are being implemented.

Community engagement activity - August 2024			
Project	Project description	Date/s and details engagement	Business Unit
Neighbourhood House Service in Emerald.	Consulting the community about neighbourhood house services they would value from 2025 onwards.	Period of engagement: 29 July to 30 August 2024. Community engagement will include: • Informal drop ins at the Hills Hub to complete a survey • Posters located in prominent places with a QR code to the survey and information on the Creating Cardinia site.	Active and Connected Communities.
Greenland Court Reserve, Garfield - Upgraded facilities.	Consulting the community about how they currently use this open space and playground and what they would like to see included in the upgrade design.	Period of engagement: 17 July – 14 Aug 24. Community engagement will include: • Mailouts to residents within 400m of the site • Letters to primary schools, playgroups, and local community groups • Signage on site and in the local area with a QR code to the survey and information on the Creating Cardinia site.	Active and Connected Communities.

Some projects will involve more than one stage of engagement. The relevant Engagement Plans for each project will document the stages and purpose of engagement.

Inform engagements – August			
Project	Project description	Details of how community will be informed.	Business Unit
Princes Highway intersections upgrades • Tivendale Rd • Bayview Rd.	Council is continuing to provide regular communication updates to impacted businesses and the wider community regarding the progress of the Princes Highway intersection projects.	Supported through various communications channels and regular face to face engagement with impacted local businesses.	Community Infrastructure Delivery.
Installation of pedestrian crossings at Village Way, Pakenham.	Council is planning on installing pedestrian crossings on Village Way, Pakenham from September 2024. To improve pedestrian safety, these works will include 3 zebra crossings on all three legs of the Village Way and Park Orchard Drive intersection with flashing lights on both Village Way crossings.	Supported through various communication channels including signage and letters to surrounding businesses and residents.	Community Infrastructure Delivery.
Upgrade Roadworks Oxford Street, Lang Lang.	Upgrade works on Oxford Street during August 2024. Works will include the construction of the currently unsealed and unmarked section of Oxford Street into a dual lane access road with on street parking and a shared footpath, which once complete, will connect directly into Nellie Street.	Supported through various communication channels including signage and letters to surrounding businesses, residents and organisations.	Community Infrastructure Delivery.

Financial and Resource Implications

The activities undertaken fall within Councils existing budget and resourcing.

Conclusion

The tables above outlines projects for engagement that can be promoted to the community this month to support its awareness and involvement and will assist Council in the delivery of the Council Plan action.

Resolution

Moved Cr Stephanie Davies, seconded Cr Jeff Springfield.

That Council notes the report.

For:Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

7.5.3 Major Projects Report

Responsible GM: Peter Benazic
Author: James Kelly and Jarrad Unsworth

Recommendation(s)

That Council note the August 2024 Major Projects Report.

Attachments

1. Major projects report - August 2024 [7.5.3.1 - 15 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, as at the end of July 2024 when the report was collated.

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 Kaye Cameron, seconded Cr Graeme Moore.

That Council note the August 2024 Major Projects Report.

For:Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

7.5.4 Performance and Growth Reports - Q4 2023-24

Resolution

Moved Cr Stephanie Davies, seconded Cr Collin Ross.

The Performance and Growth Reports for Quarter 4 2023-24 be received and noted.

For: Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against: Nil

Carried

8 Reports By Councillors

Cr Davies reported on the activities of the National Growth Areas Alliance Strategic Advisory Committee of which she is a member and advised that their advocacy is getting stronger and that they were planning to undertake a major advocacy project leading up to the Federal Election.

Cr Davies also advised that she had:

- Attended a Lakeside Scouts event
- A walk through of the Torongo park under construction

And wished the Pakenham Lions Women's Football Team well at the forthcoming grand final

Cr Cameron advised of her attendance at:

- The Official naming of the Rob Porter Recreation Reserve
- Westernport Biosphere Councillor Advisory Committee, and
- Citizenship Ceremony

Cr Ryan advised of:

- A meeting of the Cardinia Mental Health & Wellbeing Action team and of their achievements and
- South Eastern Region Mental Health Committee quarterly meeting

Cr Moore advised of:

- Attending a meeting in Lang Lang in company with the CEO and planning staff to discuss the Lang Lang by pass with government Ministers and their advisors
- In company with the Mayor attending the 'blue tree' event in Garfield to recognise Mental Health issues and of the activities of the Garfield Business Group and of a further trip to Garfield the following day to open the Netball pavilion

Cr Springfield advised of:

- his attendance in company with the Mayor to the Friends of Emerald Lake Park Annual General Meeting where certificates of appreciation were provided and 24 years of the Friends Group being in operation were celebrated
- attending the Eastern Dandenong Ranges Association Annual General Meeting noting that the group promotes events and tourism activities across the region and were a very well run and active group

Cr Ross advised of his attendance at a recent Citizenship Ceremony noting that during his period as a councillor approximately 16,000 local residents had received their Australian Citizenship.

9 Presentation Of Petitions

Nil

10 Notices Of Motion

10.1 Notice of Motion 1103 - Cr Kowarzik

Motion

That Council resolve to include the following in the planned scope of future works/business case/design, so that any advocacy and subsequent funding for expanding the Cardinia Life facility, must also include a plan to undertake:

1. A full re-roof of all existing structures that will be retained.

Resolution

Moved Cr Stephanie Davies, seconded Cr Jeff Springfield.

That Council resolve to include the following in the planned scope of future works/business case/design, so that any advocacy and subsequent funding for expanding the Cardinia Life facility must also include:

1. A full re-roof of all existing structures that will be retained

For:Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

10.2 Notice of Motion 1104 - Cr Davies

Motion

The Council revises the endorsed scope for the future Cardinia Life Redevelopment to complete a full re-roof of the retained structures.

]

Cr Davies withdrew her notice of motion

10.3 Notice of Motion 1105 - Review of Council's unsealed roads and drainage maintenance program - Cr Springfield

Motion

That Council:

1. Undertakes a review of its maintenance strategy for the unsealed road and associated drainage network and presents a report to the Council on this within 6 months.
2. This review will focus on the appropriate alignment of maintenance work between the unsealed road and adjoining drainage network to best ensure good performance outcomes for these assets.
3. The review, amongst other elements, will incorporate a SWOT analysis of current maintenance practices across Cardinia's different topographical regions to help inform future maintenance strategy development.
4. The review, amongst other elements, will also focus on the performance and maintenance of both private and public driveway/crossover culverts and how these can impact the adjoining road network.
5. This review will also provide consideration towards Council's current resource allocation for the unsealed roads and drainage maintenance program and what future resource allocations may be required to improve the ongoing performance of these assets.
6. This review and subsequent report will be used to help inform future development of the maintenance strategy for Cardinia's unsealed road and drainage network.

Resolution

Moved Cr Jeff Springfield, seconded Cr Kaye Cameron.

That Council:

1. Undertakes a review of its maintenance strategy for the unsealed road and associated drainage network and presents a report to the Council on this within 6 months.
2. This review will focus on the appropriate alignment of maintenance work between the unsealed road and adjoining drainage network to best ensure good performance outcomes for these assets.
3. The review, amongst other elements, will incorporate a SWOT analysis of current maintenance practices across Cardinia's different topographical regions to help inform future maintenance strategy development.
4. The review, amongst other elements, will also focus on the performance and maintenance of both private and public driveway/crossover culverts and how these can impact the adjoining road network.
5. This review will also provide consideration towards Council's current resource allocation for the unsealed roads and drainage maintenance program and what future resource allocations may be required to improve the ongoing performance of these assets.
6. This review and subsequent report will be used to help inform future development of the maintenance strategy for Cardinia's unsealed road and drainage network.

For: Cr Carol Ryan, Cr Collin Ross, Cr Graeme Moore, Cr Jack Kowarzik, Cr Jeff Springfield, Cr Kaye Cameron and Cr Stephanie Davies

Against:Nil

Carried

11 Urgent Business

There was no urgent business.

12 Councillor Questions

Questions from – Cr Davies

Question 1

When is Council's Public Transparency policy scheduled for review?

When it is reviewed next, can Officers explore making all Council briefings publicly available, either allowing physical access, livestreaming briefings and/or making minutes publicly available?

Can a report to consider the Public Transparency policy potentially be brought to the new Council early in its term, perhaps within the first 6 months?

Answer by Deb Tyson

Council's Public Transparency Policy is due to be reviewed this month. All Councillor related policies are required to be reviewed and adopted within 6 months of the new Council term and we can certainly explore making Councillor Briefings publicly available as part of this review.

Question 2

After the recent rain event can officers please advise what works have been undertaken on the roof at Cardinia Life and the Officer Community hub to prevent further roof leaks in rain events?

Are further works required to be undertaken to either roof and if so, what is the estimated cost of these works, and will they be undertaken?

Can, and when, will a report be tabled to the Council which provides the detail on the investigation into roof leaks at Cardinia Life and Officer Community Hub;

This would including the potential scope of medium to long term solutions, with a view that these costs are considered in the next capital program?

Answers by Deb Tyson

1. After the recent rain event can officers please advise what works have been undertaken on the roof at Cardinia Life and the Officer Community hub to prevent further roof leaks in rain events?

Answer

Following the recent rain event, plumbers were engaged to inspect the roofs at both Cardinia Life and Officer Community Hub.

With Cardinia Life, silicone joints in areas that had become degraded over time were resealed, a significant number of screws were replaced to ensure that they form watertight seals and that the flashing remained secure.

Plumbers assessed the Officer Community Hub roof and completed some make safe works consisting of spot sealing areas of concern.

2. Are further works required to be undertaken to either roof and if so, what is the estimated cost of these works, and will they be undertaken?

Answer

Yes, further works are required to be undertaken at both facilities. The proposed works at Cardinia Life are to renew the seals on all gutters, expansion joints and penetrations across the entire roofline beyond just the stadium roof. These works are estimated to be \$21,000.

The further works at Officer Community Hub involve resealing possible leak locations around the skylights, replacement of two roof vents and repair of a broken downpipe. These works are approximately \$2,000-4,000

Works are expected to occur at both sites within 2 months subject to weather conditions

3. Can, and when, will a report be tabled to the Council which provides the detail on the investigation into roof leaks at Cardinia Life and Officer Community Hub; (This would including the potential scope of medium to long term solutions, with a view that these costs are considered in the next capital program?)

Answer

A report can be tabled at the December Council meeting

14 Confidential Business

Amendment to Minutes

Council resolved at Council Meeting 14 April 2025 to approve the recording of item **14.1 CEO Performance plan** and review as an accurate record.

Item *CEO Performance plan* and review 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.

13 Mayoral Minute

The Mayor acknowledged Council staff member Doug Evans present at the meeting who was attending his final Council meeting after 30 years' service to the Council and will be retiring later in the year.

The Mayor expressed the Council's appreciation for his service.

15 Meeting Closure

Meeting closed at 10:03