

Ordinary Council Meeting

Minutes

Monday 20 November 2023

Commenced at 7PM

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

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

Officers: Carol Jeffs Chief Executive Officer
Peter Benazic General Manager Infrastructure and Environment
Lili Rosic General Manager Liveable Communities
Wayne Mack General Manager Customer, People and Performance
Peter Harris Manager Governance, Safety & Property

Meeting opened at 7pm

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1 Opening And Reflection/Prayer

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

- Debbie Tyson – GM Governance, Facilities and Economy
- Cr Davies left at 9.22pm

4 Adoption And Confirmation Of Minutes

Moved Cr Graeme Moore, seconded Cr Stephanie Davies

That minutes of the following meetings be confirmed:

- General Council meeting 16 October 2023

Carried

5 Declaration Of Interests

Nil

6 Ordinary Business

6.1 Town Planning Reports

6.1.1 T220285 PA - Use and Development of Land for a Medical Centre and alteration of an access in a Transport Zone Schedule 2 at 337 Belgrave-Gembrook Road, Emerald

Responsible GM: Lili Rosic
Author: Jason Gilbert

Recommendation(s)

That Council issue a Notice of Decision to Grant a Planning Permit for the Use and Development of Land for a Medical Centre and alteration of access to a road in a Transport Zone 2 subject to the following conditions:

1. Before the use or development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - a. Annotation on plans as to road upgrades to Madigan Way for the length of the rear boundary of the site to the corner of Madigan Way and Ferres Road.
 - b. Remove annotations on site and floor plans regarding office/ commercial use.
 - c. The location of four (4) bicycle spaces positioned nearby an entrance way and designed in accordance with the Design Standards of Clause 52.34-6.
 - d. Internal layout of amenities including the location of a change room in accordance with Clause 52.34-5.
 - e. Annotate on the plans the reinstatement of the Gembrook – Belgrave footpath as required for the length of the sites frontage.
 - f. Provision of minimum 500mm overhang for Car Parking Bay 8, Bay 28, Bay 29 ensuring relevant accessway width remains.
 - g. Bay 25 (no clearance to disabled bays) to be removed from level 2 basement carpark, ensuring that minimum 1.2m pedestrian access maintained.
 - h. Clarification and update to Bay 24 and a 1m clearance between Bay 24 and Lift, noting this is shown on Swept Path Assessment but not basement floor plan.
 - i. Landscaping Plan in accordance with Condition 1(m).
 - j. Annotated and identifiable glazing finishes to all windows.
 - k. Amended Bushfire Plan and Plan Set to reflect required changes as per Fire Rescue Victoria Condition 24.
 - l. Screening/window treatment to the west to avoid overlooking of adjoining properties.

- m. A landscape plan prepared by a person suitably qualified and experienced in landscape design to the satisfaction of the Responsible Authority drawn to scale showing:
 - i. A survey (including botanical names) of all existing vegetation to be retained and/or removed.
 - ii. Buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary.
 - iii. Details of surface finishes of pathways and driveways.
 - iv. A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
 - v. Landscaping and planting within all open areas of the subject land.

General

- 2. The development as shown on the endorsed plan/s must not be altered without the written consent of the Responsible Authority.
- 3. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
- 4. The exterior colour and cladding of the development must not result in any adverse visual impact on the environment of the area and all external cladding and trim of the building must be of a non-reflective nature.
- 5. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority and used for no other purpose. Any dead, diseased or damaged plants are to be replaced.
- 6. Before the development is occupied or by such later date as is approved by the Responsible Authority in writing:
 - a. The landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
 - b. All proposed areas set aside on the approved plan/s for access, circulation and car parking must be constructed with concrete, asphalt or other approved hard surfacing material, drained and the parking areas delineated to the satisfaction of the Responsible Authority. Once constructed, these areas must be maintained to the satisfaction of the Responsible Authority.
 - c. A commercial/industrial standard concrete vehicle crossing/s as shown on the approved plans must be constructed to the approval and satisfaction of the Responsible Authority.
 - d. Any redundant existing vehicle crossing must be removed and the nature strip and kerb and channel reinstated at the cost of the owner and to the satisfaction of the Responsible Authority.

Hours of Operation and Use particulars

- 7. Hours of operation for the permitted use must not exceed:
 - a. Monday to Friday: 8.30am to 7.00pm.
 - b. Saturday: 8.30am to 2.00pm.
 - c. Sunday: Closed.
- 8. No more than 13 health practitioners to be located on site at any one time.

Vegetation

9. Before the development starts, a Planning Permit must be obtained where required under the Cardinia Planning Scheme for the destruction, removal or lopping of any vegetation, including for any vegetation removal to meet the conditions of this Permit.

Engineering – Site Specific

10. Before the development is occupied, Madigan Road must be designed and constructed to an urban standard to the eastern boundary of the land in accordance with engineering plans and specifications approved by the Responsible Authority. The works must comply with the standards nominated in the Cardinia Shire Council “VPA - Engineering Design and Construction Manual”, “Development Construction Specification” and the “Water Sensitive Urban Design (WSUD) Guidelines”.
11. At least 14 days before any works start on Madigan Road, a site specific Construction Environmental Management Plan (CEMP) to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved the CEMP will be endorsed and will then form part of the permit. All works must be undertaken in accordance with the approved CEMP.

The CEMP must address all environmental risks and include:

- a. Temporary stormwater management including sedimentation control,
- b. Provision of pollution and contamination controls including noise and dust,
- c. Location of stockpiles and stockpile management,
- d. Location of site office and facilities
- e. Equipment, materials and goods management.
- f. Tree protection zones, trees to be retained and trees to be removed

Engineering – General Conditions

12. Before the development is occupied, all proposed areas set aside on the approved plan/s for access, circulation and car parking must be constructed with concrete, asphalt or other approved hard surfacing material, drained and the parking areas delineated to the satisfaction of the Responsible Authority. Once constructed, these areas must be maintained to the satisfaction of the Responsible Authority.
13. Before the development is occupied a commercial/industrial standard concrete vehicle crossing/s as shown on the approved plans must be constructed to the approval and satisfaction of the Responsible Authority.
14. Sediment control measures must be undertaken during construction to the satisfaction of the Responsible Authority to ensure that the development subject land is adequately managed in such a way that no mud, dirt, sand, soil, clay or stones are washed into or allowed to enter the stormwater drainage system.
15. Stormwater must not be discharged from the subject land other than by means of an underground pipe drain discharged to an outlet in the street or to an underground pipe drain to the satisfaction of the Responsible Authority.
16. Stormwater works must be provided on the subject land so as to prevent overflows onto adjacent properties.
17. Before the development starts, drainage plans must be submitted to and approved by the Responsible Authority. The plans must show the provision of a stormwater detention system. The stormwater detention system will become the responsibility of the property owner or body corporate to maintain to the satisfaction of the Responsible Authority.

Note: As the development has an impervious ratio greater than 35%, the developer shall engage the services of a suitably experienced Engineer to design a stormwater detention system that will reduce the intensity of the storm water discharge entering Council’s drainage

system, i.e.: a detention system. The storm water detention system shall provide for the same five (5) year ARI peak discharge as that for a standard house lot with no storm water detention. A standard house lot is assumed to have a fraction impervious area of 35%. Calculations and a plan shall be submitted to Council for approval prior to construction. The storm water detention system must be constructed prior to the occupation of the proposed development.

18. Earthworks must be undertaken in a manner that minimises soil erosion. Exposed areas of soil must be stabilised to prevent soil erosion. The time for which soil remains exposed and unestablished must be minimised to the satisfaction of the Responsible Authority.
19. The slope of batters, both cut and fill, must not exceed 2:1 (horizontal: vertical) or, where this is not practicable, batters must be stabilised by other means to the satisfaction of the Responsible Authority.
- 20.
21. Prior to completion of the development, all services, including drainage and/or sewerage, servicing any existing dwelling or building on the lot(s), must be relocated (if required) to the satisfaction of the Responsible Authority.
22. Before a certificate of practical completion is issued, CCTV results for the full length of all stormwater drainage pipes where Council is the responsibility authority, must be submitted for assessment. The submitted information is to be to the satisfaction of the Responsible Authority.
23. Before a certificate of practical completion is issued, CCTV results for the full length of all stormwater drainage pipes where Council is the responsibility authority, must be submitted for assessment. The submitted information is to be to the satisfaction of the Responsible Authority.
24. Before a certificate of practical completion is issued, "as constructed" digital road and drainage information in AutoCAD format with all Xrefs binded into the drawings and showing any amendments during construction, must be submitted for all civil works where Council is the Responsibility Authority.

Transport for Victoria

25. Prior to the occupation of the development, all disused or redundant vehicle crossings on Belgrave Gembrook Road must be removed, and the area reinstated to kerb and channel to the satisfaction of and at no cost to the Head, Transport for Victoria.

Fire Rescue Victoria (Country Fire Authority)

26. Before the development starts, a Bushfire Management Plan must be submitted to and endorsed by the Responsible Authority. Once endorsed the plan must not be altered unless agreed to in writing by CFA and the Responsible Authority.

The plan must show the following bushfire protection measures:

- a. Defendable space

Defendable space for a distance of 50 metres around the proposed building (or to the property boundary, whichever is the lesser distance) must be provided where vegetation (and other flammable materials) will be modified and managed in accordance with the following requirements:

- i. Grass must be short cropped and maintained during the declared fire danger period.
- ii. All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.

- iii. Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.
 - iv. Plants greater than 10 centimetres in height must not be placed within 3m of a window or glass feature of the building.
 - v. Shrubs must not be located under the canopy of trees.
 - vi. Individual and clumps of shrubs must not exceed 5 sq. metres in area and must be separated by at least 5 metres.
 - vii. Trees must not overhang or touch any elements of the building.
 - viii. The canopy of trees must be separated by at least 5 metres.
 - ix. There must be a clearance of at least 2 metres between the lowest tree branches and ground level.
- b. Construction standards
- The building must be constructed to a minimum Bushfire Attack Level of 12.5 (BAL-12.5)
- c. Water supply
- 10000 litres of effective water supply for fire fighting purposes must be provided which meets the following requirements:
- i. Is stored in an above ground water tank constructed of concrete or metal.
 - ii. All fixed above-ground water pipes and fittings required for firefighting purposes must be made of corrosive resistant metal.
 - iii. Include a separate outlet for occupant use.
- The water supply must also –
- iv. Incorporate a ball or gate valve (British Standard Pipe (BSP) 65mm) and coupling (64 mm CFA 3 thread per inch male fitting).
 - v. Be located within 60 metres of the outer edge of the approved building.
 - vi. The outlet/s of the water tank must be within 4m of the accessway and be unobstructed.
 - vii. Be readily identifiable from the building or appropriate identification signage to the satisfaction of CFA must be provided.
 - viii. Any pipework and fittings must be a minimum of 65 mm (excluding the CFA coupling).
27. The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defendable space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

Attachments

1. T220285 PA - Locality Map [6.1.1.1 - 1 page]
2. T220285 PA - Development Plans [6.1.1.2 - 11 pages]
3. T220285 PA - Arborist Advice [6.1.1.3 - 11 pages]
4. CONFIDENTIAL REDACTED - T220285 PA - Objections [6.1.1.4 - 26 pages]
5. CONFIDENTIAL REDACTED - T220285 PA - Additional Submission [6.1.1.5 - 2 pages]
6. T220285 PA - Council Report [6.1.1.6 - 22 pages]

Executive Summary

APPLICATION NO.:	T220285
APPLICANT:	XWB Consulting
LAND:	L14 LP14785, 337 Belgrave-Gembrook Road, Emerald VIC 3782
PROPOSAL:	Use and Development of Land for a Medical Centre and alteration of access to a road in a Transport Zone 2.
PLANNING CONTROLS:	<p>Zone:</p> <ul style="list-style-type: none"> • Mixed Use Zone (adjacent to Transport Zone, Schedule 2) • <p>Overlays:</p> <ul style="list-style-type: none"> • Bushfire Management Overlay • Design and Development Overlay – Schedule 4 • Vegetation Protection Overlay – Schedule 3 •
NOTIFICATION & OBJECTIONS:	<p>Notice of the application was given pursuant to Section 52 of the <i>Planning an Environment Act 1987</i>.</p> <p>To date, Council has received twelve (12) objections.</p>
KEY PLANNING CONSIDERATIONS:	<p>Mixed use zone Commercial development Township character Built form outcomes Visual bulk Car parking Traffic</p>
REASON FOR MEETING	The application has received over 4 objections.
RECOMMENDATION:	Notice of Decision to Grant a Planning Permit

Background

This report relates to an application to use and develop the land at 337 Belgrave-Gembrook Road, Emerald for a multi-storey Medical Centre and alteration of access to a road in a Transport Zone 2.

It is proposed that up to thirteen (13) health practitioners will be on site at any one time, with proposed hours of:

- Monday to Friday: 8:30am to 7:00pm;
- Saturdays: 8:30am to 2:00pm; and
- Sundays: Closed.

The building is to incorporate four (4) storeys, presenting as double-storey to Belgrave-Gembrook Road.

The four floors are identified as follows:

- Lower Basement – Car Parking
- Upper Basement – Car Parking and Medical Centre
- Ground Floor (from Belgrave-Gembrook Road) – Medical Centre
- Upper Floor – Medical Centre

The application was previously considered by Council at a Town Planning Committee Meeting on 4 September 2023 where it was recommended that Council issue a Notice of Decision to Grant a Planning Permit for the application, subject to a range of conditions.

At this meeting, the Committee resolved to defer consideration of the application until the next meeting of the Town Planning Committee to allow the provision of further information on the traffic impacts of the application on Madigan Way.

The traffic impacts were further reviewed and officers did not recommend any changes to the proposed permit conditions in relation to this matter. However, concerns were raised regarding the impact on vegetation within the Madigan Way road reserve and surrounding properties as a result of the upgrade of Madigan Way (noting that a proposed condition of any permit requires the upgrade of Madigan Way adjacent to the subject site).

Due to the above, at the most recent Town Planning Committee Meeting on 2 October 2023, officers recommended that consideration of the application be deferred to allow additional time to obtain further information regarding the road upgrade and its vegetation impacts. At this meeting, Councillors resolved to:

Defer consideration of Planning Permit Application T220285 to a future Town Planning or Ordinary Council Meeting to allow for the further consideration of vegetation impacts relating to upgrades to Madigan Way.

Consideration

The applicant has submitted arboricultural advice (attached) assessing the impacts on vegetation on or adjoining Madigan Way along the approximate 60-metre length of road that would require upgrading as per the recommended conditions of any permit.

While the advice is preliminary and without the benefit of detailed construction drawings, it concludes that four trees (all within the road reserve) are likely to need to be removed for the required upgrade of Madigan Way. Of these four trees, two are exotic species and two are indigenous, with their health and condition ranging from very poor to fair. None of the trees are identified as being significant.

The submitted advice provides an understanding of the likely impact on vegetation as a result of any upgrades to Madigan Way as required by the recommended conditions of any permit.

It is important to note that the current application does not seek approval of any vegetation, including the vegetation identified as being impacted in the submitted arboricultural advice. Should a permit for this application be granted, any subsequent activities that may require a planning permit (such as vegetation removal) will need appropriate permissions before they occur. At such time, a thorough assessment and consideration can be given to these matters.

Based on the above, the recommendation continues to be that Council issue a Notice of Decision to Grant a Planning Permit, subject to the originally recommended conditions and one additional condition:

- Before the development starts, a Planning Permit must be obtained where required under the Cardinia Planning Scheme for the destruction, removal or lopping of any vegetation, including for any vegetation removal to meet the conditions of this Permit.

One submission in support of the application has been received since the previous meeting. This has been included as an attachment.

Resolution

Moved Cr Jeff Springfield, seconded Cr Stephanie Davies.

That Council issue a Notice of Decision to Grant a Planning Permit for the Use and Development of Land for a Medical Centre and alteration of access to a road in a Transport Zone 2 subject to the following conditions:

1. Before the use or development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - a. Annotation on plans as to road upgrades to Madigan Way for the length of the rear boundary of the site to the corner of Madigan Way and Ferres Road.
 - b. Remove annotations on site and floor plans regarding office/ commercial use.
 - c. The location of four (4) bicycle spaces positioned nearby an entrance way and designed in accordance with the Design Standards of Clause 52.34-6.
 - d. Internal layout of amenities including the location of a change room in accordance with Clause 52.34-5.
 - e. Annotate on the plans the reinstatement of the Gembrook – Belgrave footpath as required for the length of the sites frontage.
 - f. Provision of minimum 500mm overhang for Car Parking Bay 8, Bay 28, Bay 29 ensuring relevant accessway width remains.
 - g. Bay 25 (no clearance to disabled bays) to be removed from level 2 basement carpark, ensuring that minimum 1.2m pedestrian access maintained.
 - h. Clarification and update to Bay 24 and a 1m clearance between Bay 24 and Lift, noting this is shown on Swept Path Assessment but not basement floor plan.
 - i. Landscaping Plan in accordance with Condition 1(m).
 - j. Annotated and identifiable glazing finishes to all windows.
 - k. Amended Bushfire Plan and Plan Set to reflect required changes as per Fire Rescue Victoria Condition 24.
 - l. Screening/window treatment to the west to avoid overlooking of adjoining properties.
 - m. A landscape plan prepared by a person suitably qualified and experienced in landscape design to the satisfaction of the Responsible Authority drawn to scale showing:
 - i. A survey (including botanical names) of all existing vegetation to be retained and/or removed.
 - ii. Buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary.

- iii. Details of surface finishes of pathways and driveways.
- iv. A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
- v. Landscaping and planting within all open areas of the subject land.

General

2. The development as shown on the endorsed plan/s must not be altered without the written consent of the Responsible Authority.
3. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
4. The exterior colour and cladding of the development must not result in any adverse visual impact on the environment of the area and all external cladding and trim of the building must be of a non-reflective nature.
5. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority and used for no other purpose. Any dead, diseased or damaged plants are to be replaced.
6. Before the development is occupied or by such later date as is approved by the Responsible Authority in writing:
 - a. The landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
 - b. All proposed areas set aside on the approved plan/s for access, circulation and car parking must be constructed with concrete, asphalt or other approved hard surfacing material, drained and the parking areas delineated to the satisfaction of the Responsible Authority. Once constructed, these areas must be maintained to the satisfaction of the Responsible Authority.
 - c. A commercial/industrial standard concrete vehicle crossing/s as shown on the approved plans must be constructed to the approval and satisfaction of the Responsible Authority.
 - d. Any redundant existing vehicle crossing must be removed and the nature strip and kerb and channel reinstated at the cost of the owner and to the satisfaction of the Responsible Authority.

Hours of Operation and Use particulars

7. Hours of operation for the permitted use must not exceed:
 - a. Monday to Friday: 8.30am to 7.00pm.
 - b. Saturday: 8.30am to 2.00pm.
 - c. Sunday: Closed.
8. No more than 13 health practitioners to be located on site at any one time.

Vegetation

9. Before the development starts, a Planning Permit must be obtained where required under the Cardinia Planning Scheme for the destruction, removal or lopping of any vegetation, including for any vegetation removal to meet the conditions of this Permit.

Engineering – Site Specific

10. Before the development is occupied, Madigan Road must be designed and constructed to an urban standard to the eastern boundary of the land in accordance with engineering plans and specifications approved by the Responsible Authority. The works must comply with the

standards nominated in the Cardinia Shire Council “VPA - Engineering Design and Construction Manual”, “Development Construction Specification” and the “Water Sensitive Urban Design (WSUD) Guidelines”.

11. At least 14 days before any works start on Madigan Road, a site specific Construction Environmental Management Plan (CEMP) to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved the CEMP will be endorsed and will then form part of the permit. All works must be undertaken in accordance with the approved CEMP.

The CEMP must address all environmental risks and include:

- a. Temporary stormwater management including sedimentation control,
- b. Provision of pollution and contamination controls including noise and dust,
- c. Location of stockpiles and stockpile management,
- d. Location of site office and facilities
- e. Equipment, materials and goods management.
- f. Tree protection zones, trees to be retained and trees to be removed

Engineering – General Conditions

12. Before the development is occupied, all proposed areas set aside on the approved plan/s for access, circulation and car parking must be constructed with concrete, asphalt or other approved hard surfacing material, drained and the parking areas delineated to the satisfaction of the Responsible Authority. Once constructed, these areas must be maintained to the satisfaction of the Responsible Authority.
13. Before the development is occupied a commercial/industrial standard concrete vehicle crossing/s as shown on the approved plans must be constructed to the approval and satisfaction of the Responsible Authority.
14. Sediment control measures must be undertaken during construction to the satisfaction of the Responsible Authority to ensure that the development subject land is adequately managed in such a way that no mud, dirt, sand, soil, clay or stones are washed into or allowed to enter the stormwater drainage system.
15. Stormwater must not be discharged from the subject land other than by means of an underground pipe drain discharged to an outlet in the street or to an underground pipe drain to the satisfaction of the Responsible Authority.
16. Stormwater works must be provided on the subject land so as to prevent overflows onto adjacent properties.
17. Before the development starts, drainage plans must be submitted to and approved by the Responsible Authority. The plans must show the provision of a stormwater detention system. The stormwater detention system will become the responsibility of the property owner or body corporate to maintain to the satisfaction of the Responsible Authority.

Note: As the development has an impervious ratio greater than 35%, the developer shall engage the services of a suitably experienced Engineer to design a stormwater detention system that will reduce the intensity of the storm water discharge entering Council’s drainage system, i.e.: a detention system. The storm water detention system shall provide for the same five (5) year ARI peak discharge as that for a standard house lot with no storm water detention. A standard house lot is assumed to have a fraction impervious area of 35%. Calculations and a plan shall be submitted to Council for approval prior to construction. The storm water detention system must be constructed prior to the occupation of the proposed development.

18. Earthworks must be undertaken in a manner that minimises soil erosion. Exposed areas of soil must be stabilised to prevent soil erosion. The time for which soil remains exposed and unestablished must be minimised to the satisfaction of the Responsible Authority.
19. The slope of batters, both cut and fill, must not exceed 2:1 (horizontal: vertical) or, where this is not practicable, batters must be stabilised by other means to the satisfaction of the Responsible Authority.
- 20.
21. Prior to completion of the development, all services, including drainage and/or sewerage, servicing any existing dwelling or building on the lot(s), must be relocated (if required) to the satisfaction of the Responsible Authority.
22. Before a certificate of practical completion is issued, CCTV results for the full length of all stormwater drainage pipes where Council is the responsibility authority, must be submitted for assessment. The submitted information is to be to the satisfaction of the Responsible Authority.
23. Before a certificate of practical completion is issued, CCTV results for the full length of all stormwater drainage pipes where Council is the responsibility authority, must be submitted for assessment. The submitted information is to be to the satisfaction of the Responsible Authority.
24. Before a certificate of practical completion is issued, "as constructed" digital road and drainage information in AutoCAD format with all Xrefs binded into the drawings and showing any amendments during construction, must be submitted for all civil works where Council is the Responsibility Authority.

Transport for Victoria

24. Prior to the occupation of the development, all disused or redundant vehicle crossings on Belgrave Gembrook Road must be removed, and the area reinstated to kerb and channel to the satisfaction of and at no cost to the Head, Transport for Victoria.

Fire Rescue Victoria (Country Fire Authority)

25. Before the development starts, a Bushfire Management Plan must be submitted to and endorsed by the Responsible Authority. Once endorsed the plan must not be altered unless agreed to in writing by CFA and the Responsible Authority.

The plan must show the following bushfire protection measures:

- a. Defendable space

Defendable space for a distance of 50 metres around the proposed building (or to the property boundary, whichever is the lesser distance) must be provided where vegetation (and other flammable materials) will be modified and managed in accordance with the following requirements:

- i. Grass must be short cropped and maintained during the declared fire danger period.
- ii. All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
- iii. Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.
- iv. Plants greater than 10 centimetres in height must not be placed within 3m of a window or glass feature of the building.
- v. Shrubs must not be located under the canopy of trees.

- vi. Individual and clumps of shrubs must not exceed 5 sq. metres in area and must be separated by at least 5 metres.
 - vii. Trees must not overhang or touch any elements of the building.
 - viii. The canopy of trees must be separated by at least 5 metres.
 - ix. There must be a clearance of at least 2 metres between the lowest tree branches and ground level.
- b. Construction standards
- The building must be constructed to a minimum Bushfire Attack Level of 12.5 (BAL-12.5)
- c. Water supply
- 10000 litres of effective water supply for fire fighting purposes must be provided which meets the following requirements:
- i. Is stored in an above ground water tank constructed of concrete or metal.
 - ii. All fixed above-ground water pipes and fittings required for firefighting purposes must be made of corrosive resistant metal.
 - iii. Include a separate outlet for occupant use.
- The water supply must also –
- iv. Incorporate a ball or gate valve (British Standard Pipe (BSP) 65mm) and coupling (64 mm CFA 3 thread per inch male fitting).
 - v. Be located within 60 metres of the outer edge of the approved building.
 - vi. The outlet/s of the water tank must be within 4m of the accessway and be unobstructed.
 - vii. Be readily identifiable from the building or appropriate identification signage to the satisfaction of CFA must be provided.
 - viii. Any pipework and fittings must be a minimum of 65 mm (excluding the CFA coupling).
26. The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defendable space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

Carried

6.2 General Reports

6.2.1 Response to NoM 1083 - Enhancement of community consultation at Cardinia Shire Council

Responsible GM: Debbie Tyson
Author: Debbie Tyson

Recommendation(s)

That Council:

1. After the consideration of the People's Panel models and associated costs outlined in this report, support a review of the current Engagement Policy to improve representation from all stakeholder groups including CALD, seniors, youth, people with disabilities, LGQBTI+ to ensure they are captured in Cardinia Shire Councils engagement practices.
2. Undertake a review with the previous panel recruited for the Council Plan and Vision in consultation with panel members. This feedback should be considered as part of the formation of the review of the Engagement Policy.

Attachments

1. Creating Cardinia demographics report Sept 2023 [6.2.1.1 - 4 pages]

Executive Summary

This report responds to Notice of Motion 1083 by Councillor Davies, being:

That a report be tabled at the November 2023 Council Meeting for the enhancement of community consultation at Cardinia Shire Council, including 'People's Panel' models.

In addition to the Notice of Motion this report responds to the Engagement Strategy 2022-26 Action Plan which identifies two actions relating to a People's Panel:

1. Year 1: Investigate opportunity to implement a People's/Citizen's Panel; and
2. Year 2-4: Implement People's/Citizens Panel.

Conversations have been held with five local Councils who have implemented a People's Panel to understand the various models, use, costs and associated administration.

A review of Councils current Engagement Policy has also been undertaken to inform this report.

Background

Investigating the opportunity to implement a People's Panel is an action in the Engagement Strategy Action Plan and in line with the Notice of Motion 1083. This action from the strategy reflects:

- the identified need to engage a broader range of stakeholders which includes, but is not limited to, CALD, seniors, youth, people with disabilities, LGQBTI+ in Council decisions;
- the opportunity to ensure a People's Panel is inclusive of these stakeholders;
- the opportunity to utilise a People's Panel as a key stakeholder (in addition to other identified stakeholders) in Council's engagement to ensure broader representation of the community; and
- the opportunity to raise Council's profile and reputation for its engagement practices.

A comparison of five councils that undertake a Peoples Panel was undertaken with a range of models which differ in their approach along with associated costs for each model.

Similarities across most of the models include:

1. market research company used to recruit panel;
2. panel used for between 6-8 engagements per year;
3. facilitators used for engagement facilitation on large projects inc deliberative engagement processes (e.g. Council Plan, Asset Plan, Financial Plan);
4. incentives used for panel participants;
5. EFT allocated to manage and administer the panel;
6. recruitment of panel members has not focused on ensuring representation from specific cohorts e.g. CALD, seniors, people with disabilities etc.

The attached demographics report outlines on page 2 outlines the demographics of residents who have engaged with Council on a range of projects and initiatives through our online platform Creating Cardinia. As project officers facilitate face to face engagement with the community on their projects, the Engagement Team does not have details of demographics applicable to these face-to-face activities.

It is acknowledged that the implementation of a People's Panel will enhance engagement practices of Council by ensuring panel members represent a broad range of stakeholders and demographics that make up our community. Council's current engagement practices are underpinned by a strong Community Engagement Policy adopted by Council.

This policy already supports and encourages a range of face to face and online engagement activities having regards to available resources, level of impact and community interest in the decision and complexity of the initiative. Furthermore, Council's Project Management Framework has been amended to ensure projects consider engagement early and throughout the project lifecycle to ensure the community is engaged where appropriate.

In undertaking this review of the benefits of a People's Panel and Councils current practices, where engagement is required to our CALD and Access and Inclusion, it is recognised that strengthen the current policy will enable increase engagement to seniors, youth, people with disabilities and our LGQBTI+ community.

A recommendation of this report is to review the previous panel recruited for the Council Plan and vision in consultation with panel members. This feedback will be considered as part of the review of the current Engagement Policy.

Policy Implications

This report aligns with Councils Engagement Policy and Strategy 2022-26 Action Plan

Relevance to Council Plan

5.1 We practise responsible leadership

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

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

Climate Emergency Consideration

There are no climate emergency considerations as part of this report

Consultation/Communication

Conversations have been held with five Councils who use a range of People's Panel models. These conversations have provided information about the recruitment methods, use of the Panels, use of facilitators, incentives, participant engagement, financial impacts and EFT required to administer a Panel.

Financial and Resource Implications

The review of five existing Peoples Panels with like Councils has revealed that implementing a Peoples Panel will cost between \$130,000 to \$210,000.

The comparison undertaken shows that models differ and are not directly comparable, however the average costs associated with a Panel is \$150,000 per year excluding EFT.

In order to operate a People's Panel, commitment to additional resourcing will be required to ensure set up, maintenance, administration, training, liaising with facilitators and/or market research companies, day to day management and liaising with the panel etc. In addition, budget will be required to support the associated costs such as incentives, transport, catering, venue hire etc depending on which model and approach is considered. The Engagement Team is not currently resourced to administer and manage a People's Panel.

Conclusion

The introduction of a People's Panel would improve Council's engagement practices, ensuring a broad range of community stakeholders are represented in its decision making

However in considering Councils current engagement practices, where we continue to aspire to meet the Council Plan initiative of 'Implement the Community Engagement Policy exceeding legislative requirements' and the costs and resourcing to implement a Peoples Panel, it is recommended that a review of the current Engagement Policy is undertaken to increase engagement to seniors, youth, people with disabilities and our LGQBTI+ community to meet the intent of the Notice of Motion 1083 and the requirements of the Engagement Strategy action plan.

Resolution

Moved Cr Stephanie Davies, seconded Cr Tammy Radford.

That Council:

1. After the consideration of the People's Panel models and associated costs outlined in this report, support a review of the current Engagement Policy to improve representation from all stakeholder groups including CALD, seniors, youth, people with disabilities, LGQBTI+ to ensure they are captured in Cardinia Shire Councils engagement practices.
2. Undertake a review with the previous panel recruited for the Council Plan and Vision in consultation with panel members. This feedback should be considered as part of the formation of the review of the Engagement Policy.

Carried

6.2.2 Appointment of Community Asset Committees for Recreation Reserves

Responsible GM: Lili Rosic
Author: Cameron Miller

Recommendation(s)

That Council:

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

Cardinia Recreation Reserve

President	Chris Beard
Vice President	Bill Orr
Secretary	Liz Bergmeier
Treasurer	John Adlam
Committee Member	Luke Turner
Committee Member	David Young
Committee Member	Ryley Watts
Committee Member	Kobe Boswell

Lang Lang Community Recreation Reserve

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

Attachments

Nil

Executive Summary

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

Background

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

- Twelve (12) of the reserves managed by Council appointed Community Asset Committees,
- Three (3) are Department of Environment, Land, Water and Planning (DELWP) owned with Council appointed as Committee of Management under the Crown Land Reserves Act and managed by Council appointed Community Asset Committees,

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

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

- Cardinia Recreation Reserve

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

- Lang Lang Community Recreation Reserve
- Rebecca Turner replacing Carolyn Wainwright as Treasurer.

Resignation by Carolyn Wainwright as Treasurer was submitted in writing to the committee. The committee accepted and recorded the resignation in the minutes of the 24 April 2023 general meeting. The committee elected another member in Rebecca Turner to fill the Treasurer position at the 24 July 2023 general meeting.

Cardinia Shire Council has a huge network of volunteers who selflessly give their time, expertise, and energy to provide and develop community resources. A large part of this network is involved with managing community recreation reserves across our shire. Council values the important role that community asset committees have in improvement and ongoing management of Council's facilities. Council is committed to ensuring that these assets are maintained to a high standard by working in partnership with Community Asset Committees.

Council conducts routine maintenance and provides Recreation Reserve Community Asset Committees with maintenance allocations, workshops to up skill volunteers and access to leadership courses. To further support committees with their work, Council has recently launched the Community Asset Committee portal, as a place for committee members to access important resources, information, and dates.

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

Policy Implications

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

Relevance to Council Plan

1.5 Our People - Variety of recreation and leisure opportunities

1.5.1 Provide active and passive recreation facilities to meet the needs of residents.

1.5.2 Increase opportunities for residents to participate in a range of sport, recreation and leisure activities.

5.2 Our Governance - Open governance

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

Climate Emergency Consideration

N/A

Consultation/Communication

Notifications of Annual General Meetings for Community Asset Committees for Recreation Reserves are advertised through local media and internally to all user groups of that reserve.

Financial and Resource Implications

N/A

Conclusion

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

Resolution

Moved Cr Kaye Cameron, seconded Cr Graeme Moore.

That Council:

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

Cardinia Recreation Reserve

President	Chris Beard
Vice President	Bill Orr
Secretary	Liz Bergmeier
Treasurer	John Adlam
Committee Member	Luke Turner
Committee Member	David Young
Committee Member	Ryley Watts
Committee Member	Kobe Boswell

Lang Lang Community Recreation Reserve

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

Carried

6.2.3 Appointment of committee members to Lilypond House Community Centre Community Asset Committee

Responsible GM: Lili Rosic
Author: Helena Moloney

Recommendation(s)

That Council

1. Make the following appointments to the Lilypond House Community Centre Community Asset Committee under Section 65 of the Local Government Act (2020):
 - Peter Frenken President
 - Jayde Frenken Secretary
 - Jim Stone Treasurer
 - Kelly Parry Bookings Officer
 - Karyn Frenken General committee
 - Kathy Bartlett General committee
 - Cliff Bartlett General committee
2. Thank the outgoing members of the committee for their service to the community.

Attachments

Nil

Executive Summary

This report seeks a Council resolution to appoint membership to the Lilypond House Community Centre Community Asset Committee following a public meeting conducted by a Council officer.

Background

Members of Community Asset Committees require appointment by Council resolution in accordance with Section 65 of the Local Government Act.

At a public meeting held Tuesday 17 October 2023, the members detailed above were elected to be appointed by Council to the Lilypond House Community Centre Community Asset Committee for the current term as specified in the Instrument of Delegation (2 years).

Council is very grateful to all committee members of halls for the time and energy they dedicate to their important roles.

Policy Implications

Nil

Relevance to Council Plan

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

1.1.3 Lead by example in creating an inclusive and welcoming community for all by facilitating community education, capacity building, connection and celebration of our diversity.

2.1 We support the creation of liveable spaces and places

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

Climate Emergency Consideration

Nil

Consultation/Communication

Nil

Financial and Resource Implications

Nil

Conclusion

Following a public meeting election process and in accordance with the Local Government Act 2020, it is recommended that Council resolve to appoint the nominated new members to the Lilypond House Community Centre Community Asset Committee.

Resolution

Moved Cr Stephanie Davies, seconded Cr Collin Ross.

That Council

1. Make the following appointments to the Lilypond House Community Centre Community Asset Committee under Section 65 of the Local Government Act (2020):
 - Peter Frenken President
 - Jayde Frenken Secretary
 - Jim Stone Treasurer
 - Kelly Parry Bookings Officer
 - Karyn Frenken General committee
 - Kathy Bartlett General committee
 - Cliff Bartlett General committee

2. Thank the outgoing members of the committee for their service to the community.

Carried

Construction of Thewlis Road Integrated Child and Family Centre

Responsible GM: Debbie Tyson
Author: Aanchal Meshram

Recommendation(s)

That Council:

1. Award the contract for RFT 000006 Construction of Thewlis Road Integrated Child and Family Centre to Melbcon Pty Ltd for \$7,632,475.24 excluding GST, and
2. Approve the use of the contingency items as detailed in the confidential attachment for the delivery of this contract.

Attachments

CONFIDENTIAL – Confidential Memorandum – Circulated to Councillors only.

Executive Summary

This report provides the recommendation for the appointment of a Commercial Builder to undertake the works prescribed within RFT000006 Construction of Thewlis Road Integrated Child and Family Centre.

The facility has been designed to meet the project scope of works, applicable Australian Standards, Building Codes and considers Cardinia Shire Council Enhanced Standards.

The tender evaluation was conducted followed by interviews with the tenders, reference checks and financial assessment.

Melbcon Pty Ltd demonstrated a clear understanding of the project within their tender submission.

The Tender submitted by Melbcon Pty Ltd complies with the Tender Conditions and their submission represents a best value outcome.

Background

Thewlis Road Integrated Child and Family Centre is positioned in the heart of a community and education precinct. The project scope includes the construction of the building, landscaping and carparking requirements of the new integrated Child and Family Centre including:

- Three licenced kindergarten rooms that includes kitchenette, children's amenities, storerooms and outdoor play spaces.
- Multipurpose community room including kitchen, amenities and outdoor community yard.
- Three consulting rooms.
- Shared waiting space and break out area with privacy space and nook
- Staff planning office and interconnected meeting room area with an outdoor courtyard.
- Public amenities including accessible toilet and family changeroom.
- Landscaping and Carpark works.

The public tender process for the engagement of a suitable Commercial Builder opened for submissions on Saturday, 29 July 2023 and closed on Tuesday, 12 September 2023. Seven conforming Tender submissions were received.

The tender submissions were evaluated based on the evaluation criteria. The panel conducted the assessment on 25 September 2023. The panel scored their assessments against the weighted evaluation criteria, which include, Capability and Capacity, Relevant Experience and Performance, Project Program, Quality System, Methodology and program.

The Tender submissions were also assessed against non-weighted criteria to ensure the viability of the conforming submissions. These criteria included Financial Viability, Insurances, Conditions of Contract, Conflict of Interest, and OHS.

Following this, the Tender Evaluation Panel shortlisted three preferred tenderers and conducted the interviews and reference checks.

A rigorous evaluation of the submitted Tenders was undertaken by the Tender Evaluation Panel, with the tender provided by Melbcon Pty Ltd considered to offer a best value for money outcome, as such, their tender submission was concluded to be the preferred submission.

Policy Implications

The delivery of this project aligns with other Council strategies, policies, and plans, such as:

- Child, Youth and Family Strategy 2017-2021
- Liveable Health Plan 2017-2021
- Access Design Policy and Guidelines
- Cardinia Shire Integrated Child and Family Build Plan
- Cardinia Shire Council's Building Maintenance Policy
- Cardinia Shire Council's B&F Framework

Relevance to Council Plan

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

1.1.1 Plan for, and support the delivery of, accessible health and social services that address critical gaps in provision.

1.1.3 Lead by example in creating an inclusive and welcoming community for all by facilitating community education, capacity building, connection and celebration of our diversity.

2.1 We support the creation of liveable spaces and places

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

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

5.1 We practise responsible leadership

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

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

Climate Emergency Consideration

To attain an Environmentally Sustainable Design outcome, the building design has included internal Council requirements.

Consideration and implementation have been made to the following items:

- Energy and Carbon emissions components: locate hot water appliances close together and near the hot water system.
- A central recirculating system is specified, no gas appliances are utilised in this project.
- HVAC components: VRV based system has been specified, to provide the ability to use more outside air.
- Indoor Environment components: good levels of natural light to most of the occupied area.
- Other components: LED Lighting, sustainable materials selection etc.

Consultation/Communication

Consultation and engagement with various stakeholders including funding departments and Council Officers has occurred throughout all phases of the planning and design processes for this project.

The design of the facility was informed through various workshops undertaken with the internal stakeholders.

Financial and Resource Implications

The overall budget allocation for this project is \$11,316,350.00.

Funding Sources:

Organisation	Amount
Victorian Government Building Blocks Capacity Grant	\$9,000,000.00
DCP	\$2,316,350.00
Total	\$11,316,350.00

An Independent Financial Scorecard for Melbcon Pty Ltd was obtained returning an acceptable rating.

The final tender price falls within the Council's budget allocation for this project.

Conclusion

It is recommended that Council

3. Award the contract for RFT 000006 Construction of Thewlis Road Integrated Child and Family Centre to Melbcon Pty Ltd for \$7,632,475.24 excluding GST.
4. Approve the use of the contingency items as detailed in the confidential attachment for the delivery of this contract.

Resolution

Moved Cr Stephanie Davies, seconded Cr Jeff Springfield.

That Council:

1. Award the contract for RFT 000006 Construction of Thewlis Road Integrated Child and Family Centre to Melbcon Pty Ltd for \$7,632,475.24 excluding GST, and
2. Approve the use of the contingency items as detailed in the confidential attachment for the delivery of this contract.

Carried

6.2.5 Contract RFT 000017 - Road Resealing on Various Roads 2023- 24

Responsible GM: Peter Benazic
Author: Buddhika Wilwara Achchige

Recommendation(s)

That Council:

1. Award the tender submitted by Primal Surfacing Pty Ltd to undertake the works associated with Contract RFT 000017 – Road Resealing of Various Roads within the Cardinia Shire Council be accepted for the contract sum of \$1,146,164.18 (excl. GST);
2. Advise the remaining tenderers accordingly.

Attachments

1. Confidential Memorandum - Contract RFT000017 [6.2.5.1 - 3 pages]

Executive Summary

This report provides consideration for the appointment of a contractor to undertake the road resurfacing of various roads within Cardinia Shire (Contract RFT 000017).

The proposed works covered under Contract RFT 000017 include resealing 48 various rural and urban road segments throughout the shire.

Tenders were advertised on 10 August 2023 and closed 05 September 2023 of which, tenders were received from five tenderers.

The tender submitted by Primal Surfacing Pty Ltd provides the best value for money and is the most advantageous for Council. It is therefore recommended that Contract RFT 000017 for the resealing of various roads within Cardinia Shire be awarded accordingly.

Background

Existing sealed roads requiring resurfacing were identified based on Councils' Asset Management System which is based on the age and condition of the existing seals, road classification and traffic volumes.

The proposed works covered under Contract RFT 000017 include resealing of approximately 48 various rural and urban road segments throughout the Shire.

Tenders were advertised on 10 August 2023 and closed 05 September 2023. A total of five tenders were received.

Tenders were evaluated against the stipulated criteria of Pricing and Value for Money, Compliance with Council Specifications, Capability and Capacity, Experience and Past Performance, Quality Systems, Project Plan, OHS, Financial Viability, Risk and Insurance and Environmental Commitments.

Following an evaluation based on the above criteria, Primal Surfacing Pty Ltd was found to provide the best value for money and it is therefore recommended that the tender submitted by Primal Surfacing Pty Ltd for \$ 1,146,164.18 (Excl. GST) be accepted.

Policy Implications

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

Relevance to Council Plan

2.1 We support the creation of liveable spaces and places

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

Climate Emergency Consideration

Nil

Consultation/Communication

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

Financial and Resource Implications

Funding for works on these roads is available under the 2023-2024 Capital Works Program for Asset Renewal and Upgrade.

The total cost for the resealing of 48 various rural and urban road segments is \$1,732,482.17 (Excl. GST). There are sufficient funds available in the Capital Works program to award these works.

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

Conclusion

It is recommended that the tender submitted by Primal Surfacing Pty Ltd for \$1,146,164.18 (excl. GST) be accepted.

Resolution

Moved Cr Jeff Springfield, seconded Cr Stephanie Davies.

That Council:

1. Award the tender submitted by Primal Surfacing Pty Ltd to undertake the works associated with Contract RFT 000017 – Road Resealing of Various Roads within the Cardinia Shire Council be accepted for the contract sum of \$1,146,164.18 (excl. GST);
2. Advise the remaining tenderers accordingly.

Carried

6.2.6 Contract 23-0015 - Provision of Open Space Mowing and Horticultural Maintenance Service 2024-2027

Responsible GM: Peter Benazic
Author: Ana Caicedo

Recommendation(s)

That Council:

1. Enter a three-year contract with **Skyline Landscape Services Pty Ltd**, for the provision of Open Space and Horticultural maintenance services in **Zone 1 (North)**, with the option to extend the agreement for two further periods of up to three years each.
2. Enter a three-year contract with **UDLM Pty Ltd**, for the provision of Open Space and Horticultural maintenance services in **Zone 2 (South) and Zone 4 (Central)**, with the option to extend the agreement for two further periods of up to three years each.
3. Enter a three-year contract with **Antler Environmental**, for the provision of Open Space and Horticultural maintenance services in **Zone 3 (Eastern Central) and Zone 4 (Western Central)**, with the option to extend the agreement for two further periods of up to three years each.
4. Notes that an additional cost of \$715,000 will be incurred this financial year to continue the provision of mowing and horticultural maintenance services.

Attachments

1. Tender Evaluation Report [6.2.6.1 - 26 pages]

Executive Summary

This report outlines the tender process for selecting preferred suppliers for mowing and horticultural services in Cardinia. The current open space maintenance contract with Citywide, set to expire in March 2024, prompted a redesign of the contract model. The new contract covers litter clearing, mowing, and garden maintenance for an initial three-year period, with potential extensions. Eleven submissions were received, with one deemed non-compliant.

The evaluation process involved independent scoring, panel discussions, and interviews with top-ranked tenderers. An external probity advisor was present throughout to ensure transparency and fairness. Based on evaluations, Skyline Landscape Services, UDLM Pty Ltd, and Antler Environmental are recommended for specific zones.

Financially, the new contract model anticipates increased costs for service delivery. Despite allowing tenderers to propose discounts for multiple zones, no savings were identified. The total cost for the first year is \$6,342,775.04.

Background

In 2020, Council entered an open space maintenance contract with Citywide, which is scheduled to expire on March 2nd, 2024.

The current open space maintenance contract model was redesigned, and a decision was made to award separate contracts to manage different portions of the service. This report relates to the tender process undertaken to select preferred suppliers of the mowing and horticultural services.

The contract includes the clearing of litter, mowing, garden and shrub maintenance throughout the municipality for a three-year initial period, commencing 4th March 2024 together with Council's option to extend the contract for two further periods of up to three years each.

For this tender, Cardinia was geographically split into five zones and tenderers were able to submit for one or more zones of their choosing, but it was a requirement that they must apply for Zone 1 (North) and/or Zone 2 (South) as part of their submission. 11 submissions were received, including one non-compliant.

Tender Process

All compliant tenders were assessed and scored by each panel member independently using a set criteria, with two subsequent meetings held to discuss submissions and determine consensus scores for each tenderer. An independent external probity advisor (see Policy Implications section) was present for these meetings.

Further clarifications were sought from the Tenderers and the top ranking six tenderers. The external probity advisors were again present (via teams) during these meetings. After each interview, the evaluation panel discussed the presentations and rescored evaluation criteria where necessary.

A final panel meeting was held to discuss value for money and allocate zones to each preferred Tenderer.

Recommended Tenderers

The evaluation panel is confident in these Companies abilities to complete the contract work successfully:

Tenderer	Recommended Zone(s) for Contract Award
Skyline Landscape Services Pty Ltd	Zone 1 (North)
UDLM Pty Ltd	Zone 2 (South) and Zone 4 (Central)
Antler Environmental	Zone 3 (Eastern Central) and Zone 5 (Western Central)

Policy Implications

Council's Procurement Policy states that where the proposed Total Contract Sum exceeds \$10 million over the life of the contract, a probity advisor should be appointed. After a separate competitive quotation process, Pitcher Partners was appointed as probity advisors to oversee this Tender.

Relevance to Council Plan

2.1 We support the creation of liveable spaces and places

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

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

3.1.1 Partner with community, business and industry to take action on, and adapt to, climate change.

5.1 We practise responsible leadership

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

Climate Emergency Consideration

Nil

Consultation/Communication

Nil

Financial and Resource Implications

Preparing for an increase in costs for the delivery of the service, the decision to simplify service standards and establish a contract model for payment based on works completed was made prior to the tender being released to the market.

The tendering process allowed officers to establish market costs to service each one of the areas across Council. It is clear that without substantial reductions to the standard, area, or frequency of service, the cost of providing the maintenance of the Shire's open spaces will increase.

The Tender documentation allowed the Tenderers to nominate discounts in the event they were awarded multiple zones. The combination of zones allocated to the proposed recommendations did not furnish any savings in this instance.

The total cost for these service comes to \$6,342,775.04 excluding GST for the first year of this service. This results in an additional and over-budget expense of approximately \$715,000 for this financial year.

Conclusion

The tender process successfully identified preferred suppliers for open space maintenance services in Cardinia. The selection of Skyline Landscape Services, UDLM Pty Ltd, and Antler Environmental is based on rigorous evaluation and ensures capabilities for successful contract fulfillment. The decision to redesign the contract model anticipates increased costs, and although efforts were made to identify potential savings through zone allocation, no reductions were realised.

Resolution

Moved Cr Brett Owen, seconded Cr Kaye Cameron.

That Council:

1. Enter a three-year contract with **Skyline Landscape Services Pty Ltd**, for the provision of Open Space and Horticultural maintenance services in **Zone 1 (North)**, with the option to extend the agreement for two further periods of up to three years each.
2. Enter a three-year contract with **UDLM Pty Ltd**, for the provision of Open Space and Horticultural maintenance services in **Zone 2 (South) and Zone 4 (Central)**, with the option to extend the agreement for two further periods of up to three years each.
3. Enter a three-year contract with **Antler Environmental**, for the provision of Open Space and Horticultural maintenance services in **Zone 3 (Eastern Central) and Zone 4 (Western Central)**, with the option to extend the agreement for two further periods of up to three years each.
4. Notes that an additional cost of \$715,000 will be incurred this financial year to continue the provision of mowing and horticultural maintenance services.

Carried

6.2.7 Tender Award CT000509 Recruitment Services

Responsible GM: Wayne Mack
Author: Fran Miller

Recommendation(s)

That Council award contract CT000509 for the provision of Recruitment Services as defined by MAV Procurement for three years, plus two optional extensions, with a final expiration date of 31 August 2030.

Attachments

1. CT000509 Recruitment Services Confidential Attachment (1) [6.2.7.1 - 3 pages]

Executive Summary

Council utilise collaborative arrangements undertaken by MAV Procurement from time to time. Council wish to utilise the MAV Procurement Recruitment Services panel contract for permanent, fixed term, temporary and other recruitment services as outlined by MAV. These services will be ad hoc in nature according to business needs during the contract.

Background

Council use recruitment services intermittently according to business needs. MAV Procurement ran a tender process in March 2023, and now provide a large panel contract available for councils to utilise. By using this contract council will deliver value for money by combining spend through all Victorian councils, maximise discounted pricing on the combined participating councils whilst balancing the individual needs of each council to deliver the complex range of services.

Services covered by this contract include the following activities:

- Permanent and fixed term recruitment services
- Temporary recruitment services
- Recruitment neutral vendor managed services
- Other recruitment services including but not limited to
 - Psychometric profiling & assessment
 - Apprenticeships
 - Credentialing including checking visa's, referees, driver's licences, professional associations, criminal checks, working with children's checks and medical screening etc

Policy Implications

Procurement Policy

Relevance to Council Plan

5.1 We practise responsible leadership

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

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.

Financial and Resource Implications

All recruitment costs are appropriately budgeted during each year's budget process. Council intend to utilise this panel contract on an ad hoc basis and within normal budget constraints.

Conclusion

It is recommended that Council award contract CT000509 for the provision of Recruitment Services as defined by MAV Procurement for three years, plus two optional extensions, with a final expiration date of 31 August 2030.

Resolution

Moved Cr Stephanie Davies, seconded Cr Tammy Radford.

That Council award contract CT000509 for the provision of Recruitment Services as defined by MAV Procurement for three years, plus two optional extensions, with a final expiration date of 31 August 2030.

Carried

6.2.8 CT 23-000018 Provision of Turf Mowing and Associated Works for Sports Playing Surfaces 2024-2027

Responsible GM: Peter Benazic
Author: Ana Caicedo

Recommendation(s)

That Council Enter a three-year contract with Citywide for the provision of turf mowing and associated works for sports playing surfaces, with the option to extend the agreement for two further periods of up to three years each.

Attachments

1. Tender Evaluation Report [6.2.8.1 - 8 pages]

Executive Summary

This report outlines the tender process for selecting a preferred supplier for turf mowing and associated works for sports fields in Cardinia. The current open space maintenance contract with Citywide is set to expire in March 2024, prompting a redesign of the contract model to award separate contracts for different aspects of the service. The contract encompasses turf maintenance, irrigation systems, rubbish removal, and litter clearing for an initial three-year period, with possible extensions.

Six conforming submissions were received and evaluated independently by the panel members. The top two tenderers were invited for interviews, after which the evaluation panel determined that re-scoring was unnecessary. Citywide Service Solutions, the incumbent provider, demonstrated a strong understanding of the requirements and resources needed for the job. The panel confidently recommends them based on their proven performance and submitted content.

Background

In 2020, Council entered an open space maintenance contract with Citywide, which is scheduled to expire on March 2nd, 2024.

The current open space maintenance contract model was redesigned, and a decision was made to award separate contracts to manage different portions of the service. This report relates to the tender process undertaken to select preferred suppliers of the turf mowing and associated works for sports fields.

The contract includes the maintenance of turf in playing surfaces, irrigation systems, removal of dumped rubbish and the clearing of litter and sharps for a three-year initial period, commencing 4th March 2024 together with Council's option to extend the contract for two further periods of up to three years each.

Six submissions, that were all conforming, were received.

Tender Process

All tenders were assessed and scored by each panel member independently using a set criteria, with a subsequent meeting held to discuss submissions and determine consensus scores for each tenderer.

A shortlist was agreed upon by the evaluation panel, and the top ranking two tenderers were invited for interviews and to provide some clarification on their submissions. After each interview, the evaluation panel discussed the presentations and agreed that re-scoring evaluation criteria was not necessary.

Recommended Tenderer

Citywide Service Solutions, who are the incumbent provider for the maintenance and servicing of the playing surfaces across the Shire, have provided a satisfactory service under their current contract. They have a good understanding of the requirements and resources required for these works and have kept the maintained grounds in good condition. The evaluation panel agreed that Citywide Service Solutions Pty Ltd would be able to successfully complete the new contract works in the same manner, drawing on their past performance and the content of their submission.

Policy Implications

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

Relevance to Council Plan

2.1 We support the creation of liveable spaces and places

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

5.1 We practise responsible leadership

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

Climate Emergency Consideration

Nil

Consultation/Communication

Nil

Financial and Resource Implications

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

Conclusion

The tender process for turf mowing and associated sports field works in Cardinia has returned a clear outcome. Citywide Service Solutions is the preferred tenderer, benefiting from their successful track record as the current provider. Their demonstrated expertise and understanding of the requirements position them well for continuing with the maintenance of our playing surfaces. Their pricing aligns with budgetary expectations.

Resolution

Moved Cr Stephanie Davies, seconded Cr Tammy Radford.

That Council Enter a three-year contract with Citywide for the provision of turf mowing and associated works for sports playing surfaces, with the option to extend the agreement for two further periods of up to three years each.

Carried

6.2.9 Pakenham Revitalisation Project - Public Realm Strategy

Responsible GM: Peter Benazic
Author: {Kylie Traeger}

Recommendation(s)

That Council endorses the Public Realm Strategy to support the implementation of the long-term plan to revitalise Pakenham.

Attachments

1. Pakenham Public Realm Strategy [6.2.9.1 - 30 pages]

Executive Summary

The Pakenham Revitalisation Project is a Council priority project – a long term plan to deliver a vibrant and prosperous Pakenham for all people, one stage at a time. This report seeks approval of the Public Realm Strategy, the overarching strategy and direction to achieve Council’s long term plan. Figure 1 illustrates the staged plan.

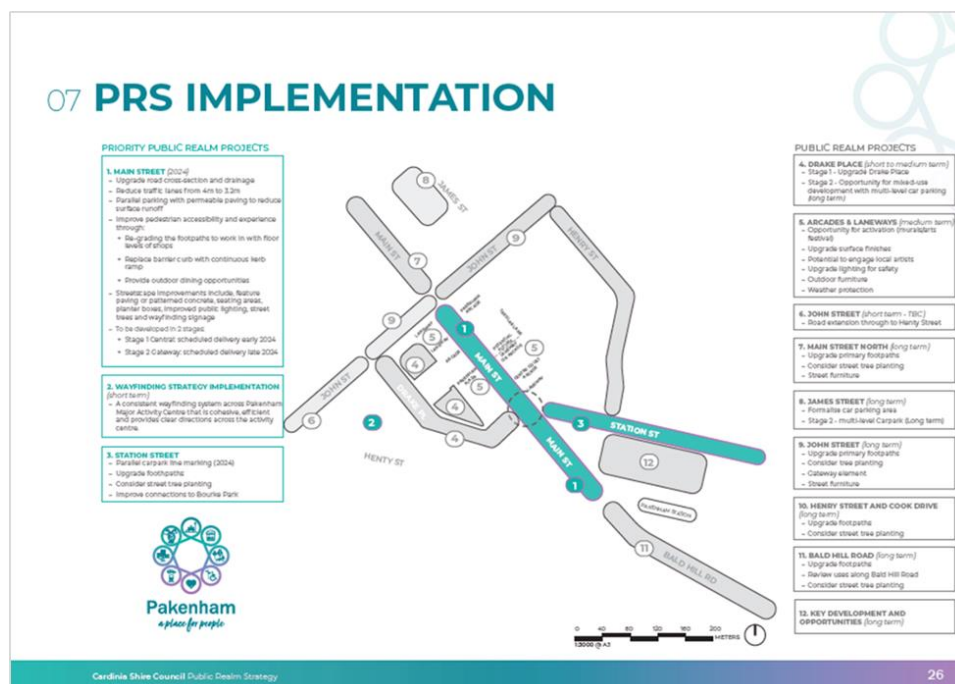


Figure 1 – Strategic context for the Pakenham Revitalisation Project

The Plan contains twelve stages to revitalise Pakenham, together with the community to bring in more visitors to give the businesses the boost they need.

The project involves 12 stages in total, and will begin with the first stage

- Main Street Central – to be delivered in early 2024
- Main Street Gateway – to be delivered in late 2024

The improvements aim to improve Main Street to make it more people focused, vibrant, safe and accessible for all people.

- Upgrade road cross-section and drainage
- Reduce traffic lanes from 4m to 3.2m
- Parallel parking with permeable paving to reduce surface runoff

Improve pedestrian accessibility and experience through

- Regrading the footpaths to work in with floor levels of shops
- Replace barrier curb with continuous kerb ramp

Stage 1 is funded by \$1M Growing Suburbs Funding from the Victorian Government, combined with Council’s capital works contribution of \$1.4M.

Community consultation was undertaken in August 2023 to test elements of the Public Realm Strategy, with close to 500 people providing their feedback online, at one of the five pop up events or workshops. The key themes the community were focused on

- A safe place with better lighting
- Accessible footpaths and entrances to shops
- Active with more restaurants and entertainment during the day and night
- An attractive place, featuring greening to attract people to visit and spend time

A summary report has been published on Creating Cardinia and key stakeholders have been notified.

Council is currently managing the detailed design phase of the project, with the tender and evaluation process to follow, anticipated to be presented to Council in February 2024.

Background

Council’s vision for the Pakenham Major Activity Centre is aligned and guided by the hierarchy of documents shown below in Figure 2.

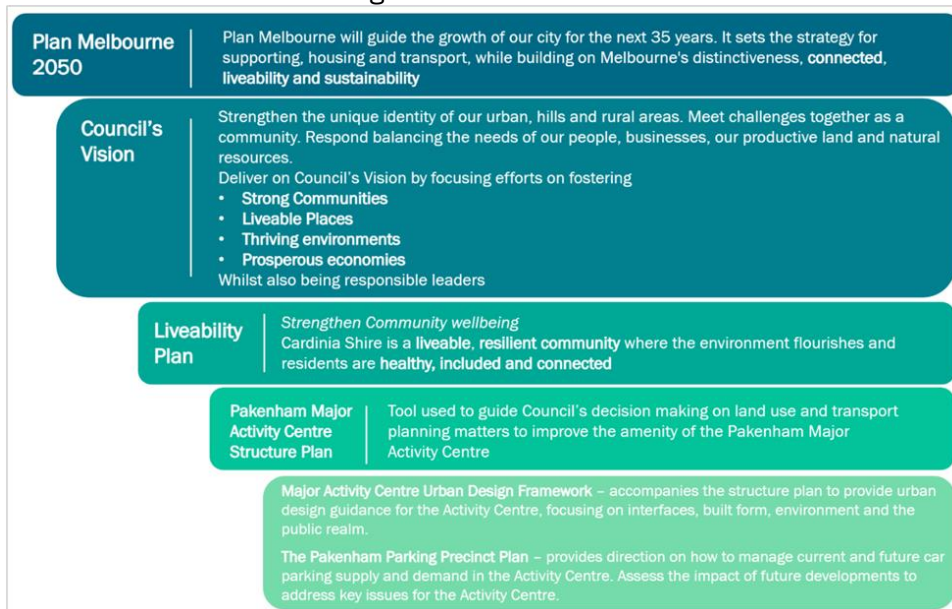


Figure 2 – Strategic context for the Pakenham Revitalisation Project

To achieve this vision, the Pakenham Revitalisation Project is delivering the following:

- **Public Realm Strategy** to improve the road and pedestrian network
- **Wayfinding Strategy** to provide a cohesive and consistent wayfinding system for all abilities
- **A Community Activation** program of activities that suit community demographics
- **Economic Activation** program to attract investment and drive job growth and economic opportunities within the activity centre.

- Amendment C228 was on public exhibition from 24 October 2019 to 6 December 2019.
- Submissions were considered at the Council meeting on 17 February 2020. Council resolved to refer the submissions to an independent Planning Panel.
- A Planning Panel hearing was held on 4 May 2020.
- The Amendment C228 Panel Report was finalised on 23 June 2020.
- Council resolved to adopt Amendment C228 at the Council meeting on 15 February 2021.
- Cardinia Planning Scheme Amendment C228 was gazetted in September 2021

Planning History

Cardinia Planning Scheme Amendment C228 sought to apply the Activity Centre Zone to the Pakenham Major Activity Centre and include both the Pakenham Major Activity Centre Structure Plan and the Urban Design Framework as reference documents in the Cardinia Planning Scheme.

Cardinia Planning Scheme – Activity Centre Zone

Schedule 1 to Clause 37.08 of the Cardinia Planning Scheme (Activity Centre Zone) includes objectives to be achieved for both transport and movement and the public realm. The transport and movement objectives include:

- Ensuring safe and convenient vehicle, pedestrian and cycle networks that facilitate movement through and to the activity centre.
- Encouraging active transport on streets, within car parking areas and arcades, in open space and along the creek network.
- Providing a clear, efficient and logical vehicle network and ensure access to convenient and safe car parking in the activity centre.

The public realm objectives include:

- Ensuring a network of attractive, safe and accessible streets that cater for and enhance the different activities and land uses within the activity centre.
- Promoting human scale and pedestrian focused streets to encourage a vibrant and lively public realm in the retail core, including evening activities.
- Facilitating activation of Precinct 1 streets (including Main Street) in the evening by encouraging outdoor dining areas and active uses throughout the precinct.

These objectives have informed both the Draft Public Realm Strategy and the concept plans for the first stage of works within the Pakenham Revitalisation Project.

Policy Implications

This work sits within Cardinia Shire key documents of:
Local Government Act in undertaking community engagement
Council Plan – commitment to our community
Liveability Plan
Pakenham Major Activity Centre Structure Plan
Pakenham Major Activity Centre Urban Design Framework
Pakenham Parking Precinct Plan
Procurement Policy
Engagement Policy
Community Safety Policy
Access and Inclusion Plan
Ageing Well Strategy

Relevance to Council Plan

The Pakenham Revitalisation Project is a Council initiative within the 2021-25 Council Plan, listed below and links to the community vision and priorities.

- Design Pakenham town centre streetscape
- Commence Pakenham town centre streetscape upgrades
- Progress Pakenham town centre streetscape upgrades
- Complete Pakenham town centre streetscape upgrades
-
-

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

1.1.3 Lead by example in creating an inclusive and welcoming community for all by facilitating community education, capacity building, connection and celebration of our diversity.

1.1.4 Facilitate a partnership approach to create safer communities.

2.1 We support the creation of liveable spaces and places

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

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

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

Text - Refer to Reference Document

Consultation/Communication

Community consultation was undertaken in August 2023 to test the elements of the Public Realm Strategy, with the following focused areas

- What should the project brand be
- Ways to strengthen the walkability of Main Street through activation
- Ways to support safety and movement around Pakenham
- Testing specific elements of the draft Public Realm Strategy, the look and feel
- Ideas to create community activation, social connection, community culture and civic pride
- Ideas to strengthen the local economy and industry

500 people provided their feedback online, at one of the five pop up events or workshops. The key themes the community were focused on

- A safe place with better lighting
- Accessible footpaths and entrances to shops
- Active with more restaurants and entertainment during the day and night
- An attractive place, featuring greening to attract people to visit and spend time

A summary report has been published on Creating Cardinia and shared with key stakeholders.

Financial and Resource Implications

Stage 1 involves the design and development of the streetscape in Main Street Central in the current 23/24 financial year – scheduled to commence by March 2024. A 1M has been granted under a Growing Suburbs Funding Agreement with the Victorian Government, combined with Council's contribution of \$1.4M to deliver Main Street Central.

Main Street Gateway has been tendered and designed at the same time for project and financial efficiency, however the area is not accessible until after the Level Crossing Removal Project has completed their works to the roundabout at Main, Baldhill and Henty Streets, anticipated in late 2024, in the 24/25 financial year. A separate budget exists for this stage and incorporates funding from the Level Crossing Removal Project from an asset maintenance Agreement.

The long-term project has 12 stages in total, stages 2 – 12 are unfunded at this stage.

Advocacy is actively sought at every opportunity across all levels of government to achieve additional funding for the future stages of Pakenham Revitalisation.

Conclusion

Pakenham is going through a major transition as it moves from a suburb on the fringe of metropolitan Melbourne servicing residents and commuters, to a Major Activity Centre that will be a destination for thousands of new residents and workers travelling to, or from the area. Pakenham Activity Centre is projected to service 24,756 additional people by 2041, this does not include people who will travel to Pakenham in the future to visit and spend time.

The Public Realm Strategy will guide the growth and development alongside the community to ensure Pakenham becomes an attractive and safe destination, accessible for all people featuring entertainment and community events, one stage at a time.

Resolution

That Council endorses the Public Realm Strategy to support the implementation of the long-term plan to revitalise Pakenham.

Alternate Resolution

Moved Cr Jeff Springfield, seconded Cr Carol Ryan.

That Council:

1. endorses the public realm strategy to support the implementation of the long-term plan to revitalise Pakenham.
2. provides further consideration towards the potential of a one-way traffic flow scenario for Main St Pakenham.
3. undertakes further assessment of the viability of a one-way traffic flow scenario that may potentially be implemented during future phases of this strategy.
4. commences engagement with the community and local traders to inform them of the Pakenham Revitalisation Project and the impacts for the delivery of Phase 1 of the project.

Carried

6.3 Policy Reports

6.4 Financial Reports

6.4.1 Quarterly Financial Report 2023/24 - Q1 September 2023

Responsible GM: Wayne Mack
Author: Tess Dowthwaite

Recommendation(s)

That Council

- Receives and notes the quarterly financial report for the period 1 July 2023 to 30 September 2023.
- Notes that the Chief Executive Officer, as required under Section 97(3) of the *Local Government Act 2020*, is of the opinion a revised budget is not required.

Attachments

1. Quarterly Financial Report - Q 1 September 2023 [6.4.1.1 - 16 pages]

Executive Summary

This report summarises Council's financial performance for the three months ended 30 September 2023.

Background

The report is broken into several parts highlighting various components of Council's financial performance and position and includes the following financial statements:

- Income Statement;
- Balance Sheet;
- Cash Flow Statement;
- VAGO financial sustainability indicators;
- Capital Works Report.

Policy Implications

Nil.

Relevance to Council Plan

5.1 We practise responsible leadership

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

Climate Emergency Consideration

Nil.

Consultation/Communication

Finance Business Partners work together with Business Unit Managers to inform year-to-date results and full year forecasts for Operating and Capital Works budgets. Outcomes of these discussions provide input to the Financial Performance and Capital Works reports for further review with the relevant General Managers and Governance Working Groups. These reports are subsequently presented to the Senior Leadership Team, the Audit and Risk Committee, and Council.

Financial and Resource Implications

The analysis undertaken as part of the Financial Performance and Capital Works reports is based on the differences between the 2023-24 budget adopted in June 2023, and actual and forecast results as at 30 September 2023.

Year-to-date result of \$63M surplus is \$28.6m favourable to budget. The favourable variances contributing to this result are largely due to the timing of when income and expenditure has been recognised compared to the timing of when these transactions were phasaed in the adopted budget. The major contributing variances are found in grant income and materials and services payments.

Year-end forecast result of \$114.0m is \$13.8m more than the full year adopted budget of \$100.2m. This favourable variance is largely due to the net impact of the following:

- Depreciation Expense \$6.2m less than budget due to the favourable results of the road revaluation and building compositisation completed in 2022/23;
- Interest Income \$3.5m higher than budget due to increasing market interest rates;
- Employee costs and Materials and Services \$3.7m higher than budget due to higher contract costs experienced in the market; and
- Grant Revenue \$7.6m higher than budget due to securing \$2.6m in unbudgeted LRCI funding, coupled with favourable timing of when project related grants are able to be recognised in line with project works.

Year-end forecast adjusted underlying deficit of \$2.2m is \$7.6m favourable to the adopted budget. After removing the impact of non-recurrent and capital income on Councils forecast result, the adjusted underlying result becomes a \$2.2m deficit. This measure indicates how effectively Council is currently funding its operating activities.

The year-to-date liquidity ratio is 2.37%, which indicates that the council possesses an ample amount of liquid funds necessary to meet its short-term financial commitments. The favourable full year forecast variance to budget (+0.9) is related to the lower than anticipated trade and other payables as of 1 July 2023 following a successful drive to pay supplier invoices at the end of the 2022/23 financial year.

Year-to-date total cash and investments balance \$171.3m is \$6.1m lower than budget largely due to lower trade and other payable balances at 30 June 2023. This variance is forecast to remain consistent for the full year result, with a forecast balance of \$155.6m being \$6.2m lower than budget.

Full year forecast unrestricted cash balance of \$61.9m is \$23.9m unfavourable to budget. Unrestricted cash removes the balance of cash that is required to be spent on a specific activities, including unspent grants, deposits held, unspent DCP levies, and carryover capital works. It should be noted that this unrestricted cash balance does not take into account obligations of other current liabilities such as provisions, loan servicing arrangements and accounts payable.

Year-to-date total capital project expenditure of \$15.9m (including operating initiatives) is \$5.1m lower than the year-to-date budget, largely due to the timing of contract payments.

Full Year project expenditure has been impacted by works carried over from 2022/23 of \$14.6m. The impact of this is largely offset by project expenditure that has been identified as requiring carryover to the 24/25 financial year of \$15.0m, which includes works at Tivendale Rd/Station St Intersection, Better Local Roads, and Sealing the Hills.

Year-end forecast capital works expenditure for 2023-24 of \$115.2m (including operating initiatives) is \$2.0 less than full year budget \$117.2m.

Further details are included in the attached Financial Performance Report and Capital Works Report.

Conclusion

It is appropriate that Council receives and notes the quarterly financial report for the period 1 July 2023 to 30 September 2023 and notes that the Chief Executive Officer, as required under Section 97(3) of the *Local Government Act 2020*, is of the opinion a revised budget is not required.

Resolution

Moved Cr Stephanie Davies, seconded Cr Brett Owen.

That Council

- Receives and notes the quarterly financial report for the period 1 July 2023 to 30 September 2023.
- Notes that the Chief Executive Officer, as required under Section 97(3) of the *Local Government Act 2020*, is of the opinion a revised budget is not required.

Carried

6.5 Activity Reports

6.5.1 Environment Council Plan Initiatives Quarterly Report

Responsible GM: Peter Benazic
Authors: Desiree Lovell and Kerrie Lamble

Recommendation(s)

That this report be noted

Attachments

1. Environment Council Plan initiatives quarterly report - October 2023 [6.5.1.1 - 12 pages]

Executive Summary

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

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

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

Initiatives

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

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

Background

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

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

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

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

Project update

Projects and updates are included in the attached report

Resolution

Moved Cr Brett Owen, seconded Cr Jeff Springfield.

That this report be noted

Carried

6.5.2 Performance and Growth Reports - Q1 2023-24

Responsible GM: Wayne Mack
Author: Porshia Sidhu

Recommendation(s)

The Performance and Growth Reports for Quarter 1 2023-24 be received and noted.

Attachments

1. Attachment 1 - Performance Report 2023-24 Q 1 [6.5.2.1 - 19 pages]
2. Attachment 2 - Growth Report 2023-24 Q 1 [6.5.2.2 - 6 pages]
3. Attachment 3 - Council Plan Initiative - Progress Report 2023-24 Q 1 [6.5.2.3 - 13 pages]
4. Attachment 4 - Gender Equality Action Plan 2023-24 Q 1 [6.5.2.4 - 3 pages]

Executive Summary

The new Council Plan 2021-25 was adopted at the Council Meeting on Monday 21 June 2021. This is the third reporting year for the new Council Plan. The Council Plan is structured around five strategic objectives that underpin the overarching strategic direction for the next three years. Under each strategic objective is a series of strategies, initiatives, and indicators. Council committed to undertake work on 29 Council Plan initiatives during the 2023-24 financial year. All initiatives are currently on track to be completed by their due date.

The share of incoming service requests, across the organisation, which were actioned and closed within service standard, sat at 86% for the quarter, slightly lower than our target of 90%.

The service levels achieved for unsealed road related requests and drainage related requests this quarter were 92% and 91% respectively. Unsealed road service level is close to its highest level in the last three years and is above our 90% target. The ongoing integration project, to connect Council's Customer Relationship Management System (CRMS) and Reflect, Council's inspection and maintenance management system, should help to maintain this result.

Starting from this quarter, we have revised our performance benchmark, shifting from a target of answering 80% of calls within 300 seconds to now aiming for a more ambitious target of 80% of calls to be answered within 90 seconds. This adjustment is intended to enhance our service quality and improve the experience for our customers. Even with our new target, our service level is still an impressive 81%.

We have received a total of 53 escalated complaints and 83.7% of these complaints were closed on time.

Councillors' attendance rate at the Council meetings was 100%. There were no instances of council decisions closed to public, indicating a commitment to transparency and open governance. 'Time Taken to Action Food Complaints' and 'Sealed Roads Maintained to Standard' were stable. 'Missed Bins' metrics showed a significant improvement. Only two of our measures for 'Waste Diverted from Landfill' and 'Time Taken to Action Animal Requests' show a slight decline. Maternal and Child Health enrolments, and the 4-week Key Ages and Stages (KAS) participation rate, remain high. The percentage of planning application decisions made within the 60-day timeframe has shown some

recovery, increasing from 30% to 36%, with this trend expected to continue following a range of improvement initiatives in this area. Additionally, all planning decisions challenged at VCAT have been upheld with a 100% success rate.

The household growth rate in the Shire has once again increased to four households per calendar day for the current financial year, up from three. This quarter, the number of residential subdivision lot applications lodged was 14% lower, compared to the same time last year. The number of residential lots issued a statement of compliance has nearly doubled this year, compared to the first quarter of 2022-23, marking a significant increase of 95% over that period. The number of building permits issued was 58% lower than the same time last year. Residential building completions was 20% lower than same time last year, with only 267 residential building completions processed this quarter. The number of non-residential building completions processed was 14% lower than the same time last year. The significant drop in numbers can be attributed to the backlog of building permit applications and additional documents required for a building to be certified as complete that are yet to be processed. Furthermore, higher interest rates can have a significant impact and may create uncertainty in consumer confidence to obtain building permits for development. A similar trend is expected to continue in the next quarter as well.

Government Interaction

Government Advocacy

Council works with all levels of Government to lobby for action on important local issues and works hard to influence government priorities that will benefit our local communities. Council also works with other groups of Councils, such as the Municipal Association of Victoria, Greater Southeast Melbourne, Interface Councils Groups and National Growth Areas Authority to facilitate investment into the broader region.

The advocacy package prepared detailing Council's priorities for the municipality is used to lobby local members of parliament and bureaucrats to promote Council's priorities for consideration in the development of the State and Federal budgets.

Grant applications

Council continues to rely heavily on rate revenue to fund the provision of infrastructure and services. Due to the Victorian Government's rate cap, Council is limited in the amount of revenue it can achieve through rates and is required to have a strong focus on seeking grants.

For the first quarter of this financial year 3 applications were lodged under various programs seeking a total of \$447,000. Of these 2 have so far been approved for a total of \$347,000. There are an additional 4 applications from the 22/23 financial year totalling \$203,697 which are pending.

Legislative Program

Council continues to monitor proposed legislation as Bills are introduced into parliament. The IBAC investigation 'Operation Sandon' into the City of Casey was tabled in Parliament in July. The report includes 34 recommendations to promote transparency in planning decisions, enhance donation and lobbying regulation, improve the accountability of ministerial advisers and electorate officers, and strengthen council governance. It is anticipated that changes may be recommended to Council, because of this report. In this area, Cardinia Council has already implemented a developer contact register for Councillors to record any contacts with developers.

Council lobbies the State Government when Bills are introduced that would either shift costs onto the Council or increase the Council's responsibilities without appropriate recognition being detailed in the legislation. Cost shifting by the State onto Local Government continues to be a matter of concern.

Cardinia Shire Gender Equality Action Plan (GEAP) 2021 – 2025

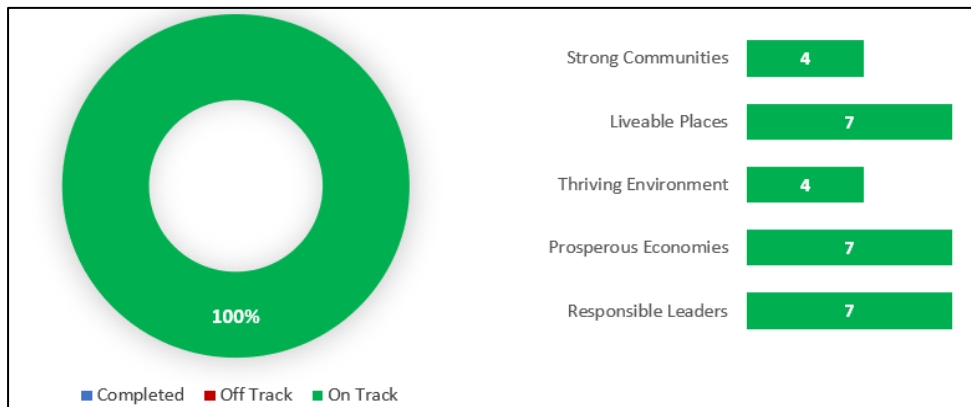
The Gender Equality Action Plan (GEAP) outlines Council’s vision that everyone who lives, works, and spends time in Cardinia Shire – regardless of their gender identity – is treated with respect and fairness, feels and is safe, and has equal access to opportunities to reach their potential and pursue their dreams. Progress against the actions, outlined in the key focus areas of the Cardinia Shire Gender Equality Action Plan (GEAP) 2021 – 2025, is detailed in Attachment 4.

Performance Summary

Council Plan Performance

The Council Plan sets out a medium to long-term vision for how Council will respond to community needs and the opportunities and challenges facing Cardinia Shire. Council delivers the plan through a 4-year initiative plan which covers 5 Key Priority Areas (KPAs). The performance of the 5 KPAs and their Council Plan Initiatives is illustrated in Figure 1. For a more comprehensive account of the progress of initiatives, please refer to the Council Plan Initiative Progress Report attached. There are 29 Council Plan initiatives due to be completed during the 2023-24 financial year, all are on-track to be completed by their due date. Please refer to Figure 1 for further details.

Figure 1. Council Plan Initiative Performance by Priority Areas



Service Request Performance

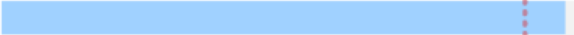
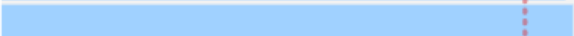


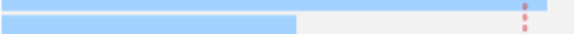
Service requests are recorded in Council's Customer Relationship Management System (CRMS) when a request for service is made to Council via an established channel, including telephone, Council's website, and email. Each request type is assigned a service standard, which is a target timeframe for completion. The term 'Service Level' refers to the percentage of requests completed within their target timeframe. Council's target Service Level is 90%.

Organisation Performance:

Across the organisation, 86% of incoming service requests were actioned and closed within service standard. This is below our target of 90%. The total number of incoming service requests decreased by 5%, compared to the same time last year.

Table 3 illustrates the top five service categories by volume and their service level, for the quarter. A focus on improving service levels across the below service categories is expected to have a strong effect on the overall service level for the organisation.

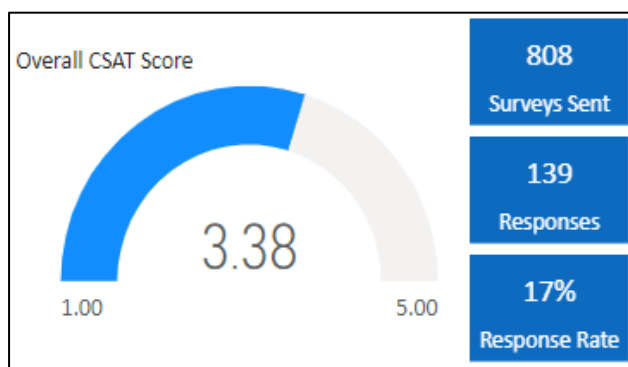
Table 1. Table 1. Top 5 Service Request Categories by Volume, and their Service Levels

Service Request	Volumes	Service Level	
Waste - Kerbside Bin Issue	1,621	97%	
Waste - Kerbside Bin Change	1,048	98%	
Planning	914	85%	
Rates	701	94%	
Council Properties	673	52%	

Customer Experience Results:

The overall customer satisfaction score is derived from asking customers, who have had a service request closed, to rate their overall experience with council, on a scale of 1 to 5, with 1 being very poor, and 5 being very good. We achieved a satisfaction score of 3.38 in quarter 1. The score is based on 139 responses received from 808 surveys sent.

Figure 2. Overall customer satisfaction results



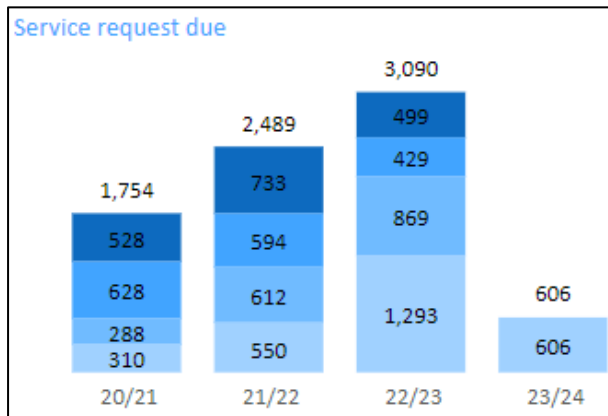
Operations Performance

Council maintains a large, unsealed road network. Maintenance works consist of both grading and resheeting, done on a cyclic basis, along with responses to defects caused by adverse weather conditions such as storms or long dry spells. All works are conducted in accordance with Council’s Road Management Plan, which ensures that the network is kept in a safe and trafficable condition.

Unsealed road results:

The service level for unsealed road related requests this quarter was 92%, higher than the 90% target. Figure 3 below shows that there has been a significant decrease in the number of unsealed road service requests received this year, compared to the same time last year.

Figure 3. Unsealed road service requests due



It should be noted that the service level calculation is based upon the number of unsealed road requests closed in time, upon completion of inspection and scheduling of work (if work is required).

The number of hours spent grading unsealed roads was 6% higher compared to the same time last year. A total of 335 corrugation or pothole complaints requests were received in this quarter, and this is a 65% decrease compared to the same time last year.

Drains maintained:

Council also maintains over 3000 km of open surface drains. These drains are cleaned out using a maintenance system that is driven by proactive inspections, and reactive works, and supplemented by responding to flooding issues following storms. Works are prioritised based on risk to property or person.

The linear metres of surface drains and underground drains cleared this quarter were, respectively, 272% higher and 92% lower than the same time last year. The current service level for drainage related requests is 91% and is higher than service level target of 90%.

It should be noted that the service level calculation for the drains cleared is based upon the number of drainage requests closed in time upon completion of inspection and scheduling of work (if work is required).

Figure 4. Drainage Performance



Business system/process improvement initiative:

Unsealed road service requests are recorded initially through the CRMS, however, the work to resolve the service request is handled through the inspection and maintenance management system called Reflect. When a service request is logged in the CRMS, it is categorised as a request for inspection and should be closed as soon as practicable following completion of the relevant

inspection. This is currently a manual process, and, as such, delays in the closing of requests can occur.

An improvement project, to integrate Council's Reflect with the CRMS, is currently underway and is currently in the final testing and pilot phase. It is anticipated that this project will reduce the time between completion of the requested inspection, and the closing of the request in the CRMS.

As the drainage service requests are also managed through the Reflect system, it is expected that the integration project mentioned above will also improve the efficiency of closing those requests in the CRMS, and therefore have a positive effect on the accuracy of reporting.

Waste Management Performance:

As the Shire's population continues to grow, the amount of waste generated is also growing. Cardinia Shire Council will continue to take advantage of recent advancements such as newer technologies and improved markets for products, resulting in improved financial outcomes for resource recovery. The impact of drought can also vary the tonnage of green waste recycling due to moisture content from wet or dry years.

Waste management performance results continue to meet the organisation's target, achieving a 97% service level for the quarter, the highest in the past four years.

Waste disposal statistics are stable, with 3% less garbage waste being sent to landfill and 12% more food and green waste to mulching this quarter, compared to the same time last year. The amount of recycling recovered decreased by 9% compared to the same time last year.

Customer Support Performance

The Customer Support team runs the organisation's contact centre. As these contacts are the first interactions our community has with our organisation, it is important that we deliver a positive customer service experience. Monitoring the service level of the contact centre is one of the ways we assess our customers' experience with Council.

Call Performance:

Starting from this quarter, we have revised our performance benchmark, shifting from a target of answering 80% of calls, within 300 seconds, to now aiming for the more ambitious target of 80% of calls to be answered within 90 seconds. This adjustment is intended to enhance our service quality and improve the experience for our customers. Even with our new target, our service level was still an impressive 81% for this quarter. This progress can be attributed to our efforts in recruiting and managing the Customer Support team, as well as conducting effective coaching and training sessions.

We also measure the average amount of time customers wait in the call queue (Average Wait Time), Average Handle Time (Time taken to action a customer's query), average amount of time taken to complete admin work following the conclusion of a call (After-Call Work Time), and the percentage of calls that were abandoned by customers (Abandoned Calls).

For the quarter, the Average Wait Time, Average Handle Time, and After-Call Work Time were 48 seconds, 326 seconds, and 78 seconds, respectively. Three percent of calls were abandoned by customers.

After Hours Call Performance:

We currently measure our Customer Support after hours call service level as the percentage of calls answered in 14 seconds, our target was to answer 90% of calls within this specific timeframe. Our service level for the quarter exceeded this target, reaching an impressive 95%. Additionally, the Average Wait Time for callers was only 13 seconds, and the Average Handling Time was 232

seconds. Furthermore, the number of calls abandoned by customers was zero. These statistics indicate that we have been successful in providing efficient and timely support to our customers.

Digital Performance:

In addition to the 1300 number, customers can contact Council via email (mail@cardinia.vic.gov.au) and online chat available on Council’s website. More customers are using these alternative channels of contacting Council and, as a result, new measures (number of emails received, and online chat sessions completed) were introduced to monitor the service performance for these digital interactions.

Our service levels for emails and online chat sessions have exceeded our targets. In this quarter, 6,416 emails were received, and 163 online chats sessions were completed. We achieved 100% service level for emails, ensuring that all customer inquiries received a timely response. In addition, our online chat sessions achieved a service level of 84%, surpassing our target of 80% of chats responded to within 90 seconds.

On average, the handle time for emails was 6 minutes 32 secs, which is well under our target of 10 minutes, while the average wait time was 2 hours 27 mins, which is almost quarter of our 8-business-hour processing target. The average wait time to respond to an online chat query was 56 seconds, lower than the target of 5 minutes, while the average handle time was 10 minutes 30 seconds, which is slightly higher than our target of 10 minutes.

These outstanding results demonstrate our commitment to providing prompt and effective support across various communication channels.

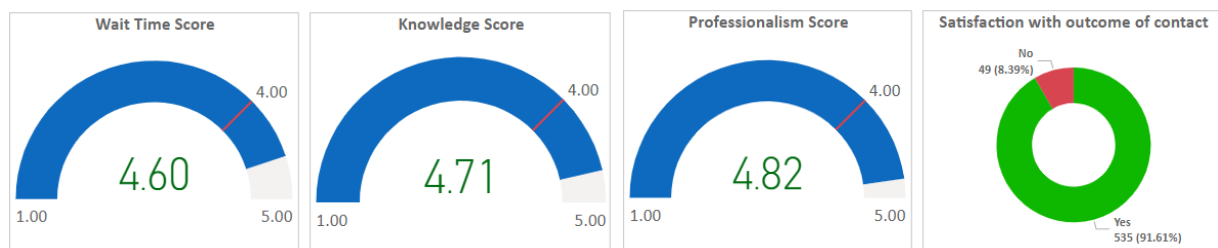
Customer Call Experience Results:

One of the improvement initiatives, recently implemented in the Customer Support area, is a survey after each call or chat, to gain our customers’ feedback on their experience interacting with Council. Customers are asked to answer four survey questions about their experience interacting with Council on the day.

The survey questions that are asked are as follows:

- How satisfied were you with the time you waited on hold before speaking with an officer? (one to five scale, with one being the lowest, and five being the highest)
- How satisfied were you with our officer’s level of knowledge about your inquiry? (one to five scale, with one being the lowest, and five being the highest)
- How satisfied were you with our officer’s professionalism and the time they took to handle your inquiry? (one to five scale, with one being the lowest, and five being the highest)
- Are you satisfied with the outcome of your call? (yes or no answer)

Figure 5. Customer Support After Call Survey



Improvements in these results may be due to various reasons, such as extensive coaching and training programs, and recruiting and training a casual pool to quickly fill in when needed to take customer enquiries. These initiatives have also helped in reducing the percentage of abandoned

calls, and wait and handle times, while providing a consistent and great experience for our customers.

LGPRF Performance

The Local Government Performance Reporting Framework (LGPRF) is a platform for key local government service and financial measures. The measures are reported annually in Council Annual Reports. The LGPRF data was previously published on the Know Your Council website, however that website was decommissioned by LGV on 31 December 2022. The performance data will now be published via the Local Government Victoria website, and an interactive dashboard developed by the Victorian Auditor General's Office.

Councillors' attendance rate at Council meetings was 100%. There were no instances of council decisions closed to public, indicating a commitment to transparency and open governance. 'Time Taken to Action Food Complaints' and 'Sealed Roads Maintained to Standard' were stable. Only two of our measures, 'Waste Diverted from Landfill' and 'Time Taken to Action Animal Requests', show a slight decline. The 'Missed Bins' metric displayed a significant improvement. Our waste team has worked with our kerbside collections contractor to put a significant focus on missed bins management across our three kerbside collection streams. Our contractor has put several new processes in place to reduce the previously high 'miss bins' reporting number. Some of the changes include - more frequent reporting to Council on this measure, better driver resourcing, education for drivers on the impact of missed services, direct driver engagement to support potential misses and positive incentives for drivers who have zero missed bins on their runs.

Maternal and Child Health enrolments and the 4-week Key Ages and Stages (KAS) participation rate remain high. The percentage of planning application decisions made within the 60-day timeframe has shown some recovery, increasing from 30% to 36%, following a two-year downward trend. Additionally, all planning decisions challenged at VCAT have been upheld with a 100% success rate.

Escalated Complaints recorded in CRMS

The Local Government Act 2020 has redefined a complaint as, a written or oral expression of dissatisfaction with the:

- Quality of an action taken, decision made, or service provided by a member of Council staff or contractor engaged by the Council; or
- Delay by a member of Council staff or contractor engaged by the Council in taking an action, making a decision, or providing a service; or
- Policy or decision made by a Council, member of Council staff or a contractor.

A complaint can be assigned to the relevant/approved Council Officer/Contractor tasked with managing and responding to the complaint in the CRMS system. All Tier 2, 3 & 4 complaints must be acknowledged within 5 business days and an outcome letter (if a substantial investigation is required) is issued to the complainant within 20 business days of recording the complaint.

In Quarter 1, we received a total of 53 escalated complaints. 83.7% of these complaints were closed on time, showcasing our commitment to addressing customer concerns promptly. Only 6 complaints were categorised as Tier 3, indicating the need for an internal review.

Growth Summary

Residential development activity drives much of the growth in demand for Council's services and facilities. There are four main precincts across the Shire in which residential land is currently in

development. On 21 January 2021, the structure plan for the Pakenham East Precinct was approved and development has now begun. There are approximately 17,570 lots still to be developed across the Shire, the majority of which being within the Officer and the Pakenham East precincts.

This quarter, the number of residential subdivision lot applications lodged was 14% lower compared to the same time last year. The number of residential lots issued a statement of compliance has nearly doubled this year compared to Q1 2022-23, marking a significant increase of 95% over the same period last year. This increase can be attributed to several factors. Firstly, developers on new estates are delivering the first few stages together, resulting in large numbers of lots released at the same time, including the first stages in Pakenham East. Additionally, there is a gradual resolution of backlogs resulting from construction delays. This is attributed to more construction workers, reduced construction delays, particularly in areas such as drainage installations, and favourable weather conditions that have accelerated site work finalisation. Furthermore, many of these lots will also be flowing from the high planning application numbers submitted 12-18 months ago, that have been finalised. Almost all these lots were pre-sold during the last 18-24 months. However, it's important to note that we are now beginning to observe a slowdown in on-site activities, and we've been receiving feedback from developers regarding lower sales projections moving forward.

Activity within the property sector can help determine the growth rate within a municipality and therefore assist with future decision making. The number of building permits issued was 58% lower than the same time last year. Residential building completions was 20% lower than same time last year, with only 267 residential building completions processed this quarter. The number of non-residential building completions processed is 14% lower than the same time last year. The significant drop in numbers can be attributed to the backlog of building permit applications and additional documents, required for a building to be certified as complete, that are yet to be processed. Furthermore, higher interest rates can have a significant impact and may create uncertainty in consumer confidence to obtain building permits for development. A similar trend is expected to continue in the next quarter as well.

A new household garbage service is requested predominantly when a new home has been completed and is ready to be occupied. This indicator can therefore represent the growth of new households within the Shire. The number of new garbage bin requests received was 7% lower than the same time last year. The household growth rate in the Shire has once again increased to four households per calendar day for the current financial year, up from three.

The Maternal and Child Health statistics are also a lead growth indicator. Birth notices are the number of notifications received from hospitals, for newborn babies in the municipality. There were 482 births in the Shire for the quarter. Birth notifications are slightly lower compared to the same time last year. Maternal and Child Health Enrolments is the number of babies and children, from birth to school age, who visit and enrol at an MCH centre, including children of families moving to Cardinia Shire. Enrolments are 2% lower than the same time last year.

The growth of the sealed road and footpath network provides insight into the progress of infrastructure activity within the Shire. Sealed road growth is due to a combination of subdivision development and Council's sealing of unsealed roads through special charge schemes or other external funding such as Roads to Recovery. There were 3.07 KMs of sealed roads constructed for the quarter. Sealed road construction is 47% lower than the same time last year. Footpath growth is due to a combination of footpaths constructed from subdivision development and Council's capital works program. There were 4.38 KMs of footpaths constructed for the quarter. The length of footpaths constructed is 14% lower than at the same time last year. One of the factors contributing to the reduction in sealed road and footpath construction is the cold and wet seasonal weather and fewer hours of sunlight, which make it difficult for concrete and asphalt to be laid in these conditions.

Policy Implications

Nil

Relevance to Council Plan

5.1 We practise responsible leadership

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

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

Climate Emergency Consideration

Not Applicable

Consultation/Communication

Relevant managers and officers from across the organisation provide information and comments that feed into the Performance and Growth reports.

Risk Assessment

Not Applicable

Financial and Resource Implications

Nil

Conclusion

The Performance and Growth Reports for Quarter 1 2023-24 show various results in performance across the organisation, and growth across the Shire. The organisation will continue to aim targeted improvement initiatives at areas and services that are not achieving desired targets.

Resolution

Moved Cr Stephanie Davies, seconded Cr Kaye Cameron.

The Performance and Growth Reports for Quarter 1 2023-24 be received and noted.

Carried

6.5.3 Major Projects Report

Responsible GM: Peter Benazic
Author: David Fice, Jarrad Unsworth, Samantha Cross

Recommendation(s)

That Council note this report

Attachments

1. Major projects report - November 2023 [6.5.3.1 - 15 pages]

Executive Summary

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

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 Graeme Moore.

That Council note this report

Carried

6.5.4 Community Engagement update

Responsible GM: Debbie Tyson
Author: Emma Wilkinson (Team Leader Engagement)

Recommendation(s)

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

Attachments

Nil

Executive Summary

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

Background

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

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

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

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advise 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

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

Consultation/Communication

This month, the following Engagement Plans are being implemented:

Community engagement activity November – December 2023			
Project	Project description	Proposed consultation date/s and details	Responsible Business Unit
Draft Equestrian Strategy 2023-2033 and trail network.	Stage 2 of the engagement including: <ul style="list-style-type: none"> • feedback results of stage 1 consultation • consultation on the revised draft strategy and the draft trail network. 	<ul style="list-style-type: none"> • Meetings with equestrian community and clubs 16 November – early December 2023. • Email to key stakeholders. • Online survey on the Creating Cardinia site about the use of trails/facilities. 13th November – 22nd December. • QR code to the survey on posters at clubs. 	Liveable Communities.
Draft Community Infrastructure Plan	Stage 1 engagement on the draft Community Infrastructure Plan and Audit.	<ul style="list-style-type: none"> • Online content and survey on the Creating Cardinia site. 3 November - 27 November. • Consultation workshops between 18-25 November 2023, locations TBC. • QR code to the survey on posters at community facilities. • Email to key stakeholders including Community Asset Committees, service providers and user groups. 	Future Communities.
Garfield Reserve Skatepark Surrounds Upgrade	Stage 2 consultation, presenting a draft final concept plan created using Stage 1 feedback	<ul style="list-style-type: none"> • Creating Cardinia survey 6 November – 26 November. • QR code posters linking to survey displayed at the reserve. • Emails to key stakeholders. 	Active and Connected Communities.

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

Financial and Resource Implications

The activities undertaken fall within Councils existing budget and resourcing.

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.

Resolution

Moved Cr Brett Owen, seconded Cr Jeff Springfield.

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

Carried

7 Reports Or Minutes Of Committees

8 Reports By Delegates

Cr Davies advised on recent trends relating to population growth, trends and vulnerabilities facing the Cardinia Community. Cr Davies advised that, along with General Manager Lili Rosic, they met with Councilor's, Mayors & CEO's from across growth area Council's who make up the Growth Areas Alliance which aims to improve collaboration across all levels of government.

Cr Ryan attended the seniors festival on 18th October with Cr Moore at the Cardinia Cultural Centre and also attended the Seniors Network Year End Gathering and thanked the officers who organised these events. Cr Ryan also attended the Remembrance Day service at the Pakenham Hall and Library. Cr Ryan attended the CEC AGM on 16 November.

Cr Cameron attended several AGM's in the past month highlighting the Koo Wee Rup and District Motorcycle Club 50th Anniversary which was an amazing event, complementing the volunteers of the club (Cr Owen also attended this event). Cr Cameron attended a VLGA Seminar in Melbourne on 17 November.

Cr Moore, along with Cr Ross attended the Seniors Festival in Emerald noting the Tai Chi at the event.

Cr Owen also highlighted the Koo Wee Rup and District Motorcycle Club celebration, highlighting the 800 members they have and need for a permanent home, noting Jo and John Spencer's contribution to the club. Cr Owen Also attended the fun run put on by Aligned leisure which raised money for the Cardinia Foundation noting the Mayor completing the 10km run. On 29 October attended the Upper Beaconsfield Community Bushfire Exercise, run by the CFA which was well attended, noted and thanked Callum Joy. Cr Owen also attended the Remembrance Day Service at Upper Beaconsfield, noting the cascade of handmade poppies over the area.

Cr Ross also noted the seniors festival attended with Cr Moore supporting the statements made by Cr Moore and the funding provided by Council for this event and staff support for this.

9 Presentation Of Petitions

Cr Owen tabled a petition from Mary Oke in relation to Bushfire Protection requesting generators are reinstalled during the fire season.

A report will be presented responding to the petition at the next Council meeting.

10 Notices Of Motion

10.1 Notice of Motion 1084 - Cr Cameron

Motion

That Council:

1. Notes the Victoria Planning Authority's intention to trial a staging approach in the development of the Officer South Employment Precinct and expresses its concerns regarding the following:
 - a. The proposed staging plan, which is proposed to be delivered in four stages, as it would delay the development of employment land and the attraction of up to 22,000 jobs locally.
 - b. The proposed staging plan would unduly restrict the development of the upgrade and extension of Thompsons Road, which is required for development of employment land and will be a regional connection to Casey, Dandenong, and Frankston.
2. Commences an advocacy program that will call on the Victorian State Government to prioritise the delivery of the critical infrastructure, employment land and the upgrade and extension of Thompsons Road.

Resolution

Moved Cr Kaye Cameron, seconded Cr Tammy Radford.

That Council:

1. Notes the Victoria Planning Authority's intention to trial a staging approach in the development of the Officer South Employment Precinct and expresses its concerns regarding the following:
 - a. The proposed staging plan, which is proposed to be delivered in four stages, as it would delay the development of employment land and the attraction of up to 22,000 jobs locally.
 - b. The proposed staging plan would unduly restrict the development of the upgrade and extension of Thompsons Road, which is required for development of employment land and will be a regional connection to Casey, Dandenong, and Frankston.
2. Commences an advocacy program that will call on the Victorian State Government to prioritise the delivery of the critical infrastructure, employment land and the upgrade and extension of Thompsons Road.

Carried

11 Community Questions

The Mayor advised that Council had received two questions for this Council Meeting.

Question received from David Roberts;

At the General Council Meeting 9 December 2019, Item 9 regarding Temporary Community Advertising Signage Policy was discussed and adopted. As part of the community consultation process two separate community organisations raised the concern "Policy does not include Council venues where events are being held" with a response to council and the community "The policy relates to road reserve signage only. Signage at events are administrated by Passive Reserves Team" The current policy, version 1.1 is still listing a scope of coverage within the road reserve only. When did council adopt a policy where temporary community signage is no longer allowed within a reserve where a community event is being hosted, which is contradictory to the advice given to the sitting councillors community at Councils general meeting 9 December 2019? AS background was advised by Troy in compliance on Friday 17th Nov that community signs are no longer allowed within a council reserve where the event is being held. On a previous event I obtained permission from the passive reserves team only for fines to be issued and signs to be removed.

Council Response:

Community enquiries and requests regarding temporary event signage are covered by Council's Temporary Signage Policy. Signage requests which fall outside of the temporary signage policy will be assessed case by case. If the enquiry is for a temporary sign to be placed within a passive reserve (and outside of the scope of this Policy), the enquiry will either be received by the Parks Planning team directly, or as part of the event planning process which is managed by Council's Risk, Health and Safety team. Parks Planning will assess the signage request, which will be communicated with the relevant teams within Council including Risk, Health and Safety, and Compliance, and if approved, documented as part of the event permit.

We always aim to provide correct and consistent advice at all times, but we acknowledge that the recent advice provided was in error. We have raised this with our teams, to ensure that all staff provide the best information to community members.

Questions Received from Wayne Andrews;

1. What were the number of attendees at the farmers market on Sunday 19 November 2023?
2. Who polices the numbers?

Council Response:

1. The organiser has advised that at the Farmers Market on Sunday 19 November there were between 1,800 and 2,000 people attending during the 4 hour event. This is within the capacity limit.
2. The numbers are monitored by the organiser as a condition of their approval to conduct the event. They are required to walk around each hour with a counter to ensure capacity limits are not exceeded.

12 Urgent Business

Nil.

13 Councillor Questions

Nil.

15 Meeting Closure

Meeting closed at 9:45pm.