

# **Ordinary Council Meeting**

## **Minutes**

**Monday 15 April 2024**

**Commenced at 7:00 PM**

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

**Members:** Cr Jack Kowarzik Mayor  
Cr Graeme Moore Deputy Mayor  
Cr Tammy Radford  
Cr Kaye Cameron  
Cr Stephanie Davies  
Cr Collin Ross  
Cr Carol Ryan

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

Meeting opened at 7.00pm

## Order of Business

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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

Cr Brett Owen  
Cr Jeff Springfield

## 4 Adoption And Confirmation Of Minutes

Moved Cr Carol Ryan, seconded Cr Kaye Cameron

That minutes of the following meetings be confirmed:

- General Council meeting 18 March 2024

Carried

## 5 Declaration Of Interests

No conflicts of interest were declared.

### Mayoral Minute

The Mayor acknowledged that four of the reports tabled at the meeting included commencement of community engagement and encouraged members of the public to have their say on these important matters.

Acknowledgement of the incident in the shopping centre at Bondi Junction along with the tragic events that occurred were acknowledged by the Mayor. Council sends its deepest condolences to the victims families and friends. Specific mention of the first responders on the scene and emergency services was made.

There was a Public Statement from our State Member of Pakenham Emma Vulin MP which Cardinia Shire Council makes up much of that electorate. Emma put out a statement to say she is in the early stages of MND - Motor Neurone Disease. On behalf of Council send our warm thoughts, love and support and positive vibes to Emma.

Community Question Time was brought forward, as follows

## 11 Community Questions

The Mayor advised that Council had received six sets of questions from: Dean Hurlston, Chris Rasmussen, Tracey Bowe, Andrew Little, Helen Colliver and Rosa Santo.

As Dean Hurlston and Chris Rasmussen were not present in the gallery a response will be provided in writing to their questions asked.

The following were present in the Gallery the questions and responses are as follows:

Question from Tracey Bowe

Why has the commentary changed in relation to funding the Huxtable Road Sealing Project? In all of 2023 Minutes of Meeting Council has stated it is a fully funded project and is part of of \$25m Major Project scheme. In the Minutes of Meeting of the March Council Meeting the commentary is now "Permits and finalised designs expected to be complete prior to June 2024 for Bessie Creek Road and Huxtable Road. Any scheduling of future works will be subject to confirmation of available funds as part Council's annual budget process."

Does this mean Council no longer have the funds for these projects set aside. Did they have the funds set aside? When will work commence on sealing Huxtable and Bessie Creek Roads?

Answer by Peter Benazic, General Manager Infrastructure & Environment

The Bessie Creek Road and Huxtable Road sealing projects are Council funded road projects under Councils Better Local Roads – Strategic Roads Sealing program. Delivery of these projects is subject to council completing the necessary design and investigations required to obtain the relevant permits and approvals needed to proceed to construction. These include but are not limited to vegetation removal permits and cultural heritage permits.

Due to both these projects being located within sensitive environmental areas, near water courses, and home to several significant flora and fauna species, this process is taking some time to complete.

As the designs and investigations progress, and timeframes become more certain, the required budget is allocated to enable these projects to be delivered, noting all projects are subject to approval as part of Councils annual budget process.

The draft Budget provides funding for construction of Huxtable Road in the 24/25 and 25/26 financial years, with Bessie Creek Road proposed to commence construction in the 25/26 financial year.

Questions from Andrew Little

1. In the minutes of the December council meeting a question was lodged and a response was to be provided by the next council meeting. As yet no response has been provided, why not?

Answer by Deb Tyson, General Manager Governance Facilities and Economy

We understand your request for a breakdown of information since the implementation of electronic records for planning permits, including:

- The number of applications lodged for Dwellings, Caretakers, or Accommodation for Workers by each zone.
- A breakdown of agricultural use specified in the applications, categorized as Soil-Based Crops (Crop Raising) or Land-Based Agriculture (Cattle Grazing, Horses, etc.), detailing the number of approvals and refusals for each type of use.

To fulfil the request in this way would require extensive research and significant amount of staff time. We invite you to explore the Online Planning Register on Council's website, where you can access this information.

2. In January 2024, the Department of Transport & Planning (DTP) contacted council about an outstanding statutory obligation under Section 12b of the Planning & Environment act. This requires council to review and write a report about its planning scheme and its compliance within 12 months following the adoption of the Council Plan. DTP allows for extensions of time when these are requested, which as of January 2024 had not been requested.

Why did council not meet its statutory obligation? Noting that the Council Plan was adopted in June 2021.

3. When did the Risk and Audit Committee and the Councillors become aware that Council had not meet it obligation?

4. What is the timeline for Council to fulfil its obligation under S12B of the Planning & Environment Act, including reviewing why its Planning Scheme does not meet Practice Notes & Guidelines issued by the Minister for Planning?

Answer to Questions 2-4 by Deb Tyson, General Manager Governance Facilities and Economy

Planning Scheme reviews require significant investment of time and resource. We have been engaging with the DTP regarding this review and have an agreement with the Department on the approach. The Audit and Risk Committee have not been advised as we have an agreement with the Department on this.

Question from Helen Colliver

Council, who has records of those who own dogs, could draw up a generic letter suggesting steps be taken by those owners to control their dogs.

Answer by Deb Tyson, General Manager Governance Facilities and Economy

Thank you for your question, I note that a letter was provided, and I will respond to your question

If direct communication and attempts to resolve the matter with your neighbours have been unsuccessful, you have the option to file a formal complaint with Council. As part of this process, we will request that you maintain a diary for three weeks to document the frequency and duration of the barking, as well as potential reasons behind it.

This diary is crucial in helping Council assess whether the barking constitutes an unreasonable disturbance. We can then collaborate with the dog owner to address the barking or initiate further enforcement actions if necessary. Council does not send generic letters to entire streets, but if you provide specific addresses of excessively barking dogs, we can send letters to their owners. However, if compliance is not achieved through this process, we will require a diary to proceed with additional actions.

Question from Rosa Santo

Q1. When was community consultation conducted for this Mural Artwork, as there was nothing on the Council Website or went through a Council meeting, who authorised the Mural Artwork to be completed what date?

Q2. What is the cost to Council on this completed project?

Q3. Where this is itemised for in the last budget or this budget?

Q4. What other project misses out for this Mural Artwork to be completed?

**Mural Artwork Garage Brick Wall on private property Unit 1/26 Henry Street Pakenham next door to Girl Guides Hall**

Q5. Was there permits issued for this Private property Mural Artwork to be completed by the same artist under the same project?

Q6. Is Council paying for this as well being a private residence? If so what is the cost to Council?

Answer By Deb Tyson General Manager Governance Facilities and Economy

Thank you for your questions, Rosa. I can advise that the Pakenham Girl Guides Hall is not owned, managed or maintained by Council. The mural artwork on the hall and neighbouring house was not funded by Council, so there was no budget or community consultation required. The project was privately funded, the Mayor attended the unveiling as an invited guest.



## 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 resolve to authorise Council's Statutory Planning Department to settle the matter [VCAT Ref P1554/2023] via consent, 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. **DELETED.**
  - c. The location of **three (3)** 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. **DELETED.**
  - g. **DELETED.**
  - h. **DELETED.**
  - i. **Landscaping Plan in accordance with Condition 1(o).**
  - 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 25.**
  - l. Screening/window treatment to the west to avoid overlooking of adjoining properties.
  - m. **Deletion of north facing balconies at ground floor level.**
  - n. **Deletion of accessway/path connecting to amenities at ground floor level, located along the site's eastern boundary.**

- o. 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 site, that maintains and does not impede site lines to the north (with a preference toward deciduous species).**

### 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 eight (8) 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. 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.
21. 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.
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, "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.

### Expiry

27. A permit for the development of land expires if:
- a. the development does not start within two (2) years after the issue of the permit; or
  - b. the development is not completed within four (4) years after the issue of the permit.

In accordance with Section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition.

## Attachments

1. T220285 PA - Locality Map [6.1.1.1 - 1 page]
2. T220285 PA - Original Plans [6.1.1.2 - 12 pages]
3. T 220285 P A\_-\_ Amended Plans for Consent without prejudice [6.1.1.3 - 12 pages]
4. T220285 PA - Arborist Advice [6.1.1.4 - 11 pages]
5. T220285 PA - Objections [6.1.1.5 - 26 pages]
6. T220285 PA - Additional Submission [6.1.1.6 - 2 pages]
7. 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 - prepared for Council Meeting dated 20 November 2023 [6.1.1.7 - 22 pages]

## Executive Summary

<b>APPLICATION NO.:</b>	T220285 [VCAT Ref P1554/2023]
<b>APPLICANT:</b>	Airplay Pty Ltd
<b>LAND:</b>	L14 LP14785, 337 Belgrave-Gembrook Road, Emerald VIC 3782
<b>PROPOSAL:</b>	Use and Development of Land for a Medical Centre and alteration of access to a road in a Transport Zone 2.
<b>PLANNING CONTROLS:</b>	<p><u>Zone:</u></p> <ul style="list-style-type: none"> <li>• Mixed Use Zone (adjacent to Transport Zone, Schedule 2)</li> <li>•</li> </ul> <p><u>Overlays:</u></p> <ul style="list-style-type: none"> <li>• Bushfire Management Overlay</li> <li>• Design and Development Overlay – Schedule 4</li> <li>• Vegetation Protection Overlay – Schedule 3</li> </ul>
<b>NOTIFICATION &amp; OBJECTIONS:</b>	<p>Notice of the application was given pursuant to Section 52 of the <i>Planning an Environment Act 1987</i>.</p> <p>Council received twelve (12) objections.</p>
<b>KEY PLANNING CONSIDERATIONS:</b>	<p>Mixed Use Zone  Commercial Development  Township Character  Built Form Outcomes  Visual Bulk  Car Parking  Traffic</p>
<b>REASON FOR MEETING</b>	<ul style="list-style-type: none"> <li>• The application received over 4 objections; Council decided to issue a notice of decision to grant a permit.</li> </ul>

	<ul style="list-style-type: none"> <li>Request for authorisation to settle VCAT matter [P1554/2023] via consent based on amended plans</li> </ul>
<b>RECOMMENDATION:</b>	Authorise Council's Statutory Planning Department to settle the matter [VCAT Ref P1554/2023] via consent at the Victorian Civil and Administrative Tribunal.

## Background

This report relates to an application for the use and development of land for a Medical Centre and alteration of access to a road in a Transport Zone 2 at Lot 14 LP14785, 337 Belgrave-Gembrook Road, Emerald.

The application was most recently considered by Council at an Ordinary Council Meeting on 20 November 2023 where it was determined to issue a Notice of Decision to Grant a Planning Permit, subject to conditions.

At the time the decision was made, the application involved:

- Four (4) storeys, presenting as double-storey to Belgrave-Gembrook Road, and consisting of:
  - Lower Basement – Car Parking
  - Upper Basement – Car Parking
  - Ground floor – Medical Centre
  - Upper floor – Medical Centre
- Forty-two car parking spaces.
- Building setbacks of 0 metres to the street frontage, 3m to the eastern side boundary and 3.2m to the western side boundary (with the exception of the basement level, which extended the width of the site).
- Materials included a mix of painted concrete panelling, Colorbond Monument cladding, steel (painted charcoal), and a variety of aluminium screening battens.
- Up to 13 practitioners and operating hours of 8.30am to 7.00pm (Monday to Friday), 8.30am to 2.00pm (Saturday) and closed on Sunday.

An application for review [VCAT Ref P1554/2023] of Council's decision was subsequently lodged by objectors at the Victorian Civil and Administrative Tribunal and a compulsory conference was held on 15 March 2024 where all parties to the proceeding were in attendance.

Following agreement between all parties, an outcome of the compulsory conference directed that the permit applicant was to circulate amended plans to be considered at a subsequent compulsory conference set down for 12 April 2024.

The applicant circulated amended plans on 02 April 2024.

Based on the amended plans, it is recommended that Council resolve to authorise Council's Statutory Planners to settle the matter, subject to conditions.



## Consideration

The planning context has not changed since the previous report to Council. A copy of the officer report, relevant plans and documents and objections/submissions that were considered previously are attached for reference. A copy of the amended plans is also attached.

The amended plans have been provided in an attempt to address/resolve objector concerns and result in the following key changes to that of the originally approved development:

	Original Approval	Amended Plans
Number of Levels	Four Storeys (Lower Basement, Upper Basemen, Ground Floor, First Floor)	Three Storeys (Basement, Sub Floor Mezzanine, Ground Floor)
Number of Car Parking Spaces	Forty-two (42)	Thirty-one (31)
Building Setbacks	0 metres to street frontage 3 metres to eastern (side) 3.2 metres to western (side) 15.3 metres to northern (rear)	0 metres to street frontage 4 metres to eastern (side) 3.3 metres to western (side) 25.8 metres to northern (rear)
External Materials	Concrete panelling, Colorbond Monument cladding, Steel (painted charcoal), and Aluminium screening battens	Concrete panelling, Colorbond Monument cladding, Steel (painted charcoal), and Aluminium screening battens
Number of Medical Practitioners	Thirteen (13)	Eight (8)

Based on the amended plans, it is recommended that Council resolve to authorise Council's Statutory Planning Department to settle the matter via consent, subject to conditions. The conditions remain largely unchanged from Council's original decision with the exception of some modified or deleted conditions to reflect the amended plans (amended conditions are shown in **bold**).

The plans have been reviewed by Council's Development and Traffic & Transport Services teams. Both teams raised no objection to the amended plans subject to conditions. The reduced number of practitioners and provision of 31 car spaces is in accordance with Clause 52.06 (Car Parking).

It is concluded that the amended plans continue to appropriately respond to the Cardinia Planning Scheme.

## Resolution

Moved Cr Graeme Moore, seconded Cr Kaye Cameron.

That Council;

1. notes and accepts the attached document 'Outcome of CC - Agreement subject to responsible authority confirmation (s82)' being the outcome of the Compulsory Conference ordered by VCAT and held on 12 April 2024; and



2. authorises Council's Statutory Planning Department to settle the matter in accordance with the agreement noting that the permit conditions are generally in accordance with Council's Resolution to grant a permit made at the Council Meeting on 20 November 2023.

Attachment

## **Outcome of CC - Agreement subject to**

responsible authority confirmation (s 82)

*PLANNING & ENVIRONMENT  
LIST*

Tribunal File No: P1554/2023  
Permit Application No: T220285 PA  
Date of Comp. Conf: 12 April 2024  
Member: S. R. Cimino

### PARTIES

**Applicant for Review:** Trevor Budge, Claudio Cullino and George Trojan for Trevor Budge and Others  
**Responsible Authority:** Benjamin Jones, town planner, Cardinia Shire Council  
**Respondent(s):** Rory O'Connor, lawyer, Hall & Wilcox for Airplay Pty Ltd

### **OUTCOME OF COMPULSORY CONFERENCE – CONDITIONAL REQUEST FOR CONSENT ORDER**

#### **1. CONDITIONAL REQUEST FOR ORDERS**

**Subject to the circumstances set out in agreed term 2B below occurring, the parties request that the Tribunal make the following order by consent pursuant to Section 93(1) of the *Victorian Civil and Administrative Tribunal Act 1998* as full settlement of this proceeding:**

#### **Amend application**

- 1 Pursuant to clause 64 of Schedule 1 of the *Victorian Civil and Administrative Tribunal Act 1998* (Vic), the permit application is amended by substituting the following for the application plans:

Prepared by: Berwick Drafting  
Drawing numbers: TP01 to TP11, All Revision E  
Dated: 28 March 2024

### Grant permit

- 2 In application no. P1554/2023, the decision of the responsible authority is **varied**.
- 3 In permit application no. T220285 PA a permit is granted and directed to be issued for the land at 337 Belgrave-Gembrook Road EMERALD VIC 3782 in accordance with the endorsed plans and on the conditions set out in Appendix A. The permit allows:

<b>Cardinia Planning Scheme Clause no.</b>	<b>Description of what is allowed</b>
32.04-2	Use land for a medical centre
32.04-9	Construct a building and construct or carry out works
43.02-2	Construct a building and construct or carry out works

### Hearing vacated

- 4 The hearing listed on **31 May and 3 & 4 June 2024** is vacated. No attendance is necessary.

### APPENDIX A

- 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 permit application plans 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) **DELETED.**
  - (c) The location of **three (3)** 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) **DELETED.**
- (g) **DELETED.**
- (h) **DELETED.**
- (i) Landscaping Plan in accordance with Condition 1(n).
- (j) Annotated and identifiable glazing finishes to all windows.
- (k) Screening/window treatment to the west to avoid overlooking of adjoining properties.
- (l) Deletion of north facing balconies at ground floor level.**
- (m) Deletion of accessway/path connecting to amenities at ground floor level, located along the site's eastern boundary.**
- (n) 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 site, that maintains and does not impede sight lines to the north (with a preference toward deciduous species).**

### 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 eight (8) health practitioners to be located on site at any one time.

#### **Engineering – Site Specific**

- 9 Before the development is occupied, Madigan Way 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”.
- 10 At least 14 days before any works start on Madigan Way, 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**

- 11 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.
- 12 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.
- 13 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.
- 14 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.
- 15 Stormwater works must be provided on the subject land so as to prevent overflows onto adjacent properties.
- 16 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.
- 17 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.
- 18 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.

- 19 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.
- 20 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.
- 21 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.
- 22 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**

- 23 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.

### **Expiry**

- 24 A permit for the development of land expires if:
  - (a) the development does not start within two (2) years after the issue of the permit; or
  - (b) the development is not completed within four (4) years after the issue of the permit.

In accordance with Section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition.

### **End of conditions**

## **2. OTHER AGREED TERMS**

- A. The officer representing the responsible authority confirms that they will recommend to the responsible authority that it consent to the above orders being made.
- B. The parties only request that the Tribunal make the consent orders set out above if by 16 April 2024 (or some other date agreed to by the permit applicant), the responsible authority provides confirmation in writing to the Tribunal and the other parties that it consents to the above orders being made.
- C. If the responsible authority does not provide its written consent to the above orders being made by 16 April 2024 (or some other date agreed to by the permit applicant), the parties acknowledge that a consent position has not been reached between the parties and the matter will proceed to hearing.

### 3. OTHER MATTERS

- A. In giving its consent, the responsible authority confirms that the amended plans to be substituted as the application plans by the above orders will not result in any change to the proposed use and development which would materially affect any person other than the parties to the proceeding and notice of the amended plans is not required.
- B. The parties agree that the following can be included as notes. The notes will not however form part of the Tribunal's order.

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.

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.

**4. SUMMARY OF PROCEDURAL ORDERS TO BE MADE ARISING FROM THIS COMPULSORY CONFERENCE**

- Confirm hearing
- Notice of amended plans (in accordance with the Rev E plans) by **17 April 2024** otherwise as per PNPE9.
- Other standard procedural orders re Submissions, Evidence and Tribunal Book

**SIGNED and dated 12 April 2024**

Carried



## 6.2 General Reports

### 6.2.1 Renaming Officer Recreation Reserve to 'Rob Porter Recreation Reserve'

**Responsible GM:** Debbie Tyson  
**Author:** Doug Evans

#### Recommendation(s)

That Council undertake a community consultation exercise seeking community input into the suggested renaming of the officer Recreation Reserve to 'Rob Porter Recreation Reserve' in acknowledgement and appreciation of the extraordinary services provided by Mr Porter to the community of Officer and the wider Cardinia Shire.

#### Attachments

Nil

#### Executive Summary

This report is in response to Notice of Motion #1088 passed at the February Council Meeting as follows:

*That a report be presented to the May Ordinary Council Meeting outline the process for renaming the Officer Reserve and to commit to undertaking this process of the re-naming of the reserve the 'Mr Robert Porter Reserve or Porter Reserve or another name honouring Mr Porter or his family.' Council will abide within the appropriate timeframe under the Geographic Names Victoria allows. This report and results would be presented and discussed with the family. Council will abide by the families wishes.*

#### Background

The research and relevant contacts required under Notice of Motion #1088 have been completed well in advance of the May Council Meeting and it is considered appropriate to deal with this matter at this meeting rather than wait an additional month for the May Council meeting.

The process for naming or renaming places and features are set out in the 'Naming rules for places in Victoria' the statutory requirements for naming roads, features and localities are established under the provisions of the Geographic Place Names Act 1998.

These rules require any naming proposals to first be submitted for approval in-principle by the Registrar of Geographic Names, when naming proposals involve the use of the names of individuals that are deceased the rules state that these names should only be applied no less than two years posthumously.

in this regard Geographic Names Victoria (GNV) have been approached regarding the renaming proposal detailing the extraordinary and exemplary service that Mr Porter had provided to the reserve and the Officer Community. GNV have responded to advise that the exemption request has been approved and, subject to complying with the remaining naming principles, Council is clear to proceed with the use of Mr Porter's name.

The name Rob Porter Recreation Reserve does comply with the remaining principles in the naming rules, therefore Council is able to proceed with this matter.

Mrs Carol Porter OAM has been contacted regarding the suggested renaming. Mrs Porter has consulted with her two sons and has advised that the family is pleased and honoured to consent to the renaming of the reserve and have requested that the reserve name be 'Rob Porter Recreation Reserve'. Mrs Porter has been advised that as this suggested name is the family's preference it will be the name suggested as part of the renaming processes.

The Officer Recreation Reserve Community Asset Committee has also been contacted regarding this matter and they are fully supportive on the renaming proposal. They have asked if the name of the existing Robert G Porter Pavilion can remain. There is no objection to the name of the pavilion remaining.

The final step in this renaming proposal is to undertake a community consultation process seeking community comment on the proposal to ensure that the name has community support. In this case considering Mr Porter's extraordinary involvement and support to the Officer Community it is expected that the suggestion will receive overwhelming support.

### **Policy Implications**

This renaming proposal is in keeping with the 'Naming rules for places in Victoria' and Council's Place Naming Policy.

### **Relevance to Council Plan**

#### **5.1 We practise responsible leadership**

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

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

### **Climate Emergency Consideration**

There are no climate change considerations associated with this renaming proposal.

### **Consultation/Communication**

A process of community consultation to gauge the level of support for this naming proposal will occur with the results presented to a future Council Meeting for a final decision to be made on the proposal.

### **Financial and Resource Implications**

The only financial implication related to this renaming proposal will be the cost of erecting new signage at the reserve that can be accommodated in the existing operating budget.

### **Conclusion**

It is suggested that Council undertake a community consultation exercise seeking community input into the suggested renaming of the officer Recreation Reserve to 'Rob Porter Recreation Reserve' in acknowledgement and appreciation of his service which in summary has involved:

- Growing up in Officer and attending Officer Primary School
- Previous Victorian Apprentice of the Year

- Chairman Officer Recreational Reserve Committee 40+ years
- Chairman Officer and District Community Association (formerly the Officer Progress Association) 40+ years (since 1972 approximately)
- Trustee 40+ years of the Officer Union Church and committee member of the Officer Union Church Inc
- Committee member Officer Hall Committee 40+ years
- Served for 11 years as Chairman of the Officer State School Council
- Cardinia Shire Citizen of the Year in 1988
- Inaugural Stan Henwood Award winner for outstanding volunteer service to the Community
- Cardinia Shire Senior Citizen of the Year in 2020
- Life Member Officer Football Club
- Life Member Officer Cricket Club
- Winner Victorian Football League Graham Arthur award in 1987 for coaching a West Gippsland inter league junior team winning the grand final
- Long time member of the E A Owen Reserve, and with the committee maintained weed control and other maintenance at this bushland reserve
- Won League Best and Fairest of the South-West Gippsland football league
- Recruited by the Hawthorn Football Club and on the Seniors list for two years
- Coached various teams at the Officer Football Club

## **Resolution**

Moved Cr Collin Ross, seconded Cr Tammy Radford.

That Council undertake a community consultation exercise seeking community input into the suggested renaming of the officer Recreation Reserve to 'Rob Porter Recreation Reserve' in acknowledgement and appreciation of the extraordinary services provided by Mr Porter to the community of Officer and the wider Cardinia Shire.

Carried

## 6.2.2 Suburb Name for Pakenham East PSP

**Responsible GM:** Dana Harding  
**Author:** Courtney Foura  
**Report purpose:** For discussion  
**Presentation time:** 10 minutes

### Recommendation(s)

- That Council commences Community Engagement for a period of 5 weeks to seek feedback on the proposed names for the new suburb within the Pakenham East Precinct Structure Plan Area.
- That the names to be proposed be:
  - Leila
  - Gwyn
  - Alice Park
  - Beatrice Park
  - Debra
- That the first most popular name following the engagement process be used for the new suburb and the second most popular name used to rename Mount Ararat South Road.
- A further report to be presented to Council following completion of the engagement process, with the results of the engagement and proposed suburb name.

### Attachments

1. Govt Announcement - New Suburb For Melbourne's South East [6.2.2.1 - 1 page]
2. PE New Boundary-4 [6.2.2.2 - 1 page]
3. Pakenham East Precinct Naming FAQ [6.2.2.3 - 4 pages]

### Executive Summary

The area within the Pakenham East Precinct Structure Plan (PSP) is under development and will deliver over 7,000 new homes within this precinct. The first planning permit in the PSP was issued to Lend Lease for Averley Estate on 16 June 2021 and the first stage of that permit was titled on 16 June 2023. Other stages in Averley, and permits to other developers, have since been issued which is continuously increasing the newly created residential lots within the PSP.

The Place Names Advisory Committee (the Committee) has consulted with Geographic Names Victoria (GNV) the State Government body which oversees the naming and registration of place names within Victoria. GNV have advised that this precinct will create a new suburb, distinct from Pakenham, and should have its own suburb name and that neither Pakenham East or East Pakenham can be used for the suburb name.

A community engagement plan has been prepared, which includes proposed suburb names and a five-week community consultation period. As part of the consultation process, individuals and groups will be able to vote on their preferred suburb name from a list provided. The longer the area remains without a registered name the more owners will be impacted.

Outlined in this report are the risks and impacts on new owners if this suburb naming does not occur quickly. To minimise impact on developers and especially new owners and resident's, officers are seeking to begin Community Engagement following this Council Meeting. Once the engagement is complete, it is anticipated that a decision on the name to be chosen can be made at a future Council

Meeting. Once the new suburb name is registered, each property owner will be required to lodge a change of address with service authorities.

## Background

The Pakenham East Precinct Structure Plan (PSP) was approved in December 2020 and gazetted in January 2021 (refer Ministers Announcement attached). Extensive consultation was undertaken in determining this PSP area. There are no surprises within the PSP in terms of roads, allotments, community centres or public open space.

The Place Names Advisory Committee has proposed that the suburb boundary generally follows the PSP boundary with the exception of the Northern boundary and a small section in the South-East corner (as marked on the attached map).

It is proposed that the Northern boundary of the proposed suburb will follow the property boundaries just short of the Electricity Transmission Easement. There are four property owners north of this line that have land both inside and outside of the designated PSP area that would not be included in the proposed suburb. If these properties were to develop the PSP portions of their land, they would be addressed Nar Nar Goon North. Notably, each of these four properties have a small amount of land within the PSP and are also burdened by the electricity easement, with the balance of their land being Green Wedge Zone 1.

Following further consultation with GNV it is now proposed to include additional parcels to the South-East of Mount Ararat South Road, between Princess Highway and the Princess Freeway. The boundaries here form a logical geographical boundary of the suburb. Comments were received from Emergency Services, and supported by GNV, during a referral process that these parcels should be included into the boundary, as to not include them would be considered a public safety risk. There are three properties here that will be affected. The committee believes that this is the most straightforward boundary alignment to seek feedback from the community during the public engagement process.

Additional comments were received from Emergency Services in relation to the risk of confusion with the duplication of the road names, Mount Ararat North Road and Mount Ararat South Road. GNV supported the advice of Emergency Services and strongly encourage Council to rename these roads while undertaking the suburb naming process. Following this additional advice, Officers propose to rename 'Mount Ararat North Road' to 'Mount Ararat Road', and to further utilise the second most popular name from the engagement to rename 'Mount Ararat South Road'.

GNV has published rules to be followed when naming features such as this proposed suburb name. The rules contain 13 Principles labelled A through M which are to be considered when undertaking a naming process. These principles are mandatory for Council to follow, and each naming proposal needs to meet all applicable principles.

The area within the Pakenham East PSP is made up of three existing localities with two postcodes.

- Pakenham 3810
- Nar Nar Goon 3812
- Nar Nar Goon North 3812

It was put to GNV that no suburb naming takes place, and the existing localities and postcodes remain. This would have avoided a naming process. GNV did not support this proposal, leaving Council as the naming authority no option but to commence this process.

The differing localities and postcodes create situations within the PSP area where several future streets will cross localities and/or postcodes. This has the potential to cause confusion. Principle A: 'Ensuring Public Safety' states: *To protect our communities, geographic names and boundaries must*

*not put public and operational safety for emergency response at risk; or cause confusion for transport, communication and mail services.* The committee agrees that naming a new suburb in the PSP will create a better outcome for residents, emergency and other services.

Directional Markers such as 'East' can no longer be used in road or place names within Victoria. GNV has advised that Pakenham East, East Pakenham and Pakenham cannot be used as names for this new suburb, (Principle L). Confusion in relation to the East Pakenham Train Station is referenced in the Frequently Asked Questions document.

### Suggested Names

Councils Place Names Advisory Committee has agreed on the following short-list of preferred suburb names. Each of these names has been given provisional approval by GNV which includes approval from the naming Registrar, consultation with state bodies such as Emergency Services and Australia Post as well as approval from interstate naming counterparts.

- **Leila** (specifically meets Principle G – Gender equality and I – Using commemorative names)

Leila Keating was a suggested name from the Berwick Pakenham Historical Society. Leila attended Officer State School and was the first woman to complete a medical degree at Melbourne University. Leila was also the first female doctor to sign on to a cargo steamer travelling the world and became a world-wide and prominent Radio Therapist Specialist.

Leila's family also built 'Fairwood Park' Officer. Use of her name provides us with links to the municipality and history of the area by also recognising a female of significance.

- **Alice Park** (specifically meets Principle G – Gender equality and I – Using commemorative names)

Alice Henry was a suggested name from the Berwick Pakenham Historical Society. Alice grew up in Beaconsfield and became a prominent journalist and writer. She was active in the fight for women's equality and wage rights. She wrote for the Argus, an Australasian Newspaper and published two books.

The names Alice and Henry are duplicated and unable to be used. Consultation was undertaken with Lendlease who have agreed that if the name 'Alice Park' were selected as the most popular, they will name their proposed park in the Pakenham East PSP 'Alice Park' in recognition of Alice Henry. This will allow Council to use 'Alice Park' as it will then link to place (Principle C – linking to place)

- **Gwyn** (specifically meets Principle G – Gender equality and I – Using commemorative names)

Gwyn Mapperson was suggested by the Berwick Pakenham Historical Society, Gwyn was from Beaconsfield Upper and was extremely active in the local community. She regularly volunteered at her children's school for stalls, fundraisers and soup days.

Gwyn was extremely active at the Upper Beaconsfield RSL along with her husband and was a member for Legacy. Gwyn was passionate about supporting returned soldiers and families who were heavily affected by WWII during that time. In 1999 she was awarded a life membership to the Upper Beaconsfield RSL Subbranch. Gwynneth also worked fulltime during this period of all her contributions, raised a family and regularly cared for wildlife.

- **Beatrice Park** (specifically meets Principle G – Gender equality and I – Using commemorative names)

Beatrice Thomas was suggested by the Koo Wee Rup Swamp Historical Society. Beatrice was the first female Shire Secretary at the Shire of Berwick. Her appointment caused controversy as there were many who thought her role should have been given to a man. The RSL and Pakenham Upper Progress Association protested her appointment which was covered by



local papers. Beatrice was also an inaugural member of the Historical Society of the Berwick Shire now known as the Berwick Pakenham Historical Society.

The name Beatrice is duplicated and unable to be used. Lendlease have also agreed to the proposal of naming their proposed park in the PSP 'Beatrice Park' in recognition of Beatrice if this were the most popular name. This will then meet Principle C of the naming rules and link the name to place.

- **Debra** (specifically meets Principle G – Gender equality and I – Using commemorative names)

Debra Bramely was suggested by the Nar Nar Goon Progress Association. Debra was a very active community member. With memberships at the Nar Nar Goon Progress Association as assistant secretary, member of the Pakenham Uniting Church and the newsletters weekly editor. She was part of the Nar Nar Goon kinder committee and also editor of the Goon News, a community newsletter that is still published today.

### **Other Names Considered**

The Berwick Pakenham Historical Society also suggested Rakali as a suburb name which was favoured by the Place Names Committee. Rakali is the Aboriginal name for Australia's native water rat. The Rakali were once a known inhabitant of Deep Creek and Hancocks Gully. After consulting with Bunurong, Rakali is not a Bunurong name and currently it is unknown which language group this word comes from. Therefore, we do not have permission to use the name.

The Committee considered Mount Ararat (and variations) as it is a known feature bordering the PSP area and therefore creates a link to place (Principle C). However, this name would cause confusion and duplication with the Victorian town of Ararat and their own Mount Ararat to the towns west.

The Nar Nar Goon Progress Association provided several names for consideration. One was Brocost Park which was a combination of the first letters of four notable ladies last names who have made a significant contribution to the Nar Nar Goon Community. This name was not supported by GNV, however Debra Bramley, noted above, is one of the proposed shortlisted names. Other names from the association such as Noni, June and Judy did not meet the GNV principles. The association also suggested the Kinsella which was not supported as Council is in the process of naming two roads in the Officer PSP after each sister.

Two additional names which were suggested by the Koo Wee Rup Swamp Historical Society, Jeune Matthews and Beatrice Thomas, and two suburb names being 'Jeune' and 'Beatrice' were submitted to GNV for pre-approval and consideration. GNV has advised that they would not support either name for the proposed suburb name due to duplication and potential confusion with 'Beatrice' in QLD and 'Junee' in NSW.

It is noted that some of the names that do not meet the principles for suburb naming can be used to name roads and other features within the suburb or shire.

### **Single Naming Approach**

Officers have contacted GNV who have confirmed that if Council prefers, Council may seek Community Engagement using only one suggested name. It is not the officers recommendation to proceed with a single naming approach.

### **Engagement Process**

In consultation with the Community Engagement Team officers have prepared a comprehensive and detailed communications and engagement plans to inform and guide the engagement process.

The community will be able to vote on their preferred name. Voting will be mainly online, with forms also available by request. Residents and interested groups will be engaged in various ways to inform, engage and consult on the proposal. Only the shortlisted names will be able to be voted on.

Officers will be writing to all landowners within the PSP area to advise them of the naming proposal, seek their feedback and opportunity to vote on their preferred name. Developers and Builders active within the precinct will be provided with advice and flyers to pass on to any prospective residents. Information will be on Council's website and a Creating Cardinia page will be used. Pop-up's will also be held during the consultation period specifically in Nar Nar Goon, Lakeside Market and Cardinia Lakes Shopping Centre.

### **Ensuring a Valid Voting Poll is Undertaken.**

The GNV guidelines state that 'Requesting a respondent's name and address details will assist the naming authority to collect results and ensures a valid voting poll is undertaken'. To allow respondents to vote for the name of the suburb and the proposed road, respondents will be requested to provide their name and locality details. These details will be collected in accordance with the Privacy and Data Protection Act, 2014.

Respondents will be asked to provide their first and second preference from the list of names. The voting tools will identify and discount any duplicate votes received from the same IP address. Voters will be required to provide their postcode and responses will be weighted from residents within and abutting the new suburb who will be impacted by the change in name and postcode.

Once the engagement period closes, officers will collate the information received and provide a further report back to SLT and Council. It is hoped that the new suburb name and road names can be registered and formally adopted at the Council meeting in July.

### **Policy Implications**

The following Policies have been considered as part of this report:

- Community Engagement Policy 2021-2024
- Councils Places Naming Policy 2023
- GNV – Official Naming rules for places in Victoria 2022

### **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.

#### **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 with this report.

### **Consultation/Communication**

The following consultation has been undertaken at this early stage, with a larger Engagement Plan to be undertaken moving forward:

- Geographic Names Victoria
- Community Engagement Team



- Place Names Advisory Committee
- Developers within the Pakenham East PSP
- Bunurong Land Council
- Nar Nar Goon Progress Association
- Berwick Pakenham Historical Society
- Koo Wee Rup Swamp Historical Society

Until the suburb name is registered, officers will run a monthly report of any new land sales and write to new owners advising them of the suburb naming and service authority requirements.

To assist owners of the new residential lots, officers are consulting with service authorities and Australia Post to request that dual addresses are lodged for the lots that are sold. It is hoped that this will prevent any delays or hold-ups to service connections where a building contract has been executed with the existing address. It is known that in the past owners have not been able to have services connected where addresses have changed and are different to their contracts which causes significant delays in moving in.

### **Financial and Resource Implications**

There is no budget set aside for naming matters all renaming projects currently occur within existing budget allocations. It is recognised that this is a large workload for officers whilst undertaking their business-as-usual work.

If there are overwhelming responses through the engagement period, we may require temporary administrative assistance to prepare and send out notices and letters to community members. This would only be a minor cost and should not have a budget impact.

### **Conclusion**

That Council commences Community Engagement for a period of 5 weeks to seek feedback on the proposed boundary and names for the new suburb within the Pakenham East Precinct Structure Plan Area and the renaming of Mount Ararat North and South Roads.

### **Resolution**

Moved Cr Graeme Moore, seconded Cr Tammy Radford.

That Council;

- Commences Community Engagement for a period of 5 weeks to seek feedback on the proposed names for the new suburb within the Pakenham East Precinct Structure Plan Area.
- That a sixth name be added to the list with the names to be proposed:
  - Leila
  - Gwyn
  - Alice Park
  - Beatrice Park
  - Debra
  - Honora
- That the first most popular name following the engagement process be used for the new suburb and the second most popular name used to rename Mount Ararat South Road.
- A further report to be presented to Council following completion of the engagement process, with the results of the engagement and proposed suburb name.

Carried



## 6.2.3 Response to Notice of Motion - Officer Town Centre update

**Responsible GM:** Lili Rosic  
**Author:** Emma Cadd

### Recommendation(s)

That Council note the progress of development within the Officer Town Centre area.

### Attachments

Nil

### Executive Summary

The Officer Precinct Structure Plan which was gazetted in September 2011 and amended in November 2019 identifies Officer Town Centre as a future Major Activity Centre to provide a diverse and vibrant town centre that accommodates a variety of uses including a range of retail and commercial premises, community facilities and higher density residential options. Officer Urban Design Framework was approved in February 2024. Since the PSP gazettal, development in the Officer Town Centre has been slow moving and based around the Council owned civic centre. Councillor Radford put forward a notice of motion at a Council Meeting on 19 February 2024 to receive an update on the progress of Officer Town Centre and this report is in response to this.

### Background

Cr Tammy Radford put forward the following notice of motion at the February 2024 Council Meeting:

*“That a report is provided at the April Ordinary Council Meeting that provides an update on the progress of Officer Town Centre noting the Precinct Structure Plan was endorsed in September 2011 and amended November 2019. The report is to include information that is not deemed confidential, on any current planning applications or permits for both residential and commercial developments, details about the land ownership with state and private providers, and any actions taken by the council to facilitate development in the Officer Town Centre.”*

Key documents relating to Officer Town Centre are listed below:

- Officer Precinct Structure Plan (PSP)
  - Guides the development of the Officer area within the Urban Growth Zone, north of the freeway.
  - Sets the land uses, development types and subdivision requirements applicable through the Cardina Planning Scheme.
  - Developed by Council and the Victorian Planning Authority (VPA)
  - Gazetted in 2011.
  - Amendment approved in November 2019 - focused on opening of the Officer Town Centre.
- Officer PSP is supported by Officer Development Contributions Plan (Officer DCP)

- Supports Officer PSP by providing funding contributions towards identified transport and community projects and land acquisitions.
- Officer Town Centre Urban Design Framework
  - Provides guidance and direction on development in the area to ensure a cohesive outcome .
  - Adopted by Council on February 19, 2024.

Key functions of Officer Town Centre:

- Major Activity Centre (MAC)
  - Identified and defined by Officer PSP.
  - Provide a variety of uses including retail and commercial premises, community facilities and higher density residential options.
  - Linked by pedestrian, cycling and road access that creates a permeable and safe environment.
  - Linked to major public transport corridors of the Pakenham Rail Line via Officer Station and the bus routes along Princes Highway.
- State Government Major Activity Centre
  - Identified within Plan Melbourne strategic document.
  - Provide diverse roles of housing, retail, commercial and civic services.
- Regionally significant commercial area
  - Identified and defined in Melbourne Industrial and Commercial Land Use Plan (MICALUP).
  - Provide for future retail and office floorspace and supporting delivery of 20-minute neighbourhood.
  - Provide for significant office development and higher-order, knowledge-based jobs.
- Neighbourhood level role
  - Provide retail opportunities, including several supermarkets and associated shops and services.
- Regional level role
  - Provide a range of uses including commercial offices and business centres, entertainment activities, recreation and community services, educational and medical facilities and high-density housing.

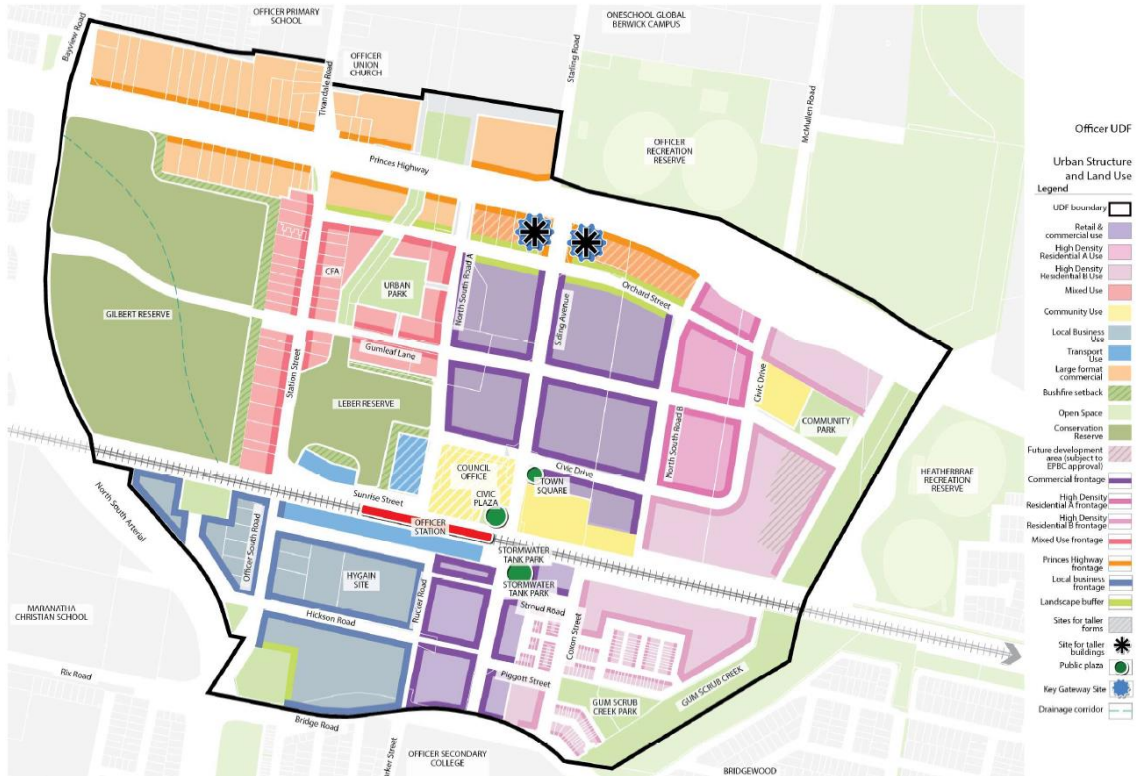
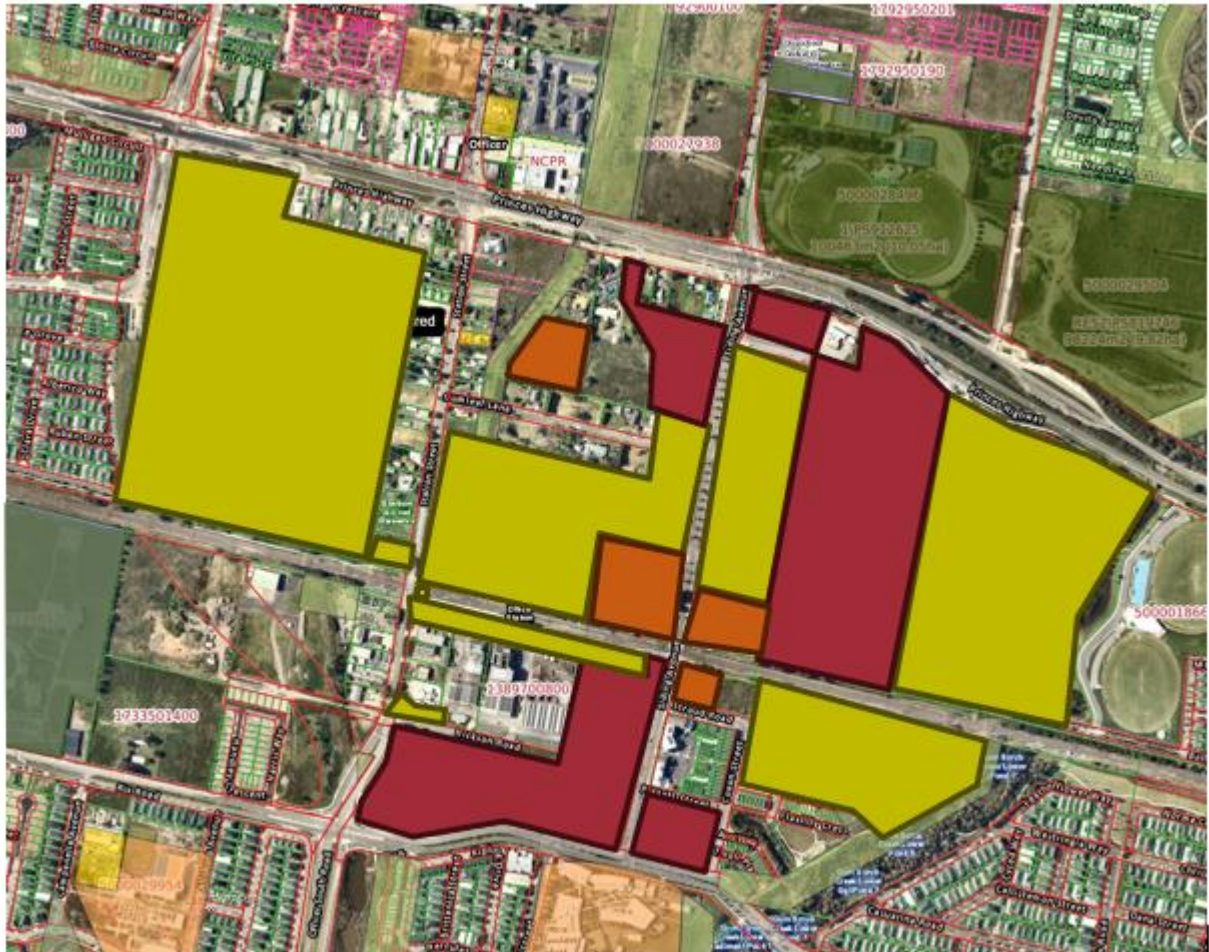


Figure 1: Image from UDF of desired ultimate outcome and land uses

The Officer Town Centre (OTC), much like most areas of the Officer PSP, is held in fragmented ownership, with many small, individual lot owners. Figure 2 shows the current ownership of the larger land parcels within OTC split into Council owned land, state government owned land and privately owned land. The balance (uncoloured) land is also all privately owned through multiple small land holders.





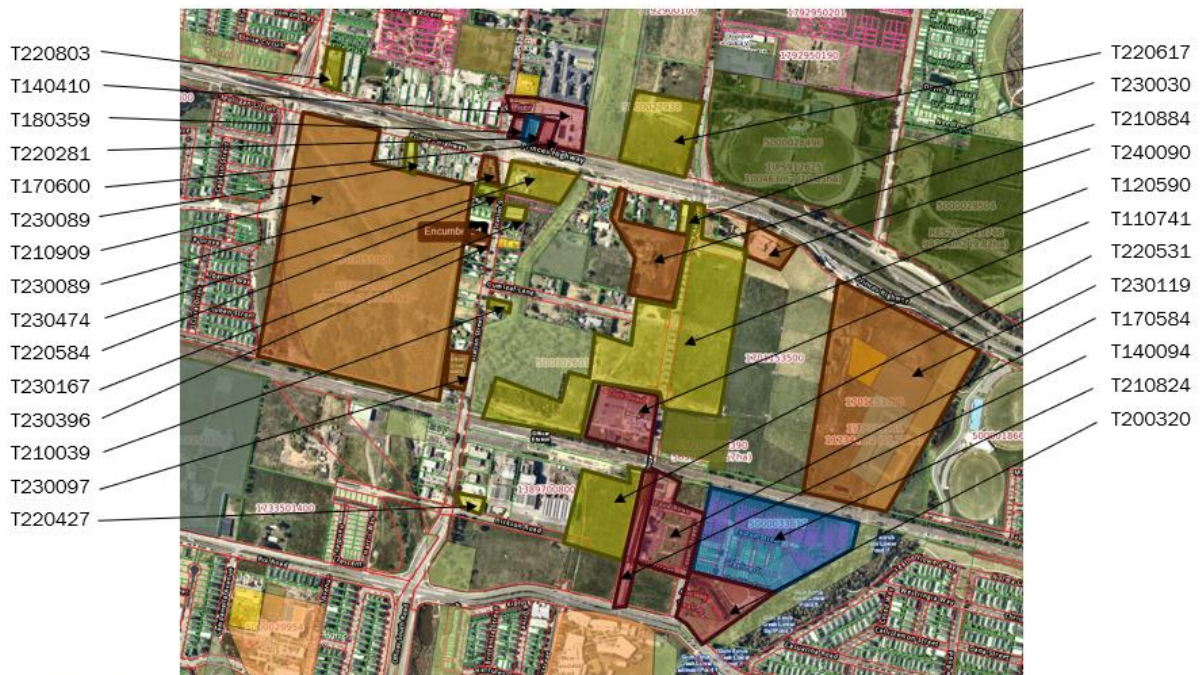
**Council owned land**  
**State government owned land**  
**Privately owned land**

*Figure 2: Image showing public, private and state land holdings within Officer Town Centre*

As can be seen in Figure 2 a significant portion of the land within the town centre is owned by the state government, with the majority being held by Development Victoria, the state’s development delivery arm. Development Victoria (DV) have delivered the major roads within the OTC including Siding Ave, Stroud Rd, Coxon, Piggot and Orchard Streets along with the rail underpass and associated landscaping in these areas. DV are currently developing the residential zone in the southeast corner known as Olio and have also submitted a permit application for the balance residential land on the northeastern side of the precinct which is under review through the planning application process. Whilst they have a subdivision permit for the balance land either side of Siding Avenue north of the railway line, they have not progressed the commercial development aspects of their land holdings to permit application stage. Recently the land on the eastern side of Siding Avenue in the commercial precinct has been listed for sale. It is anticipated that the sale will be to another developer looking to invest in the OTC to deliver this key commercial component. It is worth noting that the land holdings of DV have reduced over time, as the areas either side of Siding Avenue south of the railway line were sold to various private owners after completion of the road construction.

Of the Council owned land, these parcels are either the Civic Centre, public open space, or future community facilities as identified in the PSP.

The remaining land is all in private ownership, with a couple of large single landowners within the commercial and Siding Avenue precinct and the remainder being small private landowners of businesses or residential properties.



Development underway  
 Permits issued  
 Permit application being assessed  
 Development complete

Figure 3: Image showing permits issued, completed, or being assessed

Permits that have been issued or planning permit applications currently being considered for development in line with the PSP within OTC are shown in figure 3 and detailed in table 1 (correct at 19.03.24). Not all permits are listed, with permits for signage or change of use of businesses not included, nor permits for the existing uses prior to the PSP being gazetted. Permits issued that have now lapsed or been withdrawn are also not included in this list. The planning scheme and underlying zone of Urban Growth Zone Schedule 4 (UGZ4), dictates the type of land use, development and subdivision that can occur and planning applications need to be generally in accordance with the Officer PSP to be approved.

Permit	Address	Permit description	Status
T210884	458 Princes Highway, Officer	Application for construction of supermarket, shops and offices, display of signs, reduction in carparking, alteration of access to land adjacent to a road in transport zone (commercial)	under assessment – with applicant awaiting CHMP
T230119	Princes Highway, Officer	Subdivision of land and associated works, removal of waterbodies, creation of access to a road in transport zone 2 (residential)	under assessment – on RFI with applicant
T230474	1 Station Street, Officer	Development of land with a land sales office and display of signage	permit issued – works progressing onsite



T230097	48-56 Station Street, Officer	Use and development of the land for a retail premises, office and medical centre and reduction of car parking	under assessment – applicant working with MW on their concerns
T230396	18 Station Street, Officer	Use and development of the land for a childcare centre with reduction in car parking	under assessment – S50 lodged and on RFI with applicant
T220623	432 Princes Highway, Officer	Development of the land for offices	under assessment – on RFI waiting on CHMP
T210909	Princes Highway, Officer	Subdivision of land – creation of easements and reserves	under assessment – with applicant on RFI
T240090	496 Princes Highway, Officer	redevelopment of existing service station including provision of 5 food and drink premises and car wash	under assessment – recently lodged
T230030	474 Princes Highway, Officer	Use and development of land with 8 food trucks, construction of car park and alteration of access to a trz2	completed - timeframe of use is five years
T230167	11 - 13 Station Street, Officer	Use and development of the land for a childcare centre	permit issued – condition 1 plans and plans to comply submitted for review
T210039	33 Station Street, Officer	Use and development of the land for a medical centre and display of business identification signage	permit issued – condition 1 plans approved
T220584	4 Station Street, Officer	Use and development of the land for a medical centre and display of signage	permit issued – under construction
T230089	414 Princes Highway, Officer	Development of the land for trade supplies (plumbing)	permit issued – detailed design plans being assessed by engineering
T220803	389-391 Princes Highway, Officer	Use and development of convenience restaurant, display of advertising signage and reduction in bicycle parking	permit issued – detailed design plans being assessed by engineering
T120692	433 Princes Highway, Officer	Development of land for office buildings	completed
T220281	435 Princes Highway, Officer	Development of land for offices, display of signage, alteration of access to a road in TZ2, reduction in car parking and creation of easement	permit issued – detailed design plans being assessed by engineering
T170600	437 Princes Highway, Officer	Use and development of the land for offices and shops, a reduction in car parking, alteration of an access to a Road Zone Category 1 and advertising signage.	Completed
T140410	24 Tivendale Road, Officer	Commercial premises incorporating a service station, shops (including a licensed premise - bottle shop), food and drink premises, offices, medical centres, advertising signage, a reduction in car parking and loading bay requirements and access to a RZC1	Completed
T220617	465 Princes Highway, Officer	Use and development of a mixed-use commercial development including business identification signage and alteration of access to a road in TZ2	permit issued – plans to comply on RFI with applicant



T110741 & T130562	20 Siding Avenue, Officer	civic centre	completed
T220531	67 Officer South Road, Officer	use of land for dwellings, building and works associated with dwellings, retail premises, offices and medical centres, reduction in car parking, subdivision, and removal of an easement	permit issued – with applicant to progress
T170584, T200656, T190381	Siding Avenue, Officer	Building and works in stages associated with the construction of residential dwellings, shops/food and drink premises, offices, medical centres, gymnasium, supermarket, restaurant, internally illuminated signs, use of land to sell liquor and a reduction in carparking. And associated subdivision permits	completed
T210824	Coxon Street, Officer	staged multi-lot residential subdivision	Permit issued – detailed design plans being assessed by engineering
T200320	Bridge Road, Officer	staged multi- lot residential subdivision	under construction – Stage 1 & 2 complete, Stage 3 & 4 underway
T220427	63 Officer South Road, Officer	use and development of an emergency services facility and associated works	under construction
T120590	Siding Avenue, Officer	Multi lot staged subdivision, access to TRZ1, earthworks, road works, creation of a reserve, creation of easement and removal of easement.	permit issued (note that this is the subdivision of land only, not use or development). Stage 1, 2 & 2A completed
T140094, T150376	Siding Avenue, Officer	Subdivision, creation of easements, creation of reserves and associated works (including road works)	Completed – creation of Siding Ave and lots south of the railway line

*Table 1: Planning permits within Officer Town Centre*

Whilst the issuing of permits is a significant milestone, and the key process that Council is involved in for the development of OTC post PSP and UDF endorsement, it does not guarantee development. Depending on various commercial and market factors individual to each permit holder or property owner, development may progress with the approval of plans in line with permit conditions into development and use of the site, alternatively the land may be sold with the permit, or the land may continue to sit, undeveloped, for some time. Council and Council officers are unable to progress development on behalf of private or state government landowners and can only engage with developers and permit holders on their terms and provide assistance, guidance and connections.

Of the permits that have been issued in recent times, some of the key developments are shown below.

Planning Permit T220617 – north of Princes Highway, on the western corner of Starling Road a permit has been issued for a mixed used commercial development including a supermarket and other retail and/or café style premises.

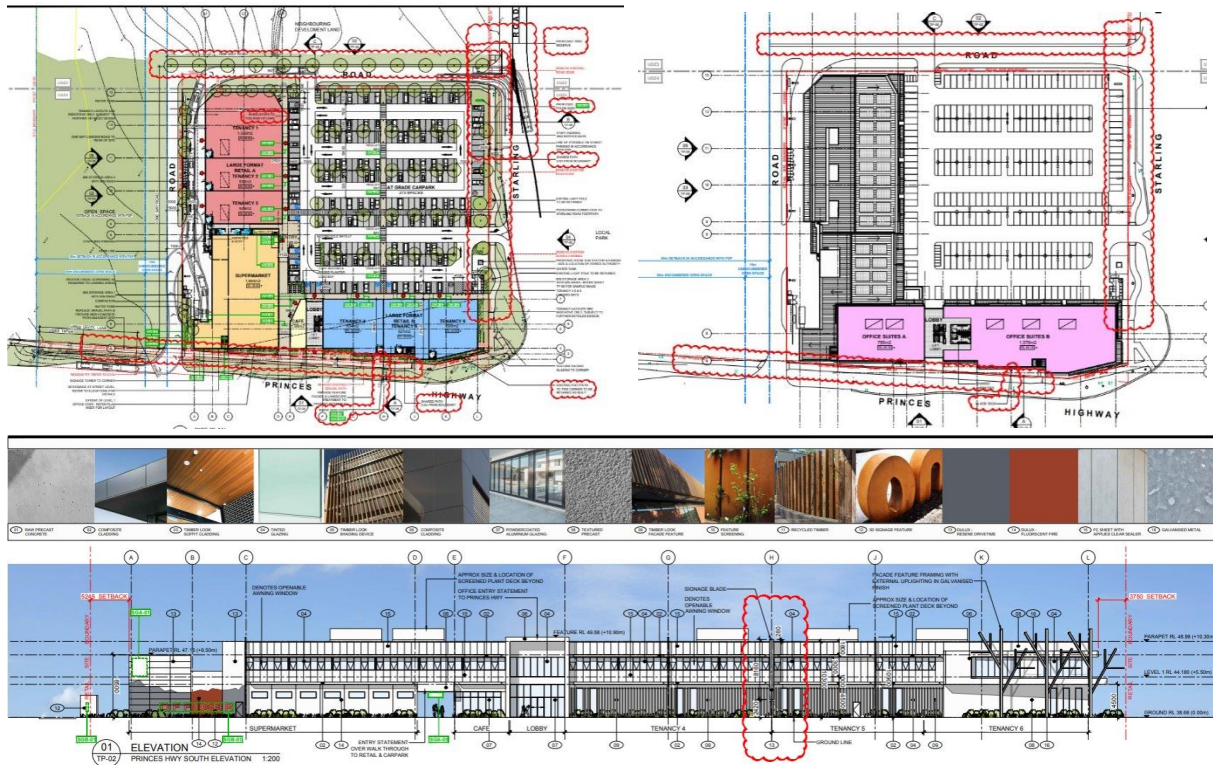


Figure 4 – examples of T220617 mixed use development proposal

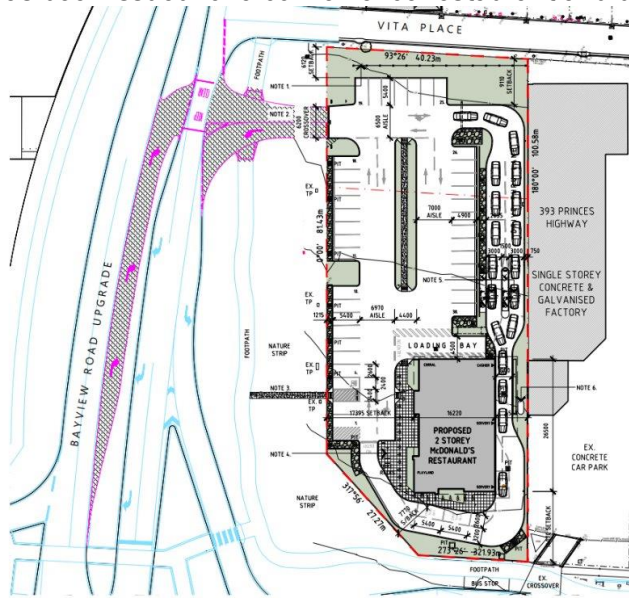
Planning Permit T220531 – located along the southwestern side of Siding Avenue, directly south of the railway line, the initial permit for this land includes a large office building adjacent to the railway line, retail/cafe shop fronts along Siding Avenue and residential dwellings behind, similar to what has been built on the southeastern side of Siding Avenue. There continues to be balance land on this site and in this ownership with further permit applications to come.



Figure 5 – proposed development of T220531 (67 Officer South Road)



Planning Permit T220803 – On the southeastern corner of Bayview Rd and Princes Hwy, a permit has been issued for a convenience restaurant and drive through.



PROPOSED SITE PLAN - DETAILED

Figure 6 – proposed convenience restaurant development T220803

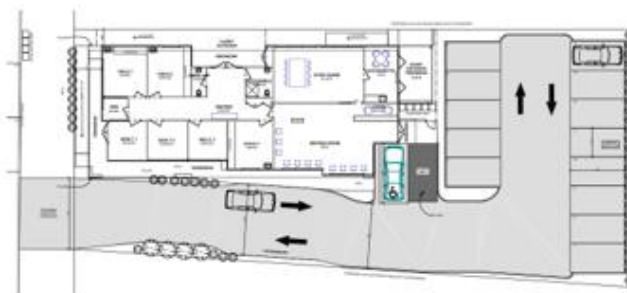
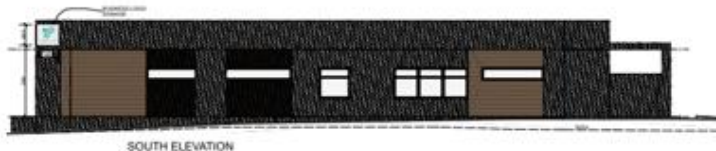
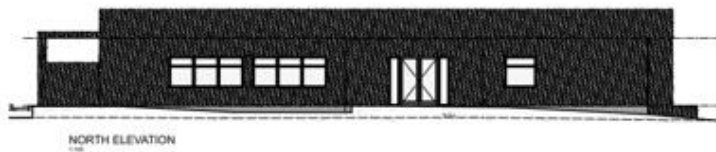


Figure 7 – proposed medical centre T210039 (33 Station Street, Officer)



Figure 8 - Proposed medical centre T220584 (4 Station Street, Officer)



Figure 9 - Proposed Childcare centre T230167 (11 - 13 Station Street, Officer)



Figure 10 – proposed SES building T220427 (63 Officer South Road, Officer)

### Policy Implications

The development of Officer Town Centre is guided by the Officer Precinct Structure Plan with the most recent amendment gazetted in November 2019. The requirements and ordinances within this document, along with the Cardinia Planning Scheme guide how permits can be assessed and issued and the uses and development that can occur on the land. All permits issued must be generally in accordance with the Officer PSP and the requirements of the Cardinia Planning Scheme. The recently adopted Officer Town Centre Urban Design Framework provides further guidance and direction on development in the area to ensure a cohesive Major Activity Centre outcome. It does not change the land uses and principles outlined in the PSP but provides a framework for development outcomes in the area.

### Relevance to Council Plan

#### 2.1 We support the creation of liveable spaces and places

- 2.1.1 Advocate, plan for and deliver accessible community infrastructure and services that address community need.
- 2.1.2 Plan and maintain safe, inclusive and connected open spaces, places and active travel routes.
- 2.1.3 Plan for housing diversity that meets community need, is affordable and delivers environmental sustainability, safety and healthy living outcomes.

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

- 4.1.2 Plan for sustainable employment precincts to entice new industries to the region and support new business.

### Climate Emergency Consideration

The Officer Precinct Structure Plan and Officer Town Centre Urban Design Framework require a number of Environmentally Sustainable Development initiatives to be undertaken as development occurs throughout the precinct. The precinct is designed to make use of active transport with walkability, and other passive transport options such as cycling favoured for movement throughout the town centre with key connections to the Officer Train Station and Princes Highway bus network.

### Consultation/Communication

- Officer Precinct Structure Plan
  - Consultation was undertaken with the residents of Cardinia as well as the landholders within the precinct at the time.



- Community consultation in July 2011
  - Adopted in September 2011.
- Community consultation from March to April 2018 for the PSP amendment
  - Adopted in November 2019.
- Officer Urban Design Framework
  - Consultation was undertaken with the residents of Cardinia as well as the landholders within the precinct at the time.
    - Community consultation in February and March 2023
      - Adopted in February 2024.

Permit applications for use, development and subdivision proposals are exempt from notice (advertising) requirements due to the UGZ4 zoning. All permits issued are required to be generally in accordance with both the PSP and the UDF, in particular the underlying planning zones for use and development. Councillors are kept up to date via the Councillor Bulletin as permits are considered and issued within this area.

Council's Growth Area planning team continue to engage with developers at pre-application meetings prior to planning permits being lodged and through ongoing discussions with existing landowners or interested purchasers as requested. The finalisation of the UDF has increased discussion around the area and has triggered several meetings to be arranged and held with existing landowners at their request. It is anticipated that as some of the larger commercial developments that have permits or are being assessed for permits proceed to construction and use that this will stimulate increased activity in the area.

Council's Economic Development team also assists with discussions with developers and connecting interested developers with local businesses and community organisations looking to establish in the OTC. Council's Major Projects team has also engaged with the Office of Suburban Development and the Level Crossing Removal Authority around the closure of Station Street at the level crossing and the need to upgrade the Officer Station as per the PSP and provide pedestrian and cycle linkages. Businesses will be encouraged to set up base near this transport hub as it transitions from a rural station that has minimal cover and difficult access to a more suburban station as envisaged by the PSP.

### **Financial and Resource Implications**

The development of Officer Town Centre is critical in providing a Major Activity Centre for the growing Officer PSP area and providing local shopping and entertainment functions for Cardinia residents, as well as being a key employment area. Council manages contributions to construction of critical intersections, road projects and community facilities via the Development Contributions Payments (DCP) and Community Infrastructure Levy (CIL) payments collected as outlined in the PSP.

Staff from the Growth Area, Statutory Planning and Urban Design, Development, Development Contributions and Economic Development teams are involved in conversations with current and prospective owners and developers of the land and spend significant amounts of time and resource in reviewing plans, engaging with land owners and permit holders and ensuring that the applications made for permits in this area meet the criteria of the PSP and UDF as well as the strategic and economic intent. Officers also prioritise review of applications within this area due to the strategic and economic significance of the precinct.

The land for OTC is privately owned by a number of proponents and Council does not control the timing of when or how the land will be developed except through the planning permit process. Where possible Council officers facilitate discussions, negotiations and connections to streamline permit applications and provide a path forward for the commercial development of this area. Major

supermarket and commercial businesses rely on significant catchments to be viable when developing and will make the decisions on when to act on permits based on multiple market and commercial factors beyond Council control.

Further investment is required from Council in the area of an activity centre strategy and associated economic development policy to assist with ensuring that these areas meet the underlying zoning requirements. Achieving the targets of the state government's Melbourne Industrial and Commercial Land Use Policy (MICLUP) and supporting the surrounding State Significant Industrial Land are key components of permit assessment as well as ensuring the future development is economically viable for both land owners and the community.

Investment is also required from the state government to upgrade the Officer Station including creation of a bus interchange to improve the public transport in the area and the attractiveness of the activity centre for commercial development.

### **Conclusion**

Officer Town Centre is identified as a Major Activity Centre within the Officer Precinct Structure Plan. Major supermarket and commercial businesses rely on significant catchments to be viable when developing. Whilst the surrounding Officer area has continued to grow and develop, as per the vision of the Officer PSP, the town centre has remained generally stagnant commercially. The development of the Officer UDF, along with the continued residential development in the Officer area combined with a resurgence in commercial interests post covid is anticipated to assist with seeing further development occurring within the town centre area. There have been several permits issued in the last 12 months, along with a number of new permits received and being assessed which Council officers hope will spark development within this zone.

Development of OTC continues to be a priority of the Planning and Design team and the associated teams within the Infrastructure Services, Community Infrastructure Delivery and Economic Development teams at Council. Continued engagement with the state government is required as they are the largest individual landholder in the key commercial precinct and have not moved on their commercial landholdings in several years. They are also required to invest in the upgrade of Officer Station and the linkage with the wider bus network.

### **Resolution**

Moved Cr Tammy Radford, seconded Cr Collin Ross.

That Council note the progress of development within the Officer Town Centre area.

Carried

## 6.2.4 Cardinia Shire Council Kindergarten Direction Follow Up

### Resolution

Moved Cr Stephanie Davies, seconded Cr Tammy Radford.

That Council:

1. Note:
  - a. The positive benefits kindergarten services provide children, and that quality kindergarten experiences in the two years prior to school, lead to improved social and learning outcomes and broader community and economic benefits.
  - b. Its significant investment in kindergarten services evidenced through deliver of infrastructure, the ongoing operation of kindergarten services, procurement of Early Years Managers, adherence to ongoing compliance and governance requirements, facility management, fostering collaboration opportunities for learning, and providing development/capacity building opportunities and central registration.
  - c. The State Government is committed to delivering its 2022 Best Start Best Life reform and thanks the State Government for recent funding to deliver:
    - i. New kindergartens including Thewlis Road Integrated Child and Family Centre, Toun-Nun Integrated Child and Family Centre and Kurmboon Integrated Child and Family Centre.
    - ii. Upgrades to existing kindergartens in Nar Nar Goon, Bayles and Avonsleigh.
  - d. The funding and resources required for development, upgrade, compliance, and maintenance of facilities used for the purpose of kindergarten and to deliver the Best Start Best Life Reform is beyond Council's responsibility and financial capacity.
2. Advocate to the State Government that they prioritise kindergarten on school sites (KOSS) where current facilities and services cannot meet demand or accommodate reforms, and that:
  - a. These facilities are the responsibility of the State to plan, construct, maintain and manage.
  - b. The State ensures the use of Cardinia's Central Registration & Enrolment Scheme in the operation of these facilities to facilitate access for families.
  - c. The KOSS model (where appropriate) replaces kindergartens, thereby offering seamless integrated service delivery. A flexible consult room is included within KOSS facilities to support an integrated and seamless service delivery approach.
  - d. The State lease the facility including consult rooms to Council, charged at a peppercorn rate to provide services such as maternal and child health for the community.
3. Authorise the Chief Executive Officer or appropriate delegate to continue negotiating with the Department of Education and Victorian School Building Authority to enter a building blocks partnership whereby:
  - a. The State Government fully funds the shortfall in kindergarten infrastructure projects including:
    - i. New builds and upgrades to existing facilities, including required compliance and inclusion works, regardless of building type (traditional or modular).



- ii. Service connections, pathways, access requirements, lighting, site integration (where appropriate), additional amenity costs (where required) and facility fit out, regardless of building type (traditional or modular).
  - b. Council receives ownership of any new state funded community assets on Council land for the community's benefit into the future.
- 4. Note, the State Government support ongoing change management funding for local Councils who do not directly provide kindergarten services through the same mechanisms that it supports Early Years service providers.

Carried

## 6.3 Policy Reports

### 6.3.1 Amendments to Governance Rules

**Responsible GM:** Debbie Tyson  
**Author:** Doug Evans

#### Recommendation(s)

That Council receive and note the recommended amendments to the Governance Rules and release the document for a Community Consultation exercise and consider any feedback received at the June Council Meeting prior to adopting the amended Governance Rules.

#### Attachments

1. Working draft amendments to Governance Rules [6.3.1.1 - 32 pages]

#### Executive Summary

It is timely to review the Governance Rules both so that the current Council can review the rules prior to the election and to take account of the recent recommendations arising from the Operation Sandon Report into the Casey City Council.

#### Background

The Governance Rules were initially adopted by the Council in August 2020 as a requirement of the 2020 Local Government Act, (the Act). The Rules were last reviewed and amended in August 2022 to make provision for the conduct of Council Meetings via electronic means as required by amendments to the Act.

The suggested Governance Rules contain amendments required by changes to the Act, improved Public Transparency, a Gender Impact Assessment, a Human Rights Charter Impact Assessment, improved Governance procedures, Operation Sandon recommendations and reference to the 2024 Council election and can be summarised as follows:

#### Summary table of recommended amendments to Governance Rules

Clause	Recommended amendment	Reason
3.1.6	Delete Clause relating to Mayor not Charing Meeting if attending remotely.	In breach of Local Government Act
3.4	Council meeting Agendas to be delivered to Councillors 10 days before meeting – currently 2 days, and placed on Council’s website 6 days prior to the meeting	Improved Public Transparency
3.6	Order of Business amended to bring Community Question time forward	Benefit to members of the Community asking questions
3.9	Amend requirement regarding Agendas for Special Meetings to be in line with Clause 3.4	Improved Public Transparency

3.18.1	Notices of Motion to be lodged at least 14 days before meeting to allow inclusion in Agenda papers, currently 2 days.	Improved Public Transparency
3.18.2	Allow CEO in consultation with Mayor to reject motion in certain circumstances	Improved Governance process
3.19	Remove reference to his/her and replaced with their to remove gender reference	Gender Impact Assessment
3.23	Rescission Motions to be lodged at least 14 days before meeting to allow inclusion in Agenda papers, currently 2 days. Also clarify that motion contrary to previously adopted motion and acted on cannot be rescinded	Improved Public Transparency
3.27	Remove reference to his/her and replaced with their to remove gender reference	Gender Impact Assessment
3.31	Remove requirement to stand for count of a division and allow clear show of hands	Charter of Human rights issue if Councillor has disability or is in remote attendance
3.36	Councillor questions to be lodged by 12 noon on day of meeting, currently 4pm, to align with Community Question lodgement	Improved Governance process
3.48	Provide greater control over public gallery attending meetings if disruption occurs	Improved Governance process
3.49	Make it clear that Community Questions will be read and answered by CEO or relevant General Manager	Improved Governance process
3.51	Provide greater clarity around what community questions can be accepted in whole or in part	Improved Governance process
3.52	Delete clause that refers to Councillor being assisted in answering Community Question	In keeping with amendment to previous clause
Renumbered Clause 3.52	Add details regarding content of questions not to contain commentary on question or preamble	Improved Governance process
3.67	Delete reference to drawing a lot for Election of Mayor if vote is tied.	In breach of Local Government Act
3.68	Clarify that if Mayor is absent from a meeting Deputy Mayor assumes the Chair	Legislative requirement
Part 3 Clauses 3.70 - 3.73	Delete reference to Common Seal	No longer required following repeal of 1989 Local Government Act
Chapter 4 Conflict of Interest Clauses 4.2 & 4.3	Require additional details to be provided in writing when conflict of interest is declared. Standard declaration form included as Attachment 1.	Operation Sandon recommendation

Chapter 6 Council records Clause 6.1.2	Include names of Councillors that voted for and against a motion in the minutes without need to call for a division	Operation Sandon recommendation
Chapter 8 Election Period Policy Clause 8.1.2	Include reference to 2024 Election	Update to current election
8.4	Clarify public consultation during election period	Improved Governance process
8.6.1, 8.7.3	Correct reference to Manager Governance to Manager Governance, Safety & Property	Administrative update
8.7.4	Allow holding of meetings during election period to receive Annual Report or required due to emergency or exceptional circumstance.	Improved Governance process & Legislative requirement
8.9.1	Clarify the publishing of Council publications during election period following repeal of 1989 Local Government Act	Legislative requirement
8.1.2	Add new clause allowing CEO to correct any misinformation distributed during election period	Improved Governance process

These amendments are included in the attached Governance Rules document.

AS required by Section 60(4) of the Local Government Act 2020 a process of community engagement is required when a Council is amending its Governance Rules.

### Policy Implications

Amending the Governance Rules keeps this document contemporary and in line with Best Practice recommendations.

### Relevance to Council Plan

#### 5.1 We practise responsible leadership

5.1.1 Build trust through meaningful community engagement and transparent decision-making.  
5.1.5 Champion the collective values of the community through the Councillors' governance of the shire.

### Climate Emergency Consideration

There are no climate change considerations associated with amending the Governance Rules

### Consultation/Communication

Relevant Council staff and the Senior Management Team have been consulted in preparing the proposed amendments to the Governance Rules. Section 60(4) of the Local Government Act 2020 stipulates that the Council must ensure that a process of community engagement is followed in amending the Governance Rules.

### **Financial and Resource Implications**

There are no financial or resource implication associated with amending the Governance Rules

### **Conclusion**

It is appropriate for the Council to consider the proposed amendments to the Governance Rules and once confirmed to release the document for a process of community engagement with the resulting feedback being considered at the June Council Meeting.

### **Resolution**

Moved Cr Tammy Radford, seconded Cr Graeme Moore.

That Council receive and note the recommended amendments to the Governance Rules and release the document for a Community Consultation exercise and consider any feedback received at the June Council Meeting prior to adopting the amended Governance Rules.

Carried

## 6.4 Financial Reports

### 6.4.1 2024-25 Draft Budget

**Responsible GM:** Wayne Mack  
**Author:** Allison Southwell

#### Recommendation(s)

That

1. The 2024-25 draft Budget (including the draft Capital Works Program) prepared in accordance with section 94 of the *Local Government Act 2020* be approved in principle for the purpose of providing a period of community exhibition.
2. The Chief Executive Officer be authorised to:
  - a. Give public notice in accordance with section 96 of the *Local Government Act 2020* and Council's Engagement Policy of Council's intention to adopt the 2024-25 Budget (including the Capital Works Program) at the Council meeting to be held on 17 June 2024.
  - b. Undertake any and all administrative procedures necessary to enable Council to carry out its functions in accordance with its Community Engagement Policy.

#### Attachments

1. Draft Budget 2024-25 [6.4.1.1 - 112 pages]

#### Executive Summary

The 2024-25 draft Budget, including the Capital Works Program, has been prepared through a comprehensive process of review and analysis, including several Councillor workshops and briefings, as well as extensive internal consultation across the organisation. The development has also been influenced by previous community feedback from earlier budgets that indicated a preference for greater spending on constructing and maintaining assets and infrastructure.

These documents articulate Council's financial and resource strategies to fund its activities for the upcoming financial year ending 30 June 2025 and the subsequent three years. They have been prepared in draft form to provide the opportunity for community exhibition prior to Council considering the Budget at the Council meeting to be held on 17 June 2024.

#### Background

The 2024-25 draft Budget (and supporting Capital Works Program) captures how Council proposes to fund the initiatives in the Council Plan and Council Action Plan over the next four years to achieve its strategic objectives and strategies.

The draft Budget will enable the delivery of over 67 programs and services to our community, while supporting the construction of community facilities and maintenance and upgrade of existing facilities and infrastructure, including parks, sporting grounds and pavilions, footpaths, roads and bridges.

The draft Budget, including the Capital Works Program, has been prepared through rigorous consultation with Councillors and Council officers which has informed the development of the

documents – noting the competing tensions for scarce resources and the diverse views across the municipality.

Cardinia Shire Council remains committed to providing increased value for money to its ratepayers. We have continued our approach to identifying opportunities to improve processes and reduce overhead costs in delivering our key services.

The draft Budget has been developed within a proposed 2.75% rate increase for 2024-25 (3.50% in 2023-24) consistent with the average rate cap determined by the Minister for Local Government in December 2023. This rate increase is well below current and projected inflation, service contract cost increases, staff enterprise agreement commitments and supply chain cost increases.

## **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**

Funding to address Council's strategic objectives in relation to a climate emergency is included in the draft budget.

## **Consultation/Communication**

The draft Budget has been prepared in consultation with the Senior Leadership Team and all business unit managers. Managers prepared operating and capital budgets based on service and capital works program needs. Additionally, a detailed community engagement plan has been developed to support the exhibition of the draft budget documents. The community will have the opportunity to provide feedback or make a submission, which will be reviewed by Councillors prior to considering the budget for adoption.

## **Financial and Resource Implications**

The 2024-25 draft Budget outlines Council's management of financial resources over a four-year period. The draft Budget outlines the proposed resources to be allocated to the delivery of proposed capital works, delivery of services and funding for our key community priorities and initiatives.

## **Conclusion**

Working within the framework provided by the adopted Financial Plan 2021-2031, this draft Budget outlines how resources are proposed to be allocated to deliver the initiatives, programs, services and capital works to the community as framed by the Council Plan. It also outlines the associated arrangements for financial and servicing financial debt.

Council invites the community to review the draft Budget documents prior to them being considered at the Council meeting to be held on 17 June 2024.

## **Resolution**

Moved Cr Tammy Radford, seconded Cr Stephanie Davies.

That

1. The 2024-25 draft Budget (including the draft Capital Works Program) prepared in accordance with section 94 of the *Local Government Act 2020* be approved in principle for the purpose of providing a period of community exhibition.
2. The Chief Executive Officer be authorised to:
  - a. Give public notice in accordance with section 96 of the *Local Government Act 2020* and Council's Engagement Policy of Council's intention to adopt the 2024-25 Budget (including the Capital Works Program) at the Council meeting to be held on 17 June 2024.
  - b. Undertake any and all administrative procedures necessary to enable Council to carry out its functions in accordance with its Community Engagement Policy.

Carried



## 6.4.2 CT000535 Tender Evaluation Report Trucks, Buses, Specialised Trucks, Bodies & Trailers

**Responsible GM:** Wayne Mack  
**Author:** Fran Miller

### Recommendation(s)

That Council award contract CT000535 for the provision of Trucks, Buses, Specialised Trucks, Bodies and Trailers as defined by MAV Procurement for three years, plus two optional extensions of up to three years each, with a final expiration date of 31 January 2033.

### Attachments

Nil

### Executive Summary

Council utilise collaborative arrangements undertaken by MAV Procurement from time to time. Council wish to utilise the MAV Procurement Trucks panel contract for provision of Trucks, Buses, specialised trucks, bodies and trailers, including services and parts. These goods and services will be ad hoc in nature, according to business needs and budget constraints, during the contract period.

### Background

Council purchase trucks, bodies and trailers intermittently according to business needs and plant replacement schedules. MAV Procurement ran a tender process (RFT) in conjunction with their counterparts in Queensland, Northern Territory, New South Wales, South Australia and Tasmania. The RFT opened 15 July 2023 and closed on 8 September 2023. The tenders were checked against a range of weighted selection criteria to ensure the viability of the tender submissions. These criteria included, Price, Technical Capability, OHS, Environmental, Quality Management Systems, Managerial Capabilities including subcontractors, Financial Capability, and Ethical Business Practices.

The resultant panel contract will enable council to deliver value for money by combining the large spend with councils throughout many states, maximising discounted pricing whilst balancing the needs of individual councils to procure plant and equipment according to their needs.

The table below outlines the 44 successful tenderers, servicing Victoria.

Supplier Name	Supplier Name
Allquip Truck Tanks Pty Ltd	Iveco Trucks Australia Ltd
Altec Australia Holdings Pty Ltd	KOR Equipment Solutions Pty Ltd
Ausroad Manufacturing Pty Ltd	Lift Industries
Australian Sweeper Specialists t/a Mike Trace Engineering Sales and Service Pty Ltd	Major Trailers
Bella Manufacturing	Manco Engineering Australia Pty Ltd
BLK Auto Pty Ltd t/a BLK Auto Bus & Coash Sales	Maxilift Australia Pty Ltd

Bucher Municipal Pty Ltd	Midland Pty Ltd
Daimler Truck Australia Pacific Pty Ltd	Paccar Australia Pty Ltd t/a DAF Trucks Australia / Kenworth Trucks
Ecoteq Pty Ltd	Penske Australia
Enviroline Group	Quik Corp Pty Ltd
Felco Manufacturing Pty Ltd	Rapid Spray Pty Ltd
Flocon t/as Flocon Engineering Pty Ltd	Rosmech Sales & Service Pty Ltd
Flocon Industries Pty Ltd	Sea Electric Pty Ltd
Foton Mobility Distribution Pty Ltd	Superior Pak Waste Equipment
FWR Trailers t/a FWR Pty Ltd	Sustainable Vehicles Pty Ltd
Garwood International Pty Ltd	Sweepers n Scrubbers
Gilani Engineering Pty Ltd	The Trustee for The Agent Family Trust t/a Tosca Industries
Hako Australia Pty Ltd	Transpave
Hidrive Group Pty Ltd	Traymark Industrial Caravans Pty Ltd
Hino Motors t/a Hino Motor Sales Australia Pty Ltd	Volvo Group Australia Pty Ltd
HSR Southern Cross Pty Ltd	Work Caravans
Hyundai Commercial Vehicles Australia	
Isuzu Australia Limited	

## 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.

## Financial and Resource Implications

All purchases via this contract are appropriately costed during each years budget process. Council intend to use this panel contract on an ad hoc basis according to business requirements and within normal budget constraints.

## Conclusion

It is recommended that Council award contract CT000535 for the provision of Trucks, Buses, Specialised Trucks, Bodies and Trailers, as defined by MAV Procurement for three years, plus two optional extensions, with a final expiration date of 31 January 2033.

**Resolution**

Moved Cr Tammy Radford, seconded Cr Graeme Moore.

That Council award contract CT000535 for the provision of Trucks, Buses, Specialised Trucks, Bodies and Trailers as defined by MAV Procurement for three years, plus two optional extensions of up to three years each, with a final expiration date of 31 January 2033.

Carried

## 6.5 Activity Reports

### 6.5.1 Quarterly Resolutions Report to March 2024

**Responsible GM:** Debbie Tyson  
**Author:** Doug Evans

#### Recommendation(s)

That Council note the report detailing implementation of Council resolutions for the period to the end of March 2024

#### Attachments

1. Quarterly resolutions report January to March 2024 [6.5.1.1 - 12 pages]

#### Executive Summary

The attached report details all resolutions made for the quarter ended 31 March 2024, and includes the actions taken to implement the decisions; the report does not include matters listed for noting.

This quarter, there were 18 decisions made in the Town Planning and Ordinary Council Meetings. Of these decisions, 15 have been implemented and completed, while only 3 decisions remain 'In-Progress'. The report includes three items from previous quarters that remain open with a status of 'In-Progress'

#### Background

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

The attached report informs the Council about the implementation of these decisions, in addition provides transparency to our community.

#### Policy Implications

This regular report is in keeping with the Governance Rules.

#### Relevance to Council Plan

##### 5.1 We practise responsible leadership

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

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

#### Climate Emergency Consideration

There are no Climate Emergency considerations regarding this report

### **Consultation/Communication**

All relevant staff have been consulted regarding this report.

### **Financial and Resource Implications**

There are no financial considerations associated with this matter.

### **Conclusion**

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

### **Resolution**

Moved Cr Collin Ross, seconded Cr Carol Ryan.

That Council note the report detailing implementation of Council resolutions for the period to the end of March 2024

Carried

## 6.5.2 Community Engagement Update

**Responsible GM:** Debbie Tyson  
**Author:** Emma Wilkinson

### Recommendation(s)

That Council notes the community engagement activities being undertaken in April/May 2024.

### Attachments

Nil

### Executive Summary

This report provides a monthly update on Councils 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"> <li>• Fact sheets</li> <li>• Websites</li> <li>• Open houses</li> </ul>	<ul style="list-style-type: none"> <li>• Public comment</li> <li>• Focus groups</li> <li>• Surveys</li> <li>• Public meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Deliberate polling</li> </ul>	<ul style="list-style-type: none"> <li>• Citizen Advisory committees</li> <li>• Consensus building</li> <li>• Participatory</li> <li>• Decision-making</li> </ul>	<ul style="list-style-type: none"> <li>• Citizen juries</li> <li>• Ballots</li> <li>• Delegated</li> <li>• Decisions</li> </ul>

### 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 20 April 2024 – 13 May 2024			
Project	Project description	Proposed consultation date/s and details	Responsible Business Unit
Community Engagement Policy	Consultation with community on the draft community engagement policy and supporting guidelines which guide Cardinia’s engagement strategies.	25 <sup>th</sup> March - 28 <sup>th</sup> April 2024 Consultation will include: <ul style="list-style-type: none"> <li>• Creating Cardinia page with survey</li> <li>• QR code posters</li> <li>• Pop-up events and drop-in sessions for community to provide feedback face-to-face.</li> </ul>	Communications and Engagement
Naming of Officer District Park	Consultation with community to vote on a new name for the Officer District Park currently under construction.	15 <sup>th</sup> April – 12 <sup>th</sup> May 2024 Consultation will include: <ul style="list-style-type: none"> <li>• Creating Cardinia page with survey</li> <li>• Pop-ups (locations TBC)*</li> <li>• QR code posters around the park and relevant areas.</li> </ul> *Details to follow on the Creating Cardinia page.	Active and Connected Communities
Renaming of Officer Recreation Reserve	Consultation with community to vote whether they support the Officer Recreation Reserve to be renamed after Rob Porter	15 <sup>th</sup> April - 12 <sup>th</sup> May 2024 Consultation will include: <ul style="list-style-type: none"> <li>• Creating Cardinia page with survey</li> <li>• QR code posters around the reserve and in the sports pavilion</li> <li>• Letters to the reserve’s sports clubs and committee.</li> </ul>	Governance, Safety and Property
Pakenham East Renaming	Consultation with community and key stakeholders to vote on the new name for Pakenham East suburb. Also to inform community of road name changes.	15 <sup>th</sup> April - 12 <sup>th</sup> May 2024 Consultation will include: <ul style="list-style-type: none"> <li>• Creating Cardinia page with survey</li> <li>• Letter to residents of the suburb and the affected boundary</li> <li>• QR code posters within key areas of the suburb, the property sales office and other relevant surrounding areas.</li> <li>• Pop ups (TBC)*</li> </ul> *Details to follow on the Creating Cardinia page.	Governance, Safety and Property



Amendments to the Governance Rules	Consultation with community on changes to the Governance Rules.	10 <sup>th</sup> April - 8 <sup>th</sup> May Consultation will include: <ul style="list-style-type: none"> <li>• Creating Cardinia page with survey</li> <li>• QR code posters within relevant areas.</li> </ul>	Governance, Safety and Property
Gambling Policy Review - Phase 3.	Consultation with community on the Draft Gambling Policy.	2 <sup>nd</sup> April - 28 <sup>th</sup> April Consultation will include: <ul style="list-style-type: none"> <li>• Creating Cardinia page with survey.</li> </ul>	Community and Family Services.
Draft Council Budget 24/25	invite comments on the draft Council Budget for 2024/25.	16 April - 17 May Consultation will include: <ul style="list-style-type: none"> <li>• Creating Cardinia page with survey.</li> </ul>	Finance

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.

### **Resolution**

Moved Cr Tammy Radford, seconded Cr Stephanie Davies.

That Council notes the community engagement activities being undertaken in April/May 2024.

Carried

## 6.5.3 Major Projects Report

**Responsible GM:** Peter Benazic  
**Author:** Dan Hammond, Jarrad Unsworth, Michael Casey

### Recommendation(s)

That Council note Major Projects report for the month of February 2024.

### Attachments

1. Major projects report - April 2024 [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, as at the end of March 2024, when the report was collated.

### 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 Collin Ross, seconded Cr Graeme Moore

That Council:  
Notes the Major Projects report for the month of March 2024

Cr Carol Ryan requested that an amendment to the motion to include an additional point as follows:

That a Report be brought to Council at the earliest possible time with a formal update on the Cardinia Youth Hub project.

Seconded by Cr Stephanie Davies

Cr Collin Ross agreed to the additional clause being included in the motion so that it read.

That Council:

1. Notes the Major Projects report for the month of March 2024, and
2. That a Report be brought to Council at the earliest possible time with a formal update on the Cardinia Youth Hub project

Cr Davis moved 'That the motion be put.

Lapsed for want of a seconder

The motion was then PUT and CARRIED

## 7 Reports Or Minutes Of Committees

## 8 Reports By Delegates

Cr Davies advised that April is World Autism Awareness month and in Australia it is referred to as Autism Acceptance month and that Tuesday 16 April is National Hoodie Day in recognition of Autism Awareness.

Cr Davies acknowledged the recent sad announcement by local MP Emma Vulin in relation to her serious illness and wished her and her family all the best in regard to overcoming her illness.

Cr Ryan advised of the official opening of the Pakenham Tennis Centre Pavilion Extension, 19 March, noting this has been a long term project.

Cr Ryan advised of her attendance together with other Councillors at a meeting with Shadow Cabinet in Pakenham on 25 March.

Cr Ryan advised of her attendance on 26 March at the official opening of the Athletics track at IYU Reserve, and congratulated Cr Ross and all involved.

Cr Ryan reported on her attendance in company with the Mayor and Cr Cameron at a laboratory business in Garfield run by Dr Mary Cole a world recognised expert in soil testing and sustainability.

Cr Ryan reported on her attendance in company with Cr Ross and Cr Cameron at the Art wearable sustainable clothing show at CCC noting some of the clothing being made out of coffee pods.

Cr Ryan advised of the Blood Bank is in town at the Pakenham Hall and encouraged as many residents as possible to donate.

Cr Cameron advised of her attendance in company with the Mayor and Cr Moore at the Tonimbuk Horse Trials.

Cr Cameron advised of her attendance at the AGM's of the Lang Lang Senior Citizens Club and Lang Lang Reserve Committee.

Cr Cameron also advised of her attendance at the recent meeting with Shadow Cabinet.

Cr Cameron also mentioned the Wearable Art exhibition at the Cultural Centre.

Cr Cameron advised of her attendance with the Mayor and Cr Moore at the Harewood Park fundraising day where funds were raised for the Koo Wee Rup Hospital.

Cr Cameron advised of her attendance Cora Lynn Football Club Sponsors and Life members event, where she received a certificate of appreciation.

Cr Moore also mentioned the Harewood Park fundraising event at the historic property on the banks of the Cardinia Creek.

Cr Moore mentioned the upcoming Yakkerboo Festival and that he was preparing Mr Yakkerboo for the event that had been running since 1975 encouraged residents to attend.

Cr Ross mentioned the opening of the IYU Reserve Athletics facility that will be a great asset for local residents and athletics clubs.

Cr Ross advised of his attendance at the Pakenham Park Run that had 200 entrants noting the drinking fountains installed by South East Water.

Cr Ross also mentioned the Wearable Art exhibition at the Cultural centre.

Cr Ross noted recent improvements of kerbside waste collection and noting use of recycled glass in road surfacing within the Shire.

Cr Radford highlighted attending the Officer Recreation Reserve Community Asset Committee which had been held over due to the health and passing of Rob Porter noting that Geoff Porter had taken on the role of President continuing the legacy of the Porter family on this committee, it was also noted that John Tivendale had contributed 50 years of service on this reserve committee.

The Mayor, Cr Kowarzik mentioned the work of former Cr Michael Schilling together with current Councillors regarding the relocation of the Pakenham Tennis Club to REgional Tennis facility.

## **9 Presentation Of Petitions**

Nil

## **10 Notices Of Motion**

Nil

## **11 Community Questions**

Community Questions were considered at the start of the meeting

## **12 Urgent Business**

Nil

## **13 Councillor Questions**

Nil

## 15 Meeting Closure

Meeting closed at 8:52pm.

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Minutes confirmed  
Chairman