



Cardinia

MINUTES OF GENERAL COUNCIL MEETING

MONDAY, 16 MARCH 2020

MINUTES OF GENERAL COUNCIL MEETING

held in the Council Chambers, 20 Siding Avenue, Officer
on Monday, 16 March 2020

The meeting commenced at 5:54pm to consider a Confidential Matter 'In Camera'
and then adjourned at 6pm and reconvened at 7pm.

PRESENT: Mayor, Jeff Springfield, Chairman

Councillors Michael Schilling, Carol Ryan, Jodie Owen, Collin Ross,
Graeme Moore, Leticia Wilmot, Brett Owen

Messrs Carol Jeffs (CEO), Peter Benazic (GMIE), Tracey Parker (GMLC), Jenny
Scicluna (GMCPP), Tom McQualter (EMOC), Jack Coogan (GO)

OPENING PRAYER

Almighty God we humbly request that you bestow your blessings upon this Council, direct and prosper our deliberations to the advancement of your glory and to the betterment of the peoples of Cardinia Shire. Amen.

ACKNOWLEDGEMENT OF TRADITIONAL LANDOWNERS

The Cardinia Shire Council respectfully acknowledged that we are on the traditional land of the Bunurong and Wurundjeri people.

APOLOGIES: Councillor Ray Brown

CONFIRMATION OF MINUTES OF MEETINGS

Moved Cr J Owen Seconded Cr G Moore

THAT MINUTES OF THE FOLLOWING MEETINGS BE CONFIRMED-

- General Council Meeting 17 February 2020
- Town Planning Committee 2 March 2020

Cd.

DECLARATION OF PECUNIARY AND OTHER INTERESTS

Nil.

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1 PLANNING SCHEME AMENDMENT C235 - 145 ROSSITER ROAD, KOO WEE RUP - PANEL REPORT RECOMMENDATIONS AND ADOPTION

FILE REFERENCE INT2018079

RESPONSIBLE GENERAL MANAGER Tracey Parker

AUTHOR Celeste Grossi

RECOMMENDATION

That Council:

1. Adopt the recommendations of the Amendment C235 Panel Report 30 December 2019.
2. Adopt the modified Amendment C235 to the Cardinia Planning Scheme under Section 29 of the *Planning and Environment Act 1987* and submit to the Minister for Planning for approval under Section 31 of the *Planning and Environment Act 1987*.

Attachments

- | | |
|--|----------|
| 1 Panel Report - Cardinia Planning Scheme Amendment C235card | 33 Pages |
| 2 Modified Planning Scheme Amendment C235 Documents | 84 Pages |

EXECUTIVE SUMMARY

The *Koo Wee Rup Township Strategy (2015)* identifies the land located at 145 Rossiter Road, Koo Wee Rup as a residential development investigation area and provides in principle support for the rezoning of the land to residential, subject to additional land capability assessments being prepared.

In August 2018 a request was made by the landowner to rezone the land from Farming Zone (FZ) to Neighbourhood Residential Zone 1 (NRZ1), apply the Development Plan Overlay Schedule 22 (DPO22), and correct the mapping of the Heritage Overlay for the adjacent heritage property 'Shepton Mallet'.

The proposed Amendment facilitates the implementation of new planning controls, with the future development of the site being subject to a planning permit application.

The Amendment was placed on public exhibition from Thursday 27 June 2019 to Friday 2 August 2019 and during this time, six (6) submissions were received, three (3) from individuals and three (3) from the Public Authorities. One (1) individual submission was withdrawn. Two (2) submissions objected to the Amendment and two submissions from the Public Authorities requested changes and have been resolved. With two (2) objecting submissions remaining, all submissions were referred to an independent planning panel appointed by the Minister for Planning. The Panel hearing was held on Friday 22 November 2019 at Cardinia Shire Council.

On Monday 30 December 2019, the Panel report was received recommending that Council adopt Cardinia Planning Scheme Amendment C235 as exhibited, subject to minor changes.

BACKGROUND

The Amendment applies to approximately 24.4ha of the land described as Lot 2 on Plan of Subdivision 321029 or 145-165 Rossiter Road, Koo Wee Rup. The site is currently zoned Farming Zone (FZ) and affected by the Land Subject to Inundation Overlay (LSIO), Heritage Overlay (HO198) and has an area of Aboriginal Cultural sensitivity and is adjacent to a Road Zone - Category 1 (Rossiter Road). See Figure 1.

A request was made by the landowner to rezone the land.



Figure 1. Lot 2 at 145 Rossiter Road, Koo Wee Rup

The Proposed Amendment

The Amendment proposes to rezone the subject land from FZ to NRZ, apply DPO22, and correct the mapping of the Heritage Overlay (HO198) for the adjacent heritage property 'Shepton Mallet'.

DPO22 is proposed to be applied to the site and will assist in facilitating the future subdivision and development of the land which is consistent with the *Koo Wee Rup Township Strategy (2015)*. DPO22 provides guidance on the location of internal road networks, subdivision layout, staging, open space locations, environment and landscaping, traffic and transport, infrastructure and drainage and urban design and character.

The proposed Amendment will facilitate the following:

- Approximately 200 residential lots
- Open space of approximately 1.95ha provided by three parks at varying sizes and contains either remnant vegetation or aboriginal cultural heritage on site.
- Protection of the Southern Brown Bandicoot corridors
- Retarding basin and constructed wetland
- Tree Protection Reserve
- Shared pathways connecting to the town centre

The correction of the mapping for Shepton Mallet will ensure that the heritage overlay only applies to the heritage property which is located at Lot 1 of 145 Rossiter Road, Koo Wee Rup and removes it from the subject site.

Planning Scheme Amendment

Specifically, the Amendment will:

- Insert Schedule 22 to Clause 43.04 Development Plan Overlay into the planning scheme.

- Amend Planning Scheme Map Nos. 26 and 27 to rezone the land from Farming Zone to Neighbourhood Residential Zone Schedule 1.
- Amend Planning Scheme Map No. 27HO to correct HO198, 'Shepton Mallet'
- Amend Schedule 1 to Clause 43.01 Heritage Overlay to turn on tree controls for HO198 'Shepton Mallet'.

THE PANEL REPORT

The Panel Report sought the following recommended changes:

The Panel recommends that Council adopt Cardinia Planning Scheme Amendment C235card as exhibited, subject to the following modifications:

1. Amend Development Plan Overlay Schedule 22 as shown in Appendix C of this report
2. Amend the tree controls relating to HO198 (Shepton Mallet, 145 Rossiter Road, Koo Wee Rup) to read "Yes" within the Schedule to Clause 43.01 Heritage Overlay.

Changes to the Amendment

The Amendment documents have been updated to reflect the recommendations of the Panel.

This has resulted in:

- Minor drafting changes to Schedule 22 to Clause 43.04 Development Plan Overlay including improvements in the clarity of wording, minor revisions of the concept plan to provide flexibility and to show an indicative shared pathway connection, and removal of duplication and repair of typographical errors.
- The modification of the Schedule to Clause 43.01 Heritage Overlay to answer "Yes" to tree controls relating to HO198 (Shepton Mallet).

The intent of Amendment C235 is unchanged and the changes requested by the Panel are administrative in nature and ensure that the intent and wording of DPO22 is clear and able to be used effectively when assessing the future planning permit application.

Next Steps

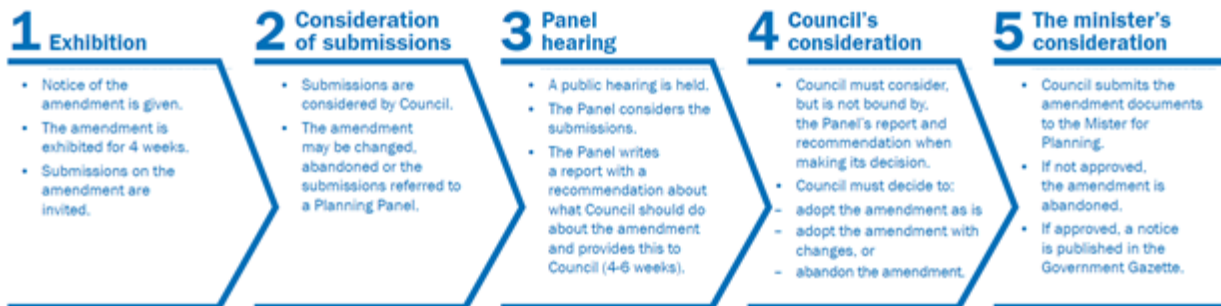


Figure 2. Steps in the Planning Scheme Amendment process

Following adoption of the modified Amendment documentation, Council officers will prepare the final documents and submit these to the Minister for Planning for Approval (**Stage 5**). Approval timeframes of the Amendment cannot be confirmed and are subject to processes undertaken by DELWP.

POLICY IMPLICATIONS

Plan Melbourne 2017-2050 - Melbourne Metropolitan Planning Strategy

The relevant directions and policies of Plan Melbourne are as follows:

- Direction 2.2. *Deliver more housing closer to jobs and public transport*
 - Policy 2.2.5. *Require development in growth areas to be sequences and stages to better link infrastructure delivery to land release.*
- Direction 2.5. *Provide greater choice and diversity of housing*
 - Policy 2.5.1. *Facilitate housing that offers choice and meets changing household needs*

Planning Policy Framework

- *Clause 11 Settlement* - to promote the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlement.
- *Clause 12 Environmental and landscape values* - to protect the health and ecological systems and the biodiversity they support and conserve areas with identified environmental and landscape values.
- *Clause 13 Environment risks and amenity* - to avoid and minimise environmental degradation and hazards. Planning should identify and manage the potential for the potential impact for the environment, and environmental changes, to impact upon the economic, environmental or social wellbeing of society.
- *Clause 14 Natural resource management* - to assist in the conservation and wise use of natural resources including energy, water, land, stone and minerals to support both environmental quality and sustainable development.
- *Clause 15 Built environment and heritage* - ensure all new land use and development appropriately responds to its surrounding landscape, valued built form and cultural context, and protect places and sites with significant heritage, architectural, aesthetic, scientific and cultural value.
- *Clause 16 Housing* - provide for housing diversity, and ensure the efficient provision of supporting infrastructure.

RELEVANCE TO COUNCIL PLAN

3. Our Environment

3.5. *Balanced needs of development, the community and the environment*

3.5.2. Plan for the development of the urban growth area with a mix of residential, commercial, employment, recreational and community activities to meet the needs of our growing community in a sustainable way.

CONSULTATION/COMMUNICATION

Amendment C235 was placed on public exhibition from Thursday 27 June 2019 to Friday 2 August 2019. At the conclusion of the public exhibition period 6 submissions were received.

All submitters have received an email or letter notification of the release of the Panel report and notification of consideration of the report at this Council meeting.

FINANCIAL AND RESOURCE IMPLICATIONS

There are no additional resource implications associated with undertaking the Planning Scheme Amendment and costs associated with this process are paid for by the proponent of the Amendment. The rezoning and the application of DPO22 provides a clear framework to assist Council planners when assessing and making decisions for the subject site.

CONCLUSION

All recommendations of the Panel have been accepted and associated changes have been made to the Amendment documents (Attachment 2).

The approval of Amendment C235 will assist with the development of 145 Rossiter Road, Koo Wee Rup which is consistent with the *Koo Wee Rup Township Strategy (2015)*. Therefore, it is recommended that Council resolve to adopt the modified Amendment C235 to the Cardinia Planning Scheme under Section 29 of the Act and submit to the Minister for Planning for approval under Section 31 of the Act.

**1 PLANNING SCHEME AMENDMENT C235 - 145 ROSSITER ROAD, KOO
WEE RUP - PANEL REPORT RECOMMENDATIONS AND ADOPTION**

Moved Cr J Owen Seconded Cr G Moore

That Council:

1. Adopt the recommendations of the Amendment C235 Panel Report 30 December 2019.
2. Adopt the modified Amendment C235 to the Cardinia Planning Scheme under Section 29 of the Planning and Environment Act 1987 and submit to the Minister for Planning for approval under Section 31 of the Planning and Environment Act 1987.

Cd.

2 PAKENHAM SOUTH EMPLOYMENT PRECINCT STRUCTURE PLAN

FILE REFERENCE INT2019650

RESPONSIBLE GENERAL MANAGER Tracey Parker

AUTHOR Michelle Nichols

RECOMMENDATION

That Council:

1. Seek the authorisation of the Minister for Planning under Section 8A(2) of the *Planning and Environment Act 1987* to prepare Amendment C265 to the Cardinia Planning Scheme, generally in accordance with Attachment 3.
2. Give notice of Amendment C265 to the Cardinia Planning Scheme under Section 19 of the *Planning and Environment Act 1987*, subject to receiving the authorisation of the Minister for Planning under Part 1.

Attachments

- | | | |
|---|---|----------|
| 1 | Draft Pakenham South Employment Precinct Structure Plan | 66 Pages |
| 2 | Draft Schedule 6 to Urban Growth Zone (UGZ6) | 6 Pages |
| 3 | Draft Explanatory Report for Planning Scheme Amendment C265 | 12 Pages |

EXECUTIVE SUMMARY

The Pakenham South Employment Precinct Structure Plan (PSP) has been prepared to facilitate 185 hectares of employment land. The subject land, which is situated within a State Significant Industrial Precinct, seeks to provide approximately 3,500 job opportunities.

The PSP sets the vision for how the land should be developed ensuring a high standard of urban design and amenity. The precinct will include a local convenience centre, access to public transport, local parks and a shared path network throughout.

As part of the development of the PSP, Council officers have undertaken an informal consultation period as well as regular ongoing discussions with relevant agencies/authorities and landowners within the precinct.

A Planning Scheme Amendment process is proposed to incorporate the PSP in to the Cardinia Planning Scheme. This process will include a period of public exhibition for a minimum of four weeks which is expected to occur in April/May 2020.

BACKGROUND

The Pakenham South Employment precinct forms part of the Pakenham/Officer State Significant Industrial Precincts, *Urban Development Program DELWP 2016*. The PSP land is located directly south of the industrial South East Business Park and south west of the Livestock Exchange.

The precinct is bound by:

- Greenhills Road to the north;
- Healesville-Koo Wee Rup Road to the east;
- Green Wedge land to the south; and
- McGregor Road to the west.



Figure 1. Location of PSP precinct

The project first commenced a number of years ago, including background investigation reports prepared by consultants. On the 18th July 2016, a Council resolution was supported to prepare a Planning Scheme Amendment (PSA) to implement the PSP into the Cardinia Planning Scheme.

As some time had lapsed post this resolution, in 2019 a review of the background documents was undertaken in order to finalise the PSP and commence the PSA process. The PSP has been prepared by Council officers in consultation with the Victorian Planning Authority.

The Vision

The PSP will provide opportunities for industries to operate in a defined employment hub, appropriately located away from sensitive residential areas. Businesses requiring larger lots and buffer distances will be attracted to the precinct with its limited environmental and topographical issues and accessibility to infrastructure, nearby services and freight connections.

A diverse mix of industrial, manufacturing, warehousing and commercial jobs within the precinct will enable residents living in Cardinia the opportunity to work closer to home and reduce commute times.

The PSP area will include:

- A local convenience centre with adjacent open space
- Local parks
- Shared path network
- Access to public transport and bus capable roads throughout

The Proposal

The PSP proposes to:

- Insert Schedule 6 to the Urban Growth Zone and apply to all the land
- Incorporate the Pakenham South Employment Precinct Structure Plan in to the Cardinia Planning Scheme
- Apply a Heritage Overlay (HO14) for the heritage building and trees at 'Windarra' 40 Greenhills Road, Pakenham
- Delete the Heritage Overlay (HO42) from 'ITU Milking Shed' 100 Greenhills Road, Pakenham as it is no longer locally significant
- Include additional native vegetation provisions due to no vegetation identified to be retained in the Biodiversity Conservation Strategy
- Introduce referral requirements to South East Water for planning permits within the Pakenham Water Recycling Plant buffer

Specific updates to the Cardinia Planning Scheme to implement the above proposed changes are outlined in Attachment 3.

Background Reports

A number of background documents have been completed to inform the PSP. These studies cover a range of themes including economic, bushfire, heritage, environmental, drainage/integrated water management, traffic and contamination assessments. The drainage design may still be subject to some change. Recent re-designs to signalised intersections, due to adjacent development proposals outside of the precinct, required an update to the traffic assessment and which is still being finalised. The update is expected soon and will form part of the amendment process.

Agencies/Authorities

Key considerations during the development of the PSP have included:

- The South East Water 'Pakenham Water Recycling Plant' indicative odour buffer - A potential odour buffer has been identified due to the close proximity of the treatment plant to the precinct. Sensitive uses will be restricted within this odour buffer area, primarily relating to food and drink. Council officers have been working closely with South East Water and the EPA in relation to the buffer.
- High voltage electricity transmission easement in the south of the precinct - AusNet Services have confirmed there will be limited uses and development permitted within the easement due to the powerlines transmitting the highest voltage (500kV). Further advice and discussions will occur with Ausnet Services when use and development proposal are considered in the future.
- Drainage design for the precinct - Drainage consultants, Melbourne Water and Council officers have been liaising to develop the drainage design which has been revised to meet current statutory design standards. The design may still be subject to some change.
- Signalised intersection designs - A review of the signalised intersections in the PSP has been undertaken. Major Roads Project Victoria will be delivering almost the complete intersection required for the precinct at Koo Wee Rup and Greenhills Roads under the Koo Wee Rup Road duplication project. Only minor additions to the intersection as part of the PSP will be required. Ongoing discussions with the Department of Transport will take place throughout the process.

Council have been liaising with DELWP and the VPA who have assisted in informing the current draft PSP and these discussions will continue during the PSA process.

POLICY IMPLICATIONS

The draft Pakenham South Employment Precinct Structure Plan aligns with key Commonwealth, State, and local policies as they relate to the planning of an employment PSP.

Plan Melbourne 2017-2050 - Melbourne Metropolitan Planning Strategy

The relevant directions and policies of Plan Melbourne are as follows:

- Direction 1.1 - *Create a city structure that strengthens Melbourne's competitiveness for jobs and investment*
- Policy 1.1.6 - *Plan for industrial land in the right locations to support employment and investment opportunities*
- Direction 1.2 - *Improve access to jobs across Melbourne and closer to where people live*
- Policy 1.2.2 - *Facilitate investment in Melbourne's outer areas to increase local access to employment*

Cardinia Shire's Liveability Plan 2017-2029

In particular it aligns with the following policies:

- Employment - to increase participation in local employment by facilitating investment in the local economy that creates new job opportunities and pathways that enable employment opportunities
- Open Spaces and Places - to increase participation in open spaces and places by strategically planning and maintaining open spaces and places to be safe, accessible, appealing and connected.

The PSP document is also informed by:

- Precinct Structure Planning Guidelines
- South East Growth Corridor Plans (2012)
- Biodiversity Conservation Strategy and Sub Regional Species Strategies for Melbourne's Growth Areas (2013)
- Cardinia Planning Scheme - relevant Clauses include:
 - Clause 11.02-2S Structure planning - *to facilitate the orderly development of urban areas through the preparation of precinct structure plans*
 - Clause 11.03-2S Growth areas - *provide for significant amounts of local employment opportunities*
 - Clause 17.03-1S Industrial land supply - *to ensure availability of land for industry*
 - Clause 17.03-3S State significant industrial land - *to protect industrial land of state significance*
 - Clause 21.03-2 Urban growth area - *to create a functional, attractive, safe and sustainable urban environment for the existing and future community*
 - Clause 21.04-1 Employment - *to develop diverse local employment opportunities to meet the needs of a growing residential population*
- The Pakenham South Employment Background Report 2019

RELEVANCE TO COUNCIL PLAN

The draft Pakenham South Employment PSP aligns with the Council Plan under the following objectives:

Section 4. Our economy

We will create and support local employment and business opportunities for our community and the wider region.

4.1.1 Plan for and support local employment opportunities

4.1.3 Plan for a staged development of the Officer-Pakenham employment precinct

CONSULTATION/COMMUNICATION

Amendment C265 (Pakenham South Employment PSP) documents will be exhibited to the public for a minimum of four weeks commencing in April/May 2020 as part of the planning scheme amendment process.

Informal engagement and regular meetings and discussions have been held with each of the landowners and relevant agencies/authorities throughout the development of the PSP.

FINANCIAL AND RESOURCE IMPLICATIONS

An Infrastructure Contribution Plan (ICP) will be developed as part of the PSP prior to commencing the implementation of the plan. The ICP will:

- Establish the statutory mechanism for developers to make a financial contribution towards the cost of infrastructure projects;
- Confirm what funds will be collected through a standard levy or supplementary levy; and
- Determine any credits to be refunded to landowners who assist in funding the preparation of the PSP.

The costs associated with the PSP process and potential planning panel hearings are funded by Council however, this project is accounted for in the Growth Area Planning budget for 2019-2020.

Next steps

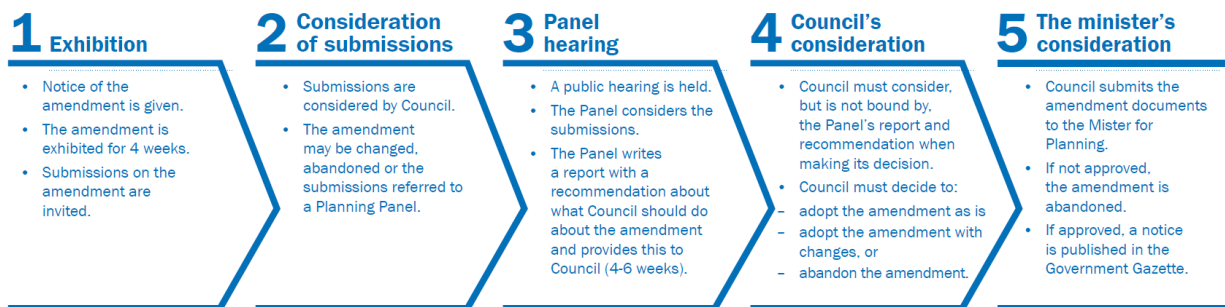


Figure 2. Steps in the Planning Scheme Amendment Process

If Council resolves to seek Authorisation from the Minister for Planning at the 16 March 2020 Council Meeting, the sub stages within Stage 1 will be undertaken and public exhibition of the Amendment will commence.

CONCLUSION

The proposed Pakenham South Employment PSP seeks to provide local employment opportunities for the growing population in Cardinia Shire.

It is recommended that Council resolve to seek authorisation from the Minister for Planning to prepare Planning Scheme Amendment C265 to the Cardinia Planning Scheme to:

- Insert Schedule 6 to the Urban Growth Zone and apply to all the land
- Incorporate the Pakenham South Employment Precinct Structure Plan in to the Cardinia Planning Scheme
- Apply a Heritage Overlay (H014) for the heritage building and trees at 'Windarra' 40 Greenhills Road, Pakenham
- Delete the Heritage Overlay (H042) from 'ITU Milking Shed' 100 Greehills Road, Pakenham as no longer locally significant
- Include additional native vegetation provisions due to no vegetation identified to be retained in the Biodiversity Conservation Strategy
- Introduce referral requirements to South East Water for planning permits within the Pakenham Water Recycling Plant buffer

2 PAKENHAM SOUTH EMPLOYMENT PRECINCT STRUCTURE PLAN

Moved Cr J Owen Seconded Cr G Moore

That Council:

1. Seek the authorisation of the Minister for Planning under Section 8A(2) of the *Planning and Environment Act 1987* to prepare Amendment C265 to the Cardinia Planning Scheme, generally in accordance with Attachment 3.
2. Give notice of Amendment C265 to the Cardinia Planning Scheme under Section 19 of the *Planning and Environment Act 1987*, subject to receiving the authorisation of the Minister for Planning under Part 1.

Cd.

3 CUSTOMER SERVICE PRESENCE AT THE HILLS HUB - FEASIBILITY REPORT

FILE REFERENCE INT2018359

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Lucy Divers

RECOMMENDATION

That Council:

1. Notes the 'Customer Service Presence at the Hills Hub Feasibility Report'.
2. Does not proceed with a pilot to provide a customer service presence at the Hills Hub.

Attachments

- 1 Hills Hub Feasibility Study - Costings 1 Page

EXECUTIVE SUMMARY

This report is the result of Notice of Motion 1051, raised on 18th November 2019:

"That Council Officers prepare a report for the March 2020 General Council meeting considering:

- The viability, practicability and financial costs associated with providing a satellite customer service/access to Officers from appropriate Council departments at the Hills Hub. Such satellite services/access to Officers could include, but not limited to customer service, general enquiries, ability to pay rates, planning queries, access to planners etc.
- Conducting a future pilot to facilitate such an increased provision of Council services/access to Officers at the Hills Hub."

It would be possible to deliver a customer service function from the Hills Hub Community Centre and this report considers the steps that would need to be taken in order to achieve this objective. The report outlines the range of building fit-out, information technology infrastructure and resourcing requirements that would be associated with providing a satellite Council customer service presence from the Hills Hub. The financial cost associated with providing a satellite customer service presence from the centre would be directly dependent on the hours of operation and level of service provided. As there are numerous potential combinations of different hours of operation and levels of service, the estimated costs of six different potential models of operation, ranging from \$38,422 - \$587,876, are provided. The financial cost associated with delivering a pilot would be dependent on the model of operation decided upon. A number of potential risks associated with providing a satellite Council customer service presence from the centre have been identified, with mitigation controls proposed and discussed throughout the report.

BACKGROUND

Project Background

Construction works are nearing completion on the Hills Hub Community Centre, in preparation for the planned opening in April 2020. Cardinia Shire Council, the Australian Government's National Stronger Regions Fund, Dandenong Ranges Community Bank Group and the Victorian Government's Growing Suburbs Fund are funding the \$8.1 million purpose-built community centre.

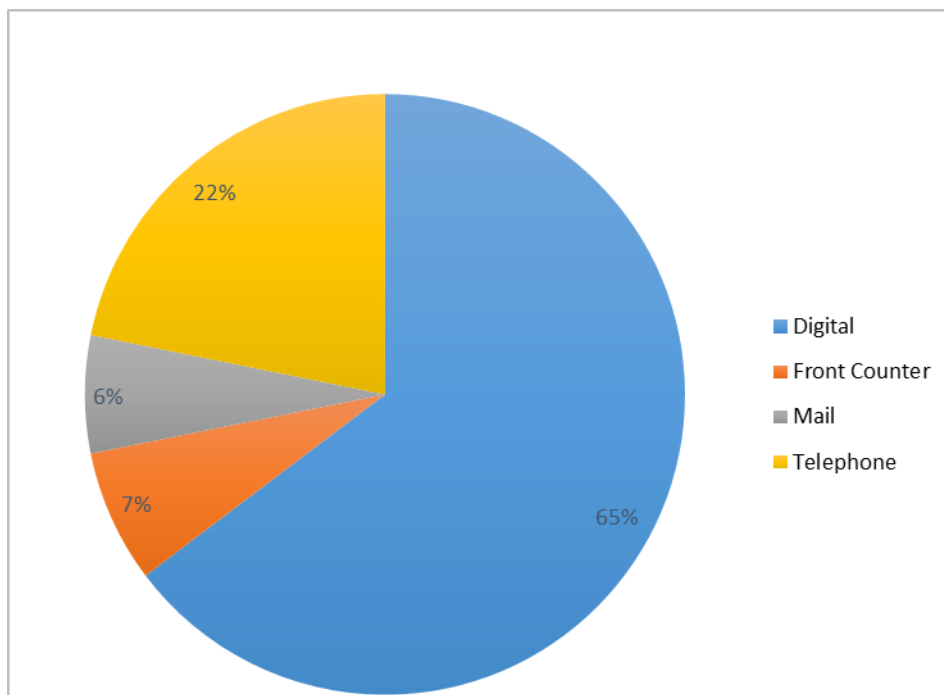
The Hills Hub Community Centre has been designed to enhance the provision of community activities, cater for a range of local needs such as skill development and training, and establish a permanent long-term base for the Emerald U3A, Emerald Men's Shed and a large cohort of current community groups. The Hills Hub Advisory Committee endorsed the preferred design concept after extensive engagement and consultation with the wider community through a collective impact development approach. The concept of complete community ownership of the centre resulted from these activities, and any movement away from this would need to be considered in line with further engagement and consultation with the Hills Hub Advisory Committee, funding partners, tenanted community groups and the wider community.

Report Background

A number of key internal stakeholders were consulted with to identify the requirements, costs and risks set out in this report, including representatives from Buildings and Facilities, Communications, Community and Family Services, Community Strengthening and Customer and Service Improvement. Representatives from Development and Compliance Services, Finance, Governance, Information Services and People and Culture were also consulted. The community was not consulted with during the development of this report.

Identifying the demand for a customer service presence at the Hills Hub is outside the scope of this report and therefore has not been quantified. While the quantitative analysis of the demand has not been completed within the bounds of this report, an analysis of Council transactions by channel was conducted in August 2019. As illustrated in *Figure 1*, the findings of the analysis indicate a strong preference for digital and telephone transactions.

Figure 1. Council transactions by channel type (August 2019)



Report Findings

As previously indicated, there are numerous potential service models that could potentially be implemented at the Hills Hub Community Centre. The following requirements would be critical if there were a desire to base Customer Service Officers at the Hills Hub.

Building fit-out requirements

The internal fit-out of the Hills Hub is nearing completion. As illustrated in *Figure 2*, there is an existing reception area on the ground floor of the building, which without a number of fit-out changes, would not be a suitable counter area for Customer Service Officers to provide customer service to the community.

Figure 2. Hills Hub ground level floorplan

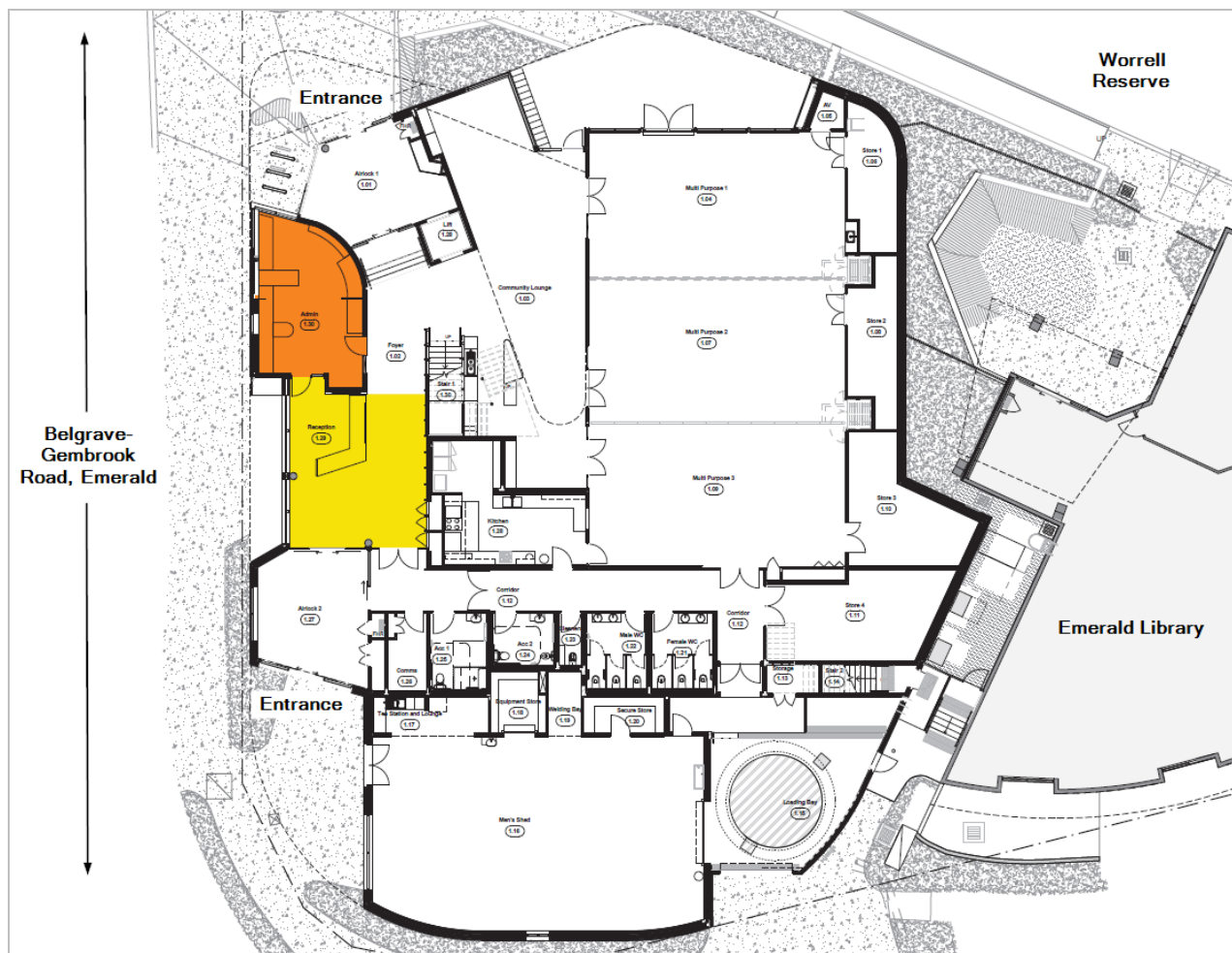


Figure 2 illustrates the layout of the ground floor of the Hills Hub, with the existing reception area highlighted yellow and the existing administration office highlighted orange.

The heightened safety, security and accessibility concerns associated with Customer Service Officers providing face-to-face service at the Hills Hub means a number of critical building fit-out changes would be required. As illustrated in *Figure 2*, a counter has been installed in the reception area, and the space behind the counter is currently accessible to members of the public. While the counter has been designed to accommodate volunteers from the tenanted community groups, the open design does not meet internal safety and security requirements around the provision of face-to-face transactional service by Customer Service Officers. The installation of a door in the existing opening between the counter and the external wall would not be a suitable solution, due to insufficient clearance for an appropriate door width to comply with minimum Disability Discrimination Act requirements. In addition, the height of the counter would need to be increased

to fully secure the counter area. Due to the ongoing risk of violent or abusive customers, these changes would still be required if the centre was a non-cash handling facility. A complete redesign of the existing counter area would be required to ensure Customer Service Officers could safely serve customers alongside volunteers from the tenanted community groups, using the shared counter space.

The redesign of the counter area alone would not provide the level of security required to allow cash to be counted at the counter. As illustrated in *Figure 2*, there are two possible routes of entry to the reception area from opposite sides of the building. Customer Service Officers would not have a clear line of sight to the rear entrance, and would be unable to see all customers entering the building at any one time. The centre would be accessible to members of the public from 7:00am - 11:00pm, which includes the start and end of the business day when Customer Service Officers would generally count cash. To mitigate this risk, Customer Service Officers would need to count cash in the secure administration office. A floor-bolted safe would need to be installed in the administration office to ensure the cash could be securely held between secure cash pickups. The safe would still be required if the centre was to be a non-cash handling facility, as Officers would still require the ability to securely hold important and/or confidential documents temporarily between secure courier services.

Other fit-out requirements critical to security and staff and community safety include an additional duress alarm at the counter, securing of the administration office and counter areas by swipe-card access only, as well as the installation of additional internal CCTV. The installation of blinds and frosting to all windows behind the counter and administration office areas would be required to ensure privacy from passing pedestrians and drivers along Belgrave-Gembrook Road, Emerald. To maintain the aesthetics of the centre, the frosting would need to be customised to match all other decals in the building.

Fit-out requirements critical to accessibility include the installation of a hard-wired hearing loop for hearing impaired customers and the provision of additional customer seating in the reception area.

The fit-out requirements detailed above would not cause any increase in the cleaning costs of the centre, as the reception and administration office areas would be covered under the existing Buildings and Facilities cleaning contract. However, it is likely that the additional infrastructure associated with the above fit-out requirements would warrant an increase in Council's building contents insurance premiums, however it has not yet been possible to estimate the increase at this stage.

Given the nature of retrospective design and fit-out changes, a contingency allowance would also be required to cover any unexpected costs.

Information technology infrastructure requirements

Together with the above building fit-out requirements, the procurement, installation and maintenance of information technology infrastructure would be essential in enabling a customer service presence at the Hills Hub. Currently, the building is not connected to the internet or to the Cardinia Shire Core Network. Customer-facing Officers would be unable to perform basic computing functions without connection to the internet, for which the estimated timeframe is April - June 2020. Internet connection alone would not meet the basic computing requirements of customer-facing roles such as Customer Service Officers, Building Surveyors, Statutory Planners or Revenue Officers. To satisfactorily perform their usual duties from the Hills Hub, these Officers would also require a direct connection to the Cardinia Shire Core Network. Without a direct connection to the Cardinia Shire Core Network, critical programs that are not compatible with Citrix, such as Touchpoint and CashLink, would not function and would severely affect the ability to provide service to the community. The timeframe to connect to the core network would be an additional 1-2 months

post internet connection. Advice from the Information Technology team is that customer-facing Officers could not function from the Hills Hub without these basic requirements.

A minimum of three workstations would need to be installed at the centre, each composed of a screen, a stand, a keyboard, a mouse and a dock. This would allow two Customer Service Officers to provide assistance at the counter at any one time, and ensure an additional workstation is available in the administration office for Customer Service Management to use when required. Additional workspaces would be required should the decision be made to base Officers from other specialist teams at the centre, either on a part-time or full-time basis, such as Building, Planning or Revenue. All new Officers that may be employed as a result of the opening of a satellite centre would require a new laptop and headset bundle, with subscriptions and licences to ensure access to all relevant programs and systems. The Information Technology team would also be required to provide ongoing in-person and remote support to the satellite office.

The installation of a printer/scanner/copier in the administration office for Council Officer use is planned and budgeted for in the current fit-out scope.

Ancillary service requirements

A daily courier and secure cash pickup service would be required to enable Customer Service Officers to provide face-to-face service at the Hills Hub. A daily courier would ensure that any mail received over the counter be transferred to the Civic Centre securely, and to maintain compliance with strict record keeping requirements. Similarly, a secure cash pick up would be essential if any cash was to be handled at the centre. While it would be preferable for cash to be picked up on a daily basis, so as to remove the need for cash to be held on the premises overnight, a weekly pick up may suffice should the amounts be minimal.

Customer service presence

Customer Service Team

While the current Enterprise Agreement does not specify a minimum requirement for the number of staff stationed at a satellite office, it would be recommended that two Customer Service Officers be rostered to work at the centre at any one time due to safety and security concerns. Customer Service Officers have suffered verbal abuse and threats to their safety while serving members of the public at the Civic Centre. Unlike the Civic Centre environment, Customer Service Officers may not be in close proximity to other Council Officers or passing community members during a threatening situation at the Hills Hub. Similarly, Customer Service Officers would not have a staff-only route into or out of the Hills Hub at the beginning and end of each day, as the entry into the administration office and counter area is via an internal door, and the centre will be open to members of the public between 7am - 11pm. The presence of two Customer Service Officers may mitigate this identified increased risk to Officer safety at the Hills Hub. In addition, the presence of two Customer Service Officers taking rostered allocated breaks would ensure the counter would not be left unattended at any time during the hours of operation.

Due to a strong desire to maintain service levels at the Civic Centre, it would be recommended that two new Customer Service Officers be employed should the decision be made to proceed with a pilot to provide Customer Service Officer presence from the Hills Hub. As the demand for Customer Service at the Hills Hub is not yet known, it would not be feasible to relocate current Customer Service Officers to the centre. This is because the risk of relocated Officers being unable to continue to contribute to the Civic Centre workload, by answering telephone calls and responding to written enquiries between counter enquiries, would be too high. Similarly, the requirement for Customer Service Officers to be rostered across more than one site would have an immediate effect on available resources at the Civic Centre, which could potentially cause significant effects on the achieved service levels in the case of unexpected sick leave or emergency leave. Therefore, should the decision be made to proceed with a pilot, it is recommended that two new Customer

Service Officers be employed on either a part-time or full-time basis, in line with the chosen hours of operation of the customer service counter at the Hills Hub.

All new Customer Service Officers would be required to complete a three-month training program delivered by the Customer Service Supervisor to achieve the level of knowledge and skills required to work autonomously from the Civic Centre or Hills Hub. Rostering one experienced Customer Service Officer with one new Customer Service Officer at the Hills Hub may help ensure that service levels would be achieved across both sites. Customer Service Officers working at the Hills Hub would require the same level of knowledge and skills as their Civic Centre counterparts, to have the ability to respond to all general enquiries and avoid restrictive rostering arrangements. It would not be preferable to upskill any Customer Service Officers to have expert level of knowledge across other areas such as building, planning or revenue matters, as this could significantly complicate rostering arrangements and could trigger certain human resources requirements such as unique position descriptions and higher salaries for those specialist Customer Service Officers.

To ensure Customer Service Officers could be easily identified from other volunteers or stakeholders using the counter area, it would be preferable for all Customer Service Officers working at the Hills Hub to wear a corporate uniform. To enable Customer Service Officers to work on an alternating roster across the two sites, uniforms would need to be provided to the entire Customer Service team. While the procurement of corporate uniform for the Customer Service team is an intended direction, raised through the recent Customer Service external review, the timeline to complete this would need to be brought forward.

The provision of Customer Service team presence at the Hills Hub could be on a part-time or full-time basis. Part-time arrangements could involve Officers being rostered at the centre for a number of half-days or full-days each week. Rostering new or existing Customer Service Officers at the centre for half-days could cause significant rostering, backfilling and management issues, as currently, all existing Customer Service Officers are employed to work the hours of 8:30am - 5pm. Any changes to the contracted hours of work would need to follow the human resources requirements outlined in the current Enterprise Agreement (refer to *Human Resources Requirements*). While it may be possible for Customer Service Officers to be present for a number of half-days at the Hills Hub, the financial savings when compared to a full day part-time approach may be minimal, as the initial building fit-out and information technology infrastructure costs would still apply. In addition, if employees were required to work at the Hills Hub in the morning and at the Civic Centre in the afternoon (or vice versa), the organisation would be obligated to reimburse the employee for travel between the two sites at a rate of up to \$1.20 per kilometre. Due to this, a full-day part-time or full-time arrangement would be recommended.

While Customer Service Officers have significant knowledge and understanding across all Council operations and services, there may be a desire to provide more expert advice on matters such as building, planning or revenue enquiries. Should this be the case, specialised Officers from these areas could also have a presence at the centre, either in conjunction with the Customer Service team or in isolation via a 'by appointment only' approach.

Building Team

Advice from the Building team is that the team is currently at capacity and a change to the current service model, resulting in Officers being absent from the Civic Centre on either a part-time or full-time basis, would likely result in an additional resource request. While it is likely that a Building Surveyor would have time to continue to perform their usual duties between counter enquiries at the centre, any additional workload would affect current service levels. An additional Building Surveyor may be difficult to recruit due to a limited supply in the industry, and therefore may take time. Alternatively, it may be possible for existing Building Surveyors to meet with customers at the Hills Hub on a 'by appointment only' basis, which may potentially eliminate the need for an

additional resource. As illustrated in *Figure 3*, a bookable consultation room has already been constructed on level one of the centre.

Figure 3. Hills Hub level one floorplan

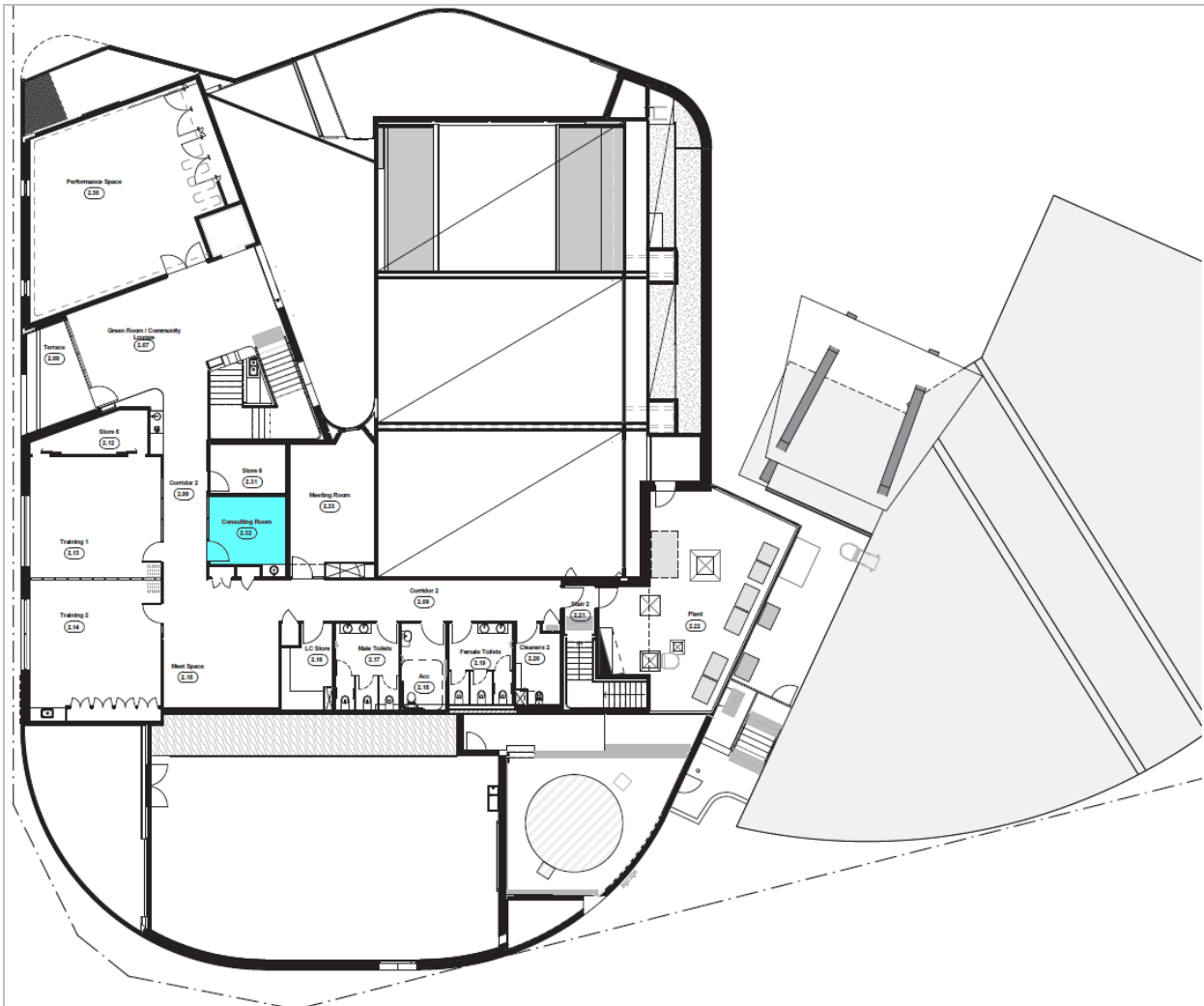


Figure 3 illustrates the level one layout of the Hills Hub, with the existing consultation room highlighted aqua.

The allocation of a specific timeslot each week for any building-related appointments at the centre may reduce the need for constant travel between the Civic Centre and the Hills Hub. As it may be possible for the existing consultation room to be used for such appointments, the 'by appointment only' approach could be implemented either in isolation or in conjunction with the presence of the Customer Service team on the ground floor. If implemented in isolation, there would be no need for any building fit-out changes. As Building Surveyors are entitled to private use of corporate vehicles, the organisation would not be required to reimburse the employee for travel between the two sites. While this approach may eliminate the need for an additional resource and building fit-out changes, current service levels would be immediately affected as a result of the time lost in travelling between the two sites. Advice from the Building team is that the placement of a resource off-site, in either a part-time, full-time or 'by appointment only' capacity, would cause an increase in the administrative workload associated with off-site management, rostering and backfilling requirements.

Statutory Planning Team

Advice from the Statutory Planning team is also that the team is currently at capacity and a change to the current service model, resulting in Officers being absent from the Civic Centre on either a part-time or full-time basis, would likely result in an additional resource request. While it is likely

that a Statutory Planner would also have time to continue to perform their usual duties between counter enquiries at the centre, any additional workload would affect current service levels. An additional Statutory Planner could be recruited relatively easily. A 'by appointment only' approach could also be considered to allow existing Statutory Planners to meet with customers at the Hills Hub by appointment in the existing consultation room (refer to *Figure 3*). As Statutory Planners are not entitled to private use of corporate vehicles, if a corporate vehicle was not available, the organisation would be obligated to reimburse the employee for travel between the two sites at a rate of up to \$1.20/kilometre. While this approach may eliminate the need for an additional resource and building fit-out changes, current service levels would be immediately affected as a result of the time lost in travelling between the two sites. Advice from the Statutory Planning team is that the placement of a resource off-site, in either a part-time, full-time or 'by appointment only' capacity, would cause an increase in the administrative workload associated with off-site management, rostering and backfilling requirements.

Revenue Team

While Customer Service Officers can respond to a range of general rates enquiries such as balances, due dates and payments, should there be a desire to have the ability to provide more specialist advice, specialist Revenue Officers could be placed on an alternating roster to cover the site. Advice from the Revenue team is that specialist Revenue Officers are currently at capacity and a change to the current service model, resulting in Officers being absent from the Civic Centre on either a part-time or full-time basis, would likely result in an additional resource request. While it is likely that a specialist Revenue Officer would have time to continue to perform their usual duties between counter enquiries at the centre, the relocation to the Hills Hub would leave a gap in the provision of face-to-face customer service at the Civic Centre. It would not be financially beneficial to consider a 'by appointment only' approach for specialist Revenue Officers, as the service could not be provided without Customer Service presence and the associated building fit-out changes required to enable residents to make rates payments at the counter (refer to *Building fit-out requirements*). Due to this, a full-day part-time or full-time arrangement is recommended. Advice from the Revenue team is that the placement of a resource off-site, on either a part-time or full-time arrangement, would cause an increase in the administrative workload associated with off-site management, rostering and backfilling requirements.

Human resources requirements

There are a number of human resources considerations associated with the provision of face-to-face service by the Customer Service team or other specialist teams at the Hills Hub. The Human Resources team have advised that if existing employees were to be expected to work from the Hills Hub, either permanently or on an ad-hoc basis, the organisation would be responsible for ensuring the conditions noted in Clauses 21.2 and 21.4 of the current Enterprise Agreement were met, as depicted in *Figure 4*. The site would also need to be added to WorkCover documentation as a place of work for new or existing Cardinia employees.

Figure 4. Clauses 21.2 and 21.4 Enterprise Agreement 2017

21	CONSULTATION AND CHANGE MANAGEMENT
21.2	Change to regular roster or ordinary hours of work
21.2.1	This sub-clause applies if the Council proposes to introduce a change to the regular roster or ordinary hours of work of employees. Relevant employees means the employees who may be affected by the proposed change.
21.2.2	The Council shall notify the relevant employees, and the employees' nominated representative(s), of the proposed change.
21.2.3	As soon as practicable after proposing to introduce the change, the Council shall discuss with the relevant employees the introduction of the change and, for the purposes of the discussion, provide to the relevant employees:
	<ul style="list-style-type: none"> • All relevant information about the change, including the nature of the change; • Information about what the Council reasonably believes will be the effects of the change on the employees; and • Information about any other matters that the Council reasonably believes are likely to affect the employees
21.2.4	The Council shall invite the relevant employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities) and shall give prompt and genuine consideration to matters raised about the change by the relevant employees.
21.2.5	The employer is not required to disclose confidential or commercially sensitive information to the relevant employees.
21.4	Permanent Relocation
21.4.1	If an employee is required by management to be transferred to an alternative place of employment within the municipality, management shall give the employees a minimum of 3 months notice in writing.
21.4.2	Where an employee is required to relocate to an alternative place of employment, prior to the expiry of the 3 month notice period, the employee shall be compensated for reasonable excess travelling expenses, except where Council has provided a vehicle, for the period between the movement and the expiry of the notice period, provided that the excess distance travelled is more than 5 kilometres to that previously travelled.
21.4.3	Employees involved in relocation may work flexible commencement and completion times in order to accommodate additional travel time due to relocation.
21.4.4	Should an employee experience significant disadvantage or hardship due to relocation, the parties can discuss the following, and other options:
	<ul style="list-style-type: none"> • Training • Relocation expenses • Redundancy • Compensation
21.4.5	Any claims of hardship or disadvantage should be made within 3 months of the commencement of relocation.

As set out in the current Enterprise Agreement, the organisation would be required to hold a consultation period, to allow affected employees to provide feedback on the potential changes to their place of work and/or roster. The organisation would then be required to provide existing employees with at least three months' notice should the arrangement alter their place of work or roster. Following the three-month notice period, the employment contracts of any existing employees required to work from the site, either permanently or on an ad-hoc basis, would need to be amended to include the site as a place of work. While the organisation would not be required to compensate employees for travel to their place of work if at least three months' notice was provided, any employees who may suffer hardship or disadvantage as a result of the relocation may claim expenses or compensation. As outlined in the Enterprise Agreement, the organisation would be obligated to either pay such expenses or compensation, or remove the employee from the rotational roster, thereby reducing the available resource pool.

As previously indicated, a preference exists for any staff who may be required to work from the Hills Hub to be rostered within Civic Centre business hours. Should there be a desire to provide service outside of the organisation's normal business hours (7:00am - 7:00pm, Monday - Friday), potentially in line with the opening hours of the Hills Hub building (7:00am - 11:00pm daily), significant updates to the Enterprise Agreement would need to be passed. Customer Service roles are specifically excluded from Appendix Four of the current Enterprise Agreement, as depicted in *Figure 5*. Officers employed in these roles would currently be entitled to penalty rates when working outside the organisation's normal business hours. Customer Service Officers, Building Surveyors, Statutory Planners and Revenue Officers all fall under the Customer Service role type referred to in Appendix Four, and therefore would be entitled to be paid penalty rates. The first three hours of work outside of the organisation's normal business hours would be paid at a rate of 1.5x and at a rate of 2x thereafter, or on Sundays. Changes to Appendix Four of the Enterprise Agreement would be a significant update to the Enterprise Agreement, and may not necessarily be passed. A new Enterprise Agreement will be in place by 1st July 2020, or shortly thereafter, so any amendments to the current agreement would need to be raised and agreed upon by June 2020.

Figure 5. Appendix Four Enterprise Agreement 2017

APPENDIX 4 – RECREATION AND CULTURAL FACILITIES SPECIFIC CONDITIONS OF EMPLOYMENT

The following provisions apply to those employed by Cardinia Shire Council in its Recreation and Cultural Facilities. Those employees covered by this appendix will be notified as part of the Conditions of Employment. This excludes those employed in Customer Service / Venue Coordination roles at these facilities that are covered by Part A of this Agreement. These provisions have been prepared to ensure that Cardinia Shire Council is positioned to best meet service objectives and operational requirements of these facilities.

Potential models of operation

Customer service presence at the Hills Hub could be provided via numerous potential combinations of different hours of operation and levels of service, as decided by Council. For the purposes of review and discussion, we have defined six potential models of operation:

Model 1:

No Customer Service Officer presence.

Customers could make appointments to discuss building and statutory planning related matters.

Model 2:

Customer Service Officer presence three full days per week without cash-handling capability.

No specialist services provided.

Model 3:

Customer Service Officer presence three full days per week with cash-handling capability.

No specialist services provided.

Model 4:

Customer Service Officer presence five full days per week with cash-handling capability.

No specialist services provided.

Model 5:

Customer Service Officer presence five full days per week with cash-handling capability.

Specialist Building, Rates and Statutory Planning presence three full days per week.

Model 6:

Customer Service Officer presence five full days per week with cash-handling capability.

Specialist Building, Rates and Statutory Planning presence five full days per week.

Table 1 provides cost estimates for the above models.

Table 1. Costs for potential models of operation

PRICING TABLE	Model 1	Model 2	Model 3	Model 4	Model 5	Model 6
Building fit-out		✓	✓	✓	✓	✓
Information technology infrastructure	✓*	✓	✓	✓	✓	✓
Ancillary services		✓	✓	✓	✓	✓
Part-time Customer Service presence		✓	✓			
Full-time Customer Service presence				✓	✓	✓
Cash handling capability			✓	✓	✓	✓
By appointment Building presence	✓					
By appointment Statutory Planning presence	✓					
Part time Building presence					✓	
Part time Statutory Planning presence					✓	
Part time Rates presence					✓	
Full time Building presence						✓
Full time Statutory Planning presence						✓
Full time Rates presence						✓
	\$38,422 Year one	\$278,343 Year one	\$285,743 Year one	\$335,558 Year one	\$499,823 Year one	\$587,876 Year one
	\$27,740 Each year thereafter (+CPI)	\$128,021 Each year thereafter (+CPI)	\$135,221 Each year thereafter (+CPI)	\$185,036 Each year thereafter (+CPI)	\$340,301 Each year thereafter (+CPI)	\$428,354 Each year thereafter (+CPI)

* Limited information technology infrastructure required due to reduced function.

'Cash handling capability' refers to the hardware and ancillary services required to handle cash at centre. Eftpos and credit card payments could still be processed without 'cash handling capability'. 'By appointment' options refer to the potential use of the existing consultation room for pre-booked meetings with customers. 'Part time' options refer to three business days per week and 'full time' options refer to five business days per week (8:30am - 5pm).

Pilot delivery timeframe

A pilot of the provision of a customer service presence at the Hills Hub could be launched by September 2020, based on the current known constraints. This timeframe would allow for the design and execution of the building fit-out works as well as the time estimated to enable internet connection and the direct connection to the Cardinia Shire Council Core Network. The organisation could also hold the mandatory consultation period required to allow affected employees to provide feedback on the potential changes, prior to providing existing employees with at least three months' notice within this timeframe. The employment and training of new Customer Service Officers and any other additional resources could happen in parallel with these human resources requirements. Engagement and consultation activities with the Hills Hub Advisory Committee and the wider community could also be held during this timeframe, to enable the endorsement of an updated design concept prior to the pilot launch.

POLICY IMPLICATIONS

Nil.

RELEVANCE TO COUNCIL PLAN

The Customer Service Presence at Hills Hub Feasibility Report is relevant to Outcome 1.1 (*Access to a variety of services for all*) and Activity 1.1.1 (*Continually review services to ensure those provided by Council meet community needs*).

CONSULTATION/COMMUNICATION

A number of key internal stakeholders were consulted with to identify the requirements, costs and risks set out in this report, including representatives from Buildings and Facilities, Communications, Community and Family Services, Community Strengthening and Customer and Service Improvement. Representatives from Development and Compliance Services, Finance, Governance, Information Services and People and Culture were also consulted. The community was not consulted with during the development of this report.

RISK ASSESSMENT

In collaboration with various internal stakeholders, 13 risks associated with providing a satellite Council customer service presence from the centre were identified. The risks were assessed by credible internal stakeholders, who were identified as having an expert knowledge or background in the cause and/or consequence of the risk. As the demand for the satellite service is not yet known, the risk analysis was developed under the assumption there would be strong community demand for a Council customer service presence at the Hills Hub.

Of the 13 risks identified, 10 had an initial rating of *high* or *extreme*. Implementation of the proposed mitigation controls would reduce the revised ratings of nine of these risks to either *low* or *moderate*, leaving one risk with a *high* revised rating, despite the implementation of proposed mitigation controls, as illustrated in *Table 2*.

Table 2. Risk(s) with a high revised risk rating

Risk identified	Cause of Risk	Consequence	L	C	Initial Rating	Proposed Controls to Manage Risk	L	C	Revised Rating
Breach of privacy/incorrect management of sensitive data	Mail/documentation accessed by other users of the centre	Harm to customer (requestor/complainant)	4	5	Extreme	Storage of all mail/documents securely in counter/administration office areas	2	5	High
		Negative impact on Council reputation	4	5	Extreme	Storage of all mail/documents securely in counter/administration office areas	2	5	High

L= Likelihood on a 1-5 rating

C= Consequence on a 1-5 rating

FINANCIAL AND RESOURCE IMPLICATIONS

The financial and resource implications associated with providing a satellite Council customer service presence from the Hills Hub would be dependent on the service levels and hours of operation model chosen, as illustrated in *Table 1*.

CONCLUSION

Whilst it is possible to accommodate a customer service presence from the Hills Hub, a range of critical building fit-out, information technology infrastructure and resourcing requirements would be associated with this provision. As depicted by the potential models of operation, the financial cost would be directly dependent on the hours of operation and level of service provided. The financial cost associated with delivering a pilot would therefore be dependent on the model of operation decided upon by Council.

As the preferred design concept has already been approved by the Hills Hub Advisory Committee and widely accepted by the community, any changes to the endorsed design or overall concept of the purpose-built community centre would need to be considered in line with further community engagement and consultation activities. The change of original scope to allow for the provision of a customer service presence should be considered in line with the risks identified within the risk analysis.

3 CUSTOMER SERVICE PRESENCE AT THE HILLS HUB - FEASIBILITY REPORT

Moved Cr B Owen Seconded Cr M Schilling

That Council:

1. Notes the 'Customer Service Presence at the Hills Hub Feasibility Report'.
2. Defers consideration of this item to allow Council officers to directly consult with the Hills Hub Advisory Committee to ascertain their feedback of the potential models of operation detailed in the report.
3. Relists this item for determination at the April, 2020 General Council Meeting.

Upon being put to the meeting, the motion was declared lost.

Cr Brett Owen called for a division.

For the motion were Crs Brett Owen and Jeff Springfield.

Against the motion were Crs Collin Ross, Michael Schilling, Leticia Wilmot, Graeme Moore, Jodie Owen and Carol Ryan.

The motion was lost.

Moved Cr Jeff Springfield Seconded Cr Wilmot

That Council:

1. Notes the 'Customer Service Presence at the Hills Hub Feasibility Report'.
2. Does not proceed with a pilot to provide a customer service presence at the Hills Hub.

Cr Leticia Wilmot called for a point of order in relation to the relevance to a comment Cr Collin Ross' made to the matter in discussion.

The Mayor determined that Cr Collin Ross was able to speak on the matter, relative to his previous comment.

Cr Brett Owen called for a division.

For the motion were Crs Jeff Springfield, Collin Ross, Michael Schilling, Leticia Wilmot, Graeme Moore, Jodie Owen and Carol Ryan.

Against the motion were Cr Brett Owen.

Cd.

Before consideration of Item 4 the Mayor, Cr Jeff Springfield requested a motion to call for nominations for role of temporary chairperson for Item 4 of the agenda. The motion was moved by Cr Collin Ross and seconded by Cr Graeme Moore.

Cd.

After deliberation of the motion, the Mayor vacated the chair and the CEO was assigned returning officer to direct the nomination proceedings. Cr Collin Ross nominated the Deputy Mayor, Cr Graeme Moore which was seconded by Cr Michael Schilling. There being no other nominations Cr Moore was elected to Temporarily Chairperson for the purpose of Item 4.

Cd.

4 PRIORITY ROADS FOR 'SEALING THE DANDENONG RANGES AND SURROUNDS' AND ASSOCIATED SPECIAL CHARGE SCHEME POLICY REVIEW

FILE REFERENCE INT2019333

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Andrew Barr

RECOMMENDATION

That Council:

1. Endorse the revised Special Rate and Charge Scheme Policy.
2. Endorse the basis of apportionment of cost for schemes utilising the federally funded Sealing the Dandenong Ranges and Surrounds program being a fixed contribution of \$7,000 per Benefit Unit.
3. Endorse the program assessment criteria and associated priority roads list for the Sealing the Dandenong Ranges and Surrounds program and associated Future Schemes Priority Program.
4. Acknowledge Huxtable Road and Bessie Creek Road from the Road Development Program (June 2019) are included on this priority list to now be jointly funded by Council and the Sealing the Dandenong Ranges and Surrounds program.

Attachments

- | | | |
|---|--|----------|
| 1 | Revised Special Charge Scheme Policy 2020 | 30 Pages |
| 2 | Sealing the Dandenong Ranges and Surrounds - Program Priority List | 4 Pages |

EXECUTIVE SUMMARY

A review of Cardinia's Special Rate and Charge Scheme Policy has been undertaken and is attached to this report. The policy review updates standards, emphasises community consultation requirements and provides for the utilisation of the \$150M Sealing the Dandenong Ranges and Surrounds program (Federal Program)

The Federal Program provides \$150M to construct and seal unmade roads within the Latrobe electorate around the Dandenong Ranges. This Federal Program provides the opportunity to substantially reduce the unconstructed urban road backlog and deliver many schemes at an affordable level to residents that have not been possible in the past.

It is proposed that schemes employing the Federal Grant Subsidy have contributions determined on a fixed contribution of \$7,000 per Benefit Unit basis. A number of land owners with large/multi lot properties will have more than one Benefit Unit and will therefore contribute more than \$7,000. Yarra Ranges Shire Council have also adopted a fixed Benefit Unit contribution of \$7,000 for Special Charge Scheme using the Federal Funding.

A draft Program Priority List is attached which recommends roads to potentially receive funding contributions from the Federal Program and subsequent construction, subject to property owner

engagement. The priority list of roads has been developed using specific criteria relating to the function of the road under three classifications. The Future Schemes priority program comprises of 164 roads at an estimated cost of \$147.85M.

Based on the proposed Program Priority list, estimated to cost \$147.85M, the potential land owner contribution based on the \$7,000 per benefit unit would equate to approximately \$20.3M. This funding would enable a substantial program of works to be delivered.

It is recommended that the revised Special Charge Scheme Policy and the Sealing the Dandenong Ranges and Surrounds - Program Priority List be endorsed.

BACKGROUND

Special Charge Scheme Policy Review

In recent years, Council has successfully implemented Special Charge Schemes to finance urban road and drainage construction in many townships including Cockatoo, Emerald, Upper Beaconsfield, Pakenham, Bunyip, Koo Wee Rup and Maryknoll.

Council is currently implementing a major scheme for the provision of services and road construction for the industrial area of Pakenham off Bald Hill Road including O'Sullivan, Hill and Peet Streets. As the services and infrastructure provided are for commercial premises, affected land owners are responsible to fund the total cost of works.

A review of Cardinia's Special Rate and Charge Scheme Policy has been undertaken. The Policy was last reviewed in August 2018 and has operated effectively by providing strategic direction for the investigation, development and implementation of Special Rate and Charge Schemes to finance the provision of new infrastructure.

There is now a need to update the policy, particularly with the introduction of the Federal Program and utilisation of \$150M funding for the implementation of Special Charge Schemes to construct unsealed roads.

The revised policy accords with the provisions of the Local Government Act, in particular, Section 163 which empowers Council to levy a special charge on properties to fund works or services that are of special benefit to those properties.

The policy also makes reference to the Ministerial Guidelines which assist in the calculation of the Benefit Ratio and the maximum amount of a Levy. The revised policy is focussed on ensuring that a fair and consistent approach is maintained when preparing and implementing a scheme and engaging with affected land owners.

The revised Special Rate and Charge Scheme Policy emphasises the need for Council to work in partnership with land owners when initiating a scheme. Quality engagement with land owners is required to ensure that a significant level of support exists for the proposal and that land owners consider that they are being treated in a fair and equitable manner. It is important to note that the Program Priority List provides council officers a list of potential roads and associated residents to engage with and understand their preference for the road construction to proceed, taking into account the available subsidy. Residents whose roads are subject to a special charge scheme will still have the option to indicate for their roads not to proceed.

Contributors cost apportionment

The \$150M Federal Program provides the opportunity to substantially reduce the unconstructed urban road backlog and deliver many schemes at an affordable level that would not have been

possible in the past. Given the level of grant funding available, opportunities exist to simplify the distribution of contributions across benefitting properties.

It is proposed that schemes employing the Federal Program subsidy have contributions determined by reference to "Benefit Units" whereby a standard lot in a residential zone attracts one Benefit Unit. A future simplification involving a fixed contribution per Benefit Unit across all federally subsidised schemes is recommended and provides fairness and equality for all participating residents across the whole program.

In keeping with the VCAT principles, properties capable of subdivision or are already subdivided into multiple lots would attract multiple Benefit Units but tempered where physical circumstances (e.g. a dwelling spanning both lots) make that extremely difficult. A multiplier would be added in accordance with the Special Rates and Charges Policy where a mixed of zonings are involved. Corner lots with one side already sealed or lots fronting a sealed section of road connected to and reliant on the road to be constructed for access would be allocated a proportion of a Benefit Unit in recognition of the lesser benefit accruing to it.

Therefore, a variation in individual property contributions across a scheme will still occur even with a fixed contribution per Benefit Unit in accordance with the revised Special Rate and Charge Scheme Policy. As an example, land owners with two adjoining lots would be required to contribute on the basis of two Benefit Units.

Taking into consideration construction costs, the communities ability to contribute, previous contributions to other schemes and maintaining a fair and reasonable approach to contributions from benefitting property owners, a fixed benefit unit contribution of \$7,000 will be implemented across the program.

The adoption of a fixed Benefit Unit contribution of \$7,000 from land owners will generate significant funds to deliver a comprehensive program of works and maintain the land owner contributions at an affordable level especially for those with larger/multi lot properties.

Program priority list / future schemes program

Attached to this report is the proposed Program Priority List of roads relating to the allocation of funding through the Federal Program and aligns with the revised Special Charge Scheme Policy Appendix 4 "Future Schemes Program List".

In order to qualify for inclusion into the program the road needs to meet the following selection criteria:

- Be an unsealed road currently maintained by Cardinia Shire Council.
- Be in, or predominantly in, the Latrobe federal electorate
- Be located in the Dandenong Ranges and foothills area.

Roads were then scored according to their:

- **Strategic value** - represents the importance of the roads in terms of connectivity between townships or links between arterial roads as well as extending the township sealed road network.
- **Community value** - recognises roads which provide access to community facilities such as halls, schools, kindergartens, senior citizen centres and recreation facilities.
- **Traffic volumes** - are based on traffic counts however where there are no recent counts available an assumed traffic volume of 6vpd per property has been applied.
- **Residential densities** - this looks to prioritise funding to the most number of benefitting residents as well as impacting on traffic generation as well as potential income from special charge scheme processes.

- **Safety** - the crash statistics provide a crash history for each road in the program as well as safety assessments where available.
- **Maintenance levels** - this information is provided from the Operations Department and is an important criteria for ongoing whole of life costing considerations

The construction of 164 roads listed in the program are estimated to cost \$147.85M. It is expected that the total program can be delivered using federal funding supplemented by benefitting land owner contributions and Council contributions. Based on the draft program of works, a summary of the future schemes program across the townships is:

Township	Roads	Length (m)	Cost (\$m)	Lots
Avonsleigh	10	4281	\$7.01	229
Beaconsfield Upper	15	14084	\$17.20	290
Clematis	1	160	\$0.29	14
Cockatoo	54	25331	\$41.14	1286
Emerald	58	23922	\$42.36	1055
Gembrook	16	17191	\$18.10	336
Guys Hill	1	90	\$0.16	7
Menzies Creek	1	1480	\$1.78	34
Mount Burnett	1	1866	\$2.24	26
Nar Nar Goon North	1	3099	\$2.79	25
Pakenham Upper	6	17485	\$14.79	155
Total	164	108,989	\$147.85	3,457

As can be seen, it is estimated that 109km of roads can be delivered through the proposed Federal Program and associated Council and residential contributions with a spread of money across the various townships.

Roads not subject to a Special Charge Scheme

In June 2019, Council endorsed a program of road sealing works to benefit from Council's \$25million investment in upgrading strategically important unsealed roads. The intentions of that program align closely with considerations associated with this Federal Program. Roads from the Council funded program are fully funded and not subject to a Special Charge Scheme.

At the time of endorsement, two roads were identified as potentially eligible to receiving funding from both the Council program and the Federal program. In addition, a number of strategic roads in the hills missed out on the Council funded program.

The two roads, Huxtable Road and Bessie Creek Road, will receive joint funding from both the Council and Federal Programs. By allocating funded from both funding sources allows council the opportunity to spread Council funding across other recommended Federal Program Roads that have previously been considered a very high/high priority in the Strategic Roads Program.

As such, there are selected roads that will be jointly/fully funded from the Federal Program and Council's funding and not subject to a special charge scheme. These roads are more rural in nature and outside of the residential areas providing strong connections and benefits across the network.

Program of works to be undertaken

The following works are planned to be completed with the initial \$25million over the first four years, subject to special charge scheme processes being implemented:

Program item	Estimated costs
Full Detailed design and construction	
- Garden City Estate catchment, Cockatoo	\$10.8mill
- Caroline Ave, Boronia, Rouen catchment, Cockatoo	\$1.9 mill
- Station Street/ANZAC catchment and Innes Road, Gembrook	\$2.6mill
- Crichton and Princess Ave's, Emerald	\$0.9
- Strategic Roads Program - joint funded: <ul style="list-style-type: none"> o Huxtable, o Bessie Creek 	\$2.3 mill (allocated Federal Program amount)
- Station, Williams, Ambrose catchment, Emerald	\$3.3million
Program engagement, design and approvals for full program	\$3.2million
Total	\$25 million

A full program of works across the nine years is currently be developed and will be made available at a later date.

POLICY IMPLICATIONS

Cardinia Shire Council is responsible for managing provision of a range of new infrastructure as well as maintaining and eventually renewing existing infrastructure. In general, Cardinia Shire Council will fund renewal and maintenance of existing infrastructure and will not seek to recover those costs from benefiting landowners. The objective of this policy is to provide a framework for the provision of additional necessary infrastructure via a process which enables costs to be recovered from benefiting parties in a fair and equitable manner. The Special Charge Scheme Policy is based on the following principle:

Where it can be demonstrated that properties will receive special benefits from constructing necessary infrastructure works and where other arrangements are not practical, Council will pursue through an extensive consultative framework, the philosophy of contributory schemes through implementation of the Special Rate or Special Charge Scheme process.

RELEVANCE TO COUNCIL PLAN

To contribute to transport linkages connecting towns, development of Special Rate and Charge Schemes directly relates to the Council Plan goal of increasing the use of these schemes to finance road and drainage improvement programs

By looking for innovative solutions to problems in order to minimise long term maintenance spend and preserve the surrounding environment, while ensuring high quality outcomes, the planned works are in line with Cardinia Shire Councils assets management plan vision to 'optimise the whole of life costs of its infrastructure assets, while meeting the present and future service delivery needs of the community and minimising exposure to risk'.

CONSULTATION/COMMUNICATION

Program level

A strategic communications plan for the program has been developed. This document outlines the communications and community engagement strategy for the works associated with the Dandenong Ranges and Surrounds Program. It describes the project, the engagement scope and objectives, relevant project impacts, stakeholders and engagement tools.

Overarching communications objectives

- Grow awareness of the program and promote it to expand and grow the audience reached;
- Build visibility around the benefits of the project and gain broad public support for the project;
- Enhance engagement between the public and stakeholders
- Develop and implement individual project communications between stakeholders, councillors, other government entities etc; and

Project Level

In accordance with the requirements under the Local Government Act, all of the identified roads subject to a Special Charge Scheme will go through a thorough engagement process, providing property owners with the option to provide feedback on whether these roads will progress.

In Cockatoo, communication with the local community began in late 2019, with a community meeting held to advise local residents of the plans to progress the project as a special charge scheme. Further engagement with a select group of residents in cockatoo has suggested good support for the sealing of roads at a subsidised price.

A Cockatoo Roads Consultative Committee (CRCC) was formed in January 2020, with their primary role being to provide a residential voice and input into the design aspects associated with the proposed schemes. If supportive, the group could also act as third-party advocates to the project and liaise with and inform the community about the project benefits, acting as a link between CSC and residents. The need for future groups will be considered as the Future Scheme Program's list is further developed.

FINANCIAL AND RESOURCE IMPLICATIONS

The total funding commitment for this Federal Program is for \$150million. In addition, majority of roads to be included in this program will be subject to a Special Charge Scheme, increasing the amount of money available to the program. A recommended apportionment of \$7000 per developable lot would see approximately \$20.3 million available to the program.

\$2.3million of Council funding associated with Bessie Creek Road and Huxtable Road will be spread across the identified roads to reduce residents costs associated with these roads.

Costs associated in resourcing to deliver this program will be incorporated into the program funding.

It is estimated that approximately 109kms (12% of Councils total unsealed road network) will be sealed. Although a large investment in infrastructure, this will not reduce the necessity to maintain the remaining large scale of unsealed roads. A life cycle assessment and service review of this program will determine any required reallocation of maintenance/renewal expenditure to continue to maintain the overall road network.

CONCLUSION

A thorough review and assessment of the unsealed road network to be considered benefactors to the Federal Program has been undertaken as well as a review of Council's Special Charge Scheme and associated apportionment options for the Federal Program.

In order for the program to proceed, these proposed assessments are to be adopted by Council.

4 PRIORITY ROADS FOR 'SEALING THE DANDENONG RANGES AND SURROUNDS' AND ASSOCIATED SPECIAL CHARGE SCHEME POLICY REVIEW

Moved Cr J Springfield Seconded Cr J Owen

That Council:

1. Endorse the revised Special Rate and Charge Scheme Policy.
2. Endorse the basis of apportionment of cost for schemes utilising the federally funded Sealing the Dandenong Ranges and Surrounds program being a fixed contribution of \$7,000 per Benefit Unit.
3. Endorse the program assessment criteria and associated priority roads list for the Sealing the Dandenong Ranges and Surrounds program and associated Future Schemes Priority Program with the further inclusions of:
 - The section of Stewart Road Emerald from Monbulk Road to Nobelius Street be added to the Future Schemes Program list.
 - Beenak East Road, Gembrook be included with the roads that are not subject to a special charge scheme.
4. Acknowledge Huxtable Road and Bessie Creek Road from the Road Development Program (June 2019) are included on this priority list to now be jointly funded by Council and the Sealing the Dandenong Ranges and Surrounds program.

Cd.

At the conclusion of the item the Temporary Chair, Cr Graeme Moore vacated the seat and the Mayor, Jeff Springfield resumed as Chairperson for the remainder of the General Council Meeting.

5 PROPOSED RELOCATION OF PAKENHAM TENNIS CLUB TO THE PAKENHAM REGIONAL TENNIS CENTRE

FILE REFERENCE INT2019663

RESPONSIBLE GENERAL MANAGER Tracey Parker

AUTHOR Ben Fenton

RECOMMENDATION

That Council:

1. Support the relocation of the Pakenham Tennis Club to the Pakenham Regional Tennis Centre.
2. Enter the draft user agreement.
3. Enter the memorandum of understanding with Aligned Leisure to act on behalf of Council.
4. Agree to amend Aligned Leisure's contract with Council to enable the relocation of the Pakenham Tennis Club to the Pakenham Regional Tennis Centre.

Attachments

- | | | |
|---|--|---------|
| 1 | Proposal from the Pakenham Tennis Club | 3 Pages |
| 2 | Draft Usage Agreement | 7 Pages |
| 3 | Draft Memorandum of Understanding | 3 Pages |

EXECUTIVE SUMMARY

Following a proposal from the Pakenham Tennis Club (PTC) to relocate to the Pakenham Regional Tennis Centre (PRTC) in July 2016, Council provided provisional support on the relocation with the following conditions:

- Four courts be resurfaced to a synthetic surface
- A building extension of 82m²
- The tennis coach (private business) currently operating at the Anderson Street courts will not form part of the relocation
- Development of an operational agreement between PTC and facility management, providing clarity on the costs of the proposed relocation.

Since then, officers have been negotiating the terms of the proposed relocation with the PTC, facility management, and Tennis Victoria.

An MOU was developed to provide direction to the negotiation, and mutual agreement has been reached on an operating agreement.

Officers have received and reviewed a contract variation submitted by facility management for the proposed relocation, and have worked with the PTC to understand their requirements, ensuring the club retains their identity.

BACKGROUND

In July 2016 the PTC approached council in writing with a proposal to relocate from their existing site in PB Ronald reserve to the PRTC. The PTC's proposal included the need for six courts to be resurfaced, a stand-alone pavilion be built and their tennis coach relocate with the club.

Council made a decision that a club now be based at the PRTC. Tennis Victoria recommend either the relocation of a club or establishment of a new club will assist the facility in fulfilling its potential. Council also directed that officers work with the club to consider conditions for a relocation, however a potential relocation would not include the services of a private business (tennis coach).

In November 2017, Councillors supported:

- Four courts be resurfaced from the existing plexipave surface to a synthetic surface; with a minimum of 14 courts required to host two age groups for tournaments
- Space restrictions on the site prevent a stand-alone pavilion, therefore a building extension, at 82m², will include a space for the club, upgrade and improvements to the pro-shop, reception area, and the inclusion of a tournament director's box. The extension would occur to the northern side of the building.

In communication with Tennis Victoria it was highlighted that there were no examples of a tennis club relocating to facility with contracted management. Officers spoke with Tennis South Australia, and received some advice from the City of Playford, who had undertaken a similar project.

Negotiations with the PTC and facility management, shifted to the development of an operational agreement, in line with the conditions outlined above. The development of a memorandum of understanding was undertaken when negotiations stalled. The principles of the MOU underpinned the development of an operational agreement.

Mutual agreement has been reached on the roles and responsibilities of each party and operational requirements. With an increase in the amount of competition now proposed through the relocation, the PRTC will have increased staff hours.

Proposed Operations

Facility management will be responsible for management of coaching, programs, tournaments and events, bookings and administration, kiosk and pro shop. The PTC will be responsible for the administration of inter-club competition including mid-week teams. Facility management will continue to be responsible for all aspects of cleaning, maintenance, marketing and promotion, security, etc., in line with the Major Recreation Facilities Contract 15/01.

Facility management have provided a financial variation that reflects changes to the operation of the centre in line with the conditions of the relocation and the needs of the PTC. A breakdown of the key components has been included in the financial/resource sections.

Usage

The PRTC has seen solid growth in participation since Aligned Leisure commenced facility management in 2016. Membership has increased by over 5% to 326, coaching has increased 75%, up to 245 participants and competition participation has tripled from 20 players to 63 players.

The PTC has provided anecdotal feedback that their memberships have declined from approximately 250 members 10 years ago to 120 current members. PTC's competition teams have also declined from thirteen 13 teams down to 6.

The relocation of the PTC to the PRTC will centralise tennis into the one facility in Pakenham for coaching, competition and tournaments. This delivers a number of positive benefits including less expenditure in facility maintenance, increased use and patronage of the PRTC and reduction of volunteer resources needed by the PTC. It also allows for facilities at PB Ronald Reserve to be repurposed as appropriate.

POLICY IMPLICATIONS

Relocation would make available the parcel of land used by the PTC in PB Ronald Reserve. A master plan for the reserve is currently being developed with an expected draft to be completed in March/April 2020.

RELEVANCE TO COUNCIL PLAN

The proposed relocation of the PTC to the PRTC aligns with the following sections of the Council Plan:

Our People

- 1.2 Access to support services and programs for young people
- 1.4 Improved health and wellbeing for all
- 1.5 Variety of recreation and leisure opportunities

Our Community

- 2.3 Increased levels of community participation

CONSULTATION/COMMUNICATION

Officers have met with parties collectively, representatives from the Pakenham Tennis Club and Aligned Leisure individually, the full club committee, held multiple workshops, met with Tennis Victoria on multiple occasions, and been in communication with Tennis South Australia.

Discussions between the PTC, Aligned Leisure and Council has formed the basis of a draft memorandum of understanding and user agreement that will be signed by the three parties if the proposal is approved.

FINANCIAL AND RESOURCE IMPLICATIONS

The PTC and Council will jointly fund court resurfacing, as per their successful application for the 2016/17 & 2017/18 Community Capital Works Grants Program.

Council has budgeted for detailed design of the building this financial year (2019/20), with allocated for construction of the building extension next financial year (2020/21).

Operational expenses

Aligned Leisure have provided Council with a variation to the existing Major Recreation Facilities Contract 15/01 based on this proposal. Council Officers have worked with Aligned to provide an alternative submission to reduce the cost to Council of the contract variation.

An operational variance at the PRTC is possible through the construction period through loss of income. Officers will work with the Aligned Leisure to limit any potential revenue loss.

CONCLUSION

Council proceed with formal support of the relocation of the PTC to the PRTC based on the attached draft user agreement, memorandum of understanding and Aligned Leisure's contract variation costs. Design of the building extension is to be completed this financial year, with construction to start in October 2020 and completion expected by June 2021. Timelines for court resurfacing will be coordinated with facility management to minimise disruption to the facility.

It is proposed that the Club will completely relocate to the facility after completion of construction to the building and courts (expected July 2021) with the contract variance extending beyond the current contract period into the next contract/extension.

If the proposed relocation is approved the Club has expressed to Council their desire to gradually transition parts of the club across, potentially starting with juniors being relocated ahead of the 2020/21 summer season. Officers will request the club put a formal proposal together including timelines for the relocation and if appropriate will work with the Club to facilitate the move.

5 PROPOSED RELOCATION OF PAKENHAM TENNIS CLUB TO THE PAKENHAM REGIONAL TENNIS CENTRE

Moved Cr M Schilling Seconded Cr C Ryan

That Council:

1. Support the relocation of the Pakenham Tennis Club to the Pakenham Regional Tennis Centre.
2. Enter the draft user agreement.
3. Enter the memorandum of understanding with Aligned Leisure to act on behalf of Council.
4. Agree to amend Aligned Leisure's contract with Council to enable the relocation of the Pakenham Tennis Club to the Pakenham Regional Tennis Centre.

Cd.

6 OFFICER KILN SITE - 365 PRINCES HIGHWAY, OFFICER

FILE REFERENCE INT2022049

RESPONSIBLE GENERAL MANAGER Tracey Parker

AUTHOR Keira Lee

RECOMMENDATION

Council is prepared to accept the Land associated with the Officer kiln subject to the following conditions being met to Council's satisfaction:

1. That the following information be provided by, and paid for by Parklea subject to Council's satisfaction:
 - a. An updated Heritage Architects Report prepared by a suitably qualified Heritage Architect/Conservator which includes recommendations on but not limited to:
 - i. The current conditions of the site.
 - ii. The detailed works required for the structural conservation of the kiln and chimney in order for the structure to achieve a Certificate of Compliance under Building Regulations 2018 - Regulation 126.
 - iii. A fully costed management plan for the Kiln.
 - iv. Guidance on interpretive signage for the site.
 - b. Any works identified in the Heritage Architects Report are to be supported by a full schedule of estimated costings, prepared by a suitably qualified structural engineer/builder.
 - c. A Masterplan of the site is to be prepared in consultation with the community and council detailing the future development of the land.
 - d. The works identified in the Masterplan should be supported by the estimated costings of the proposed embellishments of the site.
 - e. The transfer of Land to Council is to include all land as required within Lot 1 and Reserve 1 on PS 835703H (total area 1759m²) which is deemed necessary to undertake the Master Plan works.
 - f. Prior to the transfer of land, an agreed monetary contribution is made to Council for the works required to the heritage building to achieve a Certificate of Compliance under Building Regulations 2018 - Regulation 126 and as identified in the Heritage Architects Report as well as the embellishment of the site as identified in the Masterplan.

Attachments

- 1 Proposed Plan of Subdivision 2 Pages

EXECUTIVE SUMMARY

Parklea, the landowners and developers of the Timbertop Estate in Officer recently approached Council to discuss the heritage protected Officer Kiln site located at 365 Princes Highway Officer.

Parklea advised Council Officers that they have no viable use for this site in the future and have asked Council to consider taking ownership of part of the site (Reserve No. 1 PS 835703H - 514m²) and heritage structure if Parklea were to transfer it at no cost to Council. The balance land of

1245m² (Lot 1 PS 835703H) is proposed to remain in private ownership by Parklea, most likely for future residential development. This balance lot could be subdivided for residential development.

BACKGROUND

Over a number of years Parklea have tried to find a suitable buyer for the total parcel of land which has an area of 1759m², to date no buyer has been found and the land is still currently on the market for sale. Parklea has previously offered the site to Council at a price of \$1,000,000 and then subsequently at a price of \$200,000. This should increase Council's level of concern with now being offered the land at no cost. Council should also note that Parklea have offered Council a portion of the total site, an area of 514m² Reserve No. 1 PS 835703H.

This area of land has also been offered to the Officer Progress Association.



The kiln site in Officer is located on a prominent site that can be seen by the residents of the Timbertop estate and the passing traffic of the Princes Highway. The Officer Precinct Structure Plan (PSP) process required that the kiln should be protected for its heritage values to the local community. The kiln, along with Berwick Potters (south of the Highway) are significant sites to Cardinia Shire's early terra-cotta manufacturing era. They are both protected under a Heritage Overlay.

In addition, the site is considered to have potential state significance, meaning its significance relates to the wider Victorian community. In March 2019, a nomination for state significance was lodged with Heritage Victoria. This application is currently under review.

Parklea have explored adaptive uses for the site with the most promising outcome being a restaurant that would build around the Kiln and incorporated into the interior. However, Parklea have noted in discussions with Council Officers that they have not found a suitable tenant to pursue this option.

Parklea noted with Council Officers that they have no viable use for this site in the future and have asked whether Council would be interested in taking over ownership of the site and structure if Parklea were to transfer the land at no cost to Council.

The previous planning permit applications (as relevant) relating to the subject site include:

- Planning Permit T170233 for the Use of the land for a restaurant and alteration of access from a Road Zone Category 1, generally in accordance with the approved plans was issued on 14 September 2017. The permit has been extended and the use must commence prior to 14 September 2023. Twenty seven car parking spaces were permitted.
- Planning Permit T170128 for Buildings and works including demolition of part of a building (associated structure) and construction of a freestanding wall in a Heritage Overlay generally in accordance with the endorsed plans was issued on 7 September 2017.
- Planning Permit T130742 for the subdivision of land and creation of a reserve was issued on 3 November 2016.
- Planning Application T140447 for the demolition of a building (kiln and associated structures) in a Heritage Overlay was refused on 4 May 2015.
- Planning Application T120401 for the subdivision of the land into two lots was withdrawn 14 December 2012.
- Planning Application T070440 for the use and development of the land for a hotel, bottle shop, nightclub, 60 gaming machines and access to the RDZ1 licenced premise and removal of native vegetation was also withdrawn.
- Planning Application T070177 for a market was withdrawn on 18 July 2007.
- Planning Permit T060681 issued 12 February 2007 for the removal of heritage building (weatherboard/cement sheet building).
- Planning Permit T060442 for the removal of non-native vegetation was issued on 6 November 2006.

COMMENTS

The PSP does not identify how the site is intended to be used, other than apply the General Residential Zone to the land. It is considered that there is an opportunity to retain the heritage structure within a larger lot abutting the shared path network, it is possible that space around the building could be used as a park, and embellished with interpretive signage, visitor car parking, water refilling station, additional paths, seating, landscaping, shelters and play equipment. However discussions with internal council departments and representatives of the Officer Progress Association have not identified a confirmed future use of the site, should council take ownership of the land.

The underlying issues with this site is the refurbishment and reinstatement of the heritage building to allow for safe use and viewing. Council Officers are currently not aware of the costs required to undertake these works and future works to maintain the asset.

Whilst the transfer of this land and building for no cost may seem attractive, the costs required may be very expensive due to the specific nature of work required to fix it and maintain the kiln. Council Officers are of the opinion that the cost of refurbishment and reinstatement are significant enough to warrant a developer who are now willing to hand over a substantial parcel of land for no cost. Before considering the transfer of this land and building to Council, a request to Parklea should be made to understand the costs required to refurbish the heritage component of this building, as well as possible futures uses of the land.

In consultation with community and council officers Parklea should fund or facilitate the development of a master plan for the site. Based on the approved master plan, Parklea should

transfer the land required, (which may be larger than the Reserve proposed in the current Plan of Subdivision), to council as well as a monetary amount to fund the embellishment works on the site which should be fully costed and some ongoing maintenance of the asset.

Direct vehicle access to the site has not been considered as part of this proposal and would be subject to VicRoads approval and has not been substantiated at this time. If the total Lot 1 parcel is kept in Parklea's ownership, the 1245m² land parcel (Lot 1) may be able to be further developed by Parklea subject to a planning permit application being made to Council.

POLICY IMPLICATIONS

Nil.

RELEVANCE TO COUNCIL PLAN

3. Our Environment - through the conservation of site of heritage significance throughout the Shire.

CONSULTATION/COMMUNICATION

A local community group has also been in communication with Parklea.

FINANCIAL AND RESOURCE IMPLICATIONS

The cost to refurbish and embellish the site is unknown until the further investigations are undertaken. It is considered that the transfer of and the development of the land should be undertaken at no cost to Council.

CONCLUSION

There is an opportunity for the heritage structure to be retained in land owned and maintained by Council. However, as there are significant financial risks associated with the offer by Parklea, the liabilities need to be further understood and supported by full costings of the works required to the building and to support the site. It is recommended that council future consider the transfer of land in accordance with the conditions recommended in this report.

6 OFFICER KILN SITE - 365 PRINCES HIGHWAY, OFFICER

Moved Cr B Owen Seconded Cr L Wilmot

Council is prepared to accept the Land associated with the Officer kiln subject to the following conditions being met to Council's satisfaction:

1. That the following information be provided by, and paid for by Parklea subject to Council's satisfaction:
 - a. An updated Heritage Architects Report prepared by a suitably qualified Heritage Architect/Conservator which includes recommendations on but not limited to:
 - i. The current conditions of the site.
 - ii. The detailed works required for the structural conservation of the kiln and chimney in order for the structure to achieve a Certificate of Compliance under Building Regulations 2018 - Regulation 126.
 - iii. A fully costed management plan for the Kiln.
 - iv. Guidance on interpretive signage for the site.
 - b. Any works identified in the Heritage Architects Report are to be supported by a full schedule of estimated costings, prepared by a suitably qualified structural engineer/builder.
 - c. A Masterplan of the site is to be prepared in consultation with the community and council detailing the future development of the land.
 - d. The works identified in the Masterplan should be supported by the estimated costings of the proposed embellishments of the site.
 - e. The transfer of Land to Council is to include all land as required within Lot 1 and Reserve 1 on PS 835703H (total area 1759m²) which is deemed necessary to undertake the Master Plan works.
 - f. Prior to the transfer of land, an agreed monetary contribution is made to Council for the works required to the heritage building to achieve a Certificate of Compliance under Building Regulations 2018 - Regulation 126 and as identified in the Heritage Architects Report as well as the embellishment of the site as identified in the Masterplan.

Cd.

7 CONTRACT 19/43 - ENGINEERING DESIGN SERVICES FOR PRINCES HIGHWAY INTERSECTION UPGRADES

FILE REFERENCE INT2019429

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Dan Hammond

RECOMMENDATION

That:

1. The Tender submitted by BG&E for the McMullen Road, Arena Blvd, & Thewlis Road intersection designs be accepted for CT19/43a - Engineering Design Services for Princes Highway Intersection Upgrades for the lump sum amount of \$247,800.00 (Exc GST), and;
2. The Tenders submitted by Cardno Victoria for the Brunt Road/Whiteside Road, Bayview Road, & Station St/Tivendale Road intersection designs be accepted for CT19/43b - Engineering Design Services for Princes Highway Intersection Upgrades for the lump sum amount of \$372,890.01(Exc GST) , and;
3. The remaining tenderers be advised accordingly and;
4. The common seal of the Council be affixed to the contract documents.

Attachments

- 1 Confidential Memorandum - Circulated to Councillors only 5 Pages

EXECUTIVE SUMMARY

Tenders have been sought for Engineering Design Consultants to progress previously approved functional layout designs of six (6) intersections identified for upgrades on the Princes Highway between Beaconsfield and Pakenham. The Contract enables the procurement of 3-dimensional detailed designs for each intersection, with final approval from VicRoads (VR)/Department of Transport (DOT) being required for the designs. Along with associated construction tender documentation, provided as part of the Contract, Council will be able to call for tenders to construct the intersections at the conclusion of the Contracts.

This contract focuses on the engagement of a specialist/s VR pre-qualified design consultant/s to complete all aspects of the detailed design, including feature survey, geotechnical investigations, service proving and relocation recommendations, pavement design and gaining VR/DOT approval.

This report provides consideration for the appointment of two (2) consultants to undertake the services required under CT19/43 - Engineering Design Services for Princes Highway Intersection Upgrades.

It is recommended that for best value for money to Council, that award two separate tenderers to:

1. BG&E for the McMullen Road, Arena Blvd, & Thewlis Road intersection designs, and
2. Cardno for the Brunt Road/Whiteside Road, Bayview Road, & Station St/Tivendale Road intersection designs

BACKGROUND

The Officer and Cardinia Road Precinct Structure Plans identified that a number of intersections along Princes Highway would need upgrading to cater for the traffic volume increases and, proposed concept layouts to cope with the growth. On-going steady residential development occurring within the Officer and Cardinia Road PSP areas has been adding to the strains on the Princes Highway intersections. To date, two (2) of the nine (9) proposed signalised highway intersections have been upgraded in accordance with the PSPs, and one (1) is currently in the detailed design phase. The remaining six (6) have progressed to a 2-dimensional functional design that have been approved by VicRoads (VR)/Department of Transport (DoT).

Tenders have been sought for Engineering Design Consultants to progress the previously approved functional layout designs of six (6) remaining intersections identified. The Contract enables the procurement of 3-dimensional detailed designs for each intersection, with final approval from VR/DoT being required. Along with associated construction tender documentation, provided as part of the Contract, Council will be able to call for tenders to construct the intersections at the conclusion of the Contract.

This Contract focuses on the engagement of a specialist/s VicRoads pre-qualified design consultant/s to complete all aspects of the detailed design, including:

- feature survey,
- geotechnical investigations,
- service proving and relocation recommendations,
- drainage design,
- pavement design,
- Signal and lighting designs
- gaining VR/DOT approval.

And allows for the development and delivery of the following deliverables:

- Detailed design report
- Road safety audit
- Environment and planning report
- Technical Specifications (to be to Council and VicRoads Standards)
- Itemised Bill of Quantities
- Construction Tender documentation
- Construction estimate with updated to current day costs

The Contract requires approved construction plans and related documents within 6 months of Contract award.

Tenders for a lump sum contract were advertised in The Age. Tenderers were required to provide individual lump sum prices for the design of each intersection as well as a lump sum price for the six (6) intersections as a package, with the understanding they may be awarded some or all of the intersections at Councils discretion. Responses were received from six (6) tenderers of which two (2) are recommended for acceptance.

Tenders were evaluated against the stipulated criteria of Pricing and Value for Money, Compliance with Conditions of Contract, Compliance with Specifications, Capability and Capacity, Relevant

Experience and Past Performance, Quality Systems, Customer Service, OHS, Financial Viability, Condition of Contract, Location and Insurance.

POLICY IMPLICATIONS

Nil.

RELEVANCE TO COUNCIL PLAN

This project is consistent with Council plan action item 3.2 Transport linkages connecting towns.

The appointment of consultants under this contract will enable Council to develop plans and documents that will allow Council to call for tenders for the construction of the Princes Highway intersection upgrades. These projects will provide a great benefit to the community by reducing traffic congestion, accident likelihood & accident frequency, as well as increase the liveability of the Officer Township and surrounds.

CONSULTATION/COMMUNICATION

Extensive consultation has occurred with VR/DOT in relation to developing the functional layout plans and the requirements for the final detailed designs.

A Community consultation plan will be required for the construction phase to notify affected residents and commuters of the forthcoming disruptions, however will be undertaken at the construction phase.

FINANCIAL AND RESOURCE IMPLICATIONS

The 6 intersections are jointly funded by Developer Contributions Funds and Federal Government funding.

Based on the tenders submitted by BG&E - \$247,800.00 and Cardno - \$372,890.01 for a total amount of \$620,690.01, there are sufficient funds available to award these works.

CONCLUSION

It is recommended that two (2) tenderers, BG&E for the McMullen Road, Arena Blvd, & Thewlis Road intersection designs, and Cardno for the Brunt Road/Whiteside Road, Bayview Road, & Station St/Tivendale Road intersection designs, be selected to complete the requirements of CT19/43 - Engineering Design Services for Princes Highway Intersection Upgrades for a cost of \$247,800.00 and \$378,470.01 respectively.

**7 CONTRACT 19/43 - ENGINEERING DESIGN SERVICES FOR PRINCES
HIGHWAY INTERSECTION UPGRADES**

Moved Cr B Owen Seconded Cr C Ross

That:

1. The Tender submitted by BG&E for the McMullen Road, Arena Blvd, & Thewlis Road intersection designs be accepted for CT19/43a - Engineering Design Services for Princes Highway Intersection Upgrades for the lump sum amount of \$247,800.00 (Exc GST), and;
2. The Tenders submitted by Cardno Victoria for the Brunt Road/Whiteside Road, Bayview Road, & Station St/Tivendale Road intersection designs be accepted for CT19/43b - Engineering Design Services for Princes Highway Intersection Upgrades for the lump sum amount of \$372,890.01(Exc GST) , and;
3. The remaining tenderers be advised accordingly and;
4. The common seal of the Council be affixed to the contract documents.

Cd.

8 CONTRACT 19/44 - ENGINEERING DESIGN AND TECHNICAL SERVICES FOR UPGRADING OF UNSEALED LOCAL ROADS - SPECIAL CHARGE SCHEME

FILE REFERENCE INT2019433

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Dan Hammond

RECOMMENDATION

That:

1. The tenders submitted by; LR Pardo & Associates, HDS Australia, Procivil Consulting Engineers, FMG Australia, Cardno Victoria, Paroissien Grant & Associates, Taylors Development Strategists, and Creo Consultants be accepted for CT19/44 - Engineering Design and Technical Services for Upgrading of Unsealed Local Roads - Special Charge Scheme for an initial period of four (4) years with two (2) x three (3) year extension options;
2. The remaining tenderers be advised accordingly and;
3. The common seal of the Council be affixed to the contract documents.

Attachments

- 1 Confidential Memorandum - Circulated to Councillors only 5 Pages

EXECUTIVE SUMMARY

Tenders have been sought for Engineering Technical Services for the federally funded 'Sealing of Unsealed Roads in the Dandenong Ranges and Surrounds' program (Federal Program) to:

- streamline procurement across the Infrastructure Services and Environment teams,
- ensure Cardinia has access to competitively priced engineering technical services throughout the 10 year life of the project, and
- ensure compliance with the Local Government Act relating to the public tender of works for procurement of services.

This contract focuses on the engagement of specialists for engineering services related to road and drainage design, as well as consultancy for implementing a special charge scheme. This contract will supplement our existing Engineering Technical Services Panel (CT16/06).

This report provides consideration for the appointment of a panel of consultants to undertake the services required under CT19/44 - Engineering Design and Technical Services for Upgrading of Unsealed Local Roads - Special Charge Scheme for a period of four (4) years with two (2) x three (3) year extension options.

It is recommended that the selected 6 tenderers will provide a good balance of technical service and availability for the delivery of Council projects in relation to the Federal Program and other capital works.

BACKGROUND

Tenders have been sought for Engineering Technical Services in response to the Federal Program to:

- streamline procurement across the Infrastructure Services and Environment teams,
- ensure Cardinia has access to competitively priced engineering technical services throughout the 10 year life of the project, and
- ensure compliance with the Local Government Act relating to the public tender of works for procurement of services.

This contract focuses on the engagement of specialists for engineering services related to road and drainage design, as well as consultancy for implementing a special charge scheme. This contract will supplement our existing Engineering Technical Services Panel (CT16/06).

The contract is for an initial period of four (4) years with two (2) x three (3) year extension options.

Tenders for a schedule of rates contract were advertised in The Age. Responses were received from fifteen (15) tenderers of which eight (8) are recommended for acceptance.

Tenders were asked to provide an hourly rate for seven (7) activity categories, which were further broken down into specific tasks. Tenderers had the option to submit rates for any number of activities to reflect their firm's specialisation. The scope of these activities are summarised below:

- Activity 1 - Infrastructure and Engineering Investigation and Support:
 - Prepare reports on engineering matters for submission to Council.
 - Consult with Superintendent or his delegate to determine priorities and liaise with Statutory Authorities as required.
 - Undertake preliminary investigation and survey to establish concept plans and preliminary estimates.
 - Provide Professional support where requested.
- Activity 2 - Scoping and Development of Brief
 - Consult with Council staff and others to develop design parameters for specific works.
 - Check preliminary construction estimates that will form the basis of fee negotiations for design, documentation and contract administration.
 - Prepare a final, written, briefing document including sketch plans where necessary, for submission to selected Panel members for fee negotiation.
- Activity 3 - Preparation of Strategies - Scoping and Development of Brief
 - Consult with Council staff and others to develop the parameters for the Strategy.
 - Assemble all relevant documentation references to enable the Strategy to be prepared.
 - Prepare a final, written, briefing document including sketch plans where necessary.
- Activity 4 - Preliminary Consultation
 - Investigate and prepare Special Charge Schemes in accordance with Cardinia Shire Council policy and relevant legislation.
- Activity 5 - Preliminary Design
 - Prepare a preliminary design for Special Charge Schemes in accordance with Cardinia Shire Council policy and relevant legislation.
- Activity 6 - Detailed Design and Preparation of Tender Documents
 - Prepare full design and documentation of works, preparation of all tender documents including full set of plans, specifications, schedules, bill of quantities, estimates, reports, consultancy advice, authority approvals and any other document required for the successful delivery of the Special Charge Schemes or other projects
- Activity 7 - Project Management

- Project Management of Special Charge Schemes and Special Projects including: road construction and rehabilitation, reserve development and improvements, and drainage improvements to roadways, private properties, and reserves.

Tenderers had the option to submit rates for any number of Activities to reflect their firm's specialisation.

Tenders were evaluated against the stipulated criteria of Pricing and Value for Money, Compliance with Conditions of Contract, Compliance with Specifications, Capability and Capacity, Relevant Experience and Past Performance, Quality Systems, Customer Service, OHS, Financial Viability, Condition of Contract, Location and Insurance.

The selected eight (8) tenders will provide a good balance of technical service and availability for the delivery of council projects and programs including Engineering and Environmental Projects.

POLICY IMPLICATIONS

Nil.

RELEVANCE TO COUNCIL PLAN

The appointment of consultants under this contract will ensure Council's capacity to deliver new infrastructure projects in relation to the SURDRS program in accordance with the following Council Plan actions:

- Upgrade Council roads to improve safety while considering the traffic demand of the community.
- Continue the use of special charge schemes to finance road and drainage improvement programs.

CONSULTATION/COMMUNICATION

An internal assessment was undertaken to identify the services required to supplement Councils Engineering and Environmental expertise and will assist Council Officers deliver projects on behalf of the community

Community consultation will be undertaken based on the requirements of each individual project or program.

FINANCIAL AND RESOURCE IMPLICATIONS

Prices have been sought on a schedule of rates basis. This contract does not guarantee work or prevent Council from engaging consultants outside of the contract. There is no fixed financial implication resulting from the award of these contracts.

Services provided under this contract will be subject to program budget and will be approved in line with the thresholds in Councils Delegated Authority Policy. The selection of individual consultants for any particular project will be based on tender price, the availability of the consultant and the level of service provided by the consultant.

CONCLUSION

It is recommended that the tenders submitted by LR Pardo & Associates, HDS Australia, Procivil Consulting Engineers, FMG Australia, Cardno Victoria, Paroissien Grant & Associates, Taylors Development Strategists, and Creo Consultants be accepted for CT19/44 - Engineering Design and Technical Services for Upgrading of Unsealed Local Roads - Special Charge Scheme.

8 CONTRACT 19/44 - ENGINEERING DESIGN AND TECHNICAL SERVICES FOR UPGRADING OF UNSEALED LOCAL ROADS - SPECIAL CHARGE SCHEME

Moved Cr J Owen Seconded Cr G Moore

That:

1. The tenders submitted by; LR Pardo & Associates, HDS Australia, Procivil Consulting Engineers, FMG Australia, Cardno Victoria, Paroissien Grant & Associates, Taylors Development Strategists, and Creo Consultants be accepted for CT19/44 - Engineering Design and Technical Services for Upgrading of Unsealed Local Roads - Special Charge Scheme for an initial period of four (4) years with two (2) x three (3) year extension options;
2. The remaining tenderers be advised accordingly and;
3. The common seal of the Council be affixed to the contract documents.

Cd.

9 MAJOR PROJECTS REPORT

FILE REFERENCE INT2019303

RESPONSIBLE GENERAL MANAGER Peter Benazic; Tracey Parker

AUTHOR Andrew Barr; Cathal O'Loughlin; Desiree Lovell; Kristen Jackson; Walter Carmignani

RECOMMENDATION

That the report be noted.

Attachments

Nil.

EXECUTIVE SUMMARY

As part of the reporting process to Council, this monthly report provides an update of the status of major projects in progress. It includes an update on major projects, capital works, special charge schemes and asset management current at the time of this report.

CONCLUSION

This regular activity report is provided for Councillors' information.

RECREATION RESERVES

Beaconsfield Recreation Reserve (Perc Allison pavilion)

Project description	Upgrade of the existing change room pavilion to provide unisex change room facilities, umpires change rooms, first aid and strapping room, gym, time-keepers room and a spectator viewing area.
Funding	Council and the Victorian Government's Community Sports Infrastructure Fund jointly fund this project
Timelines	This project is due for completion November 2020.
Update	Detailed design has been presented to user group for approval, once approved tender documentation will be presented.

Bunyip Recreation Reserve soccer pavilion

Project description	Construction of a new pavilion providing soccer and cricket activities.
Funding	Council and the Australian Government's Building Better Regions Fund are jointly funding this project.
Timelines	Project completed February 2020.
Update	Practical completion issued and certificate of occupancy received. Handover of pavilion carried out in March for the start of the new season.

Bunyip Recreation Reserve soccer pitches

Project description	Detailed design for two new soccer pitches with a cricket wicket and roadway access. The design will take into consideration the new pavilion and existing infrastructure.
Funding	This project is fully funded by Council
Timelines	This design is to be completed by October 2020 ready for a construction tender in early 2021.
Update	Council has awarded the design to the successful consultant. Concept designs will be available by the end of March 2020.

Comely Banks Recreation Reserve pavilion

Project description	Construction of a new pavilion providing rugby, football, cricket, and bowls activities, social multi-purpose spaces, Kitchen / Kiosk and toilet facilities .
Funding	Council and the Victorian Government Growing Suburbs Fund jointly fund this project
Timelines	Pavilion construction is due to be completed in October 2020.
Update	Concrete slab works and steel framework are complete and cladding works have commenced.

Comely Banks Recreation Reserve civil construction

Project description	Construction of four new rugby league fields incorporating two crickets wickets and provision for AFL, lighting, spectator seating, playground,
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car park and open spaces.

Funding	Council and the Victorian Government Growing Suburbs Fund jointly fund this project
Timelines	Construction to commence August 2020 with completion expected by the end of 2021.
Update	This project is currently out to tender.

Cora Lynn change room pavilion upgrade

Project description	Construction of new change rooms at Cora Lynn Recreation Reserve.
Funding	Council and the Victorian Government through Community Sports Infrastructure Loan Funding jointly fund this project.
Timelines	Project is currently awaiting approval of the revised scope and loan amount before an appropriate timeline can be confirmed.
Update	Further information on cost of construction has been provided for Ministerial approval with reference to reduced scope and loan amount.

Deep Creek Reserve Nursery and Education Centre

Project description	Construction of a community driven indigenous plant nursery including outdoor education space, retail display garden, propagation facilities, irrigation, shade houses and green houses to grow plants.
Funding	This project is jointly funded by Council and the Andrew's Foundation and is part of the Deep Creek Reserve.
Timelines	This project is complete
Update	Practical completion issued. Certificate of occupancy received.

Emerald Netball Facility (Pepi's Land) – pavilion

Project description	Pavilion change room facility for the new netball courts providing home and away change/shower facilities, kitchen kiosk, and external amenities.
Funding	Council is fully funding this project.
Timelines	This project is due for completion in December 2020. Please note that the use of the pavilion will be subject to the intersection of Beaconsfield/Emerald Road being finished.
Update	Awaiting receipt of building permit, before works can commence

Pepi's Land dam

Project description	A leak in the lower dam was discovered on 2 August 2019. The leak was slowly flowing out around the old irrigation pipe, located on the outside of the bottom of dam. Expert dam and hydraulic engineers advised to lower the depth of water in the dam by approximately 2m as an interim measure to reduce the risk of any further damage occurring. This has been done and it looks to have stopped any further deterioration.
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Reconstruction of lower dam at Pepi's land, Emerald.

Funding This project is fully funded by Council

Timelines Council are seeking to have an agreed solution to notify the community of and then for repair works to be implemented in 2020.

Update Investigations are currently underway to determine best option for remediation of dam wall.

Flora and fauna survey has been completed and will inform remediation design and controls of construction process

A consultant has been engaged to undertake the design for the reconstruction of the dam wall.

Gembrook Recreation Reserve – football/cricket pavilion redevelopment

Project description Redevelopment and extension of the existing football/cricket pavilion, providing unisex change rooms, umpire change rooms, accessible amenities, first aid, gym, additional social room and provide accessible servery areas. There is a minor upgrade to the existing kitchen and social room areas, reconfiguring of the kiosk servery counter, updating the spectator viewing lounge and time-keeper room at first floor level, providing lift access to first floor level.

Funding Council and the Australian Government jointly fund this project.

Timelines Works are due for completion February 2021.

Update Documentation has been submitted to obtain a demolition permit.

Gembrook Recreation Reserve – netball courts

Project description Construction of two new netball courts at Gembrook Recreation Reserve. The project includes two new acrylic courts on a concrete foundation. New lighting, shelters, fencing and a path network are included in the scope of works.

Funding This project is fully funded by Council

Timelines Works are due to be completed by the end of April.

Update Construction has commenced with the concrete foundations, lighting footings and fencing footings installed.

IYU Recreation Reserve athletic facility (design)

Project description Detailed design of new 400-metre athletics track, including triple / long jump, high jump, pole vault, discus, shot put. A new car park is to be included in the design.

Funding This project is fully funded by Council.

Timelines Detailed design to be complete by July 2020.

Update Quotations are currently being sought for the detailed design required to enable construction to commence.

Koo Wee Rup Recreation Reserve football/cricket pavilion upgrade

Project description	Removal of existing change room facilities and construct new football/cricket change room facilities, gym, meeting and community rooms, male /female/assessable public toilets.
Funding	Council, the Victorian Government and the Australian Government (Building Better Regions Fund Program) are providing funding for this project.
Timelines	The project is due for completion by June 2021.
Update	Detailed design is progressing.

Koo Wee Rup Recreation Reserve netball pavilion upgrade

Project description	Removal of existing netball change room facilities and construct new netball pavilion, providing home and away change, canteen, social room and office, public assessable toilets and unisex toilets.
Funding	Council and the Victorian Government are funding this project.
Timelines	The project is due for completion by June 2021.
Update	Detailed design is progressing.

Koo Wee Rup Tennis Club upgrade

Project description	This project includes the construction of two new tennis courts, the refurbishment of the existing tennis courts, which include acrylic surfacing, improved lighting and shelters, and the conversion of the swimming clubroom to a tennis club facility.
Funding	Council and the Victorian Government (Sports and Recreation Victoria) are jointly funding this project.
Timelines	Project complete
Update	The facility is now operational. A replacement external door is due to be reinstalled in March/April 2020.

Koo Wee Rup Primary and Secondary School oval upgrades

Project description	<p>Reconstruction of the Koo Wee Rup Primary School oval and the adjacent Koo Wee Rup Secondary School oval.</p> <p>The primary school oval upgrade includes new sub surface drainage, two new cricket nets and some portable barrier netting to protect school infrastructure.</p> <p>The secondary school oval upgrade includes new sub surface drainage, irrigation, and flood lighting, installation of a bore, power upgrade, and construction of a new pavilion and extension of the synthetic hockey pitch to meet Australian standards.</p>
Funding	<p>The primary school upgrade is funded by Sport and Recreation Victoria and Council.</p> <p>The secondary college is funded by the Victorian Government's</p>

Department of Education of which a portion is allocated for the oval upgrade works.

Timelines	Works are expected to be completed in March 2020, the delay in the projects timelines is due to in excess of 30 wet weather days
Update	Earthworks, drainage and irrigation to the Primary School oval are complete. The centre synthetic wicket and cricket practice are complete as well as the sprigging for this oval.
	Earthworks, drainage, irrigation, and the spoon drain to the Secondary School oval are complete. The bore is complete and the irrigation tank installation has commenced. Sand has been placed and oval has been sprigged.

Koo Wee Rup Secondary School pavilion

Project description	New pavilion for the upgraded football oval, providing unisex change room facilities, umpire change rooms, unisex amenities, canteen /kiosk, storage, cleaners' room and covered spectator area.
Funding	The project is funded by the Victorian Government (Victorian School Building Authority).
Timelines	This project is due for completion in September 2020.
Update	Revised schematic stage approved and progressing with detail design documentation.

Lang Lang Community and Recreation Precinct pavilion

Project description	The construction of a major recreation and community precinct is being undertaken in partnership with the Lang Lang Community Bank. It will include sporting facilities for football, cricket and netball and multi-purpose community spaces.
Funding	Lang Lang Community Bank purchased the 36-hectare parcel of land upon which the precinct will be constructed, and have committed \$3.2 million including land purchase to the project. Council has received \$1.5 million from the Australian Government's Building Better Regions Fund.
	Council and our partners have so far committed \$13.5 Million to the design and construction of civil and building works between 2015-16 and 2020-21.
Timelines	This project is complete
Update	Practical completion issued and awaiting certificate of occupancy.

Officer Recreation Reserve No. 2 (Western) oval reconstruction

Project description	Reconstruction of the western oval at the Officer Recreation Reserve, Starling Road Officer.
	The works include, but are not necessarily limited to, re-orientation, re-shaping and re-surfacing of the oval and the installation of subsurface drainage, irrigation and perimeter fence.

A funding application was made to the Australian Government for ball catch- nets, lighting upgrades and to upgrade the proposed gravel footpaths to a concrete footpath, however it was unsuccessful.

Funding	This project is fully funded by Council.
Timelines	The duration of the establishment period will be dependant on growth and weather conditions.
Update	Couch grass was planted in December 2019 and it is currently in the establishment period.

Officer Recreation Reserve oval works stage 2

Project description	Installation of lighting, coaches boxes and high ball net.
Funding	This project is jointly funded by Council and the Committee of Management
Timelines	Works to be completed by June 2020
Update	All items have been ordered with various installation dates to be confirmed based on delivery.

Officer Recreation Reserve (Western) oval pavilion

Project description	Upgrade works to the existing pavilion providing female friendly amenities and provisions.
Funding	Council and the Victorian Government (Sports and Recreation Victoria) jointly fund this project.
Timelines	This project is due for completion in June 2020.
Update	Detailed design documentation is complete and tender documentation is being prepared.

Toomuc Reserve Southern pavilion and little athletics/baseball facility

Project description	<p>Redevelopment of the junior football and cricket pavilion to include:</p> <ul style="list-style-type: none"> • two sets of change rooms with unisex amenities, unisex accessible change room, accessible unisex public toilet, male and female public toilets, unisex umpires change room with operable wall • canteen/kiosk (servicing both ovals) and cool room • meeting space/office • internal and external storage • first aid room • social space and associated storage • external spectator viewing, and timekeepers room <p>Improvements to the existing little athletics and baseball facilities to upgrade of canteen, storage space, change rooms and amenities, first aid room, accessible public toilets and external covered viewing area.</p>
Funding	Council, the Australian Government and the Victorian Government's Sport & Recreation Victoria Fund jointly fund this project.
Timelines	This project is due for completion May 2021.

Update Concept design has been presented to user groups and feedback is being considered. Further stakeholder meeting arranged for concept approval to enable detailed design to commence.

Toomuc Reserve Northern pavilion

Project description Redevelopment of the ground floor area of the existing pavilion to provide netball change facilities with operable walls, umpire change rooms, and unisex amenities. Retrofit existing football/cricket change room amenities/umpire room amenities and modification of First Aid room.

Funding Council, Sport Australia Community Sport Infrastructure Program and the Australian Government jointly fund this project.

Timelines This project is due for completion May 2021.

Update Concept design has been presented to user groups and feedback is being considered. Further stakeholder meeting arranged for concept approval to enable detailed design to commence.

Worrell Recreation Reserve pavilion upgrade

Project description Construction of a new pavilion for football and cricket, including a ground level gym for community use.

Funding The project is fully funded by Council

Timelines This project is due for completion March 2020.

Update Project at practical completion stage, waiting certificate of occupancy.

Worrell Recreation Reserve oval works stage 2

Project description Installation of lighting, coaches boxes and high ball net.

Funding This project is jointly funded by Council and Emerald Football Club

Timelines Works to be completed by June 2020

Update All items have been ordered with various installation dates to be confirmed based on delivery.

Worrell Recreation Reserve car park sealing

Project description Pavement construction and sealing of the carpark between the Hills Hub and the new Emerald oval works.

Funding This project is jointly funded by Council and Emerald Football Club

Timelines Works to be completed by June 2020

Update Preliminary site investigations are being undertaken to provide additional information to assist the consultant with the design of car park. Design and endorsement of the layout by the clubs and community stakeholders is expected to be completed by mid-April.

ROADS

Blackspot project: Main Drain Road South, Bunyip

Project description	A 2.3km section of Main Drain Road South, Bunyip, from Bunyip Modella Road to 13 Mile Road, has been identified for blackspot works. The work includes installing guardrail along both sides of the road.
Funding	The Australian Government fully funds this project through their Black Spot Program.
Timelines	The project is due for completion by June 2020
Update	Our contractor (Safety Barrier Systems) have been commissioned to undertake emergency repair and replacement of guardrail in the East Gippsland fire affected areas, which has delayed the delivery of this project. Council has been granted additional time to complete the project. SBS will be back on site in late March to resume the guardrail work in Main Drain Road South.

Blackspot project: Paternoster Road, Emerald

Project description	The installation of safety barriers and audio tactile edge line marking along Paternoster Road, Emerald between Emerald-Beaconsfield Road and Bailey Road
Funding	This project is fully funded by the Australian Government's Blackspot Program.
Timelines	The project is due for completion mid-2020.
Update	Designs have been finalised. Paternoster Road tender closed on 18 February and the recommended tenderer will be presented to Council at either the March or April meeting.

Blackspot project: Avon Road, Cockatoo/Avonsleigh

Project description	The installation of safety barriers, sealed shoulders and tree removal along Avon Road, Cockatoo/Avonsleigh between Woori Yallock Road and Kennedy Road.
Funding	This project is fully funded by the Australian Government's Blackspot Program.
Timelines	The project is due for completion mid-2020.
Update	We are currently working through the approval process to minimize project impact on trees from delivery of this work in order to satisfy the target safety outcomes. It is anticipated that these works will be tendered in May.

Blackspot project: Bessie Creek Road, Nar Nar Goon North

Project description	The installation of safety barriers, sealed shoulders, tree removals and audio tactile edge line marking along Bessie Creek Road, Nar Goon North between Seymour Road and Moore Road
Funding	This project is fully funded by the Australian Government's Blackspot Program.
Timelines	The project is due for completion mid-2020.
Update	We are currently working through the approval process to minimize project impact on trees from delivery of this work in order to satisfy the target safety outcomes. It is anticipated that these works will be tendered in May.

Connect Cardinia Stage 2

Project description	<p>Council is investing funds to upgrade a number of strategic roads across the shire to improve transport connections. Approximately 25km of roads across the shire have been identified including:</p> <ul style="list-style-type: none"> • McGregor Road, Soldiers Road and Hobsons Road, Pakenham/Rythdale • Thewlis Road, Pakenham • Armytage Road and LL Road, Officer • Huxtable Road, Pakenham Upper
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- Dore Road, Pakenham
- Bessie Creek Road, Nar Nar Goon North
- Evans Road, Bunyip
- Main Drain Road, Koo Wee Rup
- Boundary Drain Road, Koo Wee Rup
- Mount Lyall Road, Lang Lang East

Funding	These projects are fully funded by Council
Timelines	It is anticipated that the program will be complete early 2022.
Update	<p>Boundary Drain Road, Main Drain Road and Evans Road are currently having the detailed designs finalised with tenders expected to be called in April.</p> <p>Detailed design for Bessie Creek Road and Huxtable Road have commenced.</p> <p>Quotes for the detailed design of Thewlis Road, LL and Armytage Roads have been accepted.</p> <p>Quotes for Dore Road, Mt Lyall Road and McGregor/Soldiers/Hobsons Rd are currently being evaluated for approval.</p>

Kenilworth Avenue, Beaconsfield

Project description	<p>Construction of the unsealed Kenilworth Avenue in accordance with the Officer Structure Plan. The project is being delivered in two stages:</p> <p>Stage 1 is from Brunt Road to the Freeway overpass and is being delivered by the adjacent developer.</p> <p>Stage 2 is from the Freeway overpass to Coach House Lane and is being delivered by Council.</p>
Funding	This project is being funded through the Officer PSP Development Contribution Funds
Timelines	Both Stage 1 and 2 are to be completed by June 2020
Update	<p>Stage 1 works have had the first layer of asphalt laid before Christmas. The majority of shared user path has been completed. Wearing course asphalt will be placed at the same time as Stage 2.</p> <p>Works on Stage 2 have begun and are expected to be completed by the June 2020.</p>

Princes Highway intersection upgrades

Project description	<p>Eight intersections along the Princess Highway between Beaconsfield and Pakenham have been identified for upgrading through the associated planning schemes. Upgrades identified include amendments to two existing signalised intersections as well as signalising six previously un-signalised intersections. All intersections have been highlighted for additional or extended turn lanes, additional through lanes, bus priority lanes, and shared cycle/pedestrian lanes.</p> <p>Initial progress will include the detailed design and approvals of these projects to inform the decision making process for subsequent construction and timing.</p> <p>Identified intersections include:</p> <ol style="list-style-type: none"> 1. Glismann Road 2. O’Neil Road 3. Brunt Road 4. Bayview Road 5. Tivendale Road 6. McMullen Road 7. Arena Parade 8. Thewlis Road
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Funding	These projects are jointly funded by Developer Contributions and the Australian Government
Timelines	Works are schedule to be delivered over several stages beginning with works commencing on site in late 2020-early 2021 and completed by June 2024.
Update	<p>Design works are currently underway with functional layout plans for all the intersections currently with the Department of Transport for approval.</p> <p>Detailed designs for O'Neil Roads and Glismann Road are due for completion by April with a proposed tender to take place prior to June.</p> <p>The remaining six design packages will be presented separately to March Council for award.</p>

Unsealed road re-sheeting 2019-20 program

Project description	The unsealed roads re-sheeting program is aimed to refurbish approximately 90 kilometres of unsealed roads throughout the shire. This project involves refurbishment of the road pavement and surface drainage, utilising in-situ materials as well as new crushed rock where required. These works are aimed at improving the road surface to enable greater longevity and an improved experience for road users.
Funding	The program is fully funded by Council.
Timelines	It is anticipated that the program will be completed by June 2020.
Update	This project has commenced, with 88 kilometres of roads refurbished to date.

Reseal and rehabilitation 2019-20 program

Project description	The significant proactive maintenance and upgrade of Council's road network as per Council's asset management system.
Funding	Council and the Australian Government's Roads To Recovery Program jointly fund the program.
Timelines	It is anticipated that the program will be complete by the end of May 2020.
Update	<p>Reseal and rehabilitation works have been commenced and programmed to complete by end of May.</p> <p>Road rehabilitation works include:</p> <ul style="list-style-type: none"> • two roundabouts on O'Neil Rd, Beaconsfield • Tynong Bayles Road, Bayles • Seven Mile Road, Nar Nar Goon • Caldermeade Rd, Caldermeade • Redwood Road and Redwood Road service road, Gembrook will be reconstructed to make them safer. <p>More than 100 road segments are being resealed under this year's reseal program covering more than 50,000 m²</p>

PATHS, DRAINS AND BRIDGES

2019–20 Bridge renewal program

Project description	Replacement of identified bridges and major culverts.
Funding	The program is fully funded by Council
Timelines	The works is due for completion mid-2020.
Update	Works on the major culverts in Crosby Road (Deep Creek), Upper Pakenham and Tonimbuk Road (Dingo Creek), Tonimbuk have been awarded and permits from Melbourne Water permits are currently being obtained.

The following works are being tendered:

- replacement of pedestrian bridge in Brisbane Road (over Cockatoo Creek)
- replacement of timber and steel bridge in Simpson Road (Little Yannathan Road Drain North of Fallon Road)
- replacement of concrete bridge in Temby Road (Little Yannathan Road Drain North of Fallon Road)

2019–20 Drainage program

Project description	The maintenance and upgrading of Council's drainage network.
Funding	The program is fully funded by Council.
Timelines	This program is due to be completed by end of June 2020.
Update	Input is still being sought from the Department of Transport regarding potential works at the Rossiter Road/Station Street intersection in Koo Wee Rup. Funding has been sought to modify the drainage layout of the intersection to enable it to drain more effectively in rainfall events.

Afflux Engineering have been engaged to develop designs for stormwater works in Suffolk Avenue, Cockatoo and 19 Glenvista Avenue, Emerald, these designs are expected to be provided to council by mid-march. Works at 19 Glenvista are expected to be completed this financial year, whilst works at Suffolk Avenue will likely commence early in the 2020-21 financial year.

Works in Caroline Avenue have commenced. Kent Environmental and Vegetation Management have been chosen to undertake the works, the works are expected to take between two and three weeks to complete.

In order to rectify a drainage issue in Second Avenue, Cockatoo, minor drainage works are being undertaken to redirect stormwater flows away from properties. These works will include the construction of a new road crossing, reshaping of an existing table drain and modification of a number of existing crossovers. .

2019-20 Footpath maintenance program

Project description	The maintenance of Council's existing footpath network, as set out in Council's Road Management Plan (RMP).
Funding	The program is fully funded by Council.
Update	Works are progressing on addressing defects on the highest priority issues.

2019-20 New footpath program

Project description	Council's footpath program looks to extend the footpath network in and around townships. The footpaths to be constructed in 2019-20 are listed below:
Funding	The \$800,000 program is fully funded by Council through the footpath and pedestrian and bicycle strategy programs.

Footpath location	Status
Old Princes Highway, Beaconsfield (Desmond Court to Princes Freeway off ramp signalised intersection-south side)	DoT have not approved the footpath construction. However, it is proposed to include this footpath with design changes, as part of the O'Neil Road intersection upgrade.
Kenilworth Avenue, Beaconsfield (Station Street west to Bus Stop)	The survey and minor design revealed that this footpath requires substantial planning to implement. A detailed design with costings is being prepared for budget consideration and inclusion in the 2020-21 program.
Update	The footpath program has been completed, with the above exceptions. Replacement paths have been identified in Toomuc Valley Road, Pakenham and Salisbury Road, Upper Beaconsfield

Toomuc Creek pedestrian bridges north and south

Project description	Toomuc Creek pedestrian bridges are a design and construct project, which involves removal and replacement of the existing pedestrian bridge near Toomuc Reserve and design and installation of a new pedestrian bridges over Toomuc Creek south of the train line.
Funding	Council funds the northern bridge and the new pedestrian bridge south of the rail line is funded through the DCP.
Timelines	The south bridge is due for completion by the end of April 2020.
Update	The north bridge reconstruction is complete and bridge is now open. Works to the south bridge will commence on site in late March. Fabrication of the bridge structure is currently underway. Environmental impact assessments and cultural heritage investigations have concluded and recommendations have been incorporated into the project methodology.

OTHER CAPITAL PROJECTS

Alma Treloar BMX and skate park

Project description	Construction of new BMX pump track and skate park additions. The BMX pump track has been designed to a competition standard with asphalt construction. The BMX site is located to the rear of Alma Treloar Reserve. The skate park additions to the existing skate park which include minor jumps and obstacles.
Funding	This project is fully funded by Council
Timelines	The BMX track is nearing completion with minor landscape works on maintenance.
Update	The skate park additions are currently under construction with an early April opening.

Officer District Park

Project description	Detailed design including a skate park, walking tracks, downhill mountain board track, parkour, fitness, café and car park.
Funding	The detailed design is funded by Council. The construction of the project is jointly funded by Council and the Australian Government's Building Better Regions Fund.
Timelines	Detailed design is due to be completed by November 2020. Construction to commence early 2021.
Update	The detailed design works are currently out to tender.

Playground renewal works

Project description	Playgrounds to be renewed include: <ul style="list-style-type: none"> • Dick Jones Park, Lang Lang • Devine Drive, Pakenham • Tantallon Park, Officer • Nar Nar Goon Recreation Reserve. <p>Each playground design received feedback and were chosen by the local community, schools, children's centres and kindergardens in the area. The final designs have been approved and awarded to various playground manufacturers.</p>
Funding	These projects are fully funded by Council
Timelines	Tantallon, Devine Drive and Nar Nar Goon will be completed by early April. Dick Jones Park will be completed by June.
Update	All parks have been awarded and are now in the manufacture stage.

Rix Road Integrated Children's Centre

Project description	Proposed new Children's Learning Centre.
Funding	The project is funded by Developer Contribution and the Victorian Government.
Timelines	This project is planned to open by January 2022.
Update	Planning application to be submitted by end of March. The detailed design has commenced.

MyPlace Youth Facility

Project description	Relocation and expansion of the MyPlace Youth Facility to a parcel of Council owned land at James Street, Pakenham. The new facility will accommodate approximately 1000m ² of building structure, together with landscaping and associated car parking, which will be designed to engage and support young people 12–25 years of age.
Funding	The project is jointly funded by Council, the Victorian Government's Growing Suburbs Fund and the Australian Government.
Timelines	This project is planned to open by January 2022.
Update	Evaluation of consultants' submissions for the design of the MyPlace Youth Facility have been finalised and the consultant has been appointed.

Multicultural hub feasibility study

Project description	<p>Undertake a feasibility study, including community and key stakeholder consultation that will outline:</p> <ul style="list-style-type: none"> • Purpose for the hub • Range of community activities and services to be offered at the hub • Potential locations/sites • Service model • Design features that should be included • Case studies on similar hubs (including learnings) • Concept design including cost estimates
Funding	The study is jointly funded by Council and the Australian Government
Timelines	The study is planned to be completed by May 2020.
Update	Evaluation of consultants' submissions finalised and consultants appointed.

9 MAJOR PROJECTS REPORT

Moved Cr J Owen Seconded Cr G Moore

That the report be noted.

Cd.

10 NOTICE OF MOTION NO. - 1052 - CR BRETT OWEN

That Council officers prepare a report for the April, 2020 General Council meeting on:

- Whether the current Cardinia Shire Council's Meeting Procedures and Local Law allow for a Councillor to partake and vote on an item at a council meeting if they are not able to be physically in the council chambers during the meeting.
- Is it possible to change the Cardinia Shire Council's Meeting Procedure to allow for a Councillor to partake and vote at a council meeting if a Councillor could not be physically present but could use technology to be take part in a meeting? If so, what changes would be required to be made?
- What technology could be used to allow a Councillor to partake in such a meeting?
- What would the costs to council be to implement such changes?
- Are there any risks associated with such a proposed change?

10 1052 - CR BRETT OWEN

Moved Cr B Owen Seconded Cr M Schilling

That Council officers prepare a report for the April, 2020 General Council meeting on:

- Whether the current Cardinia Shire Council's Meeting Procedures and Local Law allow for a Councillor to partake and vote on an item at a council meeting if they are not able to be physically in the council chambers during the meeting.
- Is it possible to change the Cardinia Shire Council's Meeting Procedure to allow for a Councillor to partake and vote at a council meeting if a Councillor could not be physically present but could use technology to be take part in a meeting? If so, what changes would be required to be made?
- What technology could be used to allow a Councillor to partake in such a meeting?
- What would the costs to council be to implement such changes?
- Are there any risks associated with such a proposed change?

Cd.

11 CONTRACTUAL MATTER

‘INCAMERA’

THIS AGENDA ITEM IS TO BE DEALT WITH AT A CLOSED MEETING ON THE GROUNDS THAT THE ITEM IS DISCUSSING CONTRACTUAL MATTERS (AS PROVIDED FOR BY CLAUSE 89(2) (D) OF THE LOCAL GOVERNMENT ACT.)

That, unless Council resolves otherwise, Council acknowledge the content of this resolution (and supporting report) shall remain confidential, except for the release of any public statement prepared by the Chief Executive Officer and approved by the Mayor.

11 CONTRACTUAL MATTER

RECOMMENDATION

That, unless Council resolves otherwise, Council acknowledge the content of this resolution (and supporting report) shall remain confidential, except for the release of any public statement prepared by the Chief Executive Officer and approved by the Mayor.

REPORTS OR MINUTES OF COMMITTEES

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

REPORTS BY DELEGATES

Cr Carol Ryan advised that she has been participating in numerous conferences around Melbourne in regards to mental health and close workings with the Minister for Mental Health, Equality and Creative Industries, Martin Foley.

Cr Ryan also advised she will be presenting at Mental Health Victoria when the event occurs.

Cr Collin Ross reported on information regarding the Waste Space, waste has now been determined as an essential service. Cr Ross further elaborated on innovations and changes within the waste sector.

Cr Brett Owen reported on the Casey Cardinia Foundation and discussed the loss of Executive Officer Carlos Santin at 41 years of age, Cr Owen further discussed Carlos' huge contribution to the foundation.

PRESENTATION OF PETITIONS

Cr Schilling tabled a petition with approximately 110 signatures from ICAN (International Campaign to Abolish Nuclear Weapons). A report will be presented at the April Council meeting regarding the petition.

COMMUNITY QUESTION TIME

The Mayor advised Council had received 3 questions from the community:

1 question was submitted by Gloria O'Connor, the Mayor advised Ms O'Connor was not in attendance during the meeting and therefore will be provided a response in writing.

2 questions were submitted by Rosa Santo, the Mayor advised Ms Santo was not in attendance during the meeting and therefore will be provided a response in writing.

COUNCILLOR QUESTION TIME

Cr Brett Owen asked the General Manager Infrastructure and Environment the following Questions:

The group of shops located at 4 Old Princes Highway, Beaconsfield was impacted by a substantial building fire in July, 2019.

The fire has been devastating for affected local small businesses which has forced them to be closed and unable to operate since.

Can officers provide details of the council contact and communications with the owner/s of the site to ascertain their intentions for the site?

What is council doing to ensure the amenity of the fire affected property does not negatively impact surrounding businesses and the abutting parkland?

The General Manager responded with the following:

Through you Mayor, thank you for your question Cr Owen. From a building regulatory perspective the investigations have not focussed on the future intentions of the site, rather they have been focused on public safety and continued monitoring of public safety. But I do understand from an economic development view, that Council officers have initiated contact with the owners but I believe that has not been reciprocated at this point in time, obviously from an amenity and public safety perspective we will continue to monitor the site.

Meeting closed at 9:22pm

Minutes Confirmed
Chairman