

Ordinary Council Meeting

Minutes

Monday 18 July 2022

Commenced at 7:00 PM

Council Chambers
20 Siding Avenue, Officer
Victoria

Members: Cr Jeff Springfield Mayor

Cr Tammy Radford Deputy Mayor

Cr Kaye Cameron

Cr Stephanie Davies

Cr Jack Kowarzik

Cr Graeme Moore

Cr Collin Ross

Cr Brett Owen

Cr Carol Ryan

Officers: Carol Jeffs Chief Executive Officer

Doug Evans Manager Governance

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1 Opening And Reflection/Prayer

Meeting opened at 7:02pm.

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

2 Acknowledgements

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

3 Apologies

Cr Ryan joined the meeting at 7:06pm.

Cr Davies left the meeting at 8:25pm.

4 Adoption And Confirmation Of Minutes

Moved Cr Collin Ross, seconded Cr Kaye Cameron

That minutes of the following meetings be confirmed:

- General Council meeting 20 June 2022
- Special Council Meeting 27 June 2022
- Town Planning Committee 4 July 2022

Carried

5 Declaration Of Interests

Nil.

6 Ordinary Business

6.2 General Reports

6.2.1 Officer Tennis Club Petition Response

Responsible GM: Lili Rosic
Author: Michael Casey

Recommendation(s)

That Council:

1. Note the officer response to the Officer Tennis Club petition provided in this report and the works proposed to improve the accessibility of the toilet facility.
2. Consider this project in accordance with building upgrade priorities which informs future capital works programs.
3. Thanks the lead petitioner for the petition and request Council officers to advise the lead petitioner of Council's resolution.

Attachments

Nil

Executive Summary

A petition has been received from the Officer Tennis Club requesting upgrades to their facilities to make them more accessible and female friendly.

The Tennis Club have been offered an accessible toilet and car park as part of Council's access upgrade program. This offer has been deemed not suitable by the tennis club.

A building condition audit program is being undertaken that will prioritise the proposed upgrade of the Officer Tennis Club facility through Council's future capital works budget.

Background

A petition from the Officer Tennis Club of 98 signatures has been received and tabled at the Council meeting on 21 March. The petition requests upgrades to paths of travel, pavilion accessibility including construction of an accessible toilet, disabled car parking bay/s, and suitable change facilities for females.

Council's Access and Inclusion Committee oversee Council's access upgrade program and budget. This access upgrade program has previously allocated funding to an accessible toilet for the Officer Tennis club. The project cost was \$110,000 and the scope included:

- Modular toilet
- Concrete floor finish
- Electrical and plumbing works
- Hot water service
- Required fittings (hand dryer, soap and towel dispensers)

- Accessible car park.

The Officer Tennis Club was consulted as part of the proposed upgrade. At that time, the tennis club committee was concerned the modular nature of the toilet would look like an 'add on' to the building, and that if this project was completed, upgrades to the pavilion may be 'dropped off the radar' and therefore declined to proceed with this project. Detailed design work undertaken for the project has been offered to the tennis club to assist with any future funding or advocacy opportunities.

Council has a universal upgrade program that provides access and female friendly upgrades to sporting pavilions across Cardinia Shire. This year, design work is underway on an upgrade of the Bunyip Football Pavilion.

Building condition audits for all council buildings have been undertaken to assist in prioritising works for this program in future years. Priorities for 2022/23 have already been determined. The building condition audit priority list will inform Council's budget process for the 23/24 Financial Year onwards.

The Officer Recreation Reserve netball pavilion has an accessible toilet and is located 40 meters from the tennis pavilion. Council will discuss with the tennis club and netball club to determine access to this accessible toilet and if some lighting between the pavilions to support access would be useful until a permanent solution is delivered.

Policy Implications

Any Council funded upgrade to the existing tennis facilities would be in accordance with Sport Facility Standards Policy.

Relevance to Council Plan

2.1 We support the creation of liveable spaces and places

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

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

Climate Emergency Consideration

Any future upgrade of the Officer Tennis Club facilities will be undertaken in accordance with Council's ESD policy at the time.

Consultation/Communication

Council has been in frequent contact with the Officer Tennis Club about the facility issues and to provide support to the club's operations and governance, including:

- Delivery of workshops and training (the club has attended the majority of these)
- Support with several community capital works grant projects
- Support with volunteering, development of inclusion practises, club master planning and scoping works for club projects
- Undertaking maintenance tasks and allocating working for Victoria staff to complete work at the club

Monash Health and Tennis Victoria have also provided regular support to the Officer Tennis Club.

Financial and Resource Implications

Detailed analysis work is required to determine the exact nature and scope of the works required to the Officer Tennis Club facility to upgrade it in line with Council's enhanced standards and Sport Facility standards. This analysis will include a cost estimate of the proposed upgrade works. This work is dependent upon the results of the building condition audit for council and Crown Land within Cardinia Shire which is currently underway. The building condition audits will assist in determining a priority list for upgrade of these assets.

Conclusion

A petition has been received from the Officer Tennis Club requesting upgrades to their facilities to make them more accessible and female friendly.

The Tennis Club was offered an accessible toilet and car park as part of Council's access upgrade program. The club were not supportive of the modular unit option. A more extensive upgrade of the existing tennis facility has not been costed or included in Council's access upgrade program.

Officers will continue to support the club with operational and governance matters.

The pavilion is being assessed as part of Council's building condition audit program. The priority for upgrade of the existing facility will then be determined and submitted as part of Council's buildings asset renewal program within Council's capital works program.

Resolution

Moved Cr Tammy Radford, seconded Cr Brett Owen.

That Council:

1. Note the officer response to the Officer Tennis Club petition provided in this report and the works proposed to improve the accessibility of the toilet facility.
2. Consider this project in accordance with building upgrade priorities which informs future capital works programs.
3. Thanks the lead petitioner for the petition and request Council officers to advise the lead petitioner of Council's resolution.

Carried

6.2.2 Community Wellbeing and Support Grants Recommendations

Responsible GM: Lili Rosic
Author: Hannah Milne

Recommendation(s)

That Council approve 34 applications for funding under the 2022/23 Community Wellbeing Support Grant program to the value of \$60,642.61

Attachments

1. CONFIDENTIAL - 2022-2023 CWSG application summary [6.2.2.1 - 6 pages]

Executive Summary

The Community Wellbeing Support Grant Program provides support for sustainable initiatives that improves health and wellbeing, supports volunteer development, and builds capacity of community organisations.

Applications for the 2022/23 Community Wellbeing and Support Grants opened for applications on Monday 10 January and closed on Friday 11 March 2022.

Council received 42 Community Wellbeing Support Grant applications for the 2022/23 grant round totalling \$84,618.86.

Following an extensive assessment process, grant applications have been evaluated against eligibility and it is recommended that 34 applications be approved for funding to a total value of \$60,642.61.

Background

The aim of the of the Community Wellbeing Support Grant Program is to equitably support sustainable community led initiatives that address identified and unmet community need, that aim to:

- Improve resident health and wellbeing
- Support opportunities for volunteer development
- Build capacity of community groups through support for projects and programs.

Applications across the program were assessed by a multidisciplinary group of Council officers from the areas of Actives Reserves, Parks Planning, Arts and Culture, Connected Communities, Youth Services and Risk, Health and Safety.

These assessments were then taken to the Senior Leadership Team and Council Briefing for further input before going to Council Meeting for endorsement.

Below are the outcomes following this process:

Application Funding Recommendations	Number of Applications
Fully funded	25

Partially funded *	9
Ineligible	7
Withdrawn	1
Total amount allocated	\$60,642.61

*some requests ineligible

Eligible applications can be broken down into the following categories:

Application Category	Applications	Funds Allocated
Seeding Grants	7	\$30,646.91
Volunteer Support Grants	6	\$12,413.20
Small Change Grants	22	\$17,582.50

Policy Implications

Both grant programs align to Council priorities and objectives, along with Cardinia Shire's Liveability Plan 2017 - 2029.

Relevance to Council Plan

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

- 1.1.1 Plan for, and support the delivery of, accessible health and social services that address critical gaps in provision.
- 1.1.2 Enrich local identity and opportunities for the community to connect through art, history and cultural expression.
- 1.1.3 Lead by example in creating an inclusive and welcoming community for all by facilitating community education, capacity building, connection and celebration of our diversity.
- 1.1.4 Facilitate a partnership approach to create safer communities.
- 1.1.5 Work closely with the community to deliver programs that build community resilience, relating to a pandemic or other disasters.

2.1 We support the creation of liveable spaces and places

- 2.1.2 Plan and maintain safe, inclusive and connected open spaces, places and active travel routes.
- 2.1.5 Upgrade Council's road network to improve safety and connectivity while considering traffic demand and freight transport needs.

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

- 3.1.1 Partner with community, business and industry to take action on, and adapt to, climate change.
- 3.1.2 Actively move towards zero waste through increasing waste recovery and reuse.
- 3.1.3 Work with community to improve and manage our natural assets, biodiversity and cultural heritage.
- 3.1.5 Facilitate community stewardship to build preparedness for natural threats.

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

4.1.3 Improve local learning and employment pathway opportunities through strategic partnerships.

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

5.1 We practise responsible leadership

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

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

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

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

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

Climate Emergency Consideration

Not applicable.

Consultation/Communication

A comprehensive Communications Plan was undertaken, and as a result the program and invitations for applications were widely promoted through Cardinia. An additional social media campaign was undertaken to boost awareness and target new and emerging community groups in the Shire. This was in addition to target emails to Officers contacts.

Upon endorsement at a Council Meeting, applicants will be advised of the outcome via a 'letter of offer' through the SmartyGrants system.

Financial and Resource Implications

The available funding for the 22/23 Community Wellbeing and Support Grants program is \$99,251. The total amount required to support 34 of recommended grant applications is \$60,642.61.

Conclusion

The Community Wellbeing Support Grant Program provides support for sustainable initiatives that helps build capacity of our community organisations.

It is recommended to support funding 34 grants applications to the value of \$60,642.61 through the 2022/23 Community Wellbeing Support Grant program. Following formal endorsement, grant applicants will be advised of the outcome in a formal letter of offer.

Resolution

Moved Cr Jack Kowarzik, seconded Cr Collin Ross.

That Council approve 34 applications for funding under the 2022/23 Community Wellbeing Support Grant program to the value of \$60,642.61

Carried

6.2.3 Growing Suburbs Fund 2022/23 Project Nominations

Responsible GM: Lili Rosic
Author: Caroline Gillies

Recommendation(s)

That Council:

1. Endorse the following list of applications under the 2022/23 Growing Suburbs Fund Program in priority order:
 - IYU Recreation Reserve Regional Athletics Pavilion
 - Upper Beaconsfield Community, Sport and Scout Facility
 - PB Ronald Reserve Public Toilet Redevelopment
2. Notes if the above GSF applications are successful, Council's contribution detailed in this report will be incorporated into future capital works budgets.

Attachments

Nil

Executive Summary

The Victorian Government Growing Suburbs Fund (GSF) 2022/23 is currently open for grant applications. This report presents the projects which are recommended for submission for funding in priority order. Council officers will submit the grant applications in July 2022 with the outcome expected to be known in September 2022.

Background

The State Government has committed \$50m in the 2022/23 budget towards the Growing Suburbs Fund (GSF), which is open to Melbourne's ten interface and six peri-urban councils, including Cardinia Shire Council. Cardinia Shire Council is eligible to receive up to \$7.5m (15% of the total \$50m funding pool).

The funding round for grant applications opens on 24 May 2022 and closes at 2pm on 4 July 2022.

Announcements of successful grants will be made from September 2022. Construction must commence within 18 months of the funding announcement. Projects must be completed within two years of construction commencement.

The 2022/23 GSF program will support projects that have a direct benefit to communities and surrounding catchment areas across the following broad infrastructure categories:

- Community health and wellbeing
- Early education, libraries, learning and training
- Sport, recreation, and leisure facilities that have dedicated community space and support multiuse purposes
- Environment and climate change resilience
- Placemaking, civic amenity, and community connecting
- Purpose-built facilities that respond to the needs of Aboriginal and Torres Strait Islander communities.

A Council resolution endorsing the GSF applications in order of priority is sought. Council officers have discussed the proposed projects with the Manager of the GSF program to ensure the applications are in accordance with funding criteria included in the guidelines.

To access the full guidelines visit: <https://www.localgovernment.vic.gov.au/grants/growing-suburbs-fund>

The following table includes the projects from high to low priority

PROJECT	PROJECT DESCRIPTION AND BENEFIT	TOTAL PROJECT COST	COUNCIL BUDGET ALLOCATION*	GSF GRANT REQUEST	OTHER FUNDING SOURCES
IYU Recreation Reserve Regional Athletics Facility Pavilion	Brings forward construction of the pavilion associated with the new regional athletics facility which is currently under construction. The pavilion will be available for a broad range of use by sporting clubs, schools, community groups, etc. Funding is sought to complete funding required for the project.	\$7,500,000	\$3,300,000	\$3,750,000	\$450,000 (Council additional)
Upper Beaconsfield Community, Sport and Scout Facility	Brings forward replacement of existing facilities to provide new community, sport, and scout facility. The site is located on Crown Land which is managed by a DELWP-appointed Community Committee of Management. Funding is sought to complete funding required for the project.	\$9,584,000	\$3,700,000	\$3,350,000	\$500,000 (Federal Government committed) \$2,034,000 (Council - additional)
PB Ronald Reserve Public Toilet Redevelopment	Replacement of a non-compliant and ageing public toilet facility with a fully accessible, self-cleaning, and sterilising facility for	\$450,000	\$50,000	\$400,000	\$0

PROJECT	PROJECT DESCRIPTION AND BENEFIT	TOTAL PROJECT COST	COUNCIL BUDGET ALLOCATION*	GSF GRANT REQUEST	OTHER FUNDING SOURCES
	the benefit of users at the district level reserve.				
	TOTAL	\$17,534,000	\$7,050,000	\$7,500,000	\$500,000 (Fed Govt) \$2,484,000 (Council - additional)

*Note: the figure reflects the current allocation for this project in either the 22/23 Financial Year capital budget or Council's future draft capital works program.

An option for council is to reduce or remove any of the proposed applications under this round of GSF. However, it is not known or guaranteed when the next round of GSF will be or if the grant program will be continued in the future.

Policy Implications

This proposal is consistent with Council's existing policy and draft Capital Works Program.

Relevance to Council Plan

2.1 We support the creation of liveable spaces and places

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

Climate Emergency Consideration

The projects will all be developed to contribute to Council Climate Emergency and sustainability targets.

Consultation/Communication

Community consultation has been or will be undertaken for each of the projects on the above list.

Financial and Resource Implications

Council's 2022/23 Capital Works Program and future draft program has been considered as the basis for the list of projects selected. The cost estimates for each project are based on current cost estimates. The actual cost of each project will be known when the respective works are tendered. Any project budget adjustments will be made at that time.

Conclusion

The Victorian Government Growing Suburbs Fund (GSF) 2022/23 is open for applications. This report presents the three proposed grant applications for Cardinia Shire in priority order.

The three applications will be submitted by the deadline of 4 July 2022. Council is expected to receive advice regarding if the applications are successful or not from September 2022.

Resolution

Moved Cr Brett Owen, seconded Cr Jack Kowarzik.

That Council:

1. Endorse the following list of applications under the 2022/23 Growing Suburbs Fund Program in priority order:
 - IYU Recreation Reserve Regional Athletics Pavilion
 - Upper Beaconsfield Community, Sport and Scout Facility
 - PB Ronald Reserve Public Toilet Redevelopment
2. Notes if the above GSF applications are successful, Council's contribution detailed in this report will be incorporated into future capital works budgets.

Carried

6.2.4 Alternate Member Audit and Risk Committee

Responsible GM: Debbie Tyson
Author: Doug Evans

Recommendation(s)

That Council appoint the Deputy Mayor Cr Tammy Radford to be an alternate member of the Audit and Risk Committee whilst Cr Davies is undertaking paternal leave.

Attachments

Nil

Executive Summary

To appoint an alternate member of the Audit and Risk Committee whilst Cr Davies is undertaking paternal leave following the recent birth of her child.

Background

Cr Davies was appointed as a member of the Audit and Risk Committee at the Statutory Council Meeting held in November 2021.

The Audit and Risk Committee has a meeting coming up in August to consider the financial and performance statements, Cr Davies will not be available to attend this meeting. To ensure that the Audit and Risk Committee has a full complement of members it is recommended to appoint Cr Tammy Radford as an alternate member until Cr Davies returns to her Councillors duties.

Policy Implications

Nil

Relevance to Council Plan

5.1 We practise responsible leadership

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

Climate Emergency Consideration

There is no climate consideration as part of this report.

Consultation/Communication

There is no requirement for consultation as part of this report.

Financial and Resource Implications

There are no financial or resource implications as part of this report.

Conclusion

It is appropriate to appoint an alternate Councillor member to the Audit and Risk Committee whilst Cr Davies is unable to attend the meeting.

Resolution

Moved Cr Tammy Radford, seconded Cr Stephanie Davies.

That Council appoint the Deputy Mayor Cr Tammy Radford to be an alternate member of the Audit and Risk Committee whilst Cr Davies is undertaking paternal leave.

Carried

6.2.5 Deputy Mayor

Responsible GM: Debbie Tyson
Author: Doug Evans

Recommendation(s)

That Council note the response to Notice of Motion 1074 that of the 79 Councils in Victoria 72 currently appoint a Deputy Mayor, five (5) Councils do not appoint a Deputy Mayor and have never had the practice of appointing a Deputy Mayor. In addition, two (2) Councils currently are under administration, these two Councils, when they have an elected Council, have previously appointed a Deputy Mayor.

Attachments

Nil

Executive Summary

Notice of Motion # 1074 lodged by Cr Carol Ryan was adopted at the June Council Meeting. This Notice of Motion read *'That council creates a report on the 'Deputy Mayor' role in the other 79 Victorian Councils. The report shall issue they have in it the statistics of whether a Council has or doesn't have a Deputy Mayor position at present. If they don't have a Deputy Mayor did they ever have one, and if discontinued when did they cease to have one.'*

This report responds to this Notice of Motion

Background

Following adoption of Notice of Motion 1074 Council staff researched the details available on the 'Know your Council' website and obtained details for all Councils in Victoria regarding the position of Deputy Mayor.

This research has revealed that:

- 72 Councils currently appoint a Deputy Mayor
- 5 Councils do not appoint a Deputy Mayor and have not previously done so, these include;
 - Pyrenees Shire
 - Northern Grampians Shire
 - Horsham Rural City
 - Central Goldfields Shire
 - Loddon Shire
- 2 Councils are currently under administration and do not have an elected Council. Prior to being dismissed both Council's had the practice of appointing a Deputy Mayor. These include;
 - Casey City Council
 - Whittlesea City Council

The position of Deputy Mayor was introduced by the Local Government Act 2020, the Act states that a Council 'may' establish an office of Deputy Mayor. Prior to the 2020 Act there was no provision for a legislated position of Deputy Mayor but some Councils did introduce such a role particularly to deputise for the Mayor if they were unavailable.

Policy Implications

Nil

Relevance to Council Plan

5.1 We practise responsible leadership

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

Climate Emergency Consideration

There are no climate considerations as part of this report

Consultation/Communication

Council staff have consulted with the five Councils that do not currently appoint a Deputy Mayor and the response from these Councils has been that they have not previously had the practice of appointing a Deputy Mayor in the past.

Financial and Resource Implications

There are no financial or resource implications as part of this report.

Conclusion

This report responds to Notice of Motion 1074, it is respectfully requested that Council note the details contained in this report regarding Deputy Mayors.

Resolution

Moved Cr Carol Ryan, seconded Cr Stephanie Davies.

That Council note the response to Notice of Motion 1074 that of the 79 Councils in Victoria 72 currently appoint a Deputy Mayor, five (5) Councils do not appoint a Deputy Mayor and have never had the practice of appointing a Deputy Mayor. In addition, two (2) Councils currently are under administration, these two Councils, when they have an elected Council, have previously appointed a Deputy Mayor.

Carried

6.2.6 2022/2023 Festival and Events Grant Applications

Responsible GM: Debbie Tyson
Author: Bec Whiting

Recommendation(s)

That Council approve 48 applications under the Festival and Events Grant Program to the value of \$230,595.58.

Attachments

1. CONFIDENTIAL - 2022-2023 Festival and event grants - summary of applications for Councillors [6.2.6.1 - 5 pages]

Executive Summary

The Festival and Events Grant Program seek to support Cardinia's Liveability Plan outcomes through a range of financial grants for community initiatives. All grant applications have been reviewed by an officer assessment panel.

Council officers recommend supporting 48 applications to the value of \$230,595.58. This includes 18 applications previously approved in the 2020-21 and 2021-22 grant programs but whose event was cancelled due to COVID-19. It was previously agreed these applications would be held over and only required to provide updated event details rather than complete a full application.

Background

Council's Festival and Events Program seek to support a diverse mix of events that bring the community together and improve health and wellbeing outcomes.

Forty-eight applications were received under the Festival and Events Grant program requesting \$250,095.58. Four ineligible application items were removed, and application discrepancies identified which left \$230,595.58.

A multidisciplinary group of staff assessed each application indicating their support or otherwise and Officer recommendations were summarised.

COVID-19 considerations

Council will include a condition that requiring grant recipients to comply with State Government COVID-19 requirements at all times.

For the 2020-2021 and 2021-2022 Festival and Events grants a commitment was made to cover event organiser's out of pocket expenses up to the value of the grant amount. In 2022-2023 it is proposed that this clause is again included in the letter of offer.

Policy Implications

Grant program aligns with Cardinia Shire's Liveability Plan.

Relevance to Council Plan

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

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

5.1 We practise responsible leadership

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

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

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

Climate Emergency Consideration

There are no Climate Emergency Considerations as part of this process.

Consultation/Communication

A comprehensive communications plan was undertaken and widely promoted through various newsletters and distribution channels including community leaders, Council's Website and Facebook pages, Connect and through the Councillor Bulletin.

The grant round opened online via Smartygrants on the 8 February 2022 and closed 31 March 2022.

The staff who assessed the applications came from a variety of areas across Council including Actives Reserves, Arts and Culture, Passive Reserves, Traffic Management, Community Development, Cultural Diversity and Risk, Health and Safety.

Following final endorsement at the July 2022 Council meeting, applicants will be advised of the outcome via a letter of offer through Smartygrants

Financial and Resource Implications

The proposed budget for 2022-2023 is \$245,000. The total amount required to fully support the 48 grant applications is \$230,595.58.

Conclusion

The grant program aligns to and add value to Cardinia Shire's Liveability Plan and support community reconnection in a post-COVID environment.

It is recommended to fully support funding of 48 Festival and Events grant applications to the value of \$230,595.58. The approved grants fall within the current proposed program budget.

Resolution

Moved Cr Tammy Radford, seconded Cr Collin Ross.

That Council approve 48 applications under the Festival and Events Grant Program to the value of \$230,595.58.

Carried

6.4 Financial Reports

6.4.1 Contract 22-013 - Supply of 2 x New Motor Graders and Mono Rollers

Responsible GM: Peter Benazic
Author: Mark Howard

Recommendation(s)

That Council approve:

- The tender submitted by William Adams PTY. LTD for the supply of two (2) only Cat 140 Motor Graders with attached Broons 'Graderoll' type mono rollers, be accepted for the contract sum of \$1,064,348.00 (\$532,174.00 each) excluding GST.
- The tenderers are advised accordingly.
- The common seal of the Council is affixed to the contract documents.

Attachments

1. CONFIDENTIAL - Confidential Memorandum - Circulated to Councillors only [6.4.1.1 - 3 pages]

Executive Summary

This report details the tenders received for contract CT 22-013, relating to the supply two (2) Motor Graders fitted with Broons 'Graderoll' type mono rollers for the purpose of compaction.

Tender requests were submitted using the Municipal Association of Victoria (MAV) Procurement panel, NPN2.15.2 Plant and Machinery contract. Three (3) Motor Grader suppliers were invited to tender. These included William Adam's (CAT), Komatsu Australia (Komatsu) and RDO Equipment Australia (John Deere).

This tender and its process are in accordance with Councils purchasing and procurement policies and Councils Plant Replacement Program.

Background

Council currently operate six (6) Motor Graders across the Shire to maintain its vast unsealed road and shoulder network. These graders operate up to six days per week depending on workload and operate in specific work zones to reduce the time and costs in mobilisation.

Each grader is fitted with a rear mounted roller to enable the pavement surface to be compacted following grading. This tender includes the replacement of the two (2) 'Horwood Bagshaw' type free rollers. Broons Graderoll type mono rollers are now the sole supplier of this type of equipment and therefore been chosen as a suitable replacement.

The optimum replacement of a Motor Grader is determined based on the graders age, hours of use and maintenance history. This is a critical factor to ensure a grader does not enter the period of risk that may require major repairs and significant down time. Comparative figures from this industry could see repairs in excess of \$50,000 per annum. Accompanied with price increases and depreciation,

retaining the grader could result in costs up to \$100,000 per annum.

Provision has been made within the 2021-22 budget for the replacement of two (2) of Council's oldest Motor Graders, Plant numbers 27 and 29. Replacement of these graders is in line with Council's Plant Replacement Program. The change over time for this grader optimises its best serviceable life combined with optimum financial benefit.

Cardinia as a major growth municipality with increasing traffic movements accompanied with extreme weather conditions have seen Council's unsealed road network experiencing increasingly high levels of maintenance. It is imperative to keep high demand equipment such as graders in a condition that provides optimum performance to maintain service levels as required and expected by our growing community and the Road Management Act.

The benefits for the Council and our community with purchasing these new graders include:

- A more reliable grader fleet with minimal downtime, therefore improving effectiveness.
- Quieter operation due to improvements in sound deadening engine upgrades.
- Environmental improvements with compliance to Tier 3 standards and lower Co2 emissions.
- Improved ergonomics reducing driver fatigue with latest technology, using joystick controls reducing arm movement up to 78%.
- Provision of blade down sensors to monitor grading effort.
- Enhanced safety improvements, including grouped ground level service points and cameras.
-

Policy Implications

The purchase of these Motor Graders with attached mono rollers will enable Council to maintain its unsealed road and shoulder network in accordance with its Road Management Plan.

Relevance to Council Plan

2.1 We support the creation of liveable spaces and places

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

Climate Emergency Consideration

The tender evaluation considered engine emission standards, with Tier 3 being the minimum. The Cat 140 Motor Grader uses electronic throttle control which helps improve productivity by providing the best match of horsepower and torque for the demands of the application, minimising fuel use.

The Cat Motor Grader is fitted with the following environmental safeguards,

- Ecology drains help make draining fluids more convenient and help prevent spills.
- Cartridge style hydraulic fluid filters provide safe clean draining of filters prior to replacement, helping to prevent fluid spills.

Cat Products Environmental Declaration mentions sustainability and the impact of the products used on the environment.

Consultation/Communication

Stakeholder consultation occurred initially to understand the needs of the Grader operators. The consultation process included grader demonstration and test driving. Following this process, a detailed Product Design Brief was developed to issue for tender.

Financial and Resource Implications

Budget provision has been made within the 2021-22 capital fleet replacement program, for the replacement of both graders 27 & 29 along with attached mono rollers.

The offer received by William Adams at \$1,064,348.00 (\$532,174.00 each excl. GST) plus statutory charges represents the best value option for Council.

At this stage, it is anticipated these two (2) Motor Graders and mono rollers will be delivered in November 2022.

The current graders (Graders 27 & 29) & mono rollers, will be sold via public auction once the new graders and mono rollers have arrived, are settled in, and they are no longer required for operational service.

Conclusion

It is recommended that the tender submitted by William Adams for the two (2) CAT 140 Motor Graders fitted with Broons 'Graderoll' type mono rollers at \$1,064,348.00 (\$532,174.00 each) excluding GST, to be accepted for the replacement of Graders 27 & 29

Resolution

Moved Cr Graeme Moore, seconded Cr Carol Ryan.

That Council approve:

- The tender submitted by William Adams PTY. LTD for the supply of two (2) only Cat 140 Motor Graders with attached Broons 'Graderoll' type mono rollers, be accepted for the contract sum of \$1,064,348.00 (\$532,174.00 each) excluding GST.
- The tenderers are advised accordingly.
- The common seal of the Council is affixed to the contract documents.

Carried

6.4.2 Tender Award Contract 22-020 Bunyip Soccer Fields Reconstruction

Responsible GM: Peter Benazic
Author: Thomas Nicholls

Recommendation(s)

- That Council award the tender submitted by Evergreen Turf Pty Ltd for \$1,429,997.54 (excl GST), be accepted by Council for Contract 22-020 Bunyip Soccer Field Reconstruction.
- The remaining Tenderers be advised accordingly, and
- The common seal of the Council be affixed to the contract documents

Attachments

1. Bunyip Soccer Proposed Design [6.4.2.1 - 1 page]
2. CONFIDENTIAL - Confidential Memorandum - Circulated to Councillors only [6.4.2.2 - 4 pages]

Executive Summary

The proposed soccer fields are located at the Bunyip Recreation Reserve, Bunyip . A masterplan was approved by Council in 2012 for the reconstruction of the existing soccer fields, pavilion, and car park.

The pavilion was completed in 2021 with current plans to reconstruct two soccer fields and cricket wicket over the existing soccer fields.

The footprint of the new sports field will be larger than the current sports fields to accommodate a full-size soccer pitch and a junior soccer pitch. The field will also accommodate a cricket wicket with a 50-meter radius playing surface.

Landscape works will complement the new pavilion and tie in with the new sports fields to provide an accessible transition between the two interface areas.

New sports lighting will be installed to allow for night time training. The new lighting will provide a more sustainable and cost-effective solution than what is currently on site.

The site was proposed for redevelopment due to its poor drainage that made it unplayable during the height of the soccer season. The new works propose a new drainage system and improved turf solutions that will allow training and matches to continue through the winter months with no delays.

This report provides consideration for the appointment of a suitably qualified civil contractor to undertake construction works of the soccer fields and associated infrastructure.

The tender for the Bunyip Soccer Fields Reconstruction submitted by Evergreen Turf Pty Ltd is the most advantageous for Council, providing the best value for money and excellent service through their demonstrated experience and innovation in sports field and civil construction.

It is therefore recommended that Contract 22-020 for the civil construction of Bunyip Soccer fields be awarded accordingly.

Background

In 2010, community consultation was undertaken to inform the development of a masterplan for the Bunyip Recreation Reserve which was endorsed by Council. The master plan identifies all the key elements including sports play, buildings, traffic, and infrastructure.

Key components of the total project include:

- two grass soccer pitches
- pavilion
- car spaces with additional bus parking and through road
- passive open space areas

Bunyip Recreation Reserve is the home of the Bunyip Strikers Soccer Club.

Providing a new senior pitch and junior pitch with new drainage and a quality turf surface will allow the club to retain and increase its current participation.

Tenders were advertised on 30th April 2022 and closed on the 24th of May 2022 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,

At the close of Tender, Council received five tender submissions to carry out the civil works. Interviews were carried out to ensure that the preferred tenderer understood the project scope, had been to site and was aware of any site issues, provided a best-case solution for soil remediation and to clarify any cost anomalies and innovations that could provide savings and value for money.

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

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

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

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

4.1.4 Drive local innovation in technology to better support and attract businesses and industries.

5.1 We practise responsible leadership

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

Climate Emergency Consideration

The considerations proposed to address the Climate Change Emergency Declaration are to use the natural resources onsite to mitigate the transport and energies to move soil and other materials around the site. All soil will remain onsite that will reduce over 200 truck movements to land fill.

The use of locally grown turf will reduce the carbon footprint Using recycled water during construction will ensure that precious rainwater is not used in a construction capacity.

Further steps have been taken within the design to ensure that the site is heavily planted and grassed to lower the urban island heat effect. The community and park users will benefit from additional shade, reduced travel to other facilities with connected paths and travel options

Consultation/Communication

Consultation for the reconstruction of the Bunyip soccer pitches and cricket wicket, was undertaken with the Bunyip Strikers Soccer Club and the Bunyip Cricket Club, and the Bunyip community.

This consultation provided Council with an endorsed design provided by ETP Turf Pty Ltd, a leader in sports field design.

Financial and Resource Implications

There is a capital works budget allocation for this project of \$1,592,476.60.

This will provide a project contingency 10% to be used for unknown and latent site conditions.

It is recommended that the contract be awarded to Evergreen Turf Pty Ltd for \$1,429,997.54.

Conclusion

The tender submitted by Evergreen Turf Pty Ltd for \$1,429,997.54 (excl GST), be accepted by Council for Contract 22-020 Bunyip Soccer Fields Reconstruction.

Resolution

Moved Cr Graeme Moore, seconded Cr Carol Ryan.

- That Council award the tender submitted by Evergreen Turf Pty Ltd for \$1,429,997.54 (excl GST), be accepted by Council for Contract 22-020 Bunyip Soccer Field Reconstruction.
- The remaining Tenderers be advised accordingly, and
- The common seal of the Council be affixed to the contract documents

Carried

6.5 Activity Reports

6.5.1 Community Engagement Update

Responsible GM: Jenny Scicluna
Author: Georgia Davies-Jackson (Team Leader Engagement)

Recommendation(s)

That Council notes the community engagement activities being undertaken this month.

Attachments

Nil

Executive Summary

Monthly update on community engagement opportunities commencing or continuing.

Background

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

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

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

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLE TOOLS	<ul style="list-style-type: none"> • Fact sheets • Websites • Open houses 	<ul style="list-style-type: none"> • Public comment • Focus groups • Surveys • Public meetings 	<ul style="list-style-type: none"> • Workshops • Deliberate polling 	<ul style="list-style-type: none"> • Citizen Advisory committees • Consensus building • Participatory • Decision-making 	<ul style="list-style-type: none"> • Citizen juries • Ballots • Delegated • Decisions

Policy Implications

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

Relevance to Council Plan

5.1 We practise responsible leadership

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

Climate Emergency Consideration

N.A

Consultation/Communication

This month, the following Engagement Plans are being implemented:

Community engagement activity late June to end July 2022			
Project	Project description	Consultation date/s	Responsible Business Unit
Active Cardinia Strategy	Engagement on the development and draft of the Active Cardinia Strategy which will shape sport and active recreation in the Shire. Consultation with the broader community and key stakeholder groups will be undertaken via online survey (via Creating Cardinia - Have your say), pop up stands in the community, meetings, workshops and submissions of photos.	30 May (Closes 15 July)	Active and Connected Communities (LC)
Eastone Reserve - Public Toilet Petition	Engagement in response to petition and subsequent Council resolution with key stakeholders. A user survey is underway to explore use of the current reserve for consideration alongside the Public Toilet Strategy. Consultation with key stakeholders via online survey (Creating Cardinia - Have your say) and on site signage with QR Code directing people to Creating Cardinia.	6 June (Closes 4 July)	Buildings and Facilities (GFE)
ROADS: Sealing the Hills: Special Charge Scheme - GUYS HILL: Package # 20 St Georges Catchment: St Georges Rd, Halford St, Montuna Gr - BEACONSFIELD UPPER: # Package #23 Stoney Creek Catchment No. 2: Lenne St, Sutherland Rd, Haupt Pl	Engagement on roads proposed to be sealed under the Special Charge Scheme. Engagement to determine support or opposition to the proposed road sealing special charge scheme. Local community drop-in information session scheduled for 29 June along with online survey for property owners is available via Creating Cardinia - Have your say.	29-Jun-22	Community Infrastructure Delivery (IE)

Emerald Lake Precinct Masterplan	<p>Engagement on draft Masterplan consultation. Further to extensive consultation in 2018 and 2019, this phase of engagement will focus on the draft Masterplan concept and the use of some infrastructure within the reserve along with the features and design of some facilities. Engagement activities will include an online survey via Creating Cardinia - Have your say, pop ups in the reserve, drop in sessions at Emerald Lake Park, pop ups at schools, mail outs to residents residing near the reserve and posters with QR codes to link to the online survey will be distributed Shire wide.</p>	<p>Proposed first week of July (Closes end August)</p>	<p>Active and Connected Communities (LC)</p>
Hard Waste Service Satisfaction Survey	<p>Engagement as part of the review of the bookable hard waste service. This review will seek feedback from residents on use of the existing service and to gain an understanding of what the service may look like in the future. Online survey available via Creating Cardinia. Direct email to service users will be sent to residents and call out to residents who have not used the service.</p>	<p>Proposed first week of July (Closes 12 August)</p>	<p>Infrastructure Services (IE)</p>

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

Financial and Resource Implications

N.A

Conclusion

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

The relevant Business Unit can be contacted for additional information and for further details on specific engagement activities planned (including dates).

Resolution

Moved Cr Tammy Radford, seconded Cr Stephanie Davies.

That Council notes the community engagement activities being undertaken this month.

Carried

6.5.2 Quarterly Resolutions Report April - June 2022

Responsible GM: Debbie Tyson
Author: Doug Evans

Recommendation(s)

That Council note the report detailing implementation of Council resolutions for the period April to June 2022.

Attachments

1. Quarterly Resolutions report July 2022 [6.5.2.1 - 27 pages]

Executive Summary

The attached report details all resolutions made for the period April 2022 to June 2022, with one matter still in progress from the meeting held in October last year.

It includes the actions taken to implement the decisions; the report does not include matters listed for noting.

Background

The Chief Executive Officer is responsible for ensuring that Council decisions are implemented without undue delay and, when requested, to report to Council in respect of the implementation of these decisions.

The attached report informs the Council about the implementation of these decisions and provides transparency to the community regarding this.

Policy Implications

This regular report is in keeping with the Governance Rules.

Relevance to Council Plan

5.1 We practise responsible leadership

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

Climate Emergency Consideration

There are no Climate Emergency considerations in regard to this report.

Consultation/Communication

All relevant staff have been consulted in regard to this report.

Financial and Resource Implications

There are no financial considerations associated with this matter.

Conclusion

This report is provided for the information of Councillors to ensure transparency regarding the implementation of Council decisions and provide confidence to the Council that the decisions are implemented without undue delay.

Resolution

Moved Cr Graeme Moore, seconded Cr Carol Ryan.

That Council note the report detailing implementation of Council resolutions for the period April to June 2022.

Carried

6.5.3 Major Projects Report

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

Recommendation(s)

That Council note this report

Attachments

1. Major projects report - July 2022 [6.5.3.1 - 19 pages]

Executive Summary

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

Background

Projects and updates are included in the attached report

Conclusion

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

Resolution

Moved Cr Tammy Radford, seconded Cr Jack Kowarzik.

That Council note this 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 Kowarzik:

- Spoke to the participants of the Cardinia Community Leadership Program.
- Attended the Pakenham CBD and Railway Precinct Meeting, held by VicPol.
- Attended the Cardinia Business Networking Breakfast.
- Wished his son, Franklin a happy 1st birthday.

Cr Owen:

- Attended the Creatures Event at the Cardinia Cultural Centre.
- Attended a NAIDOC Week event at Living/Learning Pakenham.
- Provided an update regarding the Cardinia Foundation.

Cr Ryan:

- Provided an update on the Cardinia Connect magazine.
- Spoke about mental health awareness and events that occur throughout Cardinia.

Cr Moore:

- Spoke to the Bunyip & District Neighbourhood House renaming.

Cr Radford:

- Highlighted the Cardinia Leadership Program launch.

Cr Cameron:

- Attended a meeting with the candidate for Bass and the Opposition Leader and spoke to an election commitment for the Lang Lang Showgrounds.

Cr Springfield:

- Attended a sausage sizzle in Emerald.
- Spoke to the recent passing of his mother.

9 Presentation Of Petitions

Nil.

10 Notices Of Motion

11 Community Questions

The Mayor advised that Council had received 2 questions from Rosa Santo.

The first question read:

According to the Local Government Act. Councillors have reasonable access to childcare while performing their duties.

Could you please explain while during last week's Ordinary Meeting 20th June 2022, that one of your high profile staff members was looking after a Councillor Davies child, while rocking and wheeling Councillor Davies baby in pram, during Council Meeting and while responding in speaking to a resident's question at the time?

This is so very unprofessional and distracting to all parties and unfair to the other Councillor's and the general public. Why did the CEO not inform her staff that this is not part of their duties? Or is it? Chambers Is not a place for Childminding during Council Meetings. Councillor's and staff are there in these meeting to perform their duties in decision making, this is what they are getting paid to do, how are they able to make good decisions while being distracted by these actions in Chambers in these meetings

Is this performing duty written into the contracts of SLT's GM, Officers, EA's or any other staff member? If so where can we find the information?

The Chief Executive Officer responded with:

Thank you for your question Ms Santo.

As an organisation which is committed to gender equality and supporting women to participate in working and public life, council staff were comfortable with assisting Cr. Davies to fully participate in the council meeting on this one occasion.

All councillors are able to access child care services to support their participation on their public duties. At the time of the last council meeting, the baby was aged only 4 weeks and therefore not able to access funded child care services (which require a minimum age of 6 weeks).

The second question read:

Under the Local Government Act 2020 it states clearly what the duties are of the Deputy Mayor if the Mayor is unable for any reason to attend a Council meeting or part of a council meeting or:- Is incapable of performing the duties of the office of Mayor for any reason, including illness, or the office of Mayor is vacant.

Could you please explain to the resident's, while during last week's Ordinary Meeting 20th June 2022, that the Deputy Mayor attended a couple of day's Conference in Canberra with the Mayor, instead of performing their duties by chairing the Ordinary Meeting that was held last Monday night? Who suggested or encouraged the Deputy Mayor to attend this Conference? And why?

In all the years I have attended these council meeting's a Deputy Mayor has not attended any Conferences in Canberra.

What was the full cost of the Deputy Mayor to attend this conference? How many night's stay - Including Flights both ways. Accommodation, Meals, Cost of attending the Conference, Travel to and from Airport, did the Mayor and Deputy Mayor use the Mayoral car to and from Melbourne Airport, Car parking at Airport or anywhere else, use of any Taxi?

This is an example of using and wasting Ratepayers Money for purely a conference that the Deputy Mayor should not have attended, as the Deputy Mayor should have been chairing last Monday's Ordinary Meeting as their duty in Council.

The Chief Executive Officer responded with:

Ms Santo, thank you for your question.

The Conference you refer to was the National General Assembly of Local Government convened by the Australian Local Government Association.

Before restrictions were imposed due to the COVID 19 pandemic this Assembly was an annual event.

The Assembly provides a unique opportunity for Local Government to engage directly with the Federal Government, to develop national policy, and to influence the future direction of our municipality and our communities.

At the recent Assembly around 1,000 delegates attended representing Council's from across Australia. The Assembly is the largest national gathering of democratically elected representatives in the nation.

Representatives from the Cardinia have regularly attended this Conference in the previous years.

The attendance at the Assembly by the Mayor and Deputy Mayor was discussed by the Council at the 2nd May Councillor Briefing Session and it was agreed by the Council that both the Mayor and Deputy Mayor should attend.

In acknowledging that both the Mayor and Deputy Mayor would not be available to attend the June Council meeting it was decided to defer consideration of the 22/23 Budget to a Special Council Meeting on 27 June to ensure that there was a full complement of Councillors available to attend this meeting.

The Mayoral Vehicle was used to drive to Tullamarine airport and return. The cost of attendance at the Assembly for both the Mayor and Deputy Mayor, including airfares, accommodation, transfers, registration and other aspects was \$5684.36. I can also advise that due to a late cancellation of the air flight booked to Canberra and alternate arrangements having to be made that resulted in an additional costs, a refund is being sought from Qantas.

12 Urgent Business

There was no urgent business.

13 Councillor Questions

Nil.

14 Meeting Closure

Meeting closed at 8:56pm.

Minutes confirmed
Chairman