

Ordinary Council Meeting

Minutes

Monday 30 November 2020

Commenced at 7:00 PM

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

Members: Cr Brett Owen Mayor
Cr Jeff Springfield Deputy Mayor
Cr Ray Brown
Cr Collin Ross
Cr Graeme Moore
Cr Jack Kowarzik
Cr Stephanie Davies
Cr Carol Ryan
Cr Tammy Radford

Officers: Carol Jeffs Chief Executive Officer
Doug Evans Manager Governance

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1 Opening And 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.

Meeting opened at 07:04 pm.

2 Acknowledgements

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

3 Apologies

Nil.

4 Adoption And Confirmation Of Minutes

Moved Cr Carol Ryan, seconded Cr Graeme Moore

That minutes of the following meetings be confirmed:

- General Council meeting 21 September 2020
- Statutory Council meeting 23 November 2020

Carried

5 Declaration Of Interests

Item 6.2.2 - Cr Colin Ross declared a direct conflict of interest and will leave the meeting prior to the item.

Presentation to past Mayor

The Mayor referred to the Cr Springfield's term of office as Mayor of the Shire recognising the difficult times during which he had served and presented to him a photo album of images taken during his term of office and hoped that the Album will serve as a lasting reminder of his mayoral year.

Cr Springfield responded acknowledging the unprecedented times experienced during his Mayoral year and advised that it was an honour to have served as Mayor and thanked his fellow councillors for the confidence shown in electing him to the role to be able to lead the Council through the difficult times experienced and particularly thanked the CEO, Carol Jeffs, for her support during his term.

6 Ordinary Business

6.2 General Reports

6.2.1 Annual Report 2019-20

Responsible GM: Tom McQualter
Author: Scott Moore

Recommendation(s)

That Council:

1. Endorse the Annual Report 2019-20.
2. Note that the Annual Report 2019-20 fairly represents Council's operations, financial position and Council's performance for the 2019-20 financial year.
3. Note that the Annual Report 2019-20 will be submitted to the Minister for Local Government within the required timeframe announced for 2020-21.
4. Note that the Annual Report 2019-20 meets the requirements of the Local Government Act 1989.
5. Note that the Annual Report 2020-21 will be prepared in accordance with the Local Government Act 2020.

Attachments

1. Cardinia Shire Council - Annual Report 2019-20 [6.2.1.1 - 214 pages]

Executive Summary

Council has prepared an Annual Report for the financial year 1 July 2019 to 30 June 2020 to meet our obligations under Section 131 of the Local Government Act 1989.

The Annual Report 2019-20 is the third progress report against our Council Plan 2017-21. It comprises three sections; Report of operations, Performance statement and Financial statements. It reflects and considers the impact of COVID-19 from March to the end of June in 2020.

On 21 September 2020, Council approved in principle the Performance statement and Financial statements. These statements were also considered by Council's Audit Committee at a meeting on 28 August 2020.

As required by the Act, Council must hold an open meeting to consider the report, with 14 days public notice given.

The Annual Report 2019-20 will be delivered to the Minister for Local Government in accordance with the extended deadline of 30 November 2020.

Background

Under Section 131 of the Local Government Act 1989 (the Act) and Local Government Planning and Reporting Regulations 2014, councils are required to prepare an Annual

Report in respect of each financial year consisting of three parts:

- Report of operations: Information about the operations of the Council including service performance indicator results, achievement of major initiatives and a governance and management checklist.
- Performance statement: Audited results achieved against the prescribed performance indicators and measures.
- Financial statements: Audited financial statements prepared in accordance with the Australian Accounting Standards.
- On 21 September 2020, Council approved in principle the Performance statement and Financial statements for the year ended 30 June 2020 (s132). These statements were also considered by Council's Audit Committee at a meeting on 28 August 2020.

The Act also stipulates that:

- The Annual Report must be submitted to the Minister for Local Government within three months of the end of each financial year (s133).
- Council must hold an open meeting to consider the report, with 14 days public notice given (s134 and Regulation 22 of the Local Government (Planning and Reporting) Regulations 2014).
- Statutory advertising of the meeting; undertaken in the 'Pakenham Gazette' on Wednesday 4 November October 2020 (s133).

The Minister for Local Government announced an extended deadline for annual reporting to 30 November 2020 due to the impacts of COVID-19.

Provisions in the Act relating to the preparations of Annual Reports are scheduled to be superseded by relevant sections of the Local Government Act 2020 on 24 October 2020 and will apply to the Annual Report 2020-21.

Policy Implications

Nil.

Relevance to Council Plan

5.3 Our Governance - Long-term financial sustainability

5.3.1 Make financial decisions that achieve the objectives of Council and long-term financial sustainability.

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

5.3.3 Manage the municipality's finances and assets in a responsible way.

5.3.4 Identify and implement programs to achieve Council's debt reduction policy.

5.3.5 Identify ways to contain Council's cost base by a focus on innovation and efficiency.

Climate Emergency Consideration

Nil.

Consultation/Communication

Senior management have contributed to the details contained in the report of operations and highlighting Council's major achievements for the financial year.

Public notification that the Annual report is available for inspection at the Shire offices and online has been given as required by Section 134 of the Local Government Act.

Financial and Resource Implications

The Annual Report provides the opportunity for Cardinia Shire to communicate to the community its achievements and challenges of the past financial year. The structure of the Annual Report is aligned to the Council Plan 2017–21.

All legislative requirements have been met, with the financial statements prepared as required by the Act, the Local Government (Planning and Reporting) Regulations 2014, Australian Accounting Standards and other mandatory professional reporting requirements.

The financial position of Council remains sound, with the financial statements considered by the Audit Committee on 28 August 2020 and Council on 21 September 2020. The Victorian Auditor General's Office undertook an independent audit of the financial and performance statements for the financial year 2019–20.

The Annual Report 2019–20 fairly represents Council's operations, financial position and performance for the financial year in the context of the Council Plan 2017–21.

The Annual Report 2019-20 appropriately reflects the impact of COVID-19 on Council's operations, financial position and performance for the financial year.

The preparation of Council's Annual Report 2019–20 meets all requirements of the Act.

Conclusion

The Shire of Cardinia's Annual Report for the 2019–20 financial year is presented to Council.

Council's financial position remains sound, with the Victorian Auditor General's Office providing an unqualified audit opinion on the financial and performance statements. The Annual Report fairly represents Council's operations, financial position and Council's performance for the 2019–20 financial year and the impact of COVID-19 during the reporting period.

The Annual Report was submitted to the Minister for Local Government on 22 October 2020 in accordance with the extended deadline of 30 November. The preparation of Council's Annual Report 2019–20 meets all requirements of the Act.

Resolution

Moved Cr Brett Owen, seconded Cr Stephanie Davies.

That Council:

1. Endorse the Annual Report 2019-20.
2. Note that the Annual Report 2019-20 fairly represents Council's operations, financial position and Council's performance for the 2019-20 financial year.
3. Note that the Annual Report 2019-20 will be submitted to the Minister for Local Government within the required timeframe announced for 2020-21.
4. Note that the Annual Report 2019-20 meets the requirements of the Local Government Act 1989.
5. Note that the Annual Report 2020-21 will be prepared in accordance with the Local Government Act 2020.

Carried

6.2.2 Progress Report – Audit of Expenses Matter

Cr Ross having declared a conflict of interest in this matter left the Council Chamber at this stage

Responsible GM: Carol Jeffs
Author: Andrew Pomeroy

Recommendation(s)

That Council:

- Note the progress made in the audit of Cr Ross expenses as set out in the Council resolutions of 17 August 2020 and 21 September 2020
- Consider the final report in relation to the audit of Cr Ross' expenses at the December 2020 Ordinary Council meeting.

Attachments

Nil

Executive Summary

The process of auditing aspects of Cr Collin Ross expense claims has progressed in accordance with Council resolutions of 17 August 2020 and 21 September 2020

Justitia lawyers have been engaged to conduct the Audit of Cr Collin Ross Expense claims and prepared a report for the Council which was presented at the September 2020 Ordinary Council meeting. Cr Ross provided a response to this report within the 14 day timeframe specified.

The finalisation of this report for Council (updating on progress of the matter) has been delayed due to further clarification being sought on matters of detail and extensions of time being granted in the provision of that detail, due to challenges with Cr Ross not having access to information across the election period. The extension of time was granted in order to ensure due process was afforded to Cr Ross.

This report updates Council on the process undertaken since the 21 September 2020 Ordinary Council meeting, providing assurance that due process has been followed and a thorough audit process has been conducted.

A final report will be presented to the December 2020 Ordinary Council meeting for Council's consideration.

Background

At the Ordinary Council Meeting held Monday 17 August 2020, Council resolved as follows, as a result of Notice of Motion 1054 - by Cr Leticia Wilmot:

Following the recent publication of the Councillor expenses report and regarding Cr Ross' positions on both the VLGA Board and the Metropolitan Waste and Resource Recovery Group (MWRRG) Board I request:

1. That the CEO Ms Jeffs, be given the authorisation to contact the CEO of both organisations to gain answers to the following questions and others that she deems necessary.
 - a. How much are Board members paid?
 - b. What is the purpose of these payments?
 - c. Is Cr Ross involved with any sub-committees for the organisation?
 - d. How long has Cr Ross been a member of the Board and a member of any other committee's associated with the organisation?
 - e. How many meetings has Cr Ross attended and been paid for as a Board or committee member?
 - f. What dates were these meetings held?
2. The dates and information gathered is to be cross referenced to the Travel Expense and Out-of-pocket Expense claims Cr Ross has been reimbursed for by council.
3. A full audit of the kilometres listed for each trip claimed by Cr Ross is conducted using Google Maps as a reference.
4. A report with all the findings is presented to the September General Meeting. This report should include a recommendation as to any further actions the council may be required to take.

Justitia Lawyers were engaged to conduct a review and audit of expense claims made by Councillor Collin Ross. The audit involved a desktop review of Travel Expense claim forms, and Out-of-pocket Expense claim forms lodged by Cr Ross with Council for attendance at meetings relating to the Victorian Local Governance Association (VLGA) and Metropolitan Waste and Resource Recovery Group (MWRRG).

In accordance with the Council resolution, a report was presented at the 21 September 2020 Ordinary Council Meeting. Council resolved as follows:

That Council:

1. Note that the independent audit by Justitia Lawyers into Councillor Collin Ross' expenses (Justitia Report) has been completed in accordance with the Council Resolution resulting from Notice of Motion 1055 from the 17 August 2020 Council Meeting. (Attachment 1)
2. Note Cr Collin Ross' response to the Justitia Report (Attachment 2)
3. Provide Cr Collin Ross with 14 days within which to provide a further response.
4. Authorise the CEO to liaise with Justitia Lawyers, Cr Ross and Council's legal advisors to ensure that due process is followed in progressing the audit and its conclusions, and that the CEO report on that progress at the November General Council Meeting.

Councillor Ross provided a response on 5 October 2020, within the 14 day timeframe specified in the council resolution. Following this response, there were some questions of clarification that Justitia Lawyers required from Cr Ross, the Victorian Local Government Association and the Metropolitan Waste and Resource Recovery Group in order to finalise the audit report for the Council. These exchanges occurred in a timely manner and have ensured that due process has occurred in accordance with the Council resolution.

The process that has ensued since the 21 September Ordinary Council meeting has been timely, thorough and has ensured procedural fairness for Cr Ross. During this time, the Council was subject to election (caretaker) provisions, a council election took place and there was a period of time post election date, prior to the declaration of elected councillors and a further period of time before councillors were sworn in and provided access to equipment and Council systems.

Through the post-election period, Cr Ross advised the CEO that it was difficult for him to provide information to Justitia Lawyers in relation to some clarifying questions as access to his Council equipment and systems had been disabled through this post-election period. Extensions of time were granted to enable Cr Ross to provide information.

It is proposed that the final report now be presented at the December 2020 Ordinary Council meeting and that this report will include the initial Justitia Report tabled at the September Council Meeting together with the response provided 14 days later by Cr Ross. This will also be presented with the final Justitia report and Cr Ross will be provided with an opportunity to submit a final response on this report once finalised, as was the case at the September 2020 Ordinary Council meeting.

This process has been undertaken in accordance with Council's legal advisers to ensure that due process has been followed. Due to the extensions of time afforded to Cr Ross and the opportunity to provide a written response that will form a part of the December report to Council, the Council can be assured that principles of procedural fairness have been more than adequately met in the handling of this matter.

Policy Implications

It is currently unknown if there are any policy implications as a result of this report.

Relevance to Council Plan

5.2 Our Governance - Open governance

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

Climate Emergency Consideration

Nil.

Consultation/Communication

Justitia Lawyers and Council Officers have communicated and consulted with Cr Ross and his legal representatives during the preparation of this report.

Financial and Resource Implications

The cost involved in obtaining the independent report was covered within Council's adopted budget.

Conclusion

This report provides an update to Council on the progress of the matter of an audit of Cr Ross' expense claims. A thorough and fair process has been conducted to ensure that the previous Council resolutions have been acted upon and that procedural fairness has been afforded to Cr Ross.

Cr Ross did respond within the 14 day timeframe specified, however further clarifying questions and challenges associated with the election period resulted in the granting extensions of time.

A final report will be presented at the December 2020 Ordinary Council Meeting.

Resolution

Moved Cr Jeff Springfield, seconded Cr Stephanie Davies.

That Council:

- Note the progress made in the audit of Cr Ross expenses as set out in the Council resolutions of 17 August 2020 and 21 September 2020
- Consider the final report in relation to the audit of Cr Ross' expenses at the December 2020 Ordinary Council meeting.

Carried

Cr Ross returned to the Council Chamber at this stage having taken no part in the discussion or voting on this matter

6.5 Activity Reports

6.5.1 Major Projects Report

Responsible GM: Peter Benazic
Author: Andrew Barr, Ben Wood, Desiree Lovell, Michael Casey and Walter Carmignani

Recommendation(s)

That Council note the report.

Attachments

Nil

Executive Summary

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

Stage 4 lockdowns imposed by the Victorian Government in response to the Covid19 Pandemic is having an impact on a number of projects as the construction industry looks to adapt to working restrictions. These restrictions will have a time impact on the delivery of projects, of which the extent of this is still being understood and may impact the forward projection of timelines identified in this report

Conclusion

This regular activity report is provided for Councillors' information.

Recreation Reserves

Beaconsfield Recreation Reserve (Perc Allison pavilion)

Project description	Upgrade of the existing change room pavilion to provide unisex change room facilities, umpires change rooms, first aid and strapping room, gym, time-keepers room and a spectator viewing area.
Funding	Council and the Victorian Government's Community Sports Infrastructure Fund jointly fund this project
Timelines	This project is due for completion by the end of December 2020.
Update	Construction works have now progressed with electrical and plumbing services complete. Wall, ceiling and floor finishes have commenced.

Bunyip Recreation Reserve soccer pitches

Project description	Detailed design for two new soccer pitches with a cricket wicket and roadway access. The design will take into consideration the new pavilion and existing infrastructure.
Funding	This project is fully funded by Council
Timelines	The detailed design is complete
Update	Detailed designs are now complete for the sports field component.

Comely Banks Recreation Reserve pavilion

Project description	Construction of a new pavilion providing rugby, football, cricket, and bowls activities, social multi-purpose spaces, kitchen/kiosk and toilet facilities.
Funding	Council and the Victorian Government Growing Suburbs Fund jointly fund this project
Timelines	Pavilion construction is due to be completed in January 2021.
Update	Project is on target for completion in January 2021. Works are continuing with external pavements and internal fit-out.

Comely Banks Recreation Reserve civil construction

Project description	Construction of four new rugby league fields incorporating two cricket wickets and provision for AFL, lighting, spectator seating, playground, car park and open spaces.
Funding	Council and the Victorian Government Local Sport Infrastructure Fund jointly fund this project
Timelines	Construction to commence January 2021 with completion expected by the middle of 2022, when the grass establishment period will commence.
Update	Council awarded the tender for construction at the August Council meeting, with works due to commence on site in January 2021

Cora Lynn change room pavilion upgrade

Project description	Construction of new change rooms supporting infrastructure at Cora Lynn Recreation Reserve.
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Funding	Council and the Victorian Government through Community Sports Infrastructure Loan Funding jointly fund this project.
Timelines	Design completion due May 2021, construction to begin September 2021
Update	Stakeholder consultation has commenced to review the proposed layout.

Emerald Netball Facility (Pepi's Land) – pavilion

Project description	Pavilion change room facility for the new netball courts providing home and away change/shower facilities, kitchen kiosk, and external amenities.
Funding	Council is fully funding this project.
Timelines	This project is complete.
Update	Project and handover complete. Please note that the use of the pavilion will be subject to the intersection of Beaconsfield/Emerald Road being finished.

Gembrook Recreation Reserve – football/cricket pavilion redevelopment

Project description	Redevelopment and extension of the existing football/cricket pavilion, providing unisex change rooms, umpire change rooms, accessible amenities, first aid, gym, additional social room and provide accessible servery areas. There is a minor upgrade to the existing kitchen and social room areas, reconfiguring of the kiosk servery counter, updating the spectator viewing lounge and time-keeper room at first floor level, providing lift access to first floor level.
Funding	Council and the Australian Government jointly fund this project.
Timelines	Works are now due for completion July 2021, due to time extensions relating to delays.
Update	All building permits have been received and work onsite has recommenced.

IYU Recreation Reserve athletic facility (design)

Project description	Detailed design of new 400-metre athletics track, including triple / long jump, high jump, pole vault, discus, shot put. A new car park is to be included in the design.
Funding	This project is fully funded by Council.
Timelines	Update of the detailed design to be complete by February 2021
Update	The design works have been awarded with survey and geotech investigation complete. A concept plan is currently being reviewed in conjunction with the proposed pavilion design.

Koo Wee Rup Recreation Reserve football/cricket pavilion upgrade

Project description	Removal of existing change room facilities and construct new football/cricket change room facilities, gym, meeting and community rooms, male /female/assessable public toilets.
Funding	Council, the Victorian Government and the Australian Government (Building Better Regions Fund Program) are providing funding for this project.
Timelines	The project is due for completion by June 2021.
Update	The existing football changerooms have been demolished. Services around the site have been installed and floor slab commenced.

Koo Wee Rup Recreation Reserve netball pavilion upgrade

Project description	Removal of existing netball change room facilities and construct new netball pavilion, providing home and away change, canteen, social room and office, public assessable toilets and unisex toilets.
Funding	Council and the Victorian Government are funding this project.
Timelines	The project is due for completion by June 2021.
Update	Abolishment notice for removal of power has been submitted awaiting action prior to the demolition of the netball building.

Koo Wee Rup Secondary School pavilion

Project description	New pavilion for the upgraded football oval, providing unisex change room facilities, umpire change rooms, unisex amenities, canteen /kiosk, storage, cleaners' room and covered spectator area.
Funding	The project is funded by the Victorian Government (Victorian School Building Authority).
Timelines	This project is due for completion in June 2021.
Update	The construction works Contract has been awarded. This project is a design and build contract delivering a modular build currently under progress.

Koo Wee Rup Primary and Secondary School oval upgrades

Project description	<p>Reconstruction of the Koo Wee Rup Primary School oval and the adjacent Koo Wee Rup Secondary School oval.</p> <p>The primary school oval upgrade includes new sub surface drainage, two new cricket nets and some portable barrier netting to protect school infrastructure.</p> <p>The secondary school oval upgrade includes new sub surface drainage, irrigation, and flood lighting, installation of a bore, power upgrade, and construction of a new pavilion and extension of the synthetic hockey pitch to meet Australian standards.</p>
Funding	<p>The primary school upgrade is funded by Sport and Recreation Victoria and Council.</p> <p>The secondary college is funded by the Victorian Government's Department of Education of which a portion is allocated for the oval upgrade works.</p>
Timelines	Oval works now complete and are in the establishment phase
Update	<p>The ovals are now in the establishment phase. Expected handover to the schools will be early 2021, weather dependant</p> <p>Electrical works are underway to bring power to the site. Negotiations are progressing with the energy provider on the best location for the power to enter the site</p>

Officer Recreation Reserve (Western) oval pavilion

Project description	Upgrade works to the existing pavilion providing female friendly amenities and provisions.
Funding	Council and the Victorian Government (Sports and Recreation Victoria) jointly fund this project.
Timelines	This project is complete.
Update	Works completed and currently in defects stage.

Toomuc Reserve Northern pavilion

Project description	Redevelopment of the ground floor area of the existing pavilion to provide netball change facilities with operable walls, umpire change rooms, and unisex amenities. Retrofit existing football/cricket change room amenities/umpire room amenities and modification of First Aid room.
Funding	Council, Sport Australia Community Sport Infrastructure Program and the Australian Government jointly fund this project.
Timelines	This project is due for completion December 2021 (to be assessed in line with user group approval of revised proposals)
Update	Tenders have recently been advertised for these construction works.

Toomuc Reserve Southern pavilion and little athletics/baseball facility

Project description	<p>Redevelopment of the junior football and cricket pavilion to include:</p> <ul style="list-style-type: none"> • Four sets of change rooms with unisex amenities, unisex accessible change room, accessible unisex public toilet, male and female public toilets, unisex umpires change room with operable wall • canteen/kiosk (servicing both ovals) and cool room • internal and external storage • first aid room • external spectator viewing, and timekeepers' room • existing pavilion to remain <p>Improvements to the existing little athletics and baseball facilities to upgrade of canteen, storage space, change rooms and amenities, first aid room, accessible public toilets and external covered viewing area.</p>
Funding	Council, the Australian Government and the Victorian Government's Sport & Recreation Victoria Fund jointly fund this project.
Timelines	This project is due for completion December 2021 (to be assessed in line with user group approval of revised proposals)
Update	Tenders have recently been advertised for these construction works.

Upper Beaconsfield Recreation Reserve redevelopment of change room facilities

Project description	Provision of new accessible change room facilities including amenities, umpires' room, store and externally accessible toilets.
Funding	Council and the Australian Government jointly fund this project.
Timelines	Further consultation with club stakeholders has been undertaken to review available options in balance of funds available for this project, which has currently delayed the expected completion date of June 2021.
Update	Documentation is progressing post further consultation with club stakeholders. The timeline for completion is being reviewed as project maybe staged.

Worrell Recreation Reserve car park sealing

Project description	Pavement construction and sealing of the carpark between the Hills Hub and the new Emerald oval works.
Funding	This project is funded by Council
Timelines	Works to commence in late January 2021
Update	Refinements to the draft design are being finalised. Consultation between the stakeholders is underway.

Roads

Blackspot project: Avon Road, Cockatoo/Avonsleigh

Project description	The installation of safety barriers, sealed shoulders and tree removal along Avon Road, Cockatoo/Avonsleigh between Woori Yallock Road and Kennedy Road.
Funding	This project is fully funded by the Australian Government's Blackspot Program.
Timelines	The project is due for completion by the end of January 2021.
Update	Further refinements to the design have been made to reduce the environmental impacts of these works. The contract will be awarded with works to commence in late November.

Blackspot project: Bessie Creek Road, Nar Nar Goon North

Project description	The installation of safety barriers, sealed shoulders, tree removals and edge line marking along Bessie Creek Road, Nar Nar Goon North between Seymour Road and Moore Road
Funding	This project is fully funded by the Australian Government's Blackspot Program.
Timelines	The project is due for completion by December 2020.
Update	Works are now underway with tree clearing and road and guard rail upgrades. The 2km of shoulder widening requires favourable weather conditions, it is anticipated this will be complete in December.

Cardinia Road level crossing removal

Project description	Construction of a bridge to take the road over the railway line. This will create some more open space in the area and a community recreation space underneath the southern bridge span as well as reducing congestion in the area.
Funding	This project is fully funded and delivered by the Victorian Government
Timelines	Works are expected to be completed mid-2021
Update	<p>Works have commenced on the bridge over the railway with most spans now in place. Traffic is anticipated to be using the bridge by the end of the year. There is a full shutdown of Cardinia Rd in this area from 23 November to 7 December to facilitate the finalisation of major works and redirect the road.</p> <p>Designs have been finalised for the community recreation space and the landscape area. Works are due to commence on this area towards the end of the year.</p>

Strategic road sealing program

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

Funding	These projects are fully funded by Council
Timelines	It is anticipated that the program will be complete early 2022.
Update	Construction contracts for Boundary Drain Road and Main Drain Road have been let and preliminary works have begun. Detailed design for Bessie Creek Road, Huxtable Road, Mt Lyall Road, McGregor/Soldiers/Hobsons Roads and LL and Armytage Roads are well underway.

Kenilworth Avenue, Beaconsfield

Project description	Construction of the unsealed Kenilworth Avenue in accordance with the Officer Structure Plan. The project is being delivered in two stages: Stage 1 is from Brunt Road to the Freeway overpass and is being delivered by the adjacent developer. Stage 2 is from the Freeway overpass to Coach House Lane and is being delivered by Council.
Funding	This project is being funded through the Officer PSP Development Contribution Funds
Timelines	Project is complete
Update	Works have been completed and road has recently reopened to the public

Monash Stage 2 upgrade

Project description	The construction of an additional lane on both sides of the freeway from Clyde Road to Cardinia Road. The interchange at Beaconsfield will be upgraded to a full diamond. O'Shea Road will be connected into the Princes Highway extension in this area, providing improved access to the city and alternative access to Berwick and Clyde
Funding	This project is fully funded and delivered by the Victorian Government
Timelines	Works are expected to be complete by mid-2022
Update	Works have begun on the freeway with traffic management in place. Works to upgrade the bridges at Officer South Road and Gum Scrub Creek have commenced and most of these works will be completed by December, with finalisation of these areas due early in 2021 to prevent disruption to ramp works at Officer South Road. Closures of Office South Road from Lecky Road to Flanagan Avenue are in place to facilitate these works

Officer South Road upgrade works

Project description	Officer South Road is being upgraded from Bridge Road to the freeway. It will be sealed with two lanes in each direction. The roundabout at Bridge Road-Rix
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Road-Station Street is being converted to a signalised intersection. There is a signalised intersection being installed at Flanagan Ave. A half diamond interchange is being installed at the freeway with associated intersection works giving access to the city bound lanes of the freeway on and off from Officer South Road

Funding	The project is jointly funded by Developer Contributions and the developer of the Arcadia development
Timelines	As per the S173 agreement and permit associated with the Arcadia development works are required to be completed by December 2021
Update	Major culvert works under Officer South Road between Flanagan Avenue and Lecky Road are complete and link the waterway on the western side of the road to the outfall on the eastern side.

The intersection of Bridge Road-Officer South Road-Rix Road-Station Street is closed for upgrade to a signalised intersection. The following detours will be in place during the closure:

- Rix Road and Bridge Road traffic will detour via Flanagan Avenue, Campenella Way and Parker Street through the Arcadia neighbourhoods.
- Officer South Rd will be closed from Bridge Road to Lecky Road with detours via Cardinia Road
- Station Street will be a dead end with detours via Siding Avenue and Gum Leaf Lane to access the train station and businesses in this area.

Designs for the freeway ramps and intersection connecting Officer South Road to the freeway are under review and works are expected to begin on these early in 2021. During construction Officer South Road from Bridge Road to Lecky Road will be closed with detours via Cardinia Road.

Princes Highway intersection upgrades

Project description	Eight intersections along the Princess Highway between Beaconsfield and Pakenham have been identified for upgrading through the associated planning schemes. Upgrades identified include amendments to two existing signalised intersections as well as signalling six previously un-signalised intersections. All intersections have been highlighted for additional or extended turn lanes, additional through lanes, bus priority lanes, and shared cycle/pedestrian lanes.
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Initial progress will include the detailed design and approvals of these projects to inform the decision-making process for subsequent construction and timing.

Identified intersections include:

1. Glismann Road
2. O'Neil Road
3. Brunt Road
4. Bayview Road
5. Tivendale Road
6. McMullen Road
7. Arena Parade
8. Thewlis Road

Funding	These projects are jointly funded by Developer Contributions and the Australian Government
Timelines	Works are schedule to be delivered over several stages beginning with works commencing on site in late 2020-early 2021 and completed by June 2024.
Update	Service Asset relocation works have been completed at O'Neil Road.

Civil works for O'Neil Road intersection have begun.

The Contract for the Glismann Road Intersection has been awarded, with works due to begin shortly.

The remaining six design packages are due for completion in early 2021.

Reseal and rehabilitation program

Project description	The significant proactive maintenance and upgrade of Council's road network as per Council's asset management system.
Funding	Council and the Australian Government's Roads to Recovery Program jointly fund the program.
Timelines	It is anticipated that the program will be complete in May 2021.
Update	Site inspections and the finalisation of the scope of works for each segment of road have begun on the roads selected for 2020-21 program.

Sealing the hills

Project description	Council has received funds from the Australian Government to seal over 110km of unmade roads in the Dandenong ranges (Emerald, Cockatoo and Gembrook) including a number of connector roads.
Funding	These roads projects are jointly funded by the Australian Government (\$150m) and property owners, who benefit from the project, via special charge schemes (approx. 20% of the overall budget)
Timelines	This large package of works will be delivered over the next 10 years with approx. 2-5% occurring each year in the first four years and ramping up to 10-15% in the following six years.
Update	Final designs have been received for several roads and now will go through the process of safety audits. Engineering consultants are continuing with the concept designs for the balance of the roads that are underway.

Nine design packages constituting 23 roads and approx. 35km have been awarded in and are underway. Approx. 28km of these roads are connector roads and not subject to a special charge scheme and will form the priority of construction works pending planning requirements. The preliminary designs are nearing completion and reviews and comments are underway.

Roads currently being designed are:

- Mt Burnett Road and Morrisons Road (Pakenham Upper/Mt Burnett)
- Ure Road and Mountain road (Gembrook)
- Matters Road, Bourkes Creek Road, Shelton Road and Toomuc Valley Road
- Beenak Road East, (Gembrook) Moore Road, Nar Nar Goon North and Thewlis Road (Pakenham Upper)
- Dickie Road and Carpenter Road, Beaconsfield Upper
- Telegraph road and Armstrong Road, Beaconsfield Upper
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- The following roads are also having preliminary designs completed, however final design sign off will be predicated on future scheme process and feedback.
- Caroline Avenue and Boronia Crescent, Cockatoo

- Chrichton Road and Princess Avenue Emerald
- Station Street, Innes Road, Anzac Street and Heroes Avenue Gembrook.

Paths, drains and bridges

2020–21 Bridge renewal program

Project description	Replacement of identified bridges and major culverts
Funding	The program is fully funded by Council
Timelines	This program is due to be completed by June 2021
Update	Quotations are being sort for the design and construction of bridges identified in the bridge renewal program.

2020–21 Drainage program

Project description	The maintenance and upgrading of Council's drainage network.
Funding	The program is fully funded by Council.
Timelines	This program is due to be completed by June 2021
Update	Quotes are currently being sort for each of the projects and will commence once Covid-19 restrictions are eased.

2020-21 Footpath maintenance program

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

2020–21 New footpath program

Project description	Council's footpath program looks to extend the footpath network in and around townships. The footpaths to be constructed in 2020-21 are along: <ul style="list-style-type: none">• Rosebery Street, Lang Lang• Mary Street, Bunyip• Kilvington Drive, Emerald
Funding	This program is fully funded by Council.
Update	All new footpath works identified as part of the annual footpath program have now been completed.

Shared footpath and bridges, Princes Highway, Officer

Project description	Construction of a shared use footpath with two pedestrian bridges– a total of 2.6 kms on the south side of Princes Highway from Brunt Road to Heatherbrae Recreation Reserve, Officer
Funding	Jointly funded by Development Contribution Plans and Victorian Government Growing Suburbs Fund. The estimated construction cost is \$1. 9 m.
Timelines	The funding agreement requires construction to commence within 6 months of signing of the agreement and to be completed by December 2021. There is a design of this project currently being prepared.
Update	A shared path has been constructed within Heatherbrae Reserve as Stage 1 of this project which is well in advance of the required starting date.

Train station carpark upgrade

Project description	Beaconsfield train station will have an additional 150 car spaces constructed of as part of the Clyde Road level crossing removal package Cardinia Road train station will have an additional 300 car spaces constructed as part of the Cardinia Road level crossing removal package
Funding	This project is fully funded by the Victorian Government
Timelines	Works are due to be completed by mid-2021
Update	Designs have been finalised with work commencing at Beaconsfield. Works are expected to commence at Cardinia Road before the end of the year. As both sites are adjacent to the existing carpark on separate land parcels, there will be minimal disruption to the current carpark numbers.

Other capital projects

Arcadia neighbourhood 3 (NH03) - new park and open space

Project description	This 1ha park has been designed by Outlines with a fantasy theme and includes a large dragon as the centrepiece with various play equipment coming from it. The dragon is designed and delivered by the same artist that created the dragonfly at Deep Creek Reserve. The park also includes shelters, BBQs, a basketball half court, drinking fountain and kickabout space
	Located on the corner of Flanagan Avenue and Campenella Way, just south of the future school site. This parcel of land including 10 stages of residential development sits between Rix Road and the freeway, west of Officer South Road.
Funding	This project is funded by DCP and the developer (Satterley) The estimated construction cost is around \$1.5m.
Timelines	Satterley hope to have the park open by early 2021 (weather and access dependant)
Update	Civil earthworks have been completed on site and landscape earthworks and drainage installation have commenced after delays experienced with Covid-19 restrictions

Officer District Park

Project description	Detailed design including a skate park, walking tracks, downhill mountain board track, parkour, fitness, café and car park.
Funding	The detailed design is funded by Council. The construction of the project is jointly funded by Council and the Victorian Government's Growing Suburbs Fund.
Timelines	Detailed design is due to be completed by early December 2020. Construction to commence at the start of the 2021-22 financial year.
Update	The design works are underway with concept designs out for stakeholder consultation. Detailed design should be complete by early December to enable tenders to be called.

Rix Road Integrated Children's Centre

Project description	Proposed new Children's Learning Centre.
Funding	The project is funded by Developer Contribution and the Victorian Government.
Timelines	The project is due for completion by December 2021.
Update	Site established. Soil removal and compaction completed and rough in of inground services commenced.

2020-21 Playground renewal works

Project description	Playgrounds to be renewed include: <ul style="list-style-type: none"> • Redwood Road, Gembrook • Kath Roberts Reserve, Beaconsfield • Keith Ewenson, Upper Beaconsfield
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Each playground design will receive consultation from the local community, schools, children's centres and kindergartens in the area. The final designs will then go out to tender for manufacture and installation

Funding	These projects are fully funded by Council
Timelines	Works are scheduled to be completed by June 2021.
Update	Concept designs are complete, and consultation is underway. Final designs will be complete by late December.

Timbertop Integrated Children's Centre

Project description	New children's learning centre.
Funding	The project is jointly funded by Developer Contributions and the Victorian Government.
Timelines	The project is due for completion by January 2022.
Update	Project is currently out to tender to seek suitable contractors to deliver these works.

My Place Youth Facility

Project description	Relocation and expansion of the My Place Youth Facility to a parcel of Council owned land at James Street, Pakenham. The new facility will accommodate approximately 1000m ² of building structure, together with landscaping and associated car parking, which will be designed to engage and support young people 12–25 years of age.
Funding	This project is jointly funded by Council, the Victorian Government's Growing Suburbs Fund and the Australian Government.
Timelines	This project is planned to open by January 2022.
Update	Planning application has been submitted and, subject to requirements, project should commence with tender documentation stage.

Multicultural hub feasibility study

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

Resolution

Moved Cr Jeff Springfield, seconded Cr Tammy Radford.

That Council note the report.

Carried

7 Reports Or Minutes Of Committees

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

8 Reports By Delegates

Cr Brown advised that he was disappointed to hear that the Lang Lang Township Committee had decided to not continue as an Incorporated Association and that he was encouraging them to continue.

Cr Radford spoke to her gratitude to the Officer community for electing her to the role of Councillor, Cr Radford has also attended the Beaconsfield Progress Assc. AGM and the Officer District Assc. AGM via Zoom. Cr Radford also attended the Officer CWA Community Walk Against Family Violence with Cr Davies.

Cr Moore advised that he attended the Tynong Progress Association AGM to chair the meeting.

Cr Ryan advised that she attended an event for White Ribbon and also advised that a newly formed group was proposing to decorate a shop window in Pakenham to add some Christmas Cheer to the Township.

Cr Owen acknowledged the passing of Betty Whiteside aged 95 who was a great resident of Beaconsfield and Officer having great historical knowledge of the area which she was always willing to share.

Cr Owen also advised that he had attended meetings of the Officer Community Association, Beaconsfield Progress Association, Cardinia Deer Coalition and Beaconsfield Bandits Basketball Club all via zoom over the last week.

9 Presentation Of Petitions

Cr Owen tabled a petition signed by residents calling for a permanent table tennis hall to be in Beaconsfield, preferably as an extension to the Beaconsfield Community Centre.

This petition will lay on the table for consideration by the Council at its next meeting.

10 Notices Of Motion

10.1 Notice of Motion 1057 Cr Jeff Springfield

Motion

That Council That Council resolves as follows:

1. The Chief Executive Officer must ensure that Council Authorised Officers refrain from enforcing Clause 60H.1.1 of Cardinia Shire Council Local Law 17 to the extent that Clause 60H.1.1 prohibits open air fires from burning, or continuing to burn on Tuesdays, Wednesdays and Thursdays in "Burn off areas" (as defined by Clause 60A of Local Law 17). This resolution applies to conduct occurring during the period commencing 1 December 2020 and concludes at the commencement of the declared Fire Danger Period.
2. All other requirements of Part 5A of Local Law 17 continue to apply during this period.
3. Council notes that the purpose and intention of this resolution is to promote higher levels of fuel reduction in "Burn Off areas" in preparation for the 2020-2021 fire season.

Resolution

Moved Cr Jeff Springfield, seconded Cr Graeme Moore.

That Council That Council resolves as follows:

1. The Chief Executive Officer must ensure that Council Authorised Officers refrain from enforcing Clause 60H.1.1 of Cardinia Shire Council Local Law 17 to the extent that Clause 60H.1.1 prohibits open air fires from burning, or continuing to burn on Tuesdays, Wednesdays and Thursdays in "Burn off areas" (as defined by Clause 60A of Local Law 17). This resolution applies to conduct occurring during the period commencing 1 December 2020 and concludes at the commencement of the declared Fire Danger Period.
2. All other requirements of Part 5A of Local Law 17 continue to apply during this period.
3. Council notes that the purpose and intention of this resolution is to promote higher levels of fuel reduction in "Burn Off areas" in preparation for the 2020-2021 fire season.

Carried

10.2 Notice of Motion 1058 Cr Brett Owen

Motion

That Council prepare a report for the February Council meeting regarding proposed works to be undertaken at the Beaconsfield Reservoir by Melbourne Water, such report to recommend whether Council should adopt a position in regard to the height of the dam wall and other proposed works.

Resolution

Moved Cr Brett Owen, seconded Cr Collin Ross.

That Council prepare a report for the February Council meeting regarding proposed works to be undertaken at the Beaconsfield Reservoir by Melbourne Water, such report to recommend whether Council should adopt a position in regard to the height of the dam wall and other proposed works.

Carried

10.3 Notice of Motion 1059 Cr Stephanie Davies

Motion

That the Mayor writes to Premier Daniel Andrews and Minister James Merlino Minister for Education:

1. To voice Council support on the announcement as part of the Victorian Budget handed down on 24 November of an additional \$1.6b for Victorian Students with disabilities, and
2. To seek further detail on the scope of this initiative,
3. To voice Council support for their attention to improvements in access to the education support including specialist schooling provisions, for children with Autism Spectrum Disorder, irrespective of IQ score, and
4. To advise in-principle support for new education services to be delivered in Cardinia's growth area

Resolution

Moved Cr Stephanie Davies, seconded Cr Jeff Springfield.

That the Mayor writes to Premier Daniel Andrews and Minister James Merlino Minister for Education:

1. To voice Council support on the announcement as part of the Victorian Budget handed down on 24 November of an additional \$1.6b for Victorian Students with disabilities, and
2. To seek further detail on the scope of this initiative,
3. To voice Council support for their attention to improvements in access to the education support including specialist schooling provisions, for children with Autism Spectrum Disorder, irrespective of IQ score, and
4. To advise in-principle support for new education services to be delivered in Cardinia's growth area

Carried

11 Community Questions

Nil.

12 Councillor Questions

Cr Davies asked the Chief Executive Officer the following questions:

Question 1

Can Council Officers undertake a preliminary assessment to investigate, assess and report back to Council on community wellbeing at the present status, of the effect of the Covid-19 pandemic, with specific reference to health indicators, financial stability, domestic violence and crime rates, and vulnerable populations, and report back to Council in February 2021

Answer

Thank you for your question Cr. Davies.

Council officers would be happy to bring a report to the Council in February 2021 outlining our community's wellbeing as it relates to the pandemic.

Throughout the pandemic, Council has been surveying the community to gauge community wellbeing and priority issues to inform the Pandemic Recovery planning. The survey was launched on Monday 27th April and has remained open on Council's website since that time. There have been 881 responses to date. On three occasions since April, the data has been analysed to form a progressive view and measure of wellbeing in the community and has been presented to Councillors at briefings. The survey investigates all of the areas mentioned in your question and the results have also been presented to the chairs of different committees to inform recovery planning.

Question 2

Would Council Officers prepare a report for advice on avenues for advocacy on Growth Area Precinct Planning, specifically with view to fast track their schedule of planning investigations into Growth Area Precinct Planning, with a view to increase public expenditure to assist the Covid-19 pandemic recovery, and ultimate best practice development in Cardinia

Answer

Thank you, Councillor Davies, for your question. Council officers are happy to prepare a report regarding advocacy on Growth Area Precinct Planning.

The Growth Area Planning team in conjunction with various departments within the organisation have been focused on advocacy in our Precinct Structure Plan areas and bringing forward various aspects such as road infrastructure, community infrastructure, jobs delivery, open space and housing diversity. In addition, Mayors and CEOs are members of the interface council group and the Greater South East Melbourne group which advocates strongly for additional funding.

13 Meeting Closure

Meeting closed at 08:23 pm.

Minutes confirmed
Chairman