



# Cardinia

**MINUTES OF GENERAL COUNCIL MEETING**

**TUESDAY, 14 APRIL 2020**

## MINUTES OF GENERAL COUNCIL MEETING

held in the Council Chambers, 20 Siding Avenue, Officer  
on Tuesday, 14 April 2020

The meeting commenced at 7.02pm

**PRESENT:**

Mayor, Jeff Springfield, Chairman

Councillors Michael Schilling, Carol Ryan, Collin Ross, Ray Brown, Graeme Moore, Leticia Wilmot.

Messrs Carol Jeffs (CEO), Doug Evans (MG)

Moved Cr L Wilmot seconded Cr G Moore.

That the meeting be closed to members of the public due to the health and safety concerns associated with the Covid-19 pandemic in accordance with Section 89(2)(h) of the Local Government Act 1989.

Cd

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

### APOLOGIES:

Cr Jodie Owen and Cr Brett Owen.

### CONFIRMATION OF MINUTES OF MEETINGS

Moved Cr C Ross Seconded Cr M Schilling

### THAT MINUTES OF THE FOLLOWING MEETINGS BE CONFIRMED-

- General Council Meeting 16 March 2020
- Special Council Meeting 30 March 2020

Cd.

### DECLARATION OF PECUNIARY AND OTHER INTERESTS

Nil.

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**TOWN PLANNING****1 CARDINIA PLANNING SCHEME AMENDMENT C241 - PUBLIC ACQUISITION OVERLAY TO FACILITATE OFFICER PSP INTERSECTIONS**

FILE REFERENCE INT2026844

RESPONSIBLE GENERAL MANAGER Tracey Parker

AUTHOR Michelle Nichols

**RECOMMENDATION**

That Council adopt Amendment C241 to the Cardinia Planning Scheme under Section 29 of the Planning and Environment Act 1987 (the Act) and submit to the Minister for Planning for approval under Section 31 of the Act.

**Attachments**

1 Updated Plans of Five Parcels Included in Public Acquisition Overlay 1 Page

**EXECUTIVE SUMMARY**

The proposed Amendment is required to implement the recommendations of the Officer Precinct Structure Plan (PSP) and Officer Development Contributions Plan (DCP) 2011. The Officer PSP guides the delivery of a quality urban environment and sets a vision for how land should be developed. Plan 15 'Road Network' of the Officer PSP details the location for the future transport network including development of intersections.

A Public Acquisition Overlay (PAO) is required to facilitate the design and upgrade of two signalised intersections along the Princes Highway at Whiteside Rd/Brunt Rd and Tivendale Rd/Station St. The land required on each property either exceeds 10% of the total area of the lot or negotiations with the landowner have failed, and as such, a PAO is necessary to reserve the land for transport purposes and to facilitate acquisition of the land.

Following the 9 December 2019 Council meeting and seeking authorisation to commence the Amendment, the land required at McMullen Road was secured by Council through a contract of sale. As such, the previous report to Council included an additional signalised intersection at McMullen Road, but was removed prior to exhibiting the Amendment. The number of parcels of land exhibited for the Amendment was only five, rather than six as originally proposed.

No submissions were received during the four week exhibition period.

**BACKGROUND**

The objective of Amendment C241 is to reserve land for future intersection development via a PAO to ensure that changes to the use or development of the designated land do not prejudice the purpose for which the land is to be acquired. Early reservation of the land avoids possible buildings and works occurring prior to acquisition, potentially resulting in the need to compensate owners. Where land is subject to a PAO, any use, development or subdivision of the land will generally require a planning permit.

Plan 15 'Road Network' in the Officer PSP demonstrates a sustainable transport network that ensures the efficient operation of the existing and future arterial network. Implementation of the transport network is guided by Table 16 'Transport and Movement Planning and Design Guidelines' and Table 20 'Infrastructure Project List' of the Officer PSP. A summary of the land to be acquired for the development of transport infrastructure for the Whiteside/Brunt and Tivendale/Station intersections is outlined in the following table.

Address of property	Title details	Proposed Public Acquisition Overlay	Land to be acquired	Land acquired for	Timing of infrastructure projects in Officer PSP (Table 20) Small - 2011-16 Medium - 2017-22 Long - 2023 +	Lead Agency of Infrastructure Project List in Officer PSP (Table 20)
Princes Highway, Beaconsfield (corner of Whiteside Rd)	L2 PS346905	PA03	632 sqm	Ultimate intersection	S-M	Cardinia Shire Council
4 Station St, Officer	PC361120	PA03	38 sqm	Ultimate intersection	S	Cardinia Shire Council
432 Princes Highway, Officer	L2 PS512528	PA03	23 sqm	Ultimate intersection	S	Cardinia Shire Council
10 Brunt Rd, Officer	L1 PS321253	PA03	88 sqm	Ultimate intersection	S-M	Cardinia Shire Council
1 Station St, Officer	L1 TP189196	PA03	22 sqm	Ultimate intersection	S	Cardinia Shire Council

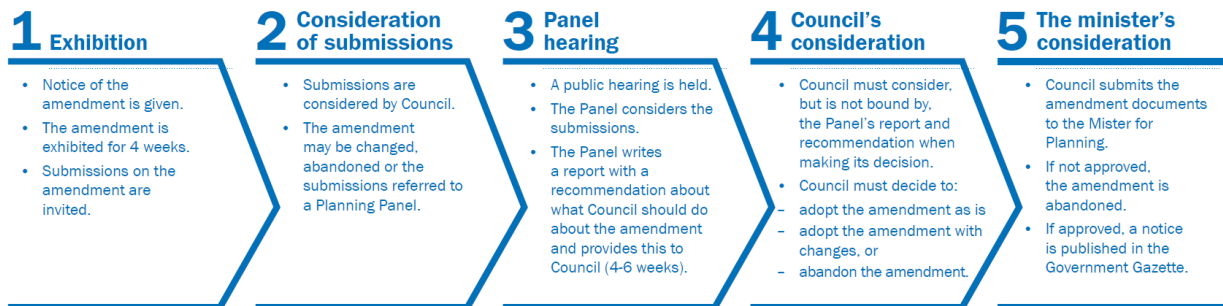
**Table 1. Land Proposed to be Acquired**

Under the *Land Acquisition and Compensation Act 1986* "(1) A Council may purchase or compulsorily acquire any land which is or may be required by the Council for or in connection with, or as incidental to, the performance of its functions or the exercise of its powers". The *Land Acquisition and Compensation Act 1986* places strict obligations on an acquiring authority in relation to the process for acquisition. Before the commencement of the acquisition process, the land must first be reserved under a planning scheme through a Planning Scheme Amendment.

Amendment C241 is required to implement the recommendations from the Officer PSP and Officer DCP.

Specifically the Amendment will:

- Amend the Cardinia Planning Scheme Maps No 11 and 13 to demonstrate the location of the proposed Public Acquisition Overlays



**Table 2. Steps in the Planning Scheme Amendment Process**

Following Council adoption of the Amendment, Council officers will prepare the final documentation 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

The draft C241 Amendment aligns with key Commonwealth, State, and local policies as they relate to planning and delivering transport infrastructure.

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

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

Direction 3.2 - *Improve transport in Melbourne's outer suburbs*

Policy 3.2.1 - *Improve roads in growth areas and outer suburbs*

### Cardinia Shire's Liveability Plan 2017-2029

In particular the Amendment aligns with the following policy based on the need for safe and efficient roads for residents as identified in the Officer PSP:

Housing - Supporting high quality residential developments that respond to best practice in sustainability, environmental, safety and healthy by design guidelines.

The Amendment documentation is also informed by:

- Officer Precinct Structure Plan (2011)
- Officer Development Contributions Plan (2011)
- Cardinia Planning Scheme - relevant Clauses include:
  - Clause 11.03-2S *Growth Areas - to locate urban growth close to transport corridors and services and provide efficient and effective infrastructure to create sustainability benefits while protecting primary production, major sources of raw materials and valued environmental areas*
  - Clause 18.01-2S *Transport system - to coordinate development of all transport modes, including reserving land for strategic transport infrastructure*
  - Clause 18.02-3S *Road system - to manage the road system to achieve integration, choice and balance by developing an efficient and safe network and making the most of existing infrastructure*
  - Clause 19.03-1S *Development and infrastructure contributions plans - facilitate the timely provision of planned infrastructure to communities through the preparation and implementation of development contributions plans and infrastructure contributions plans*
  - Clause 19.03-2S *Infrastructure design and provision - to provide timely, efficient and cost-effective development infrastructure that meets the needs of the community*
  - Clause 21.03-2 *Urban growth area - to create a functional, attractive, safe and sustainable urban environment for the existing and future community of the Cardinia Urban Growth Area*

- Clause 21.05-2 *Freeways, declared arterial roads - to provide for an efficient, safe and attractive arterial road network and to ensure effective integration of land use, transport and environmental outcomes*

## RELEVANCE TO COUNCIL PLAN

The proposed Amendment aligns with the Council Plan under the following objectives:

### **3. Our Environment**

3.1 Provision and maintenance of assets on a life-cycle basis

3.1.1 *Maintain all Council roads and supporting infrastructure in accordance with the Road Management Act 2004*

3.2 Transport Linkages connecting towns

3.2.1 *Upgrade Council roads to improve safety while considering the traffic demand of the community*

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

The intention to acquire land to upgrade the intersections was identified in the Officer PSP and Officer DCP which were exhibited to the community via Planning Scheme Amendment process C149.

Amendment C241 was placed on public exhibition from Thursday 20 February 2020 to Friday 20 March 2020. At the conclusion of the public exhibition period no submissions were received.

## FINANCIAL AND RESOURCE IMPLICATIONS

The financial implications have been considered in the Officer Development Contributions Plan and the rates are adjusted annually.

If the Amendment is adopted by Council the resourcing implications for implementation of the Amendment is accounted for in the Growth Area Planning 2019-2020 business plan.

## CONCLUSION

The proposed Amendment seeks to ensure the delivery of two intersection upgrades as identified in the Officer Precinct Structure Plan 2011 and Officer Development Contributions Plan 2011.

No submissions were received during the exhibition period for the Amendment. It is therefore recommended that Council resolve to adopt Amendment C241 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 CARDINIA PLANNING SCHEME AMENDMENT C241 - PUBLIC ACQUISITION OVERLAY TO FACILITATE OFFICER PSP INTERSECTIONS**

Moved Cr G Moore Seconded Cr R Brown

That Council adopt Amendment C241 to the Cardinia Planning Scheme under Section 29 of the Planning and Environment Act 1987 (the Act) and submit to the Minister for Planning for approval under Section 31 of the Act.

Cd.



## **2 PLANNING SCHEME AMENDMENT ACTIVITY REPORT**

FILE REFERENCE INT2026567

RESPONSIBLE GENERAL MANAGER Tracey Parker

AUTHOR Luke Connell

### **RECOMMENDATION**

That the report be noted.

### **EXECUTIVE SUMMARY**

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

### **Status of active amendments**

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

<b>Cardinia Planning Scheme Amendment Activity Report</b>						
<b>A/No.</b>	<b>Proponent</b>	<b>Address</b>	<b>Purpose</b>	<b>Exhibition Start</b>	<b>Exhibition End</b>	<b>Status</b>
C222	XWB Consulting	85 McNamara Road, Bunyip	Amendment C222 proposes to: <ul style="list-style-type: none"> <li>- rezone land from Farming Zone Schedule 1 (FZ1) to Low Density Residential Zone Schedule 3 (LDRZ3) (55 &amp; 85 McNamara Road),</li> <li>- apply a Development Plan Overlay Schedule 21 (DPO 21) (85 McNamara Road),</li> <li>- apply a Design and Development Overlay Schedule 1 (DDO1), and</li> <li>- delete the Environmental Significance Overlay Schedule 1 (ESO1).</li> </ul>	Thu 08/08/2019	Fri 06/09/2019	A Panel Hearing was held on 25/02/2020.

Cardinia Planning Scheme Amendment Activity Report						
A/No.	Proponent	Address	Purpose	Exhibition Start	Exhibition End	Status
C226	Cardinia Shire Council	Lot 5 PS321195 67 Whiteside Rd Officer, Lot 2 PS327845 130 Whiteside Rd Officer and Lot PP PS746064 325 Princes Hwy Officer	<p>Repair inconsistent policy in the Urban Growth Zone Schedule 3 (UGZ3) and the applied Schedule of the Rural Conservation Zone (RCZ) that prevents development in the 3 lots identified from occurring in line with the Officer Precinct Structure Plan (PSP) that was adopted by Council in 2011.</p> <p>The amendment proposes to add a Schedule to the RCZ removing the minimum subdivision requirements for the 3 sites identified, that would otherwise exist in the provision. This ensures there is a match between the policy intention of the PSP and the provisions in the UGZ3 and the applied zone (RCZ).</p>	Thu 22/06/2017	Mon 24/07/2017	On 11/05/2018 Council received advice from DELWP stating that, based on new environmental risk regulations approved via Amendment VC140 on 12/12/2017, further work is required prior to the Minister considering the amendment. A draft Bushfire Development Report (June 2019) was received from Terramatrix. Council officers have provided a response to the draft.
C228	Cardinia Shire Council	Pakenham Activity Centre	<p>The Activity Centre Zone Schedule 1 (ACZ1) has been prepared in response to conditions of approval to Cardinia Planning Scheme Amendment C211 to ensure that the Pakenham Structure Plan 2018 has been implemented via the appropriate planning tool into the Cardinia Planning Scheme.</p> <p>The ACZ1 is a direct translation of the objectives and strategies as set out in the draft Pakenham Structure Plan 2018 and draft Urban</p>	Thu 24/10/2019	Fri 06/12/2019	<p>On 17/02/2020 Council resolved to refer all submissions to an independent Planning Panel.</p> <p>A Directions Hearing is set for Wednesday 01/04/2020.</p> <p>A Panel Hearing is set for the week commencing Monday 04/05/2020.</p>

Cardinia Planning Scheme Amendment Activity Report						
A/No.	Proponent	Address	Purpose	Exhibition Start	Exhibition End	Status
			Design Framework 2018. The amendment amends Clauses 21.03, 21.04 and 21.06, implements two new reference documents, deletes parts of two Development Plan overlays Schedule 1 and 2 of 43.04, and deletes the Pakenham Activity Centre Incorporated Provisions, 20 March 2017 from Clause 72.04.			
C229	Cardinia Shire Council	Tynong, Garfield and Bunyip	Apply Environmental Significance Overlay Schedule 7 (ES07) to all land within the Urban Growth Boundary (UGB) of Garfield and Bunyip and all land zoned for urban purposes within Tynong to facilitate the provision of habitat corridors for the Southern Brown Bandicoot.	Thu 21/11/2019	Fri 20/12/2019	Re-exhibition completed. Continuing to assess the amendment. A bushfire risk assessment is required.
C232	Victorian Planning Authority	Officer Precinct	Implement the Officer Town Centre review by incorporating the amended Officer Precinct Structure Plan (September 2011, Amended November 2019) and making associated changes to the Cardinia Planning Scheme.	Thu 22/03/2018	Fri 27/04/2018	Approved with changes and gazetted on 06/03/2020.
C234	Victorian Planning Authority and Cardinia Shire Council	Pakenham East Precinct	Incorporate the Pakenham East Precinct Structure Plan (PSP) and rezone the majority of land to Urban Growth Zone Schedule 5 (UGZ5) to facilitate the development of the land generally in accordance with the PSP, and make a	Thu 18/01/2018	Fri 23/02/2018	Adopted by VPA on 10/10/2018.  A subsequent feedback process was initiated by VPA in mid-October for consideration of land north of power line easement.

Cardinia Planning Scheme Amendment Activity Report						
A/No.	Proponent	Address	Purpose	Exhibition Start	Exhibition End	Status
			number of other consequential changes to the Cardinia Planning Scheme to support the implementation of the PSP. Planning Scheme to support the implementation of the PSP.			<p>The Minister for Planning decided to send submissions received on the additional notice to a Planning Panel.</p> <p>A Directions Hearing was held on 14/02/2020.</p> <p>A Planning Panel Hearing is set for 23/03/2020.</p>
C235	Planning Central	145 Rossiter Road, Koo Wee Rup	<p>Amendment C235 proposes to:</p> <ul style="list-style-type: none"> <li>- rezone the land from Farming Zone (FZ) to Neighbourhood Residential Zone Schedule 1 (NRZ1)</li> <li>- apply Development Plan Overlay Schedule 22 (DPO22)</li> <li>- amend Clause 21.07-7 and</li> <li>- correct the mapping of the Heritage Overlay (HO198) for adjacent heritage property 'Shepton Mallet'.</li> </ul> <p>The Koo Wee Rup Township Strategy (October 2015) supports the rezoning and development of the subject site for residential. DPO22 provides a framework for the development of the site and has considered the sites opportunities and constraints.</p>	Thu 27/06/2019	Fri 02/08/2019	<p>The amendment was adopted by Council on 16/03/2020. It will be submitted to the Minister for Planning for approval.</p>

Cardinia Planning Scheme Amendment Activity Report						
A/No.	Proponent	Address	Purpose	Exhibition Start	Exhibition End	Status
C238	Cardinia Shire Council	Beaconsfield Precinct - Glismann Road and Old Princes Highway.	<p>Amendment C238 facilitates the following in the Glismann Road Development Plan area:</p> <ul style="list-style-type: none"> <li>- Rezone land from the Rural Living Zone (RLZ2) to the General Residential Zone (GRZ1)</li> <li>- Remove the amendment area from the Environmental Significance Landscape Overlay (ES01)</li> <li>- Amend the Schedule to Clause 43.04 (Development Plan Overlay) to include schedule 'Glismann Road Development Plan'</li> <li>- Amend the Schedule to Clause 45.06 (Development Contributions Plan Overlay) to include 'Glismann Road Development Contributions Plan'</li> <li>- Amend Planning Scheme Maps 12, 12DCPO, 12DPO and 12ESO.</li> </ul>			Preparation documents were submitted to DELWP in December 2019. Further advice was provided on 13/02/2020. Awaiting a response from DELWP.
C240	Cardinia Shire Council	Koo Wee Rup Township	Implement the objectives of the Koo Wee Rup Township Strategy by applying Development Plan Overlays 23 and 24 and Design and Development Overlays 8 and 9 over various precincts within Koo Wee Rup.	Thu 13/02/2020	Mon 16/03/2020	On exhibition.
C241	Cardinia Shire Council	Officer Precinct	Apply a Public Acquisition Overlay (PAO3) to five parcels of land to facilitate intersection development in accordance with the Officer Precinct	Thu 20/02/2020	Fri 20/03/2020	On exhibition.

Cardinia Planning Scheme Amendment Activity Report						
A/No.	Proponent	Address	Purpose	Exhibition Start	Exhibition End	Status
			Structure Plan.			
C250	Cardinia Shire Council	Cardinia Shire	Implement the findings of the Cardinia Planning Scheme Review 2018 and update the Local Planning Policy Framework by introducing a new Municipal Strategic State (MSS) at Clause 21 of the Cardinia Planning Scheme. The MSS has been revised to reflect the Council's strategic direction for the Cardinia Shire, strategic work that has been completed, and relevant State policy and legislation.	Thu 14/11/2019	Mon 16/12/2019	On 03/02/2020 Council resolved to refer all submissions to an independent Planning Panel.  A Directions Hearing is set for 18/03/2020.  A Panel Hearing is set for 28/04/2020.
C257	Minister for Planning	53-65 Woods Street, Beaconsfield	Replace the Design and Development Overlay Schedule 7 (DD07) with a Development Plan Overlay (DPO) for the Woodland Grove Precinct as shown in the Beaconsfield Structure Plan.			Landowner is preparing plans and consulting with Melbourne Water.
C263	Minister for Planning	Beaconsfield Activity Centre	Section 20(4) amendment to extend the June 2020 expiry date of the Beaconsfield Structure Plan to ensure the controls remain in place while Amendment C257 progresses.			19/11/2019: Awaiting approval by the Minister for Planning. DELWP has advised approval will be given prior to the June 2020 expiry date of the PSP.
C264	Cardinia Shire Council	Cardinia Shire municipality	Implement the Advertising Signage Design Guidelines into the Cardinia Planning Scheme.			On 17/02/2020 Council resolved to adopt the Advertising Signage Design Guidelines and to request the preparation of Amendment C264.

## **2 PLANNING SCHEME AMENDMENT ACTIVITY REPORT**

Moved Cr G Moore Seconded Cr R Brown

That the report be noted.

Cd.

## GENERAL REPORTS

### **3 2020-21 PROPOSED COUNCIL BUDGET**

FILE REFERENCE INT2027796

RESPONSIBLE GENERAL MANAGER Tom McQualter

AUTHOR Scott Moore

#### RECOMMENDATION

##### Proposed Budget 2020-21

That:

- 1 The Proposed Budget annexed to this resolution be the budget prepared by Council for the purposes of section 127 of the Local Government Act 1989;
- 2 The Chief Executive Officer be authorised to give public notice of the preparation of such budget in accordance with section 129 of the Local Government Act 1989;
- 3 Council hear any submission on any proposal (or proposals) contained in such budget, made in accordance with sections 129 and 223 of the Local Government Act 1989 at a Special Council Meeting to be held on Monday 25 May 2020.
- 4 Council consider the adoption of the budget and the declaration and levy of rates and charges for the 2020-21 financial year at the Council Meeting to be held on Monday 15 June 2020.

##### COVID-19 Partial Rates Rebate for 2020-21 rating period and Financial Hardship measures

That Council:

- 5 Approve a partial rebate of \$50 on general rates for the 2020-21 rating year to owners and ratepayers of residential properties (including vacant residential land) who hold a Commonwealth Health Care Card or Commonwealth Seniors Health.
- 6 Approve the extension of due dates for all outstanding rates to 30 June 2020.
- 7 Approve that no interest to be charged on any overdue rates instalment amounts to 30 September 2020 and to apply Council's normal Financial Hardship Guidelines on any debt still outstanding at 1 October 2020.
- 8 Approve for any ratepayer who receives a partial rate rebate is eligible to also access a payment plan if they choose to do so.
- 9 Approve suspension of recovery action on any existing debt and no new debt recovery action be undertaken until 30 June 2020.
- 10 Approve extension of the Council's Financial Hardship Guidelines to all rateable properties experiencing temporary financial hardship due to impacts of COVID-19.

#### Attachments



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**1 Proposed Budget 81 Pages****EXECUTIVE SUMMARY**

To consider adoption of the proposed Budget for the forthcoming financial year and to release the budget for public feedback.

To consider adoption of a COVID-19 rates rebate to provide financial assistance by way of a partial rates waiver to any ratepayer that holds a Commonwealth Seniors Health Card or Health Care Card issued by Services Australia or the Department of Veterans' Affairs. It will not apply to ratepayers that hold an eligible Pensioner Concession Card as they already receive the Municipal Rates Concession as per the State Concessions Act 2004 and S172(1)(a) of the Local Government Act 1989.

**BACKGROUND****Proposed Budget 2020-21**

A high level Long Term Financial Plan, incorporating the Strategic Resource Plan, for the years 2020-21 to 2028-29 has been developed to assist Council in adopting a budget within a financially responsible longer term framework. The key objective of the Financial Plan is to maintain financial sustainability and stability in the long term, while achieving Council's strategic objectives outlined in the Council Plan.

The Proposed 2020-21 Budget has been developed through a comprehensive process of review including three Councillor workshops and two briefings of Councillors. The draft budget is financially responsible, enables the achievement of the Annual Plan objectives and funds the strategies included in the Proposed Council Plan 2018 - 2022.

This budget was developed with a proposed 2.0% rate increase for 2020-21 (2.50% in 2019-20) consistent with the Average Rate Cap determined by the Minister for Local Government on 13 December 2019. This rate increase has been able to be achieved due to positive financial performance by Council over the last 6 years, which has allowed Council to absorb the lower rate increases proposed as part of this budget.

The forecast result for 2020-21 is a surplus of \$90.404 million, before adjusting for capital and other one-off items. After these adjustments, the adjusted underlying result is a deficit of \$0.555 million, which is \$5.350 million unfavourable to the 2019-20 forecast underlying result of a surplus of \$4.795 million. An average unit cost increase of 3.9 per cent for the residential garbage service charge is proposed to subsidise the increased recycling contract costs and the new landfill levy of \$20 per tonne proposed by the State government. Council plans to supplement the cash flow from new loan borrowings of \$12.1 million in 2020-21, which will allow to fund a significant and progressive capital works program totalling \$84.229 million, including carry overs.

The ongoing challenge for Council is that 80% of Council's adjusted underlying revenue is received via rates and charges, with the remainder primarily consisting of government grants, fees & charges, and contributions from developers. While Council has worked to reduce costs to a level where it is one of the lowest cost providers of services, the ability to continue to find efficiencies and savings into the future will be challenging without potential reductions in services or service levels. In the current COVID-19 pandemic environment, the budget includes delayed cash flows and reduced fees and charges for an assumed period of six months to 30 September 2020. The budget

provides for a significant capital program to continue to support the local economy and job creation. Council continues to work with the Victorian Government and local partners on relief planning.

The financial plan adopted as part of its 2020-21 budget has been developed to ensure that Cardinia residents continue to be serviced with resources and facilities consistent community service expectations.

In a lower rating environment, it is important that a balanced budget be achieved in future years to ensure Council can continue to meet current and future needs of its residents. The proposed budget attempts to balance the need to deliver infrastructure and services, while also providing the best possible value for residents and recognising the need for careful financial management during the COVID-19 period.

The proposed budget is based on key principles, including:

1. Maintain financial sustainability in the medium to long term, while achieving Council's strategic objectives as specified in the Council Plan
2. Key services maintained at existing levels
3. Longterm adjusted underlying surplus
4. Effectively manage the Asset Renewal Gap
5. Continue to manage serviceable debt
6. Cash reserves are maintained above minimum statutory levels.

As one of Victoria's fastest growing municipalities, Cardinia Shire's population is expected to grow from the 2016 population of 97,608 to an estimated 195,457 in 2036, an increase of 100.24%. The number of dwellings in Cardinia Shire is forecast to grow from 35,325 in 2016 to 71,241 in 2041 an increase of 101.67%. This growth reflects the unique qualities of the municipality and confidence in its future. It does, however, continue to place services, infrastructure and resources under significant pressure.

The 2020-21 Proposed Budget will enable Council to continue to meet the challenges associated with this rapidly expanding population. A Capital Works program of \$84.229 million has been prepared to ensure residents across the shire have access to an expanding range of new recreational and leisure opportunities, and renewed and upgraded infrastructure. A detailed listing of these projects are contained in Appendix B.

Highlights of the Capital Works program are:

- Proposed Land acquisition funded from Developers contribution funds \$14.382m
- Toomuc Reserve south oval and north oval \$5.65m
- Comely Banks Reserve Pavilion and car parking \$6.966m
- Koo Wee Rup Pavilion - football, cricket and netball \$3.182m
- Road Sealing Program \$8.0m
- Princess Highway Intersections \$7.5m funded from government grants and Developer contributions
- Sealing the Hills \$4.8m funded from government grants

**Asset Renewal and Upgrade:**

Council has committed to capital expenditure of \$42.844m on asset renewal, including roads, bridges, footpaths, drains, buildings and plant.

In line with the SRP, the 2020-21 Proposed Budget has been designed to reflect Council's commitment to make Cardinia Shire the best possible place to live, work and raise a family.

**COVID-19 Partial Rates Rebate for 2020-21 rating period and Financial Hardship measures**

The COVID-19 global pandemic and State and Federal restrictions has led to significant loss of employment and closure of business. This will cause considerable financial stress for a large number of our community and Council has a responsibility to provide assistance.

Section 171(1)(b) of the Local Government Act 1989 states "The Council may waive the whole or part of any rate or charge or interest in relation to.....any other class of persons determined by the Council for the purpose of waiving rates or charges on the grounds of financial hardship"

**POLICY IMPLICATIONS**

Council is required to prepare a Proposed Budget for public consultation.

The Financial Hardship Guidelines generally do not allow for the waiving of general rates. General rates accounts for almost two thirds of Council revenue and it has the potential to unfairly and inequitably redistribute the rates burden on the vast majority of ratepayers who pay rates on time. Council relies heavily on the payment of rates to fund budgeted expenditure

**RELEVANCE TO COUNCIL PLAN**

The 2020-21 Proposed Budget outlines the financial resources for the successful delivery of the Council Plan.

Our Governance, 5.3.2 Make financial decisions that are fair and ethical and balance costs and benefits between present and future generations.

**CONSULTATION/COMMUNICATION**

The Proposed Budget was prepared in consultation with the Senior Leadership Team and all departmental managers. Managers were required to prepare their operating budgets based on the needs of their programs, whilst keeping in line with the prior year's Strategic Resource Plan. Financial implications of known changes were also taken into account.

Once the Proposed Budget is adopted, it is required to be available for public consultation for 28 days. Notice of adoption of the Proposed Budget will be communicated to the community through the local press. Members of the public are able to make budget submissions, which will be heard by Council once the 28 day consultation period has closed.

There is no community consultation or communication in relation to the proposed COVID-19 Partial Rates Rebate for 2020-21 rating period and Financial Hardship measures.

**FINANCIAL AND RESOURCE IMPLICATIONS**

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The Proposed Budget outlines the financial resources available to Council for continuous operation and delivery of the Council Plan

## **CONCLUSION**

This budget addresses the key needs of our current community and with the Strategic Resource Plan caters for our current and future communities. It is a budget based on sound financial principles, prudent debt management, and responsible asset management.

That Council exercise its power under Section 171(1)(b) of the Local Government Act 1989 and resolve to approve a \$50 rates rebate on residential type properties (including vacant residential land) to eligible ratepayers for the 2020/21 rating period.

### **3 2020-21 PROPOSED COUNCIL BUDGET**

Moved Cr L Wilmot Seconded Cr M Schilling

#### **Proposed Budget 2020-21**

That:

- 1 The Proposed Budget annexed to this resolution be the budget prepared by Council for the purposes of section 127 of the Local Government Act 1989;
- 2 The Chief Executive Officer be authorised to give public notice of the preparation of such budget in accordance with section 129 of the Local Government Act 1989;
- 3 Council hear any submission on any proposal (or proposals) contained in such budget, made in accordance with sections 129 and 223 of the Local Government Act 1989 at a Special Council Meeting to be held on Monday 25 May 2020.
- 4 Council consider the adoption of the budget and the declaration and levy of rates and charges for the 2020-21 financial year at the Council Meeting to be held on Monday 15 June 2020.

#### **COVID-19 Partial Rates Rebate for 2020-21 rating period and Financial Hardship measures**

That Council:

- 5 Approve a partial rebate of \$50 on general rates for the 2020-21 rating year to owners and ratepayers of residential properties (including vacant residential land) who hold a Commonwealth Health Care Card or Commonwealth Seniors Health.
- 6 Approve the extension of due dates for all outstanding rates to 30 June 2020.
- 7 Approve that no interest to be charged on any overdue rates instalment amounts to 30 September 2020 and to apply Council's normal Financial Hardship Guidelines on any debt still outstanding at 1 October 2020.
- 8 Approve for any ratepayer who receives a partial rate rebate is eligible to also access a payment plan if they choose to do so.
- 9 Approve suspension of recovery action on any existing debt and no new debt recovery action be undertaken until 30 June 2020.
- 10 Approve extension of the Council's Financial Hardship Guidelines to all rateable properties experiencing temporary financial hardship due to impacts of COVID-19.

Cd.

## **4 UPDATED COUNCIL PLAN AND COUNCIL PLAN ACTIONS**

FILE REFERENCE INT2026896

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Peter Philp

### **RECOMMENDATION**

That Council:

1. Adopt the following changes to the Council Plan as draft and released for public comment:
  - Updates to the Council Plan in the areas of demographic data, key activities of Council, services provided by Council and strategies, policies, and plans that support the Council Plan and;
  - Updates to the Council Plan Actions that identify key initiatives to implement the Council Plan, and;
  - Updates to the Strategic Resource Plan (SRP) to align with Budget papers.
2. Hear any persons that wish to speak in support of their submission made, in accordance with Section 223 of the Local Government Act 1989, at a Meeting to be held in the Council Chamber on 25th May 2020.

### **Attachments**

- |  |          |
|--|----------|
| 1 Updated Council Plan (Including Revised Strategic Resource Plan) | 20 Pages |
| 2 Updated Council Plan Actions                                     | 9 Pages  |

### **EXECUTIVE SUMMARY**

Since September 2019, Council Staff and Councillors have been working together to review the Council Plan and associated Council Plan Actions. As a result, a number of minor revisions have been proposed. It is recommended the updated Council Plan (including the revised Strategic Resource Plan) and Council Plan Actions documents be adopted as draft and released for public comment.

### **BACKGROUND**

Under the provisions of Section 125 of the Local Government Act, Council is required to consider whether any adjustments to the Council Plan are needed on an annual basis, as part of the annual planning/budgetary cycle. Since September 2019, Council Staff and Councillors have been working together to review the existing Council Plan and Council Plan Actions, in conjunction with Council's annual review of activities, finances and future direction. This review resulted in a number of minor updates which are reflected in the updated Council Plan and Council Plan Actions documents. The Strategic Resource Plan has also been revised, in order to plan the resources required to achieve the Council's strategic objectives detailed in the Council Plan. A copy of the revised Strategic Resource Plan is included in the updated Council Plan document, and mirrors the information contained in the proposed Budget document.

The attached Council Plan and Council Plan Actions were developed prior to the COVID-19 pandemic, and are therefore not reflective of any potential restrictions imposed by the pandemic or any of the consequences of it.

#### **POLICY IMPLICATIONS**

Nil.

#### **RELEVANCE TO COUNCIL PLAN**

The recommendations are a key part of the annual review of the Council Plan.

#### **CONSULTATION/COMMUNICATION**

Council considers a variety of information when reviewing the Council Plan and associated Council Plan Actions. These include the views of residents, Council staff and existing strategy plans. Feedback is sought during the public exhibition period.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

The development and revision of the Budget and associated financial documents has been coordinated across the consultation process for the revisions of the Council Plan and Council Plan Actions, and the revised Strategic Resource Plan reflects these revisions.

#### **CONCLUSION**

It is recommended that Council adopts the updated Council Plan and updated Council Plan Actions documents as draft and approves the release for public comment. It is recommended that Council considers any public submissions, and hear any persons that wish to speak in support of their submission made, in accordance with Section 223 of the Local Government Act 1989, at a Meeting to be held in the Council Chamber on 25th May 2020.

The attached Council Plan and Council Plan Actions were developed prior to the COVID-19 pandemic, and are therefore not reflective of any potential restrictions imposed by the pandemic or any of the consequences of it.

## 4 UPDATED COUNCIL PLAN AND COUNCIL PLAN ACTIONS

Moved Cr L Wilmot Seconded Cr M Schilling

That Council:

1. Adopt the following changes to the Council Plan as draft and released for public comment:
  - Updates to the Council Plan in the areas of demographic data, key activities of Council, services provided by Council and strategies, policies, and plans that support the Council Plan and;
  - Updates to the Council Plan Actions that identify key initiatives to implement the Council Plan, and;
  - Updates to the Strategic Resource Plan (SRP) to align with Budget papers.
2. Hear any persons that wish to speak in support of their submission made, in accordance with Section 223 of the Local Government Act 1989, at a Meeting to be held in the Council Chamber on 25th May 2020.

Cd.



## **5 SOUTH EAST MELBOURNE (SEM) CITY DEAL UPDATE**

FILE REFERENCE INT2027589

RESPONSIBLE GENERAL MANAGER Carol Jeffs

AUTHOR Carol Jeffs

### **RECOMMENDATION**

That Cardinia Shire Council continues to work collaboratively with the South East Melbourne group of Councils on the preparation of a SEM City Deal, including the development of projects to be included within the proposed City Deal.

### **Attachments**

*Nil.*

### **EXECUTIVE SUMMARY**

South East Melbourne (SEM) have been working collaboratively with the state and federal government to develop a proposed City Deal for the SEM region, which seeks to deliver major infrastructure projects, service changes, policy and regulatory reforms to better support the regions long-term needs.

This report provides an update on the process undertaken to date, outlines the regions challenges the City Deal intends to address and details the four key policy pillars that form the foundations for prioritising actions for inclusion in a City Deal.

Additionally, this report seeks Council's support to continue collaborative efforts with SEM in working towards a City Deal that seeks to deliver positive transformative outcomes for the region. A City Deal assures a long-term investment commitment from all three levels of government, strengthening the south-east's position as one of the most important regions in Australia.

### **BACKGROUND**

South East Melbourne (SEM) is a grouping of eight councils in the southern metropolitan region of Victoria which advocates for investment, prosperity, jobs and sustainability across the whole region. Member Councils include Monash, Casey, Greater Dandenong, Kingston, Frankston, Cardinia, Mornington Peninsula and Knox.

South east Melbourne is one of the fastest growing regions in Australia's with population predicted to surge to almost 2 million by 2036. The region, with currently more than 1.4 million residents, produces \$74.7 billion in Gross Regional Product, or just under 20 per cent of Victoria's total Gross State Product, and is one of Australia's largest manufacturing regions, with more manufacturing jobs than greater Adelaide and Western Sydney.

As a region, the south east of Melbourne enjoys the combined capabilities and attributes of SEM's eight municipalities, business leaders, education providers, community organisations and external stakeholders, all whom are crucial to SEM's success. SEMs Board includes external directors Simon McKeon AO (Chair), the Hon Bruce Billson and the Hon Simon Crean in addition to each member Council's CEO.

Following a federal election commitment in May 2019, the SEM group has been working collaboratively to develop a proposed City Deal for the SEM region. A City Deal is a genuine

partnership between the three levels of government (local, state and federal) and the community that aligns planning, investment and governance towards a shared vision for productive and liveable cities. To date, only seven City Deals have been agreed to across the country with two additional deals in development in South East Queensland and Perth. City Deals often require financial contributions from local government, usually through capital and operational expenditure typically allocated annually or planned strategically, coupled with significant contributions from federal and state government.

Both federal and state government have committed to working with the SEM group to produce a City Deal, expected to be delivered from 2020-2021 and beyond over the next 15-20 years.

A key aim of the SEM City Deal is to create an ideal social landscape by recognising South East Melbourne as a 'city within a city', moving from a model where the Melbourne CBD is the centre to having multiple centres within greater Melbourne. This would develop South East Melbourne as a more efficient and equitable region, creating multiple centres of activity where people can live, work, access training, health services, facilities, recreation opportunities and more, all within 20 minutes from their home. Creating new local jobs over the next 20 years is to be a key focus of the SEM City Deal.

### **SEM City Deals Governance**

Negotiations have commenced with the federal government regarding the governance structure of the City Deal. The SEM Board have endorsed proposing to the department of Population, Cities and Urban Infrastructure a City Deals leadership group comprising of:

- All eight Council Mayors with one elected as spokesperson (one vote)
- A CEO representative
- A non-local government board member.

Confirmation of the City Deals governance structure is yet to be confirmed and discussions have been understandably delayed by the management of pandemic by all three levels of government.

This report proposes that Cardinia Shire Council continues to be involved in all future SEM City Deal discussions in order to deliver the best possible outcomes for our local community and the broader south-east region.

SEM's vision statement is designed to be long term and ambitious, seeking to be:

- A globally recognised region known for its dynamic economy and leadership that drives higher standards of living for every individual.

A SEM City Deal aspires to:

- Create a region serviced by many centres with highly functioning education, health and employment hubs, close to where people live, providing easily accessible jobs, services and opportunities.
- Develop new governance arrangements driven by innovative government, business and community leadership.
- Stimulate urban renewal and drive economic reforms.
- Be Australia's most liveable city region.

## POLICY IMPLICATIONS

SEM is currently finalising policy position papers which identify four key pillars and include high-level, tested outcomes for each. The policy papers will inform the “asks” SEM will prioritise and propose to federal and state governments in the form of projects and actions for inclusion in a City Deal. The key pillars are:

- Economic sustainability.
- Environmental sustainability.
- Transport and connections.
- Stronger families and communities.

A stakeholder workshop was undertaken on 30 January 2020 involving key internal and external stakeholders to test and expand on the draft policy papers and outcomes included in each. Feedback obtained allowed for further refinement of each policy to ensure each ‘asks’ will align with community and industry needs and challenges.

## RELEVANCE TO COUNCIL PLAN

The SEM City Deal vision and position papers is wholly consistent with Cardinia Shire Council, Creating the Future Council Plan 2018, covering all five key strategic objectives:

Our people  
Our community  
Our environment  
Our economy  
Our governance

## CONSULTATION/COMMUNICATION

This report has been developed collectively by the SEM Group, allowing each Council an opportunity to contribute to its development and provide feedback on content. No other stakeholders have been consulted in the preparation of this report.

Development of the SEM City Deal requires significant consultation between governments, community and private enterprise. In conjunction with SEMs secretariat, SEM will continue to collectively engage with all key internal and external stakeholders as it advances its position towards executing a City Deal Memorandum of Understanding (MOU) between state and federal governments.

### Victorian Charter of Human Rights and Responsibilities

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

## FINANCIAL AND RESOURCE IMPLICATIONS

At this early stage of the City Deal Development, all costs are covered within existing budgets and with council staff working in partnership across the region.

**CONCLUSION**

Over the past two years, the SEM group has proven to have a strong and productive working relationship that is delivering positive outcomes in the development of a SEM City Deal. It is important that Cardinia Shire Council continues to be included in all future SEM City Deal discussions in order to deliver the best possible outcomes for our local community and the broader southeast region.

**5 SOUTH EAST MELBOURNE (SEM) CITY DEAL UPDATE**

Moved Cr G Moore Seconded Cr R Brown

That Cardinia Shire Council continues to work collaboratively with the South East Melbourne group of Councils on the preparation of a SEM City Deal, including the development of projects to be included within the proposed City Deal.

Cd.

## **6 ENHANCED STANDARD - SUSTAINABLE BUILDINGS**

FILE REFERENCE INT2027543

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Brett Munckton

### **RECOMMENDATION**

That Council adopt the Enhanced Standard - Sustainable Buildings 2020-26.

### **Attachments**

1 Enhanced Standard - Sustainable Buildings 2020-26 32 Pages

### **EXECUTIVE SUMMARY**

The Enhanced Standard Sustainable Buildings outlines the processes and procedures that will be used to ensure that Council's environmentally sustainable building design and operation aspirations continue to be achieved. Environmentally sustainable design (ESD) is the intention to reduce or completely eliminate negative environmental impacts through thoughtful designs. This includes items such as energy and water efficiency, renewable energy and rainwater harvesting

The enhanced standard covers environmentally sustainable design for new buildings, environmental upgrades of existing buildings and sustainability considerations for day to day building management and minor maintenance. Relevant case study examples are included in the enhanced standard.

### **BACKGROUND**

To reduce the devastating impact of climate change that includes sea level rise, drought and extreme weather events, greenhouse gas emissions must be reduced. Council has a clear policy direction in relation to sustainability and emissions reductions. The Enhanced Standard Sustainable Buildings outlines the roles and responsibilities and financial details to ensure Council buildings are developed and operate following this policy direction.

The enhanced standard outlines roles and responsibilities in relation to three key areas, including:

- Environmentally Sustainable Design of Council's new buildings and major refurbishments.
- Environmental upgrades of Council's existing buildings.
- Sustainable operation of Council's existing buildings.

The enhanced standard covers the use of sustainable building design tools including Green Star and the Built Environment Sustainability Scorecard (BESS), and the use of the SECCCA ESD matrix that outlines the ESD requirements for Council development. The monitoring of the performance of Council's existing buildings, including the use of the National Australian Built Environment Rating System (NABERS), is also outlined. The responsibilities for the ongoing maintenance of sustainable design features such as solar electricity systems is also highlighted.

The enhanced standard outlines how environmental upgrade projects are selected and delivered. It clarifies the process for incorporating sustainable design into the building design process, including required responses from project design consultants and associated design reviews.

## **POLICY IMPLICATIONS**

The Sustainable Environment Policy (2018-2028) sets the direction for Council to create a more environmentally sustainable community. This is supported by the Aspirational Energy Transition Plan (2014-2024) which sets the target of achieving zero net emissions for Council operations by 2024.

The Sustainable Environment Policy is also supported by the Integrated Water Management Plan (IWMP) 2015-25. The aim of the IWMP is to deliver a framework that guides Council towards a more sustainable approach to water management.

The Enhanced Standard Sustainable Buildings provides additional detail required to ensure the continued achievement of the intent these Council policies and plans.

## **RELEVANCE TO COUNCIL PLAN**

The Council Plan identifies initiatives under Section 3 Our Environment includes a number of items consistent with the Enhanced Standard Sustainable Buildings including:

- 3.3.1 Adapt to the impacts of climate change by working in partnership with the South East Councils Climate Change Alliance and both Australian and Victorian Governments.
- 3.3.3 Reduce Council's energy consumption and help the community to do likewise.
- 3.3.5 Manage water in an integrated way, including the reduction of potable water consumption by Council and households.

Additionally, on 16 September 2019 Council declared a climate emergency and is prioritising policy and actions that reduce greenhouse gas emissions and accelerate adaptation to the impacts of climate change.

## **CONSULTATION/COMMUNICATION**

The Enhanced Standard Sustainable Buildings has been developed in close consultation with the Environment and Heritage unit, who are supportive of its direction. Consultation has taken place within the Building and Facilities unit.

The standard has also been discussed and shared with other Council units who provide services that involve Council buildings, and positive feedback has been provided. The units consulted include Active Communities, Community Strengthening and Community and Family Services.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

The Enhanced Standard Sustainable Buildings presents no additional costs, rather it clarifies processes and procedures to be used in relation to financial allocations that are already in place. The Enhanced Standard Sustainable Buildings includes initiatives that provide positive financial returns. Environmental upgrades of Council's existing buildings generally provide payback periods of 7 years or less. The capital investment is hence repaid with the utility and maintenance cost savings the projects provide. The sustainable operation of Council buildings generally involves minor low cost adjustments that provide excellent financial returns, and the sustainable design features included in new buildings also provide attractive payback periods.

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**CONCLUSION**

The enhanced standard supports the ongoing achievement of Council's direction in relation to Sustainable Buildings. It clarifies roles and responsibilities relating to sustainable buildings. Its requirements reduce Council's environmental impacts and operational costs, and ensure Council buildings are more comfortable and productive places.



**6 ENHANCED STANDARD - SUSTAINABLE BUILDINGS**

Moved Cr G Moore Seconded Cr R Brown

That Council adopt the Enhanced Standard - Sustainable Buildings 2020-26.

Cd.

## **7 NOTICE OF MOTION 1052 - REMOTE PARTICIPATION OF COUNCILLORS AT A COUNCIL MEETING**

FILE REFERENCE INT2026586

RESPONSIBLE GENERAL MANAGER Tom McQualter

AUTHOR Jack Coogan

### **RECOMMENDATION**

That Council note the report and advocate to the Minister for Local Government for legislative changes for the ability to conduct Council Meetings electronically.

### **Attachments**

*Nil.*

### **EXECUTIVE SUMMARY**

Cardinia Shire Councillors cannot under the Local Government Act 1989, Local Government Act 2020 or Cardinia Shire Council's Local Law 19 legally participate as a Councillor (Specifically voting) while not physically present at a meeting of Council.

### **BACKGROUND**

Cr Brett Owen at the March 2020 Council Meeting raised a notice of motion asking that a report be prepared for the April Council Meeting to inform Council of the following:

- 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?

Legal advice circulated to the sector due to the recent developments of the COVID-19 pandemic has specified that a Councillor must be physically present in the room where the discussion is taking place for their vote to be legitimately valid. Therefore, Council is unable to amend its local law 19 (Meeting Procedure Local Law) as this is in conflict with s 111(2) of the Local Government Act 1989.

As the current circumstances surrounding COVID19 are changing daily, Cardinia Shire is awaiting ministerial action in terms of amending the legislation to allow Councils to conduct their meetings electronically to minimise face to face exposure.

As the option to electronically participate in Council meetings is currently prohibited, the remainder of the report has not been processed. Although, changes have been made to allow non-statutory meetings to be held electronically across Council, if and when legislative change is made this software will be already in use by Councillors to allow for the conduct of meetings.

#### **POLICY IMPLICATIONS**

Nil.

#### **RELEVANCE TO COUNCIL PLAN**

Nil.

#### **CONSULTATION/COMMUNICATION**

Advice received from Local Government Victoria, Maddocks and other resources across the sector have advised all Council's that the ability to participate as a Councillor electronically at a Council Meeting is unlawful.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

#### **CONCLUSION**

Councillors cannot act as a Councillor at a Council Meeting unless physically present in the room where the discussion is being held.

**7 NOTICE OF MOTION 1052 - REMOTE PARTICIPATION OF COUNCILLORS  
AT A COUNCIL MEETING**

Moved Cr G Moore Seconded Cr R Brown

That Council note the report and advocate to the Minister for Local Government for legislative changes for the ability to conduct Council Meetings electronically.

Cd.

## **8 APPOINTMENT OF COMMITTEE MEMBERS TO THE MODELLA HALL COMMITTEE OF MANAGEMENT**

FILE REFERENCE INT2026591

RESPONSIBLE GENERAL MANAGER Tracey Parker

AUTHOR Helena Moloney

### **RECOMMENDATION**

That the following appointments be made to the Modella Hall Committee of Management under Section 86 of the Local Government Act (1989).

That the following members be appointed to the Committee:

- |                    |                     |
|--------------------|---------------------|
| • Kelvin Vistarini | President           |
| • Michael Martin   | Vice-President      |
| • Mavis Martin     | Secretary/Treasurer |
| • Lyn Pitman       | Committee member    |
| • Don Barrett      | Committee member    |
| • Bev Barrett      | Committee member    |
| • Karen Vistarini  | Committee member    |
| • Kim Martin       | Committee member    |
| • Joy Jenner       | Committee member    |

### **Attachments**

*Nil.*

### **EXECUTIVE SUMMARY**

This report advises Council of the membership of Committee of Management that have been appointed as the result of a public meeting that has been conducted by Councillors or Council Officers.

### **BACKGROUND**

Members of Special Committees require appointment by Council resolution pursuant to Section 86 of the Local Government Act. The election of Special Committees of Management is organised by Council and takes place annually or at other specified times.

The Act requires that Council approves the membership of Special Committees. It also notes those who are no longer members.

At a meeting held on Tuesday 25th February the members detailed above were elected to be appointed by Council to the Modella Hall Committee for the current term as specified in the Instrument of Delegation.

### **POLICY IMPLICATIONS**

*Nil.*

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**RELEVANCE TO COUNCIL PLAN**

Establishing and maintaining Committees of Management is directly relevant to the Council Plan goals of actively engaging with communities and increasing levels of community participation.

**CONSULTATION/COMMUNICATION**

Nil.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**CONCLUSION**

It is appropriate for the Council to confirm the appointment of these new members to the Modella Hall Committee.



## **8 APPOINTMENT OF COMMITTEE MEMBERS TO THE MODELLA HALL COMMITTEE OF MANAGEMENT**

Moved Cr G Moore Seconded Cr R Brown

That the following appointments be made to the Modella Hall Committee of Management under Section 86 of the Local Government Act (1989).

That the following members be appointed to the Committee:

- Kelvin Vistarini                      President
- Michael Martin                      Vice-President
- Mavis Martin                      Secretary/Treasurer
- Lyn Pitman                      Committee member
- Don Barrett                      Committee member
- Bev Barrett                      Committee member
- Karen Vistarini                      Committee member
- Kim Martin                      Committee member
- Joy Jenner                      Committee member

Cd.

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**FINANCIAL REPORTS****9 CONTRACT 20/01 - ANNUAL SERVICES FOR SPRAY-SEALING OF ROADS**

FILE REFERENCE INT2027520

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Buddhika Achchige

**RECOMMENDATION**

That Council:

1. Accept the tender submitted by Downer EDI Works Pty Ltd and Primal Surfacing Pty Ltd to undertake the works associated with Contract 20-01 - Annual Services for Spray-sealing of Roads for the initial three (3) year period, with the option of a two (2) year extension as tendered in accordance with the submitted schedule of rates.
2. Advise the remaining tenderers be advised accordingly.
3. Affix the Common Seal of the Council to the contract documents

**Attachments**

- 1 Confidential Memorandum - Circulated to Councillors only 3 Pages

**EXECUTIVE SUMMARY**

This report considers tenders received for the supply of Spray Sealing services within Cardinia Shire for the three year period, as detailed in Contract No. 20-01 - Annual Services for Spray-sealing of Roads. The contract is for an initial period of three (3) years, with the option for a two (2) year extension.

Tenders were advertised on 01 February 2020 and closed at 2.00pm on 25 February 2020. Following an assessment of the tenders taking into consideration the tenderer's experience and capacity to undertake the required works, the quality of workmanship and the tendered prices, the tenders submitted by the following contractors are considered to be the most advantageous to Council:

- Downer EDI Works Pty Ltd
- Primal Surfacing Pty Ltd

It is therefore recommended that Contract No. 20-01 - Annual Services for Spray-sealing of Roads within Cardinia Shire be awarded accordingly.

**BACKGROUND**

Existing sealed roads requiring resurfacing are being identified based on Councils' Asset Management System, which is based on the age and condition of the existing seals, road



classification and traffic volumes. This contract will be used to complete a significant amount of the road renewal program which includes spray seal resurfacing works allowing Council to meet its requirements under the Road Management Plan.

Previous years Council engaged contractors annually to undertake the resealing works, through a public tendering process. As this is an annual process, it was decided to create a panel of contractors to deliver spray sealing services, which is more efficient, productive and more advantageous to Council.

The tender documents provide for most of the services related to spray seals with different types of seal design requirements. Works are to be carried out on a schedule of rates basis with varying rates depending on the quantities of work involved, the specified spray seal type, timing of works (day or night) and various other attributes of the works. Suppliers are also required to comply with the Occupational Health and Safety legislation particularly with respect to plant and equipment safety, maintenance systems and traffic management to ensure their activities do not pose a health and safety risk to those carrying out the works or the general public.

The tender is structured to enable Council to engage several contractors for supply of the service to ensure a contractor is available when required. This contract does not require the contractor to be available to Council at all times to the exclusion of other customers, as costs would become prohibitive through contractors having limited opportunity to fully utilise their equipment.

Where several suppliers are contracted, Council may select a preferred supplier from those under contract for each particular job based on the hire rate and contractor availability.

The tenders that were received for this contract were evaluated against the stipulated criteria of pricing and value for money, conditions of contract, location, risk, insurance, environmental commitments, OHS and compliance to the conditions of contract, conflict of interest, capability and capacity, relevant experience and past performance, quality system and compliance with the specifications

Prices were assessed by developing different types of seal designs in various quantities and inserting the relevant prices from the contractor's schedule of rates. The contractors were then rated according to their prices, and this was then compared to their overall weighted score.

In summary, there are two (2) contractors recommended to supply Annual Services for Spray-sealing of Roads as detailed in the tender documents. It is considered that the two (2) individual companies will provide Council the resources required to undertake the spray seal works.

## **POLICY IMPLICATIONS**

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

The Local Government Act requires Council to call tenders by public notice prior to entering into any contract valued in excess of \$200,000 for the carrying out of works. The creation of this panel of contractors assists Council officers in adhering with this requirement.

## **RELEVANCE TO COUNCIL PLAN**

The Council Plan provides for Council to “maintain all Council roads in a safe and functional condition in accordance with the Road Management Act 2004” and “upgrade local roads to improve safety” as established in the Council Plan, 2017-2021.

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## **CONSULTATION/COMMUNICATION**

Residents and commuters directly affected by the works under this contract will be notified of programmed works prior to works being undertaken.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Annually, there are significant funds within Council budget that are associated with works under this contract. In the 2020/21 Capital Works and Operational Budgets, it is estimated that there will be approximately over \$1,000,000 associated with works to be allocated under this contract which will provide for renewal works at over 80+ sites across the shire.

## **CONCLUSION**

It is recommended that the tender submitted by Downer EDI Works Pty Ltd and Primal Surfacing Pty Ltd will provide best value for Council and that they should be accepted for Contract 20-01 - Annual Services for spray-sealing of Roads.

**9 CONTRACT 20/01 - ANNUAL SERVICES FOR SPRAY-SEALING OF ROADS**

Moved Cr G Moore Seconded Cr R Brown

That Council:

1. Accept the tender submitted by Downer EDI Works Pty Ltd and Primal Surfacing Pty Ltd to undertake the works associated with Contract 20-01 - Annual Services for Spray-sealing of Roads for the initial three (3) year period, with the option of a two (2) year extension as tendered in accordance with the submitted schedule of rates.
2. Advise the remaining tenderers be advised accordingly.
3. Affix the Common Seal of the Council to the contract documents

Cd.

## **10 CONTRACT 20/06 - BLACK SPOT PROGRAM SAFETY IMPROVEMENTS TO PATERNOSTER ROAD, EMERALD**

FILE REFERENCE INT2027513

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Milan Patel; Felix Feng

### **RECOMMENDATION**

That Council:

1. Accept the tender submitted by Roadside Services & Solutions to undertake the works associated with Contract 20-06 - Blackspot Treatment at Paternoster Rd, Emerald for the contract sum of \$379,597 (Excl. GST).
2. Advise the remaining Tenderers accordingly.
3. Affix the Common Seal of the Council to the contract documents.

### **Attachments**

- 1 Confidential Memorandum - Circulated to Councillors only 3 Pages

### **EXECUTIVE SUMMARY**

Paternoster Rd, Emerald was identified as a high priority for road safety improvements and there have been several serious car accidents along this section of road. Council was successful in obtaining funding for this project under the Federal Blackspot program. This project targets on reducing the number of crashes and mitigating the level of crash severity.

The works are to supply and install approx. 1km of VicRoads approved guardrail system in various sections along Paternoster Road, Emerald between Bailey Road & Beaconsfield-Emerald Road. Proposed safety barriers will be installed on Council's road reserve, in several sections along the residential frontage to improve road safety in relatively steep and tightly curved road.

Project manager with advice from Council traffic engineers has carried out on-site assessment in consultation with council arborist and Environment team to minimise or avoid extent of tree removal identified by the initial design.

The tender submitted by Roadside Services & Solutions, a Bayswater (Victoria) based company, is considered the most advantageous for Council, providing the best value for money and they have extensive experience for maintenance and new installation projects for safety barrier systems throughout Victoria. Based on company capacity, resources availability and referee check, they are considered capable in the delivery of this relatively small scale guardrail and road safety improvement project.

### **BACKGROUND**

Paternoster Road is major council road which links Emerald and Mount Burnett and is a sealed road. The section of road where this project is located is Bailey Road & Beaconsfield-Emerald Road. There is a long history of loss of control type crashes and head on type crashes in this location.

Further to the east the road flattens, but still curves along the hilltop, which is lined with large trees within the clear zone limiting sightlines around bends, where a number of other crashes have occurred. The road carries an average of 5000+ vehicles per day.

There have been total 5 casualty crashes in the five year period for when the grant application was assessed along this section of road. This crash history meets the program requirements for funding under the Federal Blackspot Program. To address what appears to be the main factors in causing these crashes, the majority of the proposed works are to do with the installation of guardrail along Paternoster Road.

Tenders were advertised on 25 January 2020 and closed on 18 February 2020. An Addendum was issued to contractors with further details and provisional items to submit the tender with alternative methods to avoid tree removal.

The submitted tenders were evaluated against non-weighted criteria and weighted criteria of Compliance with Conditions of Contract and Specifications, Capability and Relevant Experience, Capacity, Past Performance, Project Plan, Quality Systems, OH& S, Financial Viability, Risk and Insurance were also considered.

To provide best value for money, it is recommended that contract 20-06 be awarded to Roadside Services & Solutions for the sum of \$379,579 (Excl. GST).

## **POLICY IMPLICATIONS**

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

## **RELEVANCE TO COUNCIL PLAN**

These projects are consistent with efforts to "maintain all Council roads in a safe and functional condition in accordance with the Road Management Act 2004" and "upgrade local roads to improve safety" as established in the Council Plan, 2016-2020.

## **CONSULTATION/COMMUNICATION**

A communication plan has been developed to promote this project and its construction timelines, to ensure the local residents and drivers are aware of the works. Affected property owners will also be notified of the works prior to commencement.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

The project is fully funded by VicRoads Blackspot Program. The recommended tender by Roadside Services & Solutions is able to be completed within the funding available for this contract.

## **CONCLUSION**

The tender submitted by Roadside Services & Solutions for the Blackspot Treatment at Paternoster Rd, Emerald is considered to be the most beneficial to Council and it is recommended that Contract 20-06 for \$379,597 (Excl. GST), be accepted.

**10 CONTRACT 20/06 - BLACK SPOT PROGRAM SAFETY IMPROVEMENTS  
TO PATERNOSTER ROAD, EMERALD**

Moved Cr G Moore Seconded Cr R Brown

That Council:

1. Accept the tender submitted by Roadside Services & Solutions to undertake the works associated with Contract 20-06 - Blackspot Treatment at Paternoster Rd, Emerald for the contract sum of \$379,597 (Excl. GST).
2. Advise the remaining Tenderers accordingly.
3. Affix the Common Seal of the Council to the contract documents.

Cd.

## **11 CONTRACT 20/10 - CONSTRUCTION OF URBAN AND RURAL ROADS: ESTABLISHMENT OF THE CONSTRUCTION CONTRACTORS PANEL**

FILE REFERENCE INT2027542

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Peter Quigley

### **RECOMMENDATION**

That Council:

1. Establish a Construction Contractors Panel for an initial period of three (3) years with extension options of three (3) years and subsequent four (4) years for a potential 10 year total.
2. Accept Expressions of Interest submitted by MACA Infrastructure Pty Ltd, Jotomex Civil Contracting, Bayport Civil Pty Ltd, Streetworks Pty Ltd, Sandridge Roads Pty Ltd, Fowlers Asphaltting Pty Ltd, A1 Civil Pty Ltd, Sure Constructions Pty Ltd, Prestige Paving Pty Ltd, LincRoads Pty Ltd for CT20/10 for the Construction of Urban and Rural Roads - Construction Contractors Panel and be included onto the panel.
3. Advise the remaining Contractors that expressed interest accordingly.
4. Delegate authority to the CEO to accept tenders for contracts associated with relevant capital works delivered under this panel.

### **Attachments**

1 Confidential Memorandum - Circulated to Councillors only 6 Pages

### **EXECUTIVE SUMMARY**

Expressions of Interest have been sought for the establishment of a panel of Construction Contractors for the federally funded 'Sealing of Unsealed Roads in the Dandenong Ranges and Surrounds', Council's Strategic Roads Program, Intersection Construction and Councils Capital Works programs to:

- streamline procurement across the Infrastructure Services team,
- ensure Cardinia has access to competitively priced construction contracts 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 establishment of a panel of contractors for the tendering and construction of works as part of these programs.

This report provides consideration for the establishment of a panel of Contractors to undertake road construction works required under these three programs and Councils capital works program for a period of three (3) years with extension options of three (3) years and four (4) years.

It is recommended that the selected 10 Contractors will provide a good balance of construction capability, experience and competitiveness for the delivery of Council contracts.

## BACKGROUND

Expressions of Interest have been sought for the establishment of a panel of Construction Contractors for the federally funded 'Sealing of Unsealed Roads in the Dandenong Ranges and Surrounds', Councils Strategic Roads Program, Intersection Construction and Councils Capital Works programs to:

- streamline procurement across the Infrastructure Services team,
- ensure Cardinia has access to competitively priced construction contracts 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 establishment of a panel of contractors for the tendering and construction of works as part of these programs.

Contractors were invited to respond to an advertised brief seeking Company information and responding to the following:

### Mandatory Criteria:

- Registered business address to be located within a 25km radius of Council Offices or in an abutting Municipality (to promote local content)
- Demonstrate sufficient experience in urban and rural road construction
- Maintain a third party accredited Quality Management System
- Maintain a third party accredited OH&S System
- Demonstrate recent Local Government contracts
- Business turnover to exceed \$5M for the previous year

### Weighted Score Criteria:

- Company to own and maintain sufficient plant to complete the contracts
- Level of experience in urban and rural road construction
- Demonstrate recent VicRoads contracts
- VicRoads prequalification
- Company to indicate current quarry materials supplier credit limit
- Company to indicate major subcontractors

The initial contract is for a three (3) year period with the option for review and extension after three (3) years and again for a further four (4) years. Once the panel is established, council officers on a periodic basis may invite other Contractors to make application to be included on the panel but must satisfy the evaluation criteria. As part of the establishment of a panel, an ongoing robust review of all Contractors performance and suitability will be maintained.

The Expression of Interest were advertised through The Age in accordance with Council policy. Responses were received from sixteen (16) tenderers of which ten (10) are recommended for acceptance.

## POLICY IMPLICATIONS



The establishment of a Contractors panel will ensure compliance with procurement policy. The mandatory criteria of the business being located within a designated radius from Council Offices or in an abutting Municipality is introduced to encourage local businesses.

### **RELEVANCE TO COUNCIL PLAN**

The establishment of the contractors panel will greatly assist Council's capacity to deliver new infrastructure projects in relation to the construction programs in accordance with Councils policies and guidelines.

### **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

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Services provided under this contract will be subject to the relevant program budgets.

The selection of contractors to submit tenders for any particular project will be based on capacity, capability and availability of the contractor.

It is recommended that Council delegate authority to the CEO to authorise contracts and works associated under this panel.

### **CONCLUSION**

It is recommended that a Construction Contractors Panel (CT20/10 - Construction of Urban and Rural Roads - Construction Contractors Panel) be established for an initial period of three (3) years with extension options of three (3) years and four (4) years with the following submissions; MACA Infrastructure Pty Ltd, Jotomex Civil Contracting, Bayport Civil Pty Ltd, Streetworks Pty Ltd, Sandridge Roads Pty Ltd, Fowlers Asphaltting Pty Ltd, A1 Civil Pty Ltd, Sure Constructions Pty Ltd, Prestige Paving Pty Ltd, LincRoads Pty Ltd.

**11 CONTRACT 20/10 - CONSTRUCTION OF URBAN AND RURAL ROADS;  
ESTABLISHMENT OF THE CONSTRUCTION CONTRACTORS PANEL**

Moved Cr G Moore Seconded Cr R Brown

That Council:

1. Establish a Construction Contractors Panel for an initial period of three (3) years with extension options of three (3) years and subsequent four (4) years for a potential 10 year total.
2. Accept Expressions of Interest submitted by MACA Infrastructure Pty Ltd, Jotomex Civil Contracting, Bayport Civil Pty Ltd, Streetworks Pty Ltd, Sandridge Roads Pty Ltd, Fowlers Asphaltting Pty Ltd, A1 Civil Pty Ltd, Sure Constructions Pty Ltd, Prestige Paving Pty Ltd, LincRoads Pty Ltd for CT20/10 for the Construction of Urban and Rural Roads - Construction Contractors Panel and be included onto the panel.
3. Advise the remaining Contractors that expressed interest accordingly.
4. Delegate authority to the CEO to accept tenders for contracts associated with relevant capital works delivered under this panel.

Cd.

## **12 CONTRACT 20/12 - OFFICER RECREATIONAL RESERVE FEMALE FRIENDLY FACILITY UPGRADE**

FILE REFERENCE INT2026906

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Marlene Battista

### **RECOMMENDATION**

That Council:

1. Accept the tender for Contract 20-12, Officer Recreational Reserve – Female Friendly Facility Upgrade to Total Trade Property Services for the tender price of \$515,043.00 (excl.GST).
2. Advise all tenderers accordingly.
3. Affix the Council Seal to the relevant contract documents.

### **Attachments**

- 1 Confidential Memorandum - Circulated to Councillors only 3 Pages

### **EXECUTIVE SUMMARY**

This report provides consideration for the appointment of a contractor to undertake the Officer Recreational Reserve Female Friendly Facility Upgrade construction work.

The tender submitted by Total Trade Property Services complies with all the conditions of tendering and provides best value for money outcomes.

This report provides an overview of the Female Friendly Facility Upgrade at Officer Recreational Reserve and background information for Councillors to consider in their endorsement of the recommendations.

### **BACKGROUND**

The Officer Recreational Reserve Football/Cricket Pavilion is located at the corner Princes Highway and Starling Road, Officer. The land is owned by Council. It is often referred to as the Officer Recreation Reserve (Western) oval pavilion.

The existing pavilion will be upgraded (not extended) to provide a Female Friendly Facility Upgrade.

A portion of the existing social room will be sacrificed to make way for New Umpires' Change Rooms with universally accessible Shower/Toilet (able to be separated) and new universally accessible Shower/Toilet with an external door.

Existing spaces will be upgraded to provide refurbished and universally accessible amenities for change rooms, relocated and refurbished first aid and gymnasium, and provision of a universally accessible car-parking bay. The scope of the upgrade includes ceiling, floors, painting, seating, entry privacy walls, door openings, doors and lighting. Further, a timber pole will be removed, hot

water service upgraded with energy sourced from solar panels and external painting will provide continuity and uplift the building aesthetics.

In December, 2018, Council was successful in receiving the Grant Amount of \$413,333 through Sport and Recreation Victoria's Female Friendly Facilities Fund for this project.

Council began discussions with clubs on the project and Council confirmed \$236,667 in its Capital Expenditure budget.

Clubs associated with the Officer Recreational Reserve Football/Cricket Pavilion have been extensively involved from the project's inception through to the sign off of Detailed Design.

This project is in line with the Council's 2016 Recreation Facility Standards.

## **POLICY IMPLICATIONS**

Nil.

## **RELEVANCE TO COUNCIL PLAN**

The Officer Recreational Reserve – Female Friendly Facility Upgrade will address the following Council Plan objectives:

### **1. Our people**

- 1.1 Access to a variety of services for all.
- 1.2 Access to support services and programs for your people.
- 1.3 Learning opportunities for all ages and abilities.
- 1.5 Variety of recreation and leisure opportunities.

### **2. Our community**

- 2.1 Our diverse community requirements met.
- 2.1.4 Plan for the provision of facilities to services and support our changing communities.

### **3. Our Environment**

- 3.1.3 Provide accessible facilities to meet identified community needs.

## **CONSULTATION/COMMUNICATION**

Council has established a Project Working Group with representatives from all relevant sports clubs at the Reserve and the Officer Recreation Reserve Section 86 Committee of Management. This Group has come together regularly through all the stages in the development of the project and will continue to meet to ensure that the project fully complies with expected outcomes and is brought to completion.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

The allocation of funds for the Officer Recreational Reserve – Female Friendly Facility Upgrade project is \$650,000 (excl. GST).

Budget	19/20	\$236,667	Council Contribution
	19/20	\$413,333	Sport and Recreation Victoria's Female Friendly Facilities Fund, Department of Health and Human Services

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Total Budget	\$650,000
Tender Sum	\$477,643
Provisional Sums and Options	\$ 37,400
Total Contract Amount	\$515,043.00 (excl. GST)

There has been initial expenditure towards Design, Investigations and Project Management. In total, \$ 576,040 is available to complete this project.

The recommended tenderer for the construction of Officer Recreational Reserve – Female Friendly Facility Upgrade is Total Trade Property Services with an overall tender price of \$515,043.00 (excl. GST).

## CONCLUSION

It is recommended that Council award Contract 20-12, for the construction of Officer Recreational Reserve – Female Friendly Facility Upgrade to Total Trade Property Services for the overall tender sum of \$515,043.00 (excl. GST).

**12 CONTRACT 20/12 - OFFICER RECREATIONAL RESERVE FEMALE FRIENDLY FACILITY UPGRADE**

Moved Cr G Moore Seconded Cr R Brown

That Council:

1. Accept the tender for Contract 20-12, Officer Recreational Reserve – Female Friendly Facility Upgrade to Total Trade Property Services for the tender price of \$515,043.00 (excl.GST).
2. Advise all tenderers accordingly.
3. Affix the Council Seal to the relevant contract documents.

Cd.

## **13 CONTRACT 20/13 - OFFICER DISTRICT PARK DETAILED DESIGN**

FILE REFERENCE INT2027506

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Thomas Nicholls

### **RECOMMENDATION**

That Council:

1. Accept the tender submitted by EPCAD Pty Ltd to undertake the works associated with Contract 20/13 Officer District Park Detailed Design for the contract sum of \$263,086.00 (Excl. GST).
2. Advise the remaining Tenderers accordingly.
3. Affix the Common Seal of the Council to the contract documents.

### **Attachments**

- 1 Confidential Memorandum - Circulated to Councillors only 3 Pages

### **EXECUTIVE SUMMARY**

Officer District Park has been identified as a suitable site for an open space area as detailed in the Cardinia Road PSP. In 2016, two rounds of community consultation were undertaken and reviewed providing a Council endorsed master plan. The master plan identifies all the key elements including play, buildings, water and infrastructure. This master plan is to assist in the detailed design of the site. The café is not part of this scope and will be a separate design project.

This report provides consideration for the appointment of a suitably qualified designer to undertake works to provide a detailed design. The proposed design works include concept designs, schematic designs and detailed designs with full documentation for tender and construction purposes.

The tender for the Officer District Park Detailed Design submitted by EPCAD Pty Ltd is the most advantageous for Council, providing the best value for money and excellent service through their experience in detailed design and construction documentation.

It is therefore recommended that Contract 20/13 for the detailed design of Officer District Park be awarded accordingly.

### **BACKGROUND**

The masterplan of the Officer District Park identifies all the key elements including play, buildings, water and infrastructure.

Key components of the total project include:

- Adventurous play opportunities such as Parkour and fitness zones
- A regional skate park
- Dog off leash areas
- Car park, toilets and café (the café design is not in this scope)
- A mountain boarding track

- Passive lawn areas
- Play space with accessible paths and linkages

Tenders were advertised on 01 February 2020 and closed on 25 February 2020 at 2.00pm.

Tenders were evaluated against the criteria of compliance with the specifications, financial viability, risk and insurance, compliance to conditions of contract, conflict of interest, OHS, quality systems, quality of previous work, project plan, pricing and value for money, compliance with the specifications, capability, relevant experience and past performance of the tenderer,

To provide best value for money, it is recommended that the Officer District Detailed Design be awarded to EPCAD Pty Ltd for a sum of \$263,086.00 (Excl. GST).

### **POLICY IMPLICATIONS**

The works have been developed in accordance with Council's Asset Management Plans, Open Space Strategy, Pedestrian and Bicycle Strategy, Cultural Heritage Assessment, Developer Landscape Guidelines, Recreation Facility Guidelines and Community Facility Guidelines.

### **RELEVANCE TO COUNCIL PLAN**

The project is consistent with efforts to " Provide active and passive recreation facilities to meet the needs of residents", " Increase opportunities for residents to participate in a range of sport, recreation and leisure activities", " Provide accessible facilities to meet identified community needs", and " Prioritise multi-use pathways, where practicable, to create networks that connect destinations".

### **CONSULTATION/COMMUNICATION**

In 2016, two rounds of community consultation were undertaken and reviewed providing a Council endorsed master plan. The master plan identifies all the key elements including play, buildings, water and infrastructure. This master plan is to assist in the detailed design of the site.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The recommended tender submitted by EPCAD Pty Ltd is for the lump sum price of \$263,086.00 (Excl. GST), which is within the funding available to deliver this portion of the project through Councils capital works program

### **CONCLUSION**

The tender submitted by EPCAD Pty Ltd for the Officer District Park Detailed Design is considered to be the most beneficial to Council and it is recommended that Contract 20/13 - Officer District Park Detailed Design be awarded to EPCAD Pty Ltd for \$263,086.00 (Excl. GST).



**13 CONTRACT 20/13 - OFFICER DISTRICT PARK DETAILED DESIGN**

Moved Cr G Moore Seconded Cr R Brown

That Council:

1. Accept the tender submitted by EPCAD Pty Ltd to undertake the works associated with Contract 20/13 Officer District Park Detailed Design for the contract sum of \$263,086.00 (Excl. GST).
2. Advise the remaining Tenderers accordingly.
3. Affix the Common Seal of the Council to the contract documents.

Cd.

## ACTIVITY REPORTS

### **14 QUARTERLY REPORT - IMPLEMENTATION OF COUNCIL RESOLUTIONS**

FILE REFERENCE INT2026984

RESPONSIBLE GENERAL MANAGER Tom McQualter

AUTHOR Doug Evans

#### RECOMMENDATION

That Council note the report detailing the implementation of Council resolutions for the period January to March 2020.

#### Attachments

1 Quarterly Council Resolutions Report April 2020 15 Pages

#### EXECUTIVE SUMMARY

The attached report details all resolutions made at Council and Town Planning Committee Meetings for the quarter ended March 2020 and the actions taken to implement the decision. The report also includes resolution made at earlier meetings where actions are still proceeding. The report does not include matters for noting or matters that required no action to be taken.

#### BACKGROUND

One of the responsibilities of the Chief Executive officer is ensure that Council decisions are implemented without undue delay, this report is intended to inform the Council about the implementation of these decisions and provide transparency to the community regarding this.

#### POLICY IMPLICATIONS

Nil.

#### RELEVANCE TO COUNCIL PLAN

This regular reporting is relevant to the Council Plan goals included in the Our Governance section, in particular:

- 5.2.1 Embrace and demonstrate effective governance and transparency, notwithstanding that on occasions, matters under consideration will be confidential.
- 5.2.2 Govern and make decisions in the best interests of the Cardinia Shire community.

#### CONSULTATION/COMMUNICATION

Council staff have been consulted in the preparation of this report

#### FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

## CONCLUSION

This report is provided for the information of Councillors to provide a transparent report and provide confidence to the Council that the decisions taken are implemented in a timely manner and without undue delay.

Quarterly Council Actions report  
January – March 2020 and outstanding matters

Meeting	Subject	Resolution	Responsible Officer	Completion Date
Council 19/08/2019	Notice of Motion 1047 Cr Brett Owen	Moved Cr B Owen Seconded Cr J Springfield That: <ol style="list-style-type: none"> <li>1. Council write to the Victorian Minister for Roads - The Honourable Jaala Pulford and Vic Roads to complete a new review of road safety at the intersection of Beaconsfield Emerald Road, St Georges Road and Salisbury Road, Upper Beaconsfield</li> <li>2. Respectfully request that modifications are implemented by Vic Roads in consultation with the community and Cardinia Shire Council.</li> <li>3. Council seek a delegation to Vic Roads to advocate for the above improvements.</li> <li>4. Council continue to support and assist the Upper Beaconsfield Association and interested community members to advocate for safety improvements to the intersection.</li> </ol>	Evans, Doug	Letter sent 27/8/19.  DOT have advised that they will investigate and will contact Council to discuss matter further and arrange a joint site inspection.  Meeting held on site with representatives of Upper Beaconsfield Association on 17 February. Information prepared for insertion into Village Bell Newsletter.  Meeting with residents has been deferred due to Coronavirus concerns.  Vic Police Highway Patrol requested to undertake additional enforcement of Road Rules at this intersection.
Council 16/09/2019	Notice of Motion 1048 Cr Schilling	Moved Cr M Schilling Seconded Cr C Ryan That Council resolves to: <ul style="list-style-type: none"> <li>• Note that the Municipal Association of Victoria State Council (May 2019) and the Australian Local Government Association National General Assembly (June 2019) have both declared a climate emergency;</li> <li>• Declare a climate emergency, in response to the overwhelming climate science which indicates rising global temperatures are putting our local economy, people, species, and ecosystems at risk.</li> <li>• Give priority to policy and actions that will provide for both mitigation and adaptation in</li> </ul>	Evans, Doug	Following actions underway <ul style="list-style-type: none"> <li>• Report templates being amended to include specific reference to 'Climate Emergency Considerations'.</li> <li>• Tender templates and Procurement Policy being amended to include reference to climate change mitigation and adaptation criteria.</li> <li>• Draft Council Plan to include appropriate reference.</li> <li>• Investigation of financial institutions in progress.</li> <li>• Climate Change Action Plan subject to allocation in 2020/2021 budget.</li> <li>• Green Energy option being considered.</li> </ul>

Quarterly Council Actions report  
January – March 2020 and outstanding matters

		<p>response to accelerating global warming and climate change.</p> <ul style="list-style-type: none"> <li>• Ensure climate change adaptation and mitigation are emphasised as a key priority in the 2021-2025 council plan.</li> <li>• Investigate the financial viability of divestment within council financing, with the aim to move away from financial institutions, which fund the fossil fuel industry.</li> <li>• Fund a climate change action plan in the 2020-2021 budget cycle, with a focus on climate change adaptation and mitigation.</li> <li>• Investigate the cost effectiveness in purchasing “green energy”.</li> <li>• Acknowledge the work Cardinia Shire Council has already done in the move to a zero carbon operational target, with a planned 36% reduction in community emissions.</li> </ul>		
Town Planning Committee 3/02/2020	Amendment C250 - Review of the Municipal Strategic Statement	<p>Moved Cr G Moore Seconded Cr C Ryan</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Receive and consider all submissions received during the exhibition of Planning Scheme Amendment C250.</li> <li>2. In accordance with Section 23 of the <i>Planning and Environment Act 1987</i>, refer all submissions for consideration to an independent planning panel to be appointed by the Minister for Planning.</li> </ol>	Ransom, Anita	Submissions referred to panel. Directions hearing set for 18 March, panel hearing set for 28 April

Quarterly Council Actions report  
January – March 2020 and outstanding matters

Town Planning Committee 3/02/2020	Development of the Land for 2 Additional Dwellings at 1 Bridle Place, Pakenham	Moved Cr G Moore Seconded Cr C Ryan  That a Notice of Decision to Grant Planning Permit T190486 be issued for the Development of the land for two (2) additional dwellings at 1 Bridle Place, Pakenham VIC 3810 subject to 17 conditions.	McGauley-Kennedy, Evangeline	Permit issued 11/02/2020
Council 17/02/2020	Amendment C228 Pakenham Activity Centre - Request for Planning Panel	Moved Cr M Schilling Seconded Cr C Ross  That Council: <ul style="list-style-type: none"> <li>1. Receive and consider all submissions received during the exhibition of Planning Scheme Amendment C228.</li> <li>2. In accordance with Section 23 of the <i>Planning and Environment Act 1987</i>, refer all submissions for consideration to an independent planning panel to be appointed by the Minister for Planning.</li> </ul>	Templeton, Brooke	Submissions referred to Minister, panel appointed 6/03/2020
Council 17/02/2020	Advertising Signage Policy Adoption and Request for Authorisation	Moved Cr M Schilling Seconded Cr G Moore  That Council: <ul style="list-style-type: none"> <li>1. Adopt the <i>Advertising Signage Policy (2020)</i>.</li> <li>2. Resolve to seek Authorisation from the Minister for Planning to prepare Cardinia Planning Scheme Amendment C264 to implement a signs policy into the Cardinia Planning Scheme.</li> </ul>	Grace, Tim	Authorisation sought

Quarterly Council Actions report  
January – March 2020 and outstanding matters

Council 17/02/2020	Appointment Committee Members to the Cockatoo Township Committee	of	Moved Cr M Schilling Seconded Cr G Moore	Ockerby, Kym	Completed 18/02/2020
			<p>That Council:</p> <ul style="list-style-type: none"> <li>• Approve the following amendments and appointments be made to the Committee for the Cockatoo Township under Section 86 of the Local Government Act (1989).</li> </ul> <p>Cockatoo Township Committee:</p> <ul style="list-style-type: none"> <li>• Annette White            Committee member</li> <li>• Khel Belrost            Committee member</li> <li>• Dot Griffin            Committee member</li> <li>• Claire Cowen            Committee member</li> </ul> <ul style="list-style-type: none"> <li>• Ensure all previous members are removed from this committee and are acknowledged and thanked for their past contribution.</li> </ul>		
Council 17/02/2020	Appointment Committee Members to the Koo Wee Rup Community Centre Committee Management	of	Moved Cr M Schilling Seconded Cr G Moore	Moloney, Helena	Completed 18/02/2020
			<p>That the following appointments be made to the Koo Wee Rup Community Centre Committee of Management under Section 86 of the Local Government Act (1989).</p> <p>That the following members be appointed to the Committee:</p>		

Quarterly Council Actions report  
January – March 2020 and outstanding matters

			<ul style="list-style-type: none"> <li>• Gus Moore                      President</li> <li>• Janis Fox                        Vice President</li> <li>• Lisa Van Dord                 Secretary</li> <li>• Lyn Van de Hoef               Treasurer</li> <li>• Andrew Baxter                Committee Member</li> <li>• Gwenda Woff                 Committee Member</li> </ul>		
Council 17/02/2020	Appointment Committee Members to the Lang Lang Township Committee	of	Moved Cr M Schilling Seconded Cr G Moore	Moloney, Helena	Completed 18/02/2020
			<p>That the following appointments be made to the Lang Lang Township Committee under Section 86 of the Local Government Act (1989).</p> <p>That the following members be appointed to the Committee:</p> <ul style="list-style-type: none"> <li>• Cynthia Gane                 President</li> <li>• Liz Wilson                      Vice President</li> <li>• Di Comber                      Secretary</li> <li>• Elizabeth Gregorovich       Treasurer</li> <li>• Bob Comber                    Committee member</li> <li>• Ken Robinson                 Committee member</li> <li>• Peter Hayden                 Committee member</li> <li>• Jean Hayden                 Committee member</li> <li>• Rosemary Kruzinga         Committee member</li> <li>• Judy Prowd                    Committee member</li> <li>• Michael Boraston             Committee member</li> <li>• Graeme Baker                 Committee member</li> </ul>		



Quarterly Council Actions report  
January – March 2020 and outstanding matters

Council 17/02/2020	Appointment Committee Members to the Yannathan Public Hall Committee of Management	of	Moved Cr M Schilling Seconded Cr G Moore  That the following appointments be made to the Yannathan Public Hall Committee of Management under Section 86 of the Local Government Act (1989).  That the following members be appointed to the Committee: <ul style="list-style-type: none"> <li>• Matthew Coleman      President</li> <li>• Val Williams            Vice President</li> <li>• Ian Baker                Secretary/Treasurer</li> <li>• Jenny Liebe              Booking Officer</li> <li>• Bruce Thomas          Committee Member</li> <li>• Kevin Kitchin          Committee Member</li> <li>• Stephen Kent            Committee Member</li> <li>• Ann Campbell           Committee Member</li> <li>• Noel Campbell          Committee Member</li> <li>• Brian Pitman             Committee Member</li> <li>• Andrew Liebe            Committee Member</li> <li>• Melva Head              Committee Member</li> <li>• Geof Gardiner            Committee Member</li> <li>• Calvin Coghlan          Committee Member</li> <li>• Loris Milner             Committee Member</li> <li>• Evan Campbell          Committee Member</li> </ul>	Moloney, Helena	Completed 18/02/2020
Council 17/02/2020	Proposed Compulsory Acquisition Station Officer	of 4 Street,	Moved Cr B Owen Seconded Cr L Wilmot  That 1. Council acquire part of the land at 4 Station Street Officer, in accordance with the Officer Precinct Structure Plan and Officer Development	Shadforth, Fiona	Lawyers appointed, acquisition commenced

Quarterly Council Actions report  
January – March 2020 and outstanding matters

			Contribution Plan, by compulsory acquisition pursuant to the Land Acquisition and Compensation Act 1986, and		
			2. The CEO be authorised to agree to the compensation payable and sign all documentation associated with the acquisition of the property		
Council 17/02/2020	Proposed Discontinuance of Roads Encroaching Properties at Peet Street Pakenham and 17 Hill Street, Pakenham		Moved Cr M Schilling Seconded Cr G Moore  That the Chief Executive Officer be authorised on behalf of Council to effect the discontinuance of the portions of road abutting O'Sullivan Street and 17 Hill Street Pakenham, shown hatched on the attached locality plan and publish a notice in the Victorian Government Gazette and sign all documentation associated with the transfer of the land.	Shadforth, Fiona	Discontinuance completed
Council 17/02/2020	Dog Order	Off-Leash	Moved Cr C Ross Seconded Cr M Schilling  That the Council resolve as follows:  1. In accordance with the power conferred by Section 26 (2)(a) of the Domestic Animals Act 1994 Cardinia Shire Council orders that the presence of dogs is prohibited in any public place of the municipal district (other than a public place that is on private land) unless: a. the dog is under control by a leash, chain or cord connecting the dog to a person, or	Hardidge, Owen	Completed 18/02/2020

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<p>b. the dog is in a public place that is identified by prominent signs as a designated "off leash area".</p> <p>2. Designated "off leash areas" include the areas identified by prominent signs at the following locations:</p> <ul style="list-style-type: none"> <li>- Toomuc Creek Linear Reserve, Pakenham</li> <li>- Alma Treloar Reserve, Cockatoo</li> <li>- Don Jackson Reserve, Pakenham</li> <li>- Cochrane Park, Koo Wee Rup</li> <li>- Pepi's Land, Emerald</li> <li>- Cockatoo Road Reserve, Pakenham</li> <li>- Garfield Recreation Reserve, Garfield</li> <li>- Tantallon Bvd Detention Basin Reserve, Bea</li> <li>- Bob Burgess Reserve, Beaconsfield</li> <li>- Vantage Drive Reserve, Pakenham</li> <li>- Simon Drive Reserve, Pakenham</li> <li>- Ray Canobie Reserve, Pakenham</li> <li>- Onyx Reserve, Officer</li> </ul> <p>3. In Order 1 "public place" has the same meaning as in Section 3 of the Summary Offences Act.</p>						
Council 17/02/2020	Emerald Precinct Plan 2020-2030	Lake Strategic	Moved Cr M Schilling	Seconded Cr G Moore	Cross, Samantha	Completed 18/02/2020
<p>That Council endorse the final version of the Emerald Lake Precinct Strategic Plan 2020-2030.</p>						
Council 17/02/2020	GIS and Mapping Services Contract		Moved Cr M Schilling	Seconded Cr G Moore	Bixler, Cory	Completed 18/02/2020

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			That Cardinia Shire Council enters into a three year contract with ESRI Australia for continued access and support of GIS and mapping products and services for the cost of \$257,880 over three years.		
Council 17/02/2020	Desktop Refresh	Fleet	Moved Cr M Schilling Seconded Cr G Moore  That Council approves entering into a lease with HP Financial Services for 410 Hewlett Packard devices to replace current devices which are at the end of lease. The total cost to council is \$230,000 per annum over 3 years.	Jackson, David	Completed 18/02/2020
Town Planning Committee 2/03/2020	Telecommunication s Facility at 946 McDonalds Drain Road, Pakenham		Moved Cr G Moore Seconded Cr C Ryan  That a Notice of Decision to Grant Planning Permit T190588 be issued for the Use and development of the land for a Telecommunications Facility at 946 McDonalds Drain Road, Pakenham VIC 3810 subject to 8 conditions.	Rush, Mary	NOD issued 10/03/2020
Town Planning Committee 2/03/2020	Subdivision of Land in to Two (2) Lots at 39-41 Railway Avenue, Beaconsfield		Moved Cr L Wilmot Seconded Cr M Schilling  That a Notice of Decision to Grant Planning Permit T190567 be issued for Subdivision of land in to two (2) lots at 39-41 Railway Avenue, Beaconsfield VIC 3807 subject to 9 conditions.	Athanas, Dimitrios	NOD issued 4/03/2020
Council 16/03/2020	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.	Barr, Andrew	Completed 17/03/2020

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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.

Council 16/03/2020	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.	Fenton, Ben	In hand, relocation proceeding
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				<ol style="list-style-type: none"> <li>2. Enter the draft user agreement.</li> <li>3. Enter the memorandum of understanding with Aligned Leisure to act on behalf of Council.</li> <li>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.</li> </ol>		
Council 16/03/2020	Officer 365 Highway, Officer	Kiln Princes	Site - Moved Cr B Owen Seconded Cr L Wilmot	<p>Council is prepared to accept the Land associated with the Officer kiln subject to the following conditions being met to Council’s satisfaction:</p> <ol style="list-style-type: none"> <li>1. That the following information be provided by, and paid for by Parklea subject to Council’s satisfaction:                             <ol style="list-style-type: none"> <li>a. An updated Heritage Architects Report prepared by a suitably qualified Heritage Architect/Conservator which includes recommendations on but not limited to:                                     <ol style="list-style-type: none"> <li>i. The current conditions of the site.</li> <li>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.</li> </ol> </li> </ol> </li> </ol>	Lee, Keira	Land owner has advised that offer to transfer Kiln to Council has been withdrawn.

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- 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 1759m<sup>2</sup>) 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.

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Council 16/03/2020	Contract 19/43 - Engineering Design Services for Princes Highway Intersection Upgrades	- Moved Cr B Owen Seconded Cr C Ross	Hammond, Dan	Tenderers advised
		That:	<ol style="list-style-type: none"> <li>1. The Tender submitted by BG&amp;E for the McMullen Road, Arena Blvd, &amp; 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;</li> <li>2. The Tenders submitted by Cardno Victoria for the Brunt Road/Whiteside Road, Bayview Road, &amp; 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;</li> <li>3. The remaining tenderers be advised accordingly and;</li> <li>4. The common seal of the Council be affixed to the contract documents.</li> </ol>	
Council 16/03/2020	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	Hammond, Dan	Tenderers advised
		That:	<ol style="list-style-type: none"> <li>1. The tenders submitted by; LR Pardo &amp; Associates, HDS Australia, Procivil Consulting Engineers, FMG Australia, Cardno Victoria, Paroissien Grant &amp; Associates, Taylors Development Strategists, and Creo Consultants be accepted for CT19/44 -</li> </ol>	



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			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.		
Special Meetings 30/03/2020	Instrument of Delegation to the Chief Executive Officer	Moved Cr M Schilling Seconded Cr L Wilmot That Council execute the 30 March 2020 Instrument of Delegations to the Chief Executive Officer.	Coogan, Jack	Completed 02/04/20 Documents Sealed	
Special Meetings 30/03/2020	Emergency Instrument of Delegation to the Chief Executive Officer	Moved Cr M Schilling Seconded Cr L Wilmot That Council execute the Emergency Instrument of Delegation to the Chief Executive Officer (CEO).	Coogan, Jack	Completed 02/04/20 Documents Sealed	
Special Meetings 30/03/2020	Instrument of Delegation to the Town Planning Committee	Moved Cr M Schilling Seconded Cr L Wilmot That Council execute the 30 March 2020 Instrument of Delegation to the Town Planning Committee.	Coogan, Jack	Completed 02/04/20 Documents Sealed	
Special Meetings 30/03/2020	COVID-19 Financial Strategies	Moved Cr M Schilling Seconded Cr L Wilmot That Council: 1. Implements the following support package for small businesses:	Coogan, Jack	In progress	

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- a. An immediate 3 month (25%) rebate on fees for Food Act and Public Health and Wellbeing Act registrations, for businesses impacted by mandatory closures of premises, or mandatory changes to the operations of their businesses
  - b. An immediate 3 month (25%) rebate on Street Trading permits, where outdoor dining can no longer occur
  - c. Provision of 3 month rent deferral to commercial tenants of Council owned buildings who have been disrupted by COVID-19
  - d. Extension of Council's hardship policy to property rates on Commercial properties
  - e. Development and promotion of online tools to support businesses to develop e-commerce online services
  - f. Development of a reactivation program to assist traders once the crisis has passed
2. Consider the potential financial impacts of COVID19 within the draft 2020/21 budget including any further provisions to support local community and businesses.
  3. Advocate on behalf of our community for the State and Federal governments to provide rate relief in some form to help local communities and businesses.

## **14 QUARTERLY REPORT - IMPLEMENTATION OF COUNCIL RESOLUTIONS**

Moved Cr G Moore Seconded Cr R Brown

That Council note the report detailing the implementation of Council resolutions for the period January to March 2020.

Cd.

## REPORTS OR MINUTES OF COMMITTEES

The Mayor advised that several committee reports and minutes of Council Briefing sessions had been received and were available if any Councillors were wishing to view them.

## REPORTS BY DELEGATES

Cr Ross advised that he was continuing to participate in the various Committees and organisations that he had been appointed to via various on line platforms rather than in person and thanked the IT Department for their assistance in facilitating this.

Cr Ryan also commented that Councillors were being kept busy still participating in and consulting with Committees and individuals but via on line platforms rather than face to face, and that it was important for members of the community to keep active and safe in these trying times and reminded residents that the Council was able to assist if needed.

Moved Cr G Moore seconded Cr R Brown  
That the meeting be opened to the public

Cd

Meeting closed at 7.35pm

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Minutes Confirmed  
Chairman